

LSU School of Music Bylaws

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The School of Music shall be governed in accordance with the provisions set forth in the articles that follow. In the event of any conflict or inconsistency between School of Music bylaws and University or College regulations, including policy statements and permanent memoranda, the University or College regulations shall prevail.

I. The Faculty Assembly

Full-time members of the academic staff of the School of Music (as defined in PM-23) are herein and after referred to as the Faculty Assembly of the School of Music.

- A. The Faculty Assembly shall constitute a committee of the whole to discuss, debate, and determine matters of educational policy that fall under its purview according to University bylaws, including matters of curriculum, degree requirements, and admissions criteria.
- B. The Faculty Assembly will be informed and consulted about School and College matters that are its proper concern, including administrative organization, budget, equipment and facilities, the creation of staff and faculty lines, and the hiring of new staff and faculty.
- C. The full-time members of the academic staff of the School of Music comprise the voting membership of the Faculty Assembly. Other faculty members—emeritus faculty and part-time faculty—are permitted to attend and speak at faculty meetings but do not have a vote.

II. Administration

The School of Music will be administered by a Director. The Director is the chief academic officer of the School of Music and the faculty's liaison to the administration of the College of Music and Dramatic Arts (CMDA) and to the University administration.

- A. The duties of the Director shall include all those specified by the Dean of the College and by University bylaws. The Director will consult members of the Faculty Assembly, the Executive Committee (see VIII.3, below), area coordinators, and staff members as appropriate on matters that affect the mission and welfare of the School of Music.

- B. The Dean of the College is responsible for appointing the Director. In rare cases, the Dean may also serve as Interim Director.
- C. The Faculty Assembly plays an important advisory role in the appointment of the Director. Whenever there is a vacancy in the position, the Dean will formulate the job description and terms of service for the Director in consultation with the Executive Committee and Faculty Assembly. The search committee for a new Director will include at least three members chosen by the Executive Committee. The Faculty Assembly will have the opportunity to interact with candidates for the position and to share their assessments and recommendations with the search committee.
- D. Per PS-111, the Dean is reviewed annually by the Provost of the University, and the Director is reviewed annually by the Dean of the College. At least every other year, these reviews must include “pertinent observations and opinions of the appropriate faculty,” usually collected by survey. Per PS-111, the administrator conducting the review will “report to the faculty of the unit on the evaluation, including a summary of the results of observations and opinions of the faculty which have been collected.”
- E. After consultation with the Executive Committee, the Dean and/or Director will appoint Associate and Assistant Directors as necessary and appropriate and deputize them to act as needed.

III. Meetings of the Faculty Assembly

The Faculty Assembly will meet regularly to receive the Director’s report on matters of mutual interest.

- A. The Director will ordinarily convene faculty meetings once each month during fall and spring semesters. A schedule of regular meetings will be distributed by the Director at the start of each semester. All faculty members will be invited to contribute items for inclusion on the agenda. The inclusion of items proposed by individual faculty will be at the discretion of the Director. Faculty members will conduct themselves professionally and treat colleagues with respect. Meetings will be conducted according to the current edition of Robert’s Rules of Order.
- B. Called meetings of the Faculty Assembly may occur upon petition to the Director by 20% or more of its members. In addition, the Director may convene a special meeting to discuss specific issues of immediate concern.
- C. Normally, an agenda will be distributed at least 48 hours prior to the scheduled start of a faculty meeting. Each agenda will include, at a minimum:
 - a. An opportunity to amend and approve the minutes of the previous meeting (if applicable).
 - b. Brief reports from the standing and ad hoc committees of the Faculty Assembly that have convened since the previous faculty meeting.
 - c. An opportunity to propose new business, once the items specified on the agenda have been addressed. (The Director may impose a time limit for new business.)

