

BY – LAWS
THE DEPARTMENT OF THEATRE
Ratified and Adopted April 28, 1999
LAST AMENDED and approved Nov. 17, 2017

The Department of Theatre consists of:

- Department Faculty
- Department Head/Producing Artistic Director
- Associate Head
- Managing Director
- And administrative, support and production staff including:
 clerical support staff;
 adjunct, visiting and part-time temporary instructors;
 resident and guest artists;
 non-faculty production staff.

I. ROLES AND RESPONSIBILITIES

A. DEPARTMENT FACULTY

The Department Faculty seeks to organize its resources as a community of scholars, teachers, and artists to help conduct the affairs of the Department of Theatre in the interest of itself, its students, the College of Arts and Sciences, the University, as well as the academic and professional theatre in general. The Faculty of the Department shall be defined as full time tenure track-academic personnel with the rank of Assistant Professor or above. All Department Faculty shall have voting privileges on Departmental matters, except on those personnel decisions where considerations of academic rank restrict voting, as described in section V. The Department Faculty hereby states and establishes its commitment to full participation in Departmental affairs, including but not limited to:

1. decisions regarding curriculum, degree programs and requirements;
2. new faculty hires, including the choice of new Department Heads;
3. tenure and promotion considerations
4. integration of the production program with academic objectives; and
5. play selection and artistic assignments.

B. DEPARTMENT HEAD/PRODUCING ARTISTIC DIRECTOR

The Department Head is appointed by and responsible to the Dean of the College of Arts and Sciences, in consultation with the faculty with responsibilities including but not limited to:

1. Administration

- a. Recruitment and development of Faculty and Staff;
 - b. Committee assignments;
 - c. Expenditures of Departmental funds;
 - d. Salary increases affecting Departmental personnel;
 - e. Implementation of decisions made by Department Faculty Committees;
 - f. Maintenance of open channels of communication with and among all Faculty and Staff;
 - g. Securing external funding for Departmental activities.
2. Academic
- a. Development and support of Faculty's teaching, research, and creative activities in consultation with each faculty member;
 - b. Representation and support for Departmental participation in The College of Arts & Sciences, state, regional, national, and international associations.
3. Artistic
- a. Serve as producing artistic director of CBTC and University Company productions;
 - b. Development of a responsible production program for the Clarence Brown Theatre Company;
 - c. Optimum use of Faculty and students in production assignments for both the University Company and the Clarence Brown Theatre Company;
 - d. Support for individual creativity by providing for and supporting appropriate workplaces and showcases;
 - e. Engagement of guest artists and visiting and/or adjunct professors for supplementation and enhancement of educational and artistic goals.

C. ASSOCIATE/DESIGNATE HEAD (S)

The Department Head may appoint or designate an associate or associates with responsibility for:

- 1. Any and all primary administrative duties as charged by the Department Head.
- 2. Department Head responsibilities in the absence of the Department Head, including but not limited to signature authority, Departmental representation in College and University meetings, conducting Faculty meetings.

D. MANAGING DIRECTOR

The Managing Director is appointed by the Head after consultation with the Department Faculty and is a non-faculty Professional Staff member who may serve on standing or ad-hoc committees, but only in an ex-officio capacity unless voting membership is specifically authorized by the Faculty. The MD reports directly to the Department Head.

E. ADMINISTRATIVE, SUPPORT, AND PRODUCTION STAFF

Professional and support staff is appointed by the Department Head after consultation with the Department Faculty and the Managing Director of the Clarence Brown Theatre Company.

II. CURRICULUM

Curricular supervision is the responsibility of the Department Faculty. Changes in the curriculum are normally developed in committee and must be presented to the Department Faculty at a meeting scheduled by the guidelines outlined in section IV. After approval by the Department Faculty, curricular changes will be submitted for implementation through the normal curricular process in the College and University.

III. COMMITTEES

Committees may be established by the Department Head or by a majority vote of the Department Faculty. Committee members shall be appointed annually. Ad-hoc committees may be established by the Department Head at the request of the Department Faculty to carry out specific functions.

