

1 BYLAWS OF THE SCHOOL OF JOURNALISM AND ELECTRONIC MEDIA
2 (Adopted September 17, 2004)
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5 These bylaws conform to the policies and procedures of the *UTK Faculty Handbook* and bylaws of
6 the College of Communications and Information in all known points.
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8 I. Vision and Mission Statements of the School
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10 A. Vision Statement
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12 The School of Journalism and Electronic Media at the University of Tennessee is
13 committed to providing superior undergraduate and graduate academic programs,
14 research, and service, thereby enhancing its national reputation. The School will
15 continue as the leader in the State of Tennessee in providing a comprehensive education
16 in journalism and telecommunications with a growing emphasis on international
17 perspectives and on new technologies and emerging media. Through interdisciplinary
18 research and teaching as well as service courses, the School will become even more
19 central to the missions of the college and the university.
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21 B. Mission Statement
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23 The mission of the School of Journalism and Electronic Media is to help lead our
24 students, colleagues, and society into the Information Age. As the role of
25 communication expands and relies increasingly on merged media forms, it is vital to
26 make the most out of the opportunities being presented, and to prepare individuals who
27 are capable of creating and sustaining those opportunities. The School achieves this
28 mission through leadership and excellence in the areas of teaching, research, creative
29 activities, and service to the profession and to the public.
30

31 The first priority of the School remains teaching – the core of the University’s mission
32 of education. In our teaching, we provide majors with the knowledge and skills they
33 need to succeed in their careers, and to become responsible media professionals. This
34 includes both hands-on professional skills and well as a well-rounded academic
35 background. This background features critical thinking skills, information, and
36 expression skills needed for success in life, as well as in a career. In an era when careers
37 evolve and change on a regular basis, we provide not only basic skills, but also the
38 knowledge and abilities to adapt to whatever opportunities arise throughout a career.
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40 The second priority of the School is to have faculty members who are active in the
41 profession through scholarship, creative activity, and service. In doing so, we not only
42 contribute to society at large and stay active and involved with the field as instructors,
43 but we demonstrate to our students the value of continued learning and inquiry. As our
44 field changes and evolves, we not only recognize and integrate those changes into the
45 curriculum, but we strive – through leadership and excellence in research, creative
46 activities, and service – to influence and shape that evolution.
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50 II. Faculty

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52 The faculty of the School shall consist of all professors, associate professors, assistant
53 professors, instructors, and lecturers who hold an appointment in the School of
54 Journalism and Electronic Media.

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56 The voting faculty includes all full-time members. Those who are retired, those who are
57 visiting members, those who are part-time instructors, and those who are part-time
58 lecturers are not voting faculty. Graduate teaching assistants, graduate assistants, and
59 part-time faculty and adjuncts may attend all meetings and serve on committees, but
60 may not vote.

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62 III. Director of the School

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64 Section 1. The chief representative and administrator of the School shall be called the
65 Director. He or she shall be appointed by the Dean of the College of
66 Communication and Information.

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68 Section 2. The Director shall appoint committees to provide advice in the operation of the
69 School when he or she believes a committee of the whole would be inefficient.

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71 Section 3. The Director shall appoint part-time instructors and lecturers, graduate
72 teaching assistants, and graduate assistants after consultation with all tenured
73 or tenure-leading faculty members. In all searches and appointments, the
74 director shall seek to recruit a well-qualified, diverse faculty.

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76 Section 4. The Director shall appoint the secretarial and clerical staff to accomplish the
77 goals of the School.

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79 Section 5. The Director will implement policy as developed within the School, College,
80 and University.

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82 Section 6. The Director will prepare and approve budgetary requests of the School and
83 will submit and support them before the proper University authorities.

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85 Section 7. The Director will serve as an ex-officio nonvoting member of all school
86 committees, except the committee of the whole, which he is a full voting
87 member.

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89 Section 8. Based on input from all faculty members, the Director will make
90 recommendations to the Dean for employment renewals, non-renewals,
91 salaries, promotion, and tenure of the faculty of the School.

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93 Section 9. The Director will provide leadership in the process of building, encouraging,
94 and maintaining a high standard of excellence in the School. Among these
95 leadership duties are

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97 a. Maintaining effective communication by timely circulation of
98 memoranda and reports both to the faculty members and to students.

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- b. Building instructional excellence by:
 1. Encouraging and rewarding excellence in teaching.
 2. Maintaining high-quality, pertinent materials within the educational offerings of the School.
 3. Actively recruiting competent students, and providing an environment conducive to teaching and learning.
 4. Stimulating faculty participation in School affairs.
 5. Maintaining active communication with the student body in order to obtain a wide representative view of student concerns.

