

DEPARTMENT OF DRAMATIC ARTS

School of Fine and Performing Arts

RULES AND PROCEDURES

The Department of Dramatic Arts complies with the relevant articles in the Agreement on the Terms and Conditions of Employment for Faculty between the Brock University Faculty Association and Brock University with respect to its procedures and operating rules.

Revised November 2007

DEPARTMENT OF DRAMATIC ARTS

RULES AND PROCEDURES 2007 - 2008

November 2007

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

See Collective Agreement article 16 and related sections.

The membership of the Department Committee consists of ~~all~~ full-time tenured and tenure-track faculty, sessional appointees and technical staff. Sessionals are welcome to attend but are not required to attend meetings of **the** department unless the agenda includes matters for which they are responsible or courses they teach. They are also welcome to join the discussion but may not vote. Full-time technical staff will each be given **one vote**. The visiting artist **and/or ILTA** may be given a vote, to be determined by the department. The Department will have one voting student representative. **The membership of the Department Committee will be established at the beginning of D1.**

Only full-time **tenured and tenure-track** faculty will vote on decisions concerning appointment, reappointment, tenure and promotion, leaves (sabbaticals and other leaves of absence), **curriculum and graduate and undergraduate programs**, and the election of the Chair and Director.

Student Representative Elections

Nominations for representatives are made during the ~~first or second week~~ **last two weeks** of classes **in March/April. in September.** **Should the elected representative not return, this process will be repeated in the first or second week of classes in September.** Nominations must be signed by the **nominator and the nominee**, signifying that he/she has agreed to be nominated. ~~and the nominator.~~ The elections must conclude no later than the **beginning of the**

~~exam period. end of the fourth week of classes.~~ Voting is by closed, anonymous ballot. **This process will be co-ordinated by the Chair or his/her designate.**

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 have completed at least one course in that unit 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 ~~Festival Open Week~~ **the SFPA Showcase event** and may be appointed to other departmental committees as necessary. They also are involved in organizing ~~festival and~~ other student activities. 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.

~~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.~~

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. For decisions on appointment, reappointment, promotion, tenure, and election of Departmental Chair, these issues will be the sole item on the agenda.

Quorum

A quorum at meetings of the Departmental Committee will consist of half of the voting membership plus one. **In 2007/08, with 2 members on sabbatical, quorum will be considered to be 6 (including all members of the Departmental Committee).**

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.** ~~These members will be invited to express their views in writing to the Chair and/or the department but they will not be eligible to vote. They may, of course, offer their advice to the Dean.~~

6. A Chair's term of office will normally be three years and may be renewed.
7. An Acting Chair, if necessary, will be appointed by the Department. **The department has a practice of rotating Acting Chairs during the summer months.**

DUTIES OF DEPARTMENT CHAIR

As specified in the Collective Agreement, the Chair's 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;
 - 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

~~Prepares department budget submissions (part time, equipment, operating), and administering the department budget.~~

~~Coordinates department wide administration of annual course evaluations, discusses contents with each full-time teaching member at the end of each academic year, and recommends merit ratings to the Dean.~~

~~Regularly contacts~~ **liaising with** the director of the Centre for the Arts **and the Director of the School of Fine and Performing Arts**

~~Prepares agendas for department meetings and chairs them.~~

~~Provides career advice and general guidance for faculty members.~~

~~In consultation with the Chair of VISA, hires and supervises the department Administrative Assistant.~~

~~Represents the department at different university committees and special events.~~

Hiring es Teaching Assistants in consultation with the instructor whose class is involved

Supervisinges support staff **and preparing performance reviews**

~~Prepares UPC submission~~

Meetings regularly with student representatives

Summarizes Reviewing and discusses 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**

Co-ordinatesing the appointments, **deploying** and **supervising** part time and sessional instructors consulting where appropriate.

~~Meets annually with every faculty member to review the year's work on research, teaching and university service, to discuss merit recommendations, and his/her plans for the next year."~~

Adjudicating with the instructor involved in plagiarism cases.

And specifically from the contract (article 27):

~~Oversees space and equipment.(27.01 f)~~

~~Represents the Department's interests within the university. (27.01h)~~

~~Works out deployment in consultation with the faculty and staff.~~

~~Allocates departmental responsibilities "after consultation, whenever possible with the individual faculty member and consultation with all available members of the department." (27.01i)~~

~~Advises an a **probationary** appointee whether or not the appointee's performance is adequate, and where appropriate and feasible, advising remedial measures.~~

~~Helps the Chair designate in the transition to Chair. (27.01n)~~

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

Protocols governing reappointment of members of department are prescribed by the Collective Agreement **in Article 19**. What follows are the Department's procedures for meeting such requirements.

1. The Chair will consult with all members of the Department Committee to ascertain whether a consensus exists on the reappointment of the tenure track colleague. To assist this process candidates for reappointment will be asked to submit a letter **and** curriculum vitae. ~~and~~ Evidence of on-going research or creative activity **may be requested by the Department, see Article 19.09 (b) ii**. These materials will be made available to members of the Department Committee who will be invited to communicate their opinions to the Chair in writing.
2. Having taken into consideration all views, including those of the technical staff and student representative, the Chair will call a meeting of the Department Committee at which time reappointment will be the only agenda item. The candidate will be invited to the first half of the meeting to provide any additional information as required.

