

# **COLLEGE OF MEDIA BYLAWS**

## Preamble

- I. Purpose
- II. College Membership and Voting
  - A. Departments
  - B. Voting Privileges
- III. Dean
- IV. Meetings
  - A. Presiding Officers
  - B. Frequency, Call, and Notice of Regular and Special Meetings
  - C. Agenda
  - D. Quorum
  - E. Voting Procedure
  - F. Robert's Rules
  - G. Public Meetings
- V. Committees
  - A. Executive Committee
  - B. Other Committees
    - 1. Standing Committees
    - 2. Special Committees
- VI. Evaluations/Reviews
- VII. Amendments or Additions to Bylaws

## Preamble

The Bylaws of the College of Media provide for the administrative organization and procedure of the college. These bylaws derive their authority from the *University Statutes*, which state that each academic unit shall be governed in its internal administration by its faculty, and that the governance of each unit shall be based on bylaws established and amended by the faculty of that unit. The bylaws are an extension of the *Statutes* and as such must accord with them. In case of disagreement, the *Statutes* shall prevail. Similarly, in cases where the bylaws of departments in the College conflict with these College bylaws, the College bylaws shall prevail.

## I. Purpose

In accordance with these bylaws, the faculty of the College of Media shall:

- A. Determine and implement those policies that will best advance the academic aims of the College.
- B. Make recommendations on matters of educational policy relevant to the College but which fall under the jurisdiction of other bodies.

## II. College Membership and Voting

- A. The College of Media consists of the following academic units: The Charles H. Sandage Department of Advertising, the Department of Journalism, the Department of Media and Cinema Studies, the Institute of Communications Research, and any other department, program, or operating unit that shall hereafter be established by action of the Dean of the College, the faculty, and the Senate and officers of the university. It also includes a centrally budgeted unit, Illinois Public Media.
- B. Voting privileges are accorded the following who shall constitute the College Assembly:
  - 1. Full-time faculty who have at least a 50% appointment in the College; are tenured or receiving probationary credit toward tenure, with the rank or title of professor, associate professor, or assistant professor; assistant and associate deans with full-time faculty appointments in the College.
  - 2. Full-time faculty who have at least a 50% appointment in the College with specialized faculty ranks and titles specified in Provost Communications 25 and 26.
  - 3. The President of the University, the Chancellor and Provost of the Urbana-Champaign campus, and the Dean of the College.
  - 4. Voice but not vote is accorded to visiting, adjunct, and emeritus faculty, and academic staff who do not hold a faculty appointment.

5. For situations not covered by the above provisions, the College defers to Article II, Section 3 of the University Statutes addressing voting rights.

### III. The Dean

Under the *University Statutes* (III.3), the Dean is the chief executive officer of the College, responsible to the Chancellor/Vice President for its administration, and the agent of the faculty for the execution of College educational policy. The Dean shall perform the duties described in the *Statutes* (III.3.d) and follow the guidelines for shared governance outlined in *Provost Communication 27*.

### IV. Meetings

#### A. Presiding Officers

1. The presiding officer at meetings of the College Assembly shall be the Dean, or in their absence, the designee of the Dean, normally the Vice Chair of the Executive Committee, shall preside.
2. The Dean's administrative assistant shall act as secretary to the faculty. Duties of the secretary include:
  - a. Distributing all notices, calls, and agenda of College Assembly meetings.
  - b. Electronic recording of College Assembly meetings and preservation of the electronically generated transcriptions of meetings. In the event the secretary must be absent, the Dean shall appoint a temporary secretary to record the meeting.

#### B. Frequency, Call, and Notice of Regular and Special Meetings

1. There shall be at least one regular meeting each semester, with the dates to be fixed by the Dean and announced at the beginning of each semester. The Dean may call additional meetings throughout the year as the need arises.
  - a. The Secretary shall furnish all notices, calls, and agenda of College Assembly meetings to members at least 7 working days prior to the meeting.
  - b. Notice of regularly scheduled meetings shall be distributed by email to all members of the Assembly.
  - c. Notice of any special meeting or of any rescheduled regular meeting or of any reconvened meeting shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the meeting.

2. At the request of the Executive Committee or upon receipt of a written petition by 10 members of the College Assembly, the Dean shall call a special meeting upon giving proper notice. The petition and notice of the meeting shall state the proposed agenda or resolution(s), and debate and action at the special meeting shall be confined to said agenda or resolution(s).

#### C. Agenda

1. The order of business for a regular meeting shall be established by the Dean. A call for agenda items shall be issued 10 days in advance of a meeting and an agenda distributed 7 working days before a meeting date.
2. Any committee or member of the College Assembly may submit an item to the Dean and it shall be included on the agenda for a regular meeting. Items submitted after the agenda has been served for a regular meeting will not be included on the agenda for that meeting but will be carried over to the agenda for the following meeting.
3. Items not included on the agenda may be introduced at any regular meeting as new business by members of the College Assembly.

