

**Bylaws of
The Department of Communication
School of Communication and Information (SC&I)
Rutgers, The State University of New Jersey**

(Adopted November 24, 1982)

(Revised December 16, 2009; September 19, 2012; March 27, 2014, Spring, 2017)

Article I MISSION AND STRUCTURE

Section 1. The Department of Communication is dedicated to advancing knowledge about communication and its practice in society. The Department examines how meaning is created and negotiated in human interaction to address contemporary personal, professional, and public communication challenges and opportunities.

Section 2. The Department shall be responsible for providing all undergraduate, graduate, continuing, and professional education in communication.

Section 3. The Department acknowledges its responsibility to provide a full and diverse curriculum, including appropriate options to meet the needs of the various academic units at Rutgers.

Article II MEMBERSHIP AND VOTING

Section 1. The faculty of the Department shall consist of the faculty of Rutgers University who occupy fifty-one percent (51%) or more of a faculty line in the Department at the rank of Distinguished Professor, 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 these 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. Faculty members above the rank of Instructor are eligible to cast a ballot for the nomination of a Department Chairperson. Members may vote on any Department matter except reappointment and promotion cases by prior arrangement using a signed absentee ballot or letter which must be on hand at the time of the faculty vote. Voting members must be in attendance in person at the Personnel Committee meeting at which the vote is taken in order for their vote to be counted for reappointment and promotion cases.

Section 3. Those faculty members in Rutgers University who occupy less than fifty-one percent (51%) of a faculty line in the Department may be granted voting membership in the faculty upon recommendation and approval by the faculty. Such approval shall be granted for a period of one year.

Section 4. Associate faculty status may be granted by the Department Chairperson with approval of the faculty. Such members shall enjoy all rights and privileges of a faculty member, but may not vote.

Section 5. Courtesy faculty appointments may be granted by the Department 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 Department Chairperson is required, the procedures specified in the Bylaws of the School of Communication and Information (SC&I) and Rutgers University will be followed. This procedure will also be used to fill unexpired terms if a Department Chairperson should leave office early.

Section 2. The Department Chairperson is appointed by the SC&I Dean and shall serve a renewable term of three years. At least four months before the end of the Department Chairperson's term in office, an election shall be conducted by the SC&I Rules of Procedure/Elections & Nominations Committee in accordance with SC&I Bylaws. All tenured faculty at or above the rank of Associate Professor and who occupy fifty-one percent (51%) or more of a faculty line in the Department shall be placed on the nomination ballot, unless they remove their names by written request. Ballots will be circulated to faculty electronically and may be returned to the designated individual either electronically or on paper. The name of the individual who has the majority of votes will be sent to all members of the Department and forwarded as a recommendation to the SC&I Dean.

Section 3. The Department Chairperson, within the limits imposed by these Bylaws and the SC&I Bylaws, shall have the following responsibilities:

1. The recommendation to the SC&I Dean for appointment, reappointment, promotion, with the advice of the Department Personnel Committee.
2. The recommendation to the appropriate Curriculum Committee of courses, major, or other curricular options with the advice of the Department.
3. The appointment of members of standing and *ad hoc* Department committees.
4. The recommendation of the Department asking budget to the SC&I Dean.
5. The administration of the working budget assigned to the Department, including a budget report to faculty at least once each year.
6. The allocation of resources within the Department with the advice of appropriate Department committees and faculty members.
7. The implementation of decisions made by the faculty of the Department.
8. The appointment of additional committees or administrative personnel, with the consent of the SC&I Dean, assigning responsibilities to them as needed.
9. Presiding at all meetings of the faculty of the Department.

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

Article IV COMMITTEE STRUCTURE

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*. After an *ad hoc* committee has been maintained for two consecutive years, either it shall be established as a standing committee or be disbanded.

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

Section 4. Committees shall consist of members appointed annually by the Department Chairperson. The Department Chairperson shall designate one member of each committee to serve as the committee chairperson.

Article V STANDING and AD HOC COMMITTEES

Section 1. The Department shall establish a Personnel Committee responsible for initial consideration for all appointments, reappointments, and promotions in accordance with university instructions that apply to the responsibilities of the initiating department. The Department Chairperson shall convene and chair the Committee and be responsible for guiding the review process in accordance with University Regulations. The Committee shall consider all pertinent materials including outside letters, teaching evaluations, review of publications and scholarly works, and an assessment of the candidate's contributions as a Department member. Upon completion of the review, the Department Chairperson will be responsible for the preparation of materials and for reporting a recommendation to the appropriate committee, as well as for transmitting the necessary materials to the appropriate administrative officer.

