LECTURER HANDBOOK 25-26

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Department Structure

Theatre & Dance Mission Statement

Identity
The Department of Theatre & Dance is a community of students, scholars, artists and artisans who regard the collaborative and creative process as the core of education. We engage with that process at all levels of our work as we pursue excellence and understanding.

From the root of process stems practice, and that practice bears the fruit of experience. THDN guides that fruition, offering students an expanse of opportunities to encounter the art forms of theatre and dance, their making and meaning.

Statement on Diversity, Equity & Inclusion

We stand with our students, faculty, and staff as active agents against racism and all of the insidious ways that it has marred our disciplines, our campus, our department, our interpersonal relationships, and our own personal thinking and actioning.

We are eager to lend our voices and bodies to the transformative work that will bring about equal representation and change. Inspired by the power of what we have experienced, lived and learned, we thank the Black Lives Matter movement for galvanizing sharp focus on equitability. In our house, we are proud to say Black Lives Matter, and we are committed to dismantling structural inequities that have historically privileged specific ways of knowing and making over others.

We welcome partnership, collaboration, and dialogue to transform the trajectories of our fields and celebrate Change, Growth, and "Radical Re-Imagining." In the spirit of John Lewis' "Good Trouble" we say: Yes please!

Like you, many of us love this work and have re-arranged our entire lives for it. It is important that we create learning and working environments that feel healthy and celebrate the many vantage points and voices within the human experience.

Theatre mission and values:
Creativity
Creativity is at the center of all we do. Through performance and practice, process and research, we chase innovation. We are invested in the role of creativity within a liberal arts education for cultivating a community of collaborators, thinkers, and makers.
Research
We teach, create, and share performance and scholarship that is grounded in histories and forward-looking. We provide students with the tools and space to become the next generations of citizens, professionals, and leaders in and through theatre, dance, and performance studies.
Diversity
We are committed to recognizing, learning, and teaching a multiplicity of ways of knowing and making. We work to dismantle structural inequality and build more inclusive, accessible, and equitable ways to create.

THDN Org Chart

THEATRE & DANCE ORGANIZATIONAL CHART
REVISED JULY 2025

Rivera
A&S DIVISIONAL DEAN

Rich
THDN DEPT CHAIR

Mgr of Bus Ops & FIN	**Academic & Admin Spec**	**Grad Prog Coord.**	**Grad Director THTR**	**Grad Director DNCE**	**Assoc. Chair DNCE**	**Assoc. Chair THTR**	**THDN Technical Director**	**THDN Faculty & Lecturers**	**Director of Dance Production**	**Production Coord**	**Costume Shop Supervisor**	**Music Director**
MCCAIN	GOULD	VACANT	OSNES	ELLSWORTH	ELLSWORTH	STARK	FEELER		BASHORE		STARK	MANNO

Admin Coordinator
HUNTER

THTR Grads

DNCE Grads

Assistant Tech Dir
BALGOOYEN

Student Assistants

Electrician
VACANT

Student Assistants

Costume Shop Asst
DEWEY

Student Assistants

Lead Accompanist
WILLEY

Accompanists

Faculty/Staff Contact List

The Theatre & Dance faculty/staff roster is updated each semester. New copies will be emailed at the beginning of the semester.

Common Acronyms

A & S	Arts & Sciences (College of--our dept. is contained within the College)
ASFE	Arts and Sciences Fund for Excellence
ATLAS	Alliance for Technology, Learning and Society ("an innovative campus-wide initiative in education, research, creative work and 〔SEP〕outreach in which information and communication technology is the enabling force." Also a building on campus that contains a state-of-the-art black box theatre.)
ACDA	American College Dance Association
ACTF	American College Theatre Festival
ATHE	Association for Theatre in Higher Education
BBC	Building Beautiful Committee (THDN ad hoc committee)
BFA	Boulder Faculty Assembly (the representative body of the faculty on the Boulder campus--sets academic policy and advises administration on other policy for the University of Colorado Boulder.)
CAPS	Counseling and Psychological Services for CU students
C4C	Center for Community (building on campus—where you get your BuffOne card)
CMAP	Center for Media, Arts and Performance (part of ATLAS initiative)
CHA	Center for Humanities and the Arts ("serves as a focal point for humanistic research, creative work, and artistic performance at the University of Colorado." Awards competitive grants to faculty & grads)
CODA	Colorado Dance Alliance
CSF	Colorado Shakespeare Festival (an historic auxiliary of the College of A&S)
CUDC	CU Dance Connection (undergrad dance alliance)
CU-SIS	Student Information System
D2L	Desire To Learn (online teaching tool for faculty)
DDS	Dedicated Desktop Support
DNCE	Dance
ES	Employee Services (formerly known as Payroll and Benefits Services)
FACMAN	Facilities Management
FERPA	Family Educational Rights and Privacy Act (1974)
FRPA	Faculty Report of Professional Activity
FCQ	Faculty Course Questionnaires
FSAP	Faculty Staff Assistance Program
FSC	Financial Services Center
GCAH	Graduate Committee on Arts & Humanities
GPTI	Graduate Part-Time Instructor (grad student position)
JEDAI	Justice, Equity, Diversity, Accessibility, Inclusion
OIT	Office of Information Technology
PACE	Professional and Academic Conference Endowment for undergraduates
PCARD	CU Procurement Card (like a company credit card for the University)
PO	Purchase Order
PSC	Procurement Services Center
PTS	Parking & Transportation Services
PUEC	Primary Unit Evaluation Committee (promotion and reappointments for faculty)
RTD	Regional Transport District: regional bus line (your EcoPass allows you to ride for free!)
SOW	Scope of Work (form used to pay a guest speaker or artist)
TA	Teaching Assistant (grad student position)
THDN	Theatre & Dance (dept. abbreviation)
THTR	Theatre

T/TT   Tenured/Tenure Track
UROP   Undergraduate Research Opportunities Program

Personnel

I-9Form
Within three days after your hire date, you will need to complete the Form I-9 process. Please visit our HR page for more information: https://www.colorado.edu/hr/employment-eligibility.

Setting up Direct Deposit and Completing W-4 Information
Employees with an active IdentiKey may set up payroll Direct Deposit and complete their W-4 payroll tax withholding form through the myCUinfo Portal. Under the *Resources* tab, click on the Payroll and Compensation tab, then on the corresponding links. The Direct Deposit Authorization Form and instructions are available at: https://www.cu.edu/employee-services/payroll/pay/direct-deposit.
International employees: Do not use the W-4 web portal page. You must make an appointment with an International Tax Specialist at Employee Services, 303-860-4200. You may also schedule an appointment through the online appointment scheduling system found here: http://www.cu.edu/employee-services/payroll/international-employee-payroll. The International Tax Specialists will review your payroll tax status and assist you in completing the correct Form(s).

