The University of Iowa

Division of Performing Arts
Manual of Operations and Procedures

Department of Dance, School of Music, Department of Theatre Arts, Arts Share, Performing Arts Production Unit

Revised May 2007

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Approved by the College of Liberal Arts and Sciences
September 2008

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The Division of Performing Arts

I. Mission

The Division of Performing Arts includes the Department of Dance, the School of Music, the Department of Theatre Arts, Arts Share, and the Performing Arts Production Unit. The Division fosters interdisciplinary collaboration among these units, coordinates artistic and academic activities, and sponsors a full array of performances and symposia.

The individual academic units offer undergraduate and graduate courses and degree programs in performance, scholarly, creative, and theoretical areas. They present an extensive schedule of dance productions, recitals, operas, concerts, and mainstage and gallery theatre productions.

The Division of Performing Arts is designed to make the arts as a whole more visible locally, nationally, and internationally. The Division of Performing Arts is both a macrostructure and a cooperative structure, representing the cumulative excellence of all its members. As a collaborative macrostructure the Division of Performing Arts will offer a forum where the arts units can work together to support, promote, and advance the arts while developing a format for interartistic and interdisciplinary creativity and research. As such, the function of the Division of Performing Arts is to support the missions, objectives, and visibility of the Department of Dance, the School Music, and the Department of Theatre.

II. Administrative Organization

a. The Division of Performing Arts is a unit in the College of Liberal Arts & Sciences and functions under the general policies and procedures of the College and of the University.

b. The Division Director reports to the Dean of the College of Liberal Arts & Sciences. The Director coordinates the resources devoted to administrative needs, performance production, public relations, and outreach functions. The Director is also responsible for representing the needs of the Division and the academic units to the collegiate administration and to external constituencies.

c. The Administrative Associate (Director of Operations) reports to the Director of the Division.

d. The Production Unit Manager reports to the Director of Operations.

e. The Director of the Division of Performing Arts, in consultation with the Executive Committee and the Faculty/Staff Advisory Council is responsible for:

1. Oversight of facilities/space
2. Management of staff
3. Oversight of the Performing Arts Production Unit
4. Fostering inter-arts programs and productions
5. Management of faculty and staff recruiting
6. Staff reviews
7. Fundraising for the Division. Oversight of fundraising through the University of Iowa Foundation.
8. Submission of appropriate reports requested by collegiate administration
9. Management of collegiate review processes
10. Arts Share
11. Management of the Division-wide budget with the College of Liberal Arts & Sciences

f. The chair of the Department of Dance, the director of the School of Music, and the chair of the Department of Theatre Arts, in consultation their respective faculty and with appropriate departmental committees, are responsible for:

- Instruction
- Curriculum and degree programs
- Departmental advising
- Student recruitment
- Departmental performances and production
- Faculty recruiting, development and reviews
- Unit scholarships
- Unit gift funds
- Fiscal management
- Accreditation
- Management of space utilization

III. Standing Committees

a. The Division Director chairs, and is a member of, the Executive Committee. Other members of the Executive Committee include the Chair of the Department of Dance, the Director of the School of Music, the Chair of the Department of Theatre Arts, and the Administrative Associate. The purpose of the Executive Committee is to advise the Director of the Division and to consult with their respective faculties regarding Division

activities. The Executive Committee meets at least monthly.

b. The Division of Performing Arts Faculty/Staff Advisory Council consists of eight members. Each academic department selects, according to procedures determined by the unit, two faculty members to the Council. The Division of Performing Arts elects two staff members to the Council. Each elected member serves a two-year term. The Faculty/Staff Advisory Council is chaired by the Director of the Division of Performing Arts. The purpose of the Faculty/Staff Advisory Council is to facilitate the mission of the Division of Performing Arts by:

1. Advising in Division governance
2. Advising in Division administration by helping to prioritize requests submitted by the units
3. Identifying items for departmental consideration
4. Considering the disposition of matters presented by members of the faculty, staff, and student body
5. Assisting in collegiate review process
6. Advising in the use of facilities and space
7. Advising in the development of productions supported by the Division Production Unit
8. Facilitating initiatives and ideas presented by faculty, staff, and students related to collaborative and interdisciplinary projects within the Division

Meetings of the Council shall occur at least monthly. The agenda shall be jointly set by the Council and the Director.