In the second half of the meeting and as provided for in the Collective Agreement, voting members will work towards achieving consensus.

3. At the conclusion of these proceedings a written summary will be prepared by the Chair and the substance of our decision communicated to the candidate as well as the Dean. Should there be a single minority opinion among the voting members a vote will be called and a numbered count officially recorded.

The Collective Agreement provides for the next steps to be followed at this juncture in the proceedings.

Tenure

1. All members of the Department including those on leave will be consulted by a Tenure Committee named by the Department.
2. The candidate will compile a dossier, which will be open to all members of the department. The committee will check the candidate's dossier for content and comprehensiveness before it is viewed by the department, and 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.
3. A meeting of the candidate and the department Tenure Committee may be requested by either party prior to the committee submitting its report and making a recommendation.

4. The department will meet in camera without the candidate to hear the report of the Tenure Committee and discuss its recommendation.
5. 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. The vote will be recorded, and the candidate informed of the outcome in writing by the Chair as soon as possible.
6. If the department sees the granting of tenure as problematic, the Department Chair will give the candidate a written statement of the reasons.
7. 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).)
8. 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.
9. 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.
10. 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.
11. The Department Chair will forward the department's recommendation and the recorded vote, along with any minority views, to the Dean.

Promotions

1. All members of the Department Committee including those on leave will be consulted by a Promotions Committee consisting preferably of three tenured faculty members **chosen by the Department.**
2. A candidate may be nominated by any department member. A candidate may also nominate himself or herself. A candidate may refuse nomination or withdraw at any time.
3. The candidate will compile a dossier, which will be open to all members of the department. The committee will advise the candidate on the content and

comprehensiveness of the dossier, and 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. The Department Committee, will meet in camera without the candidate to hear the report of the Promotions Committee and discuss its recommendation.
5. All tenured & tenure track members of the Department Committee ~~will then meet in camera without the candidate at least a day after the first meeting, and in a closed ballot vote,~~ will arrive at a recommendation **in a closed ballot vote** which will be forwarded to the Dean by the Chair. The vote will be recorded, and the candidate informed of the outcome in writing by the Chair as soon as possible.
6. The candidate may appeal. See Collective Agreement 21A.04 (a) (vii).

Merit increases: procedure

~~A recommendation concerning merit standing for each faculty member will be determined by the Chair in consultation with that faculty member.~~

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.

In 2007-08, the Department consists of 5 full time probationary and 3 full time tenured faculty members. Of these faculty, x self-identify as members of the designated groups.

Furthermore, the Department will endeavour to ascribe to the following positive action procedures:

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: Form(s) and Procedures

Standard Departmental course evaluations will be administered towards the end of every course by a different instructor than the instructor of record.

APPENDIX I

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>

SEXUAL HARASSMENT ADVISOR

~~What is Sexual Harassment?~~

~~Most people have some idea of what constitutes sexual harassment. In a University, it is usually viewed as an instructor, seminar leader, lab demonstrator or don 'coming on' to a student. Sometimes the harassment is obvious, for example, if a promise of a higher grade in return for sexual favours is given, or there is a clear or implied threat of a lower grade if the answer is 'no'. However, there is another kind of sexual harassment that is much more subtle and therefore may be more difficult to recognize. This harassment may take the form of personal comments that make you feel uncomfortable, inquiries about your personal or sexual life, invitations or extra attention that is given only to you, or a classroom or seminar atmosphere that makes you feel unwelcome because of your sex or sexual orientation. These are examples that may take place in the classroom and in situations where there is a clear power imbalance between the people involved. However, sexual harassment can take place between peers in residences and in social situations where the power imbalance may be less obvious.~~

~~What can you do?~~

~~You can call or drop by the Sexual Harassment Advisor's office for a talk. Sexual Harassment is not always an easy thing to define or deal with, without expert help. Nor is it always directed towards females, though it most frequently is. Usually, talking over the situation will help clarify your own~~

feelings about what is happening. Appropriate action for you to take, and/or for the Advisor to take, will also be clarified.

Why does Brock have a Sexual Harassment Advisor?

The Province of Ontario, under the Human Rights Code, mandates that all employers maintain a work environment that is free from sexual harassment. Universities across Canada have adapted policies against sexual harassment on Campus. Brock's own policy demonstrates our commitment to providing the best possible academic and working environment for our students, faculty and staff. The Sexual Harassment Advisor is here to educate people at Brock on how to identify sexual harassment and how to deal with it. Equally important is educating individuals to monitor their own behaviors so that they do not harass others. When harassment occurs, the Advisor provides a centralized office to deal with the complaint fairly and without reprisal to the complainant.

Lynn Bubic, Sexual Harassment Advisor
Decew Residence, R221 Telephone 688-5550, extension 4019
Hours: Monday-Friday 8:30 a.m. - 4:30 p.m.
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