

Adopted September 26, 1977.

Revised May 16, 1978.

Article 6.3.7. amended February, 12, 1980.

Evaluated Fall 1987, no changes  
made save for stylistic revisions.

Revised Fall 1992.

Articles 4.1.4. and 4.1.4.4. amended October 18, 1996.

Article 4.1.4.3. amended October 10, 1997.

Article 1.1.2. "fixed term" replaces "temporary" February 4, 2000.

Articles 4.1.4. and 4.1.4.4. amended September 5, 2003.

## **AMENDED BYLAWS**

### **Department of Communication**

**Preamble:** The members of the Department of Communication regard themselves as partners in an organization established to manage the academic affairs of the Department. Consistent with this viewpoint, the faculty engage in a free and open interchange of ideas regarding departmental policy.

#### Article 1. THE FACULTY

##### 1.1. Composition of the Faculty

1.1.1. The regular faculty of the Department of Communication shall be composed of all persons in the Department who have been appointed under the rules of tenure and who hold the rank of professor, associate professor, assistant professor, and instructor.

1.1.2. The fixed term faculty of the Department of Communication shall consist of all persons in the Department holding the rank of professor, associate professor, assistant professor, instructor, and any other person appointed by the Board of Trustees, but not appointed under the rules of tenure.

1.1.3. Honorary faculty of the Department of Communication shall be those persons designated as Visiting Professors, Adjunct Professors, or Professors Emeriti.

##### 1.2. Voting Membership of the Faculty

1.2.1. The voting faculty in the election to University councils and committees shall be all regular faculty engaged in the academic activities of the Department on a regular basis.

##### 1.2.2. Voting membership in the Department

1.2.2.1. The voting faculty in the election to Department councils and for voting on departmental policies and decisions shall be

all faculty with the rank of professor, associate professor, assistant professor, or instructor whose academic appointment is in the Department of Communication. Any person other than those already indicated in this section may be extended voting privileges for departmental matters by a two-thirds vote of the voting membership of the Department.

1.2.2.2. The voting students in election to departmental councils and for voting on departmental policies and decisions shall be two undergraduate majors in the Department determined by procedures established by the Undergraduate Communication Association and two graduate majors in the Department representing both masters (Masters Association in Communication) and doctoral students (Association of Doctoral Students in Communication) in the department selected by procedures determined by their representative groups. These procedures shall specify selection of an alternate to sit when a student member is absent.

1.2.2.3. The voting and recommending faculty in Department faculty appointments, reappointments, promotions, and tenure actions shall consist of all full-time regular faculty members whose principal academic appointment is in the Department of Communication, and as further defined in Section 6.3.2., below. (May 16, 1978)

Delete following: Language for Bylaw amendment regarding guidance committee eligibility number following section 1.2.2.4

1.2.2.4. All individuals holding regular, full-time tenure-system appointments in the Department shall be eligible to sit on guidance committees as a communication department representative, with the single restriction that an individual shall not be eligible to sit on a guidance committee involving a more advanced degree than the individual himself/herself holds without approval by a majority vote of the regular faculty of the Department.

All individuals holding any other type of appointment (e.g., adjunct, fixed term, visiting) shall be eligible to sit on guidance committees as a communication department representative only after approval by a majority vote for the regular faculty of the Department.

1.2.3. A faculty member jointly appointed in two or more units may vote only once in a given election. In elections voted upon by two or more units the faculty member shall vote in that unit which has primary responsibility for initiating personnel action as indicated on

the multiple appointment form filed in the Office of the Provost.

1.2.4. A faculty member may be elected to an academic governance body as a representative of any unit in which the person holds regular faculty status.

## Article 2. THE STUDENTS

### 2.1. Student Constituency of the Department

2.1.1. The student constituency of the Department for the purpose of selecting student representatives from the college to University committees shall be all students who have declared with the Registrar a major or, in the case of lower division students, a major preference in an academic program administered in the Department.

2.1.2. Those students who are enrolled in graduate non-degree programs, as candidates for graduate degrees, or as candidates for graduate-professional degrees shall be deemed graduate students.

2.1.3. All other students shall be deemed undergraduate students.

### 2.2. Student Participation in Academic Governance

2.2.1. Student participation in Department academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved to the faculty are:

2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

2.2.1.2. Decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members.

2.2.1.2.1. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters.

