

**Chadwick A. Boseman
College of Fine Arts
Howard University**

**Bylaws & APT Criteria
June 6, 2025**

Approved by the Howard University Board of Trustee June 6, 2025

Table of Contents

Article I. Chadwick A. Boseman College of Fine Arts	6
Section 1.01 Mission.....	6
Article II. Academic Administrative Structure	6
Section 1.01 The Dean.....	6
A1.1 Appointment of the Dean	7
B1.2 Duties and Responsibilities of the Dean	7
C1.3 Evaluation of the Dean.....	7
Section 2.01 Associate Deans	8
A2.1 Appointment of Associate Deans	8
B2.2 Duties and Responsibilities of Associate Deans.....	8
C2.3 Evaluation of Associate Deans	8
Section 3.02 Associate Dean for Student Affairs	8
Section 3.03 Associate Dean for Faculty Affairs	9
Section 3.04 Associate Dean for Research and Creative Endeavors	9
Section 4.01 Assistant Dean	10
A4.1 Appointment of the Assistant Dean for Administration.....	10
B4.2 Duties and Responsibilities of the Assistant Dean for Administration	10
C4.3 Evaluation of the Assistant Dean for Administration.....	10
Section 5.01 College of Fine Arts Administrative Staff.....	10
Section 6.01 Department Chairs.....	11
A6.1 Search Procedures	11
B6.2 Appointment of Department Chairs	11
C6.3 Term of Department Chairs	11
D6.4 Reappointment of Department Chairs.....	11
E6.5 Duties and Responsibilities of Department Chairs	11
F6.6 Evaluation of Department Chairs.....	12
G6.7 Removal of Department Chairs.....	12
Section 7.01 Assistant Chairs	12
A7.1 Appointment of Assistant Chairs	12
B7.2 Duties and Responsibilities of Assistant Chairs.....	13
C7.3 Evaluation of Assistant Chairs	13
Section 8.01 Directors	13
A8.1 Appointment of Directors	13
B8.2 Duties and Responsibilities of Directors.....	13
C8.3 Evaluation of Directors	14
Section 9.01 College Archivist	14
Section 10.01 Board of Visitors.....	14
A10.1 Board of Visitors Membership.....	14
B10.2 Board of Visitors Membership Criteria.....	15
C10.3 Board of Visitors Membership Composition.....	15
D10.4 Board of Visitors Terms.....	15
E10.5 Board of Visitors Chair and Vice Chair	15
F10.6 Board of Visitors Meetings.....	15
Article III: Chadwick A. Boseman College of Fine Arts Faculty	16
Section 1.01 Faculty Composition, Ranks, Appointments and Responsibilities.....	16
Section 2.01 Appointment, Reappointment and Search Procedures to Fill Tenured or Probationary Tenure-	

Track Faculty Positions.....	16
B2.2 Search to Fill Probationary Career Status Track Lecturer position.....	17
C2.3 Search to Fill Temporary Faculty.....	18
Section 3.01 Faculty Core Responsibilities: Teaching, Scholarship, Service, and Advising.....	18
A3.1 Teaching.....	18
B3.2 Scholarship/Creative Works.....	19
C3.3 Service.....	20
D3.5 Office Hours and Availability.....	20
ARTICLE IV: Faculty Meetings.....	24
Section 1.01 Regular Faculty Meetings and Meeting Agenda.....	24
Section 2.01 Special Faculty Meetings.....	24
Section 3.01 Voting Rights.....	24
Section 4.01 Quorum.....	25
Section 5.01 Rules of Order.....	25
Section 6.01 Faculty Parliamentary.....	25
Section 7.01 Faculty Secretary.....	25
Article V: Chadwick A. Boseman College of Fine Arts Faculty Committees.....	25
Section 1.01 Types of College-Wide Standing Committees.....	25
Section 2.01 Composition and General Rules of College-Wide Standing Committees.....	26
B2.2 Composition.....	26
C2.3 Service Limitation.....	26
E2.5 Quorum, Agendas, Minutes.....	26
F2.6 Removal.....	26
G2.7 Special Elections.....	27
Membership:.....	27
B3.2 Appointment, Promotion and Tenure (APT) Committee.....	27
Membership:.....	28
C3.3 Curriculum Committee.....	28
Membership:.....	28
Membership:.....	29
B4.2 Admissions and Recruitment Committee.....	29
Membership:.....	29
C4.3 Assessment Committee.....	29
Membership:.....	29
D4.4 The Alumni, Honorary Degrees, and Distinguished Faculty Committee.....	29
Membership:.....	30
E4.5 Judiciary Committee.....	30
Membership:.....	30
F4.6 Nominations and Elections Committee.....	30
Membership:.....	31
G4.7 Sabbatical Leave Committee.....	31
Membership:.....	31
H4.8 Technology Committee.....	31
Membership:.....	32
Section 5.01 Ad Hoc Committees.....	32
Article VI: Chadwick A. Boseman College of Fine Arts Academic Departments.....	32
Section 1.01 The Department of Art.....	32
Degree Programs:.....	32

Section 1.02	The Department of Music.....	32
Mission		32
Degree Programs:		33
Section 1.03	Department of Theatre Arts	33
Degree Programs:		33
Section 2.01	Departmental Committees.....	33
A2.1	Departmental Executive Committee:	33
B2.2	Departmental Appointment, Promotion and Tenure Committee	34
C2.3	Departmental Curriculum Committee	34
D2.4	Departmental Graduate Studies Committee	35
Article VII.	Summer Governance	35
Article VIII:	Recordkeeping Protocols.....	35
Section 1.01	Distribution of College-Wide Faculty and Standing Committee Meeting Minutes and Announcements	35
Section 2.01	College-Wide Standing Committee Reports and Other Documents	35
Section 3.01	Access to Electronic Mail	35
Article IX:	Procedures to Amend the Bylaws of the Chadwick A. Boseman College of Fine Arts.....	36
Section 1.01	Process to Revise the College Bylaws.....	36
Membership:.....		36

HOWARD UNIVERSITY

CHADWICK A. BOSEMAN COLLEGE OF FINE ARTS BYLAWS

PREAMBLE

The College of Fine Arts was established when the School of Music, the Department of Art and the Department of Drama merged, in the 1960-1961 academic year. The School of Music (now the Department of Music) was organized in the 1913-1914 academic year as the Conservatory of Music. In 1974, the School of Music was reorganized as a department in the College of Fine Arts. The Department of Art was formally approved in 1921, although instruction in drawing was offered as early as 1871. The Department of Drama (now Department of Theatre Arts) was established in 1949; however, the Howard Players, one of the oldest dramatic groups in the United States, dates from 1907. The College of Fine Arts merged with the College of Arts and Sciences, effective August 1, 1997. The three departments became the Division of Fine Arts.

The Board of Trustees approved the re-establishment of the College of Fine Arts effective August 15, 2019. On May 28, 2021, the University named the newly established College the Chadwick A. Boseman College of Fine Arts (CABCOFA) after the alumnus and award-winning actor, who died in 2020.

The College offers the Bachelor of Fine Arts (BFA) degree in various disciplines in Art and Theatre Arts, the Bachelor of Music (BM), Master of Fine Arts (MFA) degree in Art, and Master of Music degree (MM). All departments in the CABCOFA are nationally accredited. The Department of Art is an accredited institutional member of the National Association of Schools of Art and Design. The Department of Music is an accredited institutional member of the National Association of Schools of Music. The Department of Theatre Arts is an accredited institutional member of the National Association of Schools of Theatre.

