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UNIVERSITY OF MISSOURI-KANSAS CITY

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BYLAWS  
OF THE  
UMKC  
CONSERVATORY

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## PREAMBLE

The UMKC Conservatory is a School of the University of Missouri-Kansas City. As such, it functions and operates with the authority delegated by the Board of Curators of the University of Missouri through the President of the University of Missouri and the Chancellor of the University of Missouri-Kansas City. The Office of the Dean is the responsible administrative unit for the UMKC Conservatory.

The Dean or a designated representative is recognized to represent the UMKC Conservatory in the implementation of the express intention of the faculty and in other appropriate business within the University. The faculty of the UMKC Conservatory has certain responsibilities and must make appropriate recommendations and arrive at decisions using orderly, concise procedures. This document provides for the internal organization of the faculty and specifies the structure and processes for conducting faculty business.

## ARTICLE I: ORGANIZATIONAL STRUCTURE OF THE FACULTY

- A. As provided by the governing documents of the University of Missouri-Kansas City, the faculty of the UMKC Conservatory consists of the President of the University, the Chancellor, and regular and non-regular members. For the purposes of these bylaws, regular or non-regular status is based upon the designation found on the faculty member's appointment document.
  
- B. The faculty is organized into groups of shared academic and artistic activity constituted by the Dean of the Conservatory and referred to as Divisions. Chairs of the Divisions are appointed by the Dean with input from the Division faculty and submitted to the Provost for approval.
  
- C. The Division Chairs shall:
  - 1. Be the chief liaisons between their Divisions and the administration of the Conservatory and UMKC.
  - 2. Be responsible for holding regularly scheduled divisional meetings, calling special meetings as needed, and maintaining written records of each meeting, submitting those records to members of the Division and the Advisory Committee within one week after each meeting.
  - 3. Be responsible for recruiting, retaining, developing, supervising, and evaluating faculty in their division.
  - 4. Assign appropriate workloads for each faculty member in their Division in consultation with Area Coordinators.
  - 5. Collaborate with the Dean on making budgetary decisions and resource allocations for their Division.

- D. There shall be one elected representative body known as the Advisory Committee and three standing Faculty Committees for the Conservatory: the Promotion and Tenure Committee, as provided for in the UMKC Governing Practices; the Curriculum Committee; and the Artistic Committee.
- E. Ad hoc committees may be formed by the Advisory Committee or the Dean.

**ARTICLE II: VOTING FACULTY**

- A. Voting Faculty: The voting faculty of the UMKC Conservatory shall consist of all persons who hold regular academic appointments, either tenure track or tenured; and non-tenure track (NTT) faculty provided they hold appointments that are .75 FTE or greater and of at least nine (9) months duration.
- B. The voting faculty of the Conservatory shall organize the curriculum, recommend degrees, and establish procedures and policies governing the work of the Conservatory as provided by the governing documents of the University of Missouri-Kansas City. The voting faculty of the Conservatory empowers the Curriculum Committee to make decisions regarding the curriculum unless the Curriculum Committee recommends to the Advisory Committee any curricular matters they deem need consideration by the full voting faculty. (see Article IV.A) Matters of school policy and/or regulations shall be discussed among Divisions, standing committees, or ad hoc committees and brought before the full faculty. Each item of business passed by the faculty should include specific recommendations for action, proposed date of implementation, and an indication of staffing and/or funding implications.
- C. The faculty recognizes the right of non-voting faculty, including Graduate Teaching Assistants and Lecturers, to establish their own systems of organization. While not considered a part of the voting faculty with the rights and privileges assigned to that group, non-voting faculty shall be entitled to make recommendations to any Conservatory faculty committee.

**ARTICLE III: THE ADVISORY COMMITTEE AND OFFICERS**

- A. The Advisory Committee shall consist of the Faculty Chair and a representative from each Division. Members of the Advisory Committee shall be voting faculty whose principal roles and responsibilities are teaching and

research/creative activity. The Faculty Chair will also serve as one of the Conservatory's two Faculty Senators to the UMKC Faculty Senate.

