

REGULATIONS OF THE FACULTY OF JOURNALISM AND MASS COMMUNICATION

University of Minnesota

As adopted March 6, 1957 (to become effective July 1, 1958), and as amended April 14, 1959, October 3, 1968, December 12, 1969, February 4, 1971, June 6, 1979, March 16, 1988, September 19, 1991, May 5, 1993, April 15, 1994, May 22, 1996, September 7, 1999, March 6, 2006, and May 1, 2007.

Preamble

The faculty of the School of Journalism and Mass Communication (hereinafter termed the faculty) operates on principles and methods agreed upon by the Board of Regents, the President, the University Senate, the Dean of the College of Liberal Arts, the Dean of the Graduate School, and by the Director of the School and its faculty as joint holders of the privilege and responsibility of employment at the University of Minnesota.

The Director is the responsible leader of the faculty under whose direction the affairs of the School are administered and the principles contained herein delimit established practices in making policy decisions on the several levels of administration; as such they express the joint obligation of officers and teachers to work together constructively and harmoniously in the joint task of maintaining the venturesomeness, the integrity, and the efficiency of the educational, service, and research practices of the institution.

Provisions

SECTION 1: Definition of Faculty.

The faculty of the School of Journalism and Mass Communication (hereinafter termed the School) shall be as defined in the University Regulations Concerning Faculty Tenure.

SECTION 2: Voting.

(a) The voting faculty of the School of Journalism and Mass Communication shall consist of all tenured or tenure-track professors, associate professors, assistant professors, and instructors holding 67 percent appointment or higher, except where college of liberal arts and university rules and regulations state otherwise. In addition, faculty who have been full-time members for at least five years and who reduce their appointment to less than 67 percent time but 25 percent or more for purposes of retirement, disability or other reasons that are in keeping with university policies shall retain full rights and privileges as voting members of the faculty except on those occasions when the university tenure code prohibits participation.

(b) The faculty may invite other members of the faculty and staff to sit with it and to discuss matters of common concern, but only those qualifying under Section 2(a) shall vote.

(c) A majority of the voting members shall constitute a quorum. This requirement may be met by obtaining votes of absent members by appropriate means. Such actions shall stand unless reviewed and revised by a quorum.

Section 3, Tenure.

The Regulations Concerning Faculty Tenure, as adopted by the Board of Regents, and the Constitution of the College of Liberal Arts (herein termed the College) shall govern appointment and tenure of the School. These regulations and provisions are hereby read into this document.

Section 4, Areas of Authority.

The faculty of the School, under the leadership of the Director, has final authority in all matters of School policy and curriculum, subject, as noted, to the rules of the College, the Graduate School, and the University Senate. "Policy" is defined as any plan for major action, or any course of major action, in areas of the School's jurisdiction; such areas have been determined by the CLA Assembly and the University Senate, by the faculty or the Dean of the College, or, in the absence of such an assigned jurisdiction, by the faculty of the School. Questions involving doubt regarding final authority may be referred to the Dean subject to the right of appeal to higher authority.

Section 5, Meetings.

The faculty of the School shall hold at least one meeting in each semester for the consideration of matters of policy and common concern. Meetings may be called by the Director or by any three members of the faculty on regular appointment by giving three day's notice to the Director and to all members of the faculty.

Section 6, School Policies.

(a) Matters of curriculum, student entrance and graduation requirements, budget policy, and general educational policy are subject to faculty determination under the leadership of the Director; decisions leading to action in these areas are to be reached by a majority vote of the faculty and are to be transmitted to the Dean of the College, or of the Graduate School, or both, by the Director as the School recommends, and, unless adjudged in conflict with the rules of the College, or of the Graduate School, or the University Senate, these recommendations shall be final.

(b) Matters of staff recruitment, appointment, reappointment, and retention are governed by the rules of the College and the Regulations Concerning Faculty Tenure regarding appointment and tenure. Within these regulations, the faculty, under the leadership of the Director, shall by majority vote make decisions on recommendations to the Dean. However, in view of the importance of the Director's role as leader of the faculty, he/she may in transmitting any faculty recommendation in this category to the Dean, propose an alternative course of action. When

he/she avails himself/herself of this opportunity, he/she shall advise the faculty simultaneously with his/her recommendation to the Dean.

Section 7(a), Promotions.

