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COMMUNICATION STUDIES BYLAWS

AND

COMMITTEES

Section One: Meetings and Procedures

I. Meetings

Departmental meetings shall be called by the Chair of the Department as necessary to conduct of full time faculty and will be announced in a timely manner to the department. All full Departmental business. Meeting times will be scheduled to minimize conflict with teaching schedules time faculty are expected to attend departmental meetings.

II. Procedures

Roberts Rules of Order Newly Revised shall be used to govern meetings. A quorum shall be 2/3 of the full time faculty excluding the Chair of the Department, and an affirmative vote of 2/3 of the full time faculty excluding the Chair of the Department shall be necessary to take any action. The Chair of the Department shall only vote in the case of a tie in voting among the full time faculty attending the meeting.

Section Two: Committees and Representatives

I. Permanent Standing Committees

The permanent standing committees of the Department are the Department Review Committee, the Department Course, Curriculum and Assessment Committee, the Advisory Committee, the Department Grievance Committee, the Department Salary Review Committee, the Graduate Committee, and the Awards Committee.

II. Special Committees

As necessary, the Department will have a Recruiting Committee. As appropriate, the Department may elect or the Chair may appoint other committees to conduct the business of the Department.

III. Departmental Representatives

The Department shall select Departmental representatives for the Arts and Sciences Council, the University Faculty Council, and other such committees and bodies as may be established by the College of Arts and Sciences or the University.

Section Three: Selection of Committees and Representatives

I. Review Committee

The Department Review Committee shall be composed of 3 tenured faculty elected by the Department to two year terms. Two members shall be elected in even numbered years, and one member elected in odd numbered years. Untenured faculty may be elected as ex-officio (non-voting) committee members for the term of one year. In no case shall there be more than 1 untenured faculty elected as an ex-officio member of the committee.

No tenured or untenured faculty member can serve on the committee during a year when she/he is being reviewed for reappointment, tenure, or promotion. Should any elected committee member need to resign from the committee for any reason, a replacement will be elected by the Department in accordance with the procedures governing election of the committee. Should there be an insufficient number of eligible tenured faculty to elect a 3 person committee, the Department shall develop and submit to the Dean of the College of Liberal Arts and Sciences for approval a procedure to seat the Departmental Review Committee.

II. Course, Curriculum and Assessment Committee

The Course, Curriculum, and Assessment Committee shall be composed of 3 full time faculty elected by the Department. As appropriate, the Chair of the Department may appoint additional faculty to serve on this committee.

III. Advisory Committee

The Advisory Committee shall be composed of 3 full-time faculty elected by the department. One faculty member each shall be elected from the tenured, tenure-track and lecturer faculty groups, and all eligible faculty will stand for election to the committee. Faculty members are not eligible to serve on the Advisory Committee for two consecutive terms.

IV. Grievance Committee

The Grievance Committee shall be composed of 3 full time faculty appointed by the Chair of the Department. At least one committee member must be tenured. Under normal circumstances, the Grievance Committee will be appointed during the Fall term in which it is seated.

V. Salary Review Committee

The Salary Review Committee shall be composed of 2 full time faculty elected by the Department. At least one committee member must be tenured. Under normal circumstances, the Salary Review Committee will be elected at the beginning of the Spring semester in which the committee will be seated.

VI. Recruiting Committee

A Recruiting Committee shall be elected in those years where the Department is engaged in recruiting new faculty. The committee shall be composed of three full time faculty, two of which must be tenure-track or tenured. Faculty will be elected by the Department. Under normal circumstances, the Recruiting Committee will be elected upon notification that the Department has been authorized to recruit. In years where the Department is authorized to recruit for more than one position, multiple committees may be formed.

VII. Graduate Committee

The Graduate Committee shall be composed of three members of the graduate faculty elected by the graduate faculty members of the department.

VIII. Awards Committee

The Awards Committee shall be composed of three members of the full time faculty elected by the Department.