2.2.1.3. Matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.

2.2.1.4. Decisions concerning the evaluation of progress and performance, and dismissal of graduate students. A graduate student may be represented by his or her class representative in evaluation meetings if written permission is given to the class

representative by the student. The representative is without vote in decisions.

## Article 3. ADMINISTRATION

### 3.1. Department Chairperson

3.1.1. The chairperson of the department is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of the department.

3.1.2. A department chairperson serves as the chief representative of his or her department. He or she is responsible for educational, research and service programs, budgetary matters, physical facilities and personnel matters in his or her jurisdiction, taking into account the advisory procedures of the unit. The chairperson has a special obligation to build a department strong in scholarship, teaching capacity and public service.

3.1.3. Faculty and students shall consult with the dean in the appointment of the chairperson.

3.1.3.1. The voting faculty of the department shall have **shared responsibility** with the dean to determine procedures for the selection of the chairperson to be nominated to the Provost.

3.1.3.2. The selection of assistant and associate administrators to be nominated to the Provost shall be the responsibility of the chairperson to whom they directly report.

3.1.4. The chairperson shall be subject to regular review at intervals not to exceed five years.

3.1.4.1. At intervals of not to exceed five years the dean shall review the reappointment of the chairperson.

3.1.4.2. The department faculty shall have **shared responsibility** with their dean on procedures for review of the chairperson.

3.1.4.3. There is no limit, other than the limit imposed by the University rules on retirement from administrative positions, on the number of times an individual may be continued in the position of the chairperson.

3.1.4.4. At any time during the term of office, the appointment of the chairperson, as the chairperson, may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and the Provost.

3.1.5. The chairperson shall participate in academic governance as part of his or her administrative responsibility.

3.1.5.1. He or she shall inform faculty and students of administration policies through the academic governance system as well as other channels he or she deems appropriate.

3.1.5.2. He or she shall receive the views of faculty and students through either the department advisory committee or formal meeting of the faculty, in determining policies and in advising other administrators of the University.

3.1.5.3. He or she shall comply with these **Bylaws**.

3.1.5.4. He or she shall assist and encourage the efficient and effective operation of academic governance.

### 3.2. Coordinator of Doctoral Studies

3.2.1. The Chairperson, with the advice of the voting members of the department, shall appoint a Coordinator of Doctoral Studies to administer the doctoral program of the department.

3.2.2. The specific duties of the Coordinator of Doctoral Studies shall be those assigned by the chairperson with the advice of the voting members of the department.

3.2.3. These duties will normally include--but not be limited to--

- (1) supervision of admission applications,
- (2) supervision of doctoral programs and committees,
- (3) maintenance of doctoral student records,
- (4) recommendations regarding revisions of the doctoral curriculum,
- (5) in consultation with the CRIHAD (The Committee Responsive to Issues of Harassment and Diversity) Committee, the Coordinator of Doctoral Studies will develop recruitment and retention policies designed to insure a diverse student body,
- (6) monitoring procedures, rules and policies related to the doctoral program--as well as compliance with them--and making recommendations for changes where appropriate, and
- (7) the Coordinator of Doctoral Studies will chair and regularly consult with the Doctoral Affairs Committee.

### 3.3. Coordinator of Masters Studies

3.3.1. The Chairperson, with the advice of the voting members of the department, shall appoint a Coordinator of Masters Studies to administer the masters program of the department.

3.3.2. The specific duties of the Coordinator of Masters Studies shall be those assigned by the chairperson with the advice of the voting members of the department.

3.3.3. These duties will normally include--but not be limited to--  
(1) supervision of admission applications,  
(2) supervision of master's programs and committees,  
(3) maintenance of masters student records,  
(4) recommendations regarding revisions of the masters curriculum,  
(5) in consultation with the CRIHAD Committee the Coordinator of Masters Studies will develop recruitment and retention policies designed to insure a diverse student body,  
(6) monitoring procedures, rules and policies related to the masters program--as well as compliance with them--and making recommendations for changes where appropriate, and  
(7) the Coordinator of Masters Studies will chair and regularly consult with the Masters Affairs Committee.

#### 3.4. Coordinator of Undergraduate Studies

3.4.1. The chairperson, with the advice of the voting members of the department, shall appoint a Coordinator of Undergraduate Studies to administer the undergraduate program of the department.

