COMPOSITION AND TERMS OF SERVICE

An Executive Committee shall be composed of elected members as follows (22 members total):

Assistant Chairs from each of the four divisions
8 additional members each from the divisions of Studio and Art History
1 additional member each from the divisions of Design and VAS/AED as follows:

Studio Division
- 3 Professors
- 3 Associate Professors
- 1 Assistant Professor
- 1 At Large (any rank)

Art History Division
- 3 Professors
- 3 Associate Professors
- 1 Assistant Professor
- 1 At Large (any rank)

Design Division
- 1 At Large (any rank)

VAS/AED Division
- 1 At Large (any rank)

The academic program directors, now called Assistant Chairs, elected by area for two years, shall constitute members of the Committee. In addition, the Assistant Chairs can be of any rank at or above that of assistant professor.

ROLE OF THE CHAIRMAN AND ASSOCIATE CHAIRMAN

The Chairman of the Department shall serve as Chairman of the Executive Committee. The Associate Chairman shall meet with the Committee as a member without vote unless elected as a regular member. The Associate Chairman shall moderate meetings in the absence of the Chairman.

ELECTION

The initial election shall occur in three stages: (1) an election to determine the Assistant Chairs, (2) a general election to provide three full professors from the Studio division, three full professors from the Art History division, and one at-large member from the Design and VAS/AED Divisions, (3) a general election to provide three associate professors each from the Studio and Art History divisions, one assistant professor each from the Studio and Art History divisions and one at-large member each from Studio and Art History. Members must be elected by a simple majority of the votes; therefore, runoff elections might be necessary. Regular terms shall begin on September 1.

Subsequent elections shall be called by the Chairman each April to fill expiring terms. The Chairman shall promptly call for an election to fill a vacancy in an unexpired term whenever
such vacancy might occur. Order of elections will be the same as in the initial election for those positions requiring replacement.

ELIGIBILITY OF CANDIDATES

Faculty members eligible for election to the Executive Committee shall consist of those professors, associate professors, and assistant professors with full-time employment in the University and at least half-time employment in the Department.
Operating Procedures  
Department of Art and Art History  
Revised March 2012

Introduction. **Purpose of this Document**

The purpose of this Operating Procedures document is to (1) describe the internal structure of the Department of Art and Art History, (2) describe some of the responsibilities of the positions and divisions of the department, and (3) describe a set of preferred operating procedures for those procedures in the department that occur on a regular basis, either frequently or infrequently. The operating procedures described in this document in no way are intended to limit the authority of the Chair as delegated by the University and, with the exception of the section on the structure and election of the Executive Committee (which has been approved and ratified by the University) the Chair may, at the Chair's discretion, deviate from any of the recommended procedures in this document.

I. FACULTY

A. Department of Art and Art History Faculty

The governance of the Department of Art and Art History is vested in the voting members of the departmental faculty. The faculty shall have recommendation jurisdiction on all departmental matters except those which are expressly vested in the Executive Committee, in the Committee on Graduate Studies, or in the Office of the Chair either by the University's HANDBOOK OF OPERATING PROCEDURES, by the REGENT'S RULES, or by this document. The faculty of the Department shall be responsible for fulfilling the department's academic purpose through its teaching, research, and service and shall have the responsibility of recommending all policies directly and immediately relating to this purpose.

B. Membership and Voting

The faculty of the Department of Art and Art History consists of all those University faculty whose academic responsibility or any part thereof is to teach any of the courses offered under the jurisdiction of the Department of Art and Art History. All of these persons have the right to attend faculty meetings of the Department and to participate in discussion, but only those members whose conditions of appointment conform to University regulations concerning voting status in departments as set forth in the HANDBOOK OF OPERATING PROCEDURES (Chapter 1, Sec. VI.8) shall have the right to vote:

**CHAPTER I - FACULTY GOVERNANCE**

**VI. COLLEGES, SCHOOLS, AND DEPARTMENTS**
A. Colleges and Schools.

1. The voting members of the college or school faculty are the same as for the General Faculty (see Sec. I.B.1) except that any instructor or lecturer with two semesters of service is a voting member of his college or school faculty.
2. Special titles such as Professor of Home Economics and Education indicate voting membership in both colleges.
3. Standing committees of the colleges and schools shall be appointed by the respective deans, either annually or biennially.

