

School of Music  
State University of New York at Fredonia  
Fredonia, New York

**FACULTY BYLAWS**  
**Last updated 10/20/2015**

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**STATEMENT:**

The School of Music of SUNY Fredonia is an internationally recognized undergraduate and graduate program in a comprehensive, liberal arts and sciences campus of the State University of New York. We provide the foundations of outstanding musicianship for all music majors and enrich the cultural life of the campus and community. Our mission is to provide the resources and the guidance necessary to motivate our students to seek excellence in their individual careers in music education, performance, composition, music theatre, music therapy and sound recording. In an environment oriented to the individual, we endeavor to create musicians who will assume vigorous roles as leaders and participants in significant musical experiences.

The School of Music is a fully accredited member of the National Association of Schools of Music and functions in accordance with the latest published regulations of that association.

**SECTION A: MEMBERSHIP (Passed by the Faculty 10/5/88; revised 4/20/10)**

1. For curricular decisions, the voting members shall include the regular faculty (holding tenured or tenure-track faculty instructional positions).
2. For decisions of non-curricular matters, the voting members shall include all faculty and staff, full and part time.
3. Voting members shall hereafter be referred to as Faculty.

**SECTION B: JURISDICTION**

Responsibilities: the faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the education program (Article X, Section 4, Policies of the Board of Trustees, 2009).

Bylaws: The faculty of each college shall prepare and adopt bylaws which shall contain: (1) Provisions for committees and their responsibilities; (2) Procedures for the calling and conduct of faculty meetings and elections, and (3) Provisions for such other matters of organization and procedure as may be necessary for the performance of their responsibilities (Article X, Section 5a, Policies of the board of Trustees, 2009).

Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of State University of New York, the laws of the State of New York and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law. Provisions of bylaws

concerning consultation with the faculty shall be subject to the approval of [the Director of the School of Music]. All actions under bylaws shall be advisory upon [the Director of the School of Music]. (adapted from Article X, Section 5b, Policies of the Board of Trustees, 2009)

#### SECTION C: MEETINGS (Passed by the Faculty 10/5/88)

1. The School of Music Faculty shall meet each semester upon the call of the Director. A formal meeting of the School of Music Faculty may also occur by written petition of at least twenty percent (20%) of the regular faculty (holding tenured or tenure-track instructional positions).
2. The Director shall be the Presiding Officer. In his/her absence a person designated by the Director shall preside.
3. Quorum
  - a. Fifty-one percent (51%) shall constitute a quorum at any meeting of the faculty.
  - b. All items and actions must have a majority vote of the quorum to pass.
4. Standard Order of Business
  - a. Minutes
  - b. Special Orders
  - c. Reports of Standing Committees
  - d. Reports of Special Committees
  - e. Unfinished Business
  - f. New Business
  - g. Announcements
5. The agenda is established in advance. If an item is to be added to the agenda after the start of the meeting, it may be added under New Business by a majority vote of the Faculty present.
6. Minutes of all meetings shall be kept by a secretary appointed by the Presiding Officer. The minutes are to be distributed electronically.

## SECTION D: COMMITTEES

### 1. PERSONNEL COMMITTEE (Passed by the Faculty 3/06/01; additions passed by faculty 5/03/05)

- a. This Committee is responsible for collecting information and making recommendations to the Director of the School of Music regarding reappointment, continuing appointment, promotion, discretionary increases in pay.
- b. This Committee shall consist of five tenured faculty members and an alternate, who may be *untenured* (but tenure track), elected by the Faculty. It is preferable that the committee's membership represents a balance between the various academic disciplines contained within the School of Music, including applied and academic faculty from different sub-disciplines or performance areas.
- c. The five elected members shall elect a Chairperson.
- d. The elected members shall serve for two years. A Committee member or alternate shall not be elected for more than two consecutive terms. An alternate shall be elected for a two-year term by the Faculty to serve in place of a regular voting member of the Committee who case is under consideration or who for some reason believes he/she should not adjudicate in a particular case.

### 2. DEPARTMENTAL PERSONNEL COMMITTEE (passed by faculty on 10/15/13)

- a. The Departmental Personnel Committee (hereafter called "the DPC") is constituted as laid out in the HARP document, section II.E.2.
- b. The Departmental Personnel Committee shall elect five of its members to serve on a taskforce expressively for the purpose of information, leading discussion and collecting ballots on behalf of the DPC.
- c. The DPC will elect both the chair of the DPC and the members of the task force in the final faculty meeting in the Spring semester.
- d. The chair of the DPC will also serve ex officio as chair of the task force.
- e. The task force is charged with initiating the regular updating/revision of this handbook.

### 3. CURRICULUM COMMITTEE (Passed by the Faculty 10/5/88; revised 10/15/2013)

- a. This Committee shall review and make recommendations regarding curricular changes, new course proposals and academic matters requiring Faculty action and matters referred to the Committee by the Director.