- B. Members shall serve staggered three-year terms.
- C. No member of the Advisory Committee may serve more than two consecutive terms unless a third term is endorsed by a vote of the faculty.
- D. Election of the members of the Advisory Committee shall begin, in years when a Faculty Chair is elected, with election of a Faculty Chair before April 1. After the Faculty Chair has been elected, each Division shall hold intra-divisional elections to determine the four Divisional members of the Advisory Committee. The Division Chair shall prepare a list of eligible and willing nominees consisting of all voting faculty within the Division whose principal roles and responsibilities are teaching and research/creative activity. Division representatives for Advisory Committee membership shall be elected by secret ballot, counted by two division members at the time of voting. All voting shall be completed by April 15 and results shall be announced to the full faculty as soon as possible. (For election of the Chair, see Article III.G.2.)
- E. If any member of the Advisory Committee cannot complete their term of office, the Division represented shall hold a special election in the manner specified in Article III.D. If said member had been an officer, the Advisory Committee shall elect a new officer in the manner specified in Article III.G.2.
- F. The Advisory Committee has two functions: first is to provide oversight to and facilitate the execution and implementation of normal faculty business, including, but not limited to, matters of curriculum, bylaws, faculty policy, and committee membership and function; second is to serve in an advisory capacity for the Dean in budgetary, academic, and artistic matters. The Advisory Committee shall:
  - 1. Supervise the elections and appointments for all standing committees in the spring of each academic year and present to the faculty any change of membership in the faculty committees. The Advisory Committee shall supervise elections for the Promotion and Tenure Committee as provided in Article IV.C.1. In addition, the Advisory Committee will solicit nominees from the faculty at large to identify individuals to fill openings on the Curriculum Committee and the Artistic Committee and will appoint faculty to fill any open positions. When feasible, in the year before consideration for tenure, non-tenured faculty members shall not be asked to serve on committees.
  - 2. Prepare the agenda for all Conservatory meetings except for those called by the Dean.

3. Implement decisions of the faculty and exercise such other powers as from time to time are granted it by the voting faculty.
4. Provide for the immediate updating of the bylaws as distributed whenever amendments are adopted.
5. Meet twice a month for general faculty business and may meet with the Dean in an advisory capacity as needed. The Dean and the Faculty Chair prepare agendas for these advisory meetings jointly. These advisory meetings fulfill two functions:
  - a. The Committee presents to the Dean matters of concern which have been brought to the Committee; and
  - b. The Dean presents matters of concern to the Committee for discussion and appropriate action. These matters may in turn be forwarded by the Advisory Committee to appropriate faculty members or groups for further discussion and/or action. Results of these discussions and/or proposals may be returned to the Dean directly or via the Advisory Committee.
6. Meet with the Dean once a semester regarding the Conservatory budget. The Committee shall share budget information with the faculty of the Conservatory and advise the Dean regarding objectives and funding priorities as well as necessary budgetary allocations to achieve those objectives.
7. Serve as an advisory committee, at the Dean's discretion, on all written grievances from Conservatory students, as defined in the Conservatory Grade Appeals Procedure, on personal and academic matters. Any grievances based on race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law will be sent to the appropriate university office.
8. Be available as a whole or, as appropriate, represented by the Chair to confer with and advise all officers of the administration as defined in the governing documents of UMKC on all matters within the jurisdiction of the voting faculty, and make appropriate recommendations to those officers.
9. Ensure that all Conservatory activities ascribe to the mission, vision, and values of the Conservatory.

