

# Department of Telecommunication

## By-laws

**Approved by vote of 9-0 October 28, 2011**

We believe that an academic department culture of shared governance, characterized by (1) mutuality, collegiality and collaboration; (2) transparency; (3) representative participation; (4) mutual accountability; and (5) clarity of roles, provides the foundation for success in teaching, research and service. We also believe that academic departments with a reputation for responsible, respectful conduct attract and retain the best faculty, staff and students yielding long-term, sustainable excellence.

### ***Section I—Governance of the Department***

The Department of Telecommunication is a fundamental unit of academic and administrative organization with the College of Journalism and Communications, one of the basic degree granting units of the University of Florida (University of Florida Constitution). All provisions contained herein shall be in accordance with and subordinate to the regulations and procedures of the University of Florida Board of Trustees and the Florida Board of Governors, the Collective Bargaining Agreement between the University of Florida Board of Trustees and the United Faculty of Florida, the University of Florida Constitution, the Constitution of the College of Journalism and Communications, state and federal laws and regulations, hereinafter —University Policy.

Operating within these various regulations and procedures, the governance of the Department of Telecommunication shall be shared among the administration of the College, the administration of the department and the department's faculty.

### ***Section II—The Faculty***

#### **A. Membership of the Faculty**

1. The faculty of the department consists of those in tenure accruing ranks and non-tenure accruing ranks as defined in the University Constitution and the Florida Administrative Code 6C1-7.003. Unless otherwise specified, all faculty have the right to vote on departmental issues relevant to their specific roles and responsibilities. Generally, a simple majority of faculty present and voting will carry or defeat a motion providing that a quorum of 2/3s of the faculty membership is present and voting.

2. Courtesy appointments to the faculty may be proposed by any faculty member (including the chair). Upon a majority vote of the departmental faculty such appointments can be made. Faculty on courtesy appointments will not be extended voting privileges in the department nor will they accrue tenure in the department.

## B. Graduate Faculty

1. All members of the faculty of the department who have been appointed to membership in the Graduate Faculty of the University shall be members of the college graduate faculty. (The University Constitution and the College Constitution specify criteria for appointment to the Graduate Faculty).
2. Duties. The graduate faculty of the department shall have the same powers and duties relating to graduate students and programs as other graduate faculty in the college, as specified by the College Constitution. The level of involvement of graduate faculty in supervising students is determined by the Associate Dean for Graduate Studies in consultation with the faculty member and the faculty member's department Chair.

## C. Rights of the Faculty

1. The faculty believes that academic freedom and responsibility are essential to the full development of a university and apply to teaching, research, and creativity. Therefore, the faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. The exercise of academic freedom is founded upon professional ethics and integrity when teaching, conducting research, or otherwise acting as a member of the faculty as described in the Florida Administrative Code 6C1-7.010(1)(d)1-5.
2. Faculty members have the right to know what is required of them in their work and how that work will be evaluated. In this regard, faculty members shall be provided with a written statement of their responsibilities upon hire and through the semester Faculty Assignment Report (FAR) [Florida Administrative Code 6C1-7.010 (1)].
3. All decisions regarding tenure, promotion, sabbatical leaves, salaries, salary increases, and evaluations, and all results of those decisions, shall be made known to the individual faculty member in a timely manner. Faculty members have the right to appeal such decisions, in a timely manner, consistent with applicable policies and procedures, and to expect a timely reply.
4. On all matters relating to tenure and promotion, the faculty member under review has a right to receive, in a timely manner, the results of departmental

votes, the college committee's recommendation, the chair's letter, the dean's letter, and their recommendations.

5. The faculty has a right to assemble to discuss matters of concern to the faculty without limit.
6. All faculty members have the right in accordance with university policy to view and request copies of any and all evaluative personnel files within the department, college and university and the right to provide written response to any information contained in the file should they so choose.
7. Faculty members may employ the grievance process outlined in UF rules if they believe their rights as a faculty member have not been met. Consult UF Rules 6C1-7.041 for specific details on grievance procedures and filing deadlines.
8. *Policies regarding travel funding will be developed by the department Chair, and approved by the faculty.*
9. Any member of the faculty may call meetings of the departmental faculty to discuss matters of concern without limit on the number of called meetings.

#### D. Responsibilities of the Faculty

1. Contributing to the teaching, research, and service missions of the department, college and university.
2. Participating in the process of faculty governance.
3. Contributing to the governance of the department, college and university through service on committees, task forces or other groups as requested or appointed.
4. Developing, modifying, implementing and evaluating the department curricula including the requirements for entrance into and graduation from the department within the parameters set forth by the college and university.
5. Supporting an environment of collegiality, ethical conduct and professional integrity as exemplified by the following practices (UF Rule 6C1-7.018):
  - a. Being forthright and honest in the pursuit and communication of scientific and scholarly knowledge.
  - b. Respecting students, staff, and colleagues as individuals; avoiding any exploitation of such persons for private advantage

- c. Serving the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit.
- d. Recognizing the responsibilities arising from the nature of the educational process.

#### E. Departmental meetings

1. Faculty meetings will be held on a regular basis (at a minimum one per semester) during the academic year. Dates and times of meetings will be announced at the beginning of the academic year.
2. An agenda shall be provided for the meeting at least 24 hours prior to the meeting date.
3. Any faculty member may suggest agenda items for faculty meetings; items should be submitted in writing to the chair at least 48 hours prior to the meeting date.
4. No action items may be approved unless a quorum of the faculty (2/3s of faculty membership) is present and voting.
5. No proxies will be recognized; no prior votes will be recognized (individuals voting on matters of interest to the department should do so with full information including participating in the discussion related to the vote).
6. All votes are advisory to the department chair.
7. Meeting minutes shall be circulated at a minimum 7 days prior to the next called meeting of the faculty.

