

DEPARTMENT OF DRAMATIC ARTS

RULES AND PROCEDURES 2008-2009

December 2008

The Rules and Procedures are established to clarify the execution of the Collective Agreement. In all cases, the Rules and Procedures defer to the Collective Agreement.

Departmental Practice

The Department of Dramatic Arts subscribes to the Respectful Workplace and Learning Environment Policy as established by the Office of Human Rights and Equity Services and endeavours to develop and support a work and learning culture that values diversity and inclusion, fosters respect, and does not tolerate prejudice, discrimination, harassment and/or bullying.

Departmental Structure

For administrative purposes the department comprises one academic unit with a Chair and Director as administrators as needed.

The Department is an autonomous member of the School of Fine and Performing Arts and the Chair (or his/her designate) is a member of the executive committee of the School of Fine and Performing Arts.

Departmental Membership

As per the Collective Agreement, departmental membership shall be determined annually by BUFA members before the beginning of the D2 session.

Article 16 of the BUFA Collective Agreement states “The Committee will consist of all full-time members of the Department or Centre, limited-term, probationary or tenured, and any other persons, including students, that the full-time members shall determine. (16.02.c) See Article 16 and related sections for more information.

For 2008/09 the voting membership of the Department Committee will consist of full-time tenured and tenure –track faculty and two Instructional Limited Term Appointments. Non-voting membership will therefore consist of the production manager, technical staff and a student representative. The Department Chair will chair the Committee. (1602.b) The Department Committee assumes the participation of all members on subcommittees who will be charged with bringing forward recommendations and motions to the Department Committee.

In reaching departmental recommendations in respect of appointment, reappointment, tenure, promotion, leaves and election of chairs, the full Departmental Committee shall meet at least once for discussion. In that meeting or meetings, student members, limited term, and non-full-time faculty, if any, shall be given the opportunity to express their views and then be excused from the meeting. Tenured and probationary faculty members may then discuss the issue further, before

voting. (16.03.b) Voting regarding personnel issues will be restricted to full-time and tenure track faculty.

Student Representative Elections

Nominations for representatives are made during the last two weeks of classes in March/April. Should the elected representative not return, this process will be repeated in the first or second week of classes in September. The nominator and the nominee, signifying that he/she has agreed to be nominated, must sign nominations. The elections must conclude no later than the beginning of the exam period. Voting is by closed, anonymous ballot. The Chair or his/her designate will coordinate this process.

The responsibilities of a student representative will be clearly outlined by the department Chair immediately after nominations have been received and before elections are held in order to account for the possibility of acclamation, and to discourage those students who may be unaware of, and therefore, unwilling to carry the full weight of the responsibilities of this position as outlined in the Departmental Rules and Procedures.

*Students nominated to serve as student representatives must be majors or combined majors in Dramatic Arts. Voting students must be majors or combined majors and must be returning students in order to nominate and vote for student representatives in their unit.

Responsibilities of Student Representatives

Student representatives are responsible for attending meetings of the Department Committee and for keeping open the lines of communication between students and faculty. Although a maximum of two students may share the Student Representative responsibilities, only one may attend department meetings. They should be available to help students with problems or questions and inform them of news, department policy, or changes that might affect them. The representative is a member ex-officio of the SFPA Showcase and similar outreach events and may be appointed to other departmental committees as necessary. If a student representative is unable to fulfill these duties, the Chair may recommend to the department that new elections be called or that a temporary replacement (not to exceed three weeks) be appointed.

A student representative unable to attend a department or program meeting may send a replacement provided (1) that advance notice is received by the Chair/Director; and (2) that the substitution is announced by the Chair/Director at the beginning of the meeting.

Department Meetings

Meetings of the Departmental Committee will be open with the option of going in camera at the request of any member of the Departmental Committee. This request is non-debatable.

Quorum

A quorum at meetings of the Departmental Committee will consist of half of the voting membership plus one. In 2008/09 quorum will be considered to be five.

Majority

The voting majority is 2/3 of the attendance on policy changes and a simple majority on all other business. When someone challenges the distinction between ordinary matters and departmental policy, 2/3 of those present must agree that the matter under discussion is a matter of policy.

Motions

Motions pertaining to policy should be circulated in writing at least three days before the meeting at which the motion is to be discussed.

