

UNIVERSITY OF LOUISVILLE  
**Department of Fine Arts  
and Hite Art Institute**

**BYLAWS**

*(Amended and approved by the Faculty, April 22, 2014)*

**SECTION ONE**

**I. PURPOSE:** The purpose of these *Bylaws* shall be to provide for the organization of, and the laws governing, the faculty of the Department of Fine Arts, endowed as the Hite Art Institute, hence fore referred to as the Hite Art Institute, of the College of Arts and Sciences, University of Louisville.

**II. MEMBERSHIP:**

Full Members: All persons of the rank of Instructor or above who have full-time academic appointments in the University for at least one year and whose primary assignment is in the Department of Fine Arts shall be considered Full Members of the Department, hence fore referred to as the department faculty. All full members may vote on department matters except where precluded by College or University policy.

Associate Members: Associate member status shall be extended to emerita, part-time, associate, and adjunct faculty. Associate members shall be entitled to attend and participate in regular meetings of the faculty and have the right to speak, but not vote on departmental matters.

**III. JURISDICTION:** Except as otherwise provided by the *Redbook of the University of Louisville* or the *Bylaws of the College of Arts and Sciences*, the faculty shall have general legislative powers over its own affairs including: admission requirements, curricula, instruction, and examinations. Individual faculty freedom and autonomy will be safeguarded in adherence to the provisions stated in the *Redbook* and the *Code of Faculty Responsibilities*.

**IV. OFFICERS AND COMMITTEES:**

- A.** The executive officer of the Department shall be the Chair, who shall also have the title of Director of the Hite Art Institute. He/she shall preside over faculty meetings, and as the presiding officer may, at his/her discretion, resolve a tie vote.
- B.** The Department shall consist of two major program divisions, art history and studio art, and each shall have a Program Head. Program heads shall report to the Chair. In addition, the Department shall have a Graduate Program Coordinator in each of the two major programs along with a Graduate Program Coordinator for Curatorial Studies and Art Education,
- C.** The department, in compliance with the Redbook, shall have a Personnel Committee and shall constitute in its Bylaws other committees as it deems advisable.

**V. MEETINGS:**

- A.** The faculty shall meet as the Chair deems necessary, but at least twice a semester.

- B. A quorum shall consist of two-thirds of the Full Members of the faculty.
  - C. The agenda of faculty meetings shall be distributed to the faculty at least forty-eight hours in advance of the meeting.
  - D. Minutes of all faculty meetings shall be kept by a secretary and shall be distributed to all members of the faculty. The *Minutes* shall record the names of those faculty members in attendance.
  - E. Parliamentary procedure in faculty meetings shall be governed by *Robert's Rules of Order*.
  - F. All motions brought before the Fine Arts faculty shall be decided by a simple majority of the Full Members.
- VI. AMENDMENTS:** These bylaws may be amended by the concurrence of a simple majority of the Full Members of the faculty, provided that: (a) a copy of the proposed amendment has been sent to each member of the faculty before the meeting at which it is first considered, and (b) the motion to amend the bylaws is then tabled for at least one week.
- VII. ADOPTION:** These bylaws shall become effective when approved by a simple majority of the Full Members of the department after consideration at a regularly scheduled meeting. The adoption of these bylaws shall not affect the designated terms of the presently constituted committees and appointed or elected officers.

## **SECTION TWO**

### **I. CHAIR**

#### **A. Selection and term:**

The Chair shall be appointed by the Board of Trustees upon the recommendation of the Dean of the College of Arts and Sciences. When it is necessary to select a Chair, the Dean shall initiate a selection procedure. The Dean shall follow the procedures outlined in the *Redbook* and in compliance with the *Bylaws of the College of Arts and Sciences*. When the Dean and a majority of the departmental faculty concur on a candidate, the Dean may recommend that person via the Executive Vice President and University Provost for approval by the President and Board of Trustees.

