

BYLAWS

THE DEPARTMENT OF JOURNALISM AND MEDIA STUDIES

SCHOOL OF COMMUNICATION AND INFORMATION (SC&I)

RUTGERS UNIVERSITY

Article I. MISSION AND STRUCTURE

- Section 1 The Department of Journalism and Media Studies shall be responsible for providing undergraduate, graduate, continuing, and professional education and research in journalism and media studies. It has primary responsibility for providing undergraduate education in journalism and media studies; offers relevant courses to the Masters in Communication and Information Studies (MCIS), particularly in the Digital Media Masters Degree track; offers leadership and course work to the core and to the Media Studies track of the Ph.D. program.
- Section 2 The Department acknowledges its responsibility to provide a full and diverse curriculum.

Article II. MEMBERSHIP AND VOTING

- Section 1 The faculty of the Department shall consist of the faculty of Rutgers University who occupy fifty one per cent (51%) or more of a faculty line in the Department at the rank of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer or an equivalent rank, including faculty members on leave.
- Section 2 All members of the faculty as defined herein, except as specified elsewhere in the bylaws, may vote on all matters. Faculty members in their terminal year may not participate in the election of administrative officers of the Department or vote on any personnel or curriculum matters. Only tenure-track faculty members are eligible to cast a ballot for the nomination of a Chairperson. Members on leave may vote on any Department matter by prior arrangement using a signed absentee ballot or letter which must be on hand at the time of the faculty vote. Voting members not on leave must be in attendance at the faculty meeting at which the vote is taken in order for their vote to be counted. However, if absence is unavoidable, the absent member may vote in writing.
- Section 3 Those faculty members in the University who occupy less than fifty-one percent (51%) of a faculty line in the Department may be granted voting membership in the Department upon recommendation by and approval of the Department. Such approval shall be granted for a period of one year.
- Section 4 Associate faculty status may be granted by the Chairperson with approval of the faculty. Such members shall enjoy all rights and privileges of a faculty member, but may not vote.

Article III. DEPARTMENT CHAIRPERSON

Section 1 When the nomination of a new Chairperson is required, the Dean of the School of Communication and Information (SC&I) shall appoint an Elections Committee of three voting members of the faculty, ideally two tenured and one non-tenured member. The committee shall prepare a ballot containing the names of every eligible tenured faculty member, except those who request in writing that their names be excluded. The Committee shall circulate, collect, and count the ballots during an election period not to exceed five working days.

The nomination of a Chairperson shall be declared when one person receives the majority of the votes cast. If none of the eligible members receives a majority of the votes, the Committee will prepare a second ballot containing only the names of those two persons who received the greatest number of votes on the first ballot. The Elections Committee will prepare a letter to the Dean of SC&I indicating the name of the nominated faculty member and including the names and the votes cast for all persons on the ballot.

Section 2 The Department Chairperson is appointed by the Dean of SC&I and shall serve a renewable term in keeping with the School of Communication and Information bylaws. Ideally the chairperson should serve no more than two consecutive terms. In the event that no other faculty member seeks the position of chair after the two consecutive terms have elapsed, the existing chair may run for another term. This will require a special election of voting faculty members and a majority vote to succeed.

Section 3 The Department Chairperson, within the limits of the Department bylaws and the bylaws of SC&I, shall have the following responsibilities:

1. Recommendation to the Dean of SC&I for faculty appointment, reappointment, or promotion with the advice and consent of the Department Personnel Committee and the faculty as a whole;
2. Recommendation to the meetings of Chairs and Directors of courses, majors, or other curricular options with the advice and consent of the Department; and to the SC&I faculty meeting, if so approved;
3. Appointment of members to standing and ad hoc committees of the Department; the School; and the University, if so requested;
4. Recommendation of the Department budget to the Dean of SC&I with the advice and consent of appropriate Department committees and faculty members;
5. Administration of the working budget assigned to the Department;
6. Allocation of resources within the Department with the advice and consent of appropriate Department committees and faculty members;

