

GOVERNANCE DOCUMENT

Butler School of Music
The University of Texas at Austin

Adopted by the faculty of the Butler School of Music
during the meeting held November 7, 2019

I. FACULTY

A. Membership

The faculty of the Butler School of Music shall consist of all those University faculty members whose academic responsibilities include the teaching of any of the courses offered under the jurisdiction of the Butler School of Music. All of these persons shall have the right to attend faculty meetings of the school and to participate in discussion but only those members whose conditions of appointment conform to University regulations concerning voting status in departments [schools] as set forth in the Handbook of Operating Procedures (2-1020) and as interpreted by the Office of the President shall have the right to vote.

"Faculty members shall have voting status in a department on departmental matters if:

1. They hold a full-time appointment in that department as detailed in the budget and hold the rank of Professor, Visiting Professor, Associate Professor, Visiting Associate Professor, Assistant Professor, Professor of Practice/Instruction, Associate Professor of Practice/Instruction, Assistant Professor of Practice/Instruction, 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.

2. They hold joint appointments in two or more departments, the sum of which corresponds to full-time appointment in The University, and hold any of the ranks listed in subsection 1., 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 their initial appointment and comprises at least 50% time appointment in the department as detailed in the budget."

B. Duties and Responsibilities

The immediate governance of the Butler School of Music is vested in the voting members of the school faculty. Consequently, it shall have jurisdiction over all the interests of the school except those interests that are expressly vested in the Budget Council or a comparable committee or committees [Executive Committee], in the Graduate Studies Committee, or in the office of the Director either by The University's Handbook of Operating Procedures, by the Regents' Rules, or by this document. The faculty of the school shall be responsible for fulfilling the school's academic purpose through its teaching, research and public services, and it shall have the power to establish all policies directly and immediately related to this purpose.

C. Quorum

A quorum shall consist of forty percent (40%) of the voting membership.

II. ADMINISTRATION

A. Director

1. Selection, Term of Office and Evaluation

The director shall be selected, hold office and be evaluated according to the procedures set forth in The University's Handbook of Operating Procedures, 2-2140: Selection and Evaluation of Department Chairpersons (revised June 28, 1989):

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

"In the initial selection of a department chairperson/school director, the dean shall consult with all voting members of the department [school] or with their elected representatives through procedures formally communicated to the voting members of the department's faculty. Possible means of consultation include consultative committees, which may be elective in whole or may include additional appointment 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/school director, 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 the position.”

2. Duties and Responsibilities

The Director is the chief executive officer of the School of Music and is the person ultimately responsible for its welfare. Therefore, the principal duties and responsibilities of the Director are the following:

- a. To be the channel for official communication between the school and the dean and other administrative officers, other schools, departments, etc., in all matters pertaining to the School of Music.
- b. To call meetings of the faculty of the school, prepare the agenda of these and preside; to add items to an agenda and to call special meetings at the written request of any eight or more voting members of the faculty. The

agenda for all meetings shall be distributed to the faculty no less than one working day prior to meetings.

- c. To be responsible for all official correspondence of the school except for that relating to the academic aspects of graduate programs, copies of which the Director shall receive upon request.
- d. To be responsible for the preparation of all official reports on the school's activities except for those relating to the graduate programs, for which the graduate adviser shall share responsibility.
- e. To be responsible for all materials relating to the school's academic programs to be published in the catalog and other official University publications.
- f. To approve the course schedule of the school, including both graduate and undergraduate offerings and staffing.
- g. To coordinate all school committees, be an *ex officio* member of these, provide them with any statistical or factual information they may need and oversee the implementation of any action they may take.
- h. To serve as chair of the Executive Committee or any comparable committee or committees.
- i. To be responsible for all expenditures from the operating budget and from other funds and accounts assigned to the school.
- j. To be the supervisor of all classified staff, etc., directly employed by the school.
- k. Annually to present a written report containing:
 - (1) An assessment of the current state of the school and proposals for solutions to any problems he sees;
 - (2) Any weaknesses in curricula and recommendations for correcting these;
 - (3) Any recommendations for long range planning;
 - (4) Any recommendations for changes in school policies and procedures.

After presenting the report to the faculty, the Director shall bring the various items in it to the attention of the appropriate committees and urge them to deal with these as expeditiously as possible.

- l. In emergency situations, the Director shall have 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 possible moment.
- m. To serve as an arbitrator when necessary either between students and members of the faculty or between different members of the faculty.