#### D. Quorum

Fifty percent of the eligible voters in the College Assembly must be in attendance to constitute a quorum. Quorum requirements apply to synchronous attendance regardless of meeting modality (i.e., in-person, hybrid, or fully online). In the absence of a quorum, the presiding officer may recess and reschedule the meeting.

#### E. Voting Procedure

1. Voting privileges shall be extended in accordance with Article II.
2. Voting may occur by voice, paper, or electronic means, as needed. If paper or electronic ballots are to be employed, ballots shall be distributed, returned, and counted by procedures designed to assure a confidential vote. Voting during a partially or fully online meeting will be conducted via a secret electronic ballot for remote participants, and by secret paper ballot for in-person participants.
3. No proxy votes may be cast.
4. One or more members of the Executive Committee will count the ballots and certify the vote.
5. A motion to employ a paper ballot in voting on a resolution is not debatable and shall require a simple majority of those present.

## F. Robert's Rules

The most recent revision of Robert's Rules of Order shall govern the conduct of all meetings.

## G. Public Meetings

All meetings of the College Assembly shall be open to the public.

# V. Committees

All Faculty members are expected to serve in an active and responsible manner on the various committees of the College, as committee participation is considered as part of each faculty member's workload. Staff and students who participate on committees will also be expected to serve in an active and responsible manner, as they are accountable to their respective constituencies.

## A. Executive Committee

1. The Executive Committee shall consist of the Dean of the College ex officio; and two members each from the Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit. Departments shall elect full professors, unless there are insufficient numbers of faculty of that rank. In that case, an associate professor may be elected, but will not be eligible to participate when the Executive Committee, acting as the Promotion & Tenure Committee, considers cases regarding promotion to full professor. Unit heads are excluded from membership; associate deans with faculty appointments are nonvoting, ex officio members.
2. Members are elected to two-year staggered terms. Each department will elect one member in even years and one member in odd years.
3. The Executive Committee must meet at least twice per semester during the regular academic year.
4. The duties of the Executive Committee shall include those prescribed by the University Statutes (II.3.c; III.2.f) ; ) and these *Bylaws*. Principally, these obligations include the following:
  - a. Advise the Dean on the formulation and execution of College policies.
  - b. Make a yearly recommendation to the Provost/Vice Chancellor for Academic Affairs on the reappointment of the Dean. (See Statutes III.3.b.)
  - c. Serve as the core of the Dean Evaluation Committee charged with conducting the periodic (typically every five years) evaluation of the Dean. (See University Statutes III.2.f., III.3.b, and Senate guidelines in GP.96.02, attached to Provost Communication 24.)

- d. Function as the College Promotion & Tenure Committee.
  - i. As per the guidelines in Provost Communication 9, members of the committee will participate and vote on cases in their home departments and will recuse regarding those cases at the College level. Committee members will also recuse in cases of professional conflict of interest or personal relationship.
  - ii. The duties of the College Promotion & Tenure Committee shall include those prescribed in the University Statutes (III.2.f, III.3.d) and by Provost Communications 9, 23 and 26. Principally, these duties include:
    - 1. Reviewing recommendations for promotion and tenure submitted to the College by its respective units.
    - 2. Reviewing recommendations for promotion of Specialized Faculty submitted to the College by its respective units.
      - a. The Specialized Faculty Advisory Committee will nominate a member to serve as a member-at-large of the Executive Committee for consideration of Specialized Faculty promotion cases.
    - 3. Making recommendations for promotion and tenure to the Dean, including evaluations of each recommendation and of departmental compliance with existing policies.
    - 4. Reviewing and making recommendations about third year review letters for tenure-stream assistant professors.
- e. Coordinate the work of the standing committees and advise the committees on the development of committee policies and procedures.
- f. Function as the Faculty Grievance Committee
  - i. As the Faculty Grievance Committee (FGC), the Executive Committee addresses complaints from faculty members of the College, as defined in Article II of these bylaws, concerning actions and policies of the College, its officers, committees, or faculty, except complaints related to discrimination and/or harassment. The Vice Chair of the Executive Committee shall chair the FGC. The Committee shall be advisory to the Dean.
    - 1. In addition to members of the Executive Committee, the FGC will include an appointee from the Specialized Faculty Advisory Committee for grievances concerning specialized faculty.
  - ii. No member of the FGC may participate if the grievance involves that member's department or if a conflict of interest exists. If fewer than four members of the Executive Committee are eligible to serve, then the Dean

in consultation with the Executive Committee may appoint additional faculty member(s) to serve. If the Chair is from the unit from which the grievance arises, the Committee will select a different chair for that particular case.

