

The University of Michigan Technological University
Proposal 01-27

Charter for the Department of Visual and Performing Arts

The faculty and staff of the Department of Visual and Performing Arts adopt this charter for the operation of the department, its mission, organization, and principles of self-governance.

Philosophy:

As the faculty and staff of the Department of Visual and Performing Arts, we are committed to thinking innovatively to achieve our fullest potential as individuals and as a department. We understand that optimal results occur when both individual and group goals are attained. We seek to establish and maintain an inclusive, positive working environment of mutual respect for one another. While we cannot succeed without each other's support, we remain responsible for our individual success. As faculty and staff, we have the right to be heard, respected, and valued by one another, and we share responsibility for department success. We have the right to expect the University, through the department, to support our professional development. We are responsible to communicate openly, to voice opinions, and to act in a professional, collegial manner. As members of the faculty and staff, we have a direct impact on the department and University every day. Department faculty understand that the roles of a teaching artist are unique on this University campus, perhaps even more distinctive than on most American campuses because of the multi-disciplinary composition of the department.

As artists, scholars, and teachers we have the special opportunity to expand human understanding and to empower our students to do so for themselves and their generation. Therefore, we are responsible to practice our profession with personal integrity and respect, seeking the greatest personal growth and just outcomes for our students as well as our colleagues.

We establish this charter to specify the guidelines, principles, and structures we will use to facilitate the creation of the department culture we seek.

Mission Statements:

Department Mission Statement:

The Department of Visual and Performing Arts at Michigan Tech cultivates the creative and technological capacity of individuals and the University to make art with and for our community—in Michigan’s Upper Peninsula and beyond.

We engage at the intersection of art and technology to develop a depth of inquiry and reflection; to foster an inclusive community of creative individuals, artists, and craftspeople; and to encourage original research, bold creativity, and spirited debate on the subject of human existence.

Rozsa Center for the Performing Arts Mission Statement:

The Rozsa Center cultivates a vibrant and connected community through **arts** events that bring the campus and the community together.

In an effort to fulfill these missions, we as a department:

- Produce works of art for local, regional, national, and international audiences.
- Provide instruction and practical application for students in professional degree programs.
- Provide opportunities for performance and practice in visual and performing arts at various levels of competency for all Michigan Tech students and members of the Keweenaw community.
- Support the education of all students attending the university by providing opportunities to experience and appreciate the arts in the context of world culture.
- Provide students with opportunities to participate in the professional culture of their discipline.
- Assist in establishing the reputation of Michigan Tech as a technological university in the broadest application of the concept.
- Support the professional development of department members as artists, scholars, and teachers, within the means of the department and university.
- Create and operate trans-disciplinary and discipline-specific programs which provide opportunities for unified artistic endeavor and collaboration, as well as artistic and technical competence.
- Operate in a fiscally responsible manner consistent with university policy.

1. Procedure for Updating the Charter:

Approval:

The charter is adopted or amended by a vote of the full-time faculty and staff. A two-thirds majority is required for adoption.

Process of Amendment:

Any member of the full-time faculty or full-time staff may propose amendments to the charter at any time through the following procedure.

- A written amendment and rationale is submitted to the department chair from a faculty/staff member.
- The department chair presents the amendment and rationale at a department meeting scheduled to enable attendance by all staff and faculty.
- The department chair will call for a motion to vote on the amendment. All amendments to the charter will be adopted by ballot.
- The department chair or a member of the department may move that the amendment be discussed by an ad hoc committee made up of a representative from each division and one member of the staff. The committee will consider the amendment and verify that it does not contradict established University policy. The committee will recommend the acceptance or rejection of the amendment to the department faculty and staff, specifying the rationale for the recommendation. The committee will deliberate in accordance with the direction given in the Department Policy and Procedure on Committee Operations (see Department Operations Document).
- If the amendment was referred to committee, the department chair will conduct a discussion of the recommendation in a department meeting and call for a motion to vote on the amendment.
- If passed, the department coordinator will forward the amendment to the University Senate to initiate the institutional review process by which amendments can be added to the charter.