## G. The Faculty Chair

1. The Faculty Chair shall have been a regular member of the UMKC faculty for five years at the time of election. The Faculty Chair shall be elected for a three-year term and may serve an additional term if willing and duly elected by the full faculty according to the provisions of Article III.G.2.
2. In years when a Faculty Chair is to be elected, the outgoing Advisory Committee shall administer an election by secret ballot with the full faculty prior to April 1. The ballot shall contain the names of all voting faculty willing to serve whose principal roles and responsibilities are teaching and research/creative activity. Each voting faculty member shall vote for one person. Ballots shall be counted by two members of the outgoing Advisory Committee, and the person receiving the most votes shall be designated Chair. In the case of a tie, a new ballot shall be distributed to break the tie between these faculty members.
3. If the Faculty Chair does not complete their term of office, a special election, administered by the remaining members of the Advisory Committee under the leadership of the Vice-Chair, shall be held in the manner specified in Article III.G.2. as soon as the vacancy is known. If the newly-elected Faculty Chair is already a member of the Advisory Committee, the Division formerly represented shall hold a special election in the manner specified in Article III.D. to replace the Divisional representative.
4. The Faculty Chair shall:
  - a. Be the regular presiding officer at all faculty meetings, except for those called by the Dean.
  - b. Be the regular presiding officer of the Advisory Committee.
  - c. Serve as one of the Conservatory's Faculty Senators to the UMKC Faculty Senate.
  - d. Prepare and verify the voting list of eligible Conservatory faculty to be used in electronic elections.

## H. Faculty Vice-Chair shall:

1. Be elected from among the members of the Advisory Committee.
2. Assume the duty of the Chair in the latter's absence.

## I. The Faculty Secretary shall:

1. Be elected from among the members of the Advisory Committee.

2. Be responsible for recording the minutes of all faculty meetings.
3. Distribute minutes of the last Conservatory meeting to all Conservatory faculty, staff, and administrators within 48 hours of the meeting.
4. Be responsible for maintaining a current archive of business transacted by the faculty and passing along this archive to their successor.
5. Maintain a file of formally generated and submitted reports and records of faculty, divisional, and committee meetings, and update the Conservatory bylaws.



## **ARTICLE IV: FACULTY STANDING COMMITTEES**

The three Faculty Standing Committees shall be Curriculum, Artistic, and Promotion and Tenure. Members of the Artistic and Curriculum Committees will be nominated by the Advisory Committee, presented to the Dean, and ratified by the faculty as described in Article III.F.1. of these bylaws. The faculty will elect the Promotion and Tenure Committee from a slate of eligible and willing faculty according to guidelines of Article IV.C.1. Respective committees will elect chairs at the end of the spring semester to begin serving in the following fall semester, and members must have completed at least one year of service on a given committee to be eligible to serve as its chair. Faculty terms for all committee memberships will be three years. Members may succeed themselves for additional terms on any committee if they express willingness to serve and are duly elected according to procedures specified in these bylaws.

- A. The Curriculum Committee will oversee all matters relating to Conservatory curriculum and shall:
  1. Receive, review, and recommend to the appropriate campus committee all matters pertaining to curriculum content, policy, and regulations. If the Committee deems it necessary, it can recommend to the Advisory Committee any curricular matters for consideration by the full voting faculty.
  2. Consist of one representative from each Division and one at-large member. In addition, the committee shall include three ex officio members: the Associate Deans for Undergraduate and Graduate Studies and the Student Services Manager who shall contribute to deliberations, but shall not have voting privileges.
  3. Prepare formal notes of each meeting and distribute these to the members of the Advisory Committee, Division Chairs, and Conservatory administrators within one week after each meeting.
  4. Serve staggered terms of three years.
- B. The Artistic Committee will lead the conceptualization of artistic projects over multiple years and shall:
  1. Consist of three voting faculty members representing dance, music, and theatre and elected by the voting faculty of each artistic discipline. The Director of Production and Associate Dean of Performance/Operations shall serve ex officio. Members of the committee will serve staggered terms of three years and will annually elect their own chair who will be responsible for convening the committee and presenting reports to the faculty.

2. The Artistic Committee will meet monthly and provide a monthly report to the faculty. At the March faculty meeting, the Artistic Committee will give a report to the faculty concerning the artistic events for the coming academic year.
3. The Artistic Committee will help coordinate artistic events that stretch across the areas of the Conservatory.
4. The Artistic Committee will lead the conceptualization of artistic projects over multiple years and will work toward budgeting for those large projects by meeting with the Dean and appropriate staff members.