The college is governed according to bylaws recommended by its faculty and approved by the Board of Trustees. The bylaws of the college supplement the *Faculty Handbook*, which describes, in principle and in practice, shared governance among the faculty, the administration, and the Board of Trustees of Howard University. If there is any inconsistency between the college's bylaws and the *Faculty Handbook*, the provisions of the *Faculty Handbook* shall govern and control.

The college acknowledges the University's definition of shared governance as the right and responsibility of faculty to seek early and meaningful engagement with the administration and the Board of Trustees in the development of policies and decisions that impact university-wide

programs and the responsiveness of Howard University to achieve its unique contemporary mission. In the areas where the faculty have primary responsibility, such as the nature and quality of academic programs (including curriculum, subject matter, and methods of instruction), faculty welfare (including faculty status), student welfare (including those aspects which relate to the educational process), and research and scholarship, the governing board and president should consider faculty input and clearly communicate the basis for institutional decisions to the faculty.

Shared governance ensures the right of faculty to seek change and to participate in the governance of the University through direct interaction and dialogue with the administration and/or the Board of Trustees, as set forth in the Constitution of the Faculty Senate.

Article I. Chadwick A. Boseman College of Fine Arts

Section 1.01 Mission

The mission of the Chadwick A. Boseman College of Fine Arts is aligned with the mission of Howard University. It places significant emphasis on graduating socially conscious professional artist-scholars who have the passion, skill, and aptitude to serve society on a local, national, and global level. The Chadwick A. Boseman College of Fine Arts mission is to the prepare students for careers and advanced study in the arts by combining academic and professional training; to develop in students perceptual and intellectual skills through exploration and understanding of the arts and visual culture; to provide insights into the African-American and African Diaspora culture through the study of black history and creativity; and to encourage innovation in, and collaboration among the various fields of art and art technology. Of special importance is the interdisciplinary relationships between various artistic genres and practices, and other disciplines. Our programs are led by distinguished and accomplished faculty, who are committed to teaching, learning, research, and creativity to prepare a diverse community of students to reach their full academic, intellectual, and artistic potential.

The CABCOFA provides a scholarly and creative environment and exceptional academic and artistic experiences, both on and off campus—actually and virtually.

Article II. Academic Administrative Structure

The administration of the College shall include the Dean, Associate and Assistant Deans, and Department Chairs and Assistant Chairs, and Directors.

Section 1.01 The Dean

The Chadwick A. Boseman College of Fine Arts is headed by the dean, the chief academic and administrative officer. The dean is responsible for the administration of the college and reports to

the President, through the Provost. The dean is subject to the authority of the Board of Trustees, the most current Howard University *Faculty Handbook*, and the Bylaws of the college.

A1.1 Appointment of the Dean

The dean is appointed by the Board of Trustees upon the recommendation of the President and serves at the pleasure of the President. The dean does not have a definite term, but in the event of the appointment of a new dean, the Provost will name the chair of the search committee and arrange for the appointment or election of members of the committee. The majority of the search committee shall be from the college and two members will be selected by the Faculty Senate. The Provost's recommendation, together with that of the college search committee, shall be forwarded to the President for final decision.

B1.2 Duties and Responsibilities of the Dean

The dean's duties and responsibilities include, but are not limited to, the following:

- academic program development
- academic program review
- budget development
- budget management
- course schedule planning
- faculty development
- faculty evaluation
- faculty recruitment
- general supervision of college fundraising
- general supervision of college outreach activities
- general supervision of college research
- general supervision of college service activities
- general supervision of college teaching
- student advising
- serves as chair of the college-wide Executive Committee for all matters except for decanal evaluations.

C1.3 Evaluation of the Dean

The dean is evaluated in writing, at least every two (2) years, by the faculty in the college. The Executive Committee of the college, along with the Office of the Provost and Chief Academic Officer, develops and coordinates the evaluation. The evaluation rubric shall be distributed to the faculty to give them the opportunity to give feedback on the college's decanal leadership. This rubric will consist of questions participating faculty will assign a score and discursive comments. The process allows the Executive Committee to tabulate

the results of the evaluation and to submit a summary report to the Provost. The responses and comments will be anonymous and will be unedited. The Provost communicates the results of the evaluation to the faculty in the college within sixty (60) days of the completed evaluation. The results shall be used by the Provost to improve the effectiveness of the dean and can provide recommendations to the President regarding the dean's continuation or replacement.

Section 2.01 Associate Deans

Associate Deans work with the dean to oversee areas that include undergraduate and graduate education, research and creative endeavors, and faculty affairs. Associate Deans collaborate with the dean, administrative offices, and academic departments to execute the college's mission.

A2.1 Appointment of Associate Deans

Associate Deans are appointed by and report to the dean. Associate Deans may be removed by the dean in consultation with the Provost.

B2.2 Duties and Responsibilities of Associate Deans

The duties and responsibilities of associate deans vary according to their oversight and assigned areas of responsibilities.

C2.3 Evaluation of Associate Deans

Associate Deans submit their activities and achievements annually for evaluation by the dean. The process involves the submission of a self-evaluation report and any attachments to the dean. The dean reviews, prepares an evaluation and meets with the associate dean. The dean sends the final evaluation to the associate dean to respond to and return it to the dean. The dean submits the evaluation to the Office of the Provost. Each step, except for the meeting, is facilitated within Faculty Success. This process is for those administrators who also have faculty status. Associate Deans without faculty status will conduct their annual evaluation through the Office of Human Resources.

Section 3.02 Associate Dean for Student Affairs

The associate dean for student affairs is responsible for the student experience in the college. In this role, the associate dean for student affairs is concerned with and advocates for student wellbeing, their professional development, orientation, evaluation, and initiatives to promote student success.

Specific duties include, but are not limited to:

- support student success
- diversity advocate
- provide management of student leadership activities
- assist in the development of projects to benefit students' academic and financial planning.

Section 3.03 Associate Dean for Faculty Affairs

The associate dean for faculty affairs serves as a resource for faculty – assisting and supporting their career development including advancement, promotion and/or tenure. The associate dean for faculty affairs provides leadership in faculty development and initiatives that contribute to the strategic priorities of the College and University. This position develops educational initiatives, including courses, programs, workshops, seminars, and one-on-one consultation and scholarship needed to develop faculty as academicians and leaders. The associate dean for faculty affairs serves as a resource for the department chairs as they guide and mentor their faculty of all academic ranks and tracks.

Specific duties include, but are not limited to:

- faculty affairs related policies, processes, and procedures
- support/mentor department chairs
- administrative liaison with college-wide and departmental committees
- assist faculty and department chairs with promotion and/or tenure decisions, and faculty skills renewal
- participate in faculty counseling, grievance, and appeals processes
- support the growth and professional development of faculty
- provide leadership, support, and mentoring for all faculty in the college
- oversee and develop effective strategies for faculty recruitment and retention
- develop appropriate mechanisms for recognizing teaching, research/scholarship, and service accomplishments of the faculty (e.g., honors and awards)

Section 3.04 Associate Dean for Research and Creative Endeavors

The associate dean for research and creative endeavors is responsible for promoting scholarly research and original creative works by faculty in the college. Duties include promoting research strategies, grantsmanship, along with regional, national, and international collaborations that support research and creative endeavors.

Specific duties include but are not limited to:

- develop initiatives to promote research opportunities for grant writing and management
- represent the college on committees that promote university research efforts
- ensures the college and faculty adhere to University and best practices in externally funded research activities

- help faculty to realize research initiatives
- oversee preproposals, stimulate research interest and activities

Section 4.01 Assistant Dean

The assistant dean provides administrative support to the dean in the management and oversight of the college.