After every five years of service, the performance and effectiveness of the Chair shall be reviewed on a cumulative basis by a broad-based committee established with the concurrence of the Full Members of the Department. The Chair shall be informed of the basis of all conclusions and offered an opportunity to respond before the report is completed. The Chair may be retained or removed on the basis of a committee recommendation with which the Full Members of the Department and Dean concur. In the event of an impasse on the outcome of a review, the Dean and the Full Members of the Department shall each submit a report with that of the review committee to the Executive Vice President and University Provost for a final decision. All such reports are preliminary recommendations and shall be kept confidential. The criteria, procedures, and a substantive summary of the findings shall be made available in confidence to the faculty of the department or division involved. The summary shall be written by the committee in consultation with the Dean or dean's designee.

A majority of the Full Members of the departmental faculty may request a special review of the Chair at any time. If, after consultation with the departmental faculty, the Dean does not support such a request and the faculty do not recede from the request, the matter shall be referred to the Executive Vice President and University Provost for a decision after consultation with all parties.

Should the office of the Chair be vacated, for whatever reason, with more than a year of the regular term remaining, a new Chair shall be elected in the regular manner. During the interim the department faculty in consultation with the Dean shall select an Acting Chair who shall serve until the formal selection process can be completed.

### **B. Duties and Responsibilities:**

The Chair shall serve as the educational and administrative head of the department. The Chair, shall lead the faculty in the development of a mission statement and specific goals and objectives for the department's academic mission, which shall be approved by the Dean. The Chair shall be responsible for the general administration of the department, including the implementation of the mission statement and specific goals and objectives through administration of faculty workload plans, space, equipment, staff, budgets, and other resources in the department, consistent with university policy and the law; serve as liaison between the Department and the College of Arts and Sciences, Graduate School and University College; To oversee standing committee assignments and call for elections when members' terms are completed. To direct the disposition of Department funds in accordance with the approved budget. To inform the faculty of all significant University-related issues and especially those that directly affect the Department. To call for and conduct Department meetings at least twice a semester, the agenda to be distributed at least two days in advance of a meeting. To appoint a faculty member to be Chair Pro Tempore of the Department during the summer or periods when the Chair is expected to be absent for a significant period of time. The period of such appointment shall not exceed sixty days.

## **II. ACTING CHAIR**

### **A. Selection and term:**

- 1.** In the event that the Chair is absent on official leave, or the position of Chair is unfilled for more than sixty days, but not more than one academic year, an Acting Chair shall be elected to serve during the interim.
- 2.** Eligibility for Acting Chair shall consist of: (a) any professorial rank; and (b) full-time assignment to the Department during incumbency. However, a faculty member may, without prejudice, withhold his or her name from the list of those eligible.
- 3.** The Acting Chair shall be elected by simple majority vote, registered by secret ballot, of the Full Members of the faculty. Every effort shall be made to obtain the vote of all faculty on leave after duly informing them of all nominations.
- 4.** The chair of the departmental Personnel Committee shall determine the results of the balloting and report such to the assembled faculty at the selection meeting. The Chair of the Department will forward the name of the person so selected, along with a recommendation for appointment of that person as Acting Chair of the Department of Fine Arts, to the Dean of the College of Arts and

Sciences. Should the Chair be unable to carry out this duty, the chair of the departmental Personnel Committee shall do so.

**B. Duties and Responsibilities:** The responsibilities shall be the same as those of the Chair.

### **III. CHAIR PRO TEMPORE**

#### **A. Selection and term:**

1. In the event that the Chair is absent for more than seven days, but less than sixty days, a Chair Pro Tempore may be selected by the Chair to serve during their absence.
2. The Chair shall select a Chair Pro Tempora in consultation with the Art History and Studio Art Program Heads. Eligibility for Chair Pro Tempora shall consist of: (a) any professorial rank; and (b) full-time assignment to the Department during incumbency.

#### **B. Duties and Responsibilities:**

The Chair Pro Tempora shall oversee normal departmental operations and those matters assigned to them by the Chair, to ensure continuity of administration. Policy decisions and those matters given to the Chair under "Duties and Responsibilities" shall only be acted upon after consultation with the Chair.

