

University of Houston Moore School of Music

Bylaws

SECTION I: **Composition of the Faculty**

The faculty of the School of Music shall consist of all professors, associate professors, assistant professors, instructors, artists-in-residence, affiliated artists, VMOE faculty, and lecturers who shall have as their duties, at least in part, the teaching of music at the University of Houston.

SECTION II: **Directors of the Moore School of Music**

The director of the Moore School of Music shall be appointed as provided in the Bylaws of the College of Liberal Arts and Social Sciences. The assistant and/or associate directors of the Moore School of Music shall be appointed by the director, after consultation with appropriate faculty members, and serve at his or her discretion.

SECTION III: **Meetings of the Faculty**

Meetings of the faculty of the Moore School of Music shall be held at least twice during each semester. Special meetings may be called by the director or by petition signed by twenty-five percent of the faculty. The faculty shall be notified at least three days in advance of all meetings and shall be provided with an agenda of business to be considered.

The director shall preside over the faculty meetings. At all meetings a quorum of at least ten faculty of professorial rank shall be present. No votes shall be cast by proxy. A secretary shall be elected annually by the faculty and shall keep minutes of each meeting and distribute them to all members of the faculty. In the absence of specific rules adopted by the faculty, the proceedings shall be conducted according to Robert's *Rules of Order*.

SECTION IV: **Election of Representatives to the Faculty Senate**

The Moore School of Music shall nominate candidates for senatorial elections as provided in the Bylaws of the College.

SECTION V: **Committees**

The standing committees of the School of Music shall include the following:

1. Advisory Committee
2. Graduate Studies Committee
3. Curriculum Committee
4. Scholarship Committee
5. Student-Faculty Committee
6. Full Professor Promotion/Tenure Committee
7. Post-Tenure Review Committee

In addition, *ad hoc* committees shall be appointed by the director of the School or elected by the faculty. The director of the School is an *ex officio* member of all committees of the School.

All members of the faculty shall be eligible to serve as members or officers of any Music Committee unless additional requirements are specified. No faculty member shall serve simultaneously on more than two of the following committees:

- University Standing Committees
- Faculty Senate
- College Standing Committees
- School of Music Committees named below:
 - Advisory
 - Curriculum

Scholarship Student-Faculty

Members of the Moores School of Music Advisory Committee shall not be eligible for election to the Graduate Studies, Curriculum, Scholarship, or Student-Faculty committees. Members of the Advisory Committee are eligible to serve on the Full Professors Promotion/Tenure Committee and the Post-Tenure Review Committee.

Standing committee members—unless otherwise stated—shall be nominated and elected by the faculty at a meeting held in late spring of each school year.

The chairman and other officers of each committee—unless otherwise stated—shall be elected by each newly elected committee at organizational meetings to be held during the week following the School elections held each year in the late spring, and the results of such elections transmitted to the faculty secretary.

Terms of office shall begin with the opening of the fall term and run for one year or longer as set forth in these Bylaws or until successors have been selected. No member of the following standing committees: Advisory, Curriculum, Scholarship, and Faculty-Student, Post-Tenure Review—shall be eligible to succeed himself or herself until a period equal to the term of office for the committee elapses.

All committees shall report in writing to the faculty at least once in each fall and spring semester. Committee actions shall be subject to faculty review.

No. 1: The Advisory Committee shall consist of six tenured faculty members who have completed three years residence as members of the faculty of the Moores School of Music, and the director of the School, who shall serve as chairman of the committee. Two members shall represent the applied music area, two members shall represent the theory/composition and music literature areas, one member shall represent the music education area, and one member shall be elected at large. Each member, other than the director, shall be elected for a two-year term with the terms so staggered that three members shall be elected each year. If a member of this committee resigns or is, for any reason, unable to fill out his term, a replacement shall be elected by the faculty to fill out the term. If the replacement serves for twelve months or less, he or she shall be eligible to succeed himself.

The Advisory Committee

- a. Shall recommend to the director of the Moores School of Music
 1. the appointment of new faculty
 2. promotions, salary increments, tenure, and terminations of appointments.

The director will forward these recommendations to the Dean of the College. If there should be a difference of opinion, then both points of view will be transmitted to the Dean.

- b. shall advise the director on Moores School of Music programs and policies.
- c. shall respond to a formal academic grievance filed in the School of Music by an undergraduate or graduate student, (as defined in the policy statement in the current catalogs and student and faculty handbooks). The written documentation provided by the student as outlined in the College Academic Grievance Policy and Procedures shall be reviewed by an *ad hoc* committee of three members of the Advisory Committee appointed by the director of the Moores School of Music. The *ad hoc* committee shall hold (a) hearing(s) with appropriate individuals and shall then submit a written finding and recommendation to the director. The director shall then render a decision and notify all parties in writing.

In the event that the director is named in the grievance procedure, the three member *ad hoc* committee of the Advisory Committee shall be selected by vote of the full Advisory Committee. The *ad hoc* committee shall hold (a) hearing(s) with appropriate individuals and shall then submit a written finding and recommendation to the other three members of the Advisory Committee. The three members of the Advisory Committee who were not on the *ad hoc* hearing committee shall render a decision and notify all parties in writing.

