

UNIVERSITY OF NEW MEXICO
Department of Music

CONSTITUTION

In accordance with Article II, Section 4(a) of the Faculty Constitution of the University of New Mexico, which states “the Faculty of each department shall, with the advice and consent of the Dean of the College, decide upon the organization and procedure for the efficient functioning of the department,” the Department of Music presents the following articles designed to aid efficient functioning of the department. With regard to general policy, the department shall function as one unit headed by a department chairman.

A. The Department Faculty

1. Membership. All full and part-time members of the instructional staff.
2. Voting Privileges
 - a. All full and part-time members of the instructional staff may vote on matters of departmental policy deemed appropriate by the Administrative Committee.
 - b. A secret ballot shall be employed if any faculty member requests it.
3. Meetings. Meetings shall be held as the need arises. Faculty will be provided with an agenda prior to each meeting. At least one (1) meeting per semester shall be called. Additional meetings maybe initiated by the chair or, if requested in writing, by three (3) faculty members. Such meetings must be held within one (1) week of the request. Minutes will be distributed to all faculty members within 24 hours of each meeting.
4. Functions (other than teaching). To deliberate or initiate action on departmental policies, personnel, and matters pertaining to the instructional program.
5. Mid-Probationary Review and Tenure. Matters of mid-probationary review and tenure will be handled in accordance with the “Faculty Handbook,” The University of New Mexico.

B. The Administrative Committee

1. Membership. The administrative committee shall consist of six (6) members.
 - a. the chair of the department
 - b. the associate chair of the department (ex-officio)
 - c. the department administrator (ex-officio)
 - d. five (5) full-time members of the instructional staff who have completed at least two (2) years of service.

- 1) four (4) members to be elected by preferential ballot for two (2) year terms. Terms will be staggered to provide overlapping and continuity.
 - 2) One (1) member will be appointed for (1) year by the chairman of the department and the administrative committee.
 - 3) Election of members will follow a plan which insures the election of two (2) new members each year.
2. Duties. The Administrative Committee members are representatives of the faculty.
- a. make recommendations relating to appointments to the faculty and leaves (sabbatical or other).
 - b. Develop the aims and goals of the department with faculty approval
 - c. Discuss curricula and recommend to the chairman the teaching personnel for various courses after discussion with appropriate faculty
 - d. Advise and assist the department chairman in
 - 1) the scheduling of classes and faculty assignments
 - 2) public relations
 - 3) programming and engaging guest artists
 - 4) general budgetary policies of the department
 - e. the study of matters of policy which may be referred to the administrative committee by the faculty
 - f. referring to the faculty its recommendations on curricular matters, policy and other problems assigned to the committee for departmental discussion and decision.

C. The Chairman of the Department

1. Shall act as the executive and administrative head of the department
2. Will represent the department directly to the Dean of the College of Fine Arts
3. Duties
 - a. to be the official representative for the Department of Music in matters of public relations and development
 - b. transmit official communications for departmental matters
 - c. call and preside over meetings of department faculty and the administrative committee
 - d. be in charge of all official correspondence and records of all departmental announcements in the catalog or other university publications, after consultation with the appropriate committee (see 1.a. under Bylaws/Committees)

- e. prepare the departmental budget in consultation with the administrative committee, for discussion with the Dean of the College of Fine Arts
- f. in consultation with the administrative committee, shall appoint such other committees as are necessary to carry on the work of the department

D. Bylaws

1. Committees

a. Search Committee for Chairman of the Department

- 1) the dean of the College of Fine Arts will appoint a search committee after consultation with the appropriate faculty
- 2) the committee will advertise the position, gather data on the candidates, consult OEO for correct procedures, consult with the faculty and make recommendations of candidates to the administrative committee
- 3) the administrative committee will screen ten (10) candidates and submit the names of three (3) candidates in an order of priority to the Dean of the College of Fine Arts as recommendations for potential interviews.
- 4) Following the interview of the number one candidate, the Dean will obtain faculty opinion and, if there is a clear consensus, make an offer of appointment. If a second interview is necessary, the same procedure will be followed
- 5) Only full-time faculty will be consulted on the final chairman selection

b. Standing committees

- 1) Graduate Committee: Five (5) members are to be elected for two (2) year terms by the faculty. The committee elects its own chairman. Two (2) new members are to be elected each year.
- 2) Undergraduate Committee: Five (5) members are to be elected for two (2) year terms by the faculty. The committee elects its own chairman. Two (2) new members are to be elected each year.
- 3) Annual Review-Merit Committee: The Annual Review-Merit committee will be comprised of five faculty members with a roughly equal representation of performance and academic faculty as follows:
 - 1) One full professor.
 - 2) One associate professor.
 - 3) Three at-large tenure-track or tenured professors.

