Article I. Purpose and Implementation

Section 1. These Bylaws are created to assist in the effective and efficient governance of the School of Communication at the Florida State University. They are subject to the higher authority of regulations adopted by the University, the Faculty Senate, The Florida State Board of Trustees, the Florida Board of Governors, and statues adopted by the Florida Legislature. They must be in accord with the Bylaws of the College of Communication and Information.

Section 2. Adoption. These Bylaws must be endorsed by majority vote of the Faculty of the School and approved by the Dean of the College.

Section 3. Revision. In every year ending in 5 or 0 the School Director shall appoint a special committee to review and update these Bylaws. Any departmental committee, including the Executive Committee, may initiate amendments or revisions at any time in the academic year.

Article II. Membership of the School Assembly

Section 1. The principal legislative authority of the School shall rest in the School Assembly. This shall consist of all faculty members tenured or in tenure-earning positions, service professors, assistants or associates in communication, and visiting faculty members holding the rank of assistant professor or above. Instructors, visiting professors appointed for less than an academic year, post-doctoral fellows, emeritus faculty, and those holding courtesy or adjunct appointments may participate in Assembly deliberations but shall not have the right to vote.

Section 2. The School of Communication shall be composed of two divisions, the Integrated Marketing Communication Division (IMC) and the Media and Communication Studies Division (MCS). Each faculty member of the School will also be a member of one of these two divisions.

Section 3. The IMC and MCS faculty shall each form and operate a separate Divisional Faculty Assembly that will have the responsibilities and powers of divisional assembly.

Section 4. The IMC and MCS Divisions shall develop and implement Bylaws to assist in the effective and efficient governance of the separate divisions. The actions by the two divisional faculty assemblies will be separate, independent and non-binding on the School of Communication. These divisional bylaws (See
Appendices A and B) shall apply only to that division. These School of Communication Bylaws and the rules of the bodies enumerated in Article 1, Section 1 above shall supersede any Division Bylaws should a conflict of documents arise.

Section 5. The School Director and Director of Doctoral Studies shall encourage organization of a Communication Graduate Student Association. When organized, CGSA shall, by process described in its constitution and approved by the School Director, select a graduate student to participate in deliberations of the Assembly, with the right to vote.

Article III. Meetings and Powers of the School Assembly

Section 1. The School Assembly shall meet in regular session at least once each semester during the regular academic year and may meet on special call during the summer. Only emergency decisions identified as such by the School Director, with the advice of the Dean, may be made during the summer term if one-fourth or more of the faculty are unavailable. Dates and times of meetings shall be established by the School Director, and the time designated shall be as free as possible from conflicting school classes and other activities.

Section 2. Special meetings may be called by the School Director, or on written request from five voting members of the Assembly.

Section 3. Presiding Officer. The School Director shall normally preside at meetings of the Assembly. In the absence of the School Director, he/she shall assign another member of the Executive Committee the responsibility of presiding.

Section 4. Agenda. The School Director shall prepare and distribute to all faculty members and the CGSA representative an agenda for each meeting of the Assembly. Items may be added to the agenda on request of any three members.

Section 5. Powers of the School Assembly. The Assembly shall:

   a. receive reports from departmental committees, directors of undergraduate and graduate studies, and those faculty coordinating majors or emphasis areas. It shall take whatever action on these reports seems appropriate.

   b. not discuss specific cases of tenure, promotion, salary increments, nor serve as an appeals committee on grievances.
c. discuss any other matter it chooses and offer its opinion or advice to the upper authorities.

Section 6. Minutes. The Director shall appoint a member or secretary to keep minutes for each meeting of the School Assembly. These minutes shall record members present, topics discussed, and include the results of all formal votes cast. The minutes will not attempt to summarize Assembly debate or arguments on either side of controversial issues.

Section 7. Proxies or Absentee Ballots. Proxies or absentee ballots may be permitted only under the following unusual circumstances: A faculty member who feels strongly about an issue before the faculty, and who for reasons of health or professional obligations must miss a critical meeting, upon receiving the School Director’s permission to do so, may cast a proxy or absentee ballot. Faculty members wishing to use proxies or absentee ballots are encouraged to inform themselves and their colleagues on the issues.

