

School of Music
State University of New York at Fredonia
Fredonia, New York

FACULTY BYLAWS
last updated 1/30/2024

STATEMENT:

The School of Music of SUNY Fredonia is an internationally recognized undergraduate and graduate program in a comprehensive, liberal arts and sciences campus of the State University of New York. We provide the foundations of outstanding musicianship for all music majors and enrich the cultural life of the campus and community. Our mission is to provide the resources and the guidance necessary to motivate our students to seek excellence in their individual careers in music education, performance, composition, music theatre, music therapy, and sound recording. In an environment oriented to the individual, we endeavor to create musicians who will assume vigorous roles as leaders and participants in significant musical experiences.

The School of Music is a fully accredited member of the National Association of Schools of Music and functions in accordance with the latest published regulations of that association.

SECTION A: MEMBERSHIP *(passed by the Faculty 10/5/88; revised 4/20/10; revised 1/30/24)*

1. For curricular decisions, the voting members shall include the full-time regular faculty (holding tenured or tenure-track faculty instructional positions) and full-time lecturers.
2. For decisions of non-curricular matters, the voting members shall include all faculty and staff, full and part-time.
3. Voting members shall hereafter be referred to as faculty.

SECTION B: JURISDICTION

Responsibilities: the faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the education program (Article X, Section 4, Policies of the Board of Trustees, 2009).

Bylaws: The faculty of each college shall prepare and adopt bylaws which shall contain: (1) Provisions for committees and their responsibilities; (2) Procedures for the calling and conduct of faculty meetings and elections, and (3) Provisions for such other matters of organization and procedure as may be necessary for the performance of their responsibilities (Article X, Section 5a, Policies of the board of Trustees, 2009).

Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of State University of New York, the laws of the State of New York and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law. Provisions of bylaws concerning consultation with the faculty shall be subject to the approval of [the Dean of the School of Music]. All actions under bylaws shall be advisory upon [the Dean of the School of Music]. (adapted from Article X, Section 5b, Policies of the Board of Trustees, 2009).

SECTION C: MEETINGS *(passed by the Faculty 10/5/88)*

1. The School of Music faculty shall meet each semester upon the call of the Dean. A formal meeting of the School of Music faculty may also occur by written petition of at least twenty percent (20%) of the regular faculty (holding tenured or tenure track instructional positions).
2. The Dean shall be the Presiding Officer. In their absence, a person designated by the Dean shall preside.
3. Quorum
 - a. Fifty-one percent (51%) shall constitute a quorum at any meeting of the faculty.
 - b. All items and actions must have a majority vote of the quorum to pass.
4. Standard Order of Business
 - a. Minutes
 - b. Special Orders
 - c. Reports of Standing Committees
 - d. Reports of Special Committees
 - e. Unfinished Business
 - f. New Business
 - g. Announcements
5. The agenda is established in advance. If an item is to be added to the agenda after the start of the meeting, it may be added under New Business by a majority vote of the faculty present.
6. Minutes of all meetings shall be kept by a secretary appointed by the Presiding Officer. The minutes are to be distributed electronically.

SECTION D: COMMITTEES

1. PERSONNEL COMMITTEE *(passed by the Faculty 3/06/01; additions passed by Faculty 5/03/05)*
 - a. As per the Handbook on Appointment, Reappointment, and Promotion (HARP, section I.B.)

All faculty hired for the 2013-14 academic year and thereafter, along with tenured faculty seeking promotion to full professor in the 2013-14 academic year, shall follow the guidelines and timelines outlined in this Handbook.

Faculty already on the tenure track prior to 9/1/2013 are grandfathered and shall indicate in writing in their dossiers whether they want to be evaluated using the pre-HARP guidelines and timelines or those outlined in this Handbook. In such cases, faculty shall notify their Chair by August 20.