Recommendations concerning promotions in rank shall be made to the Dean by the Director, after consultation with those members of the School faculty who are senior in rank to the individual(s) about whom recommendations are to be made in accordance with the constitution and rules of the Regulations Concerning Faculty Tenure and the College. The Director may invite individuals affected to submit to him/her for faculty seniors documentation supportive of action recommending promotion.

Section 7(b), Salaries.

Recommendations concerning salaries of individual faculty members shall be made to the Dean by the Director in accordance with the Regulations Concerning Faculty Tenure and rules of the College after consultation with the individual concerned, who may submit to the Director documentation supportive of action recommending a merit salary increase.

Section 7(c), Budgetary Recommendations.

Recommendations concerning major non-salary budgetary matters shall be made to the Dean by the Director following consultation at a meeting of the available School faculty.

Section 8, Subsidiary Faculties.

(a) Subsidiary faculties, made up of faculty sharing teaching or research interests, may be created under the authority of the Director and the School faculty.

(b) The Director may appoint a head of each subsidiary faculty and delegate to him/her, in writing, areas of administrative responsibility. Each head shall be appointed each fall. The head may call meetings of subsidiary faculties and shall preside at such meetings; he/she shall report to the Director.

(c) The business of subsidiary faculties shall be conducted in the spirit and under the procedural rules of the School faculties.

(d) A majority of the voting members of a subsidiary faculty shall constitute a quorum; a simple majority shall prevail in all business.

(e) A subsidiary faculty shall meet, upon three days' notice, at the behest of the Director, the head, or upon notice by any three members of the subsidiary faculty given to the Director, the head, and all of the Members.

Section 9, Graduate Affairs.

(a) A Director of Graduate Studies shall be elected at the final spring semester meeting of the School's Graduate Faculty, to take office the following September. Election shall be by majority of the quorum present. The Director may be reelected.

(b) The Graduate Affairs Committee shall be made up of the Director of graduate studies who shall serve as chairperson, five other faculty representatives, and at least two graduate students elected by majority vote of the members of the Graduate Student Club each year from among those students who have completed at least one semester of residence as a full-time student in the Graduate School of the University of Minnesota. The faculty members shall be appointed by the Director of the School who, in making selections from year to year, shall be mindful of a balance among the graduate areas; the appointed members shall be eligible for reappointment.

(c) Membership to the Graduate Faculty is determined under Graduate School constitution provisions.

(d) The Graduate Affairs Committee shall have jurisdiction over matters of graduate policy and curricula, reporting its recommendations to the Faculty of the School for action. (e) The members of the Graduate Affairs Committee shall serve as an advisory board to assist the Director of Graduate Studies in reviewing applications for admission, in approving doctoral programs, and in reviewing students' progress toward degrees.

Section 10, Undergraduate Studies.

A Director of Undergraduate Studies shall be appointed by the Director of the School, for a term of 12 months subject to review by the faculty, at the first fall semester meeting of the faculty. The Director of Undergraduate Studies may be reappointed for other terms of 12 months, and may in addition perform other administrative services assigned by the Director.

Section 11, Committees.

(a) Committees of the faculty shall be appointed by the Director, subject to review by the faculty, and shall report to the faculty. Composition of each committee should reflect, as far as possible, the various academic ranks. Standing committees should be appointed by the opening of fall semester, and shall include:

- (i) Undergraduate Committee
- (ii) Graduate Affairs Committee
- (iii) Grievance Committee
- (iv) Salary Increment Advisory Committee
- (v) Diversity Initiatives Committee

(b) With the exception of the Salary Increment Advisory Committee, which shall have no students, committees of the School shall have one undergraduate and one graduate student as members. The Director shall seek nominations of such students by the appropriate student organizations. Other faculty groups may provide for student participation in their work.

(c) The Director of the School may from time to time appoint ad hoc committees, subject to review by the School's faculty, as he/she finds necessary, or at the instruction of a majority of the faculty. Student membership on such committees may be determined by the faculty.

(d) A Grievance Committee shall be elected each fall in accordance with University regulations.

Section 12. Diversity Initiatives.

(a) The responsibilities and goals of the Diversity Initiatives Committee derive from the SJMC Affirmative Action Policies and Plan (adopted July 21, 2000; last revised July 17, 2006). The committee will play a leadership role in supporting and implementing the SJMC Policies and Plan.