Article IV. School Director

Section 1. The School Director shall be the chief administrative officer of the School. The School Director shall serve as its principal financial officer, authorizing all regular expenditures, preparing an annual budget and an annual financial report at the end of each fiscal year, redistributing budgets at the end of a fiscal year, and meeting emergencies of all kinds.

Section 2. The School Director shall, in cooperation with selected faculty member(s), plan an in-depth orientation for all new teaching assistants.

Section 3. The School Director may appoint an Associate or Assistant School Director, a Director of Doctoral Studies, a Director of the Integrated Marketing Communication Division and a Director of the Media and Communication Studies Division. These officers serve at the pleasure of the School Director and may be removed and replaced on his/her sole initiative.

Section 4. The School Director shall coordinate the academic program of the School Department, reconciling the conflicting demands of various curricular majors and emphasis areas, then allocating resources (assistantships, adjunct appointments, capital outlay, and expense funds) to meet the needs of the School. The School Director shall serve as liaison officer and school representative (or shall designate such representatives) to officers and bodies outside the School.

Section 5. The term of office of the School Director shall be for three academic years beginning July 1st, renewable indefinitely by mutual consent.
Section 6. Six months before the end of each three-year term for the School Director, the Dean of the College shall consult the School Director concerning his/her willingness to serve or another term. If the School Director wishes to be relieved, the Dean shall initiate proceedings (Section 7) for selection of a new School Director. If the School Director is willing to continue, the Dean shall, without the participation of the School Director, poll the faculty. A majority vote of confidence in the School Director shall constitute a recommendation to the Dean that the School Director be appointed for another term of three academic years.

Section 7. Whenever for any reason the office of School Director becomes vacant, or will soon become vacant, the Dean shall appoint a Search Committee broadly representative of the faculty, and, if a majority of the faculty approves, the Committee shall submit the name of its nominee to the Dean for approval. Upon approval of the Dean, this person shall immediately become Director-Designate and serve on the Executive Committee. Further, the Director-Designate shall assume the Director position on July 1st.

Section 8. If the Director position becomes vacant due to unforeseen circumstances and there is a Director-Designate, the Director-Designate will immediately assume the Directorship. If there is no Director-Designate, the Dean will appoint an Acting School Director and will appoint a Search Committee as described in Article IV Section 7.

Section 9. Recall. Any five voting members of the School Assembly may at any time initiate a petition asking for a vote of confidence in the School Director. When this is received by the Dean he/she shall submit a secret ballot to the membership of the School Assembly. Two-thirds of the voting membership of the Assembly shall be required to vote “no confidence” prior to the expiration of a regular term. Whenever this is certified, the Dean shall relieve the School Director of administrative duties, appoint an Acting School Director, and initiate a search for a new School Director, whose initial appointment shall be for a term of three academic years.

Article V. Other Administrative Roles Within the School

Section 1. The School Director shall appoint, upon recommendation by the faculty in each Division, a Director of the IMC Division and a Director of the MCS Division.

Section 2. The duties of the two Divisional Directors will include submitting recommendations to the School Director regarding undergraduate admissions, Masters admissions, funding offers to Masters students within budget allocations, annual evaluation of faculty members (via a process to be contained in Divisional Bylaws – See Appendices A and B), merit pay increases, assignments of
responsibility, summer teaching assignments and rotations, course scheduling, faculty peer evaluations, initial review of course and program changes, appointing search committees, and making hiring recommendations. The Directors may be assigned additional duties beyond these by the School Director.

Section 3. The Director of Doctoral Studies shall be appointed by the School Director. The Director will chair the Doctoral Studies Committee (see below) to enhance the quality and effectiveness of the doctoral program. The Director of Doctoral Studies will also be responsible for recruiting, orientation, and tracking of doctoral students for the Department’s entire doctoral program.