7. Implementation of decisions made by the faculty;
8. Presiding at all meetings of the faculty of the Department; representing the Department, its interests, faculty, and its research, teaching and service missions to the School, the University, the profession, and the larger community;
9. The Chairperson may appoint additional committees or administrative personnel with the consent of the faculty and the Dean of SC&I, and may assign responsibilities to them as needed; and may appoint faculty members to School and University committees;

Section 4 Recall. If after a special meeting has been held, a majority of the Department faculty votes for his or her recall, the Chairperson is obligated to resign within 30 days.

Article IV. COMMITTEE

Section 1 There shall be standing committees of the Department as specified in Article V.

Section 2 To facilitate the work of the faculty of the Department, the faculty or Chairperson may establish committees ad hoc.

Section 3 The Chairperson shall be an ex officio nonvoting member of every committee except where otherwise specified. The Chairperson may designate an alternate to serve as the ex officio member of a committee.

Section 4 Committees shall normally consists of elected and appointed members, with elected members in the majority when possible. Appointed members of all standing committees shall be named annually by the Chairperson. Student members of committees must be majors in the Department and shall have voting rights on the committees on which they serve. Representatives of the Department student body should be appointed or elected to appropriate Department committees.

Section 5 The Curriculum Committee will be a committee of the whole; curriculum decisions, including approval of new courses and changes to existing courses as well as all changes in academic policy will be made by the Department as a whole.

Section 6 Only Personnel Committee members may vote on questions of reappointment, tenure, and promotion in accordance with policy established above. Recommendations of ad hoc search committees will be presented to the Department as a whole. Decisions about new faculty appointments will be made by open ballot (voice vote).

Article V. STANDING COMMITTEES

Section 1 The Personnel Committee shall be responsible for consideration of questions of reappointments, post tenure review, and promotions. The Chairperson shall convene and may chair the Committee and will be responsible for guiding the

review process in accordance with University Regulations. The Committee shall consider all pertinent materials, including outside letters, teaching evaluations and assessments, review of publications, scholarly works, audio-visual materials or other evidence of professional skills, and an assessment of the candidate's usefulness to the Department. Upon completion of the review, the Department Chairperson will be responsible for the preparation of materials and for reporting a recommendation to the appropriate administrative officer. The Personnel Committee shall consist of all tenured faculty members of a rank higher than the faculty member under review. In the case of post-tenure review and annual evaluation (non-tenure cases), the faculty member undergoing review may choose a member of the Personnel Committee to be present and to assist in providing the evaluation.

Section 2 Any Ph.D.-holding members of the faculty interested in media studies and active in teaching media studies may serve on the Media Studies Area faculty of the Ph.D. program. Any member of the area may vote for the director of the Area for purposes of the Ph.D. program. The director serves a three-year term.

Article VI. MEETINGS

Section 1 The Department shall meet at least once a month, at times scheduled at least one week in advance. Additional meetings may be called by the Chairperson, or when twenty-five per cent (25%) of the voting members so request. All meetings shall be conducted according to parliamentary procedures as set forth in Robert's Rules of Order. A quorum of the faculty shall consist of at least fifty per cent (50%) of the voting members. Voting shall be by simple majority except as otherwise specified by the bylaws.

Section 2 All standing committees shall meet at least once each semester.

Article VII. AMENDMENTS

Section 1 These bylaws may be amended at any meeting of the Department provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all voting members at least two weeks prior to the meeting. Amendments may be initiated by any voting member of the Department, including the Chairperson. Proposed amendments will be discussed at the next regularly scheduled meeting of the faculty following distribution to all voting faculty. The proposed amendment shall then be circulated by mail to all voting members of the faculty and must be approved by two-thirds of the voters to become part of the bylaws. A period of five working days from the time of mailing shall be allowed for returning mail ballots. Proposed amendments so approved shall take effect immediately.