B. Departments.

1. A faculty member shall have voting status in a department on departmental matters if:

   a. He holds a full-time appointment in that department as detailed in the budget and holds the rank of Professor, Visiting Professor, Associate Professor, Visiting Associate Professor, Assistant Professor, Instructor or Lecturer. The assignment of a faculty member to an administrative post, released time for research, career development, an endowed chair or such other activities as may be approved by the President shall not jeopardize the voting status of the individual under this provision.

   b. He holds joint appointments in two or more departments, the sum of which corresponds to full-time appointment in the University, and holds any of the ranks listed in subsection a., above, and (1) the terms of the original appointment accorded the faculty member voting status in the department or (2) the joint appointment is subsequent to his initial appointment and comprises at least 50% time appointment in the department as detailed in the budget.

C. Quorum

In official called meetings of the Department (Division, full faculty), no quorum is required; the vote of those attending represents the official opinion of that Division, Division or full faculty.

II. The Chairman

A. Selection and Term of Office
The Chair is selected, holds office and is evaluated according to the procedures set forth in the University's HANDBOOK OF OPERATING PROCEDURES (see Chapter II, Sec 6):

CHAPTER 2 - ADMINISTRATION

Sec. 6. Selection and Evaluation of Department Chairpersons

Recommendations on appointments of department chairpersons shall be submitted by the deans to the President, who is responsible for the appointment of department chairpersons. Only those having the rank of professor shall be eligible to serve as a department chairperson, except when circumstances make this not feasible.

In the initial selection of a department chairperson, the dean shall consult with all voting members of the department or with their elected representatives. The procedures for consultation shall be formally communicated in writing to the voting members of the department's faculty. The department's voting faculty shall be given a reasonable opportunity to comment to the dean on the procedures. Possible means of consultation include consultative committees, which may be elective in whole or may include additional appointed members (especially appropriate in large departments), written comments from members of the department, or oral consultation with all members (in small departments). The dean shall make appropriate provisions to ascertain the views of teaching assistants and students in the department including, if a consulting committee is employed, representatives of those groups on the consulting committee.

When circumstances warrant, the dean may include in the consultative process members of the faculty from related departments. A statement of the consultative process employed shall accompany the dean's recommendation to the President.

At an appropriate time and not later than the end of any four-year period of service of a chairperson, the dean shall review the administration of the department, including consultation with its members and submit to the President an evaluation report and recommendation as to whether the incumbent should be reappointed to that position. (See Sec. 2.32 for term of appointment.)

The Chair is the chief executive officer of the Department of Art and Art History and is the person ultimately responsible for its welfare. Therefore, his principal duties and responsibilities are as follows:
1. The Chair is the channel for official communication between the department and the dean and other administrative officers, other departments, etc., in all matters pertaining to the Department of Art and Art History.

2. The Chair is responsible for all official correspondence of the department except for that relating to the academic aspects of graduate programs, copies of which he shall receive upon request.

3. The chair is responsible for the preparation of all official reports on the department's activities except for those relating to the graduate programs, for which he shall share responsibility with the graduate advisor.

4. The Chair is the ultimate supervisor of all classified staff, etc., directly employed by the department.

5. In emergency situations, the Chair has the discretionary power to deviate from procedures adopted by the faculty but must report any deviations and the reasons for them to the appropriate members of the faculty at the earliest convenience.

B. Academic

1. The Chair develops the course schedule and teaching assignments of faculty in consultation with the Associate Chair and the Assistant Chairs to coordinate a schedule of instruction that will achieve the highest quality in the academic program.

2. The Chair consults with the Associate Chair to create an academically sound summer schedule. The Chair prepares the budget and makes decisions about staffing for the summer program.

