

By-Laws of the Department of Communication Indiana State University

Approved by Department on February 11, 2015

Section V. amended September 7, 2016

Section VI. amended September 9, 2016

Section VI amended September 17, 2018

Section IV amended August 15, 2019

Mission Statement

The Department of Communication defines its mission as educating students and advancing their knowledge in Communication and Culture, Journalism, Media Studies, and Public Relations. The Department aims to achieve its mission through teaching, scholarly and creative activity, and service.

Teaching

Department members, individually and collectively, commit themselves to excellence in teaching. Toward this goal, the faculty should be active in teaching and in advising, innovative in developing pedagogy, and responsible in the classroom. Professional activity should contribute to teaching; pedagogy should integrate current scholarship into course design. Responsibility in the classroom should guarantee students a syllabus and graded assignments designed to meet departmentally established learning objectives for each course.

Scholarly and Creative Activity

The Department expects faculty to contribute knowledge in their areas of expertise. No one activity should be demanded of all departmental members, but professional development, exclusive of teaching, is expected of all. Tenured and tenure-track department members, especially those on the graduate faculty, should publish regularly and should also present scholarly and/or creative works regularly.

Service

The Department must not only encourage but also appropriately recognize its faculty for service. While it must recognize traditional forms of department service, such as committee work and student advisement, including the sponsorship of student organizations, it should not limit its support to them. Specifically, it should advocate faculty service to the College, the University, and the profession. Finally, it should encourage faculty to interact with professional and civic organizations.

Statement of Engaged Learning

The Department of Communication at Indiana State University recognizes the importance of understanding, producing, and employing effective communication skills and strategies. The Department offers a program of study to prepare students to work in new and evolving environments, and allows students to study both the theoretical and the practical, while maximizing professional

development and personal growth. With this approach, students receive the best of both academic and professional worlds. The Department offers a broad range of engaged learning opportunities for students in each of its curricular concentrations: Communication and Culture, Journalism, Media Studies, and Public Relations.

I. The Duties and Responsibilities of the Chair of the Department of Communication

- A. The duties and responsibilities of the Chair will be governed by the regulations of Indiana State University, the College of Arts and Sciences, and the Constitution and By-Laws of the faculty of Indiana State University, and the Department of Communication.
- B. The Chair has the duty to represent the Department to the administration of the College and the University and to inform the Department of the views, policies, and directives of the administration. The Chair also has the duty to represent the Department in its relations with other academic departments and the University entities. If the Chair represents views other than those of the Department to the University or College, the Chair will so notify the Department.
- C. In accordance with the regulations of the University Handbook and the guidelines laid down by the College of Arts and Sciences, the Chairperson will be reviewed in the third year of service and triennially thereafter. The regular department faculty may also petition for a review of the Chairperson by a majority vote as laid out in the University Handbook.
 - 1. The review of the Chair will be conducted by the Department in coordination with the Dean's office.
 - 2. The composition of the Review Committee, per CAS guidelines, will be determined by the Dean.
 - 3. All regular, full-time faculty and staff will have the right to participate in the review process, primarily through completion of a review questionnaire composed by the Dean in coordination with the Review Committee. This questionnaire will include a numerical rating of the diverse aspects of the chairperson's performance. It will be disseminated to all members of the Department and returned to the committee.
 - 4. All members of the Department may also submit signed, written evaluations to the chairperson of the evaluation committee to be used in the deliberations and sent to the Dean.
 - 5. The chairperson of the review committee will prepare a summary report of the numerical data. The committee will disseminate this report and the raw numerical data to the department and to the Dean.
 - 6. All voting members of the Department will cast their vote regarding retention of the chairperson. This vote will be forwarded to the Dean as the formal recommendation of the faculty of the Department.

II. Department Meetings

- A. The action of the faculty of the Department of Communication shall be taken through Department meetings, except as provided otherwise in Section I of these By-Laws.

Department meetings shall have the authority and responsibility for establishing the policies of the faculty of the Department of Communication.

In addition, Department meetings shall have the authority and responsibility for formulation of the policy of the Department of Communication in all matters for which that authority and responsibility has not been vested in another office or body by the regulations of Indiana State University, the College of Arts and Sciences, and the School of Graduate Studies, and of making recommendations upon all matters concerning the Department.