Minimum Notice to Call Regular Meetings

Notice of regularly scheduled meetings of the Departmental Committee and minutes from the previous Committee meeting, must be given to all members at least 24 hours before the meeting.

Procedures for Selection of Department Chair

1. In October of the final year of his/her term, the current Chair will approach all those eligible for the position [see article 27.03] and distribute to the department a list of all those who wish to be considered for the upcoming term.
2. A meeting of the Department Committee will be held to identify the department's main areas of concern and to discuss the implications involved in the choice. The candidate(s) will be present at the beginning of the meeting to discuss the issues, after which they will be excused.
3. A closed vote will be held to conclude no later than twenty-four hours after the meeting. All voting members of the Department Committee for that year will be eligible to vote in the election, provided that they have attended the meeting.
4. Votes will be counted by the current Chair and the department's Administrative Assistant. The Chair will communicate the department's recommendation to the Dean. The Dean will receive the full result but the department will be given only the name of the person recommended.
5. Members of the department who are on limited sabbatical leave will be consulted by the current Chair. Proxy votes are solicited and collected by the Chair in a timely manner.
6. A Chair's term of office will normally be three years and may be renewed.
7. A Deputy Chair, if necessary, will be appointed by the Department. The department has a practice of rotating Deputy Chairs during the summer months.

Duties of Department Chair

As specified in the Collective Agreement, (Article 27) the Chair's responsibility includes:

Each Department shall have a Chair who, in addition to responsibilities as a member of the faculty, has other responsibilities. The primary responsibility of a member as Chair is to represent the interests of his/her Department. This responsibility includes:

- a. acting as an academic leader in the following areas:
 - i. updating, revising and developing programs;
 - ii. mentoring faculty members early in their research and teaching careers; and
 - iii. fostering an environment of excellence in teaching and research in the department.
- b. managing the operations of the Department;

- c. overseeing the administration of the Department in consultation with members of the Department;
- d. designating a deputy and advising the appropriate Dean accordingly in the event of an absence for a period longer than ten (10) working days;
- e. submitting to the appropriate Dean in writing an estimate of the Department's budgetary requirements for the ensuing year and administering the current Departmental budget;
- f. overseeing the use of space and equipment assigned to the Department;
- g. chairing the Departmental Committee or designating a representative to do so;
- h. representing the Department's interests within the University;
- i. recommending to the Dean the teaching duties and allocating other departmental responsibilities to members of the Department, after consultation, whenever possible, with the individual faculty member, and after consultation with all available members of the Department;
- j. convening meetings of the Department at least once each Fall and once each Winter term for the purpose of establishing matters of internal policy, or recommending policy to the appropriate bodies within the University;
- k. annually advising a probationary appointee whether or not the appointee's performance is adequate, and where appropriate and feasible, advising remedial measures.
- l. advising the Dean annually on performance review of faculty members.
- m. forwarding to the Dean annual performance review recommendations for staff.
- n. providing the Chair designate with information and documents necessary to prepare to assume the office of Chair;
- o. chairs are not responsible for deciding upon or implementing disciplinary action against members of the Union.

In addition, the Chair's responsibility includes:

1. Regularly liaising with the director of the Centre for the Arts and Director of the School of Fine and Performing Arts;
2. Hiring Teaching Assistants in consultation with the instructor whose class is involved;
3. Supervising support staff and preparing performance reviews;
4. Meeting regularly with student representatives;
5. Reviewing the contents of annual or half term course evaluations for all full-time and part-time faculty with each instructor; summarizing the evaluations where necessary;
6. Co-ordinating the appointments, deploying and supervising part time and sessional instructors consulting where appropriate;
7. Adjudicating with the instructor involved in plagiarism cases;
8. Reviewing and approving proposed Independent studies;
9. Circulating proposed theses for feedback.

Departmental Committees

The Appointments, Reappointments, Promotion and Tenure Committees will be constituted as needed. The department Chair will be an ex officio member of these committees. On votes concerning the recommendations of these committees, the department vote shall be a closed vote. The department will vote on whether or not to forward the committee's report to the Dean, by the Chair. Even though he/she is a member ex-officio, the Chair will be included in that count.