Please confirm your address is up to date on the employee portal CU Resources Tab > Employee Information> Employee Profile. The U.S. Postal Service will not forward checks or W-2s.

IdentiKey
Your IdentiKey consists of a CU Boulder login name and password that is unique to you. If you have not already, you will need to activate your IdentiKey so that you can obtain access to the myCUinfo Portal, email, and other critical systems and applications. To activate, please follow the instructions at http://www.colorado.edu/oit/services/identity-access-management/identikey or call 303-735-4357.

Emergency Alerts
The University of Colorado Boulder is committed to providing timely warnings and/or emergency notifications for situations that represent a serious or continuing threat to the campus community.
Manage your mobile alerts number and update as needed in your MyCUInfo portal.

Benefits Information
The University of Colorado offers its employees a comprehensive benefits package, which includes medical, dental, vision, life insurance, disability, retirement savings plans and wellness programs. Benefits are part of your total compensation, along with salary. The CU benefits recently were reviewed by a national consulting firm and found to be highly competitive in the job market.

The University of Colorado benefits are managed by Employee Services at the Systems offices in Denver. For questions or more information, contact an Employee Services Benefits Professional at
(303) 860-4200, option 3.
If you are hired into a faculty position that is 50% of time, or greater, and you start employment on the 1st day of the month, you will become eligible for benefits immediately. If you are hired after the 1st day of the month, you will become eligible for benefits on the 1st day of the month following your hire date.
You will need to enroll or waive your benefits within 31 days of your date of eligibility. You can find more information here (be sure to look at the plans that correlate to University Staff and the appropriate percentage of time): https://www.cu.edu/employee-services/faculty-benefits.

Buff One Card and Eco-Pass Information
 Once you have started your employment, you will want to go online or to the Buff One Card office, which is located at Room N180 in the Center for Community
building. There you will have your picture taken, receive your employee Buff One card, which also serves as your RTD Eco-Pass. You will need your Buff One Card to access the building after hours.

Transportation and Parking

Options (whether you plan to drive, bike, bus, or carpool to work, you will want

to review this website: http://www.colorado.edu/pts/). The Dept. Admin Coordinator is THDN's Parking & Transportation Liaison and can assist you in getting a parking permit.

Facilities and Office

Mailboxes
Faculty, staff, and graduate student mailboxes can be found in the THDN main office and will be ready for AY25-26 before classes begin.

Phones
CU has adopted Teams as a phone system.
For anyone still with a physical phone:
To dial another CU extension only requires 5 digits (2-5037 or 5-HELP). To dial outside CU, dial 8 first. Click on the link below for how to use/set up your phone. Questions? Contact the Dept. Admin Assist.
http://www.cisco.com/c/en/us/td/docs/voice_ip_comm/cucm/useroptions/10_5_1/CUCM_BK_U437D0F8_00_self-care-user-guide-1051.html Portal Entry https://ucmuser.int.colorado.edu/ucmuser/

Individuals who have soft lines access voice mail in the same way that cisco phone users do except that they will need to put in their id/extension after dialing 5-6245 and then their pin/password. Here is a link to directions for users on how to access voice mail. Users can access soft number voice mails from any phone on campus or off. Let me know if you have any other questions.

http://www.colorado.edu/oit/services/voice-communications/voicemail

Mail
CU mail code for official THDN business is 11077031. For department business correspondence, be sure to write this code on the top, upper left-hand corner of your envelope (above the return address). You can leave both business and personal mail for the U.S. Postal Service (be sure to affix the necessary postage for personal mail) in the "On Campus and U.S. Mail" bin on top of the mail boxes in the THDN main office.

Dedicated Desktop Support (DDS)
THDN contracts with OIT to provide technical support for our department. OIT DDS provides professional technical support for university-owned computing devices, including desktop computers, laptops, tablets, printers and multifunction devices (combined copier/scanner/printers). DDS will also support personally-owned smartphones.

OIT DDS offers ongoing technical support and maintenance for devices with Windows or Apple operating systems, and most business applications, including Microsoft Office, Adobe software, and PGP disk encryption software, as well as support for certain specialized applications that are used in each department.

Support includes recommendation, specification, installation, testing, and troubleshooting of computer systems and peripherals within established campus standards and industry best practices. Professional assistance includes timely troubleshooting, on location, to diagnose and resolve unique, non-recurring issues. Recurring problems will be addressed through an established problem resolution process, which strives to address underlying causes, develop resolutions and identify workarounds when applicable

https://oit.colorado.edu/services/consulting-professional-services/dedicated-desktop-support/faq

How to set up printing
We have a printer in the main office that prints, scans, and copies. Instructions to set up the printer on your device is located in the main office posted on the bulletin board directly behind the printer. We encourage you to set this up prior to the first week of classes for ease later in the semester.

THDN is supported by Dedicated Desktop Support(DDS). The Admin Coordinator can set you up on the department machine supported by our DDS if needed.

The course roster you see on myCUinfo (https://mycuinfo.colorado.edu) is only updated every 24 hours. If you are having trouble accessing your course roster you may contact office staff. If you need help printing your class roster or syllabus, please plan ahead and allow some lead-time, as the printers are very busy around the beginning of the semester. Due to so many instructors accessing the system, printing out your class roster will be very slow during the first few days of classes.

Please use paperless resources whenever possible: email, MyCUInfo, etc.
- ✓ Print double-sided when you can
- ✓ Copy codes are assigned to all teaching faculty and are the same as last year. The Dept Admin Assist manages these numbers so please ask her if you forgot yours.

Office Supplies
CU is contracted with Staples so all office supplies must be purchased through CU's Marketplace. The Dept Admin Coordinator is set up as a "shopper" and will order special supplies if needed. Basic office supplies are located in the main office.

Keys
Teaching faculty will be given keys to access their office and any teaching spaces that can only be accessed by keys. See The Dept Admin Coordinator if you have questions regarding keys.

Department Listservs
THDN's has four main listservs and is the main way we communicate with students. The two undergraduate listservs (one for theatre and one for dance) are moderated so will be approved or rejected for suitability before they are sent to subscribers. All undergrads are able to subscribe to these lists but you do not have to be subscribed to post a message. You must be subscribed to the two graduate listservs (one for theatre and one for dance) in order to post. More information or directions to subscribe can be found on our website:
https://www.colorado.edu/theatredance/theatre/theatre-listservs
https://www.colorado.edu/theatredance/dance/dance-listservs

Building Maintenance Issues
If you encounter a problem with the THDN building facilities (including but not limited to floods, leaks, broken locks, malfunctioning heating or air conditioning, etc.) please report the issue to the Stephen Balgooyen.The Administrative Coordinator can submit work orders as the back-up building proctor.