1. The FGC should investigate a grievance only after other appropriate avenues of appeal have been exhausted, such as the faculty member's department grievance committee and the Office of Equal Opportunity and Access. Further, faculty members submitting a grievance are informed of the inadvisability of concurrent investigations of their case by other University or external channels and the FGC.
  2. Formal grievances concerning the actions or policies of the unit or of another individual are to be explicitly stated in writing and filed with the Office of the Dean, which will communicate the grievance to the FGC. The appellant shall be notified of the grievance at that time by the chair of the FGC. Both the grievant and the appellant have the right to choose and be accompanied by an advisor at any and all stages of the grievance process.
  3. When a grievance has been filed, the FGC investigates the case and writes a report on its findings and recommendations. That report shall be communicated to the faculty member and to the Dean within 60 days of receipt of the grievance unless the FGC determines that an alternative time frame is warranted due to characteristics of the case in question. In cases in which the Dean is a party to the grievance, the committee shall, instead, report its recommendation to the Provost/Vice Chancellor for Academic Affairs. All committee deliberations are confidential.
  4. The Dean's decision regarding the FGC recommendation is to be communicated in writing to the appellant and to the respondent(s) within 30 business days of receiving the FGC's recommendation. That decision may be appealed to the UIUC Faculty Advisory Committee.
- iii. Academic staff not defined as faculty under Article II and other academic professionals should refer to campus grievance procedures. Civil Service employees should refer to the University Policy and Rules for Civil Service Staff for procedures applying to that employee group. As specified in the Student Code, student grievances are addressed by the Academic Misconduct and Capricious Grading committees in the departments.

## B. Other Committees

Committees are established to perform specific tasks on behalf of the faculty and to provide opportunities for broad consultation and advice to the Dean on matters relevant to College operations.

### 1. Standing Committees

#### Duties

Each academic year, the Office of the Dean will prepare a slate of standing committee charges for Executive Committee consideration and approval. Those charges will direct the committees' work for the year, though each committee shall be free to initiate consideration of additional matters falling within its jurisdiction in accordance with the University Statutes and the customs and traditions of the College.

Committees must meet at least once per semester. In the absence of a recurring chair, the Dean or dean's designee is responsible for calling the first meeting of a committee.

#### Terms and elections

Appointments and elections to committees by academic and administrative units, as hereinafter described, will take place by the end of the spring term preceding the academic year in which committee terms begin. Members are elected to two-year terms.

#### Eligibility and Voting

Unless otherwise specified, only members of the College Assembly may serve on committees. Members who will be on sabbatical leave for any length of time during the academic year following an election may not stand for election to committees. Vacancies due to sabbatical in the second year of a committee term, or unexpected vacancies that occur at any time during a term, will be filled according to the customs and practices of the faculty member's unit.

*Ex officio* committee members shall not have voting privileges except where otherwise expressly provided herein.

The standing committees of the College shall be:

### A. Courses and Curricula

- a. The Courses and Curricula Committee reviews and advises on the curricula of the academic programs in the College, including serving as the second level review for curricula-related proposals from the academic departments; reporting to the faculty on University matters

affecting curriculum and policy; and monitoring the curriculum as a whole.

- b. The Committee shall consist of six members: Two faculty members each from the Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit; and two *ex officio* members, the Associate Dean of Student Services and the Director of Graduate Studies of the Institute of Communications Research. Unit heads and associate deans with faculty appointments are excluded from membership.
- c. Members are elected to two-year staggered terms. Each department will elect one member in even years and one member in odd years.

#### B. Diversity, Equity and Inclusion

- a. The Diversity, Equity and Inclusion Committee advises the Dean regarding diversity and anti-discrimination initiatives and how they may be applied or adapted in the College, coordinates workshops and training programs, and promotes faculty and student activity that foregrounds diversity in all its forms.
- b. The Committee shall consist of eight members: One faculty member each from the Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit; three staff members, one from Illinois Public Media and two from administrative units in the College of Media appointed by the Dean in consultation with the Associate Dean for DEI; one enrolled undergraduate student and one enrolled graduate student from the College appointed annually by the Dean in consultation with the Associate Dean for DEI and unit executive officers; and one *ex officio* member, the Associate Dean for DEI. Unit heads and the associate dean for Academic Affairs are excluded from membership.
- c. Departments will elect members to the Committee in even years.

#### C. Technology and Infrastructure

- a. The Technology and Infrastructure Committee advises the Dean on policy recommendations regarding technology for instruction, research, and creative endeavor in the College.
- b. The Committee shall consist of eight members: One faculty member each from the Charles H. Sandage Department of Advertising, the Department of Journalism, the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit; two staff members, one from Illinois Public Media and one from administrative units in the College of Media appointed by the Dean in consultation with the Director of IT and Operations; one

enrolled undergraduate student and one enrolled graduate student from the College appointed annually by the Dean in consultation with the Director of IT and Operations and unit executive officers; and one *ex officio* member, the Director of IT and Operations. Unit heads and associate deans with faculty appointments are excluded from membership.