 - c. Encouraging research by:
 1. Rewarding and encouraging excellence in research.
 2. Providing guidance and assistance in developing research activities specific to the capabilities and interests of School faculty members and students.
 3. Actively assisting in obtaining funds to support research activities.

 - d. Encouraging service activities and professional improvement of the faculty by:
 1. Arranging workloads that encourage service and professional improvement activities.
 2. Facilitating such activities through the acquisition of funds and other resources and their equitable distribution to encourage participation in these activities.
 3. Attracting and retaining faculty members who build and strengthen professional excellence within the School.
 4. Encouraging faculty to belong to and work with **constituent** professional organizations and rewarding such service and participation.
- Section 10. Any new Director should have at least the rank of associate professor, an earned doctoral degree or equivalent, and significant experience in Broadcasting, Journalism, or related fields.
- Section 11. Method of Selection
- A. Although the final selection and appointment of a Director are the responsibility of the University President and the Board of Regents, upon recommendation from the Dean of the College of Communication and Information, nominations for the position may be made by the School faculty.
 - B. In the event that the position of the School Director becomes vacant, faculty shall be selected to form a search committee.
 - C. Before the name of a nominee is submitted to the Dean of the College, the nomination must be approved by two-thirds majority of the faculty of the School.

- 148 D. In the event no candidate receives a two-third majority of the faculty
149 vote, the matter of selection of the Director shall be referred to the
150 Dean of the College.
151 E. If the Dean of the College deems it necessary, he or she may appoint a
152 temporary acting Director after consultation with the School Faculty.
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154 IV. Faculty Meetings
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156 Section 1. The faculty shall be called to meet at least twice each semester to conduct the
157 business of the School.
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159 Section 2. The Director shall preside at all faculty meetings and shall designate a person
160 to serve as recording secretary.
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162 Section 3. Faculty meetings may be called by the petition of three faculty members. If
163 faculty members desire to meet without the Director, they shall elect a new
164 presiding officer for the meeting. If the Director is not invited, he or she shall
165 be notified in advance about the meeting and its purpose.
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167 Section 4. Informal procedures shall be used at faculty meetings, but formal rules of
168 procedure shall be followed when requested by any faculty member. A
169 majority shall constitute a quorum.
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171 Section 5. *Roberts Rules of Order* shall be the parliamentary authority.
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173 V. Committees
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175 Section 1. Either the Director or the faculty may form standing and ad hoc committees
176 during a faculty meeting. Committees formed by the faculty may be dissolved
177 only by a majority faculty vote at a faculty meeting.
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179 Section 2. The Director shall normally appoint committees members, but members of any
180 committee formed by the faculty will be elected at large. The Director shall
181 designate the presiding officer of appointed committees. Committees formed
182 by the faculty shall elect their own presiding officers.
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184 Section 3. The Director shall neither preside over any committee nor serve as a voting
185 member of any committee.
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187 Section 4. Committees formed by the faculty shall report to the faculty.
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189 Section 5. Committee membership shall be considered a duty of each faculty member.
190 The Director shall not assign an excessive amount of committee work to a
191 faculty member.
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197 VI. Curriculum Changes

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199 Section 1. The curriculum shall be described in the University catalogs. Changes in
200 course requirements, degree requirements, rules and regulations for admission
201 and graduation shall be the responsibility of the faculty.
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203 Section 2. Proposed curricular changes must be presented in writing to the faculty at a
204 regularly scheduled meeting. Statements outlining financial impact, effect on
205 other College units, and potential for recruiting students, including minorities,
206 should be included in all proposals.
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208 Section 3. The director or his/her designee is responsible for the timely submission of
209 curriculum changes approved by the Journalism and Electronic Media faculty
210 to the appropriate College and university committees for their consideration.
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212 VII. Appointment, Retention, Tenure, and Promotion of Faculty

213 The School of Journalism and Electronic Media regularly engages in evaluations of
214 teaching, research, and service activities of faculty in a constant effort to improve
215 performance in all areas.
216

217 Section 1. All actions of the School concerning appointment, retention, tenure, and
218 promotion shall conform to the standards and procedures set forth in the
219 University of Tennessee Faculty Handbook.
220

221 Section 2. After consultation with the faculty at a convened meeting, the Director will
222 discuss job descriptions for faculty appointments with the Dean. The
223 Director will appoint a search committee to handle correspondence,
224 publicity, diversity, and on-campus interviews. When an appointment to a
225 tenure-track position is contemplated, all members of the School of that rank
226 and higher rank shall be consulted at a convened meeting before any offer of
227 employment is made.
228