B. Associate Directors

1. Number of Associate Directors

The Director shall appoint one or more Associate Directors from members of the faculty to assist with the operation of the Butler School of Music. The number of Associate Directors will be based on the needs of the School as determined by the Director in consultation with the Advisory Committee.

2. Appointment and Tenure of Office

The Associate Directors shall be appointed by the Director of the School after consultation with the Advisory Committee and shall serve as long as the Director desires.

3. Duties and Responsibilities

The Director shall assign specific areas of responsibility to the Associate Director(s). These will normally include aspects of day-to-day operation of the School of Music, particularly in regard to budget and financial matters, maintenance of the physical plant, preparation of reports, faculty development and supervision of the classified staff. The Director will also designate an Associate Director to serve as acting director during brief absences of the Director. A designated Associate Director shall serve as director of special programs.

C. Director of Undergraduate Studies

1. Selection and Tenure

After consultation with the advisory committee, the Director shall appoint a Director of Undergraduate Studies, who shall serve as long as the Director desires.

2. Duties and Responsibilities

It shall be the duty and responsibility of the Director of Undergraduate Studies to:

- a. Perform or supervise the performance of all aspects of the role assigned to the school in the admission process for both incoming freshmen and transfer students, including auditioning;
- b. Oversee the maintenance of a record of each student's academic work;
- c. Coordinate and supervise the activities of the undergraduate advisors and the registration process at the school level;
- d. Make recommendations on requests for individual exceptions in degree requirements in accordance with established school policies for approval by the dean of the college;

- e. Consult on all material relating to the undergraduate programs which is to appear in official publications such as the catalog;
- f. Serve as an *ex officio* member of the Academic Affairs Committee.

D. Undergraduate Faculty Mentors

1. Selection and Tenure

The director of the undergraduate program shall, subject to the approval of the director of the school, appoint undergraduate faculty mentors in the number deemed necessary. They shall serve as long as the Director and Director of Undergraduate Studies desire.

2. Duties and Responsibilities

Each term the undergraduate faculty mentors, under the supervision of the Director of Undergraduate Studies, shall academically advise the undergraduate students assigned to them.

E. Graduate Adviser [Director of Graduate Studies]

The method of appointment, duties and responsibilities of the graduate adviser/director of graduate studies are set forth in the University's Handbook of Operating Procedures (9-1240):

"Graduate Advisers: The graduate adviser must be a member of the graduate studies committee. The term of the graduate adviser is normally two years, but may be renewed.

"The department chair (or the academic program director if there is no department), after consulting with the appropriate graduate studies committee, shall recommend a graduate adviser for the program. This recommendation will be provided to the dean(s) of the college(s) or school(s) who will forward it with accompanying recommendations to the Vice Provost and Dean of Graduate Studies for final approval.

"If the graduate program is based in two or more departments in a single college or school, the graduate studies committee shall make the recommendation for a graduate adviser to the dean of the college or school, who will forward it with accompanying recommendations to the Vice Provost and Dean of Graduate Studies for final approval.

"If the graduate program is based in two or more colleges or schools, the graduate studies committee shall make the recommendation for a graduate adviser to the Vice Provost and Dean of Graduate Studies. The Vice Provost and Dean of Graduate Studies, after consulting with the deans of the appropriate colleges or schools, shall have authority to approve this recommendation.

"The graduate adviser in an academic area shall:

- a. Be responsible for the advising of graduate students taking courses in that area and other such matters as may be assigned.
- b. Approve registration for graduate students, including adds and drops.
- c. Maintain a record of each student's work for previous degrees.
- d. Refer students to the graduate studies chair, department chair (or the director of the academic program if there is no department), dean of the college or school, or Vice Provost and Dean of Graduate Studies, as appropriate, with regard to matters requiring their approval.
- e. Inform students and prospective students about graduate work and refer students in appropriate instances to other faculty members for advice.
- f. Certify to the graduate studies committee that the student has completed all of the degree requirements for graduation.”