A4.1 Appointment of the Assistant Dean for Administration

The assistant dean for administration is appointed by and reports to the dean. The assistant dean may be removed by the dean in consultation with the Provost.

B4.2 Duties and Responsibilities of the Assistant Dean for Administration

The assistant dean is responsible for the daily operations, supervising and managing staff and providing administrative support to the dean.

Specific duties include but are not limited to:

- manages the overall operations, personnel, and image of and implementing strategic initiatives at the College.
- leads the processes through which resources are analyzed and allocated within the College's educational and research programs.
- collaborates with University administrative leadership in planning, facilities management, finance, and human resources.

C4.3 Evaluation of the Assistant Dean for Administration

The assistant deans submit their activities and accomplishments annually for evaluation by the dean. The evaluation rubric will be developed and coordinated between the dean and the assistant dean. This annual evaluation is conducted in WorkDay through the Office of Human Resources.

Section 5.01 College of Fine Arts Administrative Staff

The dean shall appoint the CABCOFA administrative staff personnel whose assignments are under the dean's direct supervision. Administrative staff appointments whose duties are under the direct supervision of department chairs or program directors shall be appointed in consultation with their immediate supervisors. Their appointment, tenure, service, and evaluation shall be consistent with the University's Human Resources regulations and the Employee Handbook.

Section 6.01 Department Chairs

Academic departments in the CABCOFA shall be managed by a chair responsible for administering departmental affairs.

A6.1 Search Procedures

A search committee is established when a new department chair position is created, or an existing department chair position is vacated. The faculty in the department determines the size and composition of the committee, but the dean appoints the chair of the committee and notifies the department, in writing, of the scope of the search. The search committee presents a recommendation to the dean, who also develops a recommendation. The dean's recommendation, along with that of the departmental search committee, is forwarded to the Provost. The Provost's recommendation, along with all recommendations from the college, are forwarded to the President for final decision.

B6.2 Appointment of Department Chairs

Department chairs are appointed by the President after recommendation by the Provost and dean.

C6.3 Term of Department Chairs

Chairs serve a three (3) year term unless the letter of appointment states a shorter term as determined by the President.

D6.4 Reappointment of Department Chairs

Incumbent chairs are eligible for reappointment at the expiration of a term. The dean seeks input from the full-time faculty of the department to evaluate the chair's performance during the final year of the chair's term. Based on the evaluation established by the full-time faculty in the department, the faculty shall recommend reappointment or replacement of the chair to the dean. The dean's recommendation, along with that of the faculty, is forwarded through the Provost for a recommendation, and then to the President for final decision.

E6.5 Duties and Responsibilities of Department Chairs

Specific duties of department chairs include but are not limited to:

- faculty recruitment
- faculty development

- faculty evaluation
- departmental long-range planning, budget development and implementation
- program development, review, and evaluation
- student recruitment
- student advising
- course scheduling and planning
- general coordination of the research, teaching, and outreach activities of the department
- serves as chair of the departmental Executive Committee.

F6.6 Evaluation of Department Chairs

Department chairs are subject to evaluation by the dean of the college at least once every two years. Because of the significant administrative roles that department chairs have, a separate process to evaluate them was created for them to submit their activities and achievements annually for evaluation by the dean. The process entails the following: The chair submits the self-evaluation report and any attachments to the dean. The dean reviews, prepares an evaluation, and meets with the chair. The dean sends the final evaluation to the chair to respond to and return to the dean. The dean submits the evaluation to the Office of the Provost. Each step, except for the meeting, is facilitated within the University's online APT Management System.

G6.7 Removal of Department Chairs

Chairs serve at the will and the pleasure of the President and may be removed by the President at any time prior to the expiration of a term. The removal of a chair may also be initiated by the department upon the vote of two-thirds of the full-time faculty members of the department. The chair can present his/her rebuttal to the dean and Provost prior to the President's final decision on removal. The dean or Provost may also recommend the removal of a chair. In each case, the chair may present his/her rebuttal to the next level of authority. Compensation as chair terminates at the point of removal.

Section 7.01 Assistant Chairs

Assistant department chairs may support the chair in the operational and administrative functions of the department.

A7.1 Appointment of Assistant Chairs

The department chair may recommend to the dean an assistant chair to serve in support of the chair in the oversight and management of the academic department. The assistant

chair is a direct report to the chair and may be removed by the dean upon recommendation by the chair.

Assistant chairs do not automatically assume the duties of the chair. The dean, in consultation with the Provost, shall appoint an acting or interim chair in the event the department chair becomes incapacitated and is unable to complete the term of service.

B7.2 Duties and Responsibilities of Assistant Chairs

Specific duties of assistant chairs include but are not limited to:

- assists with overall administrative, budgetary, and operational areas in the department
- assist in the development and implementation of curriculum and programmatic policies and objectives in the department
- assists and participates in long-range planning
- provides in-put and assistance with reports, analysis, and recommendations to the department chair
- serves as a liaison to college and university units

C7.3 Evaluation of Assistant Chairs

Assistant Chairs should be tenured faculty members and their evaluation process is the same as for all other administrators who also have faculty status. Because of the significant administrative roles that assistant chairs have, a separate process to evaluate them was created for them to submit their activities and achievements annually for evaluation by the department chair. The process entails the following: The assistant chair submits the self-evaluation report and any attachments to the department chair. The chair reviews, prepares an evaluation, and meets with the assistant chair. The department chair sends the final evaluation to the assistant chair to respond to and return it to the department chair. The dean reviews and then submits the evaluation to the Office of the Provost. Each step, except for the meeting, is facilitated within Faculty Success.

Section 8.01 Directors

Directors of academic units in the college shall be responsible for the administration and duties associated with managing their units.

A8.1 Appointment of Directors

Directors are appointed by and report to the dean. Directors may be removed by the dean in consultation with the Provost.

B8.2 Duties and Responsibilities of Directors

Specific duties and responsibilities of directors include but are not limited to:

- overall administrative, budgetary, and operational areas
- day-to-day operations
- public programming and educational opportunities

C8.3 Evaluation of Directors

Because of the significant administrative roles that directors have, a separate process to evaluate them was created for them to submit their activities and achievements annually for evaluation by the dean. If the director is an administrator with faculty status, then the evaluation will be conducted through the University's Online APT Management System. If the Director is an administrator without faculty status, then the process will be administered through the Office of Human Resources.

Section 9.01 College Archivist

The dean shall appoint an archivist for the College. The archivist shall serve for one academic year and may be reappointed. The archivist shall perform the following duties: Maintain archives of all official records, minutes, recommendations, resolutions, and other documents as directed by the dean.

Section 10.01 Board of Visitors

The Chadwick A. Boseman College of Fine Arts should maintain a Board of Visitors to provide strategic advice to the dean to inform curriculum development and facilitate resources to create a place where Black artistic thought can flourish. The Board of Visitors is focused on the strategic areas of fundraising and development; teaching and scholarship; employment and career development; and advisement. The chairs of the Board of Visitors will provide a written summary report to the Board of Trustees on Board of Visitors matters, annually. The Board of Visitors shall govern its operations in accordance with the *Howard University Board of Visitors Policy*.

A10.1 Board of Visitors Membership

The approval of the appointment of a Board of Visitors members rests with the Board of Trustees acting upon the recommendation of the President. Prior to making a recommendation, the President consults with the Provost, the dean of the appropriate unit, and the chair of the particular Board of Visitors. The Office of the Secretary maintains a centralized list of alumni, professional and civic leaders, and friends of the University for consideration as Board of Visitors members. Nominations will continue to most often originate in the Dean's office, and the wider alumni community, University staff and active Board members may also share recommendations with the Office of the Secretary. The

recommended Board of Visitors composition includes 30% to 50% Howard University alumni.

