

BYLAWS OF THE PH.D. PROGRAM

SCHOOL OF COMMUNICATION and INFORMATION

I. Organization of the Ph.D. Program

1. The Director of the Ph.D. Program shall be the chief administrative officer of the Ph.D. program appointed by The Dean of SC&I and responsible to the Dean of SC&I and The Graduate School upon nomination in accordance with these by laws.
2. The Director will be advised by an Executive Committee representative of the Ph.D. Faculty and constituted in accordance with these bylaws.
3. The Ph.D. Faculty (alternately called "The Program Faculty") shall consist of members of the Graduate Faculty duly appointed to serve in the Program.
4. The Ph.D. Program will consist of at least three Program Areas, each corresponding to one of the three Departments of the School: Communication; Journalism/Media Studies; and Library and Information Science. Other Program areas may be established upon petition of five members of the Program faculty, and approval by majority vote of the Program Faculty. Each Program Area will be responsible for establishing its own curriculum and requirements, within the context of the general requirements of the Ph.D. Program.

II. Membership of the Ph.D. Faculty

1. Membership in the Program Faculty is subject to the provisions specified in Section 1 of Article II of the Bylaws of the Graduate School in New Brunswick and the amendment to the Bylaws concerning faculty membership (Article II, Section 4 (Revised)). Nomination to membership may be initiated by the Director, by the Program Executive Committee, or by a committee of the Graduate Faculty formed for that purpose.
2. Program Faculty are expected to assist in recruitment of students, interview potential applicants for admission into the program, advise students, teach seminars, develop questions for the qualifying examinations, serve on doctoral dissertation committees as appropriate, and generally perform the duties of faculty member, teacher, scholar and researcher, as effectively as possible.

3. There shall be four categories of membership in the Ph.D. Faculty: Full, Associate, Affiliate, and Adjunct. Criteria for eligibility of Full and Associate membership shall be the same as those specified in Section 5 of Article II of the Bylaws of The Graduate School in New Brunswick. Affiliate members are tenured or tenure-track members from other programs at Rutgers as well as retired or emeritus SC&I faculty who are still participating in the program in some way. Adjunct members will include individuals who are not from Rutgers University or who are non-tenure track at Rutgers. Membership in the program shall be limited to faculty who have earned the Ph.D. degree or its equivalent. Exceptions will be considered when a prospective member's qualifications provide the basis for justification in light of meeting the Program's goals.
4. Members of the faculty who join the University and are appointed to an initial three-year term as an Assistant Professor can be appointed Associate Members of the Graduate Faculty upon the recommendation of the graduate program faculty, provided they hold a doctorate. After an Assistant Professor is reappointed to a second, three-year term, he/she can apply for Full Membership in the program faculty. This application to the Executive Committee must be accompanied by a recommendation endorsing Full appointment written by the individual's department chair.
5. Membership criteria for other faculty shall be governed by these Bylaws and the Bylaws of the Graduate School-New Brunswick. Individuals who are Associate Members of the Program Faculty shall maintain such membership in the Program. Individuals who wish to be considered for Full membership will submit applications to The Graduate School through the Program Director. Such applications must be reviewed by department chairs and approved by the Full Members of the Program's Executive Committee and the Dean of SC&I. Affiliate and Adjunct members may be appointed by the Dean upon nomination by the Program Executive Committee.
6. Both Full and Associate Members have the right to vote at meetings of the program faculty and may serve on committees of the program as defined by these bylaws. Affiliate and Adjunct members have voice, but no vote at program meetings.
7. Both Full and Associate Members may teach 600-level courses. Only Full Members, however, may be responsible for the direction of doctoral research and may chair doctoral committees.
8. Temporary appointments for the purpose of course instruction may be made at the discretion of the Dean of The Graduate School upon recommendation of the Director and the Dean of SC&I.