3. The Chair is responsible for all materials relating to the department's academic program that are to be published in the catalog and other official University publications and on the web.

C. Faculty Matters

1. The Chair calls meetings of the faculty of the department, prepares the agenda of these and presides; it also shall be the Chair's duty to add items from the faculty to an agenda and to call special meetings at the written request of 10% of the voting members of the faculty. The agenda for all meetings shall be distributed to the faculty no less than three working days prior to the meeting.

2. The chair is responsible for the recruitment, appointment, and development of faculty. In these matters, the Chair should follow these guidelines:
a. The Chair meets with the entire membership of the division in which a vacancy is occurring to discuss long-range needs, potential staffing problems, future faculty turnover, student quality, and other matters. The division will formulate recommendations and nominate members to serve on search committees. The Chair will appoint the committee and the committee chair.

b. The Assistant Chair and Chairman will develop a job description and recruitment plan for approval by the Executive Committee. The Executive Committee will review the qualifications of any tenure-track, or tenured budget line position and may recommend modifications to the Chairman. The Executive Committee will not be involved with the search process of lecturer lines or the selection of or participation on search committees once it has made recommendations for the criteria for the position.

c. Search committees will be charged with actively recruiting the most qualified candidates in addition to the normal procedures for advertising the position in appropriate journals and professional periodicals. All search committees must be able to demonstrate that both female and minority candidates have been actively recruited and considered before interviews will be authorized. It shall screen applicants and prepare a list of the most qualified candidates.

d. The entire membership of a division in which a vacancy occurs will participate, in consultation with the chair, in the reviewing of the short list of candidates and in recommending those candidates to be interviewed. The division faculty shall all participate in the interview process. Following the interview process, the division shall prepare a ranked list of preferred candidates for recommendation to the chair.

3. The Chair serves as chairman of the Executive Committee and shall prepare its agenda in consultation with its members.

4. Evaluation of Faculty: The Chair is responsible for directing the Executive Committee in the performance evaluation of faculty and staff as it pertains to matters of tenure, promotion, and annual merit reviews. The Chair forwards this Executive Committee evaluation as well as the Chair's separate evaluation to the Dean.

D. Committee Matters

1. The chair will make committee assignments in consultation with the Assistant Chairs with the exception of the Executive Committee and ad hoc committees from the academic divisions:
2. The Chair coordinates all departmental committees and is an *ex officio* member of these committees.

**E. Student Matters**

1. The Chair supervises undergraduate advising following guidelines established by the faculty and the University policies as stated in the College catalog.

2. The Chair serves as an arbitrator when necessary between students and members of the faculty.

**F. Fiscal Matters**

1. The Chair is responsible for the preparation of the annual Budget Recommendations for the Department of Art and Art History. This includes recommendations for faculty personnel, administrative and profession personnel, classified personnel, teaching assistants, wages (student personnel), maintenance, operation and equipment, travel, and special equipment and major renovation projects.

2. The Chair is responsible for all expenditures from the operating budget and from other funds and accounts assigned to the Department. The Executive Committee may make recommendations for the allocation of funds.

3. The Chair shall account for funds of all divisions of the departmental budget.

4. The Chair shall supervise the annual inventory of departmental equipment.

**G. Long Range Planning**

The Chair shall assess the strengths and weaknesses of the program and propose to the faculty solutions to problems. The chair will direct the development of strategic or long range plans which will be submitted to the faculty for discussion before forwarding recommendations for the College Plan.

**H. Advising**

The Chair is responsible for directing the undergraduate and graduate advising procedures in the Department.

1. Undergraduate Advising

   a. The Undergraduate Advisor will counsel all new and transfer students, prepare transfer evaluation recommendations for the Dean of Fine Arts Office. The Undergraduate Advisor will coordinate undergraduate registration and advising activities for the Department of Art and Art History.
2. Graduate Advising

a. The method of appointment, duties and responsibilities of the Graduate Advisors are set forth in the University's HANDBOOK OF OPERATING PROCEDURES (Chapter I, II, D.3).

b. There shall be four graduate advisors for the Department of Art and Art History, each with signature authority. There will be one graduate advisory for each of the divisions: Studio Art, Visual Art Studies/Art Education, Design, Art History.

c. Each represented division will meet to discuss nominations for their Graduate Advisor and determine the guidelines for balloting.

d. Graduate Advisors shall normally serve for a two-year period. There shall be no limit to the number of terms a person may serve as Graduate Advisor.

e. The chair will provide a reasonable teaching load assignment for Graduate Advisors.

