

GENERAL POLICIES AND PROCEDURES

(Originally adopted October, 2012; current version approved 1/10/19)

I. Preamble

The academic unit governed by these bylaws is the School of Art in the College of Arts and Letters at Northern Arizona University. The aims of the School of Art (SOA) are to (1) fulfill college and university goals, (2) provide quality undergraduate education and professional preparation in art, art education, and interior design, (3) carry out research to maintain faculty knowledge in their respective fields and develop and maintain recognition for the SOA internationally, nationally and regionally, (4) generate new knowledge in creative and research endeavors.

II. Mission Statements, Goals, and Values

School of Art Mission Statement:

To provide an outstanding undergraduate program that prepares highly qualified professionals to serve and lead in the fields of studio art, interior design, and art education

School of Art Goals and Values:

- Offer rigorous and high quality programs to all students enrolled in art School of Art coursework
- Place the learning needs of students at the center of academic planning
- Provide qualified students with access to post-secondary art and interior design programs
- Prioritize and value multicultural beliefs as the touchstone of educational and civic life
- Uphold a civil, engaging, and respectful learning environments within the School of Art

Studio and Foundations Mission Statement:

To prepare highly qualified professionals to serve and lead in the fields of ceramics, drawing, painting, sculpture, and other areas of the fine arts

Interior Design Mission Statement:

To continually gain and impart design knowledge to prepare students to be leaders in the field of interior design.

Art Education Mission Statement:

To prepare highly qualified professionals to serve and lead art education programs of excellence

III. Relation to College, University, and Board of Regents

If any policy or procedure in this document should be found to conflict with policies or procedures of (a) the College of Arts and Letters, (b) Northern Arizona University, or (c) the Arizona Board of Regents, the policies and procedures of the latter three bodies shall take precedence.

IV. Structure and Organization of the School of Art

A. Director of the School of Art

1. The SOA Director is appointed by the provost on the recommendation of the Dean of the College of Arts and Letters and with the advice of the faculty. He or she serves at the discretion of the Dean and the Provost.
2. The SOA Director is responsible for the efficient execution of university policies and for overall leadership of the unit, but shares this responsibility with members of the faculty and staff through discussion and other democratic procedures. A number of management tasks are delegated completely or partly to members of the faculty. Recommendations made by the faculty and staff are advisory to the Director, who is ultimately responsible for the successful management of the SOA.

B. Faculty and Voting Privileges

1. SOA Membership: SOA membership includes all persons on an academic appointment in the SOA as well as all persons hired into classified positions.
2. SOA Voting Faculty: The SOA voting faculty is the governing body of the school. Members of the voting faculty are all persons, regardless of rank, on an academic appointment in the SOA. Individuals on unpaid leave do not have voting rights in the School. More on voting procedures below.

C. Committees

1. Service on SOA committees is restricted to members of the SOA voting faculty. Membership on committees is determined by the type of committee (see below). Conflicts of interest¹ should be avoided. Committees will receive their charges from the Director or charges may be pre-determined by [COFS](#).
2. Individuals may be nominated to committees or other duties only if the person to be nominated is attending the meeting in which the nomination is made.
3. Standing Committees
 - a. FSC/ARC/P&T Committee (informally known as the “P&T Committee”): Membership is determined according to procedures specified in [COFS](#). This committee must have at least three members who are full-time and tenured. To provide for a rotation of members, at least one-third of the committee membership must change each year. The committee elects its chair at the start of the year. See [COFS](#) for more details.

The purpose of the P&T Committee/s is to provide a peer review of faculty in matters of retention, tenure, and promotion consistent with NAU, CAL, and SOA promotion and tenure guidelines. In addition, the committee will develop policies and procedures regarding faculty reviews for consideration by the SOA administration and faculty. See [COFS](#) and the [SOA Promotion and Tenure Policy](#) for more details.

1. Committee members are obligated to make a good faith effort to determine when they have a conflict of interest in matters coming before a committee on which they are members. If there is a conflict of interest, the member should discuss it with the Director and abstain not only from voting but also from discussing the matter.

All committee deliberations are confidential to the extent permitted by law. The chair of the committee is responsible for communicating the committee's decisions to the Director who will be responsible for communicating to the individuals involved as well as to the next administrative level in the evaluation process. The committee will meet as needed for carrying out its responsibilities.

b. Curriculum and Assessment Committee

The purpose of the committee is to provide a peer review of curriculum, degree programs, catalogue and assessment matters. In addition, the committee will develop policy and procedures regarding curriculum and assessment for consideration by the SOA administration and faculty.

Membership on the committee, as well as the chair of the committee, is appointed by the Director and will be composed of at least one member representing each degree. Other members may be appointed by the Director.