A. STANDING COMMITTEES

1) GRADUATE COMMITTEE

- a. **Responsibilities:** Review all graduate curricular proposals and offer recommendations to the Department Faculty. The Committee shall establish and review Departmental graduate programs and be responsible for the development and implementation of Departmental program admission procedures consistent with policies established by the Graduate School
- b. **Composition:** Director of Graduate Studies, 1 member representing Performance, 1 member representing Design/Technology, 1 member representing History/Literature/Criticism.

2) UNDERGRADUATE COMMITTEE

- a) **Responsibilities:** Establish and review policies in the Departmental Under-graduate program. Review all curricular proposals and offer recommendation to the Department Faculty.
- b) **Composition:** Director of Undergraduate Studies, 1 member representing performance, 1 member representing design/technology, 1 member representing History/Literature/Criticism.

3) STANDARDS AND APPEALS COMMITTEE

- a) **Responsibilities:** Establish and review and make recommendations to the Department Faculty matters related to Departmental academic standards, identification of problems related to faculty morale and student-faculty relations and consider appeals concerning grades or other actions by the faculty of the department.
- b) **Composition:** Director of Undergraduate Studies, Director of Graduate Studies and 1

member at large chosen to balance the representation among the various areas of the department.

B. COMMITTEE PROCEDURES

- 1) All committee meetings shall be open and announced at least three working days in advance.
- 2) Decisions of committees shall be reported to the faculty, recorded, and kept on file by the chairperson, and passed on to the next chairperson. Copies of all committee reports shall also be given to the Department Head.
- 3) The Department Head, as administrative officer of the Department, shall be an ex-officio, non-voting member of all committees other than those in which he or she holds regular voting membership.
- 4) The standing committees shall exercise those responsibilities that have been granted them by the Department Faculty and shall recommend to the Faculty appropriate policy changes and actions that require Faculty approval prior to implementation.
- 5) Subcommittees may be established as needed.

IV. FACULTY MEETINGS

Faculty meetings shall be held at least twice per semester during the regular academic year. Additional meetings may be called by the Department Head or by request of the Faculty. Notification of Faculty meetings and an agenda will be distributed at least two working days in advance unless there are extenuating circumstances. Effort will be made to establish a regular meeting time which is conducive to the schedule of all Department Faculty. Minutes will be kept by the recording secretary and should be available in the main office to all faculty members. A quorum shall consist of a two-thirds majority of the voting faculty.

V. PROCEDURES FOR APPOINTMENT

A. FACULTY APPOINTMENT

1) Tenure Track Appointments

When a need has been determined for additional faculty and when authorization has been obtained from the Dean of the College of Arts and Sciences to advertise a new faculty position, a Search Committee shall be appointed and shall solicit applications, screen applicants and schedule interviews with the Department Faculty and appropriate members of the College and University administration. All hiring procedures will adhere to affirmative action guidelines and follow procedures established in the College. Search Committee actions shall represent the will of the Faculty at large and the Faculty must be given a continuous opportunity to express their individual and collective opinions to the Search Committee. After all candidates have been interviewed, the Search Committee shall solicit written Faculty opinion and shall announce to all Faculty the time and places of the final Search Committee deliberations, with Faculty being invited to express opinions before such meeting shall be held. The Search Committee will then make a recommendation to the Department Head. The recommendation of the Search Committee and the action of the Department Head will ordinarily

reflect the will of the Department Faculty at large. It is understood that the Head, unless compelling reasons dictate otherwise, will recommend the person preferred by the Faculty.

2) Non-Tenure Track, Part-time, and Limited Term Appointments

In the case of part-time and/or limited-term appointments, the Head will make every effort to discuss the candidate with at least the Department Faculty in relevant programs. Appointment and retention will follow the procedures outlined in the By-Laws of the College of Arts and Sciences. Requests to search and hire NTT instructional faculty must be approved by an Associate Dean designated by the Dean of the college of Arts and Sciences.

B. STAFF APPOINTMENTS

- 1) The Department Head shall consult, and be guided by, the Faculty in appointments of Professional Staff positions.
- 2) Clerical and other non-exempt staff appointments are the administrative responsibility of the Department Head in consultation with faculty and area supervisors.

