Hank Greenspun School of Journalism and Media Studies

Bylaws

Ratified 13 September 2006
Amended 27 September 2006
Amended 28 March 2007
Amended 9 April 2008

Preamble

The Hank Greenspun School of Journalism and Media Studies (hereafter the School) is committed to promoting the growth of knowledge about mass communication and enhancing enlightened use of mass communication to achieve individual, group and societal goals. Faculty and students investigate, produce, and disseminate relevant information about the multifaceted functions, processes, channels, and influences of communication in the modern world to reflect student outcome and assessment. Our greatest challenges are to facilitate effective information exchange, cultural sensitivity, relationship development, and social adaptation through the strategic use of media, new media, media ethics, emerging technologies, and to serve as active members of the larger communities of which they are a part.

These School Bylaws are intended to be consistent with the Nevada System of Higher Education Code, Board of Regents’ decisions, UNLV Bylaws and policies, and the Greenspun College of Urban Affairs Bylaws, Strategic Plan, and policies.

Article I. Definition of Membership Categories

1.1 Members of the School Faculty shall include full-time tenured faculty, full-time tenurable Faculty (tenure-track), full-time Faculty in residence (non-tenurable), full-time affiliate Faculty (non-tenurable), full-time visiting Faculty, full-time administrative Faculty, and part-time Faculty.

1.2 Members of the School Faculty who have been duly admitted to the University Graduate Faculty shall be known collectively as the Graduate Faculty.

1.3 Staff of the School shall include professional and classified staff attached to the School, to KUNV and to UNLV-TV.

Article II. School Voting Members
2.1 Each member of the full-time School Faculty, as defined in Section 1.1, shall be a Voting Member.

2.2 One representative of the full-time professional or classified staff, appointed by the Director, subject to approval by the Faculty, shall be a Voting Member. The representative shall serve a one-year term and shall be eligible for reappointment.

2.3 One representative of the part-time Faculty, appointed by the Director, subject to approval by the Faculty, shall be a Voting Member. The representative shall serve a one-year term and shall be eligible for reappointment.

2.4 One student who is admitted to the graduate program in Journalism and Media Studies, appointed by the Coordinator of Graduate Studies and approved by the Graduate Faculty, shall be a Nonvoting Member. The representative shall serve a one-year term and shall be eligible for reappointment.

2.5 One undergraduate student, who is a declared major in Journalism and Media Studies and is enrolled in at least nine units of coursework, appointed by the Coordinator of Undergraduate Studies and approved by the Faculty, shall be a Nonvoting Member. The representative shall serve a one-year term and shall be eligible for reappointment.

2.6 All decisions made by Faculty and other members, except a recommendation to remove the Director (section 8.5) and changes in bylaws (Article XV), shall be by simple majority vote of the voting members.

2.7 School Voting Members unable to be present for a vote may designate another member as a proxy. Such designation shall be in writing and filed with the minutes.

**Article III. Responsibilities of Faculties and Professional/Classified Staff Representative**

3.1 **All Faculty** shall:

3.1.1 Support the general educational mission, including teaching and developing undergraduate courses and curriculum; creating standards for admission to the School, excluding the graduate program; and advancing the general service mission of the School within the University, the professions and the community.

3.1.2 Recommend to the Director a member to be appointed to serve as Undergraduate Coordinator for a term of three years. The Undergraduate Coordinator may be reappointed.

3.1.3 Elect members of all Standing Committees except the Graduate Studies Committee.
3.1.4 Except as provided by University or College Bylaws, elect School representatives to University and College committees.

3.1.5 Make recommendations to the Director concerning the hiring and appointment of Faculty. In accordance with established University and College standards and procedures, the Director recommends hiring and appointment actions to the Dean.

3.1.6 Based on the School's Strategic Plan, establish with the Director specific goals for the Director to pursue, first upon appointment of a new Director, and thereafter every three years, in conjunction with the evaluation of the Director and recommendation on whether to reappoint the Director. These goals constitute part of the basis of evaluation of the Director as set forth in section 8.6.

3.2 **Graduate Faculty** shall:

3.2.1 Establish School programs and priorities pertaining to teaching and developing graduate courses and curriculum; creating standards for admission to the graduate program; and developing the research mission of the School by encouraging scholarly research, creative activities and the scholarly development of Faculty.

3.2.2 Recommend to the Director a member of the Graduate Faculty to be appointed to serve as Graduate Coordinator for a term of three years. The Graduate Coordinator may be reappointed.

3.3 **Tenured Faculty** shall make recommendations to the Director concerning tenure and/or promotion in accordance with established standards and procedures of the University and College as follows:

3.3.1 Tenured Faculty at the ranks of Associate Professor and Professor are responsible for recommendations concerning tenure and/or promotion to the rank of Associate Professor.