229 Section 3. Faculty may be considered for promotion and/or tenure upon
230 recommendation of the Director or notice from the Academic Affairs Office.
231 An untenured assistant professor must be considered for tenure no later than
232 his/her sixth year of service in that rank.
233

234 Section 4. A. Faculty members to be considered for retention, tenure, or promotion
235 shall be so notified in writing by the Director of the School at least six weeks
236 before the School committee is to act upon the matter; and shall be invited to
237 submit materials for their personnel file and to propose the names of two or
238 more people outside the university as references. The Director shall solicit
239 opinions from at least two of the people so named and from at least two
240 others outside the University whose names are proposed by members of the
241 School.
242

243 B. The Director in consultation with the faculty member involved is
244 responsible for providing documentation for faculty review. At a minimum,
245 it must include information about courses taught, courses developed, student

246 advising, evaluations of teaching, research and writing completed or in
247 progress, evaluations of publications and creative activity, information about
248 service to the School, College, University, and community, contributions to
249 professional organizations, and honors received. After material has been
250 compiled for the promotion/tenure file, the faculty member must sign a form
251 saying he/she has viewed it (excluding external letters of reviews).

252
253 C. The promotion and tenure committee consists of the tenured faculty of
254 the School. All faculty members of the School who have tenure shall be
255 called to a meeting expressly for the purpose of voting on retention and/or
256 tenure. A vote shall be by individual secret written ballot after appropriate
257 discussion. Faculty members may vote on promotion decisions for ranks
258 equal to or lower than their own.

259
260 D. In each case -- retention, tenure, or promotion -- the call of the meeting
261 shall be issued not less than two weeks before the consultation, and members
262 who expect to be absent may submit sealed ballots in advance. Immediately
263 after a vote is taken, the ballots (including absentee ballots, if any) shall be
264 counted and the number of votes for and against shall be announced before
265 the meeting is adjourned.

266
267 E. A simple majority of the committee will constitute the recommendation
268 of the faculty.

269
270 F. The School Director shall submit to the Dean of the College of
271 Communication and Information the following:

- 272 1. The number of votes for and against the recommendation.
- 273 2. The school recommendation based on the vote of the faculty in the
274 case of tenure.
- 275 3. Statement of the reasons for the School recommendation.
- 276 4. The Director's own recommendation.

277
278 G. The Director shall inform all faculty members who were eligible to vote
279 on the matter the Dean's final recommendation concerning retention,
280 promotion, or tenure.

281 Section 5.

282 Eligible faculty will recommend tenure and promotion on the basis of
283 excellence in teaching, research, and service. Eligible faculty members will
284 evaluate the quality of work in each of these areas.

285
286 A. Teaching. Specific items to be considered under the general category of
287 teaching include the following:

- 288 1. Classroom instruction.
- 289 2. Thesis and dissertation advising and committee membership.
- 290 3. Program advising.
- 291 4. Independent study tutorials.
- 292 5. Student course evaluations.
- 293 6. Peer evaluation.

- 294 7. Proposal writing for grants and grants obtained to promote teaching
295 innovation and excellence.
296 8. Course materials such as handouts, syllabi, and exams.

297
298 B. Research/Creative Activity: Evidence of the quality of research,
299 publications, and creative achievements is to be gathered by each faculty
300 member and the Director and assessed by the faculty eligible to vote on
301 tenure or promotion decisions. Faculty members are asked to list their work
302 in this area annually.

- 303 1. Activities cataloged in the annual record include the following:
304 a. Activities that try to expand disciplinary frontiers of
305 knowledge.
306 b. Activities that try to transcend disciplinary boundaries by
307 relationships with other disciplines.
308 c. Activities that try to provide practical applications for
309 research-generated knowledge.
310 d. Activities that try to synthesize or reiterate research findings
311 for newly identified audiences.
312 e. Activities that try to transmit a cultural/artistic heritage and/or
313 expand or deepen the audience's horizons.

- 314
315 2. Specific items to be considered under the general category of
316 research include the following:
317 a. Books, book chapters, and refereed monographs.
318 b. Refereed articles in academic journals.
319 c. Refereed presentations at conferences.
320 d. Monographs of conference proceedings.
321 e. Video audio recordings, photographic exhibits, and computer
322 programs.
323 f. Reviews, translations, pamphlets, or bulletins.
324 g. Proposal writing for research grants and grants obtained.
325 h. Creative works and patented inventions.
326 i. Articles in trade journals, both online and hard copy, related
327 to journalism and electronic media.
328 j. Invited scholarly presentations.
329 k. Creative activity, especially that which is funded, distributed
330 or critically reviewed within a communication discipline.

