ARIZONA STATE UNIVERSITY

SCHOOL OF FILM, DANCE AND THEATRE

BYLAWS

Adopted by unanimous vote of the faculty – September 25th, 2013

I. General

A. Preamble

1. The School of Film, Dance and Theatre is primarily constituted to educate and advise students in the histories, literatures, theories and practices of filmmaking, theatrical performance, dance, and related fields.

2. The School of Film, Dance and Theatre adheres to the guidelines set forth in the Arizona State University Faculty Handbook of Policies, Procedures, Regulations and Information (ACD Manual), the ASU Staff Personnel Policies & Procedure Manual (SPP), the Herberger Institute By-Laws and all other documents issued by the Board of Regents, Arizona State University, and the Herberger Institute for Design and the Arts. To the extent that any inconsistency may occur between (a) the bylaws of the School of Film, Dance and Theatre and (b) the policies, procedures and regulations established by the Board of Regents, Arizona State University, and the Herberger Institute for Design and the Arts, the latter shall prevail.

B. Mission

The School of Film, Dance and Theatre educates and advises students in the literatures, theories, histories, and practices of contemporary filmmaking, theatrical performance, dance, and related fields. Our teaching, research, creative activity, and professional service enrich the cultural life of the University, the community, the state, and the region, extending beyond our borders; and move the arts of theatre, dance, and film production into the future by building on their diverse histories and cultural contexts.
II. Governance of the School

A. The Director of the School of Film, Dance and Theatre is responsible for the general administration of the unit as outlined in the ACD Manual. Additional duties are described in this document. (The Flowchart of the School Administrative Structure is presented in Appendix A. See also Appendix B for Special Charges to the Director.)

B. The Associate Director shall support the Director, particularly in his/her responsibilities as Director of Undergraduate Studies. (Selection and responsibilities of the Associate Directors are defined in Appendix C.)

C. The Assistant Directors shall support the Director, particularly in his/her responsibilities related to the programming and artistic direction of the productions and public presentations of the School. (Selection and responsibilities of the Assistant Directors are defined in Appendix D.)

D. The Director of Graduate Studies shall support the Director, particularly in his/her responsibilities related to the admission, matriculation and curriculum of the graduate students of the School. (Selection and responsibilities of the Director of Graduate Studies are defined in Appendix F.)

E. For the purposes of these bylaws, “faculty” refers to full-time tenured, tenure track, clinical professors, lecturers, instructors and academic professionals with teaching responsibilities unless otherwise noted.

F. The responsibilities of the faculty of the School shall include, but are not limited to:
   1. the form of faculty governance at the unit level; the philosophy and goals of the unit;
   2. the scope and sequence for areas of instruction and general course content;
   3. requirements for matriculation, retention and degrees;
   4. recommendations for faculty retention, tenure, promotion, emeritus status and sabbatical leave through its elected personnel committee;
   5. recommendations for new faculty hires within the unit, principally through participation in ad hoc search committees;
   6. selection of members of certain standing committees and the Personnel Committee;
   7. enforcement of rules and procedures for academic discipline of students;
   8. following norms for teaching responsibilities established by the Herberger Institute for Design and the Arts;
   9. evaluation of student achievement within the School;
   10. evaluation of the faculty via its elected personnel committee;
11. other matters of concern to the faculty and staff.

G. Recommendations adopted by the faculty or its representative committees become effective upon approval or certification of the Director of the School.

III. Meetings

A. Faculty Meetings

1. Voting members of the faculty shall include:
   a. all tenured faculty members, who may vote on all issues within the jurisdiction of the School; and
   b. non-tenured faculty members, including clinical faculty, tenure track professors, lecturers, and instructors with an appointment greater than half time (.50 FTE), as well as visiting faculty with an appointment of one year or longer, who may vote on all issues but faculty tenure, promotion, and evaluation cases.

2. Faculty who are on leave of absence, including sabbatical leave, shall not have voting rights during their leave.

3. Non-voting members who may participate without voting at all open meetings include:
   a. other instructional staff including faculty associates and adjunct faculty members;
   b. staff;
   c. elected student representatives;
   d. academic professionals.

4. Faculty meetings shall be called as needed.

B. Faculty/Staff Meetings

1. Voting members at faculty/staff meetings will include all benefits eligible faculty, staff, and academic professionals.

2. Non-voting members may attend all open meetings and include:
   a. other instructional staff including faculty associates and adjunct faculty members;
   b. elected student representatives.

