

**BYLAWS
SCHOOL OF JOURNALISM
MICHIGAN STATE UNIVERSITY**

1. The Faculty

1.1. Composition of the Faculty

- 1.1.1. The regular faculty of the School of Journalism shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, senior faculty specialists, visiting faculty and including the principal administrative officer of the unit. (Comment: This makes more inclusive the members of the faculty and the valued work those not in the tenure stream do.)
- 1.1.2. The temporary faculty shall consist of specialists, full time, fixed term specialists, assistant instructors who teach two courses per term for one year and all persons holding the rank of professor, associate professor, assistant professor or instructor, but not appointed under the rules of tenure.

1.2. The Voting Faculty

- 1.2.1. The voting faculty shall consist of all regular and temporary faculty engaged in the academic activities of the School of Journalism on a regular basis.
- 1.2.2. The voting faculty may extend voting privileges to others whose basic obligation is to teaching or research in the School of Journalism.
- 1.2.3. To be considered a regular faculty member of the School of Journalism, a faculty member must carry out a majority of his/her academic duties and responsibilities in the School on a regular basis.
- 1.2.4. The voting faculty shall exercise franchise on all matter except in the matters of reappointment, tenure and promotion of tenured faculty. In those instances, the School of Journalism Rules of Procedure control.

1.3. Faculty Meetings

- 1.3.I. Regularly scheduled meetings of the faculty shall be held at least twice in each fall and spring semester.
 - 1.3.I.I. An agenda shall be distributed to all voting members of the faculty and to voting student representatives by the Director

four days in advance of the meeting, Saturdays and Sundays not counting as days.

- 1.3.1.2. One item on the agenda shall be "new business."
- 1.3.1.3. Meetings may be called by the Director in the summer provided that at least three-quarters of the voting faculty is on campus or at their regular residences.
- 1.3.1.4. A majority of the tenured and tenure stream faculty shall constitute a quorum at all regularly scheduled faculty meetings. Action shall be by majority of those present and voting except on any items within these bylaws where other than a majority vote is required.

1.3.2. Special Meetings

- 1.3.2.1. Special meetings may be called by the Director.
- 1.3.2.2. Special meetings shall be called by the Director upon petition of three or more members of the voting faculty.
 - 1.3.2.2.1. The petition for the meeting shall set forth the purpose of the meeting.
- 1.3.2.3. Where the special faculty meeting is called at the discretion of the Director, all members of the voting faculty and voting student representatives on campus or within call shall be notified by the Director at least 24 hours in advance of the special meeting and informed of the meeting's purpose.
- 1.3.2.4. Where the special meeting is called by petition of the faculty, the Director shall set the meeting not less than 48 hours after receiving the petition, Saturdays and Sundays excluded, unless the petition waives this provision.
- 1.3.2.5. A quorum for a special meeting shall be three-fourths of the tenured and tenure stream (Delete: voting) faculty. Action shall be by majority of those present and voting except on any items within these bylaws where other than a majority vote is required.

1.3.3. New Business

- 1.3.3.1. Any member of the voting faculty at a regular or special meeting may introduce new business for discussion and vote.

2. The Students

2.1. The Student Constituency

2.1.1. The student constituency of the School of Journalism shall be all undergraduate students who have declared journalism as a major and all regularly enrolled candidates for a master's degree in journalism.

2.2. Student Voting

2.2.1. The chairperson of the Journalism Student Advisory Committee shall be the undergraduate representative at faculty meetings.

2.2.1.1. The undergraduate student representative shall have the right to vote at all regular and special faculty meetings on all except reserved matters

2.2.1.1.1. Reserved matters are decisions concerning salary, leaves, insurance, retirement, hiring, promotion, tenure, or dismissal of faculty members.

2.2.2. The chairperson of the Graduate Student Organization shall be the graduate student representative at faculty meetings.

2.2.2.1. The graduate student representative shall have the right to vote at all regular and special faculty meetings on all except reserved matters.

2.2.2.1.1. Reserved matters are decisions concerning salary, leaves, insurance, retirement, hiring, promotion, tenure, or dismissal of faculty members.

3. The Director

3.1. Duties of the Director

3.1.1. The duties of the Director, the chief executive officer of the School of Journalism, are as set forth in section 2.1.2.1. of the Bylaws for Academic Governance of the University.

3.2. Review of the Director

3.2.1. The review of the Director shall be governed by sections 2.1.4.2. and 2.1.4.3. of the Bylaws for Academic Governance, and by sections 3.4.1.,

3.4.3., and 3.4.5. of the Bylaws of the College of Communication Arts and Sciences.

3.3. Tenure of Director

3.3.1. The tenure of the Director shall be governed by sections 2.1.4.2., 2.1.4.4., and 2.1.4.5. of the Bylaws for Academic Governance.

