Revised September 19, 2012

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; Revised September 19, 2012)

Article I MISSION AND STRUCTURE

Section 1 The Department of Communication shall be responsible for providing all undergraduates, graduate, continuing, and professional education and research in communication.

Section 2 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 of Communication shall consist of the faculty of Rutgers University who occupy fifty-one percent (51%) or more of a faculty line in the Department of Communication 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 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 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 promotion and reappointment cases.

Section 3 Those faculty members in Rutgers University who occupy less than fifty-one percent (51%) of faculty line in the Department of Communication may be granted voting membership in the faculty upon recommendation by and approval of that faculty member. 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.

Section 5 Courtesy faculty appointments 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 procedures specified in the Bylaws of the School of Communication and Information (SC&I) and Rutgers University will be followed.

Section 2 The Department Chairperson is appointed by the Dean of SC&I and shall serve a
renewable term of three years.

Section 3 The Department Chairperson, within the limits imposed by these Bylaws and the Bylaws of the School of Communication and Information, shall have the following responsibilities.

1. The recommendation to the Dean of SC&I for appointment, reappointment, promotion, with the advice of the Departmental 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 Departmental committees.
4. The recommendation of the Departmental asking budget to the Dean of SC&I.
5. The administration of the working budget assigned to the Department.
6. The allocation of resources within the Department with the advice of appropriate Departmental committees and faculty members.
7. Implementation of decisions made by the faculty of the Department.
8. Presiding at all meetings of the faculty of the Department.
9. The Chairperson may appoint additional committees or administrative personnel with the consent of the Dean of SC&I, and may assign responsibilities to them as needed.

Section 4 Recall. If, after a special meeting has been held, one half of the Department faculty votes for his or her recall, the Chairperson is 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 of Communication, 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 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 consist of elected and appointed members. The appointed members of all standing committees shall be appointed annually by the Department Chairperson

Section 5 Except as otherwise provided in these Bylaws, members of standing committees may be appointed or elected consecutively to the same committee for a period not to exceed three years, at which time one year must elapse before they may be reappointed or re-elected to the same committee.

Article V STANDING COMMITTEES

Section 1 The Department shall establish a Personnel Committee responsible for initial consideration for all reappointments and promotions. 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 usefulness as a Departmental 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 Personnel Committee, as well as for transmitting the necessary materials to the appropriate administrative officer.

Section 2 The Curriculum Committee shall be responsible for reviewing all courses,
academic requirements and other curricular matters concerning Departmental or interdepartmental programs. It shall consist of at least three members appointed by the Chairperson. Decisions of the Committee will be reported to the Departmental faculty for appropriate action.

Section 3. The Research Committee shall encourage and facilitate individual and shared faculty research. In addition, the Committee shall investigate areas of potential funding for ongoing faculty research projects. The Committee shall consist of at least three members appointed by the Chairperson. Decisions of the Committee will be reported to the Departmental faculty for appropriate action.

ARTICLE VI MASTER OF COMMUNICATION & INFORMATION STUDIES PROGRAM

Section 1 Organization of the MCIS Program

- The Director of the MCIS Program shall be the chief administrative officer of the MCIS Program appointed by and responsible to the Chair of the Department of Communication upon nomination in accordance with these Bylaws.
- The Director will be advised by an Executive Committee representative of the MCIS Faculty and constituted in accordance with these Bylaws.
- The MCIS Faculty (alternately called “the Program Faculty”) shall consist of all tenured and tenure-track members of the Department of Communication faculty.
- Tenured and tenure-track faculty members from SC&I who have teaching roles within the MCIS program will be considered “Affiliated Faculty.”

Section 2 Meetings of the MCIS 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.
- 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 MCIS Program

1) Nomination of the Director
   The Director shall be a Member of the Communication Department Faculty, and shall be nominated by plurality vote of the Program Faculty for appointment by the Chair of the Communication Department for a three-year term renewable upon re-nomination by the Program Faculty.
   Every third academic year, in April, the Chair of the Department of Communication shall solicit nominations, in writing, from the Program Faculty for the Director position. The Program Faculty shall vote by secret ballot in accordance with the SC&I Bylaws. The name of the nominee so selected is forwarded to the Chair of the Communication Department. In the event of a tie-vote, names of the highest tied nominees shall be forwarded for selection
and appointment by the Chair of the Communication Department. In the event of a temporary vacancy or unexpired term, and for its duration only, the above selection processes will be employed to nominate an interim Director to be appointed by the Chair of the Communication Department.

2) Duties of the Director

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.

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 MCIS 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.

The Director shall be chiefly responsible for recruitment of applicants to the MCIS 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 MCIS program and seek their input in making admittance decisions as needed.

3) The Executive Committee of the MCIS Program

(a) Membership and Selection The Executive Committee shall be composed, at minimum of the Director and two other members of the Program Faculty. Two Executive Committee members shall be selected by the Program Faculty by majority vote. Up to two other members may be appointed by the Director. Members of the Executive Committee shall be elected or appointed for a 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, SC&I and these Bylaws. The Executive Committee shall recommend standards, criteria and requirements relating to admission of students to the MCIS 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
Article VII. 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 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.

Section 2. All standing Committees of the Department shall meet at least once each term.

Article VIII. 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 Chairperson or by written petition of one-fourth 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 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.