

1 **Preamble**

2 The constitution describes (1) the mission of the East Carolina University College of Fine Arts  
3 and Communication; (2) College organization; (3) standing committees; (4) the appointment  
4 process, responsibilities, and qualifications of the Dean; (5) the relationship of the Dean to  
5 College School Directors; (6) College meeting procedures and voting rights; and (7) constitution  
6 enabling and amendment procedures. The provisions of this constitution do not conflict with  
7 either [Chapter 100 of the UNC Policy Manual](#), the East Carolina University [Faculty Manual](#), or  
8 established East Carolina University policies.

9

10 **I. Mission**

11 The College of Fine Arts and Communication (also referenced herein as “CFAC” or “the  
12 College”) offers opportunities for students to broaden their understanding of the human  
13 experience through arts and communication. As the public face of the University, the College  
14 offers outreach and demonstrates leadership through performance and exhibition, scholarship,  
15 community and business partnerships, and continuing education for a diverse population of  
16 learners.

17

18 **II. Organization**

19 The College is a major component of the University’s Academic Division and comprises the  
20 Schools of Art and Design, Communication, Music, and Theatre and Dance. The College may  
21 also include other schools, centers, institutes, and programs encompassed by the  
22 College’s mission.

23

24 **III. Standing Committees**

25 The College faculty may create standing committees as needed to carry out the College mission.  
26 To form such a committee, an ad hoc committee assembled by the Dean will propose the  
27 committee’s by-laws to the College faculty, who will amend, approve, or disapprove the  
28 proposal in accordance with the amendment procedures explained in Section VII of this  
29 Constitution. The College faculty may vote to dissolve a standing committee by approving a  
30 proposal for dissolution in accordance with the amendment procedures explained in Section VII  
31 of this Constitution. (Note: See Section VI of this Constitution for faculty eligibility to vote).

- 32           A.     CFAC Academic Council.
- 33                 1.     Function. The CFAC Academic Council shall be responsible for:
- 34                     a.     Advising the Dean on administrative matters related to the College.
- 35                 2.     Composition. The Academic Council consists of the Dean, the
- 36                     Associate/Assistant Deans, and the Directors of the Schools within the
- 37                     College.
- 38           B.     DE and Educational Technology Advisory Committee (ETAC)
- 39                 1.     Function. The ETAC shall be responsible for:
- 40                     a.     Working with ECU Information Technology and Computing
- 41                     Services (ITCS) representatives to enhance the Distance Education
- 42                     (DE) learning and teaching environment.
- 43                     b.     Informing the faculty of the Schools regarding updates and
- 44                     changes to ITCS educational technologies and related practices.
- 45                     c.     Bringing School and College issues forward to ITCS to improve
- 46                     technologies, practices, and training.
- 47                     d.     Advising the Dean on matters related to technology for the
- 48                     College.
- 49                 2.     Composition. The ETAC consists of the Dean, designated Associate or
- 50                     Assistant Dean (who shall also chair the committee), and one
- 51                     representative designated by the preferred procedures of each of the four
- 52                     (4) Schools within the College.
- 53           C.     ECU CREATE
- 54                 1.     Function. ECU CREATE shall be responsible for:
- 55                     a.     Promoting the work of the arts education programs within and
- 56                     beyond the University.
- 57                     b.     Assisting with arts education outreach to University and
- 58                     Community constituents.
- 59                 2.     Composition. ECU CREATE consists of faculty representatives
- 60                     designated by the preferred procedures of each of the arts education
- 61                     programs in the College.
- 62           D.     CFAC Graduate Council.

- 63           1.     Function. The CFAC Graduate Council shall be responsible for:  
64           a.     Advising the Dean on issues of graduate education.  
65           b.     Liaising with the Graduate School.  
66           2.     Composition. The Graduate Council consists of the Dean, Associate Dean  
67           for Graduate and Administrative Affairs (who shall chair the committee),  
68           and the three (3) Graduate Program Directors of the Schools.

69     E.     CFAC Graduate Curriculum Committee

- 70           1.     Function. The CFAC Graduate Curriculum Committee shall be  
71           responsible for:  
72           a.     Advising the Dean on issues of graduate education  
73           b.     Evaluating new course proposals from the CFAC graduate faculty.  
74           c.     Reviewing CFAC graduate curricula and degree programs.  
75           d.     Reviewing and approving all graduate curriculum proposals.  
76                     (Curricular proposals must be approved by the academically  
77                     qualified School Graduate Faculty and Graduate Curriculum  
78                     Committees prior to CFAC Graduate Council review.)  
79           2.     Composition. The CFAC Graduate Curriculum Committee is chaired by  
80           the Associate Dean for Graduate and Administrative Affairs (ex-  
81           officio/non-voting) and the Graduate Program Directors of the Schools as  
82           voting members.

83     F.     CFAC Undergraduate Curriculum Committee

- 84           1.     Function. The CFAC Undergraduate Curriculum Committee shall be  
85           responsible for:  
86           a.     Advising the Dean on issues of undergraduate education.  
87           b.     Evaluating new undergraduate course proposals from CFAC  
88           faculty.  
89           c.     Reviewing CFAC undergraduate curricula and degree programs.  
90           d.     Reviewing and approving all undergraduate curriculum proposals.  
91                     (Curricular recommendations must first be approved through the relevant  
92                     School curricular processes by academically qualified faculty prior to

93 coming before the CFAC Undergraduate Curriculum Committee for  
94 review.)