B10.2 Board of Visitors Membership Criteria

Board of Visitors members are distinguished persons with backgrounds similar to members of the Board of Trustees, are informed about and interested in the various fields relevant to the particular unit and are willing to volunteer their time and make personally meaningful philanthropic contributions to advance the mission of Howard University. Members of the Board of Visitors are focused on the strategic areas of fundraising and development; teaching and scholarship; employment and career development; and advisement.

C10.3 Board of Visitors Membership Composition

The Board of Visitors shall consist of between 10 – 16 distinguished persons. Board of Visitors membership should represent a healthy blend of the pluralism that characterizes the Board of Trustees and University; this should consist of individuals from all walks of life with a wide array of ethnic, racial, and religious backgrounds, non-alumni and alumni, scholars, and practitioners. The College Student Council President, or another student leader chosen at the discretion of the dean, serves as an ex officio member of the Board of Visitors.

D10.4 Board of Visitors Terms

Board of Visitors members are appointed to serve renewable three-year terms, not to exceed nine consecutive years. This provision may be waived by the Board of Trustees, upon recommendation of the dean to the Provost and President. Ex officio members serve a term commencing with the start of an academic year and ending at the close of that academic year.

E10.5 Board of Visitors Chair and Vice Chair

The Board of Visitors chair or vice chair must be an alumnus/a of Howard University. If the chair is not an alumnus/a, the vice chair must be an alumnus/a. Both chair and vice chair may be alumni.

F10.6 Board of Visitors Meetings

Board of Visitors meetings are held at least twice annually and are scheduled by the dean in collaboration with the Board of Visitors chair. Meeting agendas include reports from students and faculty on topics of Board of Visitors interest and will include engagement

with the wider college community, such as research presentations, lectures, symposia, meet and greets, or other activities, as determined by the dean.

Article III: Chadwick A. Boseman College of Fine Arts Faculty

Section 1.01 Faculty Composition, Ranks, Appointments and Responsibilities

The CABCOFA faculty shall consist of the dean, associate and assistant deans with faculty appointments, professors, associate professors, assistant professors, artists-in-residence, career-track appointments (i.e., Probationary Career Status Track Lecturer, Career Status Senior Lecturer and Career Status Principal Lecturer) and full-time temporary lecturers and adjunct lecturers.

Section 2.01 Appointment, Reappointment and Search Procedures to Fill Tenured or Probationary Tenure-Track Faculty Positions

A2.1 Search to Fill Tenured or Probationary Tenure-Track Faculty

The search process for filling a tenured or probationary tenure-track faculty position follows that outlined in the most recent *Faculty Handbook*.

- Once the department chair and the department's tenured faculty agree on the need to fill a vacant position or to create a new position, they identify key qualifications of the individual they wish to hire, specifically with regards to rank and teaching/research/creative specializations.
- The department chair requests written authorization from the dean, who reviews the request and if in agreement, seeks written authorization from the Provost to initiate the search. The dean may decline the request or consult with the department chair to develop a different set of qualifications, rank, or teaching/research/creative responsibilities.
- The chair notifies the faculty that a search has been authorized when the authorization is received from the dean.
- The department establishes a search committee, and a chair of the committee is established according to the college's guidelines.
- The dean charges the committee with the scope of the search.
- The committee finalizes the description of the position and facilitates its

advertisement. Searches should be advertised nationally in appropriate general and discipline-specific venues.

- In every search, individuals shall be recruited and recommended for appointment without regard to race, color, religion, national origin, sex/gender, sexual orientation, disability, age, gender identify, gender expression, non-conformance with gender stereotypes, appearance, political beliefs, veteran status, family status and responsibilities, marital status, genetic information, unemployment status, or any other characteristic protected by Federal and/or District of Columbia law.
- The search committee reviews the applications and identifies a short list of prospective finalists for interviews. The interviews should be open. The department chair and the dean also interview the candidates. The departmental APT Committee may have a role at this stage of the search process.
- The search committee makes its recommendations to the dean consistent with the dean's charge.
- The dean makes a written offer to the finalist setting forth the terms and conditions of the appointment, including rank, tenure status, term of appointment, salary, information about pre-tenure review, any start-up considerations, student research assistants, etc. Such offers are conditional, pending approval of the President at the conclusion of the appointment recommendation process.
- The decisions of the dean and President regarding initial appointments are final and are not subject to any grievance procedure.
- The finalist accepts the offer.

B2.2 Search to Fill Probationary Career Status Track Lecturer position.

A national search for a career status track position is only available for the Probationary Career Status Track Lecturer. The Career Status Senior Lecturer and Career Status Principal Lecture are available as promotions within the Career Status track. Appointments directly into these positions are not permitted. These positions are outlined in the most recent Collective Bargaining Agreements (CBA).

- The search process for an individual to fill the probationary career status track lecturerer position should be consistent with the *Faculty Handbook* and the most recent Collective Bargaining Agreement (CBA).

C2.3 Search to Fill Temporary Faculty

For temporary faculty positions, such as the full-time Temporary Lecturer and the Adjunct Lecturer, the search process follows the guidelines outlined in the most recent *Faculty Handbook* and the CBA.

- When the department chair sees the need to fill a vacant temporary position or to create a new temporary position, the chair requests authorization from the dean to initiate the search.
- The department chair, usually assisted by members of the faculty, identifies one or more individuals who possess the key qualifications to fill the position, specifically with regard to specialization and teaching ability and experience. These individuals are interviewed by the chair and members of the APT committee, and a decision is made to hire the person best qualified to fill the position.
- The chair makes a written offer to the person setting forth the terms and conditions of the faculty appointment. Such offers are conditional, pending approval by the Provost at the conclusion of the appointment recommendation process.
- The decisions of the department chair and Provost regarding initial appointments are final and are not subject to any grievance procedure.
- The person accepts the offer.

Section 3.01 Faculty Core Responsibilities: Teaching, Scholarship, Service, and Advising

Tenured and tenure track faculty members have several responsibilities, including keeping their activities up to date in the University's Online APT Management System. All faculty should pursue excellence in all of their faculty responsibilities.

A3.1 Teaching

- a firm command of their subjects and keep abreast of new developments in their discipline.
- employ teaching strategies that promote the learning process and communicate their subjects effectively.
- instruct classes and fulfill other instructional responsibilities with students consistent

with curricular objectives.

- notify students when an emergency prevents fulfillment of responsibilities, the faculty member must follow the notification procedures applicable to the department and the college.
- arrange for substitute instruction or conduct an appropriate make-up session in accordance with the procedures applicable to the department and the college.
- receive appropriate University-approved certification and training.
- receive approval from the appropriate department chair and/or dean prior to offering or teaching on-line or distance-learning courses.
- provide a written or electronic copy of the course syllabus or a course guide summarizing the objectives and requirements of the course, the required textbooks, or other sources to be used, and the applicable attendance and grading rules to each student, along with the department chair and area coordinators.
- comply with any and all reasonable accommodations provided to students as determined by appropriate University officials in accordance with applicable laws and regulations, including, but not limited to, the ADA, the Rehabilitation Act and Title IX.
- evaluate all student work with impartiality and complete and submit grades in a timely manner in accordance with the schedule of due dates announced by the Office of the Registrar.
- avoid discrimination based on race, color, religion, national origin, sex/gender, sexual orientation, disability, age, gender identity, gender expression, nonconformance with gender stereotypes, appearance, political beliefs, veteran status, family status and responsibilities, marital status, genetic information, unemployment status, or any other characteristic protected by Federal and/or District of Columbia law. Faculty members must be sensitive to the harmful consequences of professorial or student conduct that perpetuates stereotypes or prejudices. Failure to abide by and uphold these specific responsibilities may result in disciplinary action including, but not limited to, suspension or termination.

