

UMBC DEPARTMENT OF MUSIC BYLAWS

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Amended December 2019
Amended February, 2024
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PREAMBLE

The Department of Music at the University of Maryland Baltimore County is an academic unit within the College of Arts, Humanities, and Social Sciences, and as such is subject to the university's rules and regulations. The Department of Music is also a community of scholars, musicians, educators, students, and administrators who work within and beyond the university to advance the understanding and practice of music through research, education, and the creation and performance of musical works.

The following Bylaws serve to clarify governance structure within the Department, facilitate the distribution of responsibilities, and establish formal relationships with other divisions of the university.

ARTICLE I: GOVERNANCE

Section A: Membership

1. All Professors, Associate Professors, Assistant Professors, Teaching Professors, Associate Teaching Professors, Assistant Teaching Professors and Staff with full-time teaching appointments of more than one year in the Music Department (hereafter referred to as the Department) shall have voting rights at all Departmental meetings. They are members of the Faculty Council.
2. Voting rights may be extended to any other Department member by a two-thirds majority vote of all faculty eligible to vote. These rights remain in effect until rescinded by a two-thirds majority vote of all full-time faculty.
3. Faculty members from other academic disciplines, visiting faculty, part-time faculty, and adjunct faculty may participate in deliberations upon invitation but do not have voting rights unless granted as outlined in Section A.2.

Section B: Meetings

1. The Department shall meet at least twice each semester. Meetings can be convened by the Department Chair or upon a written request to the Chair by at least three (3) full-time members of the Department.
2. Full-time members of the Department must be notified in advance of the meeting agenda and schedule.
3. Absentee votes or proxies may be submitted in writing to the Department Chair or the Business Services Specialist. A proxy or absentee ballot may be submitted by telephone, but must be confirmed by a signed memo.
4. A quorum shall consist of two-thirds of those eligible to vote.
5. Where procedures are not covered by these Bylaws or other university regulations, Robert's Rules of Order shall apply.
6. Minutes of all meetings shall be recorded, distributed to all members, and approved at subsequent meetings with necessary corrections.

ARTICLE II: OFFICERS OF THE DEPARTMENT

Section A: The Chair

1. The Chair is the Chief Officer of the Department and is responsible for all matters related to it, including curricular, budgetary, staffing, and representation of the Department on and off campus. The Chair is also responsible for administering the research programs of the Department.
2. The Chair shall be a tenured member of the Department.
3. The Chair shall serve a three-year term, renewable up to a maximum of six consecutive years.
4. A nomination form of those eligible to be elected to the Chair position will be distributed to the Faculty Council by the third Monday in October. Nomination shall be made by any member of the Faculty Council and must be received by the Business Services Specialist by the first Monday of November. Faculty nominated for the position of the Chair shall have two weeks to decide whether to accept the nomination.
5. The position of the Chair, in accordance with University regulations, will be subject to election, by secret ballot, by the majority of the Faculty Council.
6. The results of the Department vote will be communicated to the Dean for approval.
7. The Chair should receive annual feedback on their performance.
8. In the event of gross mismanagement, misconduct, or the inability of the Chair to perform the duties of the position, the Executive Committee may communicate a vote of no confidence in the Chair to the Dean.
9. In the event of unforeseen personal circumstances or illness, the Chair may step down. A new election will then be called.

Section B: The Associate Chair

1. The duties of the Associate Chair shall be determined by the Chair and may include management of Department auditions, assistance with recruitment, regular representation at Undergraduate Program Director meetings, oversight of specific curricular initiatives, and Departmental assessment efforts. In the absence of the Chair, the Associate Chair shall serve as the Department representative at other University meetings and will also approve other Departmental needs as required.
2. The Associate Chair shall be any member of the Faculty Council.
3. Faculty interested in the position shall forward their names to the Chair by the first Monday in March. The Chair will circulate a reminder regarding this in early February.
4. The Associate Chair shall be appointed by the Chair and shall serve a two-year term.
5. Associate Chairs may serve consecutive terms at the discretion of the Chair.
6. In the event of gross mismanagement, misconduct, or the inability of the Associate Chair to perform the duties of the position, the Chair may terminate the appointment and seek to appoint a new nominee.
7. In the event of unforeseen personal circumstance or illness, the Associate Chair may step down. A new appointment will then be initiated by the Chair.

