

Hank Greenspun School of Journalism and Media Studies

Bylaws

Ratified September 13, 2006
Amended September 27, 2006
Amended March 28, 2007
Amended April 9, 2008
Amended November 21, 2014
Amended March 27, 2015
Amended September 4, 2015
Amended October 23, 2015

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, and 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. Any provision of these bylaws that is inconsistent with the NSHE Code or UNLV Bylaws is invalid.

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 Lecturers, 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 School Faculty, as defined in Section 1.1, shall be a Voting Member, except for visiting Faculty, administrative Faculty, and part-time Faculty.

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 Nonvoting 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, except a recommendation to remove the Director (section 7.5) and changes in bylaws (Article XIII), shall be by simple majority of votes cast by Voting Members in attendance or represented by proxy.

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 Faculty and Representatives

3.1 *All Voting Members of the 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 7.6.

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 members of the Personnel Committee shall evaluate applications for tenure and/or promotion to the rank of Associate Professor and applications for promotion to the rank of Full Professor. Tenured members of the Personnel Committee shall make recommendations to Tenured Faculty in such cases, and Tenured Faculty shall make recommendations to the Director.

3.3.2 The Director will not attend meetings at which recommendations for tenure or promotion will be made or voted upon.

3.4 *The Part-Time Faculty Representative, Professional/Classified Staff Representative and Undergraduate and Graduate Student Representatives* shall:

3.4.1 Relay information about School policies and decisions to constituents.

3.4.2 Express views of constituents to other School members.

Article IV. Responsibilities of Students

4.1 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.

4.1.1 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 V. School Meetings

5.1 Periodic meetings of the School may be called by the Director. Meetings may also be requested in writing, including email, to the Director by any three Voting Members.

5.2 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 and draft minutes of any earlier meeting(s) for discussion and adoption.

5.3 Should an exigency arise requiring immediate action, Section 5.2 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 Voting Members.

5.4 A quorum shall consist of a simple majority of Voting Members.

5.5 Minutes from each meeting shall be distributed before the next Faculty meeting.

Article VI. Elections

6.1 Elections will be determined by a simple majority vote.

6.2 The term of office for School committees shall be three years 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.

6.3 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.

6.4 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.

6.5 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 Voting Member for each election. Ballots shall be destroyed after elections results have been reported.

6.6 Elections shall be held in the fall semester.

Article VII. Director of the School

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

7.2 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 2.10.

7.3 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 at the beginning of 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 7.6.

7.4 The Director shall:

7.4.1 Make decisions and take actions necessary to pursue the specific goals established by the Faculty with the Director pursuant to section 3.1.6.

7.4.2 Represent the School to the Dean and on the College Executive Committee.

7.4.3 Chair meetings of the School.

7.4.4 Appoint Area Coordinators as needed.

7.4.5 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.

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

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

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

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

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

7.4.11 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 7.4.1 through 7.4.10.

7.5 A recommendation to remove the Director requires two-thirds of votes cast by Voting Members in attendance or represented by proxy. The recommendation shall be forwarded through channels for a decision by the President, in accordance with College Bylaws, Section 2.12.

7.6 The Director of the School shall be evaluated in accordance with College Bylaws, Section 2.13.

7.6.1 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 7.3.

7.6.2 The Director shall be evaluated based on performance of the responsibilities set forth in Sections 7.4.1 through 7.4.11.

7.6.3 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 VIII. Assistant Director

8.1 The Assistant Director shall be appointed by the Director.

8.2 The Assistant Director shall:

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

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

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

8.2.4 Carry out projects as assigned by the Director.

8.3 The Assistant Director serves at the pleasure of the Director.

Article IX. 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:

9.1 Be the School's Graduate Council Representative.

9.2 Prepare appropriate materials and recruit graduate students.

9.3 Be a permanent member of the School Graduate Studies Committee.

9.4 Provide initial advising to all incoming graduate students.

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

9.6 Provide regular reports to the Graduate Faculty.

9.7 Provide leadership in program development.

9.8 Appoint, with approval of the Graduate Faculty,

9.8.1 A Graduate and Professional Student Association Representative from the fully admitted graduate students ranks. The representative shall be eligible for reappointment.

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

9.9 Oversee graduate student admission to the school.

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

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

9.12 Present the case for candidates for degrees to the Graduate College.

9.13 Create and maintain advising guides and manuals.

Article X. 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:

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

10.2 Be a permanent member of the School Curriculum Committee.

10.3 Coordinate the School's undergraduate program with the College Advising Center.

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

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

10.6 Work with the Personnel Committee, the director, and graduate coordinator to administer supervision and orientation, training, and staff development programs for required pre-Journalism course instructors, part-time instructors, and graduate teaching assistants.

10.7 Work with the Personnel Committee, the director, and graduate coordinator to 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.

10.8 Provide regular reports to the Faculty.

10.9 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.

10.10 Work with the Personnel Committee, the director, and graduate coordinator to create and maintain advising guides and manuals.

10.11 Prepare appropriate materials and recruit undergraduate students.

Article XI. 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 6.2. Each Standing Committee will elect its own chair. 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 its activities to the Faculty at the last meeting of the 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
- External Relations Committee

11.1 Budget Committee

11.1.1 Composition: All full-time Faculty and staff in the School are eligible for membership on the Budget Committee.

11.1.2 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, KUNV, UNLV-TV, 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.

11.2 Curriculum Committee

11.2.1 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.

11.2.2 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 curriculum-related matters referred to it by the Director or the Faculty or on its own initiative.

11.3 Graduate Studies Committee

11.3.1 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.

11.3.2 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.

11.4 Personnel Committee

11.4.1 Composition: The Personnel Committee shall include at least three tenured Faculty, or, if the School has fewer than three tenured Faculty, all tenured Faculty, except as indicated in Section 11.4.4. Additional members of the committee may be either tenure-track or non-tenure-track Voting Members.

11.4.2 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 Section 3.3.1.

11.4.3 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. The Committee will assist as needed with Faculty searches and retention cases, including part-time instructors. 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.

11.4.4 The Director is not eligible to serve on the Personnel Committee.

11.5 Student Scholarship/Awards Committee

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

11.5.2 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.

11.6 External Relations Committee

11.6.1 Composition: All Faculty and staff are eligible for membership on the External Relations Committee.

11.6.2 Responsibilities: It shall be the responsibility of the External Relations Committee to support the School's efforts to build mutually beneficial relationships between the school and off-campus stakeholders, including alumni, the media industry, professional organizations, and potential supporters/donors. The committee will work in conjunction with leadership and faculty to recommend and implement programs, services, and outreach efforts.

Article XII. 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 XIII. Bylaws

13.1 The Faculty of the Hank Greenspun School of Journalism and Media Studies shall create Bylaws to govern the School's internal operations.

13.2 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 two-thirds of votes cast by Voting Members in attendance or represented by proxy.

13.3 School Bylaws may be suspended at any School meeting with two-thirds of votes cast by Voting Members in attendance or represented by proxy.

Article XIV. Discrimination and Sexual Harassment

14.1 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.

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