Article VI. Standing Committees

Section 1. Executive Committee

Part 1. Membership. The School Director shall preside over the four- to seven-member committee with a voice and a vote. Ex-officio voting members of the Executive Committee shall be the Assistant or Associate Director (if one is appointed), the Director-Designate (if there is one), the immediate past School Director or Department Chair, and the Directors of the IMC Division, MCS Division and Doctoral Program. The School Director MAY appoint additional faculty members to the Executive Committee to represent fairly the various interests of the School.

The Executive Committee shall meet regularly on call of the School Director.

Part 2. Duties. The Executive Committee has as its charge the welfare of the School as a whole and serves as an advisory body to the School Director on policy matters. It makes necessary recommendations to the faculty and suggests guidelines for the annual assignment of duties and modification thereof, and for the annual evaluation procedure.

Section 2. Academic Affairs Committee.

Part 1. Membership. This five-member committee shall be elected by the faculty, with each Division electing two members and the School Director appointing the fifth member.

At least two members will be elected from among faculty holding Graduate Faculty Status. At least four members will be tenured or tenure-earning faculty.

The School Director shall be an ex-officio nonvoting member of this committee, available for consultation but not expected to attend all committee meetings.
Part 2. Responsibilities. This committee shall review and recommend to the College Academic Affairs Committee changes, additions and deletions to courses, programs, certificates, course mapping, and other matters under the purview of the College committee. The School Academic Affairs Committee will recommend to the School faculty admissions, advising and other curricular matters not under the purview of the College Academic Affairs Committee.

Section 3. Doctoral Program Committee (DPC)

Part 1. Composition. The Director of Doctoral Studies shall chair this committee. The School Director shall be a nonvoting ex-officio member who may attend if they wish or are asked but are not counted in determination of a quorum.

Joining these ex-officio members on DPC will be two elected faculty members, one elected by each Division each year. Eligibility for election to the DPC shall include all faculty with MDS and DDS.

Part 2. Responsibilities. The DPC shall coordinate recruitment of doctoral students for all programs in the department, review applications for admission to the doctoral program, encourage doctoral student participation in CGSA, receive from curricular major coordinators recommendations concerning both admission and funding, make recommendations to the School Director for funding of new and continuing doctoral students, and recommend to the School Director candidates for fellowship and assistantship awards.

The DPC will conduct reviews and make recommendations to the College Academic Affairs Committee regarding initial and continuing Graduate Faculty Status for school faculty. School criteria for GFS shall be included and updated as needed as Appendix C of these School Bylaws.

The DPC will review the results of teaching instruments used to evaluate teaching assistants, including any in-house document. It will plan unannounced visits to classes taught by TAs by faculty members familiar with the subject area, and review the performance of all TAs at the end of the spring semester.

The DPC will review the work and progress of all new doctoral students at the end of the second completed semester. It will conduct an annual review of all doctoral students, with special attention to doctoral students who have not yet reached candidacy. It shall recommend termination of students not making satisfactory progress toward a degree.

In addition, the DPC will coordinate external reviews of the doctoral program. It will write a brief annual report on the doctoral program for the School
Director, Dean of the College, and the University’s Dean of The Graduate School.

The DPC will revise and update as necessary the Guide to Doctoral Studies documents for doctoral programs. It is responsible for long-range planning, for the maintenance of academic standards, and for bringing needed recommendations to the School Assembly.

Section 4. Appeals Committee.

When a student grade appeal is filed, the School Director will appoint a grade appeal committee following university procedures.

Section 5. Promotion and Tenure Committee.

Part 1. Membership. All tenured faculty members shall be eligible to stand for election as members of the Promotion and Tenure Committee, with the exception of the School Director. All members of the Departmental Assembly may vote in the elections of P&T Committee members. Elections will take place in January of each year, following guidelines supplied by the Dean of Faculties.

A) The School P and T Committee will be composed of six members, with three members elected by and from each division.

B) The School representatives for the College P and T Committee will be composed of two faculty members. Each division will elect one member to serve on the College Committee.

Part 2. Promotion and Tenure Consideration.