Process of Revision:

The charter may be completely revised by two methods:

1. Any voting member of the department may request a revision of the charter. In a department meeting the full-time faculty and staff will vote on whether or not to take such action.

- The department can delegate revision to the department chair, to the department chair and a committee, or to a committee as appropriate for the extent and content of the revision. The department will participate in a transparent process of suggesting changes to the charter.
 - When the revision has been completed by the assigned party it will be presented for discussion in a department meeting. Amendments or other changes may be proposed in that department meeting.
2. At a following department meeting the department chair will call for a motion to vote on the revised charter. All non-editorial revisions to the charter will require a ballot. The department will revise the document to comply with University policy. Such a revision will be treated as an amendment.
- The department chair will notify the department of any changes to comply with university policy. University policy takes precedence over department policy.
 - Every third year from the year of approval, the department faculty and staff will assemble an ad hoc committee of five individuals, including one from each division and at least one staff member, to review the charter in relation to University policy as a means of regular, comprehensive review.

2. Duties and Responsibilities of the Department Chair

The selection and evaluation of the department chair will be conducted in accordance with University policy (see Senate Procedures 805.1.1 for searches and 506.11 for reviews). The Chair Review Committee will consist of one representative from each department division and at least one full-time staff member.

The department chair is to provide leadership to the faculty and staff in developing a vision for the future of the department, establishing a plan to realize that vision, and working with the faculty and staff in executing the plan. The department chair will supervise the operation of the department through transparent creation, communication, and execution of the department administration. Some of the areas include:

- Organization and overall supervision of department staff.
- Creation, execution, and transparent reporting of the department budget.
- Supervision of the hiring, position creation and reclassification processes for faculty and staff.
- Creation, communication, and execution of a transparent evaluation system for annual evaluation of faculty and staff performance including recommendations for promotion and tenure and salary adjustments for merit.

- Provision and communication of a transparent system for the professional development of faculty and staff.
- Creation of peer review lists for tenure and promotion reviews conducted by the Tenure, Promotion, and Reappointment (TPR) Committee and in accordance with University guidelines.
- Assignment of faculty responsibilities with regard to administration, service, and teaching.
- Assignment of departmentally-sponsored and maintained spaces.
- Appointment of faculty to department, college, and University committees and to the University Senate with the consent of the faculty and staff.
- Coordination of scheduling various department activities with input from faculty and staff.
- Provision for ongoing program development for all divisions and provision of equal opportunities for all divisions to thrive.
- Provision for record keeping systems, which includes the protection of personnel information.
- Coordination and collaboration with the dean, the College Council, the Academic Forum, and other administrative units in advancing the interest of the department, college, and University.
- Support of department marketing with the department marketing manager and other faculty and staff.
- Collaboration and support for faculty and staff on efforts toward grant-writing and development activities in the department.
- Leadership of recruitment efforts within the department, in coordination with the faculty, staff, the college, and admissions staff.
- Leadership of fundraising and development efforts in the department, including outreach to alumni.

The duties of the department chair should be executed in a manner which:

- Considers multiple viewpoints and supports an open communication environment.
- Demonstrates respect and inclusion of all faculty and staff members.
- Provides recognition and support for all disciplines within the department.
- Provides transparency in departmental decisions.
- Shares facts in a consistent and clear manner.

3. Procedures Relating to Department Tenure, Promotion, Reappointments, Professional Development, Evaluation, and Merit

The department chair and the Tenure, Promotion, and Reappointment (TPR) Committee are responsible for executing their assignments in the department and University policies on promotion, tenure and reappointment. (See Section 8 for definition of committee and chair roles and procedures.)

Process:

The faculty development process is created by the department chair and the Tenure, Promotion, and Reappointment (TPR) Committee and approved by the faculty.

Tenure, Promotion, and Reappointment System (TPR):

University policy for Tenure, Promotion, and Reappointment (for tenure-track faculty) requires annual reviews. The reappointment process is defined in Section 2.1 of the Faculty Handbook.