3.4. Selection of the Director

3.4.1. The selection of a Director shall be governed by section 2.1.3.1. of the Bylaws for Academic Governance and by section 3.4.1. of the Bylaws of the College of Communication Arts and Sciences.

3.4.2. When the Dean of the College notifies the journalism faculty that the time is appropriate to form procedures to fulfill its shared responsibility with the Dean, the voting faculty of the School of Journalism shall meet and choose a committee for that purpose.

3.4.2.1. The senior faculty member present shall preside at the meeting.

3.4.2.2. The method of selecting the committee and its number of members shall be decided at that meeting.

3.4.2.3. The committee selected shall choose its own chairperson.

3.4.2.4. The committee shall report regularly to the faculty.

4. Advisory Procedures

4.1. The voting faculty shall advise the director on departmental matters, including those of appointments, curriculum, research, and the preparation of the departmental program plans.

4.1.1. The advisory procedure on questions of faculty reappointment, tenure, promotion to any rank or dismissal shall be governed by the Rules of Procedure for Reappointment, Tenure, Promotion, and Dismissal of Faculty/School of Journalism, originally adopted by the faculty Fall Quarter 1978 and as subsequently amended.

4.1.2. In the hiring of new faculty, the Director shall appoint a committee for guidance and assistance, which committee in its composition must conform to university policies governing equal opportunity employment.

4.1.3. During each academic year, the Director shall meet with each non-tenured faculty member and evaluate his or her performance. Other procedures

relating to non-tenured faculty are as outlined in the Faculty Handbook, which handbook and other documents relating to non-tenured faculty shall be kept on file in the journalism office.

5. Faculty Committees

5.1. Standing Committees

5.1.1. The standing committees are Graduate Affairs, Research, Undergraduate Affairs, and University Outreach.

5.2. Appointments to Standing Committees

5.2.1. The Director shall appoint the members of the standing committees and shall name a temporary chairperson to call the first meeting at which each standing committee shall elect its own chairperson.

5.3. Responsibilities of Standing Committees

5.3.1. The University Outreach Committee shall have responsibility for matters relating to on-campus and off-campus conferences, courses, programs, assemblies, and institutes and matters related to these areas.

5.3.2. The Undergraduate Affairs Committee shall have responsibility for matters relating to curriculum, standards of instruction, waivers of courses, admission of students to the major as juniors, advanced placement examinations, students who fall below academic requirements and matters related to these areas.

5.3.3. The Graduate Affairs Committee shall have responsibility for matters relating to the graduate program, including curriculum, standards of instruction, admissions, waivers of courses, special programs, students who fall below academic requirements and matters related to these areas.

5.3.4. The Research Committee shall have responsibility relating to research as it affects the school and the faculty as a whole and the responsibility for encouraging and fostering research and for assisting individual members of the faculty in research projects, including the seeking of grants.

5.4. Committee Reports

5.4.1. All committees must report to the faculty, and matters that the committees wish the faculty to act upon must be submitted to the faculty in writing.

5.5. Size of Standing Committees

5.5.1. Standing committees shall consist of at least three members.

5.6. Ad Hoc Committees

5.6.1. The Director may appoint from time to time as he or she deems necessary various ad hoc committees to deal with matters outside the province of standing committees.

5.6.2. The Director of the school shall designate the chairperson of an ad hoc committee.

5.6.3. Ad hoc committees shall be at least three members.

5.6.4. Ad hoc committees shall report to the faculty in the same manner as standing committees.

6. Secretary to the Faculty

6.1. Selection of the Secretary

6.1.1. The voting faculty shall elect from among its members a secretary to the faculty, who shall keep minutes of all meetings of the faculty.

7. Minutes of the Faculty

7.I. Minutes shall be distributed to faculty members as soon after each meeting as practicable, but no later than one working day before the next morning.

7.2. A complete file of minutes shall be kept in the school office and be available to members of the faculty.

8. The Deputy Director

8.1. The Director shall select a Deputy Director from among voting faculty.

8.2. The Deputy Director shall serve in the place of the Director when the Director is out of town or unable to serve.

9. Academic Grievance Procedure

9.1. The School shall develop its own grievance procedure.

10. Amendments to the Bylaws

10.I. Amendments to these bylaws may be proposed by any member of the faculty at a regularly scheduled meeting or a special meeting called for that purpose.

- 10.2. Proposed amendments shall be in writing and shall be distributed by the individual to each member of the faculty.
- 10.3. A motion to amend shall require two seconds.
- 10.4. A motion properly seconded shall be laid on the table until the next regularly scheduled meeting at which time it shall be called to a vote.
- 10.5. Amendments to these bylaws shall require a two-thirds affirmative vote of those present.

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