

OPERATING PROCEDURES DEPARTMENT OF ART AND ART HISTORY

(Amended and Ratified 11/2019)

Purpose of this Document

This Operating Procedures document serves 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 within the department, and (3) describe a set of preferred operating procedures for departmental procedures that occur on a regular basis, whether frequently or infrequently. The operating procedures laid out in this document are not intended to limit the authority of the Chair as delegated by the University. 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 procedures recommended 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 voting members of the departmental faculty. The faculty has recommendation jurisdiction on all departmental matters except those expressly vested in the Executive Committee, the Graduate Studies Committee, or the Office of the Chair either by this document or by the University's HANDBOOK OF OPERATING PROCEDURES, by the REGENT'S RULES. The faculty is responsible for fulfilling the department's academic purpose through teaching, research, and service, and it makes recommendations on 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 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 such persons have the right to attend departmental faculty meetings and to participate in discussion; however, the right to vote is held only by those members whose conditions of appointment conform to University regulations concerning voting status in departments as set forth in the HANDBOOK OF OPERATING PROCEDURES (HOP 2-1020):

A. Colleges and Schools

- 1. The voting members of the college or school faculty are the same as for the General Faculty (HOP 2-1020), except that full-time instructors or lecturers with two semesters of service are also voting member of the faculty.*
- 2. Dual titles such as Professor of Human Ecology and Education indicate voting membership in both units provided the faculty member holds a joint appointment in each unit.*

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 or she holds a full-time appointment in that department with the rank of professor, associate professor, assistant professor, or instructor or lecturer (after four consecutive semesters of service). The assignment of a faculty member to an administrative or research post, or if on released time for research, career development, 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.

Or

b. He or she holds joint appointments in two or more units - the sum of which corresponds to a full-time appointment in the University.

C. Quorum

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

II. THE CHAIR

A. Selection and Term of Office

The Chair is selected, holds office and is evaluated according to procedures set forth in the University's HANDBOOK OF OPERATING PROCEDURES (2-2140):

Selection and Evaluation of Department Chairpersons

Recommendations on appointments by 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.

As the chief executive officer of the Department of Art and Art History, the Chair is ultimately responsible for its welfare and has the following principal duties and responsibilities:

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 academic aspects of graduate programs, copies of which the chair may request.
3. The Chair is responsible for preparing all official reports on the department's activities except for those relating to the graduate programs, for which the chair shares 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 discretionary power to deviate from procedures adopted by the faculty but must report any deviations and the reasons for them to 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 Associate and Assistant Chairs, with the goal of achieving the highest quality in the academic programs.
2. The Chair consults with the Associate Chair(s) 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 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 occurs 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 Chair will develop a job description and recruitment plan for approval by the Executive Committee. The Executive Committee reviews the divisional need for any tenure-track or tenured budget line position and may recommend modifications to the Chair. The Executive Committee will not be involved with the search process for lecturer lines.

c. Search committees will be charged with actively recruiting the most qualified candidates, beyond the normal procedures for advertising a position in appropriate journals and professional periodicals. They are charged with screening applicants and preparing a list of the most qualified. 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.

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

3. The Chair serves as chair 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 Assistant Chairs, with the exception of the Executive Committee (elected by department faculty) 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 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 professional 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 will account for funds of all divisions of the departmental budget.
4. The Chair supervises the annual inventory of departmental equipment.

G. Long Range Planning

The Chair assesses the strengths and weaknesses of the program and proposes solutions to any problems to faculty. The chair will direct the development of strategic or long range plans, to be submitted to faculty for discussion before forwarding recommendations for the College Plan.

H. Advising

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

1. Undergraduate Advising

- a. The Undergraduate Advisor counsels all new and transfer students and prepares recommendations on course transfer for the office of the Dean of Fine Arts. The Undergraduate Advisor also coordinates 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 (9-1240).
- b. The Department of Art and Art History has four graduate advisors for Studio Art, Art Education, Design, Art History, each with signature authority.
- c. Each represented division will meet to discuss nominations for its Graduate Advisor and to determine the guidelines for balloting.
- d. Graduate Advisors normally serve for a two-year period; however, at the will of the faculty, Graduate Advisors who wish to do so may serve additional terms.
- e. The Chair must provide a reasonable teaching load assignment for Graduate Advisors.

III. DEPARTMENT DIVISIONS AND PROGRAMS

A. Composition

1. Studio Art Division: Painting and Drawing, Sculpture and Extended Media, Print, Photography, Transmedia
2. Art History Division
3. Visual Art Studies/Art Education Division
4. Art and Art History Core Program

A faculty member may be a member of more than one division or program upon the mutual recommendation of the collaborating Divisions or Program, the Executive Committee, or the Chair.

B. Each division will be led by an Assistant Chair, elected for a two-year term by the members of that division. Results of elections for Assistant Chairs will be announced no later than one week before the final day of spring semester classes, for terms effective September 1. At the will of the faculty, Assistant Chairs who wish to do so may serve additional terms.

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(s) those courses that should be offered each term and recommend staffing for these.
- b. to represent the division to the Chair and the Executive Committee, on which assistant chairs will have voting privileges.
- 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 Chair via the Graduate Advisor, a list of names of candidates for TAs and AIs, as approved by the division.
- f. to develop, in consultation with the Chair, appropriate course scheduling.
- 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 courses that 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 those seem to be needed.
- d. to nominate graduate students for appointment as teaching assistants and assistant instructors for those courses which are within the purview of the division.

- e. to prepare with the Chair all job descriptions for advertising vacancies 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 in carrying 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 will meet in order to transact business pertinent to itself. 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

The AAH Executive Committee is chaired by the AAH Chair, who serves as a non-voting member.

The voting members of EC include:

- Appointed member: AAH Associate Chair (1)
and the following elected members:
- Assistant Chairs from each of the three divisions: studio, art history, art education (3)*
- Tenure track at-large members from Studio:
3 Professors, 2 Associate Professors, and 1 Assistant Professor (6)
- Tenure track at-large members from Art History:
3 Professors, 2 Associate Professors, and 1 Assistant Professor (6)
- 1 Tenure track at-large member from VAS/AED (1)
- 2 full time Non-Tenure Track members (any rank) and must be from two different areas (2)**

*Note: The Assistant Chairs *may* simultaneously hold the Assistant Chair position AND an at-large position of any rank from their division, but they will only receive one vote.

** In order to create a "staggered" schedule (so that there will be always be institutional memory), in the 2019-2020 year ONE of the elected NTT faculty will serve a one year term while the second will serve a two-year term. Two-year terms will be the norm after that.

The academic program directors, now called Assistant Chairs, elected by area for two years, shall constitute members of the Committee. Assistant Chairs may be of any rank, but the expectation is that these positions will be held by tenured faculty whenever possible.

2. ROLE OF THE CHAIR AND ASSOCIATE CHAIR(S)

The Chair of the Department serves as Chair of the Executive Committee. The Associate Chair(s) will meet with the Committee as a voting member; however, when moderating meetings in the Chair's absence, Associate Chairs do not vote.

3. ELECTION

The initial election shall occur in two 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, and 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 Chair each Spring to fill expiring terms. The Chair 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 proposals to fill any tenure-track or tenured position and may make recommendations 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 recommendations 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, 2-1310

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 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 any matters affecting their own or higher ranks and on matters affecting promotion 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 a Budget Council system. This recommendation shall be forwarded by the chairperson of the department for the approval of the dean and the president. If the department faculty members with tenure propose modifications in the mode of governance for consideration by the department, this will be done in accordance with the provisions of Section 3.