3.3.2 Tenured Faculty at the rank of Associate Professor and Professor are responsible for recommendations concerning promotion to the rank of Full Professor.

3.3.3 Neither the Director nor the Assistant Director will attend meetings at which recommendations for tenure or promotion will be made or voted upon.

3.4 **The Part-Time Faculty Representative** shall:

3.4.1 Relay information about School policies and decisions to constituents.

3.4.2 Express views of constituents to other School members.
3.5 The Professional/Classified Staff Representative shall:

3.5.1 Relay information about School policies and decisions to constituents.

3.5.2 Express views of constituents to other School members.

Article IV. Responsibility of Student Representatives

4.1 It shall be the responsibility of the Undergraduate and Graduate Student Representatives to:

4.1.1 Relay information about School policies and decisions to constituents.

4.1.2 Express views of constituents to other School members.

Article V. Responsibilities of Students

5.1 It shall be the responsibility of Students to act in accordance with the “UNLV Student Conduct Code and Selected Policies,” including prohibited acts set forth in that document.

5.1.1 Students alleged to have committed prohibited acts will be subject to procedures in accordance with policies set forth in the “UNLV Student Conduct Code and Selected Policies.”

Article VI. School Meetings

6.1 Periodic meetings of the School may be called by the Director. Meetings may also be requested in writing to the Director by any three members of the full-time Faculty.

6.2 School Voting Members shall be notified of meetings by written memorandum or email at least two working days prior to a meeting. Such notification shall include the proposed agenda.

6.3 Should an exigency arise requiring immediate action, Section 6.2 of these bylaws may be suspended temporarily. In such a situation an emergency meeting of the School may be called by the Director or three members of the full-time Faculty.

6.4 A quorum shall consist of a simple majority of full-time Faculty members, in addition to the Director or his or her designee.
6.5 Minutes from each meeting shall be distributed before the next Faculty meeting.

**Article VII. Elections**

7.1 Elections will be determined by a simple majority vote.

7.2 The term of office for School committees shall be three years beginning on July 1 following the election, except that members of committees shall initially be elected to staggered terms of one, two, or three years. Members of committees may seek re-election.

7.3 In the event that a School committee position is vacated before the end of the term, a successor shall be elected to complete the term.

7.4 A School committee position may be vacated when an individual filling the position is unable or unwilling to serve. Resignation should be tendered in writing to the Director.

7.5 Elections shall be by confidential written ballot, unless Faculty agree unanimously to an open vote. Vote counters will consist of an administrative assistant and one full-time Faculty member for each election. Ballots shall be destroyed after elections results have been reported.

7.6 Elections shall be held in the spring semester.

**Article VIII. Director of the School**

8.1 The Director of the School shall be recruited in accordance with UNLV Bylaws, Chapter II, Section 10.5.1.

8.2 Faculty shall recommend appointment of the Director, including any external candidates, to the Dean and the Provost, who recommend to the President, who makes the appointment, in accordance with UNLV Bylaws, Chapter II, Section 10.8, and College Bylaws, Section 3.4.1.

8.3 The term of the Director shall be three years, in accordance with College Bylaws, Section 3.1.7. The Director shall indicate, to the Personnel Committee, intent to seek reappointment during the third year of the current term. The Faculty will decide whether to recommend reappointment of the Director in conjunction with the evaluation procedure set forth in Section 8.6.

8.4 The Director shall:

8.4.1 Make decisions and take actions necessary to pursue the specific goals established by the Faculty with the Director pursuant to section 3.1.6.
8.4.2 Represent the School to the Dean and on the College Executive Committee.

8.4.3 Chair meetings of the School.

8.4.4 Appoint Area Coordinators as needed.

8.4.5 Appoint Faculty and other representatives to School ad hoc committees and to college or University ad hoc committees at the request of the appropriate officer.

8.4.6 Ensure that the educational mission of the School is fulfilled by overseeing budgeting, Faculty assignments, scheduling, staffing of classes, student advising, and other student-oriented needs, in collaboration with the appropriate School committees.

8.4.7 Ensure the efficient operation of the School office and support services.

8.4.8 Assume the lead in supporting Faculty development in teaching, research, and service.

8.4.9 Promote relations with professional and academic organizations, with the UNLV community and with the community at large.

8.4.10 Work with the College Development Director to seek external grant funding for the School.

8.4.11 Prepare an annual report on the state of the School for the first Faculty meeting of the academic year. The annual report shall address the criteria on which the Director is evaluated, as set forth in Sections 8.4.1 through 8.4.10.

8.5 A recommendation to remove the Director requires a two-thirds vote of the full-time Faculty. The recommendation shall be forwarded through channels for a decision by the President, in accordance with College Bylaws, Section 3.4.5.