### **IV. PROGRAM HEADS**

#### **A. Selection and term:**

1. The term of office shall be two years, beginning on a 1 July and ending on a 30 June. The term of the Art History Program Head should be staggered with that of the Studio Art Program Head, so as not to end on the same year. A Program Head may be elected to consecutive terms without limit. Should a Program Head, for whatever reason, be unable to complete his or her regular term, a new Program Head shall be nominated by the area (Studio Art or Art History) to serve the remainder of the term.
2. Eligibility for Program Head shall consist of: (a) any professorial rank; and (b) full-time assignment to the Department during incumbency. However, a faculty member may, without prejudice, withhold his or her name from the list of those eligible.
3. A Program Head shall be nominated from the area by vote of the faculty in that particular area (i.e. art history or studio).
4. Each Program Head shall be elected by simple majority vote, registered by secret ballot, of the Full Members of the department faculty. Normally this election shall take place during the last month of the Spring Semester. The chair of the departmental Personnel Committee shall determine the results of the balloting and report such to the assembled faculty at the selection meeting.
5. Every effort shall be made to obtain the vote of all faculty on leave after duly informing them of all nominations.

## **B. Duties and Responsibilities:**

To advise the Chair as to the needs of their particular area, especially with respect to program development, course offerings and student issues such as retention and graduation. To serve as liaison between their particular area and the Chair. To call and chair meetings of the faculty in their area as necessary. To provide data and report to the Chair on student assessment measures and other relevant data in their areas where necessary. To assist the Chair in the selection and hiring of part-time faculty in their area. Where appropriate, to provide information and input to the Chair regarding staff performance for annual reviews.

## **V. GRADUATE PROGRAM COORDINATORS**

### **Graduate Art History Coordinator**

#### **A. Selection and term:**

1. The Graduate Art History Coordinator shall be elected by simple majority vote of the full-time faculty.
2. Eligibility for Graduate Coordinator shall consist of: (a) any professorial rank; (b) full-time appointment in the art history program of the Department; (c) at least one full year of service in the Department; (d) Graduate faculty status.
3. The term of the Graduate Coordinator shall be two years, beginning on a 1 July and ending on a 30 June. The Graduate Coordinator may be elected to consecutive terms without limit. The term of the Graduate Art History Coordinator should be staggered with that of the Art History Program Head, so as not to end on the same year.

#### **B. Duties and Responsibilities:**

To advise and counsel students in the art history track of the department's MA program and PhD program. To maintain current student records and files concerning students in the art history track of the department's MA program and PhD program and maintain updated information concerning the degree requirements for the art history track of the department's MA program and PhD program and courses available to fulfill such requirements. To coordinate applications and admissions of students to the art history track of the department's MA program and PhD program and present students recommended for admission to the art history track of the department's MA program to the full faculty. To solicit input from area faculty and make recommendations to the Chair of the Department regarding scholarships and graduate assistantships for students in the art history track of the department's MA program and PhD program.

### **Graduate Studio Art Coordinator**

#### **A. Selection and term:**

1. The Graduate Studio Art Coordinator shall be elected by simple majority vote of the full-time faculty.

2. Eligibility for Graduate Coordinator shall consist of: (a) any professorial rank; (b) full-time appointment in the studio art program of the Department; (c) at least one full year of service in the Department; (d) Graduate faculty status.
3. The term of the Graduate Coordinator shall be two years, beginning on a 1 July and ending on a 30 June. The Graduate Coordinator may be elected to consecutive terms without limit. The term of the Graduate Coordinator of Studio Art should be staggered with that of the Studio Art Program Head, so as not to end on the same year.

**B. Duties and Responsibilities:**

To advise and counsel students in the studio art track of the department's MA program. To maintain current student records and files concerning students in the studio art track of the department's MA program and maintain updated information concerning the degree requirements for the studio art track of the department's MA program and courses available to fulfill such requirements. To coordinate applications and admissions of students to the studio art track of the department's MA program and present students recommended for admission to the studio art track of the department's MA program to the full faculty. To solicit input from area faculty and make recommendations to the Chair of the department regarding scholarships and graduate assistantships for students in the studio art track of the department's MA program.