An annual professional development plan and the Faculty Activity Report (FAR) provide the orderly means of moving through this series of reviews and the establishment of a body of work reviewed from the perspective of qualitative and quantitative standards within an open system of evaluation.

Letters of appointment will be prepared in accordance with University policy as expressed in Faculty Handbook Appendix I: Tenure, Promotion and Reappointment Procedures.

Copies of the professional portfolio will be sent to reviewers who are professionally qualified and are employed by academic institutions. Reviewers are selected through the following process.

1. The department chair will solicit external reviewers for tenure and promotion cases. In consultation with the TPR Committee the chair will develop a list of faculty, qualified by rank and tenure, from universities of comparable status to Michigan Technological University in the specialty of the faculty member seeking promotion or tenure. The chair will contact faculty on the list until they have found three to five who agree to perform the evaluation. From a list of possible external reviewers provided by the faculty member seeking tenure or promotion, the chair will secure the agreement of at least three faculty members from this list to conduct the evaluation. The chair will then provide the list of potential evaluators to the TPR Committee. The TPR Committee will select five

external reviewers; two will be from the faculty member's list and three will be from the chair's list.

2. The chair will provide the external reviewers with the faculty member's portfolio and ensure the return of the evaluations to the committee.

Portfolio Description-Promotion to Associate Professor

The portfolio for promotion to Associate Professor with Tenure must demonstrate progress toward national recognition using the following evidence:

ONE - EXCELLENCE IN TEACHING

Teaching excellence within each discipline will use evidence based on:

- Annual teaching document such as syllabi or innovative course materials as desired;
- Annual narratives on teaching from the Faculty Activity Report;
- Student evaluations;
- Peer reviews by department and University faculty and staff and reviewers from other universities who observe faculty teaching;
- Other justifiable teaching materials;
- For faculty with experience prior to joining the department faculty, materials from previous teaching positions demonstrating development or continuing expertise is expected.

To support the development of materials for demonstrating teaching excellence:

In each year of the probationary period, tenure-track faculty members will receive, in addition to the chair's administrative review, a peer review from a colleague from their discipline or an outside reviewer. Faculty members are responsible to coordinate peer review support with their mentor, the chair, and/or the chair of the Tenure, Promotion, and Reappointment (TPR) Committee. The outside reviewer may be the Director of the Center for Teaching and Learning or a qualified faculty member from another department or another university. When these reviews reveal deficiencies in acknowledged good teaching practice, the reviewer, the chair, and members of the TPR Committee will provide advice and assistance, which will ideally lead to improved performance.

The chair and the TPR Committee will examine all reviews of teaching each year and provide evaluation as appropriate.

TWO - A BODY OF ARTISTIC/PROFESSIONAL WORK

Faculty will work toward national recognition through a balance of artistic, scholarly, and professional activities that demonstrate a current and continuing engagement with their discipline. Faculty must be active in at least **two** of the following activities (numbered 1-4):

1. University productions/events/exhibits that demonstrate high standards of professional work. The department will provide for regular internal and external review of these activities.
2. Professional work in one or more of the following:
 - a. commissions
 - b. compositions
 - c. concerts
 - d. consultations
 - e. events
 - f. exhibits
 - g. experiences
 - h. productions
 - i. publications
 - j. residencies
 - k. public art
 - l. other areas, as appropriate
3. Scholarship, including presentations, workshops, panels, publications, articles, books, or other areas, as appropriate.
4. Leadership, recognition, or significant participation and service in professional organizations relevant to the candidate's discipline(s).

As members of an interdisciplinary department, faculty are encouraged to expand upon their areas of expertise through intersection with areas beyond their primary disciplines. Promotion in studio art will use the Quality of Venues statement (see Appendix B) when evaluating creative work.

Professional work performed before joining the faculty is expected to be included in the portfolio. No student work in pursuit of a degree may be included.