- B. Department meetings shall be composed of all members of the faculty of the Department of Communication.
- C. The majority of tenured/tenure-track professors and a majority of Instructors shall constitute a quorum of any Department meeting and its decisions and recommendations shall be taken by a majority of the members present.
- D. Voting rights in Department meetings are given to: 1) all regular faculty, including the Chair; 2) all full-time faculty, and all EAP faculty.
- E. The Chair of the Communication Department shall appoint, with the consent of the faculty, a member of the staff or of the department to serve as the Secretary *Pro Tempore* of each Department meeting. The appointed secretary shall have the responsibility of keeping minutes of the proceedings of the meeting and of making them available to members of the Department faculty in such ways as the faculty may determine.
- F. A record of attendance shall be a part of the Department meeting minutes.
- G. A meeting agenda shall be distributed 24 hours prior to each regular Department of Communication meeting. The Chair of the Department of Communication shall solicit items for inclusion on this agenda from all department faculty members.
- H. The Department Chair may call Department meetings as s/he deems necessary and will, within fourteen working days, call a special meeting session upon receiving the written request of a Standing Committee or a written petition, stating the purpose of a meeting, signed by one-third of the full-time members of the faculty.
- I. The Department of Communication shall hold at least four meetings per semester. Each of these meetings shall be held at an hour during which no classes are scheduled for Communication Department faculty members, insofar as is possible. On those rare occasions when schedule conflicts may exist, any affected member of the faculty may request the rescheduling of the department meeting.

- J. Communication (undergraduate and graduate) majors, minors, and staff members may present their views at Department meetings prior to faculty consideration of the agenda.

III. Standing Committees of the Department of Communication

- A. The standing committees of the Department of Communication shall be the Assessment Committee, Curriculum Committee, the Graduate Committee, and the Personnel Committee.

All standing committees except the Personnel Committee will submit written recommendations to the faculty and to the Chair for their consideration and shall serve as policy-drafting bodies. Such policies as may be produced will be brought forward for department vote.

- B. Each standing committee shall include at least one tenured/tenure-track faculty member.

IV. The Assessment Committee

- A. The Assessment Committee shall be composed of a minimum of three regular faculty of the Department of Communication elected by a majority of the regular faculty during the last regularly scheduled meeting of the department each spring.
- B. The Chair of the Assessment Committee shall be elected by majority vote of the members of the committee during its final meeting of the spring term or its initial meeting of the fall term.
- C. The Assessment Committee shall review departmental assessment measures, oversee the implementation of area-based assessment plans, and facilitate the assessment of individual courses within the department.
- D. In conjunction with the Basic Course Director, the Assessment Committee shall assume responsibility for conducting the annual evaluation of all Department-sponsored General Education courses for the purposes of departmental assessment.
- E. The Assessment Committee shall prepare all necessary reports regarding departmental assessment outcomes for use by the Department and for dissemination to appropriate university offices.
- F. The Assessment Committee Chair shall present a bi-annual report at Department faculty meetings, one report to be given each fall and each spring semester.
- G. The Assessment Committee Chair shall present a descriptive and evaluative report annually to the Department Chair offering recommendations, if warranted, for instructional changes based on the committee findings.

IV. The Curriculum Committee

- A. The Curriculum Committee will be constituted by a majority of the tenured/tenure track faculty and two instructors, when possible, elected by a majority of the regular faculty during the last regularly scheduled meeting of the department each spring. Any additional member of the faculty may choose to serve.
- B. The Chair of the Curriculum Committee shall be a regular faculty member elected by a majority vote of the committee.
- C. The Curriculum Committee shall review new undergraduate course and/or program proposals, including proposals seeking Foundational Studies credit for an existing or new course. The committee also reviews requests for major or minor changes in undergraduate courses or programs. The committee also reviews proposals submitted by other academic departments, schools, or colleges identified as impacting undergraduate curricular programs in Communication. Recommendations made by majority vote of the Curriculum Committee will be presented to the department for review. Recommendations will be considered approved when a majority of the regular faculty approve the recommendations.
- D. The Curriculum Committee Chair shall present a report of activities to the department each term.

V. The Graduate Committee

- A. The Graduate Committee shall be composed of all graduate faculty members in the Department of Communication, as defined by the *University Handbook* (315.1.1-315.1.3.7).
- B. The Chair of the Graduate Committee shall be elected from among the eligible members of the Graduate Faculty.
- C. The Graduate Committee shall review graduate applications, oversee the status of the graduate program, and propose any changes to the graduate curriculum it deems necessary.
- D. The Graduate Committee shall submit proposals for new graduate courses directly to the Department Chair, with the Committee's recommendations.
- E. Graduate Committee members shall be responsible for participating in assessment of the Department's graduate program and for contributing information necessary to complete required Graduate School reports.
- F. The Graduate Committee Chair shall present a bi-annual report at Department faculty meetings, one report to be given each fall and each spring semester.

VI. The Personnel Committee

Membership. The Personnel Committee will include Regular faculty, including all eligible tenured members. Two pre-tenure faculty and two Instructors or Senior Instructors, when possible, will be elected by majority vote of the Faculty.

Term of Service. Members will serve one-year terms. Election of members will occur during the final scheduled department meeting of the spring semester. Members are eligible for re-election.

Responsibilities and Operation. The primary work of the Personnel Committee is the conduct of peer review of faculty. The committee will review regularly the established criteria by which faculty are evaluated and propose revisions, when warranted. Members of the committee will conduct annual and biennial reviews of faculty, participate in appointment reviews when necessary. The committee will review and propose revisions of the criteria for sabbatical and conduct reviews of proposals for sabbatical, when needed.