VI. PROCEDURES FOR RETENTION, TENURE AND PROMOTION

- A. Departmental decisions and recommendations concerning retention, tenure and promotion shall be made with reference to the guidelines and standards set forth by the professional organizations related to our discipline as detailed in the Department's internal tenure and promotion guidelines (Appendix II), and in full accordance with the procedures defined in the Faculty Handbook and the Trustees Tenure Policy as endorsed by the Faculty Senate, April 3, 1999. All tenure-track faculty members shall be assigned a faculty mentor to advise and assist them throughout the probationary period.

It is expected that the Head's recommendations to the Dean of the College of Arts and Sciences concerning tenure and promotion will reflect the majority opinion of the eligible Faculty voting on those recommendations. Voting shall be by secret ballot. If the Department Head's recommendations on tenure and/or promotion do not reflect the majority will of the eligible voting Faculty, the Department Head is to advise the appropriate ranking Faculty of this departure from their expressed will, and they may prepare a written report for the Dean explaining why they do not agree with the Head's recommendation.

- 1) All tenured members of the Department vote on retention for probationary faculty.
- 2) All tenured members of the Department vote on tenure for non-tenured faculty members.
- 3) Those faculty members within and above the rank for which the candidate has been proposed will vote on his or her promotion.

- B. All Non-Tenure Track (NTT) full time faculty members are to be evaluated annually and provided with a written evaluation that will remain on file in the department. The nature of the evaluation will be the responsibility of the Department Head. These annual evaluations will play an important role in merit salary increases and promotion.

Full time NTT instructional faculty members are eligible for promotion, as described in the UTK Faculty Handbook. Lecturers who have served for five or more years are eligible for promotion to senior lecturer. A senior lecturer who has served for three years is eligible for promotion to distinguished lecturer.

Candidates for promotion prepare a promotion dossier consistent with College and campus guidelines.

VII. RATIFICATION AND AMENDMENT

- These By-laws must be ratified by a majority of the voting members of the faculty and will become effective immediately upon ratification.
- These By-Laws may be amended by a majority of the voting members of the faculty at a Department meeting provided the text of the proposed amendment has been printed in the agenda for the meeting.

VIII. WORKLOAD POLICY

The workload policy in the Department of Theatre shall be consistent with the policy of both the University and the College of Arts and Sciences, and reads as follows:

- A. Each full-time faculty member in the Department of Theatre will be assigned a work-load of twelve credits per semester based on faculty load equivalencies as adopted by the Theatre Faculty. This load will be made up of a combination of teaching, research/creative/performance expectations, and administrative assignments. Assignments are to be made by the Head in annual consultation with each faculty member.
- B. The Faculty Load Equivalencies (Appendix I) adopted by the faculty and subject to periodic revision by the faculty will be used to ensure that each person is functioning at the full level, except in instances of specific, justifiable extenuation. Production assignments in the CBT season are understood to be the equivalent of one 3-credit course. Administrative assignments are determined by the head and include associate head, head of MFA performance, head of MFA design, director of graduate studies, and director of undergraduate studies.
- C. Each faculty member not engaged in approved research/creative performance or administrative assignments will be required to teach a twelve credit load of courses.
- D. Every faculty member will have the opportunity to negotiate for yearly changes in his/her teaching assignment through the specific proposing of projects for future years. Such projects would be in keeping with the faculty member's area of expertise and teaching specialty.

Appendix I

Faculty Workload Policy

The faculty of The University of Tennessee (a Carnegie I Institution) are normally expected to contribute to the threefold mission of teaching, research and service.

Each academic department has final responsibility for designing, planning and implementing appropriate academic programs. As part of this obligation, department heads, as specified in the *College Bylaws* and in the *Faculty Handbook*, have flexibility in determining teaching responsibilities. In exercising that flexibility, they should be guided by departmental *Statements on Teaching Responsibilities of College of Arts and Sciences Faculty*, copies of which are kept on file in both departmental and college offices. Because of the great diversity among departments in the College of Arts and Sciences, it is not feasible to

specify precise College guidelines to be used in determining teaching responsibilities. However, both departmental statements and practice are to be consistent with these general College guidelines:

1. Teaching responsibilities will vary among faculty within each academic department, and are likely to vary over time for individual faculty as their contributions to teaching, research and service vary.
2. Faculty who are currently contributing to the **teaching mission only** will be expected to teach 12 contact hours (typically 4 courses) per semester.
3. Factors to be considered in differentiated teaching assignments are these:
 - a. Large-scale external funding that serves the mission of the University and requires active administrative or scholarly involvement.
 - b. Administrative or other University duties beyond those expected of all faculty.
 - c. The current level of research, creative or scholarly activity.
 - d. Active supervision of theses and dissertations, an intensive form of non-classroom teaching.
 - e. Instruction in a variety of courses that require unusual preparation time, or instruction of large classes without grading or other assistance.