Section C: The Director of the Certificate Program

1. The Director of the Certificate Program, hereafter referred to as the Director, supervises the Certificate Program in consultation with the Chair and the Certificate committee. The Director is responsible for overseeing the marketing of and recruitment for the program. In coordination with the Music Department faculty, the Director also evaluates, mentors and monitors the academic preparation and progress of students from the time of their acceptance into the program, providing assistance for students preparing graduate applications.
2. The Director is expected to meet with the Chair of the Department monthly and to report on program developments at Department meetings twice a semester. The Director prepares an annual report on the program for the Chair and the Faculty Council.
3. The Director shall be any member of the Faculty Council, or adjunct faculty of the Department.

4. The Director shall serve a two-year term and may serve consecutive terms subject to approval by the Executive Committee.
5. Nomination for the position shall be made by any member of the Faculty Council and must be received by the first Monday in March.
6. Faculty nominated for the position shall have two weeks to decide whether to accept the nomination.
7. The position of Director, in accordance with University regulations, will be subject to election, by secret ballot, by the majority of the Faculty Council.
8. In the event of gross mismanagement, misconduct, or the inability of the Director to perform the duties of the position, the Executive Committee may communicate a vote of no confidence in the Director to the Chair of the Department.
9. In the event of unforeseen personal circumstance or illness, the Director may step down. A new election will then be called.

Section D: Departmental Representatives

1. The Departmental Representatives shall serve as official liaison between the Department and those divisions of the university that require such representation (e.g., the Faculty Senate, the Division of Undergraduate Academic Affairs).
2. The Faculty Senator shall be elected by a majority of the Faculty Council. Other Departmental Representatives shall be designated by the Chair after consultation with the Executive Committee of the Department.

ARTICLE III: FORMAL BODIES OF THE DEPARTMENT

Section A: The Faculty Council

1. The Faculty Council shall determine internal departmental governance, academic policies, and procedures. The Faculty Council shall consist of all members of the Department as outlined in Article I, Section A.1..
2. The Chair of the Department shall chair the Faculty Council. The Administrative Assistant shall act as Secretary.

Section B: Committees

1. Executive Committee

The Executive Committee advises the Chair on policy, personnel, and major departmental and university issues as they affect the department. The committee reviews any major budget requests and determines feasibility. The membership shall consist of all tenured faculty of professional rank, and all Teaching Professors and Associate Teaching Professors.

2. Standing Committees

Standing Committees shall be established to oversee and make recommendations on such matters as promotion and tenure decisions, curriculum development and course offerings, bylaws amendments, and other important Departmental matters.

a. Standing Committee Membership

- i. Standing Committees shall be composed of no fewer than three members of the Department. Members shall be appointed by the Department Chair in consultation with the Committee Chair with the exception of the Department Promotion and Tenure Committee. The Committee and Department Chair shall rotate membership to ensure committee continuity.