C. The Promotion and Tenure Committee (PTC) shall:

1. Consist of five voting faculty members holding the rank of Professor whose principal roles and responsibilities are teaching and research/creative activity and are elected by the members of the Conservatory voting faculty. In the event an insufficient number of full professors are available or willing to serve on the PTC, tenured Associate Professors having at least five years of service in the Conservatory may be elected to serve an unlimited number of one-year terms until an eligible Professor is elected to serve. Associate Professors may not participate in deliberations or vote in cases involving faculty being considered for promotion from Associate to Professor.
2. Members elected to the PTC will serve staggered terms of three years and may succeed themselves as long they are willing to serve and have been duly re-elected by the Conservatory Voting Faculty.
3. The PTC will elect a Chair and Vice-chair annually. The Vice-chair must have at least one year remaining of their term and will assist the Chair in carrying out the work of the PTC. Both Chair and Vice-chair must be full professors. While observing this stipulation, however, the members of the PTC should strive, over time, to distribute leadership of the committee to all eligible members in turn. Optimally, the Vice-chair will succeed the Chair after one year, and a new Vice-chair be elected, who will become Chair the following year. The same individual shall not directly succeed themselves as Chair more than once, for a total of two consecutive years as Chair.
4. The PTC will consult with the Conservatory Dean to review annually the criteria for evaluation of faculty. The PTC will present recommendations for possible revisions thereof to the Conservatory Voting Faculty for ratification. This shall include all processes and documents used as part of formal evaluations of faculty.

5. The PTC will make recommendations for faculty promotion and tenure to the Dean of the Conservatory in accordance with established UMKC guidelines governing promotion and tenure.
6. The PTC will complete Mid-Tenure Reviews of probationary faculty in accordance with established UMKC guidelines governing Mid-Tenure Review of tenure-track faculty members.
7. The PTC in consultation with the faculty member and their Division Chair will appoint a Mentoring Committee for each tenure-track faculty member and announced candidate for promotion and/or tenure. Any tenure-track faculty can request a Mentoring Committee at any time. The Mentoring Committee will be comprised of a mentor, an Associate/Full Professor in the faculty member's Division and an Associate/Full Professor not in the faculty member's Division. This committee will meet with the faculty member annually to discuss the faculty member's progress toward promotion and/or tenure and to develop a plan for the next academic year. The Mentoring Committee will submit a written report annually to the faculty member which can be included in their annual report.

#### **ARTICLE V: UMKC FACULTY SENATORS**

The Advisory Committee shall administer election of Conservatory members of the UMKC Faculty Senate. Only voting faculty, as outlined in the UMKC Collected Rules and Regulations 300.020.C.1 are eligible to be senators. The term is three years for elected senators and senators may serve unlimited successive terms if they express willingness to serve and are duly elected by the Conservatory voting faculty.

#### **ARTICLE VI: CONSERVATORY MEETINGS**

- A. Regular meetings of the Conservatory faculty, staff, and administration shall be held monthly on the call of the Faculty Chair or the Advisory Committee except as otherwise provided in the UMKC governing documents but excluding those who are enrolled as degree-seeking students at the Conservatory. Departures from the foregoing may be made for good cause.
- B. Special meetings of the voting faculty may be called at any time by the Faculty Chair, the Advisory Committee, the Dean, or the Chancellor except as otherwise provided in the UMKC governing documents.

- C. General meetings of an informational nature may be called and designated as such by the Faculty Chair, the Advisory Committee, or by the Dean. At these meetings no business is to be transacted.
- D. Notice of the time, place and proposed agenda items for a meeting of the Conservatory called by the Faculty Chair shall be given by the Faculty Secretary at least seven days prior to the date of the meeting by electronic mail, addressed to each member of the Conservatory faculty, staff, and administration. In the event of an emergency, found to be such by the Advisory Committee, the foregoing notice requirements may be dispensed with and notice given to members of the Conservatory in the most feasible manner.
- E. A quorum for the transaction of business shall consist of a majority of the voting faculty. With a quorum present, the vote of a majority of those present and voting shall constitute the vote and decision of the faculty. If proper notification of a meeting has been given as per section D. of Article VI, and a quorum is not present, the chair, with a majority vote of faculty present, can determine that an electronic vote on the issue better serves faculty governance, or may elect to continue with business. If, at any time, a member of the voting faculty present calls for a quorum count, and a quorum is found not to be present, the item in question will be tabled until the next meeting. The Advisory Committee may present endorsement and ratification issues as electronic ballots. In these cases, the vote of a majority of the voting faculty will be required to constitute a decision of the faculty.
- F. Except in emergencies, business at a faculty meeting shall be transacted in accordance with an agenda approved by the Advisory Committee, which shall include all items recommended by any Faculty Committee, Division of the Conservatory, by any five members of the voting faculty, or by the Administration. Agenda items should be submitted to the Advisory Committee at least seven days prior to regularly scheduled faculty meetings.
- G. Business shall be conducted in accordance with Robert's Rules of Order. The presiding officer may call for a secret ballot on any question and shall do so if a majority of the voting faculty present is in agreement with the call.
- H. Copies of the minutes of each meeting shall be supplied to all members of the Conservatory faculty, staff, and administration within 48 hours of the meeting by the Faculty Secretary.

