

COLLEGE OF COMMUNICATIONS FACULTY

ORGANIZATION AND OPERATING GUIDELINES

PREAMBLE

The purpose in organizing the College of Communications Faculty (the "Faculty") is to facilitate the efforts of the Faculty to achieve academic and scholarly excellence in keeping with the missions of the College. The organization shall serve as the voice of the Faculty in legislative, advisory, consultative, and forensic functions, subject to the rules and regulations of the University, recognizing the authority vested in and delegated by the University Faculty Senate.

ARTICLE I -- MEMBERSHIP

Membership in the Faculty shall consist of tenured faculty of all ranks, persons on tenure-track appointments, fixed-term appointments and affiliate faculty. There shall be a Committee of the whole Faculty.

ARTICLE II -- EXECUTIVE COMMITTEE

There shall be an executive committee (the "Executive Committee") of the College consisting of the Deans of the College and the Department Heads of the College and such other officers of the College as the Executive Committee shall determine.

ARTICLE III -- RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall advise the Deans on policymaking of the College.

ARTICLE IV—DEPARTMENTS

The College shall be organized in the following four departments: Advertising/Public Relations, Journalism, Film/Video and Media Studies, and Telecommunications. Although housed in one department, the Film/Video and Media Studies majors will remain as separate and distinct degree programs. Each Department shall have a Department Head whose responsibilities include (but are not limited to) academic personnel matters (such as promotion and tenure, faculty development and annual reviews, curriculum and student affairs. The Department Heads serve as members of the College Executive Committee. They shall be appointed to three-year renewable terms by the Dean with the advice and consent of the faculties of their respective Departments and the concurrence of the Provost. The Department Heads report to and serve at the pleasure of the Dean.

Departmentalization shall be guided by the fundamental principle that the College is and shall remain an integrated whole. The professional fields and disciplines represented by the four Departments are closely intertwined. Thus, the curriculum shall continue to be the province of the College—not departmental or program—faculty.

ARTICLE V -- MEETINGS

The Faculty shall meet at least two times each academic year, or at the request of a Quorum of the Faculty. A chair, elected every two years by the faculty, shall solicit items and conduct the meetings.

In addition, the Dean may call other meetings of the faculty during each academic year. The agenda for these meetings shall be determined by the Dean in consultation with the Associate Deans. The meetings called by the Dean shall be chaired by the Dean.

The Executive Committee shall meet at least monthly each academic year. Special College faculty meetings may be called by the Executive Committee.

The Department Heads shall meet regularly with the faculty of their departments to determine:

- the academic policies of the department, subject, in the matter of curriculum revisions and expansion, to review by the Curriculum and Liaison Committee of the Faculty and the Deans, and;
- the development needs of the department, subject to review by any relevant committees of the Faculty as appropriate and the Deans.

ARTICLE VI -- QUORUM

A simple majority of the Faculty shall constitute a quorum.

ARTICLE VII -- RULES OF PROCEDURE

Robert's Rules of Order, latest revision, will serve as the official document governing rules of procedure. A Parliamentarian may be appointed by the Executive Committee.

ARTICLE VIII -- COMMITTEES

A. Standing Committees

The following Standing Committees shall be established:

1. Promotion and Tenure
2. Curriculum and Liaison
3. Academic Integrity
4. Student Scholarships
5. Graduate
6. Sabbatical

The Faculty shall, with the advice and consent of the Dean, elect annually members to constitute such other Committees as shall from time to time be deemed appropriate.

1. Promotion and Tenure Committee

A. Committee Structure:

There will be two College of Communications evaluation committees: The Department Promotion and Tenure Committee and The College Promotion and Tenure Committee.

i. Department Committee Composition:

The Department Promotion and Tenure Committee is a standing committee elected annually by the tenured and tenure-track faculty of the College. The Committee consists of three tenured members of the faculty and shall elect its own chair.

Deans and Department Heads of the College shall not vote in the election of this panel. Professors appointed by the Dean to the College Promotion and Tenure committee (see below) are ineligible for election to this panel.

The Department Committee is charged with examining all candidates for promotion, and to review tenure qualifications keeping an appropriate timetable for reporting on these procedures to the Dean of the College. It is charged with keeping adequate records.

ii. College Committee Composition:

The College Promotion and Tenure Committee, which serves as the oversight body for the Department Promotion and Tenure Committee, shall consist of three tenured faculty members, the majority of whom shall be full professors, two of whom shall be elected by the faculty, and one of whom shall be appointed by the Dean.

B. Department Head Review:

After the Department Committee reviews are complete, the Department Head shall review the dossier and write a report to the Dean setting forth his or her recommendation about the candidate.

C. Committees Composition Principles:

In reviewing the candidates' qualifications for promotion and tenure, the following principles apply:

- i. Only tenured faculty may recommend for tenure.
- ii. Only members of equal or higher rank than the rank being considered may recommend for promotion.
- iii. No faculty member shall be part of his/her own evaluation. No member of either level of the Promotion and Tenure Committees who is a relative or significant other of a candidate under review may participate in evaluation of that candidate, in accordance with university guidelines.

- iv. When there is an insufficiency of full Professors in the College, the Dean, with the concurrence of the Provost, shall also be empowered to appoint additional members at the appropriate rank to either or both committees.