III. SCHOOL DIVISIONS

A. Constitution

Faculty members sharing a common kind of instructional activity leading to any one of the majors offered by the school constitute an area, and the areas are subdivided into divisions according to the more specific nature of the activities in which faculty members in the School of Music engage. The areas and divisions of the school are the following:

Academic Areas

Music and Human Learning
 Musicology/Ethnomusicology
 Music Theory/Composition
 Jazz Studies

Applied Areas

Brass/Winds/Percussion
 Chamber/Collaborative Music
 Conducting and Ensembles
 Keyboard
 Strings
 Vocal Arts

Faculty members may, if the Director believes it would benefit the academic/applied programs, belong to more than one division when the diversity of their instructional activities warrants this.

B. Governance

Each division shall be directed by a head who shall be elected for a two-year period by the members of that division. (In the case of a tied vote, the Director shall appoint the head of a division.) The results of elections for division heads 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 the head of a division. Under normal circumstances only a tenured

associate professor or professor with full-time appointment shall serve as the head of a division. The duties and responsibilities of the head of a division are:

1. To provide strong leadership within the division;
2. To serve as the normal channel of communication between a division and the director of the school in all matters pertaining to divisional activities;
3. To call meetings of the division as needed and to chair these;
4. To implement in the appropriate manner all decisions reached by the division.

C. Duties and Responsibilities of a Division

It shall be the duty and responsibility of a division

1. To carry out that part of the instructional program committed to its care;
2. To propose to the Academic Affairs Committee those of its courses it believes should be offered each term and to suggest staffing for these;
3. To review on a regular basis that portion of the curriculum which falls within its purview and to make recommendations to the Academic Affairs Committee for revisions whenever these might seem to be needed;
4. To nominate graduate students for appointment as teaching assistants and assistant instructors for those courses which are within the purview of the division;
5. To prepare with the director of the school 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 school;
6. To advise the director of the school 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;
7. To formulate and submit to the appropriate bodies of the school any recommendations it might wish to make concerning school matters of any kind.

D. 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.

IV. SPECIAL COMMITTEES

A. Executive Committee

1. Duties and Responsibilities

The duties and responsibilities of the Executive Committee shall be to:

- a. Provide numeric assessments of all faculty in the areas of teaching, research/creative activities, and service that will serve as a basis for determining annual salary increases for all full-time faculty;
- b. Make recommendations concerning reappointment, tenure and promotion for all faculty members, including modified service and emeritus status;
- c. Make recommendations for all faculty vacancies within the school.

2. Operating Policies and Procedures

- a. A consistent set of operating policies and procedures of the Executive Committee regarding the manner in which it arrives at its recommendations for reappointment, tenure and/or promotion, and salary increases for all faculty shall be communicated to the faculty in writing at least two (2) months prior to the implementation of the procedures.
- b. Assistant and Associate Professor members may participate in discussions about, but may not vote formally on, ~~salary matters affecting their own and higher ranks, or on~~ matters affecting promotion from or continued appointment in their own rank and higher ranks.

3. Constitution of Executive Committee

The Executive Committee shall consist of 16 to 18 members, in addition to the director of the school, as follows:

- a. Sixteen elected members, seven of whom shall come from the rank of Professor, five of whom shall come from the rank of Associate Professor, two of whom shall come from the rank of Assistant Professor, and two of whom shall come from the non-tenure track Practice and Instruction ranks. Of these, four of the seven Professors, three of the five Associate Professors, one of the Assistant Professors, and one non-tenure track faculty member in the Practice and Instruction ranks shall be elected from the areas of Applied Music; three Professors, two Associate Professors, and one of the Assistant Professors, and one non-tenure track faculty member shall be elected from the Academic areas (see Table). If there is an insufficient number of faculty members able to serve in the Academic area, then faculty members will be elected from the Applied area, and *vice versa*.

Rank	Applied Areas	Academic Areas	Total
Professor	4	3	7
Associate Professor	3	2	5
Assistant Professor	1	1	2
Non-tenure track	1	1	2
Total	9	7	16

- b. In the event a division is not represented, the person receiving the most votes in that division will be appointed to serve a one-year term on the Executive Committee.

4. Eligibility for Executive Committee Membership

- a. Professors, Associate Professors, Assistant Professors, and non-tenure track colleagues in the Practice and Instruction ranks¹ who hold full-time University appointments are eligible to serve on the Executive Committee. Faculty on joint appointment must have at least a fifty percent budgetary position in the school. Faculty members on visiting or temporary appointment may not serve.
- b. No person should stand for election that cannot serve at least one academic year.
- c. Those faculty members who have been notified of promotion at the time of an election shall be classified on the ballot on the basis of their new rank. In the event Executive Committee members are promoted during their term of office, they will continue to serve at their elected rank.
- d. Elected members shall serve two-year terms, and are chosen on a staggered basis so that no more than eight elected members begin serving in any one year. Elected members are eligible to serve no more than two consecutive terms (four years) without at least a one-year break in service.
- e. Appointed members shall serve one-year terms. An appointed member is eligible for re-appointment should imbalances continue, and also is eligible for membership as an elected member.