- D. Items proposed and voted on during all faculty meetings will be recorded in the minutes by a member of the Faculty Assembly designated by the Policy Committee (see VIII.3, below). Minutes of meetings will be distributed to all faculty in a timely manner. Faculty meeting minutes will include an accurate record of attendance. Minutes of faculty meetings will be recorded and filed with the appropriate staff member of the School or College.
- E. In order for action to be proposed and voted on, a quorum of at least 50% plus one of the eligible voting faculty must be in attendance.
- F. No absentee or proxy voting is allowed for votes held during the course of a meeting of the Faculty Assembly.

IV. Amendments

Any faculty member may propose an amendment to the Faculty Bylaws by giving written notice to the Dean or Director. Such amendments will then be circulated among members of the Faculty Assembly prior to its next meeting. Amendment materials must be available to faculty members at least seven working days prior to the faculty meeting, not including the day of the meeting. Amendments will be passed by two-thirds of the faculty present at the meeting, provided the above-defined quorum.

V. Organization of the Faculty Assembly into Areas and Divisions

- A. For purposes of discussing and determining matters of common interest and responsibility, the Faculty Assembly will organize itself by discipline into program areas. The voting members of the Faculty Assembly in each area will elect an area coordinator for a renewable three-year term from among their number; this should occur at the end of the spring semester. In case of tie votes, the Director selects the area coordinator from among the finalists. The coordinator will represent the area as appropriate in meetings with the Director and other members of the School and College leadership and staff, and they will assist with scheduling, logistics, and related tasks that affect their area.
 - a. In rare cases, the Executive Committee (see VIII.3, below) may vote to remove an area coordinator for a documented pattern of incompetence, delinquency, or behavior unbecoming of a faculty member. The Dean, Director, or any member of the Faculty Assembly may bring a complaint about an area coordinator to the Executive Committee. The Executive Committee will consult with the complainant(s), and the area coordinator will be afforded the opportunity to provide a rebuttal. A supermajority vote (5 of 7 votes) is required for removal.
 - b. If an area coordinator is removed, resigns, or is temporarily unable to serve, an interim area coordinator may be elected by the program area in the manner described above (see V.A).

- B. Program areas will be grouped together into divisions. At the beginning of the fall semester, the voting members of the Faculty Assembly in each division will elect a division head from among their membership for a renewable one-year term. In case of tie votes, the Director selects the division head from among the finalists. The division heads will constitute the Executive Committee (see VIII.3, below).
- a. If a division head resigns or is temporarily unable to serve, an interim division head may be elected by the division in the manner described above (see V.B).
 - b. In rare circumstances, a faculty member may serve as both an area coordinator and a division head, if elected to both roles. To increase opportunities for participation in faculty governance, however, it is generally expected that a faculty member will agree to serve in only one of these two roles.
- b. The divisions and program areas are listed below. Faculty whose duties place them in two or more areas or divisions will be full members of those units. Given its large size, the Instrumental Music division has two voting representatives on the Executive Committee, and will thus send both its chair and a vice chair to serve; the two members on the Executive Committee from this division must be from distinct areas.

Division of Instrumental Music

Brass
Keyboard
Percussion
Strings
Woodwinds

Division of Voice, Opera, and Choral Studies

Voice
Opera
Choral Studies

Division of Academic Studies

Composition
Experimental Music and Digital Media
Music Theory
Musicology

Division of Music Education, Pedagogy, and Therapy

Keyboard Pedagogy
Music Education
Music Therapy

Division of Ensembles and Conducting

Choral Studies

Department of Bands

Jazz Studies

Orchestral Studies

VI. Grievance Procedures

- A. A grievance is a complaint and/or claim that there has been unfair or unequal treatment by reason of an act or condition that is contrary to established University policy and procedure governing the employer-employee relationship or that there has been a violation, misinterpretation, or inequitable application of University employment policy.
- B. A faculty member with a grievance may submit a written request for an administrative review to the Director and/or Dean. After completing the administrative review, the supervisor submits a written determination to the faculty member.
- C. If the grievance is not resolved internally, a faculty member can pursue conflict resolution with the Office of the Ombudsperson. Alternatively, a faculty member may file a complaint with the Faculty Senate Adjudication Committee, which will investigate the matter and issue a report with recommendations to the Provost and Faculty Senate President. Copies of the Faculty Senate Adjudication Committee procedures are available from the Faculty Senate office or the chair of the committee.
- D. Student grievances should follow the General Appeal Procedure as detailed in PS-48.