III. DEPARTMENT DIVISIONS

A. Composition


2. Art History

3. Visual Art Studies/Art Education

4. Design

A faculty member may be a member of more than one division upon the recommendation of the Executive Committee and the Chair.

B. Each division shall be directed by an Assistant Chair who shall be elected for a two-year period by the members of that division. The results of elections for Assistant Chairs shall be announced each year no later than one week before the last day of classes of the Spring semester and become effective September 1. There shall be no limit to the number of terms a person may serve as Assistant Chair.

1. The duties and responsibilities of the Assistant Chairs are:
a. to provide strong academic and program leadership within the division and to propose to the Chair and the Associate Chair those courses that should be offered each term and recommend staffing for these.

b. to represent the division to the Chair as well as the Executive Committee as an ex-officio member.

c. to call meetings of the division as needed and to chair these meetings.

d. to implement in the appropriate manner all recommendations reached by the division.

e. to provide for the Chairman via the Graduate Advisor, a list of names of candidates for TA's and AI's which has been approved by the division.

f. to develop, in consultation with the Chair, an appropriate academic schedule plan.

g. to strengthen communication between the Chair and the faculty.

2. The duties and responsibilities of the faculty within a division are:

a. to carry out that part of the instructional program committed to its care.

b. to propose to the Assistant Chair those of its courses it believes should be offered each term and to suggest staffing for these.

c. to review on a regular basis that portion of the curriculum which falls within its purview and to make recommendations to the Curriculum Committee for revisions whenever these might seem to be needed.

d. to nominate graduate students for appointment as teaching assists and assistant instructors for those courses which are within the purview of the division.

e. to prepare with the Chair of the department all job descriptions needed for advertising vacancies within a division and to carry out the role assigned to it in identifying and recommending persons to fill these vacancies as set forth in the appropriate policy and procedural statements of the department.

f. to advise the Chair of any unusual or unexpected financial needs which may arise as a division attempts to carry out that part of the instructional program committed to it.
g. to formulate and submit to the appropriate bodies of the department any recommendations it might wish to make concerning departmental matters of any kind.

C. Meetings

Each division shall meet in order to transact business pertinent to itself, but occasionally two or more Divisions may find it expedient to meet together in order to address problems common to them.

D. Executive Committee

1. Composition and terms of Service (Spring 2012)

An Executive Committee shall be composed of elected members as follows (22 members total):

Assistant Chairs from each of the four divisions
8 additional members each from the divisions of Studio and Art History
1 additional member each from the divisions of Design and VAS/AED as follows:

Studio Division 3 Professors
3 Associate Professors
1 Assistant Professor
1 At Large (any rank)

Art History Division 3 Professors
3 Associate Professors
1 Assistant Professor
1 At Large (any rank)

Design Division 1 At Large (any rank)

VAS/AED Division 1 At Large (any rank)

The Assistant Chairs, elected by the Division for two years, shall constitute full members of the Committee with voting rights. The Assistant Chairs can be of any rank at or above that of Assistant Professor. Each elected member shall serve a two-year term.

2. Role of the Chairman

The Chairman of the Department shall serve as Chairman of the Executive Committee. The Associate Chairman shall meet with the Committee as a
member without vote, unless elected as a regular member. The Associate Chairman shall moderate meetings in the absence of the Chairman.

3. Elections

The initial election shall occur in three stages: (1) an election to determine the Assistant Chairs, (2) a general election to provide three full professors from the Studio division, three full professors from the Art History division, and one at-large member from the Design and VAS/AED Divisions, (3) a general election to provide three associate professors each from the Studio and Art History divisions, one assistant professor each from the Studio and Art History divisions. Members must be elected by a simple majority of the votes; therefore, runoff elections might be necessary. Regular terms shall begin on September 1.

