

# CENTRAL CONNECTICUT STATE UNIVERSITY

## BYLAWS

CCSU

### DEPARTMENT OF DESIGN (Graphic/Information)

DEC 01 2005

SCHOOL OF ARTS & SCIENCES  
OFFICE OF THE DEAN

#### ARTICLE I: PREAMBLE AND DEFINITION OF DESIGN DEPARTMENT

##### Section 1

**Preamble.** The primary mission of the Department of Design is to provide high quality, broad based, contemporary design education to both undergraduate and graduate students. The Department seeks to promote interdisciplinary education that meets the graphic and information design needs of a rapidly changing global community.

##### Section 2

**Definition.** The Department shall consist of full time faculty and full time faculty jointly appointed. A quorum of the Department shall consist of two-thirds of the membership. A member, by previous arrangement, may be represented by proxy.

#### ARTICLE II: PERSONNEL

##### Section 1

**The Chair:** The Chair serves by the appointment of the President on the basis of the recommendation of the Department and coordinates the functioning of the Department as a whole.

- A. **Selection.** The Chair shall be chosen according to approved University policies.
- B. **Duties.** The Chair administers the general affairs of the Department. Duties shall include, but not be limited to the following:
1. calling and chairing Department meetings;
  2. maintaining records of Department faculty, and of the general affairs of the Department;
  3. playing a role in the personnel recommendations of the Department and in recruiting new faculty (Section 2, B, and Section 2, C, below);
  4. serving as ex-officio voting member of all Department committees, subject to the restriction in Article II, Section 2, C, below;
  5. developing budgets for the Department for submission to the appropriate administrative officers;

6. overseeing the advisory system for the Department;
7. assisting the Administration in the scheduling of the classes of the Department in cooperation with members of the Department;
8. making every effort to aid and encourage the professional development of faculty and students within the Department;
9. mediating personal and professional disagreements within the Department, and seeking remedies for complaints in conjunction with the individual faculty affected;
10. assisting students with complaints and/or referring such student complaints to the proper faculty or staff, and mediating any subsequent difficulties;
11. representing the Department as a whole to administrative officers of the university;
12. identifying, overseeing, and updating Department labs and equipment;
13. overseeing student portfolio review.

## Section 2

**The Faculty.** The Department shall recruit and retain an able faculty. Faculty with voting rights shall include both Home Department and jointly appointed full-time faculty. Prospective members should be recommended only after their professional qualifications have been studied and the likelihood of being an effective colleague has been assessed. Achievement in teaching, research and service shall be recognized through recommendations for promotion and tenure.

- A. **Rank and Tenure.** Academic rank and tenure in the Department shall not be recommended for anyone except in accordance with normal procedures for evaluation and recommendation as provided in B. and C. below.
- B. **Procedures.** (full time faculty)
  - a. When a faculty appointment is authorized in the Department, the chair shall convene a search committee. The committee shall be comprised of at least three (3) Department faculty. Procedures for selecting new faculty shall include whenever possible, but not be limited to:
    - (1) review the credentials of the candidate;
    - (2) provide an opportunity for Department faculty to meet with the candidate;
    - (3) provide an opportunity for representatives of undergraduate majors of the Department to meet with the candidate.
  - b. The recommendation for appointment to the Department must be by majority vote of the Department faculty.
  - c. In the event of an emergency appointment, the Department chair shall attempt to consult with Department faculty and then make a recommendation to the Dean.

- d. Given the interdisciplinary mission of the Department, full time joint appointment of faculty from allied disciplines may be recommended by the majority of the full time faculty.

C. Non - reappointment, Dismissal, Promotion and Tenure.

1. Procedures.

The membership of the Department Evaluation Committee (DEC) shall be established in compliance with University policy.

