

Revised September 28, 2006

## **BY LAWS**

### **Department of Communication**

**Spring 2003**

#### **ARTICLE I. THE DEPARTMENT**

SECTION 1: The Department of Communication is a unit of the University of Texas at Tyler. The Department of Communication is a unit of the University of Texas at Tyler, College of Arts & Sciences, which in turn is a unit of the University of Texas at Tyler.

SECTION 2: The mission of the Department of Communication is to foster communication scholarship and provide superior and accessible instructional opportunities to undergraduate and graduate students from a diverse range of social, ethnic, cultural and economic backgrounds, thereby producing educated, critical thinkers and competent communicators who can meet the rigorous challenges of an increasingly diverse society and global community.

To accomplish its mission, The Department of Communication must:

- *attract and support serious and promising students from many cultures who are dedicated to the pursuit of communication competence, in combination with the pursuit of areas of professional, communication interest; and*
- *acquire, retain and nourish a highly qualified, dedicated, diverse faculty of distinction in the field of communication with respect to teaching, to scholarship, and to professional service, and, who have uncompromising integrity.*

#### **ARTICLE II. THE CHAIR**

SECTION 1. The Chair of the Department shall be recommended for appointment in accordance with University Policy after the Dean of the College has consulted with the Faculty of the Department. Such consultation shall include a vote of the Faculty of the Department, the results of which shall be forwarded to the Provost and Vice President for Academic Affairs with the Dean's recommendation. A Department Chair holds office at the pleasure of the President.

SECTION 2: REVIEW AND REMOVAL. The Faculty of the Department at least once a year shall evaluate the Chair; the evaluation shall be conducted by the Dean who shall notify the Vice President for Academic Affairs of the results. The Chair

shall serve for five years, a term that is renewable according to the procedures set forth in Article II, Section I.

### SECTION 3: DUTIES.

(a) The Chair shall have general direction of the work of the department.

Generally, the Chair shall:

- oversee the quality of the instruction, research, and service programs conducted in the Department
- oversee the progress of departmental standing committees
- formulate and recommend department policies and present them to the Faculty of the Department for consideration
- administer the rules and regulations enacted by the Faculty of the Department.
- Carry out departmental, University, and System policies insofar as they affect the work of the Department
- represent the Department in all official communications with the Dean, the Vice Presidents, the Presidents, and other officers of the University.

(b) The Chair, after consultation with members of the Department, shall:

- make teaching assignments within the Department and maintain insofar as possible an equitable and mutually agreeable distribution of courses and sections.
- recommend, consistent with university policy, appointments, reappointments, non-renewals, tenure, and promotion.

(c) The chair is responsible for the expenditure of departmental funds, and for overseeing the care and use of departmental property.

## **ARTICLE III. REGULAR FACULTY**

SECTION 1. Membership of the Departmental shall consist of all persons holding tenured or tenure-earning appointments in the Department and all teaching personnel holding annual contracts or adjunct appointments.

SECTION 2. The voting membership of the Department shall consist of all Faculty holding tenured or tenure-earning appointments and all teaching personnel holding full-time annual contracts.

### SECTION 3. MEETINGS.

Regular meetings of the Department shall be held at least once a semester. Additional meetings may be called as needed by the Chair or upon request by three or more full-time members of the Faculty.

The Chair of the Department shall be the presiding officer at all meetings of the departmental faculty.

- (a) Agenda. The agenda for the meeting shall be determined by the Chair, in consultation with Department Faculty, and distributed at least three working days prior to the meeting, along with pertinent information on items the Faculty will discuss.
- (b) Quorum. One half of the full-time members of the Faculty shall constitute a quorum.
- (c) Voting. Motions may be passed by a majority of those present and voting.
  - 1. Voting shall be conducted by voice vote, a show of hands, or by written ballot if any Faculty member requests this procedure.
  - 2. Proxy voting. Following the AAUP guidelines, proxy votes will not be allowed at any general or special Faculty meeting.
  - 3. Absentee voting. Absentee balloting is permitted when a) the vote is not based on a review of specific materials, or b) when the vote is based on specific materials, provided these materials are made available prior to the meeting.
- (d) Minutes. Minutes shall be published promptly to all Faculty. The minutes shall include the names of all Faculty present and the names of the authors and content of any motions which received a second. Recording devices to supplement taking of minutes is allowed only when a majority vote of the Faculty present authorizes this procedure.
- (e) Parliamentary Procedure. The rules shall contained in the Modern Edition of Robert's Rules of Order shall govern the Department.

