

DOI-9-156



TEXAS A&M UNIVERSITY
College of Liberal Arts
Department of Communication

MEMORANDUM

September 24, 2004

TO: Karan Watson, Dean of Faculties
MS-1126

FROM: Richard L. Street, Jr., Head *RS*
Department of Communication
MS-4234

SUBJECT: Department of Communication Bylaws

As per your memorandum dated September 20, 2004, I am submitting a copy of the bylaws of the Department of Communication.

These bylaws were approved by unanimous vote of the communication faculty on September 9, 1994.

Attachments

cc: Judy Jordan

**OFFICE OF THE
DEAN OF FACULTIES AND
ASSOCIATE PROVOST**

SEP 28 2004

TEXAS A&M UNIVERSITY



TEXAS A&M UNIVERSITY

College of Liberal Arts
Department of Communication

COMMUNICATION DEPARTMENT BYLAWS

I. Definitions

- A. A part-time faculty member is any member of the teaching faculty who is budgeted at less than 100% time on the departmental payroll.
- B. A full-time faculty member is any member of the teaching faculty who is budgeted at 100% time on the departmental payroll.
- C. A tenure-line faculty member is any member of the teaching faculty who occupies a tenure-earning or tenure-accruing position.
- D. A non-tenure-line faculty member is any member of the teaching faculty who does not occupy a tenure-earning or tenure accruing position (e.g. assistant lecturers, lecturers, and visiting professors, among others.)
- E. A tenured faculty member is any member of the teaching faculty who has been awarded tenure by authority of the Texas A&M System Board of Regents.

II. Mission Statement

- A. The mission of the Department of Communication at Texas A&M University is to provide research, teaching, and service to the campus, community, state, university, and discipline.
- B. Within the broad outlines of the mission statement, the department seeks to work cooperatively with other departments and university units to further the study of the human communication process and practices.

III. Administrative Structure

- A. The Department of Communication shall be administered by a Department Head who is appointed by the Dean of the College of Liberal Arts.
- B. Upon the completion of a Head's term (usually four years), the faculty will be consulted with respect to the reappointment or appointment of the Department Head, as specified in university policy. Such consultation is advisory and directed to the Dean of the College of Liberal Arts.
- C. The Department Head has the prerogative to appoint such other administrative officers as he or she deems advisable, including but not limited to an Associate Department Head and a Graduate Advisor.
- D. The duties of an Associate Department Head and/or Graduate Advisor shall be determined by the Department Head.
- E. An Associate Department Head, Graduate Advisor, or other administrative officer serves at the pleasure of the Department Head and therefore serves on a year-to-year basis.

IV. Faculty Meetings

- A. The Department of Communication shall hold at least one faculty meeting each month from September through May.

- B. Faculty meetings may be called at any time and with any degree of frequency at the discretion of the Head or by petition of six or more faculty members.
- C. Faculty meetings are open to all full-time or part-time faculty without regard to rank.
- D. One representative of the graduate student body shall be appointed or elected by the department's graduate student association as the liaison with the faculty. This graduate student shall have the right to attend all faculty meetings except those involving faculty, staff, or student personnel matters, as defined by the Department Head.
- E. On matters concerning undergraduate curriculum, graduate curriculum, or searches for tenure-line faculty, when formal votes are taken, only tenured and tenure-line faculty shall have voting rights. On all other matters every member of the faculty, both full-time and part-time, and the graduate student representative, shall have voting rights.
- F. It is expected that the recommendations of the department's standing committees or ad hoc committees shall be brought before the whole faculty for debate and discussion prior to implementation by the Head or other administrative officer.
- G. While department faculty meetings normally operate through consensual decision making, any member of the faculty has the right to call for a formal, recorded vote on any issue brought forward for consideration.

V. Committee Structure

- A. The Department of Communication shall have five standing committees.
 - i. Curriculum Committee: The curriculum committee is primarily responsible for the undergraduate curriculum. Such matters as new courses, changes in titles of courses, the content of courses, liaison with the College Curriculum Committee and other matters directly affecting undergraduate instruction are handled by the curriculum committee.
 - ii. Graduate Affairs Committee: The graduate affairs committee is responsible for all aspects of the graduate program, including curriculum, advisement to the Graduate Director, operating procedures, recruitment, the awarding of assistantships, fellowships, scholarships, or honors, and the day-to-day operation of the M.A. program. Many functions of the graduate affairs committee are carried out through the office of the department's Graduate Advisor.
 - iii. Promotion and Tenure Committee: The promotion and tenure committee is composed of all tenured faculty members in the Communication Department. This committee is responsible for advising the Head on annual review of tenure-line faculty and the periodic review of faculty holding the ranks of Senior Lecturer or Distinguished Lecturer. It is also responsible for appointing, in consultation with the Head, the membership of individual tenure-review committees. In all cases of tenure review, each member of the promotion and tenure committee shall have a vote. In cases of

promotion to full professor, only those currently holding that rank shall have a vote.