Appointments

1. The Appointments Committees will be struck by the Department only when appointments are to be made. The committee will be chosen from tenured and tenure track faculty members plus

the student representative or a senior student from the academic unit involved. Additional members may be co-opted at the discretion of the committee.

2. It will be the responsibility of the committee to (a) consider the qualifications required of an applicant for an available appointment; (b) draft the advertisement; (c) evaluate and respond to replies to the advertisement; (d) request further information and recommendations from the applicants; (e) prepare a short list; (f) arrange for interviews with the department and the Dean.

3. All applications will be kept in a file open to all members of the department who may make recommendations to the Appointments Committee on drawing up a short list.

4. Visits of short-listed candidates will be arranged so as to provide an opportunity for all members of the department to meet them and/or attend a lecture or presentation.

5. The Department Committee will meet to receive and discuss in camera the recommendation of the committee.

6. All tenured and tenure track members of the Department Committee will meet in camera at least a day after the first meeting to arrive at a recommendation in a closed ballot vote. The vote will be recorded and reported to the Dean regarding the appointment.

Re-appointments

Article 19 in the Collective Agreement prescribes protocols governing reappointment of members of department. What follows are the Department's procedures for meeting such requirements.

1. The candidate must submit an application for reappointment. The Department recommends that this be a letter outlining research, teaching and service and an updated CV. The Chair will consult with all other members of the Department Committee individually to ascertain whether a consensus exists on the reappointment of the tenure track colleague. Members are encouraged to supply their feedback in written form.

2. Having taken into consideration all views, including those of the technical staff and student representative, the Chair will

- a) make known the results of the consultation at a department meeting.
- b) If no member sees the reappointment as problematic, the department shall recommend reappointment.
- c) Should the reappointment be approved, the Chair will read the draft letter recommending re-appointment and receive feedback from the voting membership.

3. If a minority of at least two (2) voting members of the Department views the reappointment as problematic, he or she may request the Department, via a recorded vote, to invoke Article 19.09 (b) (ii). At the conclusion of these proceedings the Chair will prepare a written summary and the substance of the decision will be communicated to the candidate as well as the Dean.

Tenure and Promotion

1. Prior to the consideration of tenure and promotion dossiers, a Tenure and Promotion Committee with a minimum of three shall be struck. The Committee will consist of tenured members with invitation to other department members where appropriate. The Chair of the Department will normally chair this Committee.

2. The Tenure and Promotion Committee will meet to review and discuss the criteria and evidence upon which tenure and promotion decisions are made and the diverse forms of scholarship that exist across the University. (Article 21.11 a,b,c.) Criteria for promotion are under Article 21.08, 09, 10.
3. The candidate will compile a dossier which the Tenure and Promotion Committee will review for content and comprehensiveness before it is viewed by the department. The Tenure and Promotion Committee will be available for consultation with the candidate at all steps of the procedure. The committee will recommend that the candidate seek the advice of the BUFA Standing Committee on Promotion and Tenure.
4. As per the Collective Agreement 21.17 d, a confidential letter of evaluation from an approved external referee is required when tenure is under consideration for faculty members appointed on or after July 1, 2008. The candidate will submit a list of names for approval to the Department. These names will be forwarded to the Dean.
5. Subsequent to the review of the Tenure and Promotion Committee the dossier will be made available to the department. All members of the Department including those on leave will be consulted and are encouraged to submit written feedback to the Committee.
6. The department will meet in camera without the candidate to hear the report of the Tenure and Promotion Committee and to discuss its recommendations.
7. All tenured & tenure track members of the Department Committee, meeting in camera without the candidate, at least a day after the first meeting, will come to a recommendation in a closed ballot vote. A member who is unable to attend the meeting at which the vote takes place may submit a sealed ballot to the Chair who shall include the ballot in the counting process at the meeting. The vote will be recorded, and the candidate informed of the outcome in writing by the Chair as soon as possible.
8. Following the meeting at which the vote on promotion and tenure has taken place, a voting Member may submit to the Dean, in confidence, written comments about a candidate's application. See 21.13g.
9. If the department is requesting more information or is considering a negative decision, the Department Chair will give the candidate a written statement of the reasons.
10. The candidate will then have the right to a hearing before the Department Committee and will be given the opportunity to present further written and/or oral evidence. The candidate may be accompanied by a Union Representative (See Collective Agreement 21.08 (iv).)
11. If the candidate waives the right to a hearing, the Department Chair will forward the department's recommendation and the recorded vote, along with any minority views, to the Dean.
12. If the candidate exercises the right to a hearing, it will take place in an in camera meeting of the Department Committee. The candidate will present further written and/or oral evidence. Following the departure of the candidate, the Department Committee will reassess the case in the light of the evidence presented.