- ii. Standing committee Chairs shall be appointed by the Chair of the Department for a term of no more than two years with the possibility of reappointment. The Department Chair shall charge the Committee Chair with specific tasks and directives. Committee Chairs are responsible for bringing committee recommendations to the Department as necessary and at least once per semester.
 - iii. The Department Chair shall be an ex-officio member of all Standing Committees.
- b. Standing Committee Meetings
 - i. Standing Committees shall meet as required and at least once per semester.
 - ii. All recommendations made by the Standing Committee, other than the Department promotion and Tenure Committee, shall be presented to the Faculty Council by either the Committee Chair or the Department Chair. The Faculty Council will vote either to uphold or negate the committee's recommendations. The result of the Faculty Council vote will be transmitted to the appropriate levels of administration.
- c. Current Standing Committees
 - i. Department Promotion and Tenure Committee (DP&TC)
The DP&TC shall make recommendations regarding the promotion and tenure decision for faculty. It will adhere to the Faculty Handbook in all procedural matters.
 - ii. Certificate Committee
The Certificate Committee shall study and make recommendations of policy and procedure for the development and/or revision of the Certificate Program.
 - iii. Bylaws Committee
The Bylaws Committee shall review current Department Bylaws and make recommendations for amendments as appropriate.
 - iv. Curriculum/assessment Committee
The Curriculum Committee shall review syllabi by new full-time and adjunct faculty at the end of each semester, making suggestions as needed. Receives requests from the faculty at large for any significant changes to courses, to review for departmental consideration before implementing. The committee fields requests for curricular changes and reviews these prior to submitting them for departmental consideration. Anything requiring budget considerations is sent to the Executive/Budget committee.
 - v. Spaces and Access Committee
The Spaces and Access Committee shall oversee policies related to use of spaces, make recommendations for classroom/rehearsal assignments or changes, and establish key and swipe card policies. It receives requests from the Chair for changes, and considers and makes recommendations.
 - vi. Recruitment Committee
Oversee departmental recruitment events and auditions, and coordinate the schedule of these events. (The Department Chair will coordinate university recruitment events.) The committee schedules and coordinates audition days.
 - vii. Concert/Livewire Committee (committee chair will change in January)
The committee will send out a call for concert proposals, collect proposals and review, and plan the upcoming season. The committee coordinates the schedule with external presenters and our internal professional events.
 - viii. Website Committee
It receives requests for website changes and assesses from a departmental perspective before bringing them to the faculty for review. It coordinates requests for photos, audio, and video uploads.
 - ix. Search Committees
Search Committees for full-time faculty vacancies shall be composed of the Faculty

Council. Search committees for all other positions shall be composed of any full-time members of the Department. Procedures for all searches shall comply with university guidelines.

x. Ad Hoc Committees

Ad Hoc Committees shall be established as necessary in response to immediate needs.

Section C: Affiliate Artists and Adjunct Faculty

1. For applied positions for which there are large numbers of students, generally more than five, a Search Committee will be formed and a short-list of candidates shall be interviewed. The committee will consist of at least three members who will be chosen by the Chair.
2. For Applied positions for which there are a small number of students, the Chair will solicit application materials from local performers and musicians. Materials will be distributed among the faculty who the Chair determines to be as close to that person's discipline as possible. The Chair will consult with these faculty before determining who to hire.
3. In the event that no faculty are available with whom the Chair can consult, or in the event of a last-minute resignation or emergency, the Chair may determine who to hire, to the best of their ability.
4. Adjunct instructors for non-applied, individual courses will be hired at the discretion of the Chair.
5. Adjunct instructors will be subject to periodic review. Reviews may include classroom observations conducted by the Chair or other full-time faculty members, and informal assessment of the preparedness of students for juries, recitals and ensembles.
6. Adjunct instructors are strongly encouraged to participate in recruitment efforts for their areas.
7. Adjunct instructors are expected to work collegially with other members of the Department. Collegiality is viewed as working effectively toward Department interactions and functioning, and to work towards the resolution of conflicts effectively should they arise.

ARTICLE IV: AMENDMENTS

1. Amendments to these Bylaws may be proposed by any three (3) members of the Faculty Council by means of a written petition presented to the Chair for immediate distribution to all voting members.
2. No amendment shall be voted upon until two weeks have elapsed from the time of distribution.
3. Amendments shall require a three-fourths majority vote of those present.
4. An amendment thus properly approved shall be submitted to the Chair, who shall forward it to the Dean of Arts, Humanities and Social Sciences.