- b. This Committee is responsible for collecting information and making recommendations to the Dean of the School of Music regarding reappointment, continuing appointment, promotion, and discretionary increases in pay.
 - c. This Committee shall consist of five tenured faculty members and an alternate, who may be *untenured* (but tenure-track), elected by the faculty. It is preferable that the committee's membership represents a balance between the various academic disciplines contained within the School of Music, including applied and academic faculty from different sub-disciplines or performance areas.
 - d. The five elected members shall elect a Chairperson.
 - e. The elected members shall serve for two years. A Committee member or alternate shall not be elected for more than two consecutive terms. An alternate shall be elected for a two-year term by the faculty to serve in place of a regular voting member of the Committee whose case is under consideration or who for some reason believes they should not adjudicate in a particular case.
2. DEPARTMENTAL PERSONNEL COMMITTEE (*passed by Faculty on 10/15/13*)
- a. As per the Handbook on Appointment, Reappointment, and Promotion (HARP, section I.B.)
All faculty hired for the 2013-14 academic year and thereafter, along with tenured faculty seeking promotion to full professor in the 2013-14 academic year, shall follow the guidelines and timelines outlined in this Handbook. Faculty already on the tenure track prior to 9/1/2013 are grandfathered and shall indicate in writing in their dossiers whether they want to be evaluated using the pre-HARP guidelines and timelines or those outlined in this Handbook. In such cases, faculty shall notify their Chair by August 20.
 - b. The Departmental Personnel Committee (hereafter called "the DPC") is constituted as laid out in the HARP document, section III.E.2.
 - c. The Departmental Personnel Committee shall elect five of its members to serve on a task force expressly for the purpose of gathering information, leading discussion, and collecting ballots on behalf of the DPC.
 - d. The DPC will elect both the chair of the DPC and the members of the task force in the final faculty meeting in the Spring semester.
 - e. The chair of the DPC will also serve ex officio as chair of the task force.
 - f. The task force is charged with initiating the regular updating/revision of the School of Music HARP handbook.

3. CURRICULUM COMMITTEE (*passed by the Faculty 10/5/88; revised 10/15/2013*)
 - a. This Committee shall review and make recommendations regarding curricular changes, new course proposals, and academic matters requiring faculty action and matters referred to the Committee by the Dean.
 - b. This Committee shall consist of seven faculty members elected by the faculty and shall represent at least five of the eight academic areas: history/lit, music education/music therapy, keyboard, theory/composition, strings, voice, winds/percussion, and sound recording technology, with not more than two representatives from each area.
 - c. The seven elected members shall elect a Chairperson.
 - d. A faculty member shall not serve more than two consecutive terms. The term of office shall be two years with the option of a second two-year term.
 - e. The Associate Director shall serve as an ex officio (non-voting) member.
4. ELECTION COMMITTEE (*passed by the Faculty 10/5/88*)
 - a. The Election Committee shall consist of the Chairpersons of the Personnel Committee and the Curriculum Committee. The Dean of the School of Music shall serve in an advisory capacity.
 - b. This Committee shall be responsible for organizing and tabulating elections for the Personnel Committee and the Curriculum Committee.
 - c. Elections for these Committees shall be during the last faculty meeting of the academic year.
 - d. All procedures ratified by the Committee shall be subject to the approval of the faculty-at-large.
5. GRADUATE COMMITTEE (*passed by the Faculty 4/5/05*)
 - a. The Graduate Committee shall consist of the Associate Director plus five members of the regular faculty representing principal areas that have or contribute to the School of Music's graduate degree programs, such as music education, voice performance, instrumental performance, conducting, theory, composition, and history. As many of these areas will be represented as possible.
 - b. This committee shall serve in an advisory role and deliberate issues before the graduate programs of the School of Music. In addition, the committee will consider issues such as recruitment and retention of graduate students, development of new graduate programs, and revision of existing graduate programs.
 - c. Annual elections will be held during the last faculty meeting of the academic year. Terms are for two years, and members may be elected for a maximum of two

consecutive terms.

- d. All substantive decisions of the Committee are subject to the approval of the faculty-at-large.

