



Department of Communication

By-laws

**University of Tennessee at Chattanooga
Department of Communication By-laws**

Table of Contents

Preamble.....	1
Teaching Mission and Goals.....	1
Professional Values and Competencies.....	2
I. Membership.....	3
A. Diversity Statement.....	3
B. Eligibility.....	3
C. Meetings	4
II. Department Officers	5
A. Department Head	5
B. Internship Director.....	5
III. Departmental Standing Committees	6
A. Reappointment, Tenure and Promotion Committee.....	6
B. Scholarship Committee	7
C. Internship Committee	7
D. Other Committees	8
IV. Department Personnel Policies	9
A. The Guidelines	9
B. Appointment of Personnel.....	9
C. Review of Probationary Faculty	11
D. Department Procedures for Faculty Peer Evaluation in the Process of Continuance, Tenure, and Promotion	11
V. Department Policies	15
A. Sabbatical Leaves.....	15
B. Summer School Teaching.....	15
C. Faculty and Student Concerns and Complaints Processes.....	15
D. Large Class Scheduling Policy.....	16

E. Statement on Student Dishonesty and Plagiarism	16
VI. To Amend Guidelines/Bylaws.....	17

Preamble

These Bylaws govern the Department of Communication within the College of Arts and Sciences at The University of Tennessee at Chattanooga. If any policy or procedure in these Bylaws should be found in conflict with policies or procedures of (a) the College of Arts and Sciences, (b) The University of Tennessee at Chattanooga, or (c) The University of Tennessee System, the policies and procedures of the latter three entities shall take precedence. However, the educational philosophy and the incorporation of that philosophy into its curricula and personnel actions largely constitute the domain of the UTC Department of Communication.

Teaching Mission and Goals

Communication Department faculty members embrace the “Twelve Professional Values and Competencies” of the Accrediting Council for Education in Journalism and Mass Communication (ACEJMC) as the foundation for student learning. Faculty members believe these values and competencies help to develop in communication department graduates critical thinking skills, effective communication methods, an appreciation of diversity in society and in audiences, and an ability to work and live in an ever-changing world.

The principal mission of the Communication Department is to provide a firm grounding in the liberal arts and sciences, and strong professional preparation so that students are educated for satisfying lives and successful careers.

Goals of the curriculum help graduates to:

1. develop a realistic vision of the future so that they may adapt and grow as their professions evolve;
2. make responsible decisions based on their appreciation of the ethical imperatives of their professions;
3. manifest sensitivity to, and understanding of, the aspirations of women and men of different ethnic origins;
4. demonstrate problem-solving competencies that will equip them for positions of leadership;
5. pursue courses of study at the graduate and professional levels.

As a unit of a metropolitan university, the department is committed to serve the people and the communication professions of Chattanooga and Southeast Tennessee through the application of its collective knowledge, skills, and resources.

Professional Values and Competencies

The Accrediting Council on Education in Journalism and Mass Communications requires that, irrespective of their particular specialization, all graduates should be aware of certain core values and competencies and be able to:

- understand and apply the principles and laws of freedom of speech and press for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances;
- demonstrate an understanding of the history and role of professionals and institutions in shaping communications;
- demonstrate an understanding of gender, race ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications;
- demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society;
- understand concepts and apply theories in the use and presentation of images and information;
- demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- think critically, creatively and independently;
- conduct research and evaluate information by methods appropriate to the communications professions in which they work;
- write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- apply basic numerical and statistical concepts;
- apply tools and technologies appropriate for the communications professions in which they work.

I. Membership

A. Diversity Statement

UTC's Department of Communication is committed to achieving and maintaining diversity in its curriculum, educational environment, and faculty and student populations. This includes creating a supportive climate for the underrepresented and disadvantaged, encouraging the free expression of diverse intellectual and cultural perspectives, and regularly evaluating progress towards diversity goals.