Section 2. The Curriculum Committee shall be responsible for overseeing the undergraduate curriculum: (1) reviewing and recommending new courses to the department; (2) coordinating curricular planning with appropriate internal and external constituencies; (3) developing and evaluating curriculum and its design; and (4) other curricular matters as requested by the Department Chair or faculty. The Committee shall consist of at least three members appointed by the Department Chairperson. Decisions of the Committee will be reported to the Department faculty for appropriate action.

Section 3. The Research Committee responsibilities will include input and guidance on department-wide research initiatives, administration of research development grants/funding for doctoral students, and other research development/enhancement programs as the committee deems appropriate or as requested by the Department Chairperson or faculty. The Committee shall consist of at least three members appointed by the Department Chairperson. Decisions of the Committee will be reported to the Department faculty for appropriate action.

Section 4. A Search Committee shall normally be appointed by the Department Chairperson as an *ad hoc* committee whenever the Department is conducting a search for full-time, continuing faculty members. Working closely with the Department Chairperson and faculty, and appropriate representatives from the SC&I Dean's Office, the Committee will help write a job ad, suggest appropriate places to disseminate information about the job opening, conduct an initial review of applications, and present their recommendations to a meeting of the Department faculty. After consultation with the faculty and appropriate representatives of the SC&I Dean's Office, suitable candidates will be invited to campus for interviews. The Search Committee will oversee these visits. After the visit, the Department faculty will meet to discuss candidates and convey their recommendations to the Personnel Committee. The Personnel Committee will vote and make a recommendation that the Department Chairperson will convey to the SC&I Dean. This process may be modified at the Personnel Committee's discretion in special circumstances.

Article VI MEETINGS

Section 1. The Department shall meet at least three times a semester at times scheduled at least two weeks in advance. Additional meetings will be called when the Department Chairperson deems it necessary or when twenty-five percent (25%) of the voting members so request. All meetings shall be conducted according to parliamentary procedure as set forth in Robert's Rules of Order as advised by the SC&I parliamentarian. A quorum of the faculty shall consist of at least fifty percent (50%) of the voting members. Voting shall be by simple majority except as otherwise specified by these Bylaws.

An agenda set by the Department Chairperson shall be circulated at least two days prior to the meeting. Additions to the agenda can be made by individual faculty members by a request to the Department Chairperson at least one day before a scheduled meeting. If this is not possible, faculty may request an addition to the agenda at the beginning of each meeting and granted if approved by a majority vote of faculty in attendance. Minutes of each meeting will be taken by a faculty member designated by the Department Chairperson and archived in the Communication Department online repository with any other relevant documents. In general, it is expected that major proposals calling for a vote of the faculty will be circulated at least two weeks before a meeting. Exceptions to this procedure may be made if necessary.

Section 2. Standing Committees of the Department shall meet at least once each semester.

ARTICLE VII MASTER OF COMMUNICATION & MEDIA (MCM) PROGRAM

Section 1 Organization of the MCM Program. The Director of the MCM Program shall be the chief administrative officer of the MCM Program appointed by and responsible to the Chairs of the Departments of Communication and Journalism and Media Studies upon nomination in accordance with these Bylaws. The Director will be advised by an Executive Committee representative of the MCM Faculty and constituted in accordance with these Bylaws. The MCM Faculty (alternately called “the Program Faculty”) shall consist of the MCM Director and all tenured, tenure-track, and non-tenure track faculty who are full time members of the Departments of Communication or Journalism and Media Studies. Other Tenured and tenure-track faculty members from SC&I as well as part-time lecturers who have teaching roles within the MCM program will be considered “Affiliated Faculty.”

Section 2 Meetings of the MCM Program Faculty. The Program Faculty shall be convened for a regular meeting at least once each academic year. The Director may call additional meetings as needed, or meetings may be called upon petition by a majority of the Program Faculty. Affiliated Faculty, at the discretion of the Director, may also be invited to MCM meetings with the privilege of voice, but without vote. A quorum shall consist of one more than half of the Program Faculty. Voting will be by simple majority of those present except as otherwise specified in these Bylaws. Master's students enrolled in the Program may attend faculty meetings with the privilege of voice, but without vote. All minutes of Program Faculty meetings shall be distributed to members, and shall on request be available to members of the SC&I faculty from the Director.

Section 3 Officers: Their Selection and Duties.