D. Committee Composition if Insufficiency of College Faculty:

In the event that there are insufficient members of the College faculty to constitute the Department Committee or the College Committee consistent with tenure and rank requirements, the following principles and procedures shall be applied:

- i. Both committees shall be formed consistent with the core principle of peer review.
- ii. Tenured faculty members added to the Department Promotion and Tenure Committee from outside the College shall be appointed by the Dean with the concurrence of the Provost. To the extent possible, these candidates shall be from related academic units or have expertise appropriate for carrying out a peer review.
- iii. Members added to the College Promotion and Tenure Committee shall be elected in a manner prescribed in B above or appointed by the Dean in order to maintain the balance of elected and appointed members required in section VI above.
- iv. If possible, at least one member of the College's tenured faculty should be on each committee, and if possible, a member of the College's faculty shall be chair of the committees.
- v. Any variance sought from the Provost under HR-23 shall, to the extent possible, enhance peer review.

2. Curriculum and Liaison Committee

The Committee shall be chaired by the Senator who represents the College on the Curricular Affairs Committee of the University Faculty Senate. Elected faculty members representing each of the five undergraduate academic programs of the College shall be members (in addition to the Chair). The Associate deans shall be ex-officio members. The Curriculum Committee has the responsibility for all curriculum matters of the College and its component Departments, specifically including curricular revisions and expansions. The curriculum of the College is the province of the College Faculty. To that end, the Committee is charged with the affirmative responsibility of ensuring that the College curriculum is integrated and protecting against compartmentalization, redundancy, and/or competition among the Departments. The College Faculty, meeting as a committee of the whole, has final authority (in accordance with the principles of shared governance and curricular rules and procedures of Penn State) over all curriculum matters of the College.

3. Academic Integrity Committee

The College shall have an Academic Integrity Committee, consistent with Senate Policy 49-20, charged with enforcing the College's and University's Academic Integrity policies. The Committee shall also orient and educate incoming students and faculty members of the College with respect to these policies. The Committee further serves as the hearing board on any alleged violations of the policy. The Committee shall be comprised as follows: Three faculty members (at least one tenured member who will serve as chair) appointed by the Dean; two students chosen by the Dean from a list of nominees provided by the Undergraduate Student Council and G-SIC (Graduate Students in Communications); and a Department Head from within the College. The Associate Dean for Undergraduate Education will provide administrative support. The faculty members shall serve two-year terms. The student members may be appointed for one or two years and should be declared majors with the College.

4. Student Scholarships Committee

The Faculty shall appoint annually a number of its members (as shall from time to time be determined by the Dean with the advice and consent of the Faculty) as a committee on Student Scholarships, having at least one representative from each of the Departments of the College, as well as such consultants as the Dean, with the advice and consent of the Faculty, shall from time to time appoint. The Associate Dean for Undergraduate Education shall appoint the chair. The function and purpose of this Committee shall be to serve as the principal awarding authority for College-controlled scholarships and awards. The Committee shall:

- i. Process applications and select recipients for scholarships;
- ii. Serve as the central oversight authority for scholarships in the College. As such, it will have the responsibility for reviewing all scholarships awarded by individual academic departments in the College for compliance with general University regulations, donor stipulations, and academic requirements;
- iii. Consult and cooperate, when necessary, with the Office of Student Aid and the Office of the Bursar in the discharging of these administrative duties; and,
- iv. Serve as the principal advisory group to the Dean on matters related to scholarships and awards.

5. Graduate Committee

The Faculty shall elect annually a number of its members (as shall from time to time be determined by the Associate Dean for Graduate Studies with the advice and consent of the Faculty) as a Graduate Committee having at least one representative from each of the Departments in the College. The Graduate Committee shall report to the Faculty. The Associate Dean for Graduate Studies

shall be the Chair of the Committee. The function and purpose of the Graduate Studies Committee is:

- i. to initiate and review policy matters pertaining to the operation of graduate programs in the College and to recommend resolution of questions pertaining to graduate student or graduate program concerns as requested by the Associate Dean for Graduate Studies;
- ii. to advise the College's faculty and administration on matters pertaining to the relationships between graduate and other academic programs and activities in the College.

6. Sabbatical Committee

The faculty shall elect annually a number of its tenured members (as shall be determined from time to time by the Dean with the advice and consent of the Faculty) as a Sabbatical Committee. The function and purpose of this committee shall be to consider applications for sabbatical leave and to make recommendations on such applications to the Dean.

B. Operation of Standing Committees

The Chair of each standing committee, unless otherwise provided, shall be selected by the Committee members. A standing committee will meet on the call of its Chair. Reports from standing committees will be submitted to the Faculty when appropriate.

C. Special Committees

Special Committees may be appointed by the Dean of the College, with the advice and consent of the Faculty, at the request of the Executive Committee, the Dean, or the Faculty.

D. Relationship of the Ombudsman to the Faculty

In accordance with the Pennsylvania State University Policy Manual (PS 76, Faculty Rights and Responsibilities), an Ombudsman shall serve as conciliator in disputes between/among faculty and administrators in the College, when requested by any of the parties involved.

ARTICLE IX -- AMENDMENTS

This document and the provisions hereof shall be subject to change by a two-thirds vote of the tenured and tenure-track faculty with the advice and approval of the Dean.

UPDATED
9/03

Good Offices Subcommittee removed due to change in senate policy