No. 2: The Graduate Studies Committee shall consist of six members of the music faculty and the director of graduate studies, who shall serve as chair of the Committee. Two members shall represent the applied music area, two members shall represent the theory / composition / music literature areas, one member shall represent the music education area, and one member shall be elected at large. The director of graduate studies shall be appointed by the director of the Moores School of Music and serve at his or her discretion. The other members of the Committee shall be elected by the faculty as stipulated previously. Each of the elected members shall be elected for a two-year term with the terms so staggered that three members shall be elected each year.

The Graduate Studies Committee

- a. shall determine the policies of the graduate programs in music and recommend graduate curriculum and catalog changes to the music faculty; such proposals shall be distributed in writing to the music faculty at least four working days prior to the faculty meetings at which they are to be considered.
- b. shall determine standards of eligibility of applicants for admission to any of the graduate programs in music; such standards to be administered by the director of graduate studies.
- c. shall consider applicants for graduate fellowships and assistantships and recommend candidates to the director of the School of Music for approval.
- d. shall meet at least once each semester.

The Director of Graduate Studies

- a. shall be responsible in the areas of policy, academic standards, and curriculum development and shall call and preside at meetings of the committee.
- b. shall serve as the advisor for graduate students or appoint a member of the faculty to serve as the student's advisor. When possible, faculty in the student's major area will be consulted.
- c. shall appoint, subject to committee approval, a jury to oversee theses and recitals after the student has been admitted to candidacy. These juries shall
 1. consist of three members, one of whom shall be from an area other than the student's principal area
 2. approve theses topic proposals or recital programs and dates,
 3. adjudicate theses or recitals.
- d. shall be responsible for the administration of the policies of the Graduate Studies Committee.
- e. shall be in charge of all correspondence concerned with the graduate programs in music.
- f. shall make a summary report of the standing of current graduate students to the committee and the faculty each semester.

No. 3: The Curriculum Committee shall consist of five faculty members, four of whom shall represent the theory, literature, applied music, and music education areas and one of whom shall be elected at large. The members of this committee shall be elected for two-year terms with the terms so staggered that no more than three members are elected each year.

The Curriculum Committee shall consider and initiate proposals for new courses, any alterations in established courses, and catalog changes on the undergraduate level and shall recommend action to the faculty; such proposals shall be distributed in writing to the music faculty at least four working days prior to the faculty meetings at which they are to be considered.

No. 4: The Scholarship Committee will consist of all applied music area heads and the following members appointed by the director: representative ensemble directors, a representative of music education, a representative of the combined theory-lit areas, and a chair who may or may not be one of the above-named members. The graduate and undergraduate advisors will attend meetings in an advisory capacity. The Scholarship coordinator will assist the chairman.

The duties of the Scholarship Committee shall include:

- a. annual review of policies and procedures printed in the Scholarship Handbook
- b. consideration of waivers, probations, revocations, and extensions
- c. review and update of award agreements
- d. recommendation of audition dates
- e. coordination of auditions and related activities

No. 5: The Student-Faculty Committee shall consist of two members of the Music Faculty and three students who are music majors. The faculty members of the committee shall be elected by the music faculty for two-year terms with the terms so staggered that one member is elected each year. The student members shall be elected by the Student Council from among its members for one-year terms. The chairman of the committee shall be a student and the secretary shall be a faculty member. In the absence of the chairman, the secretary shall convene and chair the meetings. Both officers shall be elected by the full committee.

The Student-Faculty Committee

- a. shall meet as necessary during the fall and spring semesters.
- b. shall be a forum for the discussion of student concerns in the Moores School of Music and shall channel problems to the appropriate administrator or faculty committee for further action, if necessary.
- c. shall offer the opportunity for student input in major plans and events in the Moores School of Music.
- d. shall serve as a forum for expressing faculty concerns to the students and for explaining changes in the Moores School of Music policies to the student body.
- e. shall hold open meetings or allow students and faculty who are not members of the committee to make presentations at the discretion of the committee.
- f. shall make available to students and faculty minutes within one week of each meeting.
- g. shall form and convene a Student Council as needed for other faculty-student interaction

No. 6: The Full Professor Promotion/Tenure Committee shall consist of all of the faculty members at the rank of full professor. This group will make recommendations regarding the promotion and tenure decisions of full professors in accordance with school, college, and university guidelines. Any individual who must review a particular decision as part of a college or university committee should not participate in that specific decision at the school level. The director will call the group into session as needed.

No. 7: The Post-Tenure Review Committee shall consist of six members elected annually by the tenured faculty. Any tenured faculty member is eligible to serve. The committee shall review each tenured faculty member annually in accordance with school, college, and university guidelines.

SECTION VI: **Amendment**

These Bylaws may be amended at any meeting of the Moores School of Music by the vote of a majority of music faculty in attendance provided that one week written notice of the proposed action is given.

SECTION VII: **Enabling Clause**

These Bylaws shall be in full force and effect immediately after adoption by the faculty of the Moores School of Music.

Adopted: May 21, 1968

Amended: May 1970, December 1970, February 1971, May 1972, December 1974, December 1975, April 1976, April 1979, March 1983, September 1984, November 1984, January 1986, May 1987, May 1990, February 1994, October 2000, April 2001, April 2004.