8.6 The Director of the School shall be evaluated in accordance with College Bylaws, Section 3.4.7.

8.6.1 The Director of the School shall be evaluated every three years, in conjunction with the Faculty's vote on whether to recommend reappointment of the Director under Section 8.3.

8.6.2 The Director shall be evaluated based on performance of the responsibilities set forth in Sections 8.4.1 through 8.4.11.

8.6.3 The School Personnel Committee shall prepare a summary of the Director's performance and present it to the Faculty before the vote on whether to recommend reappointing the Director.
Article IX. Assistant Director

9.1 The Assistant Director shall be appointed by the Director, with the advice and consent of the Faculty, for a term of three years. The Assistant Director may be reappointed.

9.2 The Assistant Director shall:

   9.2.1 Provide oversight with the Budget Committee of all School budgets.

   9.2.2 Coordinate and assist in the preparation of communication that conveys the goals and mission of the School.

   9.2.3 Work with Faculty and the Director to prepare materials needed for research grant packages.

   9.2.4 Work with Faculty and program supervisors to provide oversight of part-time Faculty recruiting, training, and evaluation.

   9.2.5 Carry out projects as assigned by the Director.

Article X. Responsibilities of the Coordinator of Graduate Studies

In consultation with the Director and Graduate Faculty, it shall be the responsibility of the Coordinator of Graduate Studies to:

10.1 Be the School’s Graduate Council Representative.

10.2 Prepare appropriate materials and recruit graduate students.

10.3 Chair the School Graduate Studies Committee.

10.4 Provide initial advising to all incoming graduate students.

10.5 Inform graduate students of their option to choose an advisor from all Graduate Faculty.

10.6 Oversee graduate student files and maintain a graduate student database.

10.7 Provide biannual reports to the Graduate Faculty.

10.8 Provide leadership in program development.

10.9. Appoint, with approval of the Graduate Faculty,
10.9.1 A Graduate and Professional Student Association Representative from the fully admitted graduate students ranks. The representative shall be eligible for reappointment.

10.9.2 A graduate student representative to attend Faculty meetings. The representative shall be eligible for reappointment.

10.9.3 A graduate student representative to attend Graduate Studies Committee meetings. The representative shall be eligible for reappointment.

10.10 Oversee graduate student admission to the school.

10.11 Conduct periodic review of all graduate students with assistance of the Graduate College and initiate student separation from program when warranted.

10.12 Determine, in consultation with Graduate Faculty and the School’s Undergraduate Coordinator, graduate teaching and research assistantship appointments for the School.

10.13 Present the case for candidates to the Graduate College.

10.14 Create and maintain advising guides and manuals.

**Article XI. Responsibilities of the Coordinator of Undergraduate Studies**

In consultation with the Director and Faculty of the School, it shall be the responsibility of the Coordinator of Undergraduate Studies to:

11.1 Plan and schedule undergraduate courses in consultation with the Faculty and the Director.

11.2 Chair the School Curriculum Committee.

11.3 Coordinate the School’s undergraduate program with the College Advising Center.

11.4 Coordinate any service-learning programs.

11.5 Serve as the primary contact for undergraduate student petitions and appeals.

11.6 Approve graduation applications.

11.7 Represent the School, with the Director and other Faculty, at College and University orientation programs.

11.8 Supervise and facilitate orientation, training, and staff development programs for required pre-Journalism course instructors, part-time instructors and graduate teaching assistants.
11.9 Supervise and evaluate the teaching activities of required pre-Journalism course instructors, part-time instructors and graduate teaching assistants in order to ensure quality and consistency across all sections.

11.10 Provide biannual reports to the Faculty.

11.11 Appoint, with approval of the Faculty, an undergraduate student who is a declared major in Journalism and Media Studies and is enrolled in at least nine units of coursework, to attend Faculty meetings.

11.12 Create and maintain advising guides and manuals.

11.13 Prepare appropriate materials and recruit undergraduate students.

**Article XII. Sequence Coordinators**

12.1 Responsibilities for sequence, concentration, or track-type coordinators shall be designated by the Director in consultation with the Faculty.