The committee will meet as needed to review course and program proposals, to review curriculum matters and to develop assessment procedures.

c. Scholarship Committees

Scholarships in the SOA are awarded annually according to the criteria and conditions stipulated by each fund. Scholarships awarded by the SOA fall into three groups, separated by degree area (BFA studio, BS in Art Education, and BS in Interior Design). Therefore, awards are determined by three separate committees or individuals. Scholarships to be awarded to BFA students are determined by the BFA Committee (see below). The chair of the BFA scholarship committee will be appointed by the Director. These committees inform the Director of all decisions before the awards are announced to students. In addition to selecting awardees, the Scholarship Committee is responsible for advertising the awards, setting dates for submissions, collecting/returning all submissions, and collecting thank you letters from awardees.

d. The BFA Committee

The BFA Committee meets as needed to review matters specific to the BFA degree. The committee elects its chair, if needed. Meetings will be called and conducted by the chair but may also be called by the Director. Any determinations made by the committee for changes to the BFA curriculum are forwarded to the Director for further consideration by other committees or administrators, if needed.

e. Meetings of faculty in programs, emphases, and academic programs

The coordinators of degree programs, emphases, and academic programs call and conduct meetings to tend to business directly concerning those entities. Any determinations made by faculty in those entities are forwarded to the Director for further consideration to other committees or administrators, as needed.

3. Ad Hoc Committees and Working Groups

The Director is authorized to appoint ad hoc committees or working groups as needed by the SOA. For example, an accreditation review committee or a committee to address program reviews or policies and procedures may be formed and charged by the Director. The Director will attempt to include representation on such committees from each group affected by the decision and/or may ask that such groups elect representatives. If needed and depending on the nature of the task, the Director will appoint a committee chair, ask that the members elect a chair, or the Director may act as chair.

4. Search Committees

The committee is both elected and appointed by the Director, as described in [COFS](#). Search committees and hiring officials must follow the recruitment and hiring procedures outlined in the university's [Hiring Process for Faculty and Academic Professionals](#) policy (see [COFS](#)).

V. Meetings

- A. Meetings of all or any part of the SOA faculty are called by the Director. Unless otherwise specified by the Director, all faculty and classified staff of the school, regardless of rank and voting privileges, are invited to attend. Committee meetings will be called and conducted by the chair of the committee but may also be called and conducted by the Director. At the discretion of the Director or committee chairs, the business of the SOA or committees may be conducted as in-person meetings or through e-mail or other means. Any meeting of the SOA or its committees may take place without all members being present.
- B. Mediated attendance of meetings will be allowed only for faculty members who have teaching assignments at another campus.
- C. The Director and committee chairs are responsible for conducting meetings in an orderly and collegial manner. Agenda items will be determined by the Director, in the case of SOA meetings, or by committee chairs or program coordinators for other meetings. Items may be added to or removed from agendas before or during meetings at the discretion of the Director, committee chairs or program coordinators. Faculty are encouraged to submit items to the Director and committee chairs for possible placement on agendas. A written request in the form of a single document signed by more than half of the faculty at the time the request is submitted, emailed to the director at least 24 hours before the scheduled start of a meeting, will require the Director to add or remove meeting agenda items. In as much as practical, the Director or committee chairs will announce meetings and announce agendas at least one week in advance.
- D. Office staff of the SOA, the Director, committee chairs, or other appointed person will take the minutes of each meeting and distribute them to all SOA members as soon after the meeting as is feasible. Readers should submit corrections and additions either before or at the next department meeting. The minutes will be assumed to be approved if no corrections or additions are submitted before the

next meeting. The Director and Administrative Associate are responsible for seeing that one copy of the minutes is kept on file. The minutes will include how many voting and non-voting members were in attendance, a record of discussions, a record of motions and a general summary of all discussions, votes and/or actions taken.

VI. Voting Procedures

- A. No vote will take place unless a quorum² of the voting faculty is present.
- B. It is acceptable for SOA business for voting to proceed in the following conventional and ubiquitous process: motion proposed, motion seconded, discussion of the motion, call for the vote, take the vote. When appropriate, and if there is no objection from the voting members of meetings, a simple yay/nay voice vote may be taken on a matter or a vote may be taken by e-mail, phone, Skype, or some other medium if the voting body is not meeting in person.
- C. Voting by e-mail proxy or written proxy is allowed prior to the vote. A good-faith effort will be made to accommodate and count mediated voting but no vote will be delayed or interrupted due to technical difficulties.
- D. Faculty on sabbatical may attend meetings and vote.
- E. A simple majority³ vote is necessary to accept or reject an item of business, unless this document stipulates otherwise.
- F. Depending on the matter at hand, voting may be by a show of hands, unanimous consent, voice vote, e-mail vote, or by paper ballot. The request by the Director or by any voting member that a paper ballot be used for a particular issue should be honored. For balloting during a meeting, ballots will be distributed and collected, then counted by the SOA Administrative Assistant, the Director, or other appointed person, who will tally the ballots and announce the result.
- G. Any change to this document or to any SOA policy (whether part of this document, linked to it, or separate from it) may only be approved by a supermajority⁴ vote of the voting faculty. The Director may appoint a committee to review SOA policies at any time and to propose changes to the faculty if appropriate. The Director and any member of the SOA voting faculty may propose changes to SOA policies as a motion during a meeting of the SOA faculty if it has been included on the agenda in advance of a meeting or added to the agenda at the discretion of the Director.

2. A "quorum" is defined as more than half of the SOA voting faculty or, in the case of committees, more than half of the voting committee membership. Individuals on unpaid leave do not have voting rights in the School and are not counted when determining a quorum.

3. A "majority" is defined as more than half of the vote cast.

4. A "supermajority" is defined as more than two-thirds of the vote cast.