It is expected that the activities of each faculty member will be reviewed annually by the department head, in consultation with the faculty member being reviewed. A report will be filed with and reviewed by the Dean of the College annually.

Tenure-track faculty at the level of Assistant Professor will necessarily put an emphasis on projects and pursuits that are part of developing a body of work consistent with the statement in these by-laws on Tenure and promotion.

Tenured faculty at the level of Associate Professor should focus on continuing to build a record of research, scholarship, or creative accomplishment as appropriate. At this rank more emphasis must be put on achieving a record as an accomplished teacher. More participation in meeting the needs of the university, community and the profession is also expected.

Tenured faculty at the level of Professor are expected to continue efforts in professional development and creative activity while taking on more leadership roles in meeting the needs of the university, community and the profession.

Annual Expectation of Research & Creative Activity

As a Doctoral heavy research institution, The University of Tennessee expects full-time faculty members to engage in outside research and/or creative activity on the professional level in their area of expertise. It is understood that full-time faculty will be in preparation for or engaged in outside activity on an annual basis. The quality and impact of professional activity shall be factored into each faculty member's workload and evaluated as part of his or her annual review by the Head.

- I. In order to "meet" annual expectations for creative activity, full-time faculty members must accomplish professional work in two areas:
 1. Clarence Brown Theatre: faculty members normally complete 1-2 production assignments per season for UT Theatre in the capacity of director, designer, actor, dramaturge, technical consultant, voice or movement coach. These assignments are factored into annual workload as equivalent to one three-credit course.

2. Outside Professional Theatres: faculty members should work at nationally or internationally recognized venues in their areas of expertise on an annual basis. This work should be either preparatory (i.e. researching and preparing for an upcoming production) or produced (i.e. directing, acting, designing, coaching, consulting, etc. in a production as part of that season.)

- II. In order to “meet” annual expectations for research, full-time faculty members must maintain a significant record of publishing in the form of books (published or in preparations) or a minimum of two (2) articles in refereed journals, performance reviews, juried exhibitions or dramaturgical publications.

Faculty members who successfully accomplish the above criteria will be recognized as “meeting” the annual expectations for research/creative activity. Those with more frequent outside activity, and those publishing or working professionally at institutions of greater reputation in the field, will “exceed expectations”.

Appendix II

PROMOTION AND TENURE

The following guidelines should serve to inform and advise faculty members, but not to take the place of continual discussion/interaction with Faculty Mentors and the Department Head.

The Department of Theatre is committed to supporting all faculty members in their professional development with financial resources as available and off-campus time for professional projects and national service.

GUIDELINES FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The following guidelines for performance evaluation are specific to the Theatre Department. They are designed to supplement the College of Arts and Science guidelines for tenure and promotion as set forth in the Faculty Handbook. These guidelines should inform and be reflected in annual reviews of individual faculty members by the Department Head and in ongoing discussions with Faculty Mentors.

The Department of Theatre reviews faculty performance in the following areas: research or creative activity, teaching, and service. Because levels of achievement in each of these areas are apt to vary from year to year, it is the pattern of accomplishment throughout the period being considered that matters most. Furthermore, it should be understood by faculty that following guidelines represent minimum levels of achievement for candidates for tenure and promotion, and that superior candidates will exceed these expectations in all areas.

Research or Creative Activity

Candidates for tenure and promotion to the rank of Associate Professor are expected to have established a pattern of significant research and/or creative activity in the university community and the profession at large. It is understood that expectations as to the quantity of professional projects may vary in accordance with views as to the degree of difficulty of the project undertaken – some projects requiring more time, or having more national/international significance than others.