- iv. **Resources and Technology Committee:** The resources and technology committee is responsible for the administration of all department research equipment, including the communication research laboratory's equipment, all recording and videotaping equipment, computer software and hardware. The primary focus of the committee is to advise the department on matters of technological change and innovation, with an eye to keeping the department at least current with contemporary technological advancements, especially those that can potentially facilitate the department's research agenda and its teaching responsibilities.
 - v. **COMM 203 Advisory Committee:** The COMM 203 advisory committee is composed of five faculty members appointed by the Head. The primary responsibility of the committee is to monitor issues related to COMM 203 and to advise the Head with respect to matters such as course content, course delivery methods, selection of textbooks, selection of basic course direction, and adjudication of any problems that the Head might bring to the committee's attention. The COMM advisory committee will maintain liaison with the department curriculum committee on matters that affect the description of COMM 203 in the undergraduate catalogue.
- B. The Department of Communication may, from time to time, appoint such other ad hoc committees—including search committees—as the Department Head deems necessary. All ad hoc committees will cease to exist upon completion of the task/s for which they were originally constituted.
 - C. The Head or the Head's representative shall be an ex-officio member of all committees, both standing and ad hoc.

VI. Committee Membership

- A. All full-time members of the teaching faculty are eligible for committee assignments.
- B. The Department Head shall appoint both the chairs and the membership of each standing committee. All such appointments shall be reviewed on an annual basis.
- C. As a general operating procedure, the chairs of all standing committees should be rotated every three to four years, or earlier if the Head deems such a change necessary.
- D. Part-time and non-tenure track faculty members may, at the request of the Head be added to any committee.
- E. Membership on the department Promotion and Tenure Committee is limited to those faculty members with tenure at Texas A&M University.
- F. Membership on the Graduate Affairs Committee is limited to members of the Graduate Faculty at Texas A&M University.
- G. A graduate student representative may, with the consent of the Department Head, be added to any standing committee or any ad hoc committee of the

department. All requests for such representation should be directed to the Head.

VII. Departmental Activities and Responsibilities

- A. To fulfill the mission of the department, certain activities, organizations, events, and functions shall be preformed.
- i. Departmental Colloquium Series Director: This person is responsible for scheduling regular department colloquia involving both local and external speakers.
 - ii. Departmental Public Information Officer: This person is charged with publicizing the department's various accomplishments, including publications, awards, activities, and other matters, that would tend to shed a positive light on the department as a whole or on individual members of the community, and the field of communication. The public information officer should develop and implement a strategy for accomplishing the PR goals with each of these audiences.
 - iii. Departmental Internship Coordinator: This person is responsible for coordinating the department's internship program in accordance with the department's internship guidelines. Facilitating the matching of an intern with a sponsoring faculty member and handling the paper work involved in placing the intern are primary responsibilities of the internship coordinator.
 - iv. Departmental Advisor to the student SCA: This person is the liaison between the department faculty and the student SCA. The advisor is available to render guidance and advice, but is not responsible for the internal administration of the student group which is under the control of the students.
 - v. Departmental Representative to Evans Library: This person is responsible for staying abreast of issues involving library funding and policies. The representative is also responsible for attending any meetings called to discuss library matters and is to facilitate faculty member's requests for the purchase of books, journals, and other library materials.
- B. Each of the above named activities shall be directed by a full-time faculty member to be appointed by the Department Head.
- C. Service to the College of Liberal Arts and to Texas A&M University in general is expected of all faculty members. Such service includes, but is not limited to:
- i. Membership on the Liberal Arts Council.
 - ii. Membership on one or more of the standing committees of the Liberal Arts Council
 - iii. Membership on the Dean's Advisory Committee
 - iv. Membership in the Faculty Senate
 - v. Membership in one or more of the standing committees of the Faculty Senate
 - vi. Special ad hoc committees constructed by the Dean of the College, the Provost, of the President of the University

- VIII. These by-laws can be amended at any time by a two-thirds vote of the faculty. In the event such a vote is held, all current faculty members, both part-time and full time, will be polled by written ballot.
- IX. If any of the above provisions shall be found to be in conflict with the latest "Procedures of Review, Tenure, and Promotion" of the College of Liberal Arts, or of the "Personnel and Policy Manual" of Texas A&M University, those portions shall be considered severable and shall not affect the status of the remaining provisions.