IV. Voting Eligibility

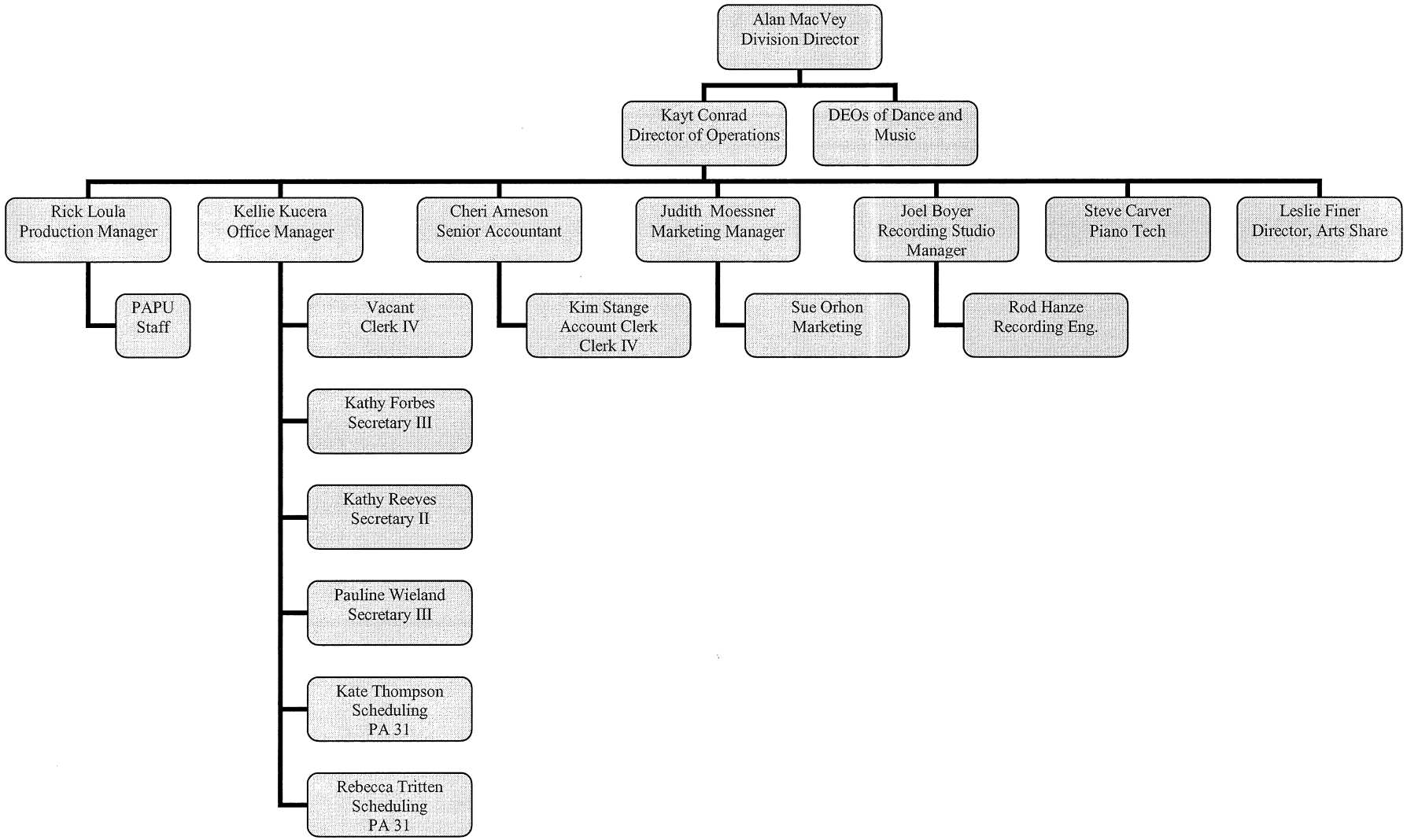
Those eligible to vote in elections of the Faculty/Staff Advisory Council, or in any special meetings of the Division called by the Dean or the director, include: All tenured or tenure-track faculty, clinical faculty, and lecturers with budgeted appointments in the Departments of Dance or Theatre Arts, or the School of Music and all permanent (non-temporary) staff who hold 50% or greater appointments in the Division of Performing Arts. Adjunct faculty and visiting faculty are not eligible to vote.

V. Amendments

Amendments to the Division of Performing Arts' *Manual of Operations and Procedures* may be proposed at any time, by any member of the Faculty/Staff Advisory Council. Amendments must be approved by a two-thirds vote of all eligible faculty and staff, by the Division Director, and by the Dean.

VI. Organizational Charts

See attached organizational charts


Alan MacVey
Division Director
Kayt Conrad
Director of Operations
DEOs of Dance and Music
Rick Loula
Production Manager
Kellie Kucera
Office Manager
Cheri Arneson
Senior Accountant
Judith Moessner
Marketing Manager
Joel Boyer
Recording Studio Manager
Steve Carver
Piano Tech
Leslie Finer
Director, Arts Share
PAPU Staff
Vacant
Clerk IV
Kim Stange
Account Clerk
Clerk IV
Sue Orhon
Marketing
Rod Hanze
Recording Eng.
Kathy Forbes
Secretary III
Kathy Reeves
Secretary II
Pauline Wieland
Secretary III
Kate Thompson
Scheduling
PA 31
Rebecca Tritten
Scheduling
PA 31