

## **Bylaws**

### **Department of Communication**

**April 2016**

#### ***I. Purpose***

The bylaws establish the organizational principles for faculty governance in the Department of Communication.

#### ***II. Faculty***

The faculty of the Department of Communication consists of tenured and tenure-track faculty, term (full-time, non-tenure-track) faculty, and part-time faculty. All faculty with full-time appointments in the Department of Communication are voting members of the department. In personnel matters, only tenured and tenure-track faculty are eligible to vote.

#### ***III. Administrators***

##### **a. Chair**

In accordance with the provisions of the Redbook and the College of Arts and Sciences Dean's Guidelines for the Selection and Review of Divisional and Departmental Officers, the election of the chair shall take place by the tenured and tenure-track faculty using written ballots every five years on or before January 31.

The Chair has primary responsibility for:

1. presiding at department meetings;
2. implementing department decisions, as well as College and University policies;
3. developing and administering the department's annual budget
4. scheduling Communication course offerings;
5. working with faculty to develop the curriculum in Communication;
6. negotiating Annual Work Plans with faculty;
7. reviewing faculty performance annually in accordance with department, College, and University personnel guidelines;
8. hiring faculty;
9. hiring and supervising staff;
10. representing the department to College and University administrations;

11. overseeing maintenance of physical facilities and equipment;
12. cultivating alumni relations;
13. helping faculty achieve excellence in teaching, research, and service;
14. shaping the department's strategic plan both short and long-term;
15. promoting the University's diversity goals;
16. overseeing the mentoring of departmental faculty;
17. supervising new student recruitment and retention of majors;
18. overseeing fund raising;
19. overseeing technology and social media; and
20. performing other duties as assigned by the Dean, the Provost, or the President.

**b. Vice Chair**

On or before January 31, the Department Chair shall submit a ballot of at least two candidates for Vice Chair, chosen from among the department's tenured faculty. The term of the Vice Chair shall be one year, with the possibility of renewal. The above will not preclude a Vice Chair from being nominated for Chair.

The Vice Chair has primary responsibility for administrative duties as decided upon between the Chair and Vice Chair and will be Acting Chair in the temporary absence of the Chair.

**c. Director of Assessment and Curriculum**

Appointed by the Chair, the Director of Assessment and Curriculum:

1. serves as the caretaker of the department's curriculum,
2. serves on the Department Curriculum Committee,
3. oversees assessment of all courses, the major, and the minor,
4. studies issues relevant to undergraduate education such as trajectories in course enrollment over time and methods for assessing student learning, and
5. coordinates the selection of the Department of Communication undergraduate student of the year.

**d. Director of Undergraduate Advising**

Appointed by the Chair, the Director of Undergraduate Advising:

1. supervises academic advising for undergraduate Communication majors and minors,
2. oversees degree checks for graduating seniors,

3. serves as department liaison to other College and University bodies in matters concerning student records and requirements and recommends changes in curriculum and course offerings, and
4. makes decisions on transfer and study abroad credits.

**e. Director of Internship Program**

Appointed by the Chair, the Internship Director:

1. coordinates the department's internship program,
2. fields student requests to receive credit for internship experiences,
3. supervises students during their internships,
4. serves as the departmental liaison for on-site internship supervisors,
5. processes and approves new requests for student interns from interested organizations, and
6. maintains a record of current internship opportunities.

**f. Director of Graduate Studies**

Appointed by the chair, the Director of Graduate Studies:

1. serves as the departmental liaison with all potential and actual applicants to the department's graduate program,
2. serves as the departmental liaison with the School of Interdisciplinary and Graduate Studies and the College of Arts & Sciences' Graduate Coordinator,
3. gathers application materials and prepares them for the Graduate Committee,
4. serves as the academic advisor for all first-year graduate students. The Director may arrange for other faculty to serve as advisor to specific students if the situation warrants it, and
5. serves on the Graduate Committee.

**IV. Meetings**

- a. The department shall meet at least once a month during the academic year. The Department Chair will set the schedule of meetings at the beginning of each academic year. Additional meetings can be called by the Chair or at the request of 50% of the department faculty. In either case, reasonable advance notice must be given of the time, place, and agenda of the meeting.
- b. The Department Chair or a designee shall serve as the chair of the meeting. Minutes of the meeting will be taken by a different faculty member at each meeting in accordance with a rotating schedule determined by the alphabet.

The minutes of all departmental meetings shall be maintained in the department office available for inspection by the faculty.

- c. All full-time faculty are entitled to attend meetings and vote on all departmental business. Term faculty members are entitled to vote on all departmental matters except for personnel issues. Part-time faculty and professional staff are welcome to attend meetings and participate in discussion, but they do not vote.
- d. A quorum will be achieved when 50% of the voting members are present.
- e. Departmental decisions are made by a simple majority of those present, assuming a quorum.
- f. Written, secret ballots will be used if requested by any single faculty member.
- g. The agenda shall be prepared by the Departmental Chair from items of general interest and those submitted by any member of the faculty. The agenda shall be circulated to the faculty at least two days before scheduled meetings.

#### **V. *Standing Committees***

Designed to conduct the work central to faculty governance, the standing committees include Personnel, Graduate, and Curriculum. Each standing committee will have four members, no more than two of whom may be untenured (or, in the case of Personnel, none may be untenured). To ensure continuity and the development of expertise, standing committee members will be elected to staggered three-year terms during the department's March meeting. To avoid excessive service burdens, no faculty member may serve on more than one standing committee at a time, nor may an elected member serve two consecutive terms on any standing committee. With the exception of meetings of the Personnel Committee involving deliberation over individual merit, tenure, or promotion decisions, all department faculty are welcome to attend and participate in committee meetings as non-voting members. Standing committees shall choose their own chairs.

- a. **Personnel Committee:** Any tenured faculty is eligible to be a member of the Personnel Committee except in cases described in the Redbook, Arts & Sciences Personnel Policy, or the Dean's Guidelines. The Personnel Committee conducts all required personnel reviews in accordance with the Redbook, the Arts & Sciences Personnel Policy, the Dean's Guidelines, and the Department of Communication Personnel Policy. The Personnel Committee shall consist of three regular members and one alternate elected by the tenured and tenure-eligible members of the department.

- b. **Graduate Committee:** All members of the department with graduate faculty status in the School of Interdisciplinary and Graduate Studies are eligible to serve on the Graduate Committee. The Graduate Committee will have four members: the Director of Graduate Studies and three other members elected by the department.
  
- c. **Curriculum Committee:** Any full-time faculty member may be a member of the Curriculum Committee. The Curriculum Committee is responsible for maintaining the quality of instruction, evaluating programs of study, recommending and developing new courses and interest areas, and recommending to the Chair course offerings for each semester. The committee will bring to the faculty as a whole any suggestions for alternation, addition, or deletion of individual courses. The Curriculum Committee will have four members: the Director of Assessment and Curriculum and three other members elected by the department.

**VI. *Ad Hoc Committees***

Ad hoc committees, such as search committees, shall be elected as needed by the department.

**VII. *Amendment of Bylaws***

These bylaws may be revised after a vote of a majority of the full-time department faculty. Proposed amendments must be circulated to all faculty at least one week prior to a department meeting.