#### **ARTICLE IV. STANDING COMMITTEES**

SECTION 1: Standing and Ad hoc committees will be established as needed to carry out the functions and operations of the Department. Current standing committees of the Department include:

- Curriculum Committee
- Graduate Committee

The Chair, of the Faculty by a majority vote, may authorize the establishment of additional standing or ad hoc committees for any purpose falling under the jurisdiction of the Department.

SECTION 2: Members of standing committees will be elected by the Faculty and serve two-year staggered terms. For the first year, two-thirds of the members will be elected for two years; one-third of the members will be elected for one year.

SECTION 3: Except where specified below, committee chairs will be elected by the committee membership.

#### SECTION 4: THE GRADUATE COMMITTEE

- (a) The Graduate Committee of the Department shall be composed of the Graduate Coordinator in Speech Communication and the Graduate Coordinator in Journalism.
- (b) The Graduate Committee is responsible for
  - establishing policies for admission to the Department's graduate program
  - reviewing and evaluating applications of prospective students and for recommendations for admission to the graduate program.
  - establishing policies and procedures for comprehensive exams, theses, and degree plans
  - reviewing and recommending to the Department changes in graduate curriculum, programs and courses.

#### SECTION 5: THE UNDERGRADUATE CURRICULUM COMMITTEE

- (a) The Undergraduate Curriculum Committee of the Department shall be composed of all full-time Faculty in Speech Communication and all full-time Faculty in Journalism.
- (b) The Undergraduate Curriculum Committee is responsible for
  - recommending changes in undergraduate curriculum, programs and courses.

### ARTICLE V. OFFICERS

In order to carry out the functions of a department, the Chair may appointment faculty to oversee specific administrative functions. The Chair will distribute specific administrative assignments, taking into consideration such factors as academic rank, suitability of the individual for the position, length Faculty member has served in an administrative position, and service the individual has provided on departmental or other university committees.

Current administrative officers include:

- Graduate Coordinator
- Patriot Advisor
- Director of Forensics
- Teacher Certification Coordinator
- Internship Coordinator

The Chair may authorize the establishment of additional administrative officers for any purpose falling under the jurisdiction of the Department.

#### SECTION 1: GRADUATE COORDINATOR.

- (a) Appointment. The Department Chair appoints the Graduate Coordinator after consultation with the Graduate Committee. The

Graduate Coordinator serves in that position for 3 years, and may be reappointed only once.

(b) Duties.

1. To serve as the liaison officer among the Department, the Dean's office and the office of Graduate Studies.
2. To recruit applicants for graduate programs.
3. To make recommendations concerning admission of prospective graduate students to the Departmental Graduate Committee.
4. To keep the Faculty and graduate students informed on regulations and policies of the College and the Office of Graduate Studies.
5. To inform the Dean's office of students qualified to take comprehensive exams.
6. To prepare the proper forms to request a change in status of graduate students and for transfer of credit to graduate programs.
7. To maintain up-to-date records, including degree plans and student committee assignments.
8. To forward recommendations – after consultation with appropriate departmental committees – for graduate assistantships and other graduate student awards.
9. To supply data to the Office of Graduate Studies when requested.
10. To serve as graduate adviser for graduate students until the major professor and/or advisory committee have been appointed.

SECTION 2: PATRIOT ADVISER.

(a) Selection. The Student Media Advisory Board will establish a procedure for the selection of the adviser to the Patriot. If the adviser is expected to teach in the Department of Communication, the selection must be made in consultation and agreement with the department chair and faculty.

(b) Duties.

1. Dispensing scholarship funds to students working on the newspaper. These funds typically are split between two semesters.
2. Conducting staff evaluations every semester to determine student productivity as a basis for scholarship renewal.
3. "Hiring" some staff members after conducting personal interviews with each candidate. May also be responsible for "removing" staff members in consultation with editor-in-chief.