In each probationary period, tenure-track faculty members will receive peer reviews of creative work from outside reviewers selected by the chair and the TPR Committee. This review may be based on a campus visit or by materials sent to the reviewer. Tenure-eligible faculty members are responsible to coordinate peer review support with their mentor, the chair, and/or the chair of the TPR Committee.

THREE - SERVICE

The service expectation for tenure-track faculty is engagement with one or two committees . While committee assignments are often made to allow new members of the faculty to learn the operation of the department and University, faculty should address the contribution they have made through committee work and individual projects they create or are assigned.

STATEMENT ON ADMINISTRATIVE DUTIES

Faculty who assume administration responsibility for the organization and operation of artistic programs or ensembles, exhibitions, public art, and academic programs will include an account of their stewardship. These positions are demanding of time, energy, and management skills and they are key to the success of the department; all of these activities are integral to the teaching and creative processes.

Department administrative service is the routinely completed organizational work necessary to support excellence in the production of creative endeavors for our audiences both on campus and beyond. There are parallels of administrative responsibility in all facets of the department that produce art experiences and learning opportunities for students.

Portfolio Description-Promotion to Professor

The portfolio for promotion to Professor must demonstrate the achievement of national and/or international recognition using the following evidence:

ONE - EXCELLENCE IN TEACHING

Continued excellent teaching as demonstrated by the same kinds of evidence for tenure and promotion to Associate Professor. Contributions to program development in the department and University as well as within the discipline would be an appropriate enterprise.

Tenured faculty members will receive a peer review of their teaching every three years conducted by the chair, a faculty member in their discipline, or an outside reviewer.

TWO - A BODY OF ARTISTIC/PROFESSIONAL WORK

Faculty will achieve national and/or international recognition through a balance of artistic, scholarly, and leadership activities that demonstrate a current and continuing engagement with their discipline. Faculty must be active in at least **three** of the activities identified for promotion to Associate Professor.

THREE - ADMINISTRATION/SERVICE

Tenured faculty members are expected to provide administrative leadership and service with greater frequency, making more significant contributions to the department, college, and University.

Portfolio Description-Instructional-Track Faculty

The portfolio for promotion to Associate Teaching Professor and Teaching Professor must demonstrate primarily excellence in teaching and meaningful participation in professional and department life.

ONE - EXCELLENCE IN TEACHING

Teaching will be evaluated using evidence based on the Faculty Activity Report, student evaluations, peer reviews by department and University faculty, reviews from other universities who observe faculty work, and other justifiable materials. For faculty with experience prior to joining the department faculty, materials from previous teaching positions demonstrating development of or continuing expertise is expected.

To support the development of materials for demonstrating teaching excellence:

Each year, instructional-track faculty will receive, in addition to the chair's administrative review, a peer review from a colleague from their discipline or an outside reviewer. Faculty members are responsible for coordinating their peer review, in collaboration with their mentor, the chair, and/or the chair of the Tenure, Promotion, and Reappointment (TPR) Committee. The outside reviewer may be from the Center for Teaching and Learning or a qualified faculty member from another department or another university. When these reviews reveal deficiencies in acknowledged good teaching practice, the reviewer, the chair, and members of the TPR Committee will provide advice and assistance, which ideally lead to improved performance.

The chair and the TPR Committee will examine all reviews of teaching each year and provide evaluation as appropriate.

See the VPA Annual Evaluation of Teaching Process as posted on the University Senate website in accordance with Senate proposal 22-18.

Materials for review might include:

- A self-evaluation;
- A summation of special training they have completed during the year;

- Peer review materials;
- Presentation of new course innovations;
- A statement of teaching philosophy and description of its ties to learning;
- Student comments from evaluations;
- Pedagogical and/or advising innovations;
- Mentoring;
- Program development;
- Pedagogical research.

TWO - ARTISTIC ENDEAVORS/PROFESSIONAL ENGAGEMENT/SERVICE (if assigned)

Instructional-track faculty are encouraged to engage in creating art, to pursue professional development opportunities, and to actively serve in the department. They may have diverse assignments as negotiated between the individual and the chair. The default expectation is a 4:4 teaching load without other assignments in service or research other than regular attendance and participation in meetings that involve curriculum and department governance. Course release may be granted to support creative activities, research, or significant service assignments in the department. Instructional-track faculty in studio art will use the Quality of Venues statement (see Appendix B) when evaluating creative work.