3. The unit’s faculty/staff shall meet two or more times per semester to conduct business.

C. General Policy for All Meetings

1. Methods of Voting
   a. Recommendations received from a School committee that require action by the faculty/staff have the status of a main motion and do not require a motion or a second to be considered.
2. Rules of Order

Meetings shall be conducted according to the latest edition of Robert’s Rules of Order. The School’s representative(s) to the Academic Senate shall act as parliamentarian(s) at Faculty and Faculty/Staff meetings.

3. Minutes

a. Minutes of the meetings shall be published prior to the next regularly scheduled meeting at which they will be subject to approval.

b. The minutes shall:
   i. include the names of those in attendance;
   ii. include the initials of those making motions and amendments and results of action item;
   iii. be submitted in draft form to the Director of the School for approval prior to distribution;
   iv. and be distributed to all members of the faculty/staff/academic professionals and the Dean of the Herberger Institute for Design and the Arts.

4. A “Notice of Meeting” stating the time, place and purpose of all faculty or faculty/staff meetings shall be provided to each member via e-mail at least two weeks in advance, if possible.

5. Agenda: The agenda of the meeting shall include approval of the previous meeting’s minutes, general information, committee reports, action items, old business, and new business.

6. Special Meetings: The Director of the School may call special meetings of the faculty or faculty/staff. The Director of the unit shall preside. In addition, the Director shall call a special meeting upon receipt of a written request from three (3) members of the voting faculty/staff. The purpose of the meeting must be stated explicitly and the meetings shall be limited to the stated purpose. In all cases, a notice for a meeting shall be distributed to all voting and non-voting members one (1) week prior to the meeting.

7. Quorum: A simple majority of the members of the voting faculty/staff shall constitute a quorum for meetings and all committees. A majority vote of those present shall constitute official action by the faculty/staff or committee if the quorum has been met.
8. The Director of the School shall preside over its meetings. The Associate Director, or
designee, shall act as presiding officer in the absence of the Director.

9. The School’s administrative assistant or alternate staff member shall:
   a. reproduce and distribute all documents necessary for School meetings;
   b. reproduce and distribute the agenda;
   c. prepare the minutes for review and distribution by the Director; and
   d. maintain a permanent file of the above listed items.

IV. Committees
   A. Standing Committees
      1. The Faculty Advisory Council
         a. This Council advises the Director on matters of policy, budget, general
            administrative issues, allotment of travel and research support funds, appointment
            of affiliate faculty, and the dispensation of School scholarships.
         b. Members shall include: the Director, the Associate Director, the Assistant Directors,
            and the Director of Graduate Studies, as well as one elected representative from
            each of the Subject Area Committees.
         c. The committee shall meet twice each semester, or more often as required to fulfill
            its obligations.
      2. Subject Area Committees
         a. These committees propose and initiate ideas for the development of the specific
            curricular programs, coordinate course content and the manner of teaching by
            faculty and teaching assistants, and assess and advise students in the areas.
         b. There shall be seven Subject Areas:
            i. Education and Community Engagement;
            ii. Design, Production, and Management;
            iii. Performance Practices;
            iv. Dance and Movement Practices
            v. Film & Media;
            vi. Composition and New Works;
            vii. Performance Studies;
         c. Faculty members are to be members of two areas. Primary Area affiliation is
determined by teaching assignment. Secondary Area affiliation is determined by
faculty interest in areas of inquiry or instruction. Faculty members wishing to change their secondary Area affiliation may do so at semester intervals. Faculty members may vote in both their primary and secondary areas. However, quorum for area meetings shall be defined as a simple majority of the primary members.

d. Area Coordinators: each Subject Area Committee shall be led by an Area Coordinator, a faculty member whose primary affiliation is to that Area and is elected from within the Area by simple majority of the membership. Area Coordinators shall have the following duties:

i. To report directly to the Director of the School and represent the faculty of the area to the Director;

ii. to coordinate faculty decision making on all aspects of the area including, but not limited to: curriculum coordination and sequence; student recruitment, admission, and recommendations for awarding endowed scholarships specific to that area;

iii. community relations;

iv. class scheduling, including proposing course offerings for upcoming semesters to the Curriculum Committee and Associate Director;

v. to submit any curriculum changes to the Curriculum Committee.

e. Area members’ duties and responsibilities:

i. to work cooperatively to develop area curriculum, activities and policies;

ii. to implement area curriculum, activities and policies;

iii. to attend scheduled meetings in their areas to implement the above.