Faculty believe that diversity advances social equality in the communication fields and in society as a whole, empowers individuals to explore and appreciate their unique attributes and life experiences, challenges stereotypes and promotes critical thinking skills, prepares our graduates to communicate effectively to increasingly multicultural audiences, and enriches the experiences of everyone in the academic community. The faculty work to create a safe, welcoming, and nurturing environment for underrepresented faculty and students, including ethnic, religious, and racial minorities, people with disabilities, lesbian, gay, bisexual and transgendered individuals, the economically disadvantaged, and nontraditional and international students.

B. Eligibility

Voting members of the department shall be full-time instructors, lecturers, assistant professors, associate professors and professors who have teaching, research or administrative responsibilities in the department during the academic year in which the vote is taken. This body is the governing body of the department.

1. Faculty on leave of absence (including sabbaticals) are permitted, but not required, to participate in faculty meetings. If faculty members are absent or on leave, they may vote on issues, but only if they have attended all meetings at which the issue has been discussed.
2. Participation by academic professionals who are not on continuing appointment, academic advisers, staff, part-time faculty, retired faculty, adjunct faculty, faculty associates and graduate assistants is by invitation of the regular faculty.

C. Meetings

1. The department faculty shall meet at least monthly during the academic year. Normally, this is considered to be eight meetings a year. Additional meetings may be called by the head of the department or a majority of the faculty members. Voting members are expected to attend all department faculty meetings.
2. All voting faculty members of the department are invited to submit items to the head for possible placement on the agenda. Except in emergency, the head will announce meetings at least one week in advance and distribute the agenda at least 24 hours in advance.
3. Department business may be conducted only when a quorum is present. A quorum is 50 percent or more of the voting members of the faculty. In the case of a tie, the head's vote will be the deciding factor.
4. Meetings will be conducted according to general principles espoused in the latest edition of Robert's Rules of Order. But the faculty regard a spirit of collegiality and mutual respect to be equally important as parliamentary procedure.
5. Minutes of the faculty's deliberations will be kept by the department's administrative assistant, and such minutes will be distributed to the faculty within ten days following the meeting. One copy of the minutes will be preserved in the department office for reference.

II. Department Officers

A. Department Head

1. The department head is responsible for developing and fostering partnerships both inside and outside the institution. He/She is also responsible for the day-to-day operations of the department. Also, the head represents the department in its official relationship with the college and university administration. The head is expected to provide vigorous academic, intellectual and professional leadership to the department.
2. Recommendations for appointment of the department head shall originate with the tenured faculty, with the dean of the College of Arts and Sciences making the final selection of head.
3. The head is responsible for overseeing the curriculum, assuring the department maintains accreditation standards and evaluates full and part time faculty members. The head also coordinates purchasing, monitors budgets for the department, develops course schedules, oversees travel and budget requests, coordinates and manages equipment maintenance and replacement, and is responsible for departmental correspondence. Responsibilities also include the supervision of the office staff.
4. The method of evaluating the department head is to be determined by the Faculty Handbook.

B. Internship Director

1. The departmental internship director is responsible for administration of all internships, including those completed for course credit. This includes developing and fostering partnerships with the professional community to provide internship experiences for students.
2. The internship director is also responsible for the internship and portfolio application process. With input from the faculty, the internship director assists with the selection of interns and monitors internship experiences done under Comm. 4850, Individual Internship.

III. Departmental Standing Committees

A. Reappointment, Tenure and Promotion Committee

1. The department Reappointment, Tenure and Promotion Committee (RTP) Personnel Committee shall consist of all tenured faculty members of the department except the head.

