

Central Connecticut State University

Department of Journalism

BYLAWS OF THE DEPARTMENT

Submitted Jan 2019

Preamble

The day-to-day operation of the Department of Journalism shall be governed by the following bylaws. In addition, the chairperson and members of the department shall adhere to:

- a. The Collective Bargaining Agreement between the Connecticut State University American Association of University Professors and the Board of Trustees, most recent edition (the "CSU-AAUP/ BOT Bargaining Agreement).
- b. Applicable rules and regulations approved by the CCSU Faculty Senate.
- c. Nothing in these bylaws should be construed as conflicting with any of the above, which shall take precedence in all cases.

The Department of Journalism comprises a chairperson; full-time and part-time faculty authorized by the administration; support staff; and (when funds are available) student helpers.

Officers

A. Chairperson

The chairperson shall be elected by full-time department members. The chairperson shall serve a three-year term, after which he/she can elect to seek another term. Elections for chairperson shall be held in the second year of the chairperson's term.

B. Lab/Technology Coordinator

The lab/technology coordinator is appointed by the chairperson, with approval from the appropriate administrators, to oversee the operation of the labs and multimedia spaces within the department; and work with the Media Center, IT department, and other departments to ensure and upgrade the functioning of equipment.

Responsibilities of the Chairperson

- A. Presiding over department meetings.
- B. Routine administration of the department and supervision of support staff and other workers.
- C. Preparation of correspondence and reports as required.
- D. Maintenance of department files, records, and publications.
- E. Expenditure of funds allocated to the department, in consultation with faculty. The chairperson will keep the department updated on the budget.
- F. Scheduling classes.
- G. Appointment of search committees to fill tenure-track positions.
- H. The initial hiring of all emergency fulltime and all adjunct faculty. The chairperson may consult with faculty when appropriate.
- I. Leadership in such areas as curriculum development, recruitment of students, faculty development, partnerships, relationships with the broader journalism industry, community engagement, and fundraising.

Committee Structure

Apart from the Department Evaluation Committee (DEC), the department does not have standing committees. With just five fulltime faculty (when at full strength), it treats most issues as a committee of the whole.

Department Meetings and Decision-Making

The department shall meet at least once every month during the academic year. It is the responsibility of the chairperson to call the meeting and provide an agenda at least two days in advance. Full-time faculty are expected to attend the monthly meeting. Part-time faculty are invited to attend. The department requires three fulltime faculty members for a quorum. Full-time faculty may request items be placed on the agenda. A department member must serve as Recording Secretary at each meeting, taking notes that include all votes and issues discussed, and filing the minutes on the department's share (S)drive.

The department strives for consensus on major decisions affecting all members. The department strives to hold an in-person vote on all major decisions. At times some decisions may need to be made quickly and with limited notice; any votes decision to conduct a vote via email must be agreed on by all department members.

The following actions require department votes:

- A. selection and recall of the Department chairperson (secret ballot);

B. selection and recall of department representatives to university-wide committees;

C. selection of student honorees;

D. changes in the department curriculum

E. revising and amending department by-laws;

F. any other issue the chairperson determines is best decided by vote

Department Evaluation Committee

The DEC comprises all tenured members of the department; however, members under review are temporarily excused. The DEC may elect a chairperson. The DEC is responsible for making evaluations and recommendations with respect to reappointments, tenure, promotion, professional assessment, sabbatical leaves, and the evaluation of part-time members. DEC shall evaluate faculty using the department-approved Promotion and Tenure Guidelines. All faculty must use the evaluation method approved by the department but may add additional material. Part-time members shall be observed once during their first semester and at least once every three years after that.

Observation of classroom teaching, which is normally part of pre-tenure evaluation, must adhere to the follow procedures:

- A. Only DEC members may observe members up for tenure or promotion.
- B. The Observer must give the faculty member at least a week's notice.
- C. The Observer must make the results of the observation known within 10 days.
- D. The faculty member may request a second observation of his/her choice.

These bylaws may be revised by a majority vote of the department at a meeting following the submission of proposed revisions at least two weeks prior to the meeting.