Building Access After Hours
Access to the THDN building 10 p.m. to 7 a.m. is by BuffOne card swipe only. See THDN Dept Admin Coordinator to get access if your card has not been activated. For swipe card access to the UT backstage, see the Production Coordinator.

Rehearsal Policy
Students are not allowed to rehearse or choreograph in the hallways. Any student in a THTR or DNCE class may sign out space in the building. Students may also use the many lobbies in the building to rehearse if needed.

Room Reservations
Some theatre & dance spaces are available for our majors and students taking THTR or DNCE classes that need rehearsal space to work on departmental projects. You can view studio restrictions, availability and learn how to reserve studio space on the THDN website: https://www.colorado.edu/theatredance/facilities-reservations

First Aid and Safety
Band-aids, chemical ice packs, and athletic tape are stocked in the sound cabinets in each of the dance studios. A larger first aid kit can be found in the THDN main office next to the Xerox machine. Please notify THDN Dept Admin Coordinator if/when first aid supplies are running low.

Wardenburg Health Services provides comprehensive health care for all CU students and is located just east of the UMC. http://www.colorado.edu/health/

Please report any suspicious persons in or around the building to the main office during business hours. After hours please call Campus Police (303-492-6666) to report suspicious persons or activity. Please use the buddy system when working late in the building and do not walk alone!

CU NightRide is a student-operated program dedicated to meeting the safety needs of CU students, faculty, and staff by providing night-time transportation to support a safe academic and socially responsible environment both on campus and in the community. CU NightRide is free for CU students, faculty, and staff. Call 303-492-7233 to get a free, safe escort to your car or home at night.

Faculty Responsibilities and Related Teaching Information

Dates & Deadlines
It is the responsibility of the faculty to know and adhere to the **drop/add deadlines** for each semester. Deadlines change each semester so it's important to check the Registrar's website for up to date information. http://www.colorado.edu/registrar/students/academic-calendar

Special Action (SAF) & Change of Record (COR) Forms
SAC and COR forms are used to update or modify a student's schedule or permanent record once staff lose access to CU-SIS. Check with the Academic and Administration Specialist for retroactive adds or changes.

Syllabus Collection
At the beginning of each semester your syllabi must be emailed to THDN Dept Admin Coordinator. Please put Course and section # in the subject line.

Syllabus Items
All instructors should include syllabus statements that address the following topics:
- ✓ Disability
- ✓ Religious Observance
- ✓ Classroom Behavior
- ✓ Discrimination and Harassment
- ✓ Honor Code
- ✓ No projects kept past 45 days after the last day of the semester / Grade appeal must be filed within 45 days

If you are requiring your students to see productions, please include the Box Office hours & contact info on your syllabus and the following courtesy message:

> *"Many Theatre & Dance Department productions sell out so please choose your dates and get your tickets well in advance. The Box Office upholds a strict NO REFUND policy and some shows do not allow late seating, so please plan to arrive early. There is a $3 charge for changing your tickets to another date / time."*

Office Hours
You must keep regularly scheduled office hours (not "by appointment"). "The College recommends a minimum of two hours per week for faculty members engaged in classroom teaching." See policy below. http://artsandsciences.colorado.edu/facultystaff/office-hours-for-teaching-faculty-in-the-college-of-arts-and-sciences/

Final Exam Policy
https://www.colorado.edu/policies/final-examination-policy

Enrollment Minimums
The College of Arts and Sciences enrollment minimums are 4 students for graduate level courses; 15 students for undergraduate courses.

Teaching Tools Tab on MyCUinfo portal
The MyCUinfo Portal is your primary resource for communicating with students, finding rosters, and entering grades.

Virtual Private Network (VPN) and UCB Wireless
http://www.colorado.edu/oit/services/networking-internet-services

Canvas Overview
Canvas is a cloud-based learning management system (LMS) that can be used as an additional space for

instruction, a communication hub for students, as well as a place to collect, grade and track assignments. How to get started: https://oit.colorado.edu/services/teaching-learning-tools/canvas

Rosters: Where to Find, How to Get.
You can see how many students are enrolled, where the class is scheduled to take place, the timing of the course, and your current roster in the "Course Tools" tab of the "Teaching Tools" area on MyCUInfo. On the Righthand side there are four options for Rosters including: Print Friendly Course Roster, Print Friendly Photo Roster, CU Clicker Roster, and Excel-Friendly Roster. These options allow you to decide how you would like to take note of who is in your class.

Faculty Web Grading
University policy requires grades be entered into the web grading system no later than 90 hours after the final exam for the class.
See link for help. http://www.colorado.edu/registrar/faculty-staff/grading

Entering Grades

> Log in to MyCUInfo.
> Click the Teaching Tools tab.
> Click Go to Web Grading.
> Check to make sure you're on the correct term; if not, click change term.
> Click the Grade Roster icon next to the course you wish to grade.
> Either enter grades manually or upload a .CSV file

Posting Grades

Once you set the grade roster action to APPROVED and click Save, you can then select the POST button to post grades to students' records. A batch posting process runs every three hours for grade rosters that are not yet posted but have a status of APPROVED. You will not receive a confirmation email when your grades are posted, but you can view the grade status in the grade roster. Once the status says POSTED, your grades have successfully been submitted.

Faculty Absence From Campus
If you anticipate being out of town, please follow campus procedure found on Arts and Sciences' website: http://artsandsciences.colorado.edu/facultystaff/absence-from-campus-temporary- approvals-required/

✓ The contact time of your course has been dictated by Colorado State Law and includes your regularly scheduled class and the final exam slot.
✓ You cannot schedule into your syllabus a "work day" where you are not there
✓ It is your responsibility to find a sub (and pay for them) if you have been approved to be absent from teaching your class that day
✓ If you wake up ill and/or cannot come to campus, please email your students and then call the main office at 303-492-7355 and let her know so that we can alert any students who may not receive your email before class.

Mandatory Reporting Responsibility – Office of Institutional Equity and Compliance
Office of Institutional Equity and Compliance 303-492-2127; http://www.colorado.edu/institutionalequity/
If you witness or are told of any harassment or discrimination involving protected class (race, color, national origin, sex, pregnancy, age, disability, religion, creed, sexual orientation, gender identity, gender expression and veteran status), then you have an obligation to report.