Members of the Personnel Committee will participate in reviews according to the guidelines and processes established by the Department, the College of Arts and Sciences, and the University. The committee will elect a chair from among its tenured members each spring. The committee chair will (1) propose the review schedule as soon after the August 1 posting of the master calendar by Academic Affairs as possible and will submit the proposed schedule for approval during the first scheduled department meeting (2) maintain a list of all faculty scheduled for review (3) communicate with faculty about review process and progress (4) report committee actions to the department chair in a timely manner, and (5) sign all forms as the faculty representative from the personnel committee. The committee chair will provide a review of process and policy to faculty prior to the beginning of the review calendar.

1. **Tenure and Promotion Review.** In accordance with University policy, only tenured members of the committee will conduct the annual probationary reviews of tenure-track faculty and the review of Associate Professors nominated for promotion to the rank of Professor. If, in any year, a sufficient number of tenured faculty is unavailable to serve, members will be added from among the tenured faculty in other departments whose areas of research and/or teaching are allied with the candidate(s) scheduled for review. The determination of sufficiency will rest with the Personnel Committee.
2. **Promotion to Senior Instructor.** At least four members of the Personnel Committee, including at least three tenured faculty and one Senior Instructor, when possible, will conduct the review of Instructors seeking promotion to Senior Instructor.
3. **Annual Review of Instructors.** At least three members of the Personnel Committee, including at least one tenured, one pre-tenure, and one Instructor **or Senior Instructor**, when possible, will conduct the annual review of Instructors.

4. Annual Review of Full-Time Lecturers. At least three members of the Personnel Committee, including at least one tenured, one pre-tenure, and one Instructor **or Senior Instructor**, when possible will conduct the annual review of Full-Time Lecturers.
5. Annual Review of Part-Time Lecturers. At least three members of the Personnel Committee, including at least one tenured, one pre-tenure, and one Instructor **or Senior Instructor**, when possible will conduct the annual review of Part-Time Lecturers.
6. Biennial Review of Regular Faculty. All members of the Personnel Committee will conduct the biennial review of regular faculty.
7. Review of Sabbatical Proposals. All members of the Personnel Committee will conduct the review of sabbatical proposals.

VII. Coordinators and Committees Appointed by the Department Chair

- A. The Basic Course (Comm 101) Director shall be appointed by the Department Chair to serve for a term of no less than one year and no more than three years. Terms of service are renewable. (See Department Workload Document.)
- B. The Director of Graduate Studies shall be appointed by the Department Chair to serve for a term of no less than one year and no more than three years. Terms of service are renewable. (See Department Workload Document.)
- C. A Search Committee shall be appointed by the Department Chair for each faculty position to be filled by the Department.

Each Search Committee generally shall include those regular faculty members having research specialties nearest the specialty of the position to be filled and those faculty members who are current in the related disciplinary literature.

The Department Chair may appoint Lecturers and/or EAP faculty whose qualifications advance the work of the Search Committee for service on such committees.

In the event that Search Committee members' areas of expertise fall outside the scope of the search, external committee members may be appointed from among other ISU faculty and upon the approval of the Department Chair.

Each Search Committee will elect a Chair from among the committee membership.

Each Search Committee will recommend standards to be met by candidates, conduct correspondence and screening interviews with candidates, recommend candidates for campus interviews, participate in campus interviews, and recommend to the Department faculty one or more candidates for appointment.

VIII. Ad Hoc Committees

- A. Other Committees may be established as needed by the faculty or by the Department Chair. The Department Chair may at will serve as a member of any *ad hoc* committees.
- B. Unless other provisions are made when an *ad hoc* committee is created, the members of *ad hoc* committees of the Department shall be appointed by the Department Chair with the consent of the majority of the voting faculty.
- C. Special or *ad hoc* committees will make recommendations to the department faculty and the Department Chair and shall not act as policy making bodies.

IX. Department Website

- A. The Department web page will include any information, forms, and other materials that the Chair or the standing committees deem necessary or useful for the furtherance of the Department's educational mission, including a description of the curriculum and program outcome objectives. Individual faculty members may request that materials be posted to the Department website by contacting the Webpage Editor, who will consult with the appropriate personnel and inform the Department Chair before posting the requested materials.
- B. The Chair, and his/her designated Webpage editor, have primary responsibility for the content and appearance of the Department website. Should concerns about the content of the website arise, questions shall be referred to the appropriate departmental committee and then to the full faculty, as necessary.
- C. The Department web page will include a page listing the names of faculty with their rank, area(s) of specialty, MA/Ph.D. granting institution and year of last degree, university contact information, and links to publications and curricula vitae.

X. Adoption and Amendment

- A. The By-Laws of the Department of Communication, Indiana State University, shall be adopted when they shall have received the approval of a majority of the regular faculty of the Department.
- B. The By-Laws may be amended by a majority of the regular faculty of the Department.

To be covered in related documents:

I. Evaluative Criteria and Procedures

- Biennial Review Criteria
- Standards for Evaluation, Reappointment, and Tenure/Promotion

II. Faculty Workload Document