IX. Arts and Sciences Representative

One tenure-track or tenured faculty shall be elected as Departmental Representatives for the Arts and Sciences Council.

X. University Faculty Council Representative

One tenure-track or tenured faculty shall be elected as Departmental Representatives for the University faculty Council.

XI. General Provisions

- A. Unless otherwise noted, all elections specified in this Article shall be conducted among the full time faculty of the Department.
- B. Unless otherwise noted, all elected or appointed positions shall be for a one year term.
- C. Under normal circumstances and unless otherwise noted, representatives on elected committees shall be selected from nominations made at Departmental meetings. All balloting will be written and a preferential selection process will be used. Under normal circumstances and unless otherwise noted, balloting for all elected committees and representatives will be conducted during the Spring term prior to the Fall term in which the committees/representatives are seated.
- D. Unless otherwise noted, each committee elects its own Chair.

Section Four: Functions of Committees and Representatives

I. Review Committee

The functions of the Review Committee are fivefold: (1) to assess faculty performance; (2) to make recommendations regarding reappointment, conferral of permanent tenure, and promotion of faculty; (3) to assist faculty in improving their professional performance; (4) to advise the Chair of the Department in matters pertaining to faculty performance, assessment, and workload; and, (5) to implement and monitor program assessment measures related to faculty performance.

II. Course, Curriculum and Assessment Committee

The Course, Curriculum, and Assessment Committee shall review and make recommendations to the Department on all matters of courses and curriculum, and shall oversee implementation of course and curriculum alterations. They shall also implement and monitor program assessment measures related to courses, curriculum, and achievement of student learning outcomes.

III. Advisory Committee

The Advisory Committee shall serve to advise and consult the Chair on issues of general interest to the department. Issues may be raised by either the Chair or the committee members.

IV. Grievance Committee

The Department Grievance Committee will attempt to assist students and faculty in resolving grievances other than those related to sexual harassment. As required by University, College, and Departmental guidelines, the Committee will also make formal recommendations regarding the appropriate resolution of a grievance. The Committee shall conduct its meetings and deliberations so as to arrive at thoughtful, professional, and impartial decisions and protect the confidentiality and privacy of both faculty and students.

V. Salary Review Committee

The Salary Review Committee advises the Chair of the Department in matters pertaining to salary adjustments of Communication Studies faculty and development of the annual Departmental Salary Improvement Plan.

VI. Recruiting Committee

The Recruiting Committee shall conduct all business relating to recruitment of new faculty including screening of candidates, selection of candidates to interview on campus, arranging itinerary for campus visits, executing the itinerary, interviewing candidates, and formulating recommendations regarding hiring of candidates. The Recruiting Committee does not assume responsibility to extend or negotiate formal offers of employment with candidates.

VII. Graduate Committee

The Graduate Committee advises the Graduate Coordinator on all matters relevant to the graduate program, including admissions, curriculum, and assessment.

VIII. Awards Committee

The Awards Committee is responsible for determining recipients of all departmental awards and scholarships, including the Roberts Scholarship and Brycie Baber Scholarship. The Bahakel Scholarship is awarded by the committee in consultation with the Athletic Department.

IX. Arts and Sciences Council Representative

The Arts and Sciences Council Representative shall attend the regularly scheduled meetings of the Arts and Sciences Council, shall represent the interest of the Department on the Council, and shall inform the Department about important matters of interest being discussed and deliberated upon by the Council.

X. Faculty Council Representative

The Faculty Council Representative shall attend the regularly scheduled meetings of the Faculty Council, shall represent the interest of the Department on the Council, and shall inform the Department about important matters of interest being discussed and deliberated upon by the Council.

Section Five: Amendments

I. Submissions of Amendments

Amendments to this document must be submitted to the Department in writing.

II. Consideration of Amendments

Amendments can be considered either at regular or specially called Department meetings, or in extraordinary circumstances, may be considered by the full time faculty at large.

III. Voting

Amendments to this document can be implemented with an affirmative vote of 3/4 of the full time faculty including the Chair of the Department.