VII. Promotion and Tenure, Tenure-Track Review, and Mentorship of Tenure-Track Faculty

1. The Review Committee and Panels

- A. Per PS-36T, the entire eligible voting faculty constitutes the Review Committee. In the spring semester, the Review Committee votes to elect two Panels: Panel A consists of five faculty at the rank of full professor (including a chair and chair-elect), and Panel B consists of three faculty at the rank of associate professor.
 - 1. The faculty member who receives the most votes will serve as chair-elect in the first year and as chair the following year. After their term is over, chairs are ineligible to serve on the Panels for one year. Faculty on sabbatical are exempt from serving on the Panels.
- B. All materials submitted by the candidates for promotion or tenure will be stored in a secure location where members of the Review Committee may review them. At the

Director's discretion, and in consultation with the chair and chair-elect of the panels, some or all such materials may be made accessible online.

- C. All members of the Review Committee are expected to review the portfolios of the candidates for promotion or tenure. Per PS-36T, portfolios must be kept confidential and reviewed in good faith.
- D. The Panels will prepare a draft of a preliminary report on each candidate for promotion and/or tenure. Their preparations should include a thorough review of each candidate's portfolio and observations of their teaching. The report should offer a comprehensive evaluation of the candidate, organized by the criteria for evaluating faculty job performance (usually teaching, research and creative activities, and service).
- E. The Review Committee will meet to examine and discuss each candidate's file and to hear the Panels' preliminary reports. Additional meetings of the Review Committee may be necessary to complete review of all candidates. The Review Committee as a whole will review and revise the Panels' draft reports as necessary. Revisions and edits will be determined by consensus or (where there is substantive disagreement) by majority vote. Although initially prepared by the Panels, the final report will be the work of the Review Committee as a whole.
- F. After the candidates' files have been examined and discussed by the committee and votes with justifications collected, the Review Committee's report (including, where necessary, minority reports as well as a report of the majority) will be placed in the review file (PS-36T, p. 24). Each music faculty member, whether or not they are authorized to vote on a particular candidate, may write a letter to the Director and/or Dean concerning the candidate, and such letters shall become part of the candidate's file.
- G. The Director will distribute ballots to the Review Committee and set a deadline for their return. Each member of the committee will have the option to vote YES, NO, or ABSTAIN on each case. Per PS-36T, every count will be made and attested to by at least two members of the eligible voting faculty (usually the chair and chair-elect of the Panels). The confidentiality of each faculty member's vote will be maintained.
- H. The chair submits a signed and dated copy of the Review Committee's report to the Director.
- I. The vote tally, including separate counts when taken, will be reported to the voting faculty by the Director.

2. Annual Review

All faculty are reviewed annually by the Director. Consistent with PS-36T, annual review of tenure-track faculty encompasses two official processes and one unofficial process: (a) formal review by the Tenure-track Faculty Review Committee (TTFRC), (b) formal review by the Director, whose evaluation reflects the reports of the committee, and (c) informal advice and guidance from an assigned mentor and peer reviewer.

- A. The School of Music TTFRC evaluates all pre-tenure faculty annually. The TTFRC comprises three full professors and two associate professors from the Faculty

Assembly as determined by a vote of the tenured faculty. It will be led by a chair, to be determined by the TTFRC. The Director will share each pre-tenure faculty member's file (including annual activity report, syllabi, course evaluations, and previous TTFRC reports, if available) with the TTFRC. The TTFRC "will conduct a full review of job performance resulting in a written report, prepared independently of the unit leader [i.e., the Director] and signed by a representative of the review committee [i.e., the TTFRC], which will become part of the faculty member's file" (p. 30, PS-36T). The report must conclude with job performance ranked as "satisfactory," "needs improvement," or "unsatisfactory."