- b. The Curriculum Committee shall recommend to the Director items to be included on the Faculty Meeting Agenda and other matters deemed appropriate.
- c. This Committee shall consist of seven faculty members elected by the Faculty and shall represent at least five of the eight academic areas, with not more than two representatives from each area.
- d. The seven elected members shall elect a Chairperson.
- e. The terms of office shall be for one year. A Faculty member shall not serve more than two consecutive terms. The term of office shall be two years with the option of a second two year term.
- f. The Associate Director for Academic Affairs shall serve as an ex officio (non- voting) member.

#### 4. ELECTION COMMITTEE (Passed by the Faculty 10/5/88)

- a. The Election Committee shall consist of the Chairpersons of the Personnel Committee and the Curriculum Committee. The Director of the School of Music shall serve in an advisory capacity.
- b. This Committee shall be responsible for organizing and tabulating elections for the Personnel Committee and the Curriculum Committee.
- c. Elections for these Committees shall be during the last Faculty Meeting of the academic year.
- d. All procedures ratified by the Committee shall be subject to the approval of the Faculty-at-large.

#### 5. GRADUATE COMMITTEE (passed by the faculty 4/5/05)

- a. The Graduate Committee shall consist of the Associate Director plus five members of the regular faculty representing principal areas that have or contribute to School of Music's graduate degree programs, such as music education, voice performance, instrumental performance, conducting, theory, composition and history. As many of these areas will be represented as possible.
- b. This committee shall serve in an advisory role and deliberate issues before the graduate programs of the School of Music. In addition, the committee will consider issues such as recruitment and retention of graduate students and development of new graduate programs and revision of existing graduate programs.

- c. Annual elections will be held during the last Faculty Meeting of the academic year. Terms are for two years, and members may be elected for a maximum of two consecutive terms.
- d. All substantive decisions of the Committee are subject to the approval of the Faculty-at-large.

6. LEADERSHIP COUNCIL (passed by the faculty 4/5/05)

- a. The Leadership Council comprises the Director, Associate Director, and Assistant Director, an appointed member of the support staff and three elected members from the faculty, with an interest in creating balanced representation from the four departments: performance, music education and music therapy, music industry, and composition and academic studies.
- b. This group is intended to help the Administration of the School of Music deliberate the larger issues facing the programs and steer the direction of priorities and decisions.
- c. The group is not a decision-making body. While the group may help the School's administration make decisions, substantive decisions will be passed to other committees or to the Faculty-at-Large for further deliberation and approval.
- d. The term for an elected member is two years.

7. LIBRARY COMMITTEE (Passed by the Faculty 10/5/88)

- a. This Committee shall serve in an advisory capacity regarding matters relating to the Music Section of Reed Library.
- b. This Committee shall consist of the Music Librarian and three members appointed by the Director.

8. SCHOLARSHIP ADVISORY COMMITTEE (Passed by the Faculty 10/5/88)

- a. This Committee shall make recommendations to the Director of the School of Music regarding policy for and recipients of student financial aid.
- b. This Committee shall consist of five Faculty members appointed by the Director.

9. TECHNOLOGY COMMITTEE (Passed by the Faculty 4/15/10)

- a. This Committee shall review and make recommendations regarding classroom, music library, and course-related technology needs and solutions, research new uses of technology in teaching, and provide the

Faculty with information on the uses and strategies of technology in the classroom, library and studio.

- b. This Committee shall consist of four faculty members elected by the Faculty (providing representation for as many of the eight academic areas as possible), plus an appointed staff member from the School of Music, and a selected staff member from the University. c. The members shall elect a Chairperson. d. Terms are two years, with no restriction regarding reelection.

10. MUSIC STUDENTS REPRESENTATIVE COUNCIL (Adopted by elected student representatives, Spring 2007; Passed by the Faculty 4/15/10)

- a. This committee of students will serve as a liaison between faculty, staff and students. The primary goal is to provide the administration of the School of Music with a broad perspective on issues concerning the School of Music facilities and curriculum.
- b. The Council will have no fewer than eight (8) members and no more than ten (10) members. One representative will be selected or elected from each of the following areas: Theory/Composition, History/Literature, Music Education/Music Therapy, Sound Recording Technology, Keyboard, Voice/Choral, Strings/Orchestra, Winds/Percussion. Both undergraduate students and graduates students are eligible to serve. Elections will occur in late Spring Semester.
- c. The members will elect a chair, who will then serve as a full member of the Leadership Council.
- d. To be qualified to serve, the student must be a non-Freshman music major, either undergraduate or graduate, in good academic standing. The terms of office shall be for one year with no restriction to the number of years of reelection or selection.

11. AD HOC COMMITTEES (Passed by the Faculty 10/5/88)

The Director may establish such Ad Hoc Committees as he deems necessary to assist in the Operation of the School of Music.

SECTION E: AMENDMENTS (Passed by the Faculty 10/5/88)

Amendments and changes in the Faculty Bylaws may be made by a majority vote of the Music Faculty.