3. The Graduate Studies Committee

a. Membership of this committee shall include: the Director of Graduate Studies, and one faculty representative elected from within each of the following:

i. PhD in Theatre and Performance of the Americas,

ii. MFA/PhD in Theatre for Youth,

iii. MFA in Dramatic Writing,

iv. MFA in Dance,

v. MFA cohort steering committee (performance, directing, and design),

vi. MFA in Interdisciplinary Digital Media and Performance

vii. MFA in Arts Entrepreneurship and Management
b. This Committee assists the Director of Graduate Studies in overseeing graduate admissions and sets general admissions policies for graduate programs, standards, and examinations, makes recommendations regarding financial aid and teaching assignments for graduate students, and reviews and prioritizes graduate Student Enrichment Grant applications.

c. The Committee periodically reviews the goals and requirements of the various graduate programs with special concern for how the programs interface.

4. The Academic Standards Committee
   a. The Committee monitors student-requested exceptions to catalogue standards, student complaints, and course credit appeals.
   b. The Committee shall consist of the three Assistant Directors and is chaired by the Associate Director/Director of Undergraduate Studies.
   c. The Committee shall respond to student petitions and meet on an as-needed basis to discuss and vote on policy issues relating to student appeals.
   d. The duties of the Chair of the Committee include:
      i. circulating student petitions regarding academic affairs to the committee members, recording responses, and submitting completed forms to the appropriate Institute or University office;
      ii. consulting and working with the Herberger Institute for Design and the Arts Office of Student Success;
      iii. calling meetings of the committee on an as-needed basis.

5. Undergraduate Curriculum Committee
   a. This committee examines and approves/disapproves all proposed changes to curriculum, including new programs, degrees or concentrations; new courses; modifications to existing courses.
   b. The committee examines and approves/disapproves all changes to undergraduate programs.
   c. The committee communicates to the faculty/staff meeting any changes recommended for action.
   d. Membership consists of:
      i. the Associate Director/Director of Undergraduate Studies;
      ii. the Assistant Director of Theatre;
      iii. the Assistant Director of Film;
iv. the Assistant Director of Dance;
v. a representative elected from the faculty teaching in the BA in Performance and Movement;
vi. elected representatives from the faculty teaching in undergraduate degree programs currently enrolling thirty or more students not represented by the current Assistant or Associate Directors;
vii. the Director of Graduate Studies (ex officio), as liaison between undergraduate and graduate programs;
viii. a representative from the Herberger Office of Student Success (ex officio);
ix. The Associate Director/Director of Undergraduate Studies chairs the committee.

6. Personnel Committee
   a. This committee evaluates faculty activities and advises the Director on faculty personnel issues.
   b. Membership consists of seven tenured professors elected at large by the voting faculty. No two members shall be from the same primary Subject Area.
   c. See also the “School of Film, Dance and Theatre Evaluation Plan for Faculty and Academic Professionals with Teaching Assignments,” and Appendix E Personnel Procedures and Policies.
   d. See also “Ad Hoc Committees” for more information on Tenure and Promotion Committees that act in an advisory capacity to the Personnel Committee in cases of promotion and tenure.

7. Production Committee
   a. The Production Committee advises the Assistant Directors and the Director on play selection, guest artist selection, production scheduling, and feasibility of productions in terms of venue, staffing, and budget, relationship of production programming to curricular needs, and other production-related issues.
   b. Committee membership includes:
      i. the Assistant Director of Theatre;
      ii. the Assistant Director of Dance;
      iii. the Production Manager of Theatre;
      iv. the Production Manager of Dance;
      v. two faculty representatives elected from the membership of the faculty at large;
vi. one representative elected from the faculty of the Film and Media area;
vii. one student representative of the undergraduate theatre programs;
viii. one student representative of the undergraduate dance programs;
ix. one student representative of the graduate theatre programs;
x. one student representative of the graduate dance programs;
c. The program coordinator acts as the staff to the Production Committee.
d. Representatives from each of the production shops shall advise the Committee on issues of scheduling and feasibility.
e. The Committee meets bi-weekly during the fall semester to develop Mainstage season programming, and as needed during the spring semester to address other production-related issues.

