

Wayne State University  
Department of Communication  
By-Laws  
Updated April 28, 2014

Preamble

Where there may be an inconsistency between these Bylaws and present or future Board of Governors Statutes, University Policies, other University regulations that have been duly issued, College Bylaws, or any applicable collective bargaining agreement, the latter shall prevail.

ARTICLE I: MEMBERSHIP

Voting members of the Department of Communication shall include all salaried faculty and academic staff. Instructors and lecturers are excluded from voting on matters of personnel or graduate programs if they are graduate students enrolled in the department.

ARTICLE II: ADMINISTRATION

- A. For organizational purposes, the Department of Communication shall consist of the following areas.
  - 1. Communication Studies
  - 2. Journalism
  - 3. Media Arts and Studies
- B. Faculty members may choose to affiliate with more than one area.
- C. The Department Chair shall appoint heads for the areas.
- D. Duties of area heads include: serving as the primary contact for the area; overseeing general inquiries; scheduling and coordination of teaching personnel; recommendations for course or curriculum changes; recommendations for equipment and supply purchases; recommendations for physical plant maintenance and improvements; and other such duties as may be assigned by the Chair.
- E. Area heads serve three-year staggered terms. The Media Arts and Studies Area Head's term begins in the fall of 2006, the Communication Studies Area Head's term begins in the fall of 2005, and the Journalism Area Head's term begins in the fall of 2004. If an area head does not complete the full term, a replacement shall be appointed to serve the balance of the term.
- F. The Chair shall conduct a formal review with the members of the program concerned on the continuance or replacement of an Area Head. Such recommendations shall be advisory to the Chair of the department. This review shall be conducted during the final semester of the Area Head's term. In the event of a new Chair, an additional review may take place at the conclusion of the Chair's first year of office.

### ARTICLE III: OFFICERS

- A. The chief administrative officer of the department shall be the Department Chair, who shall be selected and reviewed by the Dean of the College under all applicable terms of the WSU-AAUP-AFT agreement. Duties of the Chair shall be determined by the Dean of the College.
- B. The additional officers are: The Area Heads of Journalism, Media Arts and Studies, and Communication Studies; the Director of Graduate Studies; the Director of Communication 1010, the Academic Services Officer, and the Director of the Journalism Institute for Minorities.
- C. The Department Chair, in consultation with the faculty, shall appoint a Director of Graduate Studies from the full-time faculty. Duties of the Director of Graduate Studies include the general administration of the Department's policies regarding admission, periodic review, and approval for graduation of all graduate students in the Department.

### ARTICLE IV: MEETINGS

- A. Regular meetings of the department shall be held a minimum of three times per semester in the fall and winter semesters, with an announced agenda distributed in advance. A calendar of meetings for the semester shall be announced at the beginning of each semester. The President of the Graduate Student Association shall serve as a non-voting member of the faculty at meetings.
- B. The quorum necessary for the Department to conduct business shall be 50 percent of the eligible voting members who are not on sabbatical and/or out of residence for the term in which the meeting occurs. Members who are on sabbatical leave may actively participate in meetings while on leave.
- C. Departmental policies and procedures shall be decided by a simple majority of the voting members.
  - 1. Items for the agenda of each regular department meeting may be submitted to the Chair in writing. In order to be eligible for final action any item of policy must have appeared on the announced agenda for the meeting.
  - 2. The authority in all issues concerning parliamentary procedure not specified by these By-Laws shall be Roberts Rules of Order.

### ARTICLE V: STANDING COMMITTEES

- A. Executive Committee
  - 1. The Executive Committee shall assist in developing and implementing departmental policies as they relate to departmental academic standards, curriculum development, student advising, general fund and student-fee related budgets, and facilities. The Committee shall advise the Department Chair on the development of faculty search requests, departmental administration and governance, and the resolution of conflicts within the department.
  - 2. The Executive Committee consists of the Area Heads, officers of the department, and the Chair.

3. Executive Committee meetings are open to all voting members of the department.
4. The Committee shall forward all proposals requiring departmental approval to the Department Faculty for final approval.

B. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall be responsible for evaluating and making recommendations to the Chair concerning all applicants for promotion or promotion and tenure, and will operate in accordance with the provisions of the current WSU-AAUP-AFT agreement. The committee consists of:

a. All tenure members of the faculty, except:

i. those serving on either the college or the university committees responsible for promotion and tenure (who may attend the committee meetings without vote)

ii. full-time administrators

iii. professor and emeriti

b. The Department Chair, who chairs the committee without vote.

The Committee selects a Committee representative to sign the letter and to present the Committee's recommendations to the College Promotion and Tenure Committee. [contract]

1. The candidate retains the right of access to documents in his/her personnel file as specified in the WSU-AAUP/AFT contract. [contract]
2. A two-thirds vote of the eligible membership of the committee shall be required for a recommendation for promotion/tenure. A candidate for promotion/tenure shall have the right to present, or to designate an advocate to present, his/her case to the committee.
3. No member of the committee shall participate in a recommendation to a rank higher than her/his rank.
4. No person who is being considered for promotion or tenure may participate in committee deliberations on his/her case.
5. The Promotion and Tenure Committee will discuss with the chair the initial salaries of prospective members of the department. [contract]
6. The Promotion and Tenure committee will also evaluate applications for sabbatical leave. [contract]

C. Personnel and Salary Committee/Budget Advisory Committee

1. The Personnel and Salary Committee evaluates faculty performance and advises the chair on selective salary adjustment.
2. Three of the tenured faculty serving on the Promotion and Tenure Committee shall be elected by the faculty each fall semester.
3. Two other members of the faculty—at least one of whom must be an untenured faculty member or a multi-year lecturer, unless all such persons decline to serve—shall be elected in a manner that insures each Area at least

one representative on the committee. The chair or his/her designee shall chair the salary committee with vote. [contract]