If you suspect that a student might be getting ready to tell you that s/he has been the victim of a crime, you might consider doing the following:

> 1. Say to the student: "I think I know where you are might be going with this. While I absolutely

Want to support and listen to you, I need to let you know that I may not be able to keep your Information confidential. If this is something that you don't want anyone else to know about, we can call somebody right now who is confidential." Make sure you let the student know that you want them to be heard!

2. If the student agrees you can contact the Office of Victim Assistance (303-492-8855; http://cuvictimassistance.com), an advocate can meet with the student in our offices, or

ome to you.

CU Risk Management
If a student or employee is injured in class, shop, rehearsal, or performance, attend to their needs (obtaining an ice pack, taking them to Wardenburg, etc.) then please contact:
  ✓ the THDN Chair
  ✓ Carolyn Peet (Associate Director, Risk Management): 303-735-5900; carolyn.peet@cu.edu

These individuals will instruct you about what paperwork and/or actions are required, depending on the extent and circumstances of the injury.

Instructor/TA contracts
Every instructor teaching a course with the help of a TA is expected to complete an Instructor/TA contract with the TA to be submitted to the Graduate Program Assistant by the end of the second week of classes each semester. This contract outlines standards for the lecturer/faculty/GPTI (hereby referred to as instructor) and teaching assistant (TA) working relationship as established by the department. By signing the contract, and as approved by the assigned department supervisor for the course, both individuals agree to abide by the expectations established in the contract in order to ensure a mutually positive working relationship.

myCUinfo Portal – CU Resources Tab (for Employees)
Log in to your myCUinfo portal to change your address, phone number, tax withholding, etc.
You can also use the portal to:
  ✓ Update your Emergency Contact information.
  ✓ Change your mailing address.
  ✓ Download your pay advice.
  ✓ Change your Direct Deposit information.
  ✓ Get a copy of your W-2.
  ✓ Change the information on your W-4.

The Direct Deposit field on the myCUinfo Portal has been enhanced this year and is now operational. Please use this method to set up or make changes to your direct deposit information. If you moved during the summer, please go into the portal and change your address.

Email Etiquette
Remember that all email is public so please be professional and have a respectful tone when emailing at all times.

All correspondence with students regarding a course that you are the Instructor of Record of must be conducted via email and not by text messaging. This helps to ensure a paper trail can be followed in cases that require follow up (i.e. grade disputes).

Student Issues

Advising & Enrollment
Contact THDN Undergraduate Academic Advisor, Jessica Baron, with specific questions regarding major or minor requirements. Courses with 800 or 900 section numbers require permission (audition or instructor/dept consent) to enroll. Please see the Academic and Administration Specialist to assist in enrolling students.

A&S Grade Appeal Policy
Students have 45 days in which to appeal a grade. The College of Arts and Sciences grade appeal policy can be found online here: http://artsandsciences.colorado.edu/facultystaff/college-policy-on-grade-appeals/

Honor Code
CU's Honor Code Pledge:
"On my honor, as a University of Colorado Boulder student, I have neither given nor received unauthorized assistance."

For more information pertaining to faculty, honor code violations and policies and to access the honor code syllabus statement: http://honorcode.colorado.edu/faculty-information

Incompletes
See Arts and Sciences incomplete policy at the link below for more information. An "I" for incomplete, automatically turns to an F if the student does not complete the work within a 12-month period and a Change of Record Form is submitted. We recommend a shorter time line whenever possible. Incomplete Forms are in the Main Office– a contract signed by both the instructor and student is required for any I (incomplete) grades. To be eligible for an incomplete grade, college policy requires that:
    1. The student request the incomplete
    2. The student has satisfactorily completed a significant portion of the course, and
    3. The student has extenuating circumstances beyond his/her control that prevent the student from completing the course within the normal time frame.
If a student's situation does not conform to all of these criteria, the student is not eligible to receive an incomplete.
See A&S policy here: https://catalog.colorado.edu/undergraduate/credits-grading/

Student Assessment
Please be very explicit in your syllabus regarding how student's grades will be determined. If you have a category for participation, articulate how you will assess this activity. Grade appeals are very time consuming.

Grade changes
Instructors can now electronically request individual grade changes back to Fall 2010. Links to documents that outline the process for both instructors and approvers are below:

·   Using the Grade-Change Workflow: Instructor Version
·   Using the Grade-Change Workflow: Approver Version

Instructors may request a grade change by clicking on the **Request Grade Change** link on the upper right hand section of their grade roster. This is directly underneath the **Grade Roster Approval Status** drop down value (see page 3 of Using the Grade-Change Workflow: Instructor Version).

Upon submission by the instructor, the grade-change request is routed to the student's primary dean's office for approval. If approved, the new grade is reflected on the student's record within 24 hours. The student, instructor and dean receive an email when the change goes into effect. Please note that when the approver receives an email indicating that a grade change is ready for their approval, they must be authenticated into Campus Solutions before clicking on the approval link (if not authenticated, approvers will get a blank search page).

This process was designed to improve the grade change experience. This workflow does not replace the need for a Change of Record Form (or COR) for credit hour changes, retroactive drops or retroactive adds. Instructors cannot use the grade change workflow to submit changes to thesis or dissertation IP grades, a final grade card must still be submitted. Instructors may still use our COR forms to submit individual grade changes, if they prefer that route.

Disability Services
Please review the FAQ's on CU's Disability Services website https://www.colorado.edu/disabilityservices/ prior to the start of classes. If you have a student needing additional time and/or reduced distractions you can use the UT Box Office (come to the main office to get the key).

Faculty can accept a physician's note stating a student had an appointment and therefore missed class but the student should be directed to Disability Services for all other documentation.

Administrative Drop Note
When a student registers for any DNCE or THTR course, they see a note that reads: "Students who do not attend the first two class sessions may be administratively dropped at the discretion of the instructor." Instructors are responsible for taking attendance and working with office staff to administratively drop students who have not attended the first two class sessions **if** the instructor needs space in the class for students on the wait list.

The Family Educational Rights and Privacy Act of 1974 (FERPA)
Is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA affords students who attend a post-secondary institution the following rights related to their education records:
▪ Inspect and review information in their educational records
▪ Request a correction to their record
▪ Have some control of the disclosure of personally identifiable information from these records (restrict the release of directory information or authorize the disclosure of non-directory information)
▪ File complaints with the U.S. Department of Education Family Policy Compliance Office (600 Independence Av SW, Washington, DC 20202)
FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.
Former students have the same FERPA protections regarding their education records, however, they may no longer request that a privacy status be placed on them.
For more information regarding FERPA, visit the U.S. Department of Education, or see CU-Boulder's Annual FERPA Notification.