6. LEADERSHIP COUNCIL *(passed by the Faculty 4/5/05)*

- a. The Leadership Council comprises the Dean, Associate Director, Assistant Director, an appointed member of the support staff, and three elected members from the faculty, with an interest in creating balanced representation from the four departments: performance, music education and music therapy, sound recording technology, and composition and academic studies.
- b. This group is intended to help the administration of the School of Music deliberate the larger issues facing the programs and steer the direction of priorities and decisions.
- c. The group is not a decision-making body. While the group may help the School's administration make decisions, substantive decisions will be passed to other committees or to the faculty-at-large for further deliberation and approval.
- d. The term for an elected member is two years.

7. LIBRARY COMMITTEE *(passed by the Faculty 10/5/88)*

- a. This Committee shall serve in an advisory capacity to the Director of Reed Library and Dean of the School of Music regarding matters relating to the Music Section of Reed Library.
- b. This Committee shall consist of the Music Librarian and three members appointed by the Dean.

8. SCHOLARSHIP COMMITTEE *(passed by the Faculty 10/5/88, amended by Faculty 4/25/23)*

- a. This committee consists of Dean-appointed representatives from each applied area (strings, voice, woodwinds, percussion, brass, and piano) plus an ensemble director and a chairperson (currently the SOM's head of music admissions).
- b. Early in the spring semester, after discussing current enrollment balances and future needs, the committee shall divide the allocated recruitment funds among the areas, each of which then divides its funds among area faculty.
- c. Soon after the last February audition day, each applied faculty member with allocated scholarship funds shall send names of awardees, and scholarship amounts, to the Scholarship Committee Chairperson.
- d. The Scholarship Committee Chairperson shall send scholarship offer letters, ensure that award criteria are upheld, and maintain detailed records of offers and outcomes.

- e. In early April, the Scholarship Committee shall select current music students for various scholarships to be presented at the semester-end Music Awards Convocation.
9. TECHNOLOGY & FACILITIES COMMITTEE (*passed by the Faculty 4/15/10; amended by Faculty 5/5/20*)
- a. This Committee shall review and make recommendations to the Dean regarding classroom, music library, and course-related technology & facility needs and solutions, research new uses of technology in teaching, and provide the faculty with information on the uses and strategies of technology in the classroom, library and studio.
 - b. This Committee shall consist of four faculty members elected by the faculty (providing representation for as many of the eight academic areas as possible), plus an appointed staff member from the School of Music, and a selected staff member from the University. Additional staff members may be appointed as necessary by the Dean.
 - c. The members shall elect a Chairperson.
 - d. Terms are two years, with no restriction regarding reelection.
10. STUDENT LEADERSHIP COUNCIL (*adopted by elected student representatives, Spring 2007; passed by the Faculty 4/15/10; amended by the Faculty 11/30/18; amended by student leadership council 4/20/23; amended by the Faculty 4/25/23*)
- a. The Council was established to provide the School of Music administration and faculty with a broad student perspective and to create a forum in which students can express their concerns and have them addressed.
 - b. The Dean of the School of Music will serve as the faculty advisor: The Dean will provide a charge to the group each year.
 - c. The Council will consist of one member from each of the following areas who will be appointed by faculty members from their areas:
 - Composition
 - Music Education
 - Sound Recording Technology
 - Piano/Keyboard
 - Voice/Choral
 - Strings/Orchestral
 - Woodwinds
 - Brass
 - Percussion
 - Music Therapy
 - Transfer
 - International

- Graduate
 - Jazz
- d. To be qualified to serve, the student must be a sophomore, junior, senior, or graduate student who has been at Fredonia for two semesters and be able to serve for one full academic year or two consecutive terms.
 - e. The members will elect a vice-chair who will serve two consecutive years, one as Vice-Chair and the other as Chair. The chair will attend faculty meetings and serve as a full member of the Leadership Council.
 - f. A simple majority of Council members must meet to constitute a quorum.

11. AD HOC COMMITTEES *(passed by the Faculty 10/5/88)*

The Dean may establish such Ad Hoc Committees as they deem necessary to assist in the operation of the School of Music.

SECTION E: AMENDMENTS *(passed by the Faculty 10/5/88)*

Amendments and changes in the Faculty Bylaws may be made by a majority vote of the music faculty.