The committee shall elect a chair at the beginning of each academic year.
2. The RTP Committee shall act on all matters concerning- the evaluation, promotion and tenure of all untenured faculty pursuant to the regulations of the department, college and university.
3. For promotions to associate professor or professor, the committee shall consist of all tenured faculty members at or above the prospective rank of the person being considered for promotion. Committee membership will follow all rules and stipulations as outlined in the university Faculty Handbook.
4. The head may not attend committee meetings except at the invitation of the chair of the committee, with the express purpose of providing information deemed necessary in the consideration of personnel.
5. All faculty members eligible for review by the committee will follow the university's schedule so that submission of materials to the department's Reappointment, Tenure and Promotion Committee is done in a timely manner.
6. The committee shall make a report to the department head.
 - a. The head will forward the report to the dean of the College of Arts and Sciences.
7. The chair of the RTP Committee shall be responsible for writing the recommendation of the committee concerning any candidate. The written recommendation will be reviewed by each member of the committee who shall then sign off as having approved the statement and the decision.

8. If there is a division of opinion, a report of the minority part of the committee may be written by a member of the minority group. This report should also be submitted to the head and to the dean. All members of the Personnel Committee who have participated in the deliberations of the personnel action shall be represented by signature on a separate signature sheet indicating that they have concurred with the majority or minority statement.
9. The recommendations of the head shall be separate from those of the RTP Committee and shall reflect both the head's evaluation of the committee's report and the head's own evaluation of the candidate's material.

B. Scholarship Committee

1. The Scholarship Committee shall consist of all full-time faculty including, the department head. The department head shall chair the committee.
2. The Scholarship Committee shall solicit scholarships and administer the department's scholarship program. All of the scholarships directly administered by the department shall be awarded as soon as possible after April 1 for the following year, unless otherwise stipulated.
3. Scholarships shall be advertised in a timely fashion; a minimum of two weeks must be scheduled for students to complete application procedures before the scholarship committee begins consideration of the applications.
4. Scholarships shall be awarded based on the original agreement established when the scholarship was endowed.

C. Internship Committee

1. The department shall act as an Internship Committee of the whole, that is, all voting members of the communication faculty shall sit on the Internship Committee.

2. The director of the department's internship program shall chair the Internship Committee.
3. The internship director is appointed by the department head.
4. The Internship Committee establishes the policy and administers the Department's internship program. Administration includes, but is not limited to the selection of the students to receive the internships.

D. Other Committees

Other committees may be established as necessary as determined by the department head or by faculty recommendation and action. The number, size and function of these committees shall be determined by the head and the faculty.

IV. Department Personnel Policies

A. The Guidelines

1. The Communication Department follows the principles stated in the University Faculty Handbook under the section "Appointment, Evaluation, Promotion, Tenure and Termination" in recommending appointments, promotions and retentions.
2. The Department adheres to the guidelines regarding Affirmative Action and Equal Opportunity as found in the Faculty Handbook.

B. Appointment of Personnel

1. The department head shall initiate the process of faculty and staff appointments following procedures that are consistent with college and university guidelines, that conform to instructions from the UTC Office of Equity and Diversity, and follow the standards set forth in the Faculty Handbook.
 - a. For staff and part-time faculty hires, from pool recruitment efforts, the head shall initiate the process of appointments with the advice of the faculty.
 - b. For full-time instructors and tenure-track faculty a search committee shall be used to screen, interview and make recommendations for the positions under consideration in accord with all university rules and regulations.
 - (1) This Search Committee shall be selected from the tenured faculty members and shall be chosen by the department head. The head may not be a member of this committee.
 - (2) The Search Committee shall include representation of women and/or minorities. Where there are no eligible women and/or minorities, the department shall seek such committee membership from outside the department but within the university community through requesting the assistance of the university personnel committee.