Academic Advisor Jessica Baron recommends calling back any parent who calls with a complaint rather than speaking with them on the spot. This gives them time to cool down and gives you time to research to prove that they are who they say they are and check what you are allowed to tell them. Please see the Academic and Administration Specialist to check to see if the student has given permission for their parents to access more information.

Students of Concern
If you sense that a student is in crisis, Counseling and Psychiatric Services (CAPS) offers confidential, on-campus mental health and psychiatric services for a variety of concerns such as academics, anxiety, body image, depression, relationships, substance use and more in two primary locations on campus at Wardenburg Health Center, 303-492-5654 and the Center for Community (C4C) 303-492-6766. There is also a lot of great information and contacts for services at: Students of Concern Team (Dean of Students Office) 2-7348.

Concealed Weapons
The Laws of the Regents and Colorado Revised Statute 18-12-105.5 make it unlawful to carry weapons while

on the grounds of the University of Colorado. However, those who are age 21 and over and possess a valid concealed carry weapons permit (CCW) may have concealed weapons on campus. This is in accord with a March 2012 Colorado Supreme Court ruling.

Students' Rights and Responsibilities

Students at the University of Colorado Boulder have a right to certain information that the university is required by law to provide. Much of that information is safety related or financial in nature, but other broad categories are included such as graduation rates, athletics, and the various costs associated with attending CU-Boulder.

Current federal regulations require that institutions of higher education disclose such information and make it readily available to current and prospective students. A new provision in the Higher Education Amendments of 1998 requires institutions to provide a list of the information to which students are entitled with instructions on how they may obtain it.   http://www.colorado.edu/about/your-right-know

Student Conduct Code Policies and Procedures
http://www.colorado.edu/osccr/

Funding and Grants

Grant Procedures
See THDN Business Manager, if you receive a grant: Program Fee Grant, ACE, GCAH, ASFE, etc. They can help you with purchasing procedures. It will help to bring her a copy of your award letter. They will help you with forms (SOW, W-9, etc.), but remember that you are the responsible party on the grant.

Please note that paying a non-U.S. citizen or organization is extremely difficult. You need to get started with THDN business manager early on those payments. Before you make agreements to pay people that are non-U.S. citizens, be aware that their immigration status may prevent them from being able to be paid for work they do in the U.S. The university is diligent in keeping with IRS laws, Visa laws, Homeland Security laws, etc.

Department Grants
See link below for more information.
https://www.colorado.edu/theatredance/dance/dance-scholarships
https://www.colorado.edu/theatredance/theatre/theatre-scholarships
　　　　Program fee grants have been awarded for: guest artist workshops, master classes, facility improvements (projection screens for the Loft, flooring and sound equipment for the Acting Studio, draperies and mirrors in the Movement Room; green screen equipment and lighting upgrades for W150), salon projects, puppetry masks for theatre class; subsidized discounted THDN student tickets; and production related purchases. See Stacy for questions.

Arts and Culture (ACE) are an account provided by the Arts and Culture portion of student fees for the purpose of funding guest artists (musicians, composers, fight choreographers, dialect coaches, designers, painters, puppeteers, milliners, etc.) who will work directly with students involved in a THDN production. ACE Applications are sent out via email at least once a semester.

Box Office and Marketing

Posting to Irey and UT Lobby Monitors
CU Theatre & Dance faculty, staff, and student groups are invited to submit images or flash videos promoting Department of Theatre & Dance events, deadlines, achievements, and news for display on the monitors.

Design specifications:
- Preferred file format is JPG, but we can also take PDFs, Flash, PowerPoint, and many more. One easy way to create a JPG is to lay out a slide in PowerPoint and export it as a JPG (use the "options" button to adjust the size).
- Ideal size is 1280 pixels wide x 720 pixels high or larger. Even if you can't get the size exact, the image needs to be horizontally oriented and large in order to fit.

Design suggestions:
- Your art doesn't need a border, the display fields each have borders
- Try to avoid white or very light backgrounds. These tend to be glaringly bright on the screen.
- Each image is displayed 30 seconds, so text should be succinct and any animation or audio (optional) should be under 30 seconds
Dates:
Please include the dates you'd like your image displayed, up to 4 weeks total.

Please limit your event submissions to only Theatre & Dance presented events such as faculty news, advising information, awards and other celebratory milestones. Sorry, due to great volume, we can't post signs promoting outside faculty or student activities.

To submit your files or ask questions, email: thtrdnce@colorado.edu

Website update procedures
Send and text or photo changes to thtrdnce@colorado.edu

Please put "WEBSITE UPDATE" in the subject line of your email and include the URL on which you want the change to appear. Be very specific about your changes and where you wish them to be placed. Submit a new block of text if several different changes are being made.
If it is timely/urgent – please add "URGENT" in the subject line otherwise please allow a week for the update to be completed. A good website is never "done" as it has to be constantly updated to reflect who we are and what we are doing.

THDN Voucher Ticket Policy and Procedure
THDN faculty, staff, GPTIs and TAs get one voucher per performance per semester for use on any THDN season show. See the Dept. Admin Coordinator to receive vouchers. Be mindful that these are NOT tickets, you still need to contact the Box Office (by phone or walk in) to get a ticket to the show, prior to the night of.

CSF Comp Ticket Policy and Procedure
CSF has a long history of collaborating and sharing resources with the Department of Theatre & Dance. CSF encourages Theatre & Dance faculty and staff members to attend its productions to see the work of current student and faculty talent, to view potential guest artists, and to foster ideas for future collaborations. To that end, CSF will extend a limited number of comp tickets to Theatre & Dance GPTIs, staff, and faculty member for certain productions in the current season. This complimentary admission is limited to preview, Tuesday through Thursday, and matinee performances and is subject to availability. Complimentary admission is good for Theatre & Dance employees only and is nontransferable. Per the PSC Procedural Statement: Recognition and Training, this attendance is viewed as training for Theatre & Dance faculty and staff, as it is deemed relevant to their job responsibilities and university career, it enhances their job performance, and it provides a

benefit to the University by fostering collaboration between campus departments. Non-taxable: T&D Faculty/Staff.

