Preamble

The constitution describes (1) the mission of the East Carolina University College of Fine Arts and Communication; (2) the College's organization; (3) standing committees; (4) the responsibilities, authority, qualifications of and the appointment procedure for the dean; (5) the relationship of the dean to College School directors; (6) the relationship of the dean to the directors of College centers, institutes, and programs; (7) College meeting procedures and voting rights; and (8) enabling and amendment procedures. The provisions of this constitution may not conflict with either The Code of the University of North Carolina or the East Carolina University Faculty Manual.

I. Mission

The College of Fine Arts and Communication offers opportunities for students to broaden their understanding of the human experience through arts and communication. As the public face of the university, the College offers outreach and demonstrates leadership through performance and exhibition, community and business partnerships and continuing education for a diverse population of learners.

II. Organization

The College is a major component of the University's Academic Division and is comprised initially of the Schools of Art, Music, Theater and Dance, and Communication. The College may also include other schools, centers, institutes, and programs encompassed by the College's mission.

III. Standing Committees

The College faculty may create standing committees as needed to carry out the College's mission. To form such a committee, an ad hoc committee will propose the committee's by-laws to the College faculty, who will amend, approve, or disapprove the proposal in accordance with the amendment procedures explained in Section VIII of this Constitution.

The College faculty may dissolve a standing committee by approving a proposal for dissolution in accordance with the amendment procedures explained in Section VIII of this Constitution.

Currently, the College has no standing committees.

IV. The Dean: Responsibilities, Authority, Qualifications, and Appointment Procedures

The dean, the College's chief administrative officer, is responsible for managing the College office, staff, and budgets and for overseeing the College Schools and any College centers, institutes, and programs. The dean reports directly to the Provost.

The responsibilities and authority of the dean include but are not limited to:

- providing leadership for the College, especially in fulfilling its mission and in setting and achieving goals;
- championing the fine and performing arts and communication;
- encouraging high academic, artistic, and professional standards;
- promoting excellence in teaching and advising, scholarly and creative productivity, and service;
- administering University policies and procedures;
- serving as the chief advocate for College interests;
- representing the College on the Council of Deans and with College constituencies;
- administering the College's budgets and other resources;
- organizing fundraising and marketing;
- allocating faculty and staff positions;
- managing the College’s space allocations;
- recommending to the Provost the appointment of College administrative associates;
- ensuring the proper application of the Faculty Manual tenure and promotion policies;
- recommending personnel actions and merit pay raises to the Provost;
- forming ad hoc committees as needed and appointing members to such committees;
- promoting shared governance by soliciting and considering faculty input and responding to faculty concerns;
- recommending to the Provost the appointment of directors of College centers, institutes, and programs;
- recommending changes in the College’s organization; and
- calling meetings of College faculty, as needed.

The dean shall have the qualifications for appointment at the rank of Professor with permanent tenure in one or more of the College’s Schools.

The dean is appointed and evaluated according to the procedures in Appendix L of the Faculty Manual and serves at the pleasure of the Provost and the Chancellor.
V. Relationship of Dean to School Directors

The dean has general administrative oversight for the directors of the College's schools. This oversight includes but is not limited to:

- informing directors of University and College policies, procedures, and priorities;
- assisting directors in setting and achieving school goals;
- providing counsel to directors;
- calling periodic meetings of directors;
- listening to advice from directors;
- providing directors with annual operating budgets;
- allocating faculty and staff positions to directors;
- establishing performance standards for directors in the areas of administration, leadership, teaching/advising, research/creative productivity, and service;
- evaluating directors' performance; and
- recommending merit pay raises for directors based upon their evaluations.

Recommendations from directors to the dean are advisory in nature.

Following the procedures in Appendix L of the Faculty Manual, the dean has the authority to recommend to the Provost the appointment of directors of the College's schools, who will serve at the pleasure of the dean and the dean's administrative superiors.

VI. Relationship of Dean to Heads of College Centers, Institutes, and Programs

The dean has general administrative oversight for the heads of College centers, institutes, and programs. The dean has the authority to provide budgetary support for heads' work and to evaluate and reward their work.

Recommendations to the dean from center, institute, and program directors are advisory in nature.

Following the procedures in Appendix L of the Faculty Manual, the dean has the authority to recommend to the Provost the appointment of heads of College centers, institutes, and programs for specified terms, including the allocation of faculty and staff. Heads serve at the pleasure of the dean and the dean's administrative superiors.

VII. Meeting Procedures, Membership, and Voting

The College faculty meet at the discretion of the Dean or upon petition to the Dean by at least one-fourth of the College faculty.

The dean or a designated representative conducts College meetings according to the same procedures and manual used by the Faculty Senate.

Only persons who meet the definition of “voting faculty member” in Appendix L of the Faculty Manual are eligible to vote on College matters.

A quorum consists of 50 percent plus 1 of the voting College faculty.

VIII. Enabling and Amendment Procedures

This constitution shall become effective upon a majority vote of approval by a quorum of the College of Fine Arts and Communication faculty and approval by the Provost and the Chancellor.

Proposed amendments to the approved constitution must be presented in writing to all members of the College faculty at least six weeks in advance of a vote on the amendments. Amendments must be approved by a majority vote of approval by a quorum of the College faculty and by the Provost and the Chancellor.

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