The committee has the responsibility to help ensure that the School upholds and advances its commitment to diversity, as that commitment extends to faculty, staff, students; curriculum, research, programs and outreach. Within this role, the committee will generate discussion and propose short, mid and long-range goals and initiatives. The committee aims to be inclusive, collaborative and interdisciplinary in all of its activities.

The Diversity Initiatives Committee is expected to consult with individuals, other committees, faculty, staff, students and organizations beyond the SJMC and the University, in furthering its mission and in assessing the SJMC progress overall in promoting diversity.

The Diversity Initiatives Committee will have authority and responsibility to develop goals and initiatives, and propose steps to implement those goals and initiatives to the Director and the faculty.

(b) Committee members and the committee chair shall be appointed by the SJMC Director.

(c) The committee will provide periodic reports to the SJMC Director and faculty. Reports should describe the committee's work and progress and provide an impetus for discussion and feedback.

Section 13, Research Division.

The Research Division of the School shall be governed as follows: The Director shall designate from among the regular members of the faculty a Director of the Research Division who shall administer the work of the Division. The Director of the Research Division shall be appointed by the Director for a term of 12 months and he/she may be reappointed for other terms of 12 months.

Section 14, Time and Place of Meetings.

Meetings of the faculty shall be held at a time and place announced in advance by the Director or by faculty members for calling a meeting under Section 5.

Section 15, Agenda.

(a) Notice of meetings of the faculty at which any of the matters covered by this instrument are to be dealt with shall be given three (3) days in advance by an agenda circulated to all members of the faculty. The agenda shall stipulate the matters to be considered. Any member may place items on the agenda by giving notice to the Director three (3) days before the meeting.

(b) An item may be placed before any faculty meeting for consideration, even though it has not appeared on the agenda described in Paragraph (a) above, by unanimous consent of the members present.

Section 16, Minutes.

The secretary shall keep minutes of the meetings of the faculty and shall distribute copies to all members. Approval of the minutes of the previous meetings shall be the first order of business at each meeting of the faculty.

Section 17, Officers.

(a) Chair. The Director shall be the chair of the faculty and shall preside at all faculty meetings except as this section shall require, or when he/she, or the faculty by two-thirds vote, shall request the chairman pro tempore to preside.

(b) Secretary. The faculty shall nominate and elect annually from among its members a secretary who holds regular appointment and has the rank of assistant professor or higher. The secretary shall keep the minutes and shall distribute copies to the faculty in time for the approval required by Section 16.

(c) Chair pro tempore. The faculty shall nominate and elect annually from among its members a chair pro tempore. The chair pro tempore shall preside at faculty meetings from which the Director is absent; or during meetings at times at which the Director wishes to avail himself/herself of the privileges of floor discussion; or at meetings at which the faculty wishes to discuss appeals to the Dean of recommendations by the Director which differ from decisions reached by majority vote of the faculty, or at which a faculty member wishes to represent evidence or claim that a ruling of the Director has resulted in denial or controversion of his/her right as defined under the resolution of the Board of Regents Concerning Academic Freedom" adopted January 28, 1938, and reaffirmed in Regulations Concerning Faculty Tenure, adopted by the Regents July 1, 1985, and as subsequently amended.

(d) The secretary and the chair pro tempore shall serve at the will of the faculty, but their terms of office shall be twelve months from the date of their election.

(e) A member of the faculty shall be appointed by the Director of the School to serve as faculty parliamentarian at the first fall semester meeting of the faculty.

Section 18, Procedure.

The faculty may make its own rules of procedure by majority vote. In the absence of a faculty rule, Robert's Rules of Order, Newly Revised, 1990 Edition 9th Edition, shall govern.

Section 19, Amendment.

This instrument may be amended by majority vote of the regular members of the faculty, but action to amend may not be voted in the same meeting in which it is first proposed.

Section 20, Emergency Action.

The Director, or, in his/her absence, the chair pro tempore, may in emergency situations take actions otherwise delegated by this instrument to the faculty. Such actions shall be reported to the faculty for action at the earliest date that a quorum can be convened or a majority of the votes can be obtained. The term "emergency situations" means situations in which it is impossible to convene a quorum of the faculty or to get a vote of sufficient members to constitute a quorum as provided in Section 2.