5. Election of Executive Committee

- a. Elections will be held annually before the end of the Spring Semester to choose members who will take office the following September.
- b. Election will be at large by all voting members of the Music faculty. Members who are on leave shall be sent ballots.
- c. The initial election will be conducted in two stages by secret mail ballots; a preliminary ballot will serve to select a list of nominees for the final election:
 - (1) A list of faculty eligible and willing to serve will be compiled. All voting faculty will vote for eight Professors, five Associate Professors, two Assistant Professors, and two non-tenure track faculty members within each of the two areas, Academic and Applied.
 - (2) The names of the eight Professors, five Associate Professors, two Assistant Professors, and two non-tenure track faculty members receiving the most votes within each of the areas, Academic and Applied, will appear on a final ballot. The four Professors, three Associate Professors, one

¹ E.g. Associate Professor of Practice, Assistant Professor of Instruction, etc.

Assistant Professor, and one non-tenure track faculty member receiving the most votes in the Applied area will be elected. The three Professors, two Associate Professors, one Assistant Professor, and one non-tenure track faculty member receiving the most votes in the Academic area will be elected. Determination of the length of the initial term will be in the order of the number of votes received.

d. Subsequent elections also will be conducted in two stages:

(1) A list of faculty eligible to serve will be compiled. In odd-numbered years, the following number of vacancies will be filled:

Rank	Applied Areas	Academic Areas
Professor	2	1
Associate Professor	1	1
Assistant Professor	0	1
Non-tenure track	1	0

(2) In even-numbered years, the following number of vacancies will be filled:

Rank	Applied Areas	Academic Areas
Professor	2	2
Associate Professor	2	1
Assistant Professor	1	0
At-Large (NTT eligible)	0	1

(3) All voting faculty will vote for four Professors and three Associate Professors within each of the two areas, Academic and Applied. Faculty will vote for two Assistant Professors in the area (Academic and Applied) when a vacancy occurs in a given year, and two non-tenure track faculty members in the area (Academic and Applied) when a vacancy occurs in a given year.

(4) The names of the four Professors and three Associate Professors receiving the most votes within each of the areas will appear on a final ballot, as will the names of the two Assistant Professors and two non-tenure track faculty members in the vacant area. In the Applied area, in alternate years depending upon the number of expired terms, the two Professors, and the one or two Associate Professors receiving the most votes will be elected. In the Academic area, in alternate years depending upon the number of expired terms, either the one or two Professors and the one Associate Professor receiving the most votes will be elected. The one Assistant Professor and the one non-tenure track faculty member receiving the most votes in the vacant area will be elected.

- e. Vacancies occurring between elections shall be filled by the runners-up in the preceding election, in the order of votes received. Such members will serve until the next regularly scheduled election.
- f. In the event a division is not represented, the person receiving the most votes in that division will be appointed to serve a one-year term on the Executive Committee.

6. Meetings of the Executive Committee

- a. The Director calls meetings of the Executive Committee and presides at its sessions. The Director may vote only in the case of a tie.
- b. A quorum shall consist of fifty-percent of the membership plus one, including the director. A majority of those present shall prevail. The quorum during the summer shall be two-thirds of those members in residence. The Executive Committee shall not meet during the second summer term except in case of an emergency. If a meeting is called, an attempt will be made to convene all members possible, including members not on second summer term appointment.
- c. Minutes of the Executive Committee meetings shall be taken by one of its members, or by a designated staff person.

7. Modifications in Structure

Any modifications in the organization of the Executive Committee shall be made only in accordance with the provisions for this as set forth in the Handbook of Operating Procedures (2-1310), Budget Councils:

"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 affective 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 affected.
- (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."

B. Graduate Studies Committee

The constitution and the duties and responsibilities of the Graduate Studies Committee are set forth in The University's Handbook of Operating Procedures, (9-1240), Graduate Studies Committees:

- “ 1. A graduate studies committee will be established for any academic area in which an approved graduate degree program is offered. The committee shall consist of all assistant, associate, and full professors who are, or on initial appointment will be, active participants in the program.