- a. The DEC, with the approval of the affected candidate may invite a qualified outsider to sit on the committee.
- b. Recommendations for non - reappointment, dismissal, promotion and tenure shall be made to the appropriate administrative officers by a majority vote of the Department Evaluation Committee. Any committee member who does not concur with the recommendation shall have the opportunity to append comments to the recommendation.
- c. Non-tenured faculty shall be evaluated by the Department Evaluation Committee annually.
- d. Each tenured teaching member shall receive a professional evaluation at least every six years.
- e. Members of the Department Evaluation Committee shall be elected to a two year term by members of the Department. The committee will be convened by September 15 each year and will elect a chair and assign responsibilities.
- f. The Department Evaluation Committee shall perform its work in compliance with University policy.
- g. Joint appointees may request that Department DEC forward a letter of evaluation to the joint appointees Dean.
- h. Joint appointees are Presidential appointments and as such, issues pertaining to appointment and reappointment should be brought by the Department Chair, with the advise of the DEC, to the Dean, and finally to the President who upon hearing from all concerned and reviewing any material submitted, would make a decision.

2. Faculty and Course Evaluation Questionnaires.

Course evaluations will be administered pursuant to contract requirements.

3. Teaching Loads, Assignments, Materials and Equipment.

The Department shall recommend teaching loads and optimal class sizes to the Dean of the School. The chair shall be responsible to direct the use of any program specific equipment, labs, and materials.

4. Department Meetings.

In addition to the chair, any member of the Department may call a meeting of the Department, provided that all members including the chair are given reasonable notice. A schedule of meetings will be distributed at the beginning of each semester. Agenda will be distributed prior to the meeting. Additional meetings will be scheduled as needed, keeping in mind faculty convenience, and minutes will be recorded at each meeting. Department votes, except for recall shall be by simple majority.

D. Part Time Faculty.

1. Department faculty will provide input for the appointment of part time faculty.
2. All faculty meetings shall be open to part time faculty. Voting is restricted to full time faculty members.
3. The chair shall be responsible for evaluating part time faculty each semester.
  - a. Evaluation of teaching merit shall include, but not be limited to, the following criteria:
    - (1) Attendance. The instructor must be in attendance at all scheduled class meetings. If a class must be canceled due to illness, the chair must be informed simultaneously with the required notification to the office of Continuing Education;
    - (2) Course Syllabus (I). The instructor must submit a course syllabus to the chair prior to or during the first week of classes. Course requirements, required readings, attendance policies, and grading criteria must be provided in the course syllabus (I);
    - (3) On - site Visitation. On - site visitation to classes by the chair or designee may occur at any time during the academic semester;
    - (4) Interim Faculty Evaluation. Part time faculty shall distribute and collect course evaluations from students before the end of an academic semester in accordance with University policy;
    - (5) Class Meetings. Classes shall be met through the full final examination period;
    - (6) Final Examinations. Final examinations shall be given in compliance with University policy;
  - b. Office Space. The Department chair shall assign office space, when available, for part time faculty.

## ARTICLE III: ACADEMIC AFFAIRS

### Section 1

Curriculum Procedures. The Design Department will meet and make recommendations to the Dean of the School regarding curricula pertaining to the Department. All proposals for curriculum change shall have input from affected faculty.

### Section 2

Advising Procedures. The Department shall develop procedures for and designate specific times for advising its students.

### Section 3

Recording Procedures. The Department shall keep minutes of all Department meetings and meetings of its standing committees. With the exception of the Department Evaluation Committee minutes, such minutes shall be available to all Department members, the Dean of the School and the Vice President for Academic Affairs.

### Section 4

University Committees. All Department representatives to University Committees shall be elected by majority vote of the Department and shall report on Committee activities at Department meetings.

### Section 5

Assignment of Full Time Offices. Faculty shall be assigned office space on the basis of rank in the Department.

### **The Mission Statement of the Department of Design:**

The Primary Mission of the Department of Design (Graphic/Information) is to foster artistic talent in design, and to provide high quality, broad based, contemporary design education to both undergraduate and graduate students. The Department seeks to promote education that meets the creative graphic and information design needs of a rapidly changing global community. Graduates will have the artistic vision to conduct research and evolve unique visual solutions that are consistent with contemporary standards and needs. They will contribute to the development of complete, and highly aesthetic, social information systems within the visual culture.

The Department of Design strives to succeed in our mission in the following ways: The continued revision of course content as well as the creation of new courses with emphasis on the artistic content of the curriculum, the hiring of new faculty and staff and the continued education of existing faculty as artists, the continued development and updating of our computer labs and studio spaces, and the continuation of our community out-reach and internship programs.

**CCSU**

**OCT 22 2004**

**SCHOOL OF ARTS & SCIENCES  
OFFICE OF THE DEAN**