A. The Director of the MCM Program:

1. Nomination of the Director. The Director shall be a member of the Communication or Journalism and Media Studies Departments Faculty, and shall be nominated by plurality vote of the Program Faculty for appointment by the Chairs of the Communication and Journalism and Media Studies Departments for a three-year term. 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 Chairs of the Communication and Journalism and Media Studies Departments. The nominee is forwarded to the SC&I Dean for appointment or reappointment.
2. Director Reappointments. The Director will be eligible for additional three year renewable terms upon re-nomination by plurality vote of the Program Faculty and re-appointment by the Chairs of the Communication and Journalism and Media Studies Departments. Reappointments are subject to a continuing need for the position, availability of funding and a positive formal evaluation of the incumbent Director. In accordance with Rutgers Policy 60.5.12, faculty holding appointments of one year or must be given notice of non-reappointment not later than twelve months in advance of the termination of the appointment in third and subsequent years.

B. Duties of the Director.

1. As chief administrative officer, the Director shall be responsible for the effective academic and educational administration of the Program. The Director, with the concurrence of the Executive Committee, will formulate all necessary policy including the creation of necessary committees and take all other necessary actions for the Program in conformance with the regulations of Department of Communication, SC&I and these Bylaws.

2. 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. The Director shall serve as chief spokesperson for the MCM Program in exercising a liaison function with other programs in SC&I, other programs of The Graduate School, prospective students, and outside stakeholders. The Director will submit, by June of each academic year, a year-end report to the Program Faculty, the Chair of the Communication Department, and the SC&I Dean.

3. The Director shall be chiefly responsible for recruitment of applicants to the MCM program and for admission of students to the program. The Director shall consult with the Executive Committee on criteria and standards for admittance to the MCM program and seek their input in making admittance decisions as needed.

4. The Director will advise MCM students on their academic plans, performance and course selections. The Director will work in cooperation with the SC&I Student Services team to address all other MCM student needs or issues.

5. The Director will be responsible for managing the curriculum review processes, including course and program development and updates. The Director will also be responsible for program assessment of teaching, learning and curriculum working with the appropriate SC&I staff.

6. The Director will be responsible working with the Department Chairs and the PhD and Undergraduate Directors for the creation and management of the MCM course schedules (all terms) and the assignment of faculty. The Director will also recruit, manage and mentor MCM part-time lecturers as needed in collaboration with the Department Chairs.

Section 4: The Executive Committee of the MCM Program.

A. Membership and Selection: The Executive Committee shall be composed, at minimum of the Director and two other members of the Program Faculty, elected one each from the Departments of Communication and Journalism and Media Studies. The two elected Executive Committee members shall be selected by the Program Faculty by majority vote. Up to two additional members may be appointed by the Director, preferably one each from each Department. Members of the Executive Committee shall be elected or appointed for a one to three-year term.

B. Responsibilities of the Executive Committee: The Executive Committee shall ordinarily meet twice per semester. 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. Records of the Executive Committee's decisions and action items shall be distributed to all members of the Program Faculty. 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 Department of Communication and the SC&I. The Executive Committee shall recommend standards, criteria and requirements relating to admission of students to the MCM Program. The Executive Committee shall be responsible for setting criteria for determining academic standing of students enrolled in the Program. The Executive Committee may assist the Director in the preparation of the agenda for Program Faculty meetings on all routine and policy matters requiring faculty discussion and approval. The Executive Committee may review the record of progress of students in the Program, and advise the Director of actions that may be appropriate based on that review. The Executive Committee reviews proposals for changes and additions to the curricula of academic areas and makes appropriate recommendations to the Director.

Article VIII RELATIONSHIP TO THE SC&I PH.D. PROGRAM

Section 1. Department faculty members participate as members of the Ph.D. Program in Communication, Information and Library Studies and are governed in that role by the Ph.D. Program Bylaws. The Department is represented on the Ph.D. Program Executive Committee by the Communication Area Coordinator (a member of the Ph.D. faculty who is also a voting member of the Department) who shall be elected for a two-year term by a majority vote of the members of the Ph.D. faculty who are also voting members of the Department. The Communication Area Coordinator is responsible for representing the view of the faculty to the Ph.D. program and for coordinating scheduling and review of Ph.D. applicants in the Communication area and the annual progress review of continuing Ph.D. students in the Communication area. The Communication Area Coordinator shall report to the Department faculty, at regularly scheduled faculty meetings, on the status of the Ph.D. program and any other matters of interest.

Article IX 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 the Department Chairperson or by written petition of one fourth (25%) of the voting faculty of the Department. Proposed amendments will be discussed at the next regularly scheduled meeting of the faculty of the Department 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 voting members to be incorporated in these Bylaws. A period of five working days from the time of mailing shall be allowed for returning mail/electronic ballots. Proposed amendments so approved by the faculty shall be reviewed according to the process specified in the governing SC&I Bylaws and take effect immediately thereafter.