95 2. Composition. The Undergraduate Curriculum Committee consists of the  
96 Assistant Dean for Assessment (who shall chair the committee) and the  
97 Undergraduate Curriculum Chair or Liaison from each of the four (4)  
98 Schools.

99

#### 100 **IV. The Dean: Appointment Process, Qualifications, and Responsibilities**

101 Appointment. The Dean is appointed and reviewed according to Board of Trustee Policy (see  
102 [Part II of the ECU Faculty Manual](#)) and serves at the pleasure of the Provost and the Chancellor.

103 Qualifications. The Dean should have the academic qualifications for appointment at the rank of  
104 Professor with permanent tenure in one or more of the College's Schools, unless the appointing  
105 officer determines otherwise.

106 Responsibilities. The Dean is the College's chief administrative officer. The Dean is responsible  
107 for managing the College office, staff, and budgets and for overseeing the College Schools. The  
108 responsibilities of the Dean include but are not limited to:

- 109 • providing leadership for the College, especially in fulfilling its mission and in setting and  
110 achieving goals;
- 111 • championing the fine and performing arts and communication;
- 112 • encouraging high academic, artistic, and professional standards;
- 113 • promoting excellence in teaching and advising, scholarly and creative productivity, and  
114 service;
- 115 • administering University policies and procedures;
- 116 • serving as the chief advocate for College interests;
- 117 • representing the College to University constituencies;
- 118 • administering the College's budgets and other resources;
- 119 • organizing fundraising and marketing;
- 120 • allocating faculty and staff positions;
- 121 • managing the College's space allocations;
- 122 • recommending to the Provost the appointment of College Assistant and Associate Deans;

- 123 • ensuring the proper application of University policies, including those of the [Faculty](#)  
124 [Manual](#);
- 125 • fostering an environment supportive of diversity and fair treatment of all faculty, staff,  
126 and students;
- 127 • ensuring that College resources are distributed fairly and equitably among faculty,  
128 considering academic program needs;
- 129 • recommending personnel actions and merit pay raises to the Provost;
- 130 • forming ad hoc committees as needed and appointing members to such committees;
- 131 • promoting shared governance by soliciting and considering faculty input and responding  
132 to faculty concerns;
- 133 • recommending changes in the College's organization; and
- 134 • calling meetings of College faculty, as needed.

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#### 136 **V. Relationship of Dean to School Directors**

137 Following the requirements of the Board of Trustees policy for Appointment and Review of  
138 Administrative Officers located in [Part II Section V of the Faculty Manual](#), the Dean has the  
139 authority to recommend to the Provost the appointment of directors of the College Schools, who  
140 will serve at the pleasure of the Dean, Provost, and Chancellor. Recommendations from directors  
141 to the Dean are advisory in nature. The Dean has general administrative oversight for the  
142 Directors of the College Schools. This oversight includes but is not limited to:

- 143 • informing directors of University and College policies, procedures, and priorities;
- 144 • assisting directors in setting and achieving school goals;
- 145 • providing counsel to directors;
- 146 • assisting school directors in promoting a diverse, equitable, and inclusive environment  
147 for all faculty, staff, and students;
- 148 • calling periodic meetings of directors;
- 149 • listening to advice from directors;
- 150 • providing directors with annual operating budgets;
- 151 • allocating faculty and staff positions to directors;
- 152 • establishing performance standards for directors in the areas of administration;  
153 leadership, teaching/advising, research/creative productivity, and service;

- 154 • evaluating directors' performance;
- 155 • recommending merit pay raises for directors based upon their evaluations; and
- 156 • other duties as defined by University policies and directives.

157

158 **VI. Meeting Procedures, Membership, and Voting**

159 The College faculty meet at the discretion of the Dean or upon petition to the Dean by at least  
160 one-fourth of the College faculty. The Dean, or a designated representative, conducts College  
161 meetings according to Roberts' Rules of Order Newly Revised except where superseded by  
162 processes in the Faculty Manual. All full-time faculty may vote except where excluded by  
163 University policy. A quorum consists of 50 percent plus 1 of the voting College faculty.

164

165 **VII. Enabling and Amendment Procedures**

166 Proposed amendments must be presented in writing to all members of the College faculty at least  
167 six weeks in advance of the vote on the amendments. Amendments must be approved by the  
168 process contained in subsection X entitled "School or College Constitutions or By-Laws"  
169 defined in the [Faculty Manual Part IV, Section II](#).

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171 Approved in 2003 by the ECU College of Fine Arts and Communication faculty; Dr. William W.  
172 Swart, Provost; and Dr. William V. Muse, Chancellor. Revised April 28, 2021, following a vote  
173 of eligible faculty.

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175 \_\_\_\_\_

176 Original Drafting Committee (2003):	Editing Committee (2017-2021):
177 Mark Taggart, Chair	John W. Howard, III, Chair
178 Lawrence Auld	Patricia "Patch" Clark
179 Carl Billingsley	Teal Darkenwald
180 Amy Carr-Richardson	Michael Duffy
181 Gregory Funaro	Mark Taggart
182 Charles Grant	Mary Tucker-McLaughlin
183 Nancy House	Jonathan Wacker
184 Jeffery Phipps	Ken Wyatt