13. All tenured & tenure track members of the Department Committee meeting in camera without the candidate, at least a day after the hearing, will come to a recommendation in a closed ballot vote. The vote will be recorded, and the candidate informed in writing by the Chair.

14. The Department Chair will forward the department's recommendation and the recorded vote, along with any minority views, to the Dean.

Sabbatical Leave

1. A faculty member requesting a sabbatical leave shall provide his/her Chair with a dossier including; the report of the previous sabbatical, an outline of the proposed plans which explains why these should contribute to the member's scholarly, pedagogical or professional development, an updated curriculum vitae, an explanation of the locale chosen, a summary of the member's preparation for that project, and a statement of scholarly and/or professional achievements since the previous sabbatical, and where applicable, plans to take paid employment elsewhere. (Article 34.03 c)
2. The Chair will distribute the request for sabbatical leave to the Department for review.
3. The Department will have the opportunity to discuss with the candidate any pertinent issues pertaining to her/his application for Sabbatical leave.
4. The candidate and all non-voting members of the department will be asked to leave the room. All tenured & tenure track members of the Department Committee meeting in camera will come to a recommendation in a closed ballot vote. The vote will be recorded, and the candidate informed of the outcome as soon as possible.
5. A letter to the Dean recommending the candidate will then be sent and the Dean shall forward the Department recommendation and supporting documents to the Committee on Academic Leaves along with her/his recommendation.

Departmental Employment Equity Plan

The Department subscribes to the guidelines under Article 19.04 & 19.05 in the Collective Agreement and will endeavour to eliminate barriers to employment of four designated groups: women, Aboriginal peoples, persons with disabilities and members of visible minorities. Should the Department have more than 40% representation of women, then it will be deemed to have achieved a gender balance and in this instance the Employment Equity procedures will apply to men and women from the other designated groups.

The Parties agree that this commitment to Employment Equity is not intended to prevent a Department from recommending, or a Dean from approving, the appointment of the best available candidate (refer to Article 19.07 m)

1. The department will make every effort to design advertisements for new positions to be as open as possible to a variety of areas and expertise and research interests.
2. The department will indicate Brock's Employment Equity Policy on all advertisements, and attempt to communicate employment opportunities through a broad spectrum of appropriate media venues in order to achieve employment equity.

3. When evaluating applications, the department will take into consideration:
 - non-standard patterns of publication and/or practice;
 - the acquisition of non-traditional skills in the areas of administration, mediation and other skills which may be of value to the department.
4. The Department will privilege quality over quantity.
5. The Department commits to a policy of appointment that is open to diversity with respect to ethnicity and gender.

Course Evaluations

In the Department of Dramatic Arts course evaluations will be distributed to every course with more than five students. Student evaluations are not public documents and are the property of the instructor. (Article 12.06 d)

Performance Review

The results of evaluations of part-time instructors will be transferred to a template and comments transcribed. The chair will read them and a copy will be kept in a confidential file. A summary and hard data will be returned to the part time instructor. The chair may ask the same of BUFA members.

BUFA members are required to submit an annual report and any supporting documents to the chair. Final decisions within the Faculty with respect to performance review are the responsibility of the Dean following consultation with the appropriate Chair (16.04)

APPENDIX 1

OFFICE OF HUMAN RIGHTS AND EQUITY SERVICES

The office of Human Rights and Equity Services (formerly the harassment Prevention Office) is a resource for all members of the Brock community (students, staff, faculty and visitors) to provide information, education, assistance and advice on a wide variety of issues related to harassment and discrimination. Their mandate and services address all forms of harassment and discrimination.

Issues relating to harassment and prevention are currently dealt with under a variety of policies and collective agreements at Brock University and in keeping with the University's duty under the Ontario human Rights code.

The Department adheres to the Respectful Work and Learning Environment Policy and refers its members to the full details of the policy at

<http://www.brocku.ca/humanrights/policyprocedures.php>