Subsequent elections shall be called by the Chairman each April to fill expiring terms. The Chairman shall promptly call for an election to fill a vacancy in an unexpired term whenever such vacancy might occur. Order of elections will be the same as in the initial election for those positions requiring replacement.

4. Eligibility of Candidates

Faculty members eligible for election to the Executive Committee shall consist of those Professors, Associate Professors, and Assistant Professors with full time employment in the University and at least half-time employment in the Department.

5. Duties and Responsibilities of the Executive Committee

a. The Executive Committee will review the proposals to fill any open tenured line or tenure track position and may recommend modification to the Chair.

b. The Executive Committee will have the responsibility of evaluating faculty for progress toward tenure, promotion, and annual merit recommendations. The Executive Committee's evaluations are forwarded to the Dean by the Chair together with the Chair's own evaluation.

c. The Executive Committee may make recommendations for the allocation of funds.

d. The Executive Committee may review and propose modification of departmental policy or procedure.
e. The Executive Committee shall undertake deliberation on any topics as requested by the Chair.

6. Review of the EC Structure

As in UT Austin HANDBOOK OF OPERATING PROCEDURES, Chapter 2, Section 8:

CHAPTER 2 - ADMINISTRATION

Sec. 8. Budget Councils

All the full professors in a department conjointly, or all the associate professors conjointly in case there is no full professor, constitute the budget council of the department, each member being entitled to one vote, there being no seniority. No person on modified service because of age shall be a member of the Budget Council. The chairperson of the department serves as chairperson of the Budget Council.

Changes in the budget council organization are permitted under the following circumstances:

1. A departmental faculty, budget council, or chairperson may develop a plan whereby the authority of the budget council is vested in an executive committee or committees of size, composition by academic rank, and mode of selection as specified by the plans. Under an executive committee mode of governance, Associate Professor and Assistant Professor members may be consulted and may participate in the discussions, but may not vote formally, on salary matters affecting their own or higher ranks and on matters affecting promotion from or continued appointment in their own rank or higher ranks.

2. A departmental faculty, budget council, chairperson, or the dean may initiate a proposal to extend membership on the budget council to one or more of the departmental faculty with the ranks of Associate Professor or Assistant Professor, or to one or more members of the faculty of another department or departments. Under an extended budget council mode of governance, Associate Professor and Assistant Professor members may be consulted and may participate in the discussions, but may not vote formally, on salary matters affecting their own or higher ranks and on matters affecting promotion from or continued appointment in their own rank or higher ranks.

3. After one or more proposals to be presented to the department faculty under Paragraph 1 and 2 have been circulated to all voting members of the department for at least one week, a meeting of the
department shall be called during the long session at a time which will ensure full participation of its members. The meeting shall assess the merits of the proposal or proposals and determine whether they are in a form appropriate for submission to ballot. One week after the close of debate on the proposal or proposals, votes on them shall be taken by mail ballot sent to all voting members of the department, including those on leave. A modification shall take effect if approved by a majority vote of the members and by the dean and the President.

4. A dean may determine that operation of a department has deteriorated because of actions taken or not taken by the budget council or because of irreconcilable differences within the membership of the budget council, and that a change in the budget council organization is essential to the effective administration of the department. Under such circumstances he or she may request the approval of the President to establish a temporary budget committee for the department. This action by the dean shall be effective for a period of not more than three years. During the period, reorganization proposals according to Paragraphs 1, 2, and 3 may be effected.

5. During the third or terminal year of operation under any of the foregoing plans and not later than each third year thereafter, the departmental faculty members with tenure shall recommend whether to continue the existing organization or to return to the previous budget council system. This recommendation shall be forwarded by the chairperson of the department for the approval of the dean and the President. The department faculty members with tenure may instead propose modifications in the mode of governance for consideration by the department in accordance with the provisions of Paragraph 3.