

Department of Journalism

By-laws

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 Journalism is a fundamental unit of academic and administrative organization within 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 called “University Policy.”

Operating within these various regulations and procedures, the governance of the Department of Journalism 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 Collective Bargaining Agreement. 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 two-thirds 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, creative activity and service. 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.
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) and in compliance with the Collective Bargaining Agreement.
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. Such decisions shall be made known to faculty as required by the Collective Bargaining Agreement and other University Policy.
4. On all matters relating to tenure and promotion, the department will follow procedures described in the College's Standards and Criteria for Tenure and Promotion document.
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 and the Collective Bargaining Agreement if they believe their rights as a faculty member have not been met.
8. Policies regarding travel funding will be developed in collaboration with 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, so long as at least 50 percent of the voting faculty within the department agree that the meeting is needed.

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, such as through service on department, College and university-level committees, task forces or other groups as requested or appointed. The department chair, in collaboration with the faculty, will develop policies to limit service assignments for untenured faculty in tenure-accruing lines.
3. 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:
 - 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 (including at least once during each fall and spring semester).
2. Notice of a meeting shall be given to faculty at least three business days before the meeting, whenever possible. 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 or via email 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 (two-thirds of faculty membership) is present and voting.
5. No proxies will be recognized; no prior votes will be recognized because 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. Meetings will follow Robert's Rules of Order. A simple majority vote of those present will carry any motion, provided that at least 50% of the voting faculty are in attendance.
7. Attendance is expected of all faculty members unless on leave or due to other critical professional responsibilities (e.g. teaching class, attending professional meetings.)
7. At each meeting, minutes will be taken. The approved minutes will be published on the College website.
8. Meeting minutes shall be circulated at a minimum five days prior to the next called meeting of the faculty.

F. Departmental Committees

The Department of Journalism has five standing committees. The members of each committee are elected by the faculty. Each committee will elect its chair. 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. In addition, the department chair may create ad hoc committees to address special issues facing the department. Each committee will have a minimum of three members. The department chair and the senior Journalism Department College Senator will handle the elections and determine committee assignments to provide a distribution of faculty effort.

Standing Committees include:

1. **Salary Equity and Merit Pay:** This committee reviews and updates department merit pay and market equity criteria. The committee also reviews faculty applications for the Faculty Enhancement Opportunity awards and makes recommendations to the chair regarding endorsement of these applications. The department will use the Merit Pay Criteria for Teaching, Research and Service adopted by the department faculty. The criteria may be revised by a majority vote of the departmental faculty on recommendation from the Salary Equity and Merit Pay committee.
2. **Curriculum:** The curriculum committee conducts a regular review of the entire curriculum and makes recommendations about changes in pre-requisites, requirements for graduation and other curriculum issues. The curriculum committee reviews new course proposals after a course is taught twice and is being considered for becoming an on-going course. The committee makes recommendations to the department faculty regarding adoption of new courses and discontinuation of courses no longer needed.
3. **Mentoring:** The department chair has primary responsibility for mentoring faculty. The mentoring committee assists the department chair in implementing the College's mentoring program within the journalism department. The department endorses the College policy, which states: "The College of Journalism and Communications recognizes the importance of mentoring in successful outcomes for faculty seeking tenure and promotion at the University of Florida. The College's policy also recognizes the importance of each department developing a process that works best for it and that some departments may elect to have mostly individual mentors, while others may elect a team approach."
4. **Professional Outreach & Relations:** This committee works in collaboration with the department chair to identify and recommend professionals who may serve as adjunct lecturers, members of the department Advisory Council, guest speakers, Hearst Visiting Professionals and Freedom Forum Distinguished Visiting Professors.
5. **Budget and Long-Term Planning:** This committee serves in an advisory role to the department chair regarding financial requests, priorities, and allocations

for the department. These include but are not limited to strategic planning, revenue enhancement, and budgetary implications. A member of this committee will serve on the College's Budget and Long-Term Planning Committee.

Section III—Administration of the Department

- A. Department Chair: Appointed by the Dean in consultation with the faculty as determined by the UF constitution, the Department Chair's duties include faculty mentoring, curriculum recommendation and implementation, course scheduling, personnel evaluations, budget management, participation in and support of graduate education, and maintaining relationships with the journalism professional community. The chair is also expected to participate in shared-governance and committee activities at department, college, and University levels, as appropriate, including calling department meetings and attending college faculty meetings and Graduate Committee meetings, among other duties, and to fulfill other administrative requirements such as classroom teaching evaluations, annual self-evaluations and annual department reports, reports of outside activities, and the signing and prompt return of Faculty Assignment Reports, contracts, evaluations, and other such documents. He/she also is expected to engage in an appropriate record of accomplishment in effective teaching of undergraduate and graduate students, and research/publication; to participate in scholarly and professional organizations; to advise undergraduate and graduate students; to chair and serve as a member of committees for graduate students' theses/dissertations, and to become a member of the college graduate and doctoral faculty groups.

- B. Graduate Coordinator: Appointed by the Chair in consultation with the faculty and the Associate Dean for Graduate Studies, the graduate coordinator serves as the liaison between the department and the College Graduate Committee and UF Graduate School. His/her duties include ensuring that the graduate program conforms to UF Graduate School and College policies and regulations, oversees the admissions process of graduate students, serves as initial adviser of all master's students, communicates regularly with faculty and graduate students about matters important to the graduate program, and works with the Associate Dean for Graduate Studies and Department Chair on relevant issues to the graduate program.

Section V—Tenure and Promotion

By faculty vote, the Department of Journalism has 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 department faculty, individuals outside of the department also may 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. Under most circumstances, "consultation with the faculty" will occur at a called department faculty meeting.

B. Appointment of Visiting Faculty

Visiting faculty may be appointed in accordance with the College of Journalism and Communications Constitution. The Professional Relations committee will assist the department chair in identifying potential visiting faculty members.

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, in consultation with department faculty.

Section VII—Journalism Advisory Council

The purpose of the Journalism Advisory Council is to advise the department on matters relating to changes in and needs of the industry and to the curriculum, careers, employment, professional development, grants and research opportunities and other matters or issues deemed significant by the council or the department faculty. The Professional Relations committee, in consultation with the department chair, shall recommend new members for the Advisory Council. Council recommendations are advisory.

Section VIII—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 IX—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 a two-thirds majority 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 a two-thirds majority 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 two-thirds majority 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.

Approved by the Journalism Department faculty, April 18, 2012