**Article XIII. Standing Committees**

The principle of shared governance is carried out, in part, through the Standing Committee structure of school. Full-time Faculty and, where indicated below, Full-time Staff will be eligible to be elected to School committees. Terms of office are specified in Section 7.2. Each Standing Committee will elect its own chair, with the exception of the Curriculum and Graduate Studies Committees (Sections 13.2, 13.3). Decisions of Standing Committees are advisory to the Director and the Faculty. Unless otherwise specified, Standing Committees shall have a minimum of three members. Each Standing Committee shall report to the Faculty at the first meeting of the academic year its activities the previous academic year. The following committees shall be formed for the functioning of the School:

- Budget Committee
- Curriculum Committee
- Graduate Studies Committee
- Personnel Committee
- Student Scholarship/Awards Committee

13.1 Budget Committee

13.1.1 Composition: All full-time Faculty and staff in the School are eligible for membership on the Budget Committee.
13.1.2 Responsibilities: It shall be the responsibility of the Budget Committee to regularly review and evaluate the operation budget including balance sheets of the Hank Greenspun School of Journalism and Media Studies and all attendant budgets including gift monies, endowments, and foundation accounts. The general managers for KUNV and UNLV-TV will regularly meet with the Budget Committee to provide updates, in particular on instructional budgets related to cooperative teaching/service related to the School. The Budget Committee will make recommendations to the School and Director regarding financial efficiencies that might be employed and how the financial plan supports the Strategic Plan for the School.

13.2 Curriculum Committee

13.2.1 Composition: All full-time Faculty in the School are eligible for membership on the Curriculum Committee. The Coordinator of Undergraduate Studies shall be a permanent member of the committee and serve as committee chair.

13.2.2 Responsibilities: It shall be the responsibility of the Curriculum Committee to receive and evaluate all undergraduate course proposals, review curricular needs, make recommendations to the school regarding curricular changes, and review and approve as appropriate communication-related matters referred to it by the Director or the Faculty or on its own initiative.

13.3 Graduate Studies Committee

13.3.1 Composition: All Graduate Faculty are eligible for membership on the Graduate Studies Committee. Graduate Faculty shall elect the Graduate Studies Committee. The Coordinator of Graduate Studies shall be a permanent member of the committee and serve as committee chair.

13.3.2 Responsibilities: It shall be the responsibility of the Graduate Studies Committee to receive and review all graduate course and program proposals, review graduate curricular and program needs, and make recommendations to the Graduate Faculty regarding proposed curricular changes. The Committee will also review admissions standards for students. It shall also be the Committee’s responsibility to assess the progress of graduate students toward the completion of degrees and to make recommendations to the Graduate Faculty regarding same. The Committee shall also consider graduate program matters referred to it by the Director or Graduate Faculty.

13.4 Personnel Committee

13.4.1 Composition: At least three tenured Faculty will be members of the Personnel Committee. Additional members of the committee may be either tenure-track or non-tenure-track Faculty.
13.4.2 Tenured Members shall serve as the School's Promotion and Tenure Committee overseeing all tenure and promotion issues, ensuring that Faculty receive appropriate mentoring and guidance, that documents are prepared in a timely fashion, and that cases are presented to appropriate School Faculty for consideration in accordance with the Nevada System of Higher Education Code and the UNLV Bylaws. Faculty eligible to vote on tenure and promotion are defined by Sections 3.3.1 and 3.3.2.

13.4.3 All Members, including non-tenured Members, shall update and maintain a Faculty personnel handbook that outlines specific expectations in terms of Faculty teaching, scholarship, creative activity and service that are consistent with College standards, University standards, and nationally recognized standards. It also shall receive proposals and make recommendations on such matters as Faculty development, work reassignment proposals, and similar requests. The Committee will assist as needed with Faculty searches and retention cases. The Committee will make recommendations for College and University awards recognizing outstanding teaching, service and research as well as consider and recommend emeritus status for retiring Faculty.

13.4.4 Neither the Director nor the Assistant Director is eligible to serve on the Personnel Committee.

13.5 Student Scholarship/Awards Committee

13.5.1 Composition: All full-time Faculty and staff are eligible for membership on the Student Scholarship/Awards Committee.

13.5.2 Responsibilities: It shall be the responsibility of the Student Scholarship/Awards Committee to advertise all available scholarships and awards applications, to make recommendations to the Director and the Faculty regarding recipients, and to consider matters concerning student scholarship and awards referred to it by the Director or the Faculty.

**Article XIV. Ad Hoc Committees**

Ad hoc Committees may be formed as needs arise to carry out the functions and mission of the school. It shall be the responsibility of the Director, in consultation with Faculty, to form such committees as needed.

**Article XV. Bylaws**

15.1 The Faculty of the Hank Greenspun School of Journalism and Media Studies shall create Bylaws to govern the School's internal operations.
15.2 Proposed changes or amendments shall be submitted to the Director. Faculty shall have copies of any changes at least one week prior to a vote. Amendments to School Bylaws shall require a two-thirds vote of School Faculty.

15.3 School Bylaws may be suspended at any School meeting with a two-thirds vote of full-time Faculty.

**Article XVI. Discrimination and Sexual Harassment**

16.1 Discrimination: The School adheres to policies of equal education opportunities, equal employment opportunities, and nondiscrimination in accordance with those established by the College, UNLV, and System.

16.2 Sexual Harassment: The School adheres to policies regarding sexual harassment in accordance with those established by the College, the University, and System.