

Department of Communication Studies

Bylaws
Revised August 20, 2012

Preamble

The Department of Communication Studies (hereafter the Department) is committed to promoting the growth of knowledge about communication and its use 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. Our greatest challenges are to facilitate effective information exchange, intercultural sensitivity, relationship development, and social adaptation through human interaction, and to serve as active members of the larger communities of which they are a part.

These Department Bylaws are intended to be consistent with the Nevada System of Higher Education Code, University Bylaws, Board of Regents' decisions, University policies, and the Greenspun College of Urban Affairs Bylaws and policies.

Article I. Definition of Membership Categories

- 1.1 Members of the Department shall include fulltime tenured, fulltime tenurable, fulltime nontenurable, and part-time nontenurable Faculty.
- 1.2 Members of the Faculty who have been duly admitted to the University Graduate Faculty shall be known collectively as the Graduate Faculty.
- 1.3 Students of the Department holding undergraduate or graduate status shall be known as Student Members.

Article II. Department Voting Members

Voting Department members shall include:

- 2.1 Each fulltime tenured, fulltime tenurable, and fulltime nontenurable Faculty member, excluding visiting Faculty members.
- 2.2 All decisions except changes in bylaws (**Article XIII**) shall be by simple majority vote of the voting members.
- 2.3 Each voting member shall cast one vote. A voting member unable to be present for a vote may designate another voting member as a proxy. Such designation shall be in writing and filed with the minutes.

Article III. Responsibilities of Faculty

- 3.1 As set forth in Section 4.1 of the UNLV Bylaws and Section 1.1.1 of the Department Bylaws, the Faculty shall include tenured academic Faculty, tenurable academic Faculty, nonacademic Faculty, and nontenurable Faculty.
- 3.2 It shall be the responsibility of all Faculty to support the general educational mission of the Department pertaining to:
 - 3.2.1 Teaching and developing undergraduate courses and curriculum.
 - 3.2.2. Creating standards for admission to the Department, excluding the graduate program.
- 3.3. It shall be the responsibility of all Faculty to support the general service mission of the Department within the University, the professions and the community.
- 3.4 It shall be the responsibility of the Graduate Faculty to establish Department programs and priorities pertaining to:
 - 3.4.1 Teaching and developing graduate courses and curriculum.
 - 3.4.2 Creating standards for admission to the graduate program.
 - 3.4.3 Developing the research mission of the Department by encouraging scholarly research, creative activities and the scholarly development of Faculty.
- 3.5 It shall be the responsibility of all Faculty to elect members of all Standing Committees except the Graduate Committee and the Personnel Committee.
 - 3.5.1 It shall be the responsibility of the Graduate Faculty to elect members of the Graduate Committee.
 - 3.5.2 It shall be the responsibility of all full-time tenured, untenured, untenurable and nonacademic Faculty to elect members of the Personnel Committee.
 - 3.5.3 Except as provided by University or Greenspun College of Urban Affairs Bylaws, it shall be the responsibility of all Faculty to elect Department representatives to University and Greenspun College of Urban Affairs committees.
- 3.6 It shall be the responsibility of tenured academic Faculty to:

- 3.6.1 Make recommendations to the Chair concerning tenure and/or promotion in accordance with established standards and procedures of the University and Greenspun College of Urban Affairs as follows:
 - 3.6.1.2. Tenured Faculty at the ranks of Associate Professor and Professor excluding chairs, directors, assistant and associate deans and deans are responsible for recommendations concerning tenure and/or promotion to the rank of Associate Professor.
 - 3.6.1.3. Tenured Faculty at the rank of Professor excluding chairs, directors, assistant and associate deans and deans are responsible for recommendations concerning tenure and/or promotion to the rank of Professor.
- 3.7 It shall be the responsibility of the Faculty to make recommendations to the Chair concerning the hiring and appointment of Faculty and professional staff members. In accordance with established University and Greenspun College of Urban Affairs standards and procedures, the Chair recommends hiring and appointment actions to the Dean.