Although members of a graduate studies committee will usually be drawn from a single administrative unit (department, college, or school), committees for established interdisciplinary programs will be composed of members from several administrative units. Each graduate studies committee shall have at least five members and shall elect its own chair. The term of the graduate studies committee chair is normally three years, but may be renewed.

- a. The graduate studies committee shall make recommendations, through its graduate studies committee chair and the department chair(s), concerning the creation of new graduate courses and any changes in the graduate course inventory in that area. These recommendations will be provided to

the dean(s) of the college(s) or school(s) who will forward them with accompanying recommendations to the Vice Provost and Dean of Graduate Studies for final approval. Each committee shall designate its course offerings and course instructors each semester. Both require approval of the department chair(s) (or the director(s) of the academic programs if there is no department). In schools or colleges that have no departments, the dean of the school or college approves. See Section B.3. for additional information regarding course instructors.

- b. Each graduate studies committee, in consultation with the dean of their college, shall set goals for the numbers of new students to be enrolled in the programs. Working within these guidelines, each graduate studies committee, through its graduate adviser, shall be responsible for recommending to the Vice Provost and Dean of Graduate Studies the admission of students to its degree programs. The committee shall have the option of setting admission requirements higher than or supplementary to those of the Graduate School. If the committee desires to admit a student who does not meet the minimum criteria of the Graduate School, a petition must be submitted by the graduate adviser to the Vice Provost and Dean of Graduate Studies for final approval.
- c. Each graduate studies committee shall be responsible, in consultation with the department chair (or the director of the academic program if there is no department), the dean(s) of the college(s) or school(s), and with the approval of the Vice Provost and Dean of Graduate Studies, for setting requirements for degrees within the framework of the published policies and procedures maintained by the Vice Provost and Graduate Dean, and for publishing those requirements and the program's list of courses.
- d. In addition to the requirements for degrees, each graduate studies committee may establish supplementary requirements for continuation in its program. These recommendations will be provided through the graduate studies committee chair to the department chair (or the director of the academic program if there is no department) and to the dean(s) of the college(s) or school(s) who will forward them with accompanying recommendations to the Vice Provost and Dean of Graduate Studies for final approval. In the case of cross-college interdisciplinary programs, the supplementary requirements will be submitted by the deans with accompanying recommendations to the Vice Provost and Dean of Graduate Studies for final approval.
- e. Each graduate studies committee, through its chair and graduate adviser, is responsible for recommending to the Vice Provost and Dean of Graduate Studies the committee chairs and committee members for supervision of theses, reports, treatises, and dissertations. The graduate studies committee, through its chair and graduate adviser, is also responsible for

recommending students for doctoral candidacy to the Vice Provost and Dean of Graduate Studies. The Vice Provost and Dean of Graduate Studies must approve all committee and candidacy recommendations. After the supervising committee has approved the thesis, report, treatise, or dissertation and its accompanying defense, if required by the academic program, the graduate studies committee is responsible for certifying that the student has completed all degree requirements, has passed all required examinations, and is entitled to the award of the respective master's or doctoral degree.

- f. It is the responsibility of the graduate studies committee through the graduate adviser, to make available to its students a description of its requirements, the procedures that a student is expected to follow in achieving a degree, and the standards demanded for continuation in the program.”

2. Membership

Membership of the Graduate Studies Committee is specified in the Handbook of Operating Procedures, 9-1240, section B.1.

3. Governance

The chair of the Graduate Studies Committee in the Butler School of Music shall be elected by the members of the Committee (see Handbook of Operating Procedures, 9-1240). The Graduate Studies Committee in the Butler School of Music has determined the following through motions unanimously adopted April 25, 1979:

- a. The nominations and election of the chair of the Graduate Studies Committee shall be conducted every two years. The term of office shall begin in the fall semester of the academic year and shall terminate August 31 of the second year of office.
- b. The nominations and election of the chair of the Graduate Studies Committee shall be held in the spring semester of the second year of the incumbent's term of office. The nominations for the chair must be made and presented at a regularly scheduled or specially called meeting of the Graduate Studies Committee at least one week prior to the elections, which may be conducted at a regularly scheduled or specially called meeting of the Graduate Studies Committee or via paper ballot.
- c. In the event of the resignation of the chair of the Graduate Studies Committee during their term of office, an election shall be held immediately at the next regularly scheduled meeting of the Graduate Studies Committee, or via paper ballot. The newly elected chair shall complete the incumbent's term of office, at which time regularly scheduled elections will be conducted.