- B. The membership of the TTFRC will be determined as follows:
 - a. Early in the fall semester, the Director shall distribute a ballot among the tenured faculty, not including members of the Promotion & Tenure Panels.
 - b. The three full professors and two associate professors receiving the most votes will constitute the TTFRC.
 - c. Members can be re-elected to serve for no more than two consecutive years.
 - d. After serving for two consecutive years, there will be no service on the TTFRC for two years.

3. Mentorship

- A. Mentors and peer reviewers are appointed by the Director for each tenure-track faculty mentee. Responsibilities are outlined below.
 - a. A mentor assists in the professional growth of their mentee, encouraging their development as excellent musicians, scholars, teachers, and members of the LSU community. Mentors will:
 - i. Ordinarily serve for two years.
 - ii. Meet formally with their faculty member at least once/semester and informally frequently during the year.
 - iii. Review faculty member's curriculum vitae and other materials to be submitted for promotion and tenure for their consistency with PS-36T.
 - iv. In conjunction with the Director, assist the faculty member in meeting deadlines for promotion and tenure.
 - v. Be available for advice and consultation.
 - vi. Observe the faculty member's teaching at least once per year.
 - vii. Provide the faculty member with a written report on the faculty member's teaching. At the faculty member's discretion, this written report may be included in their promotion and tenure file.
 - b. A peer reviewer complements the work of the mentor, providing mentees with additional advice and feedback. Peer reviewers will:
 - i. Ordinarily serve for one year.
 - ii. Be available for advice and consultation as requested.
 - iii. Observe the junior faculty member's teaching once per year.

- iv. Provide the faculty member with a written report on the faculty member's teaching. At the faculty member's discretion, this written report may be included in their promotion and tenure file.
- c. Mentees will:
 - i. Reach out to mentor for advice and consultation.
 - ii. Request teaching observations from the mentor and peer reviewer.
 - iii. Become familiar with PS-36T.
 - iv. Request an alternative mentor or peer reviewer from the Director, if necessary.
- B. At the request of junior faculty, additional written teaching observations by other faculty members may be included in personnel files and considered as part of the review process.

VIII. Standing Committees of the Faculty Assembly

Committee members play a vital role in the shared governance and operation of the School of Music. Their responsibilities include but are not limited to active participation, representation of faculty viewpoints, curriculum development and review, effective collaboration and cooperation, and commitment to institutional values. Each committee will follow Robert's Rule of Order for voting. Committee membership will be listed on the School's website.

1. Policy Committee

- A. The Policy Committee shall be composed of three tenured members of the Faculty Assembly, elected each spring by the Assembly to take office at the start of the following fall semester.
- B. The Policy Committee will review and ensure compliance with these bylaws and other enabling documents of the School's governance on an ongoing basis, including relevant Policy Statements and Permanent Memoranda. It will present an annual report to the faculty.
- C. The Policy Committee will distribute copies of these bylaws to new faculty members as part of their orientation.
- D. The Policy Committee will ensure that an up-to-date copy of these bylaws is posted on the School of Music website.

2. Curriculum Committee

- A. The Curriculum Committee shall be composed of one representative from each of the divisions, appointed by each division head in consultation with the Director. At its first meeting of the fall semester, the committee will choose one of its members to serve as chair for a renewable term of one year. The CMDA's representative on the LSU Faculty Senate's Committee on Courses and Curricula will serve as an ex officio member of the committee; if this member is also the representative of their

division on the committee, they will serve as a voting member. The Director also serves as an ex officio member of the committee.

- B. Frequency of meetings shall be determined by the committee.
- C. A member of the Faculty Assembly who wishes to create, delete, or revise a course or curriculum should consult the chair of the Curriculum Committee in order to learn the process for submitting a proposal. The chair of the Curriculum Committee should communicate on a regular basis with the Director about proposals that are in development.
- D. The Curriculum Committee will review and provide recommendations on curricular changes, new course proposals, applications for graduate faculty status, academic issues requiring faculty action, and any relevant matters referred by the Dean, Director, or member of the Faculty Assembly. The Curriculum Committee will oversee revisions to the undergraduate and graduate handbooks of the School of Music.
- E. The Curriculum Committee may request that members of faculty areas affected by proposed additions or changes to courses or curricula attend its meetings to provide information and advice.