Article IV. Department Meetings

- 4.1 Meetings of the Department may be called by the Chair. Meetings may also be requested in writing to the Chair by any three members of the full-time Faculty. Meetings will generally be held monthly during the academic year.
- 4.2 Full-time Faculty members should be notified of meetings by written memorandum by the Chair at least two working days prior to a meeting. Such notification shall include the proposed agenda.
- 4.3 Should an exigency arise requiring immediate action, Article IV, Section 4.2, of the Department bylaws may be suspended temporarily. In such a situation an emergency meeting of the Department may be called by the Chair or three members of the full-time Faculty.
- 4.4 A quorum shall consist of simple majority of full-time Faculty members in addition to the Chair.
- 4.5 Minutes from meeting shall be distributed before the next Faculty meeting.

Article V. Elections

- 5.1 Elections will be determined by a simple majority vote.
- 5.2 The term of office for Department committees shall be for three years beginning on July 1 following the election. Members of committees may seek re-election.

- 5.3 In the event that a Department committee position is vacated before the end of the term, it may be filled on an interim basis via Faculty election until June 30 of that year; a successor shall be elected for a new three-year term.
- 5.4 A Department committee position may be vacated when an individual filling the position is unable or unwilling to serve. Resignations should be tendered in writing to the Chair.
- 5.5 Elections shall be by confidential ballot unless Faculty agree unanimously to an open vote. In the case of a vote by confidential ballot, vote counters shall be any two voting members.

Article VI. Chair of the Department.

- 6.1 The Chair of the Department shall be chosen in accordance with UNLV Bylaws (10.5.1, 10.8). Faculty recommend appointment of the Chair to the Dean and the Provost, who recommend to the President, who makes the appointment.
- 6.2 The term of the Chair shall be three years, and the Chair may indicate intent to seek reappointment at the beginning of the third year of the current term.
- 6.3 It shall be the responsibility of the Chair of the Department to make decisions and take actions necessary to fulfill the policies adopted by the Faculty and/or Department members in accordance with Greenspun College of Urban Affairs Bylaws (Section 3.4.6). In addition the Chair shall:
 - 6.3.1 Represent the Department to the Dean and to the Greenspun College of Urban Affairs Executive Committee.
 - 6.3.2 Chair meetings of the Department.
 - 6.3.3 Appoint Area Coordinators as needed.
 - 6.3.4 Appoint Faculty and other representatives to Department *ad hoc* committees and to Greenspun College of Urban Affairs or University *ad hoc* committees at the request of the appropriate officer.
 - 6.3.5 Ensure that the educational mission of the Department is fulfilled by overseeing budgeting, Faculty assignments, scheduling, staffing of classes, student advising, and other student-oriented needs.
 - 6.3.6 Ensure the efficient operation of the Department office and support services.
 - 6.3.7 Assume the lead in supporting Faculty development in teaching, research, and service.

- 6.3.8 Promote relations with professional and academic organizations, with the UNLV community and in the community-at-large.
- 6.3.9 Prepare an annual report on the state of the Department for the first Faculty meeting of the academic year.
- 6.3.10 Plan and schedule undergraduate and graduate courses.
- 6.3.11 Coordinate the Department's undergraduate advising with the Greenspun College of Urban Affairs Advising Center.
- 6.3.12 Serve as the primary contact for undergraduate student petitions and appeals.
- 6.4 A recommendation to remove the Chair requires a two-thirds vote of the full-time Faculty, and the recommendation shall be forwarded through channels (UNLV Bylaws 10.8.4) for a decision by the President.
- 6.5 The Chair of the Department shall be evaluated in accordance with Greenspun College of Urban Affairs Bylaws (Section 3.4.7).
 - 6.5.1 The Chair of the Department shall be evaluated every three years.
 - 6.5.2 Additional evaluations may be conducted at the request of the Chair or the Dean of the Greenspun College of Urban Affairs.
 - 6.5.3 The Department Personnel Committee shall be responsible for developing and overseeing the process of evaluating the Chair of the Department.

Article VII. Responsibilities of the Coordinator of Graduate Studies

In consultation with the Graduate Faculty, the chair shall appoint the Coordinator of Graduate Studies for a term of three years. The appointment may be renewed. It shall be the responsibility of the Coordinator of Graduate Studies to:

- 7.1 Represent the Department to the Graduate Council.
- 7.2 Recruit graduate students.
- 7.3 Chair the Department Graduate Committee.
- 7.4 Provide initial advising to all incoming graduate students.
- 7.5 Inform graduate students of their option to choose an adviser from all graduate Faculty.