B3.2 Scholarship/Creative Works

- production of original scholarship that advances knowledge, including books,

monographs, journal articles

- artistic expressions including design, visual art juried exhibitions, installations, theatrical productions, and musical performances
- grant proposals and sponsored agreements
- research publications

C3.3 Service

- participation in departmental and college faculty meetings
- membership on departmental, college, and University committees
- involvement in academic, professional, and civic communities
- advise student organizations that offer academic, cultural, religious, social, and athletic opportunities for experiential learning.

D3.4 Core Responsibilities for Career Status, Temporary and Adjunct Faculty

Likewise career status, temporary and adjunct faculty are expected to achieve excellence in carrying out their teaching responsibilities (see section A3.1 for particular activities) but career status faculty must also publish Scholarship in Teaching and Learning (SOTL). Temporary and adjunct faculty are not required to engage in scholarly activities. Further, service is not required for career status, full-time temporary or adjunct faculty.

D3.5 Office Hours and Availability

- faculty members, , shall schedule a minimum of five (5) office hours per week. This shall be face-to-face or by a virtual platform, i.e., Zoom, Teams, etc. Faculty members shall inform students of their availability and may schedule the meetings by appointment only. Additional office hours may be scheduled, if deemed necessary, at the discretion of the faculty member.
- list office hours on course syllabus and on Canvas, the Learning Management System.
- inform appropriate staff members in the academic unit of availability.
- be available for in-person student advising throughout the academic year.

Section 4.01 Appointment, Promotion and Tenure (APT) Criteria

The criteria in this section will address the requirements for candidates to be appointed to various tenure-line faculty positions (such as Assistant Professor, Associate Professor and Full Professor) and various career track positions (such as Probationary Career Status Track Lecturer, Career Status Senior Lecturer, and Career Status Principal Lecturer). The tenure track is typically six years with an initial appointment of a probationary Assistant Professor on tenure track and a three-year review in the middle of the tenure track. The first advancement for the Assistant Professor is the granting of tenure and promotion to the rank of Associate Professor. The second possible advancement is a promotion to the rank of full Professor with tenure. Much attention is given to appointment, promotion and tenure of faculty because this is a continuous or permanent appointment to the faculty with the expectation that a distinguished and accomplished faculty will effectively engage in teaching, scholarship, and service at the highest level to ensure that the mission of the University is carried out.

There is a career status track that is focused on ensuring the development of highly effective instructional faculty. The probationary career status track Lecturer is also on a six-year track with a three-year review that focuses on teaching effectiveness and scholarship of teaching and learning. The first advancement at the end of the six year probationary period is the granting of career status and promotion to the rank of Senior Lecturer. The second possible advancement is a promotion to the rank of Principal Lecturer with career status; requirements include a terminal degree, a sustained record of excellence in teaching and production of SOTL works. This is not a continuous or permanent appointment like tenure but rather the career status faculty member earns renewable term contracts.

The tenured faculty must adopt criteria for all levels of the tenure and career status tracks.

Promotion and Tenure

Tenure at Howard University and the Chadwick A. Boseman College of Fine Arts is an honor. It recognizes that the faculty member is both an established member of the academic profession and has demonstrated a sustained commitment and ability to contribute to the faculty member's discipline as a scholar and practitioner. Candidates for tenure will have produced an original body of work that has made a significant impact on the field. Candidates need to demonstrate their productivity has merit and meets or exceeds the guidelines outlined in this document and the departmental APT criteria document. The candidate is responsible for providing documents and explanations of their qualifications in detail and in a manner that reviewers and evaluators, regardless of the discipline, will be able to understand.

The awarding of tenure is based upon the judgment that the individual will have a lifelong commitment to scholarship and teaching at the university level and meet the department, college, and university needs. The individual must also have demonstrated commitment through service to the university and the external community.

The guidelines outlined for appointment, promotion, and tenure of faculty in the college are in accordance with the *Faculty Handbook* and the college's Bylaws. Tenure will be considered during the candidate's sixth

year of continuous service unless the candidate's offer letter contains service that merits promotion/tenure at the rank under consideration.

Assistant Professor (Probationary)

The candidate for an initial appointment as a probationary tenure-track assistant professor is one who has completed an earned terminal degree relevant to the discipline. The individual should have demonstrated potential for achieving promotion to higher faculty ranks. Appointment to this rank provides the candidate with a period during which they have an opportunity to confirm their interest in the broad scope of faculty responsibilities. This also allows the tenured faculty time to assess the promise of the faculty member to fulfill those responsibilities.

An initial appointment at the rank of probationary tenure-track assistant professor is usually made for three (3) years. The faculty member undergoes a pre-tenure review as part of the reappointment for a second three-year term. The pre-tenure review follows the same procedure outlined for that of tenure review, but with a special emphasis on identifying what aspects of expected performance require strengthening prior to the mandatory sixth-year tenure and promotion review and without the requirement for external reviewers. The probationary period for assistant professors tends to include a second three-year term; however, if the faculty member fails to satisfy the minimum performance requirements of progress towards tenure, reappointment may be denied. Seven (7) years is the maximum probationary period for probationary tenure-track assistant professors. In the event that promotion and tenure are not awarded at the end of the sixth year, the unsuccessful candidate is given a terminal one-year appointment as assistant professor, after which the candidate may not be reappointed to a full-time faculty position at the University.

Associate Professor

It is expected that an associate professor will contribute more broadly to the department and college than an assistant professor while continuing to foster and cultivate an active and meaningful research/scholarship/creative agenda. The faculty member is expected to continue to maintain their overall professional excellence by making significant contributions to the department, college, and University by making sustained impacts in the areas of teaching, research/scholarship/creative, and service activities. The appointment at this rank recognizes that the candidate has reached a status in their discipline appropriate to a life-long member of the academic community and has clearly demonstrated ability as a scholar through their research/scholarship/creative activities. Additionally, the candidate needs to have a consistent record of excellence in teaching, evidenced from their initial appointment and a commitment to service. All candidates are expected to show significant scholarly or creative achievement since their initial appointment as an assistant professor.

Professor

It is expected that promotion to the rank of full professor indicates one who makes the most significant contributions to the department, college, and University's instructional and service areas, while continuing to assume leadership roles in these areas, while also continuing to maintain an active and meaningful

research/scholarship/creative agenda. The faculty member at the rank is expected to continue to maintain overall professional excellence by making significant contributions to the life of the department, college, and University across all areas: teaching, research/scholarship/creative, and service.

Appointment to this rank recognizes the faculty member has demonstrated significant achievements since their promotion to associate professor in the areas of research and publication, teaching, and demonstrated strong service with the university and the external community. Candidates under consideration for full-professor rank typically will have held the rank of associate professor for at least five years. During their tenure as associate professors, candidates are expected to have maintained a rigorous record of original research/scholarship/creative activities that makes a significant contribution to their discipline.

All candidates are expected to show substantial scholarly or creative achievement since their appointment as associate professor. Review of individual candidates will consider the volume of work produced, along with financial and physical resources provided by the University, the department, and the college, and should be considered in evaluating the quality and quantity of work.