4. Faculty and Staff Roles in Governance

Definitions:

The department faculty – All persons teaching in the department whether full- or part-time.

Full-time faculty – All tenured, tenure-track, instructional-track faculty, professors of practice, and instructors teaching a full-time equivalent faculty load.

Full-time staff – All staff members with at least a .75 FTE appointment in the department.

Participation Rights:

All department faculty and staff regardless of part- or full-time status are invited to participate in discussions of department business and offer their expert advice.

Voting Rights:

The right to vote on matters of department business is extended to all full-time faculty and full-time staff unless otherwise specified in the department Charter. All full-time

faculty and full-time staff vote on the approval or revision of the department Charter. The right to vote on the granting of tenure is restricted to tenured faculty.

Voting Procedure:

Unless specifically stated otherwise, the terms “majority” or “two-thirds” vote refer to the percentage of all eligible voters on that issue.

A full-time administrative assistant will use their discretion to administer the electronic voting technology that enables anonymity and regulation of one vote per voter and a clear vote count. The ballot will list the position with start and end date of the term, or clearly state the ballot initiative or proposal. Nominations, elections, ballot initiatives, and proposals will be by secret ballot. Ballots will be distributed electronically by a department administrative assistant who will share the outcome with the department members upon close of the ballot. Ballots will be distributed upon approval of ballot content, form, and timeline by the department chair or the associate chair as delegated and defined in this charter.

Upon closing of the nomination ballots, nominees will be contacted by the department administrative assistant to confirm their acceptance of the nomination within five business days in order to be placed on the election ballot. Nominated candidates will supply a brief statement to be included on the ballot with the following information:

- Position and division or unit within the department
- Statement of reasons for running for office or seat and verifiable qualifications.

Ballots will be held open for a minimum of five business days and will occur during the regular fall or spring semester. Exceptions may be made for resignations or offices vacated early.

5. Procedures for Reviewing Requests for Sabbatical Leave

Faculty may apply for a sabbatical following University procedures. The chair will choose to support the applicant’s request based on the best interest of the department (including teaching and staffing considerations) and the professional development of the faculty member.

6. Emeritus/Emerita Status

Any member of the faculty may nominate a retiring or retired faculty member for designation as emeritus/emera under the guidelines of the university. The nomination should be in writing and must specify the distinctive hallmarks of the nominee’s career. The department recommendation to confer this honor requires support of two-thirds of

the full-time faculty. The chair and department administrator will transmit the request to the dean for approval by the administrative channels to the Board of Trustees.

7. Faculty Grievance Committee

The Faculty Grievance Committee will consist of three full-time faculty members elected at large by the voting faculty members of the department at the beginning of the academic year, plus one ex-officio member appointed from the human resources office. The committee must follow the grievance process based on Senate Policy 704.1.1 and outlined in the Faculty Handbook, Appendix C.

8. Department Committees

Department committees serve the educational and artistic mission of the unit. Faculty may be assigned to committees because of experience or expertise or as a professional development activity. Faculty may also volunteer to serve on committees.

The committee structure of the department will consist of standing committees and ad-hoc committees. Standing committees deal with issues of continuous concern while ad-hoc committees are formed to address issues outside the assignment of standing committees. The actions of all committees will conform to the policies and procedures of the University. Specific information pertaining to some committees may be contained in the Department Operating Document.

Standing Committees:

- 1) Standing committees are: Curriculum Committee; Tenure, Promotion, and Reappointment Committee (TPR); Grievance Committee; Safety Committee; and Division Committees;
- 2) Most committees will function on an annual basis. Members will function in that capacity for a term of one year, with the possibility of re-appointment. TPR Committee members will serve three-year terms, with the possibility of re-election.
- 3) Unless required by election, committee assignments will be recommended by the chair in consultation with the faculty and staff of the department. All non-elected committee assignments will be determined at the beginning of the academic year and presented at the annual department charge.