3.4.2. The specific duties of the Coordinator of Undergraduate Studies shall be those assigned by the chairperson with the advice of voting members of the department.

3.4.3. These duties would normally include--but not be limited to--  
(1) supervision of undergraduate courses in the department,  
(2) academic and career advising of undergraduate majors, minors, dual majors, and "special" post-graduate students,  
(3) maintenance of undergraduate student records and other records relating to the undergraduate program,  
(4) development of new courses and programs to be submitted to the department,  
(5) in consultation with the CRIHAD Committee, the Coordinator of Undergraduate Studies will develop recruitment and retention policies designed to insure a diverse student body, and  
(6) the Coordinator of Undergraduate Studies will chair and regularly consult with the Undergraduate Affairs Committee.

### Article 4. COMMITTEES

#### 4.1. Standing Committees

4.1.1. Standing committees shall be established by and report to the

Department membership.

4.1.2. The term of office for membership on standing committees shall be one calendar year, or until the first faculty meeting of the next fall term, whichever is shorter.

4.1.3. Each standing committee shall select its chairperson and establish procedures for its operation.

4.1.4. The standing committees of the Department shall be:

- (1) The Undergraduate Affairs Committee
- (2) The Doctoral Affairs Committee
- (3) The Masters Affairs Committee
- (4) The Search Committee
- (5) The Departmental Advisory Committee
- (6) The Committee Responsive to Issues of Diversity and Harassment (CRIHAD)
- (7) The Equipment Committee

4.1.4.1. The Undergraduate Affairs Committee shall advise the Department membership on issues regarding the undergraduate programs, courses, and major and minor students in the Department.

4.1.4.1.1. The Coordinator of Undergraduate Studies shall be a member and chair of this committee.

4.1.4.1.2. One voting faculty members shall be selected by majority vote of the faculty.

4.1.4.1.3. One voting undergraduate student member shall be selected by procedures established by the Undergraduate Communication Association.

4.1.4.1.4. One voting doctoral student member shall be selected by procedures established by the Association of Doctoral Students in Communication.

4.1.4.2. The Doctoral Affairs Committee shall evaluate applications for the doctoral program of the Department. The committee shall consult with the Coordinator of Doctoral Studies. The Doctoral Affairs Committee shall also advise the Department membership on issues regarding the doctoral programs, courses, and other policy issues affecting the doctoral program.

4.1.4.2.1. The Coordinator of Doctoral Studies shall be a member and chair of this committee, and shall be

responsible for presenting the recommendations to the chairperson.

4.1.4.2.2. Two voting faculty members shall be selected by majority vote of the Department faculty.

4.1.4.2.3. Two doctoral students shall be selected by procedures established by the Association of Doctoral Students in Communication. They share one recommendation between them.

4.1.4.3. The Masters Affairs Committee shall consult with the Coordinator of Masters Studies. The Masters Affairs Committee shall also advise the Department membership on issues regarding the masters programs, courses, and other policy issues affecting the masters program.

4.1.4.3.1. The Coordinator of Masters Studies shall be a member and chair of this committee, and shall be responsible for presenting the recommendations to the chairperson.

4.1.4.3.2. One voting faculty member shall be selected by majority vote of the Department faculty.

4.1.4.3.3. Two masters students shall be selected by procedures established by the Masters Association in Communication. They share one recommendation between them.

4.1.4.4. The Search Committee shall advise the Chairperson of the Department in the preparation and distribution of announcements of faculty positions, shall receive and evaluate applications of prospective faculty members, and shall advise the chairperson and departmental membership by recommending candidates for interview by the Department. The Search Committee shall consult with CRIHAD to determine policies to insure that a diverse pool of candidates is available to be interviewed.

4.1.4.4.1. Three voting faculty members shall be selected by majority vote of the faculty.

4.1.4.4.2. One voting undergraduate student shall be selected by procedures established by the Undergraduate Communication Association.

4.1.4.4.3. One voting masters student shall be selected



by procedures established by the Masters Association in Communication.

4.1.4.4.4. One voting doctoral student shall be selected by procedures established by the Association of Doctoral Students in Communication.