- 7.6 Oversee graduate student files and maintain graduate student database.
- 7.7 Provide biannual report to the graduate Faculty.
- 7.8 Provide leadership in program development.
- 7.9 Appoint a Graduate Student Association Representative from the fully-admitted graduate student ranks.
- 7.10 Oversee graduate student admission to the Department.
- 7.11 Conduct periodic review of all graduate students with assistance of the Graduate College and initiate student separation from program when warranted.
- 7.12 Determine, in consultation with graduate Faculty, graduate teaching and research assistantship appointments for the Department.
- 7.13 Consult with the Department's Basic Course Coordinator and graduate Faculty on graduate assistantship appointments for COM 101 and 102
- 7.14 Present the case and conduct elections for candidates to the graduate Faculty.

Article VIII. Responsibilities of the Basic Course Coordinator

In consultation with the Chair, COM 101 and COM 102 instructors, and other interested Faculty members, it shall be the responsibility of the Basic Course Coordinator to:

- 8.1 Establish standards and guidelines for the content, delivery, and administration of COM 101 and COM 102.
- 8.2 Select the textbooks and ancillary materials for COM 101 and COM 102.
- 8.3 Advise the Chair regarding hiring and termination of graduate teaching assistants and part-time Faculty members who serve as COM 101 and COM 102 instructors.
- 8.4 Assign full-time Faculty members to serve as COM 101 and COM 102 instructors when necessary.
- 8.5 Supervise and facilitate orientation, training, and staff development programs for COM 101 and COM 102 instructors.
- 8.6 Supervise the teaching activities of COM 101 and COM 102 instructors in order to ensure quality and consistency across all sections.
- 8.7 Serve as an advisor and mentor to COM 101 and COM 102 instructors.

- 8.8 Supervise and facilitate peer evaluation of COM 101 and COM 102 graduate teaching assistants and part-time Faculty.
- 8.9 Advise the Chair regarding the scheduling of COM 101 and COM 102 classes.
- 8.10 Represent the basic courses (COM 101 and COM 102) to the Department, the Greenspun College of Urban Affairs, the University, and the Community.

Article IX. Responsibilities of the Coordinator of Undergraduate Studies

In consultation with permanent, full-time Faculty of the Department, the chair shall appoint a Coordinator of Undergraduate Studies for a term of three years. The appointment may be renewed. It shall be the responsibility of the Coordinator of Undergraduate Studies to:

- 9.1 Chair the Undergraduate Curriculum Committee.
- 9.2 Coordinate the Department's internship program.
- 9.3 Represent the Department, with the Chair and other Faculty, at Greenspun College of Urban Affairs and University orientation programs.
- 9.4 Coordinate policy, with the Department faculty and the College Advising Center, for undergraduate students.
- 9.5 Serve as the Department's first contact for undergraduate student concerns, petitions, appeals, and so on.
- 9.6 On the students' initiative, advise student organizations.

Article X. Responsibilities of the Director of the Sanford I. Berman Debate Forum

In consultation with the Chair of the Department, it shall be the responsibility of the Director of the Sanford I. Berman Debate Forum to:

- 10.1 Administer the Sanford I. Berman Debate Forum foundation accounts and budgets.
- 10.2 Establish and enforce rules and regulations to ensure that the Sanford I. Berman Debate Forum functions in accordance with the superseding rules and regulations established by UNLV, the Board of Regents, the State of Nevada, and relevant national collegiate debate organizations.
- 10.3 Host an annual collegiate and high school debate tournament.
- 10.4 Host and administer a summer high school debate institute.
- 10.5 Organize travel to and from debate activities and competitions.

- 10.6 Act as the primary liaison to:
 - 10.6.1 National and international collegiate debate community
 - 10.6.2 The high school debate community
 - 10.6.3 UNLV debate and speech team alumni
- 10.7 Recruit undergraduate debaters and graduate assistant debate coaches.
- 10.8 Coach and travel to tournaments with debate teams competing for Sanford I. Berman Debate Forum.
- 10.9 Teach and administer classes related to argumentation and debate.