Curriculum Committee:

The Curriculum Committee will consist of a faculty member from each academic division and the department administrator. This committee will conduct the annual curriculum review and assist in the creation and review of the course schedule for the following academic year. The committee may also periodically review program curricula and department courses.

Tenure, Promotion, and Reappointment (TPR) Committee:

The TPR Committee has responsibility for tenure, promotion, and reappointment recommendations and the supervision of the faculty development and review process. The TPR Committee will consist of three faculty members, other than the chair, with a 50% or greater appointment in the Department of Visual and Performing Arts. Exceptions to the 50% appointment rule may be made when an upcoming tenure case demands expertise in a specific discipline, and when there are no eligible faculty members in the Department of Visual and Performing Arts with that expertise or when there is an insufficient number of eligible faculty at the appropriate rank in the department to constitute the committee as described. In such cases, one tenured faculty member from outside the department may be selected for service on the committee for a period of one year.

Only tenured faculty members are eligible to serve on the committee. Since this committee is involved in the evaluation of all faculty, election to the committee is done by all voting faculty. The department chair and those holding administrative appointments outside the department are not eligible for service. Members will serve for a term of three years, with the possibility of consecutive terms.

Safety Committee:

The safety committee will be chaired by the Department Safety Officer, usually the Faculty Technical Director or the Rozsa Production Manager. This committee will:

- 1) Maintain the liaison with the University Safety Office;
- 2) Recommend and conduct safety training and maintain records of that training;
- 3) Systematically review the department facilities for safety compliance and improvement, recommending alteration to improve unsafe situations;
- 4) Review accidents and recommend corrective action of hazards involved in the accident.

Department Academic Divisions:

Department divisions are organized by academic discipline. Membership of each division is determined by traditional disciplinary designations. Current divisions in the department are art, music, sound, and theatre. Divisions may include both faculty and staff members. Division directors are appointed by the chair in consultation with the faculty and staff of the department. Divisions will assist in creating production calendars, budgeting, marketing, donor cultivation, event production, facilities, audience building, minor curricula, and content on related portions of the department website. Other areas of oversight may be assigned.

Ad hoc Committees:

An ad hoc committee may be formed at any time during the calendar year as a need arises. Any departmental faculty or staff member may be asked to participate on an ad hoc committee that relates to her/his area of expertise. Ad hoc committees will continue to function until the project is complete or the issue is no longer of concern. Existing ad hoc committees may be reconstituted by the faculty/staff at the beginning of the fall term.

- 1) The need for such a committee and its composition should be agreed upon by the faculty/staff in a department meeting whenever possible.
- 2) Ad hoc committees may be appointed by the chair when a department meeting is impossible. Faculty/staff should be informed of such appointments in writing or electronically in a timely manner.
- 3) Committee chairs may be appointed by the department chair or selected by committee members at their first meeting.

Search Committees:

Search committees are a special version of ad hoc committees which operate in accordance with University policies and procedures as well as through an inclusive process of faculty participation.

- 1) The search committee chair and members will be appointed by the chair to represent relevant divisions of the department; the department chair will provide the committee its charge.
- 2) Members of the committee must have completed required University search committee training.
- 3) The search committee will proceed following the policies and procedures for a faculty search specified by the University.

- 4) The committee will present the position announcement to the faculty for review.
- 5) The committee will recommend a list of candidates for campus interview to the chair of the department for review and recommendation to the dean. The faculty will have access to the application materials (CV, cover letter, portfolio, etc.) of the candidates invited for a campus interview.
- 6) In collaboration with the department administrator, the committee will then conduct the interview process based on the policies and procedures of the University.
- 7) The committee will develop a list of acceptable candidates and a rationale for their determination.

Last Updates: January 9, 2026

Revision Approved by Department Faculty: May 1, 2026

Revision Approved by Dean of College of Sciences and Arts: May 8, 2026

Revision Approved by Provost: XXXX