4.1.4.5. The Departmental Advisory Committee shall advise the Chairperson of the Department on departmental matters.

4.1.4.5.1. The Coordinators of Doctor, Masters, and Undergraduate Studies shall not be members of the Departmental Advisory Committee, unless they are the sole individual at their rank.

4.1.4.5.2. One Full Professor, one Associate Professor, and one Assistant Professor or Instructor shall serve as members of the committee, to be chosen by majority vote of the faculty members at their respective ranks.

4.1.4.5.3. One voting undergraduate student member shall be selected by procedures established by the Undergraduate Communication Association.

4.1.4.5.4. One voting doctoral student member shall be selected by procedures established by the Association of Doctoral Students in Communication.

4.1.4.5.5. One voting masters student member shall be selected by procedures established by the Masters Association in Communication.

4.1.4.5.6. One voting member of the administrative staff of the department shall be selected by procedures established by staff members.

4.1.4.5.7. All meetings of the Departmental Advisory Committee shall be open.

4.1.4.6. The Committee Responsive to Issues of Harassment and Diversity (CRIHAD) shall act as a hearing panel as proscribed by university procedures when requested to do so by the chair and shall promote awareness of and sensitivity to sexual harassment and diversity issues.

4.1.4.6.1. Three faculty will serve as members of the committee. They will be selected by a majority vote of the faculty.

4.1.4.6.2. Two voting undergraduate student members shall be selected by the procedures established by the Undergraduate Communication Association.

4.1.4.6.3. One voting doctoral student member shall be selected by procedures established by the Association of Doctoral Students in Communication.

4.1.4.6.4. One voting masters student member shall be selected by procedures established by the Masters Association in Communication.

4.1.4.6.5. Two voting members of the administrative staff of the department shall be selected by procedures established by staff members.

4.1.4.7. The Equipment Committee shall advise the chair and the faculty on equipment purchases for the department; on strategic directions for the Department's computing, instructional, and research equipment; and on the maintenance and use of existing equipment.

4.1.4.7.1. Two faculty will serve as members of the committee. They will be selected by a majority vote of the faculty.

4.1.4.7.2. One voting undergraduate student member shall be selected by the procedures established by the Undergraduate Communication Association.

4.1.4.7.3. One voting doctoral student member shall be selected by procedures established by the Association of Doctoral Students in Communication.

4.1.4.7.4. One voting masters student member shall be selected by procedures established by the Masters Association in Communication.

4.1.4.7.5. One voting member of the administrative staff of the department shall be selected by procedures established by staff members.

## 4.2. Special Committees

4.2.1. Special committees of the Department may be formed by action of the Department membership or by the Chairperson. Committees

shall report to the appointing agency.

4.2.2. The term of office of membership on special committees shall be one calendar year, or until the first faculty meeting of the next fall term, unless a shorter term of office is specified by the appointing agent.

## Article 5. MEETINGS

5.1. At least one meeting of the Department will be held each semester. Special meetings may be called by the Chairperson or by petition of five voting members of the Department with one week's notice whenever possible.

5.2. The agenda for each meeting will be prepared by the Chairperson. Any faculty member or student representative may place an item on the agenda by means of a written request to the chairperson at least three days in advance of the meeting. Except in extraordinary circumstances the agenda will be distributed to the faculty and student representatives no less than 24 hours in advance of the meeting.

5.3. The Chairperson or designee shall generally attend all meetings of a Department academic governance body.

5.4. Conduct of all Department meetings shall be governed by Robert's Rules of Order, Revised, except as modified in these Bylaws.

## Article 6. PROCEDURES IN PERSONNEL ACTIVITIES

### 6.1. Appointments

6.1.1. The voting faculty will advise with the Chairperson on action regarding initial recommendations for appointments to the faculty.

6.1.2. The terms and conditions of employment shall be provided in writing to the faculty member at the time of appointment. These terms should include:

- (1) The time period covered by the appointment.
- (2) Salary provision.
- (3) The general expectations in regard to the professional responsibilities of the person being appointed.
- (4) Conditions other than the appointee's performance of his responsibilities that may make a further appointment inadvisable.

6.1.3. The Chairperson shall deliver in writing to the nontenured faculty member at the time of appointment a copy of the Bylaws of the Department which specifies the Department's procedures for action on the status of nontenured faculty.