Article XI. Other Area Coordinators

- 11.1 Responsibilities for other area coordinators shall be designated by the Chair in consultation with the Faculty.

Article XII. Standing Committees

The principle of shared governance is carried out, in part, through the Standing Committee structure of the Department. Unless otherwise specified (Article III, Section 3.5.1, 3.5.2), Fulltime Faculty are eligible to be elected to Department committees. Terms of office and re-election procedures are specified in Article VI, Section 6.2. With the exception of the Graduate Committee, each Standing Committee will elect its own chair (Article XI, Section 11.2.1). Decisions of Standing Committees are advisory to the Chair and the Faculty. The following committees shall be formed for the functioning of the Department:

- Curriculum Committee
- Graduate Committee
- Personnel Committee
- Student Scholarships/Awards Committee
- Faculty Professional Development Committee
- Bylaws Committee

12.1 Curriculum Committee

- 12.1.1 Election, Term and Composition. All full-time Department Faculty are eligible for election to the Curriculum Committee. The term of office shall be three years with election by simple majority vote. The Committee shall be composed of three members.
- 12.1.2 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 Department

regarding curricular changes, and to consider other curriculum-related matters referred to it by the Chair or the Faculty or on its own initiative.

12.2 Graduate Committee

12.2.1 Election, Term and Composition. Only Faculty designated as Graduate Faculty are eligible for election to the Graduate Committee. The term of office shall be three years with election by simple majority vote of all Graduate Faculty. The committee shall be composed of three members, one of whom shall be the Coordinator of Graduate Studies who shall also serve as chair of the committee.

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

12.3 Personnel Committee

12.3.1 Election, Term and Composition. The Personnel Committee shall consist of three tenured Faculty members excluding chairs, directors, assistant and associate deans and deans (see Article III, section 3.1). The term of office shall be three years with election by simple majority vote.

12.3.2 Responsibilities, It shall be the responsibility of the Personnel Committee to receive proposals and to make recommendations regarding such matters as retention, tenure, promotion, merit and emeritus status for retiring Faculty. The Committee shall develop and coordinate the three-year evaluation of the Chair.

12.4 Student Scholarship/Awards Committee

12.4.1 Election, Term and Composition. All Faculty of the Department are eligible for election to the Student Scholarship/Awards Committee. The term of office shall be for three years with election by simple majority vote. The Committee shall be composed of three members.

12.4.2 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 Chair and the

Faculty regarding recipients, and to consider matters concerning student scholarship and awards referred to it by the Chair or the Faculty.

12.6 Bylaws Committee

12.6.1 Election, Term and Composition. All Faculty of the Department are eligible for election to the Bylaws Committee. The term of office shall be three years with election by simple majority vote. The committee shall be composed of three Faculty members.

12.6.2 Responsibilities. It shall be the responsibility of the Bylaws Committee to conduct an annual review of Department bylaws to ensure that they are in accordance with Greenspun College of Urban Affairs and UNLV Bylaws and System Code. The committee shall also consider any relevant matters referred to it by the Chair or the Faculty.

Article XIII. Other Committees

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

Article XIV. Bylaws

14.1 The Faculty of the Department shall create Bylaws to govern its internal operation (See UNLV Bylaws 4.4.2).

14.2 Proposed amendments shall be submitted to the Chair. Faculty shall have copies of any changes for at least one week prior to a vote. Amendments to Department Bylaws shall require a two-thirds vote of Department Faculty.

14.3 Department bylaws may be suspended at any Department meeting with a two-thirds vote of full-time Faculty.

Article XV. Discrimination and Sexual Harassment

15.1 Discrimination: The Department adheres to policies of equal educational opportunities, equal employment opportunities, and nondiscrimination in accordance with those established by the Greenspun College of Urban Affairs, the University, and The Nevada System of Higher Education.

15.2 Sexual Harassment: The Department adheres to policies regarding sexual harassment in accordance with those established by the Greenspun College of Urban Affairs, the University, and The Nevada System of Higher Education.