**Graduate Curatorial Studies Coordinator**

**A. Selection and term:**

1. The Graduate Curatorial Studies Coordinator shall be elected by simple majority vote of the full-time faculty.
2. Eligibility for Graduate Coordinator shall consist of: (a) an appointment in the Curatorial Studies program of the Department; (c) at least one full year of service in the department; (d) Graduate faculty status.
3. The term of the Graduate Coordinator shall be two years, beginning on a 1 July and ending on a 30 June. The Graduate Coordinator may be elected to consecutive terms without limit.

**B. Duties and Responsibilities**

To advise and counsel students in the curatorial studies track of the department's MA program. To maintain current student records and files concerning students in the curatorial studies track of the department's MA program and updated information concerning the degree requirements for the curatorial studies track of the department's MA program and courses available to fulfill such requirements. To coordinate applications and admissions of students to the curatorial studies track of the department's MA program and present students recommended for admission to the curatorial studies track of the department's MA program to the full faculty. To solicit input from area faculty and make recommendations to the Chair of the Department regarding scholarships and graduate assistantships for students in the curatorial studies track of the department's MA program.

## **Graduate Art Education Coordinator**

### **A. Selection and term:**

1. The Graduate Art Education Coordinator shall be elected by simple majority vote of the full-time faculty.
2. Eligibility for Graduate Coordinator shall consist of: (a) any professorial rank; (b) full-time appointment in the art education program of the Department; (c) at least one full year of service in the Department; (d) Graduate faculty status.
3. The term of the Graduate Coordinator shall be two years, beginning on a 1 July and ending on a 30 June. The Graduate Coordinator may be elected to consecutive terms without limit.

### **B. Duties and Responsibilities:**

To advise and counsel students pursuing the MAT degree in the art education. To maintain current student records and files concerning students in the MAT program and updated information concerning the degree requirements for the MAT program and courses available to fulfill such requirements. To coordinate applications and admissions of students to the MAT program and serve as liaison to the College of Education and Human Development. To coordinate student teaching assignments in consultation with the College of Education and Human Development.

## **SECTION THREE**

### **I. COMMITTEE STRUCTURE, COMPOSITION AND FUNCTIONS**

- A. The addition of standing committees, ad hoc committee, dissolution of present committees, or changes in structure or function of existing committees may be authorized by simple majority vote of the faculty.

### **II. Standing Committees**

#### **1. Personnel Committee**

##### **A. Election and term:**

1. The Personnel Committee shall consist of five full-time, tenured members of the Department of Fine Arts. When possible the committee shall be broadly representative of the department. Any person scheduled for review for promotion or tenure may not serve on the department Personnel Committee during the academic year in which the review takes place. If it is impossible to form a qualified committee of five tenured faculty members from the department, the committee will be augmented by outside members as outlined by the *Bylaws of the College of Arts and Sciences*.
2. Each member of the committee shall be openly elected by simple majority vote of the Full Members of the faculty.
3. The elected term shall be two years, and all terms shall be staggered to allow for continuity within the committee. Unexpired terms shall be filled by election for the unexpired part of the term.

4. The committee itself shall select one of its members to act as Chair each academic year.

**Duties and Responsibilities:**

To make recommendations on tenure, promotion, and annual reviews, after proper consideration of the data available to the committee. To prepare and assemble all reports and documentation required by College Personnel Policy for submission to the Chair of the Department. To keep information learned in the committee meetings in strictest confidence, except as required by College Policy. To collect and tabulate ballots in the election of the Chair of the Department, and Acting Chair. To meet as the need arises.

**2. Programs and Operations Committee**

**A. Election and term:**

1. The Programs and Operations Committee shall consist of five Full Members of the faculty of the Department of Fine Arts. When possible, the committee shall be broadly representative of the department.
2. Each member of the committee shall be openly elected by simple majority vote of the Full Members faculty.
3. The elected term shall be two years, and all terms shall be staggered to allow for continuity within the committee. Unexpired terms shall be filled by election for the unexpired part of the term.
4. The committee itself shall select one of its members to act as Chair each academic year.