V. STANDING COMMITTEES

With the exception of the Scholarship Committee, no faculty member shall serve more than two consecutive terms as an elected and/or appointed member of any one standing committee.

A. Advisory Committee

1. Constitution

The Advisory Committee shall consist of six elected members, three of whom shall come from the academic area and three of whom shall come from the applied area. Members shall serve staggered three-year terms so that one new member from each of the two areas is elected each year.

2. Selection

Members shall be elected by direct vote of the full faculty, from a ballot consisting of all eligible persons in both the academic and applied areas. The faculty member receiving the most votes in each area shall be elected to committee, with a term of office beginning the following September 1.

3. Governance

The Advisory Committee shall be chaired by the Director of the School.

4. Duties and Responsibilities

The duties and responsibilities of the Advisory Committee shall be to:

- a. Advise the Director on all appointments to those administrative posts and committees which it shall be in the Director's power to make;
- b. Make two nominations for each elective position on standing committees;
- c. Counsel the Director on all matters on which the Director may wish advice;
- d. Offer its advice to the Director on any matter of serious consequence which the Committee deems to need attention;
- e. Serve as a panel of appeal for individuals or groups of faculty members who wish to have a review made of any action taken by the Director.
- f. To formulate and present to the faculty for its consideration proposals for modification in the governance structure of the school which it believes should be made.

5. Meetings

Meetings of the Advisory Committee shall be scheduled no less frequently than once every four weeks.

B. Academic Affairs Committee

1. Constitution

The Academic Affairs Committee shall consist of six or seven members as follows:

- a. Two members, one from each of the two areas, each of whom shall be elected by the entire voting membership of the faculty and who shall serve staggered two-year terms beginning September 1;
- b. Two members who, after the elected members have been chosen, shall be appointed by the director of the school in consultation with the Advisory Committee and who shall serve staggered two-year renewable terms, with the terms of office beginning September 1;
- c. Three or four *ex officio* members, namely the Director of Undergraduate Studies, the Director of Graduate Studies and the chair of the Graduate Studies Committee.

2. Governance

The chair of this Committee shall be appointed by the Director from among the members of the Committee after consultation with the Advisory Committee.

3. Duties and Responsibilities

It shall be the duty and responsibility of the Academic Affairs Committee to:

- a. Make final recommendations to the Director when called upon to resolve issues with each term's course schedule;
- b. Formulate and submit to the faculty for its consideration policy statements relating to academic aspects of the undergraduate programs such as transfer of credit from other schools, general recital requirements, and so forth, and, if the Committee on Graduate Studies so mandates, perform a similar function for the graduate programs;
- c. Review proposed policy statements of the same nature which originate outside the Committee and forward these along with recommendations to the faculty for its consideration within three weeks after receiving them;
- d. Regularly review the curricula of the undergraduate programs of the school and submit to the faculty for its consideration recommendations for any change it might deem advisable, and, if the Graduate Studies Committee so mandates, perform the same function for the graduate programs;
- e. Review all proposals for curricular change originating outside the committee and forward these along with its recommendations to the faculty for its consideration within three weeks after receiving them.

C. Scholarship Committee

1. Constitution

The Scholarship Committee shall consist of ten members, one from each of the ten divisions, who shall serve staggered two year terms so that five new members join the Committee each year.

2. Selection

The members shall be appointed by the Director.

3. Governance

The chair of the Committee shall be appointed by the Director.

4. Duties and Responsibilities

The Committee shall determine which students shall receive the scholarships, fellowships, and other financial awards which it shall be within the power of the department to grant and it shall present a brief written report of its determinations during the previous year at the first regularly scheduled faculty meeting occurring within the fall semester. It also shall make all nominations for these undergraduate awards granted by other bodies of The University which call for departmental nominations and, with the approval of the Graduate Studies Committee, shall serve in the same capacity in regard to similar graduate awards.

D. Division Head Council

1. Constitution

The Division Head Council shall consist of those ten faculty elected as Heads by voting members of their respective divisions.

2. Governance

The Committee shall be chaired by the Director.

3. Duties and Responsibilities

It shall be the duty and responsibility of the Committee to advise the Director concerning additions to the course inventory, class scheduling, summer session, academic advising, and so forth.