CRITERIA FOR EVALUATING PROMOTION AND TENURE

The CABCoFA maintains the position that the terminal degree or professional equivalent is required for promotion to tenure. The Master of Fine Arts (MFA) degree or the professional equivalent is required in the areas of Studio Arts and Design, and in Theatre Arts and Dance. A Doctor of Philosophy (Ph.D.) or the professional equivalent is required for the rank of full professor in Art History. The Master of Music (MM), Doctor of Music (DM), Doctor of Musical Arts (DMA), or the Doctor of Philosophy (Ph.D.) are terminal degrees for most musical specializations. Exceptions to these requirements are made when an individual has achieved national prominence in their field.

The research/scholarship/creative activities in the fine arts require substantial analysis, historical and technological research, and the synthesis of information. Ultimately, they can result in the creation of new works of art that are widely disseminated through public performance, exhibitions, publications, and commissions. In alignment with our professional accrediting organizations, the departments in CABCoFA recognize that creative and research activities of performance, design, and technologies are equivalent to traditional print publications. Internal and external evaluators are encouraged to consider and weigh the importance of teaching/instruction, research/scholarship/creative, and service when considering a candidate's annual workload assignments. The guidelines serve as a basis for evaluation, but the evaluators need to seek evidence in current practice, the active trajectory in research/scholarship/creative activities, and the candidate's promise for future productivity achievement in their disciplines. A candidate's ability to engage in off-campus research/scholarship/creative activities also should be weighted by the University's ability to provide reduced teaching schedules and resources to the candidate during the evaluation timeline. The criteria do not enumerate all possible ways of demonstrating one's eligibility, nor is each item intended as the only requirement for tenure and promotion. The guidelines outlined in this section of the document are offered as the standard departments might seek in evaluating candidates for promotion and tenure.

FACULTY DEVELOPMENT AND MENTORING

Faculty development is a continuous process, and the college encourages faculty at all ranks to participate in faculty development activities. Faculty development should begin with the initial probationary appointment through the assignment by the department chair of a mentor to assist the new faculty member during the promotion and tenure process. Department chairs should provide probationary faculty with the schedules of their reviews, along with the college and the University guidelines for tenure and promotion. Department chairs should also provide probationary faculty with periodic feedback, regarding their evaluations, particularly their reappointment evaluation.

Faculty development continues throughout the faculty member's career through such programs as sabbatical leave, faculty exchanges, scholarly travel, research/scholarship/creative activities, teaching innovation and development funds, and workshops. In addition, the department chair shall make opportunities available (on a semester-by-semester basis) to the faculty member through reduced teaching, service loads, or research/scholarship/creative activities to allow the member time to develop their academic career or address specific performance deficiencies. These opportunities shall be subject to resource availability and will be made at the discretion of the department chair.

Faculty members are encouraged to seek out mentors from within their own departments, across the University, and within their own professions. Departments shall also establish their own systems of mentorship to be available to probationary faculty members as they progress in pre-tenure review.

ARTICLE IV: Faculty Meetings

Section 1.01 Regular Faculty Meetings and Meeting Agenda

The CABCOFA faculty shall meet monthly during the academic year. Meetings may be held in-person or using electronic communication. Electronic meetings using Internet meeting services with integrated audio, text, and capabilities for anonymous voting shall be subject to all rules as those for in-person meetings. The dean shall be the presiding officer at the meetings and determines the agenda. In the absence of the dean, a person designated by the dean shall preside.

Section 2.01 Special Faculty Meetings

The dean shall call meetings of the faculty to address special or urgent matters when the current faculty meeting schedule cannot accommodate.

Section 3.01 Voting Rights

Voting members of the college shall include those who hold the rank of professor, associate professor, assistant professor, those who hold full-time appointment as probationary career status track lecturer, career status senior lecturer or career status principal lecturer, full-time temporary lecturers, and administrators with faculty status. However, only tenured faculty

members are eligible to vote on appointment, reappointment, career status, tenure, and promotion (APT) matters. Retired and/or emeritus faculty may attend the meeting but are ineligible to vote.

Section 4.01 Quorum

A simple majority of those eligible to vote will constitute a quorum.

Section 5.01 Rules of Order

All college faculty meetings must adhere to the current edition of *Robert's Rules of Order Newly Revised*.

Section 6.01 Faculty Parliamentarian

The dean shall appoint a parliamentarian from the faculty before the first college faculty meeting of the academic year. The parliamentarian shall serve for one year and may be reappointed. The parliamentarian shall perform the following duties: (1) maintain correct forms of parliamentary procedure at faculty meetings; (2) provide information on rules governing transactions at faculty meetings; (3) provide expert advice concerning the order of precedence of motions; (4) render a decision on procedure when parliamentary procedures are in dispute; and (5) bring to each faculty meeting, a copy of the current *Robert's Rules of Order Newly Revised*.

Section 7.01 Faculty Secretary

A faculty secretary shall be appointed by the dean from the full-time faculty before the first regular college faculty meeting of the academic year. The secretary shall serve for one academic year and may be reappointed. The secretary's responsibilities include reviewing and transmitting to the dean the official minutes of faculty meetings. Make available official minutes of college faculty meetings to faculty at least five business days before the next regularly scheduled faculty meeting. Submit official minutes to the college archivist.

Article V: Chadwick A. Boseman College of Fine Arts Faculty Committees

Section 1.01 Types of College-Wide Standing Committees

The college shall have standing committees as required by the University: An Executive Committee; a Committee on Appointments, Promotions, and Tenure (APT); and a Curriculum Committee. Additional standing committees shall include committees established by the college, and ad hoc committees appointed by the dean.

Section 2.01 Composition and General Rules of College-Wide Standing Committees

A2.1 Eligibility

A faculty member must hold a tenured, tenure track, full-time temporary lecturer, career status, or probationary career-status-track position to be eligible for membership on the standing committees in the college with one exception: the Committee on Appointments, Promotion and Tenure (APT) may only include tenured faculty. The CBA must be consulted for those faculty covered by this agreement about service eligibility, obligations and requirements.

B2.2 Composition

The composition of membership on the standing committees shall reflect the diversity in the college.

C2.3 Service Limitation

A faculty member shall serve on no more than one (1) University required standing committee and no more than three (3) committees established by the college at any given time.

D2.4 Terms of Service

The term of service shall be no more than three (3) years. Chairs shall be elected annually. No member shall serve more than two (2) consecutive terms for a total of six (6) years on a standing committee.

E2.5 Quorum, Agendas, Minutes

Standing committee meetings should follow *Roberts Rules of Order Newly Revised*. Committee chairs shall circulate meeting agendas prior to meeting, shall take summary minutes of all meetings, and shall post minutes and attendance electronically using a shared secure University platform, i.e., Teams. A quorum for the purposes of voting (electronic, in-person, or written proxy) shall consist of a majority of faculty members on the committee. Electronic voting shall be conducted using the confidential voting feature of the Internet service, unless a different method is required. The committee chair shall include the number of members voting on each side of the question and the number, if any, who respond to acknowledge their presence without casting a vote.

F2.6 Removal

CABCoFA recognizes the University's goal of shared governance. The college, however, expects faculty to volunteer for committee service only if they can devote the necessary time to the required tasks of a standing committee. If a committee member is unable to attend more than half of the meetings held in one semester and does not take part in the committee's work during that time, the member shall be removed. Committee chairs shall report lack of attendance and participation to the dean. The dean shall notify the faculty member, the department chair, and the nominations committee.