#### F. Departmental Committees

Standing Committees consist of:

Salary Equity and Merit Pay  
Curriculum  
Equipment and Facilities

The members of each committee and the committee's chairs are elected by the faculty. Elections will take place no later than the end of the academic year for a term to begin with the start of the next academic year.

### ***Section III—Administration of the Department***

The department chair serves as the chief academic and administrative officer of the department. The chair is appointed by the dean and serves in accordance with university policy. The chair is responsible to the dean for the administration of the department and is responsible to the faculty for the development and execution of departmental policy. The service of the chair shall be reviewed by the dean on an annual basis in consultation with departmental faculty.

The chair is responsible for:

- A. Overseeing and reviewing long range goals and objectives of the department as set forth in the university and departmental strategic plan.
- B. Working with the faculty to make appropriate modifications to the strategic plan.
- C. Consulting with the faculty on resource allocation necessary to meet the goals of the strategic plan.
- D. Advocating for faculty concerns, needs and interests.
- E. Presenting to the faculty annually information on budget allocation, UF Foundation accounts, and receipt of grants and research contracts.
- F. Preparing and administering the departmental budget.
- G. Recruiting new faculty and non-academic personnel.
- H. Appointing and supervising center directors, undergraduate coordinator, graduate coordinator and other program coordinators as deemed necessary.
- I. Encouraging faculty members in the department to improve themselves professionally through study, research, and participation in professional organizations.

#### ***Section IV—Programs, Centers, Institutes***

##### **A. Programs**

Special programs, including degree/non-degree and distant programs, and other entrepreneurial programs may be proposed by any member of the faculty (including the department chair) and if approved by the departmental faculty put forward to the college and university in accordance with college and university policy.

##### **B. Centers and Institutes**

Centers and Institutes may be proposed by any member of the faculty (including the department chair) and if approved by the departmental faculty put forward to the college and university in accordance with college and university policy.

### ***Section V—Tenure and Promotion***

By faculty vote, the Department of Telecommunication adopted the College of Journalism and Communications' standards and criteria for tenure and promotion. The standards and criteria for the department are the same as for the college. As a result, tenure and promotion guidelines for consideration shall be consistent with college and university requirements. These tenure and promotion guidelines shall be applied to current faculty members and to consideration of faculty members to be hired at senior rank or with tenure. The chair upon receipt of the university guidelines from the Dean's Office shall distribute these guidelines to the faculty along with the relevant timeline.

### ***Section VI—Searches and Appointments***

#### **A. Appointment of new faculty**

Searches for tenured, tenure – track or lecturer faculty positions shall be conducted by a committee of department faculty appointed by the chair. The committee shall have at least 3 members. With approval of departmental faculty, individuals outside of the department may also be appointed to the search committee. At the first called meeting of the committee, the chair will provide a charge to the committee and the college's EEO officer will review the university and college rules of conduct for searches.

The department chair will appoint the search committee chair. After consultation with the department faculty the search committee shall present a list of qualified and acceptable candidates to the chair. In the event that any candidate is unacceptable to the chair or a candidate declines the offer, the chair shall meet with the committee to discuss options. In the event that a candidate is unacceptable to the dean, or declines the offer, the dean shall request from the department chair the names of other acceptable candidates; the chair will identify these candidates in consultation with the faculty.

#### **B. Appointment of Visiting Faculty**

Visiting faculty may be appointed in accordance with the College of Journalism and Communications Constitution.

#### **C. Appointment of Emeritus Faculty**

Faculty nominated for emeritus status must receive an affirmative vote of the department faculty before the name can be put forward to the dean and subsequently to the provost and president for appointment to an emeritus status.

#### D. Appointment of the Chair

The department chair is appointed by and serves at the pleasure of the dean.

#### ***Section VII—Rules of Order***

When conducting the business of the department, we will apply the principles of ***Robert's Rules of Order*** and/or the ground rules approved by the departmental faculty. In general, faculty will fully participate in all discussions, display mutual respect for individuals and ideas, and adhere to the principles of ethical conduct in such a way as to create an environment of trust and collegiality. Furthermore, faculty agree to hold one another accountable for adherence to these rules of order and to the basic tenets of shared governance.

#### ***Section VIII—Review and Amendments***

##### A. Scheduled Review

Every five years from the date of initial approval, the chair shall appoint an ad hoc committee to review these by-laws and related documents. Changes recommended by the committee must be approved by 2/3 vote of the faculty through confidential balloting conducted by the committee. Changes take effect on the date indicated (if specified in the motion to amend) or as soon as feasible following approval.

##### B. Special Review

Faculty members may request a special review of these by-laws by an ad hoc committee at any time if a majority of faculty supports the request. Changes recommended by the committee must be approved by 2/3 vote of the faculty through confidential balloting conducted by the committee. Changes take effect on the date indicated (if specified in the motion to amend) or as soon as feasible following approval.

##### C. Amendments

These by-laws may be amended by 2/3s vote of the faculty through confidential balloting conducted by the committee. Changes take effect on the date indicated (if specified in the motion to amend) or as soon as feasible following approval.