

NOV 30 2004

SCHOOL OF ARTS & SCIENCES
OFFICE OF THE DEAN

September 22, 1995

CENTRAL CONNECTICUT STATE UNIVERSITY*Department of Communication*

CCSU

Bylaws

NOV 30 2004

SCHOOL OF ARTS & SCIENCES
OFFICE OF THE DEAN*Article I: Membership and Quorum*

- A. Full-time instructional faculty members assigned to the Department by the University shall be the voting members.
- B. A quorum of the Department shall consist of two thirds of the members. 8/12
- C. Voting privileges on any matter are limited to those faculty present at meetings, unless sealed proxies are given to the Chair prior to a meeting.

*Article II: Personnel Procedures and Responsibilities*A. The Chairperson

1. The Chairperson shall be selected from three nominees elected by the Department. In submitting the list of nominees to the appropriate administrative officers, the order of voting preference determined by a 3-2-1 point scale shall be specified together with the total ballots cast for each nominee.
2. The Chairperson administers the general affairs of the Department in accordance with the appropriate sections of the BOT/AAUP contract.
3. If the Chair is to be absent for two weeks or less, the Chair may appoint an Acting Chair. If the Chair shall be absent for longer than two weeks, an Acting Chair shall be selected by the chair with the advice of the full faculty and the consent of a simple majority of the faculty.

B. The Faculty

The Department shall seek to recruit and to retain an able faculty. Procedures for appointments, retention, tenure, promotion, and sabbaticals shall be as follows:

1. Appointments Procedures

Initial appointments to the Department of Communication shall be recommended to the President by the Department Chairperson after consultation with full-time Department members who are available at the time of a search to fill a full-time or part-time position.

Department members shall be invited to review credentials, to meet candidates invited for interviews, and to make recommendations either collectively or singly.

2. Department Evaluation Committee

Reappointment, non-reappointment, promotions, tenure and dismissal decisions, and other faculty assessments shall be initiated by the work of the Department Evaluation Committee described as follows:

This committee shall consist of three full-time tenured department members elected by the full-time faculty (unless the department by majority vote chooses to ask the President for an exception to the tenure or department membership requirements) and the Department Chair. The Chair will be an ex-officio non-voting member of the committee. The Chair will append an independent evaluation to the DEC evaluation as per section 4.11.1 of the faculty contract. Input in writing from all full-time, department members shall be requested by the DEC before making a recommendation regarding any candidate. The DEC shall provide a copy of such material to the candidates. The committee Chairperson, selected by the committee members, shall notify department members of coming evaluations as required by the current faculty contract.

a. Promotion

Recommendations will be made by the Department Evaluation Committee after consideration of the candidate's qualifications as prescribed in the BOT/AAUP contract.

b. Tenure

Recommendations regarding tenure will be made by the DEC in accordance with contractual procedures. Evidence for recommendations will be collected and considered using procedures established by the Senate.

c. Sabbatic Leaves

Faculty members eligible for leaves (after seven years of service) should submit proposals to the DEC. The Committee's recommendations will be made on the basis of criteria established by the University Senate.

Article III: Academic Affairs

A. Curriculum Procedures

The Department as a whole shall make all curriculum recommendations to the University Curriculum Committee or to appropriate administrative officials.

B. Advising

The Department shall develop procedures for advising its minors and majors.

Article IV: Committees

A. Standing Committees

Standing Committees, either within the Department or jointly with other departments, may be created as requested by the Administration or desired by the Department. Committee members shall be elected by their peers.

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B. University Committees

All departmental representatives to the Faculty Senate and other University Committees shall be elected by majority vote of the Department. Such representatives may be recalled by a majority vote of the Department (excluding the representative) providing the vote to recall by secret ballot and occurs no sooner than one week following a Department meeting where the representatives are given the opportunity to answer all charges of malfeasance in office. The Department Chairperson shall call the meeting to initiate recall procedures no later than one week after receiving a request from any member of the Department.

Article V: Summer Teaching

Each faculty member in the Department shall select and schedule at least a preferred course and have first priority for teaching the course. The Chair shall adjust the schedule only as required by appropriate Deans or by individual change of plans.

In case of such change of plans, after being notified in writing by the individual instructor that he or she will not be available for a scheduled course in the summer, the course or courses will be assigned in the following fashion--

- a. One course to the Chair or Acting Chair of the Department for the summer in question.
- b. The remainder by a drawing of names from all full-time faculty who express a wish to teach the course and are academically qualified including having taught the course before. This will be done on a course by course basis.

Article VI: Policy on Written Student Opinion Surveys (WSOS)

- A. The Communication Department approves the following Written Student Opinion Surveys (WSOS) for use pursuant to Article 4/11/8 of the CSU/AAUP contract:
 1. The Connecticut State University Course Information Survey.
 2. The Connecticut State University Course Information Survey, as amended by any professor with additional questions.
 3. Faculty Course Evaluation Scale.
 4. Department of Communication: Student Evaluation of Courses and Instruction.
- B. Department members may use evaluation forms in addition to those officially approved.
- C. Another professor or graduate student shall administer the WSOS during the last two weeks of regular class meetings, but not during the official final exam period.
- D. Full-time faculty and part-time faculty teaching day courses are instructed to have their administrant deliver the WSOS to the Secretary of the Department of Communication.
- E. Faculty teaching evening courses are instructed to have their administrant deliver the

WSOS to the Office of Continuing Education or if that office is closed, WSOS should be brought to the Secretary of the Department of Communication on the following day.

- F. All students must be informed at the time of administration of the WSOS that the completed survey will not be viewed by the instructor until all grades have been posted.
- G. The Chair of the Department will return the WSOS to faculty in time for inclusion in their materials to be submitted to the DEC.

Article VII: Amendments

These bylaws may be amended by a majority vote of Department members at any Department meeting provided that such amendments shall have been distributed in writing and shall have been discussed at a Department meeting at least one week beforehand.

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