Faculty members on this committee will serve two-year terms, staggered to preserve continuity from year to year. Tenured and tenure-track faculty members in the Department elect the Annual Review-Merit Committee on an annual basis. All Assistant Professors are eligible to serve on the committee. The Chair may appoint one additional member to the committee if and only if the Chair perceives there is a lack of representation on the committee of a specific area (e.g., music education is not

represented or an ensemble director is not serving on the Committee),.

The Chair, Associate Chair, and any music faculty serving the College in an administrative appointment of Dean, Associate, or Assistant Dean will not be eligible to serve on the Annual Review-Merit Committee. Committee members will serve two-year terms and no faculty member may serve more than two consecutive terms.

- 4) ***Personnel Committee:*** The ideal Faculty Personnel Committee will be comprised of five faculty members with a roughly equal representation of performance and academic faculty as follows:

- 1) Two full professors. These professors make recommendations on all tenure and promotion decisions. Their two-year terms are staggered in such a way as to preserve continuity while encouraging turnover.
- 2) Two associate professors. These professors make recommendations on all tenure and promotion decisions to associate professor. Their two-year terms are staggered in such a way as to preserve continuity while encouraging turnover.
- 3) One at-large associate or full professor. This professor will serve a two-year term.

The tenured and tenure track faculty members in the Department elect the Personnel Committee on an annual basis. The Chair may appoint one additional member to the Personnel Committee if and only if the Chair perceives there is a lack of representation on the Committee of a specific area (e.g., music education is not represented or an ensemble director is not serving on the committee) – such an appointment must be made with the written approval of the Dean of the College of Fine Arts. The Personnel Committee may choose to elect a chair of the committee as a matter of efficiency.

The Chair, Associate Chair, and any music faculty serving the College in an administrative appointment of Dean, Associate, or Assistant Dean will not be eligible to serve on the Personnel Committee. Committee members will serve two-year terms and no faculty member may serve more than two consecutive terms.

- c. Ad hoc committees. Appointed by the chairman and the administrative committee as needed to handle affairs concerning applied music, ensembles, student needs, etc.
- d. Mentor or Mentor Committees. Each new faculty member (full or part-time tenure-track) will be assigned to and assisted by a tenured faculty mentor or mentor committee consisting of one to three members of the full-time tenured faculty. The mentor or mentor committee is responsible for following the guidelines for mentors as set out in the College of Fine Arts tenure and promotion policy and will be available to the new member until the tenure process has concluded. In addition, the mentor or mentor committee will be responsible for informing senior faculty regarding the candidate's needs and progress to tenure on an annual basis. The chair and the administrative committee will appoint the mentor/committee in consultation with the new faculty member.
- e. Area Committees

Area Committees consist of members of full-time faculty who are teaching courses in the represented academic area and are not elected committees. These committees may meet on a regular basis or an ad hoc basis, depending on the circumstances and needs of the specific area. Issues properly addressed by such committees are the development and assessment of curricula, coordination of recruitment, and discussion of resources, student and faculty needs. However, committee discussion is not necessarily limited to the above. Any concerns or proposals from these area committees would then be brought to the attention of the graduate, undergraduate or administrative committee as appropriate as well as to the chair. The music education area committee consists of faculty teaching in the areas of elementary music education, instrumental music education, and string pedagogy with other members selected by this committee core from among faculty who teach music education courses.

Current Department areas that are represented by committee include: a) Voice, b) Winds, Brass, and Percussion, c) Theory-Composition-History, d) Strings and Guitar, and e) Piano-Organ-Harpsichord, and f) Music Education Committee.

f. Committee election procedures

- 1) members of the faculty will be asked to indicate their preference for service on committees of the department
- 2) members may be nominated from the floor
- 3) voting will take place by preferential ballot
- 4) all members are elected for two (2) year terms
- 5) members are not limited as to the number of terms they may serve

E. Amendments

1. Constitution. Amendments may be initiated by any member of the faculty. After the initial proposal has been given to the faculty, amendments to the body of the constitution may be discussed, approved by a 2/3 majority and then “tabled” for thirty (30) days, after which 2/3 of the sum of the full-time faculty plus any participating part-time faculty is required for ratification.
2. Bylaws. Amendments may be made by a motion and ratified by a simple majority of the entire voting faculty without the thirty (30) day waiting period.

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