Appendix

BY-LAWS

(Revision March 21)
Approved by THDN faculty 24 March 2021

Department of Theatre & Dance
approved by THDN faculty 30 October 2008
approved by College of Arts & Sciences 18 November 2008

These departmental by-laws, policies or rules are subject to the current laws and actions of the Regents and to other University policies and procedures as described generally in the Faculty Handbook and as subsequently revised. Each Departmental by-law, policy or rule is intended to be interpreted and applied in a manner consistent with current Regents Laws and actions, and other University policies and procedures. College, campus, and Regent policies and procedures all apply.
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1. The Department

    1.1 The Department is created by action of the Board of Regents

    1.2 Membership in the department shall include the following:

        1.1.1 Rostered Faculty and Staff holding at least half-time appointments in the department.

        1.1.2 Undergraduates with declared majors and minors in the department.

        1.1.3 Students accepted on regular degree status in one of the graduate programs of the department.

2. Departmental Programs

    2.1 For academic and curricular purposes, the department shall be divided into the programs of Dance and Theatre. In any given year, each department member's program responsibilities shall be determined by the distribution of teaching load. Within each program there will be areas of concentration with particular degree requirements.

3. Voting Privileges

    3.1 Voting Membership of the Department

All faculty members, including instructors, of the department at all academic ranks with 50%-time within the department or greater appointments vote on matters of general policy and hiring. Faculty member is defined as a TT faculty member or an instructor at or greater than 50%. Voting privileges for issues regarding reappointment, tenure, and promotion of tenure-track faculty are detailed in the Administrative Policy Statement (APS) for Standards, Processes and Procedures for Comprehensive Review, Tenure, Post-Tenure Review and Promotion,[1] which states that "Only members of the primary unit holding tenure may vote on decisions relating to tenure."
All faculty and staff members of the department are invited to contribute to the conversation concerning personnel reappointment, tenure, and/or promotion. All rostered faculty members at or above rank of the position(s) being considered for reappointment may vote on non tenure-track faculty reappointments. Retired professors are not voting members of the Department regardless of rank or designation.

3.2 Voting Within Committees

3.2.1   Ex-officio members of committees shall not vote. Committee chairs shall not vote as members of their respective committees.

3.2.1   Student members of committees shall participate and vote except on matters concerning faculty or student evaluations.

3.2.3 Secret ballots should be used on major issues (as defined by the Chairperson or faculty).

4. Departmental and Program Meetings and Quorum Rules

4.1 All rostered members of the Faculty are expected to attend departmental and program faculty meetings unless on sabbatical or approved leave of absence.

4.2 Types of meetings:

4.2.1   Full Department meetings of the THDN faculty shall be called by the Chair and held no less than twice a semester during the fall and spring semesters.

4.2.2   In addition, at least two program faculty meetings will be held each semester.

4.2.3   Standing committees and ad hoc committees meet as scheduled by the Chair.   Each committee will have a designee for taking minutes as selected by the Chair.

4.3 A quorum of at least two thirds of the voting body must exist for departmental, program, standing, and ad hoc committees.

4.3.1   If a quorum of the faculty is not present for full department meetings, these meetings can be held for informational or colloquium purposes only.

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[1] Administrative Policy Statement 1022 - Standards, Processes and Procedures for Comprehensive Review, Tenure, and Promotion
https://www.cu.edu/ope/policy/aps-1022-standards-processes-and-procedures-comprehensive-review-tenure-and-promotion/

4.4 A designee selected by the Chair shall keep minutes that will at least identify the subjects discussed and give the text of all agreements made and motions passed. A copy of these minutes will be made available along with the notice of an agenda for the next meeting to all voting members and a set of all minutes and agendas will be kept on file in the department office.

4.5 Absentee ballots are understood throughout these By-Laws to include votes cast by absent voting members by proxies; such ballots shall be valid but shall not count toward determining the existence or non-existence of a quorum.

4.6 Any items of interest to faculty, staff, and/or students may be discussed at faculty meetings. Other special concerns of departmental meetings can include the following significant action:

4.6.1 Recall of any elected or appointed officer prior to conclusion of normal term requires two third majority of the qualified votes in the department (absentee ballot is permitted). The following procedure for recall must be adhered to: at least five FTE faculty and two elected student representatives must present a written request for recall to all members of the department and specifically to the individual involved at least two weeks prior to a departmental meeting. The matter shall be discussed and voted on at that meeting. In the case of chairperson, a vote in favor of recall shall serve as only a recommendation from the Department to the Dean.

5. Developing Basic Department Policy

5.1 Development and Modifications of Departmental Policy

Basic Department policy shall be the province of regular departmental meetings. Policy for the Department shall be developed through a collegial and shared process where input is solicited from all related or affected constituencies. Department policy must be approved by the voting members of the department (majority vote) unless it involves a change in By-Laws.

5.1.2 By-Laws are subject to change at any time and in any manner provided changes are the result of the following procedures:

5.1.2.1 Suggested changes are submitted in writing one week in advance of a department meeting.

5.1.2.2 A meeting at which a quorum is present acknowledged by a simple majority that the change merits consideration.

5.1.2.3 A subsequent department meeting (the next one, if possible) at which a quorum is present approves the change by the necessary two third margin or better.

5.1.2.4 Changes in By-Laws require a two-thirds majority of the qualified votes in the department (absentee ballot(s) permitted).

6. Officers and Their Responsibilities

    6.1 Those working in the department are expected to remain within the framework of department policies and By-Laws and are responsible for doing so to the members of the department at large. Those charged with administrative duties are to be clearly identified to the full membership whether they are elected or appointed, and will be referred to hereafter in the By-Laws as administrative personnel. Administrative personnel must include:

        6.1.1 The Chairperson of the Department (executive officer) is charged with the administration of the Department. They are also responsible for the preparation of the budget, final salary recommendations, the arrangement of the teaching schedule, the assignment of duties to individual staff members, the recruitment of new staff members, and the overall business affairs of the Department. In the case of an internal search for the Chairperson (including the possible reappointment of a previous Chairperson), the Department as a whole will meet with the candidate(s) for the position and interview him/her/them about issues germane to the unit. Subsequently, faculty will vote on the candidate(s) in order to make a formal recommendation to the Dean of the College of Arts and Sciences. The Chair serves at the will of the Dean. The term shall be for three years and is renewable. Recommendation to the Dean by majority vote shall take place at a meeting subsequent to one in which written nominations are solicited from the voting membership (each nominator may suggest more than one name if desired) and voting is to be by closed ballot. In addition to the above, the Chairperson shall also provide the following services:

            6.1.1.1 Schedule and Chair full department meetings; bring new business to attention of Department; facilitate subsequent discussion and follow-up.

            6.1.1.2 Be ultimately responsible (as Chief Executive) for department administration.

            6.1.1.3 Represent the department as need or occasion arises.

            6.1.1.4 Serve as a channel of communication within, to and on behalf of the department.

        6.1.2 Associate Chair for Dance - elected by voting members in the Department. Term shall be for three years and is renewable. As in the case of the Chair, the Associate Chair serves at the will of the Dean. Compensation is also governed by College Policy. Associate Chair for Dance shall provide the following services:

            6.1.2.1 When Chairperson is from Theatre, serve as Director of Dance, assuming administrative responsibilities for the Dance program.