- (3) For all positions, selection criteria must be specified before the position may be advertised and before any candidates may be considered. The criteria must be consistent with the content of the vacancy announcement and any advertising. Screening of applicants must be based on these criteria only. All individuals selected to be interviewed must meet the minimum advertised qualifications.
- (4) The department Search Committee shall submit a list of qualified candidates to the dean of the College prior to inviting candidates to campus for interviewing. The dean and the director of Equity and Diversity must approve the pool of candidates before the selection process may continue.
- (5) Following university criteria, the department committee shall select the three best qualified candidates to be interviewed for the position.
- (6) Care must be exercised through each step of the process to ensure that no applicant is discriminated against on the basis of race, gender, color, religion, national origin, age, disability, sexual orientation or veteran status.
- (7) At the completion of the interviewing process the committee shall present its recommendation to the head. If the person selected is not a woman or minority group member and there were qualified women and/or minority applicants, it will be necessary to include the vitae and letters of recommendation of the most highly qualified woman applicant and the most highly qualified minority applicant, along with written justification for the recommendation made.
- (8) The head shall forward the Search Committee's recommendation to the dean of the College, along with any documents required by the Office of Equity and Diversity. If the head is not in agreement with the recommendation of the Search Committee, the head may submit his/her separate recommendation to the dean.

If the person selected is not a woman or minority and there were qualified women and/or minority applicants, the Head shall forward the vitae and letters of recommendation of the most highly qualified woman

and/or minority applicants, along with justification for the recommendation made.

C. Review of Probationary Faculty

1. Each faculty member on a tenure track is to be reviewed during the first five (5) contract years with the university. Reviews are annual, and will follow the Educational Development by Objectives (EDO) criteria as outlined in the Faculty Handbook. Specific dates for the annual review are given the Faculty Handbook.
2. The performance of the probationary faculty members will also be reviewed on an annual basis by the department's RTP Committee, in accordance with college and university guidelines. The chair of the committee shall prepare the procedure by which the faculty member is to be reviewed through memo to the faculty members concerned. Criteria for review and information to be gathered for the review include teaching effectiveness, evidence of research and evidence of service.
3. Recommendations of the department's RTP and the head shall be provided to the office of the dean of the College.

D. Department Procedures for Faculty Peer Evaluation in the Process of Continuance, Tenure, and Promotion

1. A departmental personnel file containing appropriate RTP related materials shall be maintained in the department office.
2. Prior to the conclusion of individual probationary period and by a date specified by the department's RTP committee, the candidate for promotion or tenure shall develop and submit to the committee a dossier with appropriate materials giving evidence of teaching, research, and service.
3. Prior to the dates specified in the UTC Faculty Handbook, the RTP committee will make a recommendation in writing for continuation, promotion, or tenure to the department head.
4. Prior to the dates specified in the Handbook, the department head will recommend in writing to the Dean of the College of Arts and Sciences action on the candidate continuation, promotion, or tenure.

5. Evaluation of teaching

The following guidelines will be used by the Communication Department to evaluate how well candidates meet the teaching and research or scholarly criteria for continuance, tenure and promotion set forth in the *UTC Faculty Handbook*.

- a. For retention (evaluation to be conducted annually):
 - (1) Examination of all syllabi and exams, plus any other relevant course material that the candidate for retention wishes to present. These materials might include a representative sample of study questions, handouts, web or other electronic related materials, and instructions for writing assignments.
 - (2) Examination of candidate's statement regarding philosophy of teaching, which is submitted annually to the head. If the statement is substantially unchanged from one year to the next, the candidate might choose to submit a more specific statement about course goals and procedures not mentioned in the syllabi given to students.
 - (3) Candidate's response to university required student evaluations of courses.
 - (4) Any other material that the candidate might think appropriate for the committee's use in evaluating teaching.
 - (5) Evidence of performance as evidenced by the candidate's annual Educational Development by Objectives (EDO).
- b. For Promotion and Tenure:
 - (1) Re-examination when appropriate of materials generated by previous committees considering retention of the candidate.
 - (2) Copies of the summary data from the most recent university required student evaluation of teaching plus copies of summary data of all evaluations from the previous three years.
 - (3) Visitations of classes by member[s] of the RTP Committee and/or other appropriate means of evaluation of teaching.

- (4) Evidence of performance and contribution to the mission and the goals of the department as evidenced by the candidate's annual Educational Development by Objectives (EDO).
- (5) Submission of any other material regarding teaching that the candidate feels is pertinent to evaluation of their teaching--e.g., an article in a journal devoted to teaching or videotape of a classroom presentation.

6. Evaluation of Research

"Evidence of scholarly competence in the discipline" (UTC Handbook, 3.6.4) is understood by the communication department to consist of publication in at least one of the following categories:

- a. articles in refereed scholarly journals;
- b. essays, reviews, or chapters in refereed books; or,
- c. monographs, translations, or edited volumes published by university presses or the equivalent.
- d. other evidence of scholarship as described in the department's detailed EDO Performance Standards.

Publication need not take place in all these areas for a candidate to be judged deserving tenure or promotion to associate professor rank.

7. Reappointment Evidence

The following materials will be developed within the Communication Department during the reappointment process, and the resulting dossier will be forwarded to the dean of the college no later than the date specified in the UTC Faculty Handbook. Originals of these materials are to be kept in the Communication Department faculty personnel file. If originals of certain documents cannot be kept in the department, copies will be filed in the appropriate locations.

- a. Reappointment Recommendation Form.
- b. Recommendation letter from the department head to the dean commenting on faculty member's teaching, research, & service.
- c. Notification letter sent to the faculty member from the department head addressing specific concerns or noteworthy attributes.

- d. Recommendation letter from the RTP Committee to the department head showing number of Yes, No, Abstentions and the names of committee members present.
- e. Notification letter sent to the faculty member from the RTP Committee.
- f. Copy of most recently completed Educational Development by Objectives (EDO) form (For first year reappointment-include current EDO objectives if completed EDO is not available).
- g. One page statement of faculty member's teaching philosophy and goals.
- h. Written discussion by department head of teaching evaluations
- i. Commentary by faculty member on teaching evaluations.
- j. Teaching evaluations for the last three years (inclusion of student comments encouraged)
- k. Up-to-date vita
- l. Letter of initial appointment and any subsequent appointments

V. Department Policies

A. Sabbatical Leaves

1. The department shall do its utmost to encourage and to enable faculty members to take sabbatical leaves as they become eligible. The individual faculty member shall have an appropriate proposal, and no assignment should adversely affect the on-going teaching research and service functions of the department.
2. Other regulations governing sabbatical leaves are a part of the College of Arts and Sciences regulations and the department shall adhere to those regulations.

B. Summer School

1. Summer teaching assignments are at the discretion of the department head and are based, in part, on the summer school budget assigned by the dean of the college.

C. Faculty and Student Concerns and Complaints Processes

1. Faculty members in the department who have concerns or complaints about the department should first express their concerns or grievances to the head in person. A witness may be present.
2. If the faculty member does not believe his/her issue, concern or complaint has been addressed sufficiently by the head, he/she may put the issue into writing and present it to the head.
3. If the faculty member does not believe the issue, concern or complaint has been addressed sufficiently following step 2, he/she may choose to meet personally with the dean of the College of Arts and Sciences.
4. The student complaint process must follow the guidelines as outlined in the university's Student Handbook Policy and Procedures on Student Complaints.

D. Large Class Scheduling Policy

1. 1000/2000 non-skills course - More than 100 students enrolled is the equivalent of teaching two courses.
2. 1000/2000 non-skills course - More than 200 students enrolled is equivalent of teaching three courses (How many over 200?)
3. 3000/4000 non-skills course without a research paper - More than 50 students enrolled is the equivalent of teaching two courses
4. 3000/4000 non-skills course without a research paper - More than 100 students enrolled is the equivalent of teaching three courses
5. 3000/4000 non-skills course without a research paper - More than 150 students enrolled is the equivalent of teaching three courses
6. 3000/4000 non-skills course with a research paper - More than 30 students enrolled is the equivalent of teaching two courses
7. 3000/4000 non-skills course with a research paper - More than 60 students enrolled is the equivalent of teaching three courses
8. 3000/4000 non-skills course with a research paper - More than 90 students enrolled is the equivalent of teaching four courses

E. Statement on Student Dishonesty and Plagiarism

1. Cheating is defined as "intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise." Academic dishonesty also includes fabricating or falsifying information, having another do the work or a portion of the work, as well as misrepresenting information or sources.

Plagiarism is defined as "intentionally or knowingly representing the words and/or ideas of another as one's own in any academic exercise."
2. Full and part-time faculty must include a statement on student dishonesty and plagiarism, including methods for students to respond to such charges.
3. Students who are accused of dishonesty or plagiarism by department faculty members must follow the university's Student Handbook Policy and Procedures on Student Complaints.

VI. To Amend Guidelines/Bylaws

- A.** To amend the guidelines or bylaws a written statement of the proposed change is to be distributed to each member of the faculty at a regular meeting.
- B.** A vote of the faculty will be taken on the recommendations at the next regular faculty meeting following the distribution of the amendment.
- C.** A majority vote of the faculty shall be required to amend the Bylaws.
- D.** Amendments to the guidelines shall become effective upon approval by the faculty.

APPENDIX 1: DEPARTMENT OF COMMUNICATION-USE OF EXTERNAL LETTERS IN TENURE AND PROMOTION RECOMMENDATIONS

Goal of the External Letters: In order to develop more objective and fair tenure and promotion procedures, the Department of Communication will include an external review process to evaluate the research and scholarly component of all candidates for a promotion or tenure decision. The intent is not to replace the internal evaluation but to enhance and broaden the spectrum of the evaluators and their expertise in the area of research to provide a less parochial standard of performance. This policy will apply only to those tenure and tenure-track faculty hired in the 2012-13 academic year and later and will not be part of the process for anyone hired prior to this time.

External Letters and the Current Regulations: The evaluation must be considered in a manner consistent with the UTC Faculty Handbook, which specifically refers to teaching at UTC as a primary factor in the tenure, promotion and/or reappointment criteria. As such, any external evaluation of research must address the issue of the teaching load at UTC and its relation to the teaching load at the external reviewer's institution. The quality of the teaching and the service contributions at UTC remain strictly in the purview of the Department of Communication's RTR Committee and should not constitute any part of the external review. In order to preserve the integrity and the authority of UTC in determining the ultimate decision to award tenure and/or promotion, the external reviewer's comments should not be considered more heavily than the internal evaluation by the RTR Committee.

Selection of Reviewers: There will be three external reviewers chosen from outside the University from whom written reviews will be solicited. The Rank, Tenure, Reappointment (RTR) Committee considers selection of the reviewers from the peer institutions to be absolutely appropriate. The names of these external reviewers will be chosen as follows. The faculty member candidate for tenure or promotion must submit a list of at least four names of acceptable reviewers none of whom may have a close personal or professional relationship with the candidate. One reviewer from this list will be selected by the RTR Committee. The faculty member may also submit a list of unacceptable reviewers. The RTR Committee will select two additional reviewers not on the candidate's list nor on the list of unacceptable reviewers.

Contacting the Reviewers: The Head of the Department, on behalf of the RTR Committee, will contact each of the three potential reviewers asking if he or she is willing to serve in this capacity. (If needed, the candidate and the RTR Committee may need to supply additional names.) Once each of the external reviewers has agreed to serve, he or she will each be sent a dossier consisting of a current Curriculum Vitae, a selection of recent publications, summaries of successful grant applications, and other relevant materials including a copy of the Departmental Tenure or Promotion Guidelines. The reviewers will be asked to identify any relationship they have to the candidate, such as being a former colleague or co-author. The reviewers will be asked to comment specifically upon the faculty member's research and scholarly activity in terms of both quantity and quality, and be free to comment on the faculty member's external service contributions based on the materials in the dossier.

Utilization of the External Letters: The RTR Committee and the Department Head will consider these written reviews in making their recommendations concerning the tenure or promotion of the faculty member. The letters will become a part of the candidate's tenure or promotion file, and they will remain confidential. In an effort to simplify the process, if the candidate is applying for both tenure and promotion, the reviewers will be asked to comment on both but to do so in separate letters.