All faculty members are required to participate in the scholarly and/or creative life of activities in the department through work with the university company and with the professional Clarence Brown Theatre company. CBTC work is recognized as professional credit equivalent to work at a comparable professional LORT theatre company. Participation in said productions is determined annually in consultation with the faculty and the Department Head.

In addition to work on the UT campus, candidates are expected to have achieved a level of national and/or international accomplishment in their specific field or theatrical discipline. The following guidelines represent the minimum expectations of the department for accomplishment in the theatre profession:

History/Literature/Dramaturgy

- To have a significant record of publishing in the form of a book or the equivalent output of articles in refereed journals and/or performance reviews.
- To maintain a national presence through regular presentations at national conferences
- To have at least one (1) credit at a nationally/internationally recognized theatre in the capacity of dramaturge, literary manager, or scholarly consultant.
- To have made a notable contribution to the field of dramaturgy/theatre history through creative work including but not limited to play readings at professional theatres, adaptations of novels or other source materials for the stage, translations or the equivalent in exhibitions, seminars, and/or the planning of conferences.

Design/Technology

- To have at least three (3) credits at nationally/internationally recognized theatres or international theatre festivals (or comparable work in the fields of opera, dance, film, TV) in the capacity of designer, technical director, production manager, or artist-in-residence.
- To have made a notable contribution to the field of professional or educational theatre through scholarly or creative work including but not limited to the writing of books, articles for trade publications, organization and hosting of workshops or seminars, and/or the planning of conferences.

Acting/Directing/Voice/Movement

- To have at least three (3) credits at nationally/internationally recognized theatres or international theatre festivals (or comparable work in the fields of opera, dance, film, TV, radio) in the capacity of actor in a substantial role, director, voice/movement coach, choreographer or other major artistic staff.
- To have made a notable contribution to the field of professional or educational theatre through scholarly or creative work including but not limited to the writing of books, articles for trade publications, organization and hosting of workshops or seminars, and/or the planning of conferences.

For purposes of promotion and tenure, the Department of Theatre defines national and international venues as follows:

Nationally/internationally recognized professional theatres are TCG affiliated companies; or other companies that produce under Equity contract; or pre-approved non-Equity companies that pay a comparable wage to their artists.

International festivals include engagements of any size where professional theatre companies or a collection of professional artists present work to the general public.

Faculty should understand that judgments as to the quality or importance of professional projects vary

from discipline to discipline; however, the department recognizes that some theatres and festivals are held in higher esteem than others because of their reputation or significance in the profession. Ultimately, it is the pattern of engagement, and the continued professional involvement of the faculty member that matter most.

Teaching

The Department of Theatre defines “good teaching” as average or above average work with undergraduate and/or graduate students. Judgments as to the quality of teaching rely on several kinds of evidence including: student evaluations, peer evaluations, syllabi, quality of exams and other assignments, availability to students, and impressions received from external evaluators. Furthermore, the department recognizes that teaching goes on in a variety of other capacities including the supervision of special projects, independent studies, production activities, student mentoring, and other responsibilities related to the curriculum.

Service

The Department of theatre evaluates service in a number of areas: service to the College, the university, the community, and service to the theatre profession. Candidates for promotion and tenure are expected to have a significant record of service in these areas including but not limited to college committees, departmental committees, participation in other university-related events, community outreach, undergraduate and graduate recruiting, membership in national and/or international organizations, participation in academic and creative conferences such as SETC, ACTF, ATHE, USITT, ITI, etc. It is the quality of the service that matters most, that is, whether it has been done willingly and well.

GUIDELINES FOR PROMOTION TO PROFESSOR

Candidates for promotion to the rank of Professor are expected to:

1. Hold the doctorate or other terminal degree in the discipline, or possess outstanding experience and expertise appropriate to the particular appointment;
2. Normally have served as an Associate Professor for at least five years;
3. Have acquired an established national professional reputation demonstrated through a record of research, scholarship, or creative accomplishment, indicative of continuous and progressive professional development since faculty appointment in the University;
4. Have achieved a demonstrated record as an accomplished teacher in his/her field;
5. Have contributed significantly and substantially in some combination to meeting the needs of the University, the community, and the profession. Service expectations are greater for Full Professors than for individuals holding lesser ranks.