4. Meetings

Meetings of the Division Head Council shall be scheduled as needed.

E. Graduate Academic Affairs Committee

1. Constitution

The Graduate Academic Affairs Committee (GAAC) shall consist of seven members as follows:

- a. Four members, two from each of the two areas, each of whom shall be elected by the entire voting membership of the Graduate Studies Committee (GSC). The members shall serve staggered two-year terms, such that in each academic year will be elected one member from the Performance Area and one member from the Academic Area. Candidates for the GAAC must be voting members of the GSC. A nomination committee appointed jointly by the Director of Graduate Studies (DGS) and the Chair of the Graduate Studies Committee and comprising two members of the GSC, one from each area, will nominate a slate of candidates for each election; the nominations will be made public prior to or at the last GSC meeting of an academic year, at which time additional nominations of GAAC candidates may be made from the floor. The election will take place by secret ballot within one week of the last GSC meeting of the academic year. Terms of office shall begin on September 1;
- b. The elected Chair of the Graduate Studies Committee;
- c. Two non-voting *ex officio* members, namely the Director of Graduate Studies and the Director of Undergraduate Studies.

2. Governance

The chair of the GAAC will be the Chair of the Graduate Studies Committee, who will call the meetings and set the agenda for the meetings of the GAAC. The chair of the GAAC will normally vote only to break ties within the committee.

3. Duties and Responsibilities

The Graduate Academic Affairs Committee shall function as an executive committee of the entire Graduate Studies Committee, conducting routine business of the GSC that would be inefficient to bring to the consideration of the full GSC and vetting and forwarding matters that do need to be brought before the committee of the whole. In particular it shall be the duty and responsibility of the GAAC to:

- a. Provide day-to-day oversight for all curricular issues affecting the graduate programs of the Butler School of Music, including the review of proposed changes to degree requirements and examination requirements for graduate students, proposals for new graduate degree plans and new majors within established graduate degrees, as well as the monitoring and evaluation of assessment models and student performance in the SACS re-accreditation procedures pertaining to graduate programs. As the occasion arises, it will forward to the consideration and action of the full GSC recommendations for any curricular changes that it deems advisable. The GAAC shall have the authority to alter changes in wording in a degree plan that does not materially alter its curricular requirements;

- b. Serve in an advisory capacity in response to questions brought before it by the Chair of the Graduate Studies Committee and/or the Graduate Adviser of the Butler School of Music; such questions posed by the Chair of the GSC or and DGS may include those pertaining to transfer credit, degree checks, or graduate admissions;
- c. Review and make recommendations on student petitions brought to its attention by the DGS, including applications for Student Travel Award funding, applications for admission into the Treatise Option of the Doctor of Musical Arts program, and applications for Continuing Fellowships. The GAAC shall also make recommendations for Graduate School awards for annual competitions for outstanding thesis, treatise, and dissertation;
- d. Meet (as deemed necessary by the Chair of the GSC) with the membership of the Academic Affairs Committee to review any curricular concerns that affect both graduate and undergraduate programs of the Butler School of Music;
- e. Review any other issues related to the functioning of the graduate programs in music and attend to any special matters expressly delegated to it by the GSC.

VI. AD HOC COMMITTEES

The Director, after consultation with the Advisory Committee, shall appoint *ad hoc* committees as circumstances dictate.

VII. MODIFICATION OF THE ORGANIZATIONAL STRUCTURE OF THE SCHOOL

Proposals for modifying the organizational structure of the school as contained herein or as subsequently modified may be submitted to the faculty for its consideration by the director, by the Advisory Committee, or by petition of a minimum of 20% of the voting members of the faculty. All such proposals and detailed reasons for them shall be submitted to the faculty in writing no less than seven class days before the meeting at which they are to be debated, and they shall be voted on by mail ballot to be held during the second week following the conclusion of debate.

All proposals for modifying organizational structure shall require a two-thirds affirmative vote of the voting membership of the faculty in order to pass.

VIII. RATIFICATION OF THIS GOVERNANCE DOCUMENT

This governance document shall require a two-thirds supporting vote for ratification. Upon adoption, the document shall be published as soon as possible, with copies being distributed to the faculty. The organizational plan contained therein shall be implemented no later than the beginning of the semester following its adoption.

This document was ratified by the faculty of the Butler School of Music on November 7, 2019.