

Department of Media Production, Management & Technology

By-laws

Revised Spring 2024

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 Media Production, Management & Technology 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 Media Production, Management & Technology 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 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, 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. 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 must be given at least three business days before the meeting. Whenever possible, they will be announced at the beginning of each semester.

2. An agenda shall be provided for the meeting at least 24 hours prior to the meeting date. Any faculty member may suggest agenda items for faculty meetings.

3. Attendance is expected of all faculty members unless on leave or due to other critical professional responsibilities (e.g., teaching a class).
4. No action items may be approved unless a quorum of the faculty (2/3s of faculty membership) is present and voting.
5. All votes are advisory to the department chair.
6. Minutes will be taken at each meeting. The approved meeting minutes will be published on the college's website.

F. Departmental Committees Standing Committees consist of:

- Salary Equity
- 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

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 recommendations and implementation, course scheduling, personnel evaluations, budget management, participation in and support of graduate education, and maintaining relationships with the journalism and communications 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 unit 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; 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. Department Associate Chair: Appointed by the department chair in consultation with the faculty and dean, the department's associate chair serves in a non-supervisory role assisting the chair with administrative tasks. The associate chair serves at the discretion of the chair.

Section IV—Performance Evaluation

A. Annual Evaluations:

The annual performance evaluations of faculty shall be based upon assigned duties and shall consider the nature of the assignments and quality of the performance in terms of teaching, scholarship (if assigned), and service. A faculty member shall be rated as “satisfactory” or “unsatisfactory” in each area of assignment as well as at an overall level. The following elements may be used by the chair when preparing the annual letter of evaluation:

Teaching

- Student evaluations
- Pedagogy training
- Awards and honors
- Presentations on teaching
- Classroom innovation
- New course development
- Internal/external guest lectures

Scholarship: Traditional research and/or creative activities

- Traditional Research
 - Refereed journal articles/proceedings
 - Books/book chapters
 - Conference papers
 - Awards and honors from academy/industry (e.g., conference awards, film festivals)
 - Internal & external grants
- Creative Activities
 - Books/book chapters
 - Multimedia or video productions/projects
 - Conference presentations (e.g., panels, papers, etc.)
 - Awards and honors from academy/industry (e.g., conference awards, film festivals)
 - Internal & external grants

Service

- Service on Department committees
- Service on College committees
- Service on University committees
- Service to journalism and communications industries
- Service to the academy (journal/conference/grant review, conference organization)
- Student advising
- Faculty mentoring
- Invited presentations
- Journalistic/media service to the community

B. Merit Raises:

General Policies:

Merit goes beyond the mere performance of assigned duties or minimal fulfillment of required responsibilities. Essentially, faculty members are to be considered for merit on the basis of a qualitative analysis of how well they perform assigned duties. Any distinguished activity outside the area of assigned duties may also be considered for merit.

No faculty member shall be automatically excluded from the merit pool unless directed by the collective bargaining agreement. Merit evaluations should be flexible and adapted to accomplishments of individual faculty members.

Evaluation of Teaching:

A number of factors must be considered in evaluation of teaching. Higher-than-average teaching evaluations indicate meritorious teaching. Other less formal feedback (from students or peers) of a highly positive nature indicates meritorious teaching. Supervision of, and membership on committees for, theses, dissertations comprehensive and qualifying examinations, and other for-credit research project constitute merit. The following additional factors shall also be carefully considered: creation and teaching of new courses, the number of new courses taught, variety of courses taught, number of students enrolled in courses, integration of projects which involve practical application of course concepts, and other measures indicative of valuable contribution in teaching. Self-evaluations are to be a component of the overall process of evaluation. Lower-than-normal student evaluations are to be carefully analyzed and, perhaps, not to be given as much consideration in at least the following circumstances: when the course is required in the core, new, a last-minute emergency assignment, taught by the instructor for the first time, very large or very small.

Evaluation of Research/Creative Activity:

Performance in research and/or creative activities is defined broadly in the College of Journalism and Communications, and merit consideration must reflect this definition. It will be evaluated according to the criteria set out in the Faculty Standards and Criteria document. As noted in that document, "Research and creative work may take a variety of forms. Both are conducted within specific realms of knowledge reflecting academic and/or professional expertise. They address specific problems, using appropriate methodologies and approaches, and reach their respective expert audiences through publication or exhibition." Creative productions and projects, publications in scholarly journals, books/book chapters, convention papers, and research grants shall all receive merit credit. Extent of credits shall be assigned according to traditional standards; e.g., a competitively accepted conference paper shall receive more credit than a solicited paper, and an article in a refereed journal shall receive more credit than one in a non-refereed journal. Research and creative activities must demonstrate high standards of relevance, continuity, significance and accomplishment as defined in the Faculty Standards and Criteria document.

Evaluation of Service:

Distinctive service to the profession, university, college, department, or community shall constitute meritorious service. This shall include active membership in professional organizations, special positions in organizations, committee memberships, special assignments at the departmental, college, or university levels, speeches, guest lectures, attendance at conferences and workshops, sponsorship of club and organizations, and activities in the community. Special credit is to be awarded when a faculty member serves on an especially demanding project or serves on a high number of committees, chairs committees, or otherwise makes unusually strong service contribution. Any particular creative project which does not qualify as scholarship shall be considered for merit credit as service.

In general, accomplishments in teaching, scholarship, and service shall be considered in awarding merit, with considerable emphasis on scholarship. Service to public schools, especially in classroom or laboratory, shall be considered as particularly meritorious.

Section V—Tenure and Promotion, Sustained Performance Evaluation, and Post-Tenure Review

By faculty vote, the Department of Media Production, Management, and Technology adopted the College of Journalism and Communications' standards and criteria for tenure and promotion, midterm review, sustained performance evaluation, and post-tenure review. The standards and criteria for the department are the same as for the college. As a result, these guidelines for consideration shall be consistent with college and university requirements. These 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 the dean in consultation with the faculty 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 three 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 two-thirds of the faculty through confidential balloting. 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 two-thirds of the faculty through confidential balloting. 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 of the faculty through confidential balloting. Changes take effect on the date indicated (if specified in the motion to amend) or as soon as feasible following approval.