            6.1.2.2 When Chairperson is absent, assume role and responsibilities of Chairperson, alongside the Associate Chair for Theatre.

            6.1.2.3 Assume other duties at Department level as assigned by the Department Chairperson.

6.1.3 Associate Chair for Theatre - elected by voting members in the Department. Term shall be for three years and is renewable. As in the case of the Chair, the Associate Chair serves at the will of the Dean. Compensation is also governed by College Policy. Associate Chair for Theatre shall provide the following services:

6.1.3.1 When Chairperson is from Dance, serve as Director of Theatre, assuming administrative responsibilities for the theatre program.

6.1.3.2 When Chairperson is absent, shall assume role and responsibilities of Chairperson, alongside the Associate Chair for Dance.

6.1.3.3 Assume other duties at Department level as assigned by the Department Chairperson.

6.1.4 The Director of Graduate Studies in Dance and the Director of Graduate Studies in Theatre and Performance Studies, both Directors of Undergarduate Studies, and all heads of undergraduate tracks are to be affirmed by a majority vote of the divisional faculty to serve a three-year term; successive terms are permissible.

6.1.4.1 Both Directors of Graduate Studies will serve as Department representatives to the Graduate School.

6.1.5 Additional Administrative Personnel may include any other persons elected or appointed to assume a specific administrative duties. Administrative personnel are free to ask colleagues to serve on a committee to help them. Department members, by a majority vote, are free to require the formation of such helping committees. In all instances, administrative personnel are expected to file semester reports to the department membership (as brief as is consistent with the goal of informing colleagues of significant developments). These reports should be made available to all interested parties. Department meetings shall provide a forum for discussing items pertinent to these reports.

7. Committees.

The Chairperson and the Associate Chairs shall be assisted in the administrative work of the department by the following standing committees. Except where noted, committee members will elect the committee chair. Members are elected by the faculty at the August departmental retreat.

Diversity and equity issues are integrated into all committee work and are a high priority in the Department. An annual meeting shall be held to update and revise the Department's Diversity Plan.

7.1 **Budget Advisory Committee**

The THDN Budget Advisory Committee shall be comprised of THDN Chair, THDN Business Manager (committee chair), Associate Chair from THTR, Associate Chair from DNCE, Production Coordinator, Director of Dance Production, THTR Technical Director, Costume

Shop Supervisor, Lighting, Projections, and Sound Supervisor, and a rotating full-time faculty member from THDN elected by the faculty at the August departmental retreat.

Charge: This committee oversees the allocation of financial resources. The THDN annual budget is presented to the committee by the THDN Business Manager who creates it with input from appropriate personnel in the College of Arts and Sciences and THDN. The Budget Committee evaluates the budget and makes recommendation to the THDN Chair on whether or not to approve the budget and may suggest changes to the budget. A budget report, stemming from the work of the committee, is presented to the THDN faculty early in the fall semester of each year.

7.2 Merit Review Committee

The THDN Merit Review Committee shall evaluate Department faculty for annual salary merit adjustments and shall recommend increases for reasons of special merit, promotion, retention and hiring. In addition to the Chairperson, the committee shall consist of six voting members with a representative mix of program and discipline from the department faculty; at least two of these individuals shall be tenure-track members, and at least two elected from the non-tenured members of the faculty at the rank of instructor of above. Members of the committee are to be elected annually by the voting members of the department (two committee members will stay on the committee for a second term to create continuity.) This election shall take place at the August departmental retreat.

7.3 Primary Unit Evaluation Committee (PUEC)

The THDN Primary Unit Evaluation Committee (PUEC) reviews and evaluates all faculty members for reappointment, tenure, and promotion, and makes its recommendation to the appropriate voting members of the faculty. Members: four members of the faculty who rank at or above the rank of the position(s) being evaluated. The committee must contain at least one member from the theatre faculty and one from the dance faculty. Members are elected by the faculty at the August departmental retreat.

7.3.1   When a significant number of personnel are up for review in the same year, additional committees may be formed to ensure each personnel review is given adequate consideration.

7.3.2   In the case of post tenure review, two tenured faculty members from the PUEC will serve as evaluators of post-tenure material and offer a review to be given to the Chair. In the event that a faculty member who is up for post-tenure review also serves on the PUEC, a new tenured faculty member will be elected or appointed by the Chair.

7.4 Curriculum Committee

The THDN Curriculum Committee shall be comprised of THDN Chair, Associate Chairs, and the Graduate and Undergraduate Directors from both Theatre and Dance.

Charge: The Curriculum Committee accepts and evaluates proposals for new courses, course revisions and degree program revisions from the THDN faculty. From that

evaluation, the committee will submit curricular recommendations (including suggestions for changes to the proposals) to the THDN chair, to be followed by a departmental faculty discussion/vote. Recommendations are then moved to the college level for review.

7.5 **ACE Arts Fee Committee**

Determinations for ACE (Arts and Cultural Enrichment) grant funding allocations for THDN are a function of the **THDN ACE Arts Fee Committee (AFC).**

The AFC shall be comprised of THTR Associate Chair, DNCE Associate Chair, Production Coordinator, Director of DNCE Production, one Graduate Student from THTR, one Graduate Student from DNCE, one Undergraduate Student from THTR and one undergraduate student from DNCE, all of whom are voting members. The THDN Chair is a member ex-officio. One of the two Associate Chairs will be committee chair, as assigned by the THDN Chair.

Charge: As the steward of ACE grant funding for THDN, the AFC will meet regularly to vote on whether applications for ACE grants meet the criteria for approval as published on the ACE application forms, make judgments on the merits of the projects and to vote on how to divide and allocate funding. The AFC Chair is responsible for timely dissemination of the application materials to THDN faculty/students prior to the regular meetings of the AFC.

7.6 **THDN Curriculum Support Committee**

Determinations for APA monies allocated for THDN are a function of the **THDN Curriculum Support Committee**

The Curriculum Support Committee shall be comprised of the THTR Associate Chair, DNCE Associate Chair, one faculty member from THTR, one faculty member from DNCE, two graduate students from THTR, two graduate students from DNCE, two undergraduate students from THTR and two undergraduate students from DNCE, all of whom are voting members. The THDN Chair is a member ex-officio. One of the two Associate Chairs will be committee chair, as assigned by the THDN Chair.