**B. Duties and Responsibilities:**

To consult with the Chair of the Department on the allocation and distribution of funds in the operating budget of the department. The Chair of the Department and the Programs and Operations Committee shall agree on an annual operating budget, and the Committee shall present a budget to the faculty for ratification by simple majority vote. To consult each year with the faculty and staff to determine changing needs preparatory to planning the annual budget. Review proposals and make decisions regarding the distribution of funds for faculty and student travel. The Committee shall allocate funds in these areas in keeping with the allocation approved in the annual budget. The Committee shall prepare a schedule of deadlines and distribute it to the faculty in a timely manner. All allocations shall be recorded in the *Minutes* of the meetings of the Committee and distributed to the faculty. The Committee shall review all proposals for changes to the curriculum including changes to course and requirements. To meet as the need arises.

**3. Student Affairs Committee**

**A. Election and term:**

1. The Student Affairs Committee shall consist of five Full Members of the faculty of the Department of Fine Arts. When possible, the committee shall be broadly representative of the department.

2. Each member of the committee shall be openly elected by simple majority vote of the Full Members faculty.
3. The elected term shall be two years, and all terms shall be staggered to allow for continuity within the committee. Unexpired terms shall be filled by election for the unexpired part of the term.
4. The committee itself shall select one of its members to act as Chair each academic year.

**B. Duties and Responsibilities:**

To oversee undergraduate admissions and appeals. Oversee recruitment. Oversee the department's retention and diversity efforts. The Committee shall from time to time report to the full faculty the status of enrollments and applications. To make undergraduate scholarship recommendations to the Chair of the Department for department-wide scholarship programs. To meet as the need arises.

**4. Morgan Committee:**

**A. Election and term:**

1. The Morgan Committee shall consist of four elected Full Members of the faculty of the Department of Fine Arts, and on a permanent basis the Full Member of the faculty holding the department's appointment in architectural history. When possible, the elected members of the committee shall be broadly representative of the department.
2. The Chair of the Committee shall, on a continuing basis, be the Full Member holding the department's appointment in architectural history. Should the Full Member holding the appointment in architectural history not be available to serve, the committee itself shall select one of its members to act as Chair in the interim.
3. The remaining members of the committee shall be openly elected by simple majority of the Full Members faculty.
4. The elected term shall be two years, and all terms shall be staggered to allow for continuity within the committee. Unexpired terms shall be filled by election for the unexpired part of the term.

**B. Duties and Responsibilities:**

To oversee the Morgan Program. The Morgan Program shall focus on the study of architectural design and the practice of architecture in its broadest sense in keeping with the bequest of Frederic Lindley Morgan. Solicit applications and recommendations for the appointment of a Visiting Professor in Architectural Design. After review, the Committee shall make recommendations for such appointment to the Chair of the Department who will forward recommendations to the Dean of the College of Arts and Sciences for formal appointment. Recommend to the Chair of the Department other expenditures of funds derived from income from the Morgan Bequest in keeping with the terms and intent of the Bequest. To meet as the need arises.

### **III. AD HOC COMMITTEES:**

The Chair or the Faculty may authorize committees to serve specific, short-term purposes. Their function is advisory to the Chair or the Faculty. Associate Members of the faculty may serve on ad hoc committees.

### **IV. THE FINE ARTS FACULTY**

- A.** New program areas, new positions, and priorities shall be approved by simple majority vote of the full-time faculty.
- B.** Prospective full-time tenure-track faculty shall be approved by simple majority vote of the Full Members of the faculty. As far as possible, all full-time faculty shall be informed in advance of all pending appointments, and the pertinent files made available for inspection by them in the department office.
- C.** In the selection of full-time tenure-track faculty every effort shall be made to obtain the vote of those full-time faculty members of the area involved who are on leave or absent, after providing them with the necessary information.
- D.** The Chair will record the vote of the faculty and submit it along with a Chair's recommendation to the Dean of the College of Arts and Sciences.
- E.** In addition to the responsibilities of teaching, professional activity, and service, faculty are expected to participate in the recruitment of new faculty, student advising, and to provide information requested by departmental committees, the Chair and Program Heads.