4. Managing the yearly budget- this includes working closely with the ad manager and the department secretary to ensure all outstanding debts are collected and bills are paid.
5. Soliciting bids each year from three different vendors for printing services.
6. Negotiating and approving final printing agreements.
7. Working with the editor-in-chief to submit yearly budget requests to the Student Fees Committee. This includes submitting written requests and well as giving an oral presentation before the committee.
8. Assisting all staff members with their assignments- this may include getting film developed, editing copy, discussing story or photo ideas, giving advice about legal and ethical issues, and helping them obtain contracts.
9. Maintaining Patriot equipment, including digital cameras, computer equipment and software, office supplies, etc.
10. Recruiting new staff members from area high schools, junior colleges, or other universities.
11. Meeting with students interested in joining the staff.
12. Assisting the editor-in-chief during Freshman Orientation Week. Maintaining an information booth.
13. Traveling with students to the annual Texas Intercollegiate Press Association Convention, which includes entering student work in the annual contest and coaching students during live contest events.
14. Working all night if necessary to ensure the newspaper is put out on deadline.
15. Assisting the editor-in-chief during crisis situations – in developing a course of action to deal with crises.
16. Consulting with the editor-in-chief and appropriate staff members on how to deal with published mistakes.
17. Providing assistance to the University of Texas at Tyler Publication Board.
18. Hearing complaints from the public only after the complaining person has spoken with the appropriate staff member and the editor-in-chief.

### SECTION 3: DIRECTOR OF FORENSICS.

- (a) Appointment. The Department Chair appoints the Director of Forensics after consultation with the Dean of College and the Speech Communication Faculty. Whenever possible, it is desired that the Director of Forensics be a full member of the Department holding tenure or a tenure earning appointment. The Director of Forensics

serves in that position for as long as it is deemed mutually desirable by the Department and the person holding the appointment. The Director of Forensics is provided release time equivalent to one class per semester for directing the program. [Note: Teaching SPCM 3340 will be considered equivalent to release time since the stated purpose of the class is to provide students credit for participation in forensic competition.] The University will recognize and award the activities surrounding the directing of a forensics program in all three areas of tenure and promotion consideration: teaching, research/creativity, and service.

(b) Duties:

1. Recruiting members of the speech and debate team and overseeing the offering of forensic scholarships.
2. Teaching, coaching, and preparing students for competition in intercollegiate speech and debate tournaments.
3. Preparing an appropriate tournament schedule and traveling with the team to tournament competitions.
4. Making needed travel arrangements for the team (hotel reservations, etcetera) and preparing student excuse forms for each tournament.
5. Overseeing the forensics budget, including preparing appropriate budget requests.
6. Finding appropriate public relations outlets for team news.
7. Serving as the sponsor of Pi Kappa Delta- a national honor society recognizing excellence in forensic competition.
8. Staying abreast with current theory, trends, and developments in intercollegiate forensics.

#### SECTION 4: COORDINATOR OF TEACHER CERTIFICATION

(a) Appointment. The Department Chair appoints the Coordinator of Teacher Certification after consultation with the departmental Faculty. The Coordinator of Teacher Certification serves in that position for.

(b) Duties.

1. Serving as the liaison officer between the Department and the College of Education
2. Keeping the Faculty informed of changes in teacher certification requirements

#### SECTION 5: INTERSHIP COORDINATOR

- (a) Appointment. The Department Chair appoints the Internship Coordinator after consultation with the departmental Faculty. The Internship Coordinator serves in that position for.
- (b) Duties.
  1. Serving as internship coordinator and overseeing internship program.
  2. Recruiting new interns each semester when appropriate.
  3. Implementing and managing a computer database tracking of interns and onsite business supervisors.
  4. Developing an internship job/career exposition (dependent on current size of program) that involves university administration, creating funding and sponsorship revenue, and increasing contact with alumni and organizations.
  5. Creating a rotating advisory panel.
  6. Implementing and revising academic credit standards.

#### **ARTICLE VI: AMENDMENTS TO THE BYLAWS**

The Faculty shall have the power to alter, repeal, or amend these Bylaws, or to adopt new bylaws. Copies of proposed amendments or proposed new bylaws shall be sent to all voting members at least 3 working days prior to the vote. The number of votes needed for passage shall be a simple majority of those eligible to vote. The vote shall be conducted during the academic year only.