Approved by unanimous vote of the communication faculty on September 9, 1994.

Review of Faculty on Tenure-Line Appointments

- I. All review procedures of the Department of Communication shall be in conformity with the current rules, regulations, and procedures of Texas A&M University and the College of Liberal Arts as found in the University's "Personnel and Procedures Manual" and the College's "Procedures for Review, Tenure & Promotion."
- II. Review of faculty on tenure-line or tenure-accruing appointments
 - A. The department shall conduct annual reviews of untenured faculty on tenure-line appointments. The purpose of these reviews is to assess, on an annual basis, the progress toward tenure and promotion, and to make such recommendations as seem warranted to assist the candidate in producing the strongest possible record at the time that a tenure decision must be made. Such assessment will identify both strengths and weaknesses of the candidate's performance in the areas of research, teaching, and service over the course of the previous twelve months.
 - B. Since all tenure-line appointments are probationary in nature and consist of a series of one-year renewable contracts, a recommendation to terminate the candidate's appointment can be made at the end of any annual review period.
 - C. Steady progress toward tenure and promotion in the areas of research, teaching, and service is the ultimate criterion for reappointment during the probationary period.
 - D. Major reviews of progress-to-date normally occur in the third year of employment--often called the midstream review—and in the sixth year when the candidate must stand for tenure. While each annual review is important, the midstream review is especially important as an early indicator of progress toward tenure. A negative midstream review could result in the issuance of a one-year terminal contract.
 - E. Annual reviews, third-year reviews, and tenure/promotion reviews are conducted by the Tenure and Promotion Committee of the Department which is composed of all tenured faculty members. The chair of the Promotion and Tenure committee, in consultation with the Department Head, is responsible for appointing the membership of individual review committees.
 - F. Individual review committees will be composed of four members of the Promotion and Tenure Committee—one member to chair the review, one to write the research report, one to write the teaching report, and one to write the service report. The chair of the review committee will write the overall evaluation report.
- III. Procedures for conducting a tenure and promotion review
 - A. The Department Head will obtain the candidate's latest annual report at least thirty days before the review is to commence. This report, along with all previous annual reports, will be made available to the review committee.

- B. An individual review committee will be formed in accordance with IIE above.
- C. To the extent possible, the chair of the individual review committee will come from a part of the communication discipline which is similar to that of the candidate being evaluated.
- D. The members of the review committee shall study all relevant documents as submitted by the candidate under review, including the candidate's narrative statement, the annual reviews from past years, evidence of research performance, teaching quality, and service contributions, and other documents which the candidate may deem relevant. Materials required for a major review are listed in the College of Liberal Arts' "Procedures for Review, Tenure & Promotion," a copy of which will be provided to the candidate in preparation for the review.
- E. It is the candidate's responsibility to assure that all materials relevant for the review have been collected and transmitted to the chair of the review committee. In conformity with College rules, the candidate will be allowed to "confirm the status of the dossier" to make sure that all relevant materials are present before the review commences.
- F. The review committee shall study the case and prepare written reports on research, teaching, service, and an overall evaluation. IN cases of tenure/promotion, the review committee shall solicit outside letters of evaluation from nationally known scholars at leading peer institutions and shall consider those letters as part of its assessment of the candidate's research.
- G. Each member of the Promotion and Tenure committee shall have a vote on whether tenure shall be recommended. The Department Head will not cast a vote in this deliberation since she or he must provide a separate written evaluation for the Dean.
- H. The evaluation of the Department Head, along with the vote of the Tenure and Promotion Committee, the outside letters of evaluation, and the individual reports on research, teaching, and service, along with the entire dossier submitted by the candidate for tenure or promotion, shall be forwarded to the Dean of the College of Liberal Arts.
- I. The Dean, in consultation with the Dean's Advisory Committee (composed of six full professors from different departments within the College), will examine the entire dossier and accompanying materials and make a further recommendation to the Provost and President.
- J. Cases decided in the affirmative are forwarded to the Texas A&M University System Board of Regents which is the body that officially grants tenure.