4. No person who is being evaluated may participate in committee deliberations on his/her case.
  5. Responsibilities:
    - a. carries out the yearly evaluation of faculty working at least 50%.
    - b. makes recommendations for improvement when a faculty member falls short of expectations in research, teaching and/or administrative/University service.
    - c. when the committee concludes that a faculty member has been performing in scholarly/creative activity and/or teaching at a level that is substantially below the unit's factors and norms, it may recommend to the chair the establishment of a peer mentoring faculty improvement committee.
    - d. evaluates the effectiveness of faculty improvement committees. [all the above responsibilities are contractual for this committee]
  6. The Personnel and Salary Committee also serves as the Budget Advisory Committee, as described in the WSU-AAUP-AFT agreement. The Budget Committee advises and makes recommendations to the Chair regarding budgetary matters it deems important. At the request of the budget advisory committee, the chair will make available on a quarterly basis any accounting reports that may be needed to enable the budget advisory committee to provide consultation to the unit administrator about unit budgetary priorities. [language taken from the contract]
- D. In the spring of each academic year, the department will elect four faculty members to serve on the undergraduate curriculum committee. The committee membership will be constituted as follows:
- Two faculty members will be elected to the committee at-large from the entire faculty; one faculty member will be elected to represent each undergraduate area in the department. Those faculty members elected at-large will serve two-year terms; those faculty members elected to represent the areas will serve one-year terms. Faculty members may serve no more than two consecutive terms on the committee. Committee responsibilities will include but will not be limited to: oversight of the new media minor, including scheduling courses for that minor and making potential changes to it; vetting of new course proposals (which may be brought to the committee by the areas or by individuals) and making recommendations about those proposals to the entire faculty and completing the appropriate paperwork; oversight of and implementation of curricular changes for the department and recommending appropriate curricular changes based on measures of learning outcomes and completing the appropriate paperwork; vetting and making recommendations to the faculty for curricular changes that extend beyond a single course. In the first year, all five faculty members will be elected. For the at large seats, the faculty member receiving the second highest number of votes a one-year term. All faculty members will vote for every

committee slot. Faculty members may “opt out” of standing for election to the curriculum committee.

E. Communication 1010 Committee

1. The Communication 1010 Committee is charged with advising the Communication 1010 Director on matters relating to COM 1010 including text selection and instructional issues, as well as administration and oversight of the oral competency exam and the final exam for COM 1010. The Communication 1010 Director chairs the committee. The remainder of the committee is appointed by the Chair and the COM 1010 Director, and will consist of one full-time faculty member appointed for a three-year term and at least 3 graduate students or adjunct faculty, appointed by the COM 1010 Director for one-year terms.

F. The Graduate Committee

1. The Graduate Committee is responsible for the graduate program, determining policies for and making decisions on such matters as admissions, graduate teaching/research assistantships and fellowships, graduate awards, the annual reviews of doctoral students, the graduate orientation program, colloquia, social events and professional seminars, and the Doctoral Honors Seminar.
2. The committee consists of at least four members of the faculty, including the Director of Graduate Studies, the instructor for COM 7000, the instructor for COM 8000, and the Director of the Masters in Dispute Resolution Program. The Committee is chaired by the Director of Graduate Studies.
3. In addition, each area may elect a representative to the committee to serve staggered two-year terms (the Media Arts and Studies and the Journalism representatives elected in the odd years). A Graduate Student Liaison, elected by the Graduate Student Association, may be asked to represent the graduate students at meetings but does not vote.
4. Graduate Committee meetings are open to all voting members of the department.

G. Ex-Officio Members of Committees

Adjunct faculty shall be appointed as ex-officio members of standing committees when it is deemed appropriate by the Chair.

ARTICLE VI: AD HOC COMMITTEES

- A. Any additional committee will be first established as an Ad Hoc Committee, and, if the work of the committee requires a standing committee, action will be taken by the Faculty to amend these bylaws to establish such a standing committee.
- B. The Chair of the department shall convene ad hoc committees as he/she deems necessary. Members shall be appointed by the chair, unless the majority of the faculty recommends an election for an ad hoc committee.
- C. The chair will convene ad hoc search committees when appropriate. The Head of the Area (or her/his designee) in which the search position is located will serve as Committee Chair. Members of the Area, or their designees, will constitute a majority of the Committee. The remaining members of the Committee will be named jointly by the Area Head and the Department Chair. The job description for a search will be written by the

faculty members of the Area. The chair will review the description with other faculty as appropriate.

- D. Adjunct faculty shall be appointed as ex-officio members of ad hoc committees when it is deemed appropriate by the Chair.

#### ARTICLE VII: ELECTIONS

- A. Elections for the Salary and Personnel/Budget Advisory Committee and for the Faculty Council will be conducted by the Academic Services Officer with the assistance of the Director of the Journalism Institute for Minorities.
- B. All ballots for these elected positions will be distributed during the first month of the academic year.
- C. All elections will be by secret ballot listing all eligible nominees.
- D. Issue-specific proxies will be accepted; however, they must be in writing and no voting member of the department may carry more than one other member's proxy.

#### ARTICLE VIII: AMENDING THE BYLAWS

- A. An amendment to the By-Laws may be proposed at a regular departmental meeting, provided that such an amendment is put in writing and distributed to the faculty at least ten (10) days prior to the meeting.
- B. Discussion of the proposed amendment shall take place at that meeting of the department.
- C. Adoption of the amendment shall require a favorable vote by two-thirds of the ballots cast. The vote shall be conducted by mail ballots as soon as possible after discussion is concluded.

Approved: