

BYLAWS

School of Media and Communication (SMC)

Temple University, Philadelphia, Pennsylvania

Preamble

These bylaws are built upon the foundation of collegial tradition, due process, and common sense. Although department chairs, School-wide program directors, SMC's Personnel Committee, and the Faculty Council are advisory to the Dean, these bylaws reflect a governance philosophy that the Dean will consult with the faculty and staff on matters affecting the School *prior to rendering binding decisions*.

Article I. Prevailing Authority of University Policies

The term *University policies* shall refer to (1) any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his or her authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President. In the event of a conflict or contradiction between any SMC bylaw or action taken by the School under the authority of its bylaws and any University policy now in effect or adopted in the future, such School bylaw or action shall be superseded by the pertinent University policy.

University policies as defined here shall include collective bargaining contracts approved by the Board of Trustees or by the President when he or she has been delegated to do so by the Board of Trustees and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of the current collective bargaining contract.

Article II. School Dean

- A. The President of the University appoints the Dean in conformance with applicable Dean Search Guidelines as the President may from time to time promulgate. The Dean shall report to and be accountable to the President or his or her designee. The Dean serves at the pleasure of the President.
- B. The Dean is both chief executive and chief academic officer of SMC. His or her duties and responsibilities are defined by policies of the Board of Trustees, by the dean's position description that shall be issued from time to time by the President, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.
- C. The Dean shall exercise such authority as may be delegated by University policies. The Dean or the Dean's designee shall be responsible for the administration of the School budget as adopted by the Board of Trustees, including any fiscal rules or guidelines that may be adopted pursuant to that budget.

D. The Dean shall be *ex officio* member without vote of all standing committees of the School.

Article III. School Organization

A. School Administration and Staff

1. Subject to applicable University policies and within the School's authorized budget, the Dean shall appoint associate deans, assistant deans, and administrative personnel. The Dean, in consultation with departmental and other faculty bodies, appoints department chairs and School-wide program directors. Any changes in the organizational and operational structure of the School shall be communicated in a timely manner to the faculty. The Dean is responsible for the supervision of the School administration pursuant to University policies.
2. Department chairs shall function as a cabinet to the Dean in developing and administering the policies of the School. The department chair is the chief academic and chief financial officer of the department. School-wide program directors also serve as chief academic and financial officers of their respective programs. Each chair may have an annual written evaluation by the department's full-time faculty.

B. School Assembly

1. Every full-time faculty member of the School shall be a voting member of the School assembly.
2. The School assembly meets at least semiannually. Additional meetings may be held at the call of the Dean. Other non-voting parties may be invited to attend. The Dean may call an emergency meeting upon 48 hours' notice if so authorized by the University President or his or her designee. Special meetings shall be held by petition of one-third of the members of the School assembly with at least five calendar days' notice. All full-time faculty shall be given at least 10 calendar days' notice of all regular School assembly meetings.
3. Any agenda item must be distributed at least 48 hours prior to the upcoming assembly meeting.
4. The Dean may ask the School assembly to nominate faculty to serve on School standing committees consistent with the selection process described elsewhere in these bylaws.
5. The Faculty Council chair or designee presides over the School assembly.
6. At a regularly called meeting of the School assembly, the Dean shall provide a State of the School address or statement, at least annually.
7. Department chairs, program directors, and heads of all SMC standing committees shall present written reports to the faculty at least once a year.

8. The School assembly meetings shall be guided by the latest edition of Robert's Rules of Order.
9. Minutes of all meetings of the School assembly will be recorded, approved by the faculty, and archived in the Dean's office.

C. Executive Committee

1. The Executive Committee serves as an advisory body to the Dean. The Executive Committee acts as a liaison between the office of the Dean and the academic and administrative units within the School.
2. Membership includes but is not limited to the Dean, the Dean's senior staff, department chairs, and School-wide program directors.
3. The Executive Committee meets according to a schedule set by the Dean.

D. Faculty Council

1. The Faculty Council shall serve as SMC's undergraduate curriculum committee, with primary responsibility to oversee interdepartmental matters. In its role as an undergraduate curriculum committee, the Faculty Council shall receive, by way of the School's department chairs, School-wide program directors, and the Dean, the following for review, approval and possible presentation to the School assembly: proposals for new courses, proposals for new academic programs, and proposals for modifying and discontinuing existing programs. Neither the School nor any of its departments or programs shall institute curriculum changes with interdepartmental implications without formal review by the Faculty Council or by the Chair of the Faculty Council in consultation with available members of the Council during the summer.
2. All of the School's full-time faculty members shall be eligible to sit on the Faculty Council. Membership of the Faculty Council will include one full-time faculty member elected by and from each department of the School and two members elected at large from the School's remaining full-time faculty. At-large members must come from two different departments.
3. A departmental representative will be selected by each department. This representative will serve for two years, from the beginning of the fall semester. An at-large representative will be elected during the spring semester to serve for two years, from the beginning of the fall semester. The terms of office are staggered, so that two members of the Committee are elected each year. Department chairs will be notified by the Faculty Council President of vacancies.
4. The Faculty Council may invite up to two non-voting undergraduate students to participate in Faculty Council deliberations. Recommendations for student participation on the Faculty Council may come from student leaders of the School's student organizations or student media or individual SMC full-time faculty.

5. The Faculty Council shall elect a chair, a vice-chair, and a secretary at its first meeting of the academic year. The chair shall convene and lead Faculty Council and School assembly meetings and help prepare agendas for those meetings.
6. The Faculty Council shall meet as often as necessary to address issues that come from the Dean, the School assembly, or any SMC full-time faculty member. A full-time faculty member also may call for an unscheduled Faculty Council meeting with 10 days' notice. Faculty Council meetings are open to all full-time faculty members of SMC.
7. The SMC Faculty Council shall work with the SMC Office of Academic Advising concerning interdepartmental and programmatic courses and curriculum and student policies.
8. Meetings of the Council shall be guided by the latest version of Robert's Rules of Order.

E. School Committees

1. Where University policies permit and after consultation with the Faculty Council or School assembly, the Dean may establish additional committees. The size and composition of such committees shall be established following the same procedures and giving attention to the same considerations as provided in these bylaws.

2. The Graduate Policy Committee

- a. Members are the directors of each graduate program within the School and the Associate Dean for Research and Graduate Studies.
- b. The Graduate Policy Committee shall, in consultation with the Dean and department chairs, oversee policies for admission to graduate programs, standards for defining good standing and regular progress for students in graduate programs, programs of assistance to graduate students in considering appropriate career objectives, and initiatives to help graduate teaching assistants become effective teachers. The Graduate Policy Committee shall review and approve graduate courses and curriculum.
- c. The Graduate Policy Committee is responsible for recommending membership in the graduate faculty, eligibility to teach graduate courses, and eligibility to chair graduate students' committees. GPC also is responsible for ensuring that SMC graduate faculty standards conform to University policies relating to graduate faculty and for reviewing the credentials of persons applying or reapplying for graduate faculty membership to assure that they meet School and University requirements. GPC shall work with department chairs to ensure appropriate creation, quality, and fiscal viability of graduate degree programs.

3. The SMC Personnel Committee

- a. The SMC Personnel Committee shall, in consultation with the Dean but independent of any other influence in the School, oversee the departmental review of applications for promotion and tenure, and make recommendations to the Dean about specific applications

for promotion and tenure. Procedures and recommendations of the SMC Personnel Committee on promotion and tenure matters must conform to the University's promotion and tenure policies and SMC's promotion and tenure procedures and criteria.

b. The SMC Personnel Committee shall monitor the process of merit awards. Once the department chairs make recommendations about merit, a merit review committee will be formed on which two members of the SMC Personnel Committee and two non-tenure track faculty members selected by the Dean will serve to review merit recommendations.

c. On the SMC Personnel Committee, each department shall be represented by two tenured or tenure-track faculty members—drawn from full or associate professors, if available—elected to serve staggered three-year terms. The terms will run from July 1 to June 30. Department faculty members shall nominate two potential successors, and in a School-wide election the full-time faculty shall elect one nominee from each department. In addition, one non-tenure-track faculty member shall be elected from across the School to serve as an *ex officio* member of the SMC Personnel Committee to participate in discussions and vote on matters related to non-tenure-track faculty. The election shall be held in late spring.

d. All members of the SMC Personnel Committee shall sign a confidentiality agreement in regard to all business of the committee.

4. Student Appeals and Grievances Committee and ad hoc Faculty Responsibility Committee

a. Following the procedures set forth for establishing and appointing a Dean's Advisory Committee, the Dean shall constitute a Student Appeal and Grievance Committee to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance. The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. The Student Appeal and Grievance Committee shall follow all University and all School policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Unless precluded by University or School policies, the committee shall assure a student a full opportunity to present his or her appeal or grievance, including reasonable evidence in support of his or her claim, and shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the School, that person shall be given a full and fair opportunity to describe and document the rationale for his or her decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

b. The Dean, in consultation with the SMC Personnel Committee, shall appoint an *ad hoc* Faculty Responsibility Committee to investigate allegations of academic misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a

specific inquiry into allegations of misconduct; it is not a standing committee. The members of the Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. No more than one member of the Faculty Responsibility Committee should be appointed from the same department as the faculty member who is subject to investigation. The accused faculty member has the right to request that such a committee be constituted. Members of the committee shall sign a confidentiality agreement regarding all matters discussed in this committee.

c. The Faculty Responsibility Committee shall have no fewer than three, and preferably five, members. This Committee shall assure that any person who brings or responds to allegations of misconduct will have a timely, full and fair opportunity to present written or oral information to support his or her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of academic misconduct may offer written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report. The Faculty Responsibility Committee shall maintain confidentiality as to allegations of academic misconduct submitted to it—oral, written or tangible--submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and University Counsel shall endeavor to give reasonable assistance if possible.

d. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions, and recommendations, and, to the extent reasonably possible, it shall include as attachments any written statements, any documents and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and his or her recommendations for any actions or further proceedings the Faculty Senate Personnel Committee and the University President or his or her designee.

5. The Dean shall provide a current list of all SMC committees and their faculty membership. The list shall be publicly available online and updated every September 1, and as needed.

F. SMC Budget Advisory Committee

1. The SMC Budget Advisory Committee shall, in consultation with the Dean and the Senior Vice Dean for Finance and Administration, review and make observations and recommendations regarding the School's budget. In order to undertake an informed review, the Committee will be given reasonably detailed information, to the extent feasible and

within University practice, regarding revenue, allocation and expenditure matters within the School. Transparency is a key consideration in all deliberations.

2. Each department shall elect one full-time faculty member to serve on the SMC Budget Advisory Committee, and the Dean shall appoint four members of the committee from the SMC faculty and staff. The term of membership for elected members is three years; elected members cannot serve consecutive terms. The terms of office for elected members are staggered, so that two elected members of the Advisory Committee are elected each year. To constitute the committee, two of the elected members will serve three-year terms and two will serve two-year terms. The Senior Vice Dean for Finance and Administration and a designee from the elected faculty members shall serve as co-chairs and preside over Committee meetings. The co-chair designee shall be selected by the Committee's elected faculty members.
3. The SMC Budget Advisory Committee shall meet at least once each semester during the academic year, at an appropriate time to provide input on budget development. In addition, the Dean or the co-chairs may convene the Committee as needed.

G. University Representation

1. The School's representatives to the Faculty Senate shall be elected from and by the full-time members of the SMC faculty.
2. The SMC Faculty Senate Steering committee representative shall be elected by all full-time faculty members and from among tenured and tenure-track full-time members of the faculty.

Article IV: Revisions or Amendments to Bylaws

Revisions or amendments to these standard Bylaws may be recommended by the SMC Personnel Committee or the Faculty Assembly to the Dean, who in turn may make such recommendations for amendments to the President. The Dean also shall review the Bylaws of the School every five years and, after consultation with the SMC Personnel Committee and Faculty Assembly, may recommend revisions or amendments to the Bylaws. In all instances, revisions or amendments must be presented to the Faculty Assembly for its approval, pursuant to the procedures for revision described in the Bylaws. Recommended revisions shall be forwarded to the President or his or her designee. University Counsel will review recommended revisions or amendments to assure conformity to University policies. After review by University Counsel, the President or his or her designee may approve revisions or amendments and set the date upon which they will become effective.