8. Undergraduate Admissions Committees:
   a. Admissions Committees are responsible for evaluating prospective students’ application and admission to the following undergraduate programs: the BFA in Dance, the BFA in Dance Education, the BA in Theatre and the BA in Film with a concentration in Film and Media Production.
   b. Each Admissions Committee shall be composed of three or more members elected at large from full time faculty whose area of primary teaching assignment is within the relevant degree programs (Theatre, Dance, Film and Media Production).
   c. Duties and responsibilities of the Admissions Committees by area:
      i. The Theatre Admissions Committee shall oversee the application of new and Theatre Exploratory students into the BA in Theatre, including the review of application materials (eg. essays, portfolios) and the adjudication of interviews/auditions each semester.
      ii. The Dance Admission Committee shall oversee the application of new and Dance Interview students into the BFA in Dance and the BFA in Dance Education, including the review of application materials (eg. essays, portfolios) and the adjudication of interviews/auditions at least twice per academic year.
      iii. The FMP Admissions Committee shall oversee the application of Filmmaking Practices students into the BA in Film (Film and Media Production) concentration, including the review of application materials (eg. essays, reels, screenplays) and the adjudication of interviews each semester.

B. Other Committees
1. Ad hoc committees may be established by the Director.
   a. In the establishment of Ad hoc faculty committees, conflicts in function with standing committees shall be avoided, except when a standing committee requests the appointment of an Ad hoc committee to undertake a special project relating to one or more of its functions.
   b. Ad hoc committees may include the following:
      i. Search Committees
      ii. Tenure and Promotion Committees: for each case of tenure and/or promotion, the Director shall appoint a three person ad hoc committee of tenured faculty from relevant Areas to review the case and make written recommendations in the form of a letter to the Personnel Committee and the Director. At least one member of each Tenure and Promotion Committee must be a current, duly elected member of the Personnel Committee. In addition, at least one member of each Tenure and Promotion Committee must represent the same primary Subject Area as the faculty member whose case is under consideration. This committee shall be constituted in the semester prior to the candidate’s submission of a dossier for the tenure and promotion process. The candidate under review shall have the right to veto any member of this committee unless such veto would prevent the appointment of the required committee in total.

2. Service on non-elected Herberger Institute for Design and the Arts faculty committees shall usually be determined by teaching and production assignments. Where appointments are required, they shall be made by the Director with advice from the faculty.

C. Committee Meeting Minutes
   Committee meeting minutes shall be kept by the Committee Chair, reported to the Director, faculty and staff, and filed electronically in the School office.

V. Affiliate Faculty
   A. Affiliate faculty of the School of Film, Dance and Theatre may serve on student committees, including dissertation committees (with Division of Graduate Studies approval if needed) and student advisory committees, participate in faculty meetings as non-voting members, participate in School of Film, Dance and Theatre special events, receive faculty
communications, and participate in the Herberger Institute for Design and the Arts complimentary ticket program.

B. To qualify as an affiliate faculty member of the School of Film, Dance and Theatre, the teaching and research activity of the affiliate candidate must intersect with the mission and scope of the school in significant ways, as determined by review of application materials by the School Faculty Advisory Council.

C. Process:
   1. Applications for affiliate faculty status will be solicited by invitation only.
   2. Any full time faculty member in the School of Film, Dance and Theatre can nominate a full time ASU faculty member (from any campus) for affiliate status by forwarding the name and a summary biography to the Faculty Advisory Council.
   3. Nominations will be considered twice per year, in August and January. The Faculty Advisory Council shall vote on whether or not to invite the nominee to apply for affiliate status.
   4. The Director invites the approved nominee to apply for affiliate status, explaining the rights and responsibilities of the position.
   5. The nominee submits a CV and letter of interest detailing the candidate's engagement with the mission and scope of the School of Film, Dance and Theatre to the director for review by the Faculty Advisory Council.
   6. The Faculty Advisory Committee votes on the application, with a two-thirds majority required.

D. Affiliate term: Affiliate status is granted for five years. Affiliate faculty appointments may be renewed at the discretion of the Faculty Advisory Council and Director. The Faculty Advisory Council will vote on continuing affiliation, as above.

VI. Student Groups

A. Undergraduate Advisory Committee
   1. The Committee represents all undergraduate majors and acts as a service organization for the School.
   2. The Committee shall have a representative from each class (freshman, sophomore, junior, senior) and each undergraduate degree program with more than thirty students enrolled.
3. The Committee shall make recommendations to the Director on the expenditure of student fees and differential tuition funds.