## 6.2. Evaluation

6.2.1. During each academic year, the Chairperson will meet with each faculty member in residence for the purpose of evaluating that faculty member's performance.

6.2.2. The Chairperson will accumulate information from all faculty and from undergraduate and graduate students as part of this annual evaluation.

6.2.3. Criteria for the evaluation are described in 6.3.6.

## 6.3. Reappointment, Promotion and Tenure Actions

6.3.1. In deliberation for the action on reappointment, promotion and tenure, faculty membership will comprise the recommending bodies.

6.3.2. Reappointment, promotion, and tenure recommending bodies will consist of associate and full professors for considering assistant professors and full professors for considering associate professors. Reappointment or promotion of instructors will be considered by all professorial ranks.

6.3.3. Although they do not participate in the decision making process in these matters, faculty who are not included in the decision bodies and undergraduate and graduate students shall be solicited for appropriate input relating to the faculty members(s) being considered for personnel action.

6.3.4. The recommending bodies will be chaired by an elected faculty member eligible to serve on those groups.

6.3.5. Procedures will be established by the appropriate recommending body and announced to the Department membership.

6.3.6. The criteria to be employed in all faculty evaluations will include:\*

- (1) Excellence of teaching
- (2) Excellence of scholarship
- (3) Service to the Department and the University
- (4) Service to the professional and public communities
- (5) Academic potential
- (6) The needs of the Department

6.3.7. The Department Chairperson serves as a member of the recommending groups and forwards their recommendations to the Dean of the College.

#### 6.4. Dismissals

6.4.1. Procedures relating to the dismissal of nontenured faculty who are in the tenure system are set forth in "Supplement No. 2 to Faculty Handbook 1971-72," dated January 12, 1976 (and any amendments subsequently attached to it) or any revision or replacement of that document.

6.4.2. Procedures for dismissal of tenured faculty members are set forth in the "Dismissal Procedures for Tenured Faculty for Cause" dated June 24, 1977 (and any amendments subsequently attached to it) or any revision or replacement of that document.

#### 6.5. Grievance and Hearing Procedures

6.5.1. Any grievance initiated by any faculty member of the Department of Communication shall be processed according to the procedures outlined in the "Model Unit Grievance Procedure," as approved by the University Committee on Faculty Affairs on September 1, 1991 (and any amendments subsequently attached to it) or any revision or replacement of that document.

6.5.2. Student rights and responsibilities, including grievance procedures, shall be protected by this Department. These are detailed in the report "Academic Freedom for Students at Michigan State." Procedures more specifically designed for graduate students are detailed in the publication, "Graduate Student Rights and Responsibilities."

### Article 7. PROCEDURES ON STUDENT ACADEMIC ACTIVITY

#### 7.1. Admission

7.1.1. Student admission-recommendation to the undergraduate and graduate programs will be under the direction of the coordinators of the undergraduate, masters, and doctoral programs.

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\* More detailed statements on criteria and procedures can be found in departmental document entitled "Faculty Evaluation Procedures" dated April, 1993.

#### 7.2. Review

7.2.1. Review procedures for continuance in the academic program will be published and made available to all students and faculty in the Department.

#### 7.3. Appeal

7.3.1. Appeals of decisions will be handled through procedures established by the Department membership. These procedures will be published and made available to all students and faculty.

## Article 8. BYLAWS

### 8.1. Initial Approval

8.1.1. Initial approval of these Bylaws shall be a shared responsibility of the voting faculty of the Department and of the Chairperson. A majority vote of the voting faculty is required.

### 8.2. Interpretation

8.2.1. The College Advisory Council shall be the final authority with regard to the interpretation of these Bylaws.

### 8.3. Amendments

8.3.1. Amendments may be adopted by a two-thirds vote of those voting on a mailed ballot following a Department faculty meeting at which the amendment was discussed, or at a regular faculty meeting following the meeting at which it was discussed, the method of voting to be determined by a majority vote of the qualified faculty present and voting.

### 8.4. Review

8.4.1. These Bylaws shall be reviewed by the College Advisory Council at intervals not to exceed five years. Decisions of the Council can be appealed to the University Committee on Academic Governance.

Delete following:

Amendment to Article 6.3.7.

The Department Chairperson serves as a member of the recommending groups and forwards their recommendations as well as his or her own recommendation to the Dean of the College.

Approved 2/12/80