G2.7 Special Elections

The nominations committee shall hold special elections to fill absences during the year. The dean may appoint ad hoc committee members to serve in the event special elections are unable to occur in a timely manner.

Section 3.01 Responsibilities of College-Wide Standing Committees Required by the University

A3.1 Executive Committee

Charge:

The Executive Committee is an advisory body for the dean to seek consultation on matters related to academic programs and priorities, academic restructuring, budget and resource allocation, capital expenditures, needs in physical facilities and other matters referred to the committee by the dean or by the *Faculty Handbook* (e.g., disciplinary matters, decanal evaluations). The Executive Committee meets as needed. The Executive Committee may act without a meeting when polled by the dean with responses in writing. The action taken, however, shall be reported at the next meeting of the committee. A majority vote shall constitute committee action.

The Executive Committee is responsible for working in collaboration with the Office of the Provost to develop and coordinate decanal evaluations, and the dean is recused from this work.

Membership:

The Executive Committee shall be composed of the dean, who serves as committee chair, department chairs, and one (1) elected faculty representative per department. The term of office for an Executive Committee member shall be three (3) years.

B3.2 Appointment, Promotion and Tenure (APT) Committee

Charge:

The Appointment, Promotion and Tenure Committee (APT) serves as the appointment, reappointment, career status, promotion, and tenure review committee for all faculty of the college. The committee accepts recommendations from the departmental chairs and APT committees. Following its deliberation and vote, the committee forwards a separate recommendation to the dean according to the timeline established by the Office of the Provost and in accord with the *Faculty Handbook*.

Membership:

The APT Committee shall consist of two (2) tenured faculty members from each department in the college. Members are elected by vote of the college and serve a three-year (3) term. The APT Committee shall be comprised of tenured faculty members holding the faculty rank of professor or associate professor. Committee members under review for promotion during their term of service must recuse themselves from all deliberations and from voting on their own case. A committee member who has special connections, past or present, or serves in the same department with the person under review, shall recuse themselves from participating in the case at the college level. The connections can include domestic or professional partnership, financial interests, and conflicts of interest. Only committee members at the rank of full professor shall deliberate and vote on recommendations on promotion cases from the rank of associate professor to full professor.

C3.3 Curriculum Committee**Charge:**

The Curriculum Committee shall periodically review the college's curricula and make recommendations to the dean regarding required enhancements. In addition, the committee also reviews proposals for new courses and revisions to the undergraduate and graduate program requirements.

Membership:

The Curriculum Committee shall consist of two (2) faculty members per department. The committee shall hold regular meetings and vote on curricular changes and report its votes to the college faculty. The term of office shall be three (3) years.

Section 4.01 Composition and Responsibilities of College-Wide Standing Committees as Established by the College

A4.1 Deans Advisory Council

Charge:

The Deans Advisory Council shall serve as an administrative advisory body to the dean.

Membership:

The Deans Advisory Council shall be composed of the assistant dean, associate deans, department chairs, associate chairs, and directors of units. The dean serves as chair of the Council. The Council shall meet bi-monthly during the academic year.

B4.2 Admissions and Recruitment Committee

Charge:

The Admissions and Recruitment Committee shall maintain an ongoing review of admissions standards used for admitting students into the college and shall make appropriate recommendations concerning admissions procedures to the faculty. The committee shall meet monthly and more frequently as needed.

Membership:

The committee shall be composed of seven (7) faculty members. Three (3) faculty members of any rank elected by each department and one (1) faculty member elected at large by the college. The term of office shall be three (3) years.

C4.3 Assessment Committee

Charge:

The Assessment Committee works with the Office of the Dean to ensure that the college complies with University assessment standards, policies, and procedures.

Membership:

The Assessment Committee shall be comprised of two (2) faculty of any rank from each department in the college. The term of office shall be three (3) years.

D4.4 The Alumni, Honorary Degrees, and Distinguished Faculty Committee

Charge:

The Alumni, Honorary Degrees, and Distinguished Faculty Committee shall identify persons who have attained esteemed artistic/scholarly achievements, contributed significantly to the wellbeing of humanity, and brought honor to Howard University. The committee shall identify and set standards for merit and merit-based acknowledgements and awards and shall solicit faculty and other sources for the names and curriculum vitae of persons to be recommended for college and University honors. The committee shall evaluate nominations and select persons who have distinguished themselves in teaching, scholarship, service, and overall excellence. In the case of Honorary Degrees, the committee will forward nominations to the dean of the college who will consider and make recommendations to the University's President and Board of Trustees.

Membership:

The Alumni, Honorary Degrees, and Distinguished Faculty Committee members shall be elected by the college and will be comprised of two (2) professors, two (2) associate professors, two (2) assistant professors, two (2) career status track faculty of any rank (i.e., probationary career status track lecturers, career status senior lecturers, or career status principal lecturers), and two (2) students. The term of office shall be three (3) years.

E4.5 Judiciary Committee

Charge:

The Judiciary Committee shall hear and dispose of all cases of alleged academic infractions (e.g., academic cheating, plagiarism, copy infringement) in accordance with procedures established in the Academic Code of Student Conduct.

Membership:

The committee shall be elected by the college and will consist of three (3) faculty members: one (1) professor, one (1) associate professor, and (1) assistant professor. The term of office shall be three (3) years.

F4.6 Nominations and Elections Committee

Charge:

The Nominations and Elections Committee shall prepare annually a slate of candidates for membership on the standing committees in the college. The committee shall conduct the nomination process and elections consistent with *Robert's Rules of Order Newly*

Revised. The Nominations and Elections Committee shall conduct elections to the standing committees at the first regular faculty meeting of the academic year.

The Nominations and Elections Committee shall conduct elections of the college's representative to the University's Faculty Grievance Commission (FGC). No faculty member can serve more than two consecutive two-year terms on FGC, although subsequent reelection is permitted. Administrative officers, department chairs, assistant chairs, or associate deans may not serve on the FGC.

The Nominations and Elections Committee shall also conduct elections of the college's representative and alternate to the Faculty Senate. No faculty member can serve more than two consecutive two-year terms, although subsequent reelection is permitted.

Administrative officers, department chairs, and assistant or associate deans may not serve as representatives to the faculty senate. Deans who hold faculty positions, including associate and assistant deans, are ex officio non-voting members of the faculty senate.

Membership:

The committee shall be elected by the college and will consist of six (6) faculty members: two (2) professors; two (2) associate professors; one (1) assistant professor; and one (1) probationary career-status-track lecturer, career status senior lecturer or career status principal lecturer. The term of office shall be three (3) years.

G4.7 Sabbatical Leave Committee

Charge:

The Sabbatical Leave Committee shall review sabbatical leave applications and make recommendations whether a Sabbatical Leave application should be approved to the dean.

Membership:

The Sabbatical Leave Committee shall consist of three (3) tenured faculty members. The term of office shall be three (3) years.

H4.8 Technology Committee

Charge:

The Technology Committee shall advise the dean on technology policy and formulate a

strategic technology plan for consideration by the college. The committee shall monitor and update plans after approval.

Membership:

The committee shall be composed of three (3) faculty elected by voted from each department. Committee members shall serve three (3) years.

Section 5.01 Ad Hoc Committees

The dean shall establish ad hoc committees as needed to address administrative needs or new programmatic initiatives of the college that are not under the charge of an existing standing committee.