3. Executive Committee

- A. The Executive Committee shall be composed of the division heads of the School of Music plus a second member from the Instrumental Music Division, as detailed above (see V.B–C). The Director will serve as an ex officio member of the Executive Committee. The Director will also serve as chair.
- B. The Executive Committee will serve as a conduit between the faculty and its administration. The committee will represent the concerns of the Faculty Assembly to the Director. It will advise the Director on new and recurring business and will bring issues and initiatives to the Director for consideration. The Director will solicit advice and faculty perspective from the committee on matters of importance to the School and College, including matters relating to faculty and staff vacancies, e.g., the initiation of position searches and the framing of position descriptions.
- C. The Director will convene the Executive Committee about once per month during the fall and spring semesters, and more frequently as needed.

4. Ensemble Directors Council

The Ensemble Directors Council will comprise the members of the Faculty Assembly who serve as directors of the major ensembles, and such other ex officio members as the Director may appoint. Here, “major ensembles” includes all credit-granting ensembles whose membership includes undergraduates and/or graduate students of the school and/or who utilize school resources or facilities. The Ensemble Directors Council will discuss and determine policies on recruitment, auditions, scheduling, and allocation of resources between the ensembles and other programs of the school, and will divide into working groups as needed.

5. Recruitment, Admissions, and Retention Committee

The Director will appoint members of the Recruitment, Admissions, and Retention Committee to assist School of Music and College staff in these essential functions; to liaise with relevant Faculty Senate committees (e.g., Enrollment and Digital Education Committee, Internationalization Committee); to gather data concerning enrollment and retention trends; and to brainstorm ideas and solutions. The committee will have a minimum of three members, selected by the Director in consultation with the Executive Committee, with the Director or a proxy serving ex officio.

6. Library and Information Resources Committee

The Library and Information Resources Committee will liaise with (1) the music librarian and the Faculty Senate Library Committee as needed to provide input and oversight on matters of library acquisitions and collection development as well as overall access to information resources and materials, and (2) the College and School technical staff to see that the online presence of the School reflects the profile, priorities, and mission of the School's faculty and its programs and that essential information is accessible and correct. The committee will issue an annual report to the Director and Executive Committee. The committee will have a minimum of three members, selected by the Director in consultation with the Executive Committee, with the Director or a proxy serving ex officio.

IX. Faculty Search Committees and Ad Hoc Committees of the Faculty Assembly

The Director may appoint other committees as needed on an ad hoc basis. These committees shall have specific charges and a limited term of service.

1. Faculty Search Committees

Upon administrative approval to open a search for a faculty line, the Director shall appoint a search committee of faculty. A search committee will participate in the writing of the job description for the position to be advertised, will review and vet applicants, and will host interviews with the finalists for the position. The Director shall also designate a chair of the committee, who may or may not serve in the affected area. In certain cases, it is desirable, though not mandatory, to have individuals outside the major area or outside the School of Music serve on search committees. Upon the conclusion of the interview process, the committee will share its evaluations of the finalists in writing to the Director. The Director will facilitate communication between the university Office of Human Resource Management and the committee.

2. Staff Hiring Committees

Upon administrative approval to open a search for a staff member, the Director will appoint a staff hiring committee composed of at least two faculty members, and at least one staff member. The committee will assist the Director and the college Human Resources representative in writing the job description, and it will evaluate applicants, compile a short list of qualified individuals for the position, participate in interviews of applicants on the short list, and share its evaluations of the finalists in writing to the Director.

3. Other Ad Hoc Committees

Ad hoc committees will be formed and convened at the Director's discretion or by vote of the Faculty Assembly. These shall exist for specified periods of time and will be given a specific charge detailing their assigned tasks in writing.