9. A faculty member wishing to resign from the program must submit a formal resignation in writing to the Dean of The Graduate School with a copy to the Dean of SC&I and the Program Director. Within 30 days of the same, the Director must provide the Dean of The Graduate School and the Dean of SC&I with a written statement from the Program Executive Committee commenting on the resignation. No further action is required on the part of the Director or Executive Committee in acceptance of a resignation from the program.
10. Membership in any Program Area is open to any member of the Ph.D. Faculty; however, all members of each Department who are also members of the Ph.D. Faculty are automatically members of the Program Area associated with the Department.

III. Meetings of the Ph.D. Faculty

1. The Program Faculty shall be convened for a regular meeting at least once each semester. The Director may call additional meetings as needed, or meetings may be called upon petition of a majority of the Program Faculty.
2. A quorum shall consist of one more than half of the Program Faculty. Voting will be by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted by Robert's Rules of Order.
3. Doctoral students enrolled in the Program may attend faculty meetings with the privilege of voice, but without vote.
4. Members of the Faculty of the School of Communication and Information and other interested faculties may attend meetings as observers. However, the faculty may at any time, by majority vote, move to close a meeting to all except members of the Program Faculty.
5. All minutes of Program Faculty meetings shall be distributed to members, and shall be available to members of the School of Communication and Information and allied departments, on request.

IV. Officers: Their Selection and Duties

1. The Director of the Ph.D. Program

(a) Nomination of the Director

The Director shall be a Full Member of the Program Faculty, and shall be nominated by plurality vote of the Program Faculty for appointment by the Dean of SC&I for a three-year term renewable upon renomination by the Program Faculty.

Every third academic year, in April, the Executive Committee shall solicit by written petition from the Program Faculty a list of nominees for the directorship. Each petition must be signed by at least five members of the Program Faculty and with the assent of the nominee. Only nominees so endorsed by written petition may be considered eligible to serve as Director.

At the final meeting of every third academic year, and only after publication of the list, the Program Faculty shall vote by secret ballot to select the nominee receiving the highest number of votes. The name of the nominee so selected is forwarded to the Dean of SC&I who will inform the Dean of the Graduate School. In the event of a tie-vote, names of the highest tied nominees shall be forwarded for selection and appointment by the Dean of SC&I.

In the event of a temporary vacancy or unexpired term, and for its duration only, the above selection process will be employed to nominate an interim Director to be appointed by the Dean of SC&I.

(b) Duties of the Director

(i) As chief administrative officer, the Director shall be responsible for the effective academic and educational administration of the Program and shall promote its efficiency by every approved means.

(ii) The Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the Program in conformance with the regulations of The Graduate School and these bylaws, as per Article I, Section 1c of the Bylaws of The Graduate School.

(iii) The Director shall preside at all meetings of the Program Faculty and at all meetings of the Executive Committee, and shall be an ex officio member of all committees of the Program.

(iv) The Director shall serve as chief spokesperson for the Ph.D. Program in exercising a liaison function with the School of Communication and Information and other programs of The Graduate School.

(v) The Director will submit, by June of each academic year, a year-end report to the Program Faculty and to the Dean of The Graduate School, as well as to the School of Communication and Information and its Dean.

2. The Executive Committee of the Ph.D. Program

(a) Membership and Selection

The Executive Committee shall be composed of:

(i) The Director, and (ii) the Program Area Coordinators. Each Department will elect a Director of Ph.D. (or Graduate) Studies, who will normally serve as the Program Area coordinator for the associated Program Area. Program Area Coordinators for any other Program Areas will be elected by majority vote of the members of that Area. All Program Coordinators will be elected bi-annually in May for two-year terms, to be staggered so that continuity is provided across term intervals.

[Explanatory note: The role of each Department's Director of the Ph.D./Graduate Studies will be to: ensure that the members of the Department contribute to the development of the Department's Area; to oversee the development, maintenance and conduct of the Area's curriculum; to liaise with the Department Chair to ensure that the Area's and Department's curricular responsibilities are met; to be sure that the members of the Department are informed of the Department's and Area's responsibilities; to oversee recruitment and placement of students studying in the Area; and, to ensure that the members of the Department are afforded the opportunity to contribute equitably to the Ph.D. Program, in terms of teaching in the Area's curriculum, teaching in the Ph.D. Program's general curriculum participating in the governance of the Area and the Ph.D. Program, and participating in and chairing dissertation committees.]

