Preamble

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

I. Mission

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

II. Organization

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

III. Standing Committees

The College faculty may create standing committees as needed to carry out the College mission. To form such a committee, an ad hoc committee assembled by the Dean will propose the committee’s by-laws to the College faculty, who will amend, approve, or disapprove the proposal in accordance with the amendment procedures explained in Section VII of this Constitution. The College faculty may vote to dissolve a standing committee by approving a proposal for dissolution in accordance with the amendment procedures explained in Section VII of this Constitution. (Note: See Section VI of this Constitution for faculty eligibility to vote).
A. CFAC Academic Council.
1. Function. The CFAC Academic Council shall be responsible for:
   a. Advising the Dean on administrative matters related to the College.
2. Composition. The Academic Council consists of the Dean, the Associate/Assistant Deans, and the Directors of the Schools within the College.

B. DE and Educational Technology Advisory Committee (ETAC)
1. Function. The ETAC shall be responsible for:
   a. Working with ECU Information Technology and Computing Services (ITCS) representatives to enhance the Distance Education (DE) learning and teaching environment.
   b. Informing the faculty of the Schools regarding updates and changes to ITCS educational technologies and related practices.
   c. Bringing School and College issues forward to ITCS to improve technologies, practices, and training.
   d. Advising the Dean on matters related to technology for the College.
2. Composition. The ETAC consists of the Dean, designated Associate or Assistant Dean (who shall also chair the committee), and one representative designated by the preferred procedures of each of the four (4) Schools within the College.

C. ECU CREATE
1. Function. ECU CREATE shall be responsible for:
   a. Promoting the work of the arts education programs within and beyond the University.
   b. Assisting with arts education outreach to University and Community constituents.
2. Composition. ECU CREATE consists of faculty representatives designated by the preferred procedures of each of the arts education programs in the College.

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

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

F. CFAC Undergraduate Curriculum Committee
1. Function. The CFAC Undergraduate Curriculum Committee shall be responsible for:
   a. Advising the Dean on issues of undergraduate education.
   b. Evaluating new undergraduate course proposals from CFAC faculty.
   c. Reviewing CFAC undergraduate curricula and degree programs.
   d. Reviewing and approving all undergraduate curriculum proposals.
      (Curricular recommendations must first be approved through the relevant School curricular processes by academically qualified faculty prior to
2. Composition. The Undergraduate Curriculum Committee consists of the Assistant Dean for Assessment (who shall chair the committee) and the Undergraduate Curriculum Chair or Liaison from each of the four (4) Schools.

IV. The Dean: Appointment Process, Qualifications, and Responsibilities

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

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

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

- providing leadership for the College, especially in fulfilling its mission and in setting and achieving goals;
- championing the fine and performing arts and communication;
- encouraging high academic, artistic, and professional standards;
- promoting excellence in teaching and advising, scholarly and creative productivity, and service;
- administering University policies and procedures;
- serving as the chief advocate for College interests;
- representing the College to University constituencies;
- administering the College’s budgets and other resources;
- organizing fundraising and marketing;
- allocating faculty and staff positions;
- managing the College’s space allocations;
- recommending to the Provost the appointment of College Assistant and Associate Deans;
ensuring the proper application of University policies, including those of the Faculty Manual;

- fostering an environment supportive of diversity and fair treatment of all faculty, staff, and students;
- ensuring that College resources are distributed fairly and equitably among faculty, considering academic program needs;
- recommending personnel actions and merit pay raises to the Provost;
- forming ad hoc committees as needed and appointing members to such committees;
- promoting shared governance by soliciting and considering faculty input and responding to faculty concerns;
- recommending changes in the College’s organization; and
- calling meetings of College faculty, as needed.

V. Relationship of Dean to School Directors

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

- informing directors of University and College policies, procedures, and priorities;
- assisting directors in setting and achieving school goals;
- providing counsel to directors;
- assisting school directors in promoting a diverse, equitable, and inclusive environment for all faculty, staff, and students;
- calling periodic meetings of directors;
- listening to advice from directors;
- providing directors with annual operating budgets;
- allocating faculty and staff positions to directors;
- establishing performance standards for directors in the areas of administration, leadership, teaching/advising, research/creative productivity, and service;
• evaluating directors’ performance;
• recommending merit pay raises for directors based upon their evaluations; and
• other duties as defined by University policies and directives.

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

VII. Enabling and Amendment Procedures
Proposed amendments must be presented in writing to all members of the College faculty at least six weeks in advance of the vote on the amendments. Amendments must be approved by the process contained in subsection X entitled “School or College Constitutions or By-Laws” defined in the Faculty Manual Part IV, Section II.

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

______________
Original Drafting Committee (2003): Editing Committee (2017-2021):
Mark Taggart, Chair John W. Howard, III, Chair
Lawrence Auld Patricia “Patch” Clark
Carl Billingsley Teal Darkenwald
Amy Carr-Richardson Michael Duffy
Gregory Funaro Mark Taggart
Charles Grant Mary Tucker-McLaughlin
Nancy House Jonathan Wacker
Jeffery Phipps Ken Wyatt