4. The representatives shall be elected by the students in the represented degree programs.

5. The committee shall meet regularly with the Director of the School.

B. Graduate Advisory Committee

1. The Committee represents all graduate degree programs and acts as a service organization for the membership and the School.

2. The Committee shall include a representative from each graduate degree program, elected by students enrolled in each graduate degree program.

3. The Committee shall make recommendations to the Director on the expenditure of student fees and differential tuition funds.

4. The Committee shall meet regularly with the Director of the School.

VI. Amendment of the Bylaws

A. Written notice must be provided to all faculty/staff members, at least two weeks prior to the meeting, and shall include the time, place, location, date of the meeting and a general statement of the purpose of the amendment or the exact wording of the amendment to be given.

B. A membership quorum must be present.

C. A two-thirds vote of the membership present is required to adopt the proposed amendment.
APPENDIX B - SPECIAL CHARGES TO THE DIRECTOR

I. Duties of the Director

The Director is responsible for the efficient execution of University policies and for overall leadership of the unit. The Director seeks to share with other members of the faculty and staff, through discussion and other democratic procedures, the responsibility for the unit’s activities. The Director represents the School in its official business with other University personnel, with students, and with the public. The Director reports to the Dean of the Herberger Institute for Design and the Arts.

II. Special Charges to the Director for Annual Evaluations

The Director shall evaluate all faculty and staff annually, and shall recommend to the Dean of the Herberger Institute for Design and the Arts merit, equity, and market salary increases. The Director shall determine these recommendations based on Personnel Committee recommendations as well as peer, student, and personal evaluations of teaching, research and creative activity, and on and off-campus service as defined in the School’s approved standards (“School of Film, Dance and Theatre Evaluation Plan for Faculty and Academic Professionals with Teaching Assignments”).

III. Supervision of Staff

The Director shall oversee the supervising and evaluation of the staff. (See Appendix E)

IV. Evaluation of Teaching Assistants

The Director shall oversee, via supervisors selected from among the faculty, the training, supervision, and evaluation of graduate teaching assistants. (See Appendix E.)

V. Producer

A. The Director of the School of Film, Dance and Theatre also serves as Producer for all productions in all Production Programs.

B. The Producer shall:
   1. approve all production budgets;
   2. oversee production personnel hiring and evaluation including guest artists, overhires, etc.;
   3. and maintain the interaction between production and academic programs.

VI. Evaluation of the Director

The Director of the School shall be evaluated by the Dean of the Herberger Institute for Design and the Arts in accordance with the procedures outlined in the ACD manual 111-03.
APPENDIX C - ASSOCIATE DIRECTOR

I. Selection of the Associate Director
A. When there is a vacancy in this position, the Director shall announce the vacancy and the duties for the position and allow two weeks for applications from and nominations for the position from among School faculty members. The director shall appoint the Associate Director from amongst the applicants.
B. The term of duty is negotiable between the applicant and the Director.

II. Duties and Responsibilities of the Associate Director:
A. To conduct research and to provide input to the Director on issues relating to policy, scheduling, budget, and the general maintenance of the programs;
B. to act as a liaison for the Director to the various Herberger Institute for Design and the Arts and University committee meetings which the Director will be unable to attend, and to provide reports and feedback from such meetings;
C. to supervise and approve petitions, change of grade requests, and other process steps required in the registration and record-keeping of students enrolled in the School and its courses;
D. to help disseminate pertinent information and to provide a link for the School to the advising services of the Herberger Institute for Design and the Arts staff;
E. to research and to assist the various areas of the School in new and effective ways of recruitment;
F. to represent the School in articulation matters with the state’s community colleges and universities;
G. to serve as administrator of class scheduling and liaison to the Registrar’s office; and
H. to serve as Director of Undergraduate Studies:
   1. oversee implementation of undergraduate admissions plans, including the interview/audition process;
   2. coordinate undergraduate curriculum across areas as Chair of the Undergraduate Curriculum Committee;
   3. serve as School liaison with the Herberger Institute for Design and the Arts Office of Student Success office on matters pertaining to undergraduates, including admission and retention.
APPENDIX D – ASSISTANT DIRECTORS

I. Selection of the Assistant Director(s)
   A. When there is a vacancy in this position, the Director shall announce the vacancy and the duties for the position and allow two weeks for applications from and nominations for the position from among faculty members in the respective curricular areas. The director shall appoint the Assistant Director(s) from amongst the applicants.
   B. The term of duty is negotiable between the applicant and the Director.