Each year, the three members elected from each division will undertake a preliminary review of materials and nomination of candidates for tenure and promotion from that division for consideration by the School P&T committee. This will include preliminary review of faculty not holding tenure and/or holding rank below that of professor. Evaluation shall include appropriate measuring instruments and in-class observations of teaching. Faculty will be given a two-week notice prior to classroom visits. In addition to teaching effectiveness, evaluation shall include research and service as described in the Faculty Handbook.

All the members of the P and T committee shall evaluate each faculty member nominated by the divisional members. Based on these evaluations and in consultation with the faculty member, the P and T committee may recommend consideration for promotion and/or tenure. This process shall take place during the spring semester prior to the preparation of promotion/tenure folders. It is preliminary to and distinct from the formal recommendation process and vote in
Fall semester. A recommendation that a faculty member be considered for promotion and tenure during this preliminary procedure does not obligate the P and T subcommittee to forward a favorable recommendation after reviewing the candidate’s folder during the formal promotion and tenure process.

If a candidate is recommended to prepare a binder, the divisional P&T representatives will work with the School Director and the candidate to prepare the binder.

On the occasion of each annual review the School Director shall apprise the faculty member of the requirements for promotion and tenure and evaluate his/her progress toward meeting those standards. On the occasion of the third year of progress on a tenure-earning line (in the sixth semester of service or the equivalent), a faculty member will prepare materials for the P and T subcommittee to review. The divisional representatives will prepare a formal third year review letter for review and approval of the whole P&T committee. This letter will be included in the materials the P&T Committee sees when a candidate seeks tenure and/or promotion.

Faculty members should consult the current School of Communication statement on Criteria for Promotion and Tenure and the statement on Annual Evaluation and Merit Procedures.

Section 7. Space, Equipment and Technology Committee. This committee of three to five members shall be appointed by the School Director from faculty most knowledgeable about and concerned with emerging technology. It shall serve as the policy board for departmental space, computing and telecommunication matters.

Section 8. Election Committee.

Part 1. An elections committee of two members shall be appointed by the School Director in the fall of each year. This committee shall be responsible for determining the preferences of faculty members and preparing a ballot for a fall or spring election to the Academic Affairs Committee; school and college P&T Committee; and the Doctoral Program Committee.

Part 2. No faculty member shall serve on more than two of the following committees: Executive; Academic Affairs; Doctoral Policy. The School Director may ask any faculty member to serve on an additional committee if that is necessary to meet departmental needs.

Section 9. Special (ad hoc) Committees. The School Director may appoint, with the advice of the Executive Committee, special committees for such purposes as a search once a new faculty position in the School has been authorized. Ad hoc committees are discharged once their report has been received and acted upon.
Article VII. Quorum. A quorum shall consist of a majority of the voting members of the Departmental Assembly. In each of the School committees the common law requirement of a majority of the membership shall prevail.

Article VIII. Parliamentary Authority. In all cases not covered by these Bylaws or by such Standing Rules as the Assembly or committees of the School shall establish, the parliamentary authority shall be the most recent edition of *Sturgis Standard Code of Parliamentary Procedure*.

Article IX. Amendment

Section 1. Proposed amendments shall normally be presented to a regular or special session of the School Assembly for information and preliminary discussion, and placed on the agenda of the next session of the Assembly for debate and vote. If the second session referred to herein comes at least one week after introduction and preliminary discussion, a majority vote of the members present and voting shall be sufficient to adopt the amendment.

Section 2. Emergency Amendments. In case of emergency as judged by the School Director and affirmed by majority vote of the Assembly, a two-thirds affirmative vote of the entire membership of the School Assembly shall be sufficient to adopt an amendment at the time of its first introduction. Such vote must be preceded by open discussion and debate in the Assembly, but may include in voting tabulations written ballots submitted to the School Director by members unable to be present.

Appendix A: Divisional Bylaws for the Integrated Marketing Communication Division (if available).

Appendix B: Divisional Bylaws for the Media and Communication Studies Division (if available).

Appendix C: School Criteria for Graduate Faculty Status.

**Appendix D: School of Communication Promotion and Tenure Policy**

**Appendix E: School of Communication Annual Evaluation and Merit Procedures**