Article VI: Chadwick A. Boseman College of Fine Arts Academic Departments

The academic departments in CABCOFA are:

Section 1.01 The Department of Art

Mission

The Department of Art offers exemplary instruction in the practice, history, and criticism of the visual arts and design. The department develops skilled and knowledgeable graduates who are prepared to compete for professional positions and engage in entrepreneurial endeavors as artists and designers. The Department of Art has a unique advantage and responsibility to reflect, affirm, and perpetuate the visual expression of the African American and African Diaspora experience.

Degree Programs:

Students in the Department of Art may major in concentrations that lead to the following degrees: The Bachelor of Fine Arts and Master of Fine Arts in Ceramics, Design, Electronic Studio, Fashion Design, Interior Design, Painting, Photography, and Sculpture.

Section 1.02 The Department of Music

Mission

The Department of Music attracts diverse students of high artistic and academic potential, providing for them a scholarly environment and musical experience of exceptional quality in performance, research, pedagogy, technology, therapy, and composition. The

department places particular emphasis on providing educational and cultural opportunities for individuals of the global community, with focus given to the musical contributions of the African Diaspora.

Degree Programs:

Students in the Department of Music may choose from the following professional degree programs:

- Bachelor of Music (BM) in Composition, Music Education, Music with Electives in Business, Music History, Jazz Studies, Jazz Studies with Electives in Music Technology, Performance, Music Therapy.
- Master of Music (MM) in Music Education, Jazz Studies, Performance.

Section 1.03 Department of Theatre Arts

Mission

Howard University's Department of Theatre Arts is dedicated to the continued growth and development of the African diasporic experience through the study and practice of the theatre arts. Employing research, experimentation, performance, and the education of emerging professionals, we nurture holistic, multi-hyphenate, collaborative, interdisciplinary dramatic arts creatives prepared to pioneer and lead aesthetic/cultural activism on the national and global stage.

Degree Programs:

Students in the Department of Theatre Arts may major in concentrations that offer the Bachelor of Fine Arts in Theatre Arts in Acting, Dance, Musical Theatre, Theatre Technology, and Theatre Arts Administration.

Section 2.01 Departmental Committees

Each department shall have the following committees: an Executive Committee, an Appointments, Promotions and Tenure (APT) Committee, and a Curriculum Committee. Additional standing or ad hoc committees shall be established by departmental faculty vote or by appointment by the department chair.

A2.1 Departmental Executive Committee:

The Executive Committee is composed of the Department Chair, who serves as

Committee Chair, and departmental area coordinators. The Executive Committee meets as needed to plan administrative and budgetary priorities for the academic year, to provide consultation to the chair with respect to faculty needs, particularly with respect to requests for sabbatical leave appointments.

The department chair shall forward the names of committee members to the Office of the Dean no later than two weeks after the first faculty meeting of the academic year.

B2.2 Departmental Appointment, Promotion and Tenure Committee

The departmental APT Committee shall review and make recommendations regarding appointments, reappointments, promotion, and tenure in departments in accordance with the *Faculty Handbook* and the college's bylaws. This committee reviews applications forwarded by the department chair via the University's Online APT Management System. The APT Committee shall be composed of all tenured faculty in the department. Committee members under review for promotion must recuse themselves from all deliberations and from voting on their own case. A committee member who has special connections, past or present, shall recuse themselves from participating in the case. The connections can include domestic or professional partnership, financial interests, or conflicts of interests. When considering applications for promotion from associate to full professor, the APT Committee shall consist of at least two full Professors and all tenured faculty members in the department. If the departmental APT committee does not have at least three faculty members eligible to vote, the Dean, in consultation with the faculty, may establish an ad-hoc committee with members from outside the department. To serve in review of promotion cases from associate to full professor, each ad-hoc committee member must hold the rank of full Professor.

The chair of the committee is elected by the committee and the name is forwarded to the department chair and Office of Dean no later than two weeks after the first Faculty meeting of the academic year. The department chair does not serve on this committee.

C2.3 Departmental Curriculum Committee

The Departmental Curriculum Committee shall maintain regular review of the departmental curriculum and make appropriate recommendations to the department chair, departmental faculty, college-wide Curriculum Committee, and the dean.

The Departmental Curriculum Committee shall consist of at least three (3) tenured and one (1) career status faculty members elected by departmental faculty vote. The Chair of the Committee is elected by the Committee and the name is forwarded to the department

chair and Office of the Dean no later than two weeks after the first faculty meeting of the academic year. The Committee shall meet regularly and vote on curricular changes in the department and report its votes at departmental faculty meetings. The term of office shall be three (3) years.

D2.4 Departmental Graduate Studies Committee

The Departmental Graduate Studies Committees in Art and Music shall set standards and monitor policies to improve the graduate program within their respective departments. The committees shall consist of the faculty who teach graduate courses in each department.

Committee members shall elect the chair of the committee and the name is forwarded to the department chair and Office of the Dean no later than two weeks after the first faculty meeting of the academic year. The Committee shall meet regularly and vote on curricular changes to the graduate program in their departments and report its votes at departmental faculty meetings.

Article VII. Summer Governance

If hiring is necessary during the summer months, tenured faculty have a responsibility to carry out their decision-making responsibility at the APT Department and College level. New faculty must be able to be hired in time for the fall term.

Article VIII: Recordkeeping Protocols

Section 1.01 Distribution of College-Wide Faculty and Standing Committee Meeting Minutes and Announcements

Approved meeting minutes and announcement of College-wide Faculty and Standing Committee meetings shall be distributed to the faculty. A hard copy of the approved minutes of college-wide faculty and standing committee meetings shall reside in the Office of the Dean and may be viewed by request.

Section 2.01 College-Wide Standing Committee Reports and Other Documents

Reports of Committees and other non-sensitive documents will be housed in a secure drive, e.g., Teams.

Section 3.01 Access to Electronic Mail

Faculty members in the college shall use their University issued email for all official business and correspondence. Alternative email addresses shall not be used to conduct the business of the faculty, e.g., faculty committees, faculty meeting notices; or sending faculty minutes.

Each faculty member in the college shall be given an e-mail address by the University. When communications are sent to that address, it shall be presumed that the faculty member has been notified of the matter that is the subject of the communication.

Article IX: Procedures to Amend the Bylaws of the Chadwick A. Boseman College of Fine Arts

These bylaws shall become effective when adopted by a majority of the faculty members in the college and approved by the President and the Board of Trustees of the University. The University requires updates to college bylaws every five (5) years or any time a new handbook is adopted by the University. If there is any inconsistency between the college bylaws and the *Faculty Handbook*, the provisions of the *Faculty Handbook* shall govern and control.

An amendment to the College Bylaws may be presented at any regularly scheduled faculty meeting, provided the proposed amendment is announced to the faculty in writing at least one week before the meeting. The announcement shall contain the exact wording of the proposed amendment. The proposed amendment shall be discussed at the meeting when it is presented. The proposed amendment may be voted upon at a future faculty meeting, or electronically without a meeting, no less than three business days after the initial discussion. A majority vote is needed for the proposed amendment to become adopted.

Section 1.01 Process to Revise the College Bylaws

The University requires updates to college bylaws every five (5) years or any time a new Faculty Handbook is adopted; therefore, the process to revise the college bylaws may include a Bylaws Committee to conduct this activity.

Section 2.01 Composition and General Rules of Bylaws Revision Committee

A2.1 Bylaws Revision Committee

Charge:

The Bylaws Revision Committee works with the dean to revise the Bylaws of the College when this action is required.

Membership:

The Bylaws Revision Committee shall be appointed by the dean and may be composed of a chair and members from each department with faculty representation at each rank: tenured, tenure-track, and faculty members governed by the current CBAs. The committee shall meet as necessary to complete the revision according to the established guidelines and timetable.