II. Duties and Responsibilities of the Assistant Directors
   A. The general duties of the Assistant Directors shall include:
      1. Research, consult with and make recommendations to the Director on the selection of guest artists and visiting faculty;
      2. serve on the Undergraduate Curriculum Committee as representative of the degree programs within their purview;
      3. serve on the Faculty Advisory Council;
      4. serve on the Academic Standards Committee; and
      5. oversees the Admissions Committees for the relevant areas.
   B. In addition, each Assistant Director shall have duties specific to their respective areas:
      1. The Assistant Director of Film shall:
         a. Consult with the Film area faculty to develop a schedule of weekend seminars and visiting faculty for the academic year;
         b. Supervise the Film Studio Manager, and, in this role, help to set policies regarding studio and equipment usage;
         c. Organize an annual Student Film Festival;
         d. Serve as School liaison to applicable civic and disciplinary organizations;
         e. Act as approval authority for all film shoots occurring on the Tempe campus.
      2. The Assistant Director of Dance shall:
         a. Serve as Artistic Director for all Mainstage Dance productions, including supervising the selection of works for the Dance Annual;
         b. Coordinate visiting artist faculty and guest instructors for the Dance programs.
      3. The Assistant Director of Theatre shall:
         a. Serve as Artistic Director of all Theatre productions, including Mainstage and TheatreLab.
         b. Coordinate visiting artist participation in Mainstage productions;
c. Assist the Director in coordination of partnerships with professional theatres and producing organizations.

APPENDIX E - PERSONNEL PROCEDURES AND POLICIES

I. Faculty Appointment Procedures
The following procedures shall be followed in seeking and hiring new faculty (other than the Director), after authority to hire has been approved.
A. The Director of the School appoints an ad hoc Search Committee with a minimum of three faculty members to include a representative from the area in which the hire will occur and at least one member from outside the subject area of the hire.
B. The Search Committee will search in accordance with ASU guidelines provided by the Provost's office, including requisite training in diversity and inclusion.
C. The search committee shall make recommendations for hire (or no hire) to the Director of the School. The Director shall send his or her recommendation for hire (or no hire) to the Dean.

II. Faculty Application for Short-Term Release from Assigned Duties
A. Faculty who wish to apply for unpaid leave, Family Medical Leave or Extended Sick Leave shall follow University policy as stated in ACD Manual.
B. Faculty may apply for short term leaves for professional work outside the University.
   1. If, during the absence from campus for professional-related travel, a faculty member will miss any scheduled activities (including office hours or regularly scheduled meetings), fill out and sign a "Notification of Planned Absence from Campus" form (or current format or version) and submit it to the Director for review and forwarding to the Dean.
   2. The Director must be informed if more than two consecutive classes will be missed. The "Notification of Planned Absence from Campus" form (or current format or version) shall be presented to the Director no later than one week prior to the absence.
   3. If compensated, a "Notification of Consulting or Other Remunerative Agreement" is required by the University per the ACD manual.

III. Faculty will be evaluated according to the “School of Film, Dance and Theatre Evaluation Plan for Faculty and Academic Professionals with Teaching Assignments.”

IV. Staff appointment and evaluation procedures shall follow University procedures outlined in the most recent SSP Manual.
V. Appointment and Evaluation of Faculty Associates and Teaching Staff
   A. Appointment of faculty associates shall be made by the Director or designee in consultation with appropriate area faculty.
   B. The Director or designee shall observe each faculty associate teach at least one class a year and write an evaluation. The faculty associate may meet with the Director to discuss this evaluation.
   C. The Director will review student evaluations each semester.
   D. Future assignments will be made based on a faculty associate's teaching effectiveness, available funding, and School curricular needs.

APPENDIX F – DIRECTOR OF GRADUATE STUDIES
I. Selection of the Director of Graduate Studies
   A. When there is a vacancy in this position, the Director, in consultation with the faculty, shall appoint a Director of Graduate Studies from among the graduate teaching faculty.
   B. The term of duty is negotiable between the applicant and the Director.

II. Duties and responsibilities
   The Director of Graduate Studies shall have the following duties and responsibilities:
   A. to chair the Graduate Studies Committee;
   B. to act as School liaison with the Division of Graduate Studies;
   C. to oversee graduate admissions in coordination with the heads of the graduate programs;
   D. to advise the School Director on the graduate financial aid requests from each area;
   E. to supervise graduate advisement; and
   F. to serve on the School Undergraduate Curriculum Committee.