- c. Departments will elect members to the Committee in odd years.

#### D. Specialized Faculty Advisory

- a. The Specialized Faculty Advisory Committee advises the Dean on matters of specific relevance to specialized faculty in the College and nominates a representative from among its members to serve as a member-at-large of the College Promotion & Tenure Committee when specialized faculty promotion cases are considered.
- b. The Committee shall consist of three specialized faculty members: One faculty member each from the Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit. Specialized Faculty with appointments in more than one unit stand for election in the department formally considered their home unit.
  - i. Departments shall elect faculty members holding senior specialized faculty titles (e.g., Senior Lecturer, Teaching or Clinical Associate or Full Professor) as defined in Provost Communication 25 except for those modified by “adjunct” or “visiting,” unless there are insufficient numbers of faculty of that rank. In that case, Lecturers or Teaching or Clinical Assistant Professors may be elected but will not be eligible to serve on the College Promotion & Tenure Committee for specialized faculty promotion cases.
- c. Departments will elect members to the Committee in even years.

#### E. IPM and Department Initiatives

- a. The IPM and Department Initiatives Committee discusses and develops collaborative teaching, research, and public engagement initiatives involving the academic departments and IPM.
- b. The Committee shall consist of seven members: One faculty member each from the Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit; two staff members from Illinois Public Media, appointed by the Dean in consultation with the Executive Director of IPM; and one enrolled undergraduate student and one enrolled graduate student from the College appointed annually by the Dean in consultation with unit executive officers. Unit heads, directors, and

associate deans with faculty appointments are excluded from membership.

- c. Departments will elect members to the Committee in odd years.

#### F. Staff Advisory

- a. The Staff Advisory Committee advises the Dean on matters of matters of specific relevance to Academic Professionals and Civil Service staff in the College.
- b. The Committee shall consist of three members: One from Illinois Public Media, one from Student Services, and one from College administrative staff in the business office, Media Tech, Advancement, and academic departments, elected by secret written or secure electronic ballot by and from each group. Unit heads, assistant and associate deans, and directors are excluded from membership.

#### G. Administrative Council

- a. The Council provides information sharing and consultation to the Dean. It is not a policy-making body.
- b. In addition to the Dean, the Council consists of academic department heads; and the assistant/associate deans and directors with responsibility for Academic Affairs; Administration; Advancement; Communications; Diversity, Equity and Inclusion; Illinois Public Media; IT and Operations; and the Institute of Communications Research.

### 2. Special Committees

Special committees may be elected or appointed to meet specific needs as they arise. The Dean shall appoint such ad hoc committees as are recommended by the College Assembly or Executive Committee, or as deemed necessary by the Dean.

## VI. Review of Administrators

### A. Department Heads

- 1. An evaluation of the administrative work of department heads shall be conducted at least every fifth year of their tenure (including contiguous interim/acting and regular service) unless an individual has submitted a resignation effective the following year. The purpose of the evaluation is to provide feedback to the head and to provide College and University leadership with an assessment of the head's performance.
- 2. The evaluation will be conducted by an ad hoc committee consisting of an external chair and three members from the department. For the chair, the Dean of the College

will submit the names of two candidates from outside the unit. From these candidates, the faculty of the unit will elect one as chair of the evaluation committee. Departmental members of the committee will be elected from the voting faculty of the unit. Assistant or Associate Heads are not eligible to serve on the evaluation committee.

3. The role of the committee is to gather information from participants in the review process (faculty, staff, and students) and to prepare a report to the Dean and an executive summary of that report to be shared with the department head.

#### B. College-Level Faculty Administrators

1. An evaluation of the administrative work of faculty members who serve the College in administrative roles shall be conducted at least every third year of their tenure (including contiguous interim/acting and regular service) unless an individual has submitted a resignation effective the following year. These roles include Assistant and Associate Deans and Directors of college-level programs. The purpose of the evaluation is to provide feedback to the administrator and to provide College and University leadership with an assessment of the administrator's performance.
2. The evaluation will be conducted by the College Executive Committee, which will gather information about the administrator's performance from relevant constituencies and prepare a report to the Dean and an executive summary of that report to be shared with the administrator by the Dean.

### VIII. Amendments or Additions to Bylaws

- A. Amendment of or addition to these bylaws may be made at a meeting of the College Assembly by two-thirds vote of those members present and voting, provided that a quorum is present and notice requirements of Article III are met.
- B. Proposals for amendments or additions may be made by any member of the College Assembly by submitting the proposed change to the Dean who then shall include the proposal on the agenda for the next regular meeting.

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