**ARTICLE VII: SELECTION, REVIEW, PROMOTION AND/OR  
TENURE OF FACULTY MEMBERS**

A. Selection:

1. The Dean shall inform the Chair of the appropriate Division whenever a new faculty member is being sought. (see Article I.C.3)
2. Upon notification that a new faculty member is being sought, the appropriate Division Chair shall meet with the members of the Division and appropriate others as determined by the Division Chair to draw up criteria for the hiring of the new faculty member.
3. The above-mentioned faculty shall then participate in the selection of the new faculty member, as provided for in Section 300.020 D.3.c. of the University of Missouri Collected Rules and Regulations which states: "As a general policy all academic staff appointments to a School Faculty shall be made after the Dean of the school has received a written recommendation from an appropriate department committee or equivalent teaching unit. The Dean shall forward the recommendation of the committee with his/her own recommendation to the Chancellor."

B. Review:

1. The Division Chair and Dean shall review the work of all Conservatory faculty holding a .75 or higher appointment annually.
2. The Division Chair's review is returned to the faculty member for review and rebuttal before being sent to the Dean for final review. In the case of an unsatisfactory post-tenure review, the Division Chair's review shall be forwarded to the Promotion and Tenure Committee before being sent to the Dean for final review.
3. Members of a Division shall complete an annual survey on the quality of the administrative work by their Division Chair. The results of that survey shall be forwarded to the Dean who shall review the Division Chair for their administrative work and their faculty appointment (in cases where there is one).
4. If it is determined by the Dean that a faculty member's contract will not be renewed, the Dean shall notify the faculty member in accordance with Section 310.020 F of the University of Missouri Collected Rules and Regulations.

C. Promotion:

1. The promotion and tenure process for the Conservatory shall follow the guidelines put forward in Chancellor's Memorandum #35.

**ARTICLE VIII: AMENDMENTS TO THE BYLAWS**

A. Amendments to the bylaws may be made as follows:

1. Amendments may be proposed by at least five voting faculty members and must be submitted in written form as an agenda item to the Advisory Committee.
2. The proposed amendment must be read at a regular Conservatory meeting prior to the meeting at which the amendment is to be voted upon.
3. The proposed amendment must be published and sent to all voting faculty members at least one week before voting is scheduled.
4. The proposed amendment must receive an affirmative vote of two-thirds of the members present and voting to be effective.
5. The vote on any amendment may be once delayed until the next regular faculty meeting by a petition signed by regular or non-regular faculty members.

**APPENDIX A: STATEMENT OF INTERPRETATION GOVERNING  
PROMOTION AND TENURE COMMITTEE ELECTIONS\***

- A. Anyone not elected for a full-three-year term is eligible for election.
- B. Anyone elected to a full three-year term who takes an official leave of absence will return to complete it if one or more academic years remain to expiration date. Only full academic years (August through May) are considered, and a substitute's term may overlap the regular member's presence at the Conservatory.
- C. Plans by a faculty member for an official leave of absence, while still eligible to be on Faculty Committees, should be made known to the Advisory Committee to avoid, if possible, replacing a faculty member in the middle of a membership term.

\*This resolution, revised May 1990, was adopted by the Conservatory faculty in its meeting of April 4, 1972 and is not a formal part of the Conservatory bylaws. The elections in question are those specifically adopted for the Conservatory Promotion and Tenure Committee.

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