(b) Responsibilities of the Executive Committee

- (i) The Executive Committee shall ordinarily meet once each month of the academic year. A majority of the Executive Committee shall constitute a quorum. The Director, or designee, shall preside at all meetings of the Executive Committee. One of the members of the Executive Committee shall serve as Secretary of the Committee. Minutes of Executive Committee Meetings shall be distributed to all members of the Program Faculty.
- (ii) The Executive Committee shall assist and advise the Director in the formulation and implementation of policy in conformance with the regulations and bylaws of The Graduate School and these bylaws.
- (iii) In addition to the general admissions requirements of The Graduate School, it shall be the responsibility of the Executive Committee to recommend standards, criteria and requirements relating to admission of students to the Ph.D. Program.
- (iv) The Executive Committee shall receive and evaluate all recommendations for admission make final decisions on admission of students into the Program. The recommendations are not binding on the Executive Committee but ordinarily when an area approves an applicant, the Executive Committee will also approve.
- (v) The Executive Committee shall be responsible for setting criteria for determining academic standing of students enrolled in the Program. Students are expected to show ongoing evidence of achievement by demonstrating a continuing, capacity to perform in the Program with distinction. It shall be the responsibility of the Executive Committee to define fully, and publish, canons of scholarship, grade levels, and other academic measurements that are used to identify the quality of work required for successful completion of the Program. Further, the Executive Committee is charged with evaluating and assessing periodically each student's record with respect to his or her academic standing and progress toward the degree. Finally, published guidelines should be available to faculty and students concerning appropriate procedures to be followed in situations where a student may fail to achieve or maintain satisfactory academic standing.

(vi) The Executive Committee shall annually review the credentials of the School of Communication and Information and other faculty members for nomination to membership in the Program Faculty. In addition, the Committee shall review and recommend for elevation to full membership, Associate Members who are deemed to have met the qualifications for full membership.

(vii) The Executive Committee shall be charged with such other responsibilities as implementing and overseeing a faculty development plan for Associate Members, developing strategies for recruitment of students, developing financial support for students, and other activities deemed beneficial to the Program. By contrast, the faculty of the Program at large shall serve as a forum of assessment of ongoing activities and for development of new ideas and programs.

(viii) The Executive Committee shall assist the Director in the preparation of the agenda for Program Faculty meetings on all routine and policy matters requiring faculty discussion and approval.

(ix) The Executive Committee shall annually review the record of progress of students in the Program, and advise the Director of actions that may be appropriate based on that review.

V. Committees

The admissions process will be determined by the individual SC&I departments and overseen by the Area Coordinators. Departments are strongly advised to ensure that faculty willing to work with prospective students be identified prior to admission into the Ph.D. program. Area Coordinators will oversee the admissions process, making recommendations to the Ph.D. Executive Committee and bringing to their attention any interdisciplinary applicants who are not initially placed into one of the three departments.

Other standing Committees may be established by a two-thirds vote of those present at a regular faculty meeting. One half the membership of new Standing Committees shall ordinarily be elected by the membership from a slate presented by the Executive Committee and one half appointed by the Director.

Ad Hoc Committees, when required, shall be appointed by the Director for a period of no longer than one year, and shall submit written reports to the Director and the Executive Committee.

VI. Amendments

These bylaws may be amended at any meeting of the Program Faculty, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members at least one week prior to the meeting. Amendments may be initiated by the Director, by a simple majority of the Executive Committee, or by written petition of five members of the Program Faculty. Amendments must be approved by two-thirds of the members present and voting.

**Revised December, 2008
(Changes to School Name Made June, 2011)**