Charge: This committee is the steward of the percentage of THDN Academic Program Allocation (APA) monies allocated specifically for guest artists tied to curriculum and other classroom needs. The Curriculum Support Committee will meet regularly to vote on whether applications for grants meet the criteria for approval as published on the committee's application forms, make judgments on the merits of the projects and to vote on how to divide and allocate funding. The Chair is responsible for timely dissemination of the application materials to THDN faculty/students prior to the regular meetings of the Curriculum Support Committee.

7.7 Season Planning Committees

The season selection process is done with input from faculty, staff, and students, recognizing that the production choices serve and are impacted by: a) the need to create student educational opportunities; b) the mission of the department and its individual programs; c) the need to generate box office income for curricular support; and d) provide opportunities for faculty to engage in their research and creative work in a pedagogical context.

7.7.1 The faculty members who will serve on Dance Season Planning Committee will be determined at the August THDN Retreat. Student members will be added during the first two weeks of classes. The Director of Dance Production will chair this committee.

7.7.2 The faculty members who will serve on Theatre Season Planning Committee are the Director of Theatre, Production Manager, Technical Director, Costume Shop Supervisor, and Heads of BFA programs. Student members will be added during the first two weeks of classes. The Associate Chair/Director of Theatre will chair this committee.

Charge: To formulate and forward a Recommended Production Season of DNCE and THTR productions (titles, dates and names of directors/choreographers) to the THDN Chair. Once the recommendations are submitted, the Chair assumes the responsibility of finalizing the season plan and making it public in the spring.

7.7 **Faculty Hiring Committee**

Hiring at the rank of instructor or above shall be primarily the function of the program involved with as much interaction as feasible with all members of the department. The Department Chair must approve the composition and leadership of the search committee. Members of the voting body are eligible to cast closed ballots for a particular position only if they have attended either a campus interview session or a campus job talk for every candidate for that position.

7.7.1 Hiring requires appropriate vetting and recommendation by a Search Committee and a final faculty vote on the recommendation to the Dean.

7.7.2 Search committees may include students as voting members when appropriate.

7.7.3 All hiring shall be done in a manner consistent with University and College policies and is subject to final approval by the Dean of the College of Arts and Sciences.

7.7.4 If the Department contemplates spousal/partner hires, each candidate must be treated as a distinct individual with full respect for qualifications and credentials. This minimally includes a full dossier and an independent review. No candidate should be treated merely as an appendage of another.

The Department may consider a candidate's spouse/partner for a position that has not been advertised, but it may only do so if it judges that this person has qualifications sufficiently high that if the Department had conducted a national search for someone in this person's area of expertise, it might plausibly have chosen to include this person among those to be interviewed. After a full faculty discussion and, vote the recommendation for hire (or not) is forwarded to the Dean.

7.8 **Graduate Admissions Committees**

Each program (THTR and DNCE) shall make its own determination of which graduate applicants are admitted into their respective programs each application cycle. Both programs make graduate admissions decisions based on consensus voting by the graduate faculty and adhere to all Graduate School rules and University policies pertaining to graduate admissions.

   7.8.1   DNCE graduate admissions decisions are based on an initial faculty review of application materials. Students must audition either in-person, or via a virtual (online) exchange that meets the requirements put forth by the faculty. The DNCE graduate admissions committee includes all DNCE faculty members on the Graduate Roster.

   7.8.2   THTR graduate admissions decisions are based on faculty review of application materials. The THTR graduate admissions committee includes all THTR graduate faculty members, one THTR MA student (non-applicant during that admission's cycle), and one THTR Ph.D. student.

7.9   **JEDAI Committee (Justice, Equity, Diversity, Accessibility, and Inclusion)**

This committee makes recommendations and helps to develop Departmental policy and action related to diversity, equity, inclusiveness, and accessibility as they affect the academic life of the Department. It guides the implementation of Department-level programs related to diversity, equity, and inclusion, such as hiring-related programs, the production season, internal climate, space coordination, recruitment, and outreach and engagement. The committee may solicit requests or proposals from faculty or other standing committees. The committee also maintains a diversity plan for the Department. The Chair of THDN is an *ex officio*, non-voting member of this committee.

7.10   **Awards Committee**

The Awards Committee shall be comprised of four faculty, two Tenured/Tenure Track and two Instructors. With Chair approval, the Awards Committee shall suggest, write, and submit nominations for internal CU and external faculty awards such as Distinguished Professor and College Professor of Distinction.

7.11   **Student Advisory Committee**

This committee comprises two students from each undergraduate program (BA THTR, BA DNCE, BFA DNCE, BFA Acting, BFA DTM, BFA Musical Theatre), two MA, one MFA and one PhD. Students will be elected by students in their respective programs for a one-year renewable term in August of each year. The committee will meet with the Chair or an Associate Chair monthly to exchange departmental updates and foster communication between programs; minutes for each meeting will be made available to the full department.

7.12   **Ad hoc committees**

(e.g., Search Committees, Revision of Tenure and Promotion Guidelines, Honors, CSF/THDN Relations, Big Picture, etc.) may be formed when deemed essential by the Chairperson or any administrative officer.

8. Creation of Departmental Auxiliary Programs

   8.1 Any faculty member wishing to establish a departmental auxiliary program must submit a written proposal to the Chair who will confer with the appropriate standing committee which shall include the scope, funding and practical workings of the proposed program to the department as a whole. Voting shall take place at a meeting subsequent to that at which the program was proposed. A two-thirds vote of voting body shall be required to establish a program. An executive officer must be selected with the establishment of a program; the term of office should be designated at the time of selection.

   8.2 A two-thirds vote is necessary to terminate a program.

9. General Departmental Procedures

   9.1 Business meetings shall be conducted in an orderly fashion with Robert's Rules of Order (revised) as a guide whenever the majority of those present considers such formality helpful.

   9.2 The department chairperson will preside over department meetings. Chairpersons of standing or ad hoc committees will appoint replacements for periods of extended absence (summer session or leave). These replacements must be confirmed by a majority of the group being chaired. Chairpersons shall see to it that meetings are held with sufficient frequency to conduct necessary business and suitable arrangements are made for taking minutes and maintaining records of decisions made at the meetings over which they preside.

   9.3 Except where College or University policy prevails, any member of the department with a grievance can request review of the matter by a committee of three -- one appointed by the person with a grievance, one appointed by the chairperson, one mutually agreed upon -- to report to whatever group(s) within the department the aggrieved party desires. Beyond the department, the normal college and university channels should be utilized.

   9.4 Upon request of any member eligible to vote, a closed ballot shall be used in the decision-making of the department, the programs, or the committees referred to or provided for in these by-laws. Elections of Chair, Associate Chairs, and all personnel evaluations (Instructor Reappointment, Comprehensive Review, Promotion to Tenure, Promotion to full) shall be by closed ballot only.