- 331
332 3. Service: Evidence of the quality of service to the School, College,
333 University, and public are to be gathered by each faculty member and the
334 Director and assessed by eligible faculty. Specific items to be considered
335 under the general category of service include:
336 a. Committee work as a chairman or member.
337 b. Adviser to a student organization or publication.
338 c. Contest judging.
339 d. Presentations and workshops to scholarly or professional groups.
340 e. Offices and active membership in professional and scholarly groups
341 at the local, state, national and international levels.
342 f. Reviews for scholarly and professional publications and conferences.

- 343 g. Editorial board membership.
 344 h. Proposal writing for grants and grants obtained to promote service
 345 activities.
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347 Section 6. Annual Review: Each tenure-track and tenured faculty member shall receive
 348 from the Director written annual review of his/her performance including the
 349 areas of instruction, research and creative achievement, and service.
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351 A. Each faculty member should submit to the Director a narrative of his/her
 352 accomplishments since the last annual review, including a summary of
 353 teaching, ongoing research, project/thesis/dissertation advising and
 354 committee work, and service. The Director, after consultation with the
 355 faculty member, will classify the faculty member's overall performance as
 356 (4) exceeds expectations for rank, (3) meets expectation for rank, (2) needs
 357 improvement for rank, or (1) unsatisfactory for rank.
 358

359 B. Generally, each faculty member will be reviewed in the categories of
 360 instruction, research/creative achievement, and service. While it is the
 361 faculty member's overall performance that is to be rated, the following serve
 362 as guidelines for evaluation performance:
 363

364 Instruction:

365 4. *Exceeds expectations* – Course evaluations are above the mean for
 366 the university-mandated teaching evaluation instruments; teaching
 367 materials are thorough, clear and useful to students. Peer reviews, if
 368 available, are outstanding. Winning a teaching or advising award or
 369 providing other evidence of exemplary achievement, such as
 370 developing new courses or new methods of teaching, or having a
 371 graduate advisee receive an award for a thesis or dissertation will be
 372 considered.
 373

374 3. *Meets expectations*: Course evaluations are only slightly below or
 375 near the mean of the teaching evaluation instrument. Peer reviews, if
 376 available, are satisfactory. Available for advising on the graduate level
 377 and does acceptable job.
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379 2. *Needs improvement* – Course evaluations are consistently near the
 380 lowest rank and materials are minimally acceptable. Peer reviews, if
 381 available, indicate that improvement is needed. Faculty member does a
 382 poor job of advising or is seldom available.
 383

384 1. *Unsatisfactory* – Course evaluations are consistently in the lowest
 385 range of the university-mandated teaching evaluation instrument and
 386 materials are of poor quality. Peer reviews, if available, are
 387 unsatisfactory. Faculty member does not do assigned advising.
 388

389 Research and Creative Achievement:

390 4. *Exceeds expectations*: Has academic book, book chapter, or more
 391 than one item of research material acceptable for refereed publication

392 or presentation at the regional, national, or international level during
 393 the previous year, or has received highly favorable review of creative
 394 activity by peers at the national level. Winning grants and research
 395 awards, favorable book reviews, and other evidence of exemplary
 396 activity will also be considered.

- 397
- 398 3. *Meets expectations*: Has had accepted one item for a refereed
 399 presentation or publication during the previous year or has had
 400 creative activity judged favorably by peers. Faculty members
 401 engaged in writing scholarly books and making demonstrable
 402 progress toward research and creative projects are also considered to
 403 meet expectation.
 404
- 405 2. *Needs improvement*: Has an ongoing research/creative activity
 406 program, but has failed to pursue that program consistently. (For
 407 example, faculty member has not had material accepted for review by
 408 peers, for presentation at a conference, or for publication within the
 409 past year or has not made progress on a major project or book
 410 manuscript.)
 411
- 412 1. *Unsatisfactory*: Consistent failure to engage in a program of ongoing
 413 research/creative activity.
 414

Service

- 415 4. *Exceeds expectations*: Has completed two or more service activities
 416 at the local, state, national, or international level for a professional or
 417 scholarly organization or has participated in an active role as an
 418 officer, journal editor, or editorial board of an academic or
 419 professional journal. His/her work brings national distinction to the
 420 faculty member and to the School.
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- 422
- 423 3. *Meets expectations*: Has participated satisfactorily in at least one
 424 service activity at the local, state, national, or international level for a
 425 professional or scholarly organization during the year. His/her service
 426 work is important and conducted in a thorough manner.
 427
- 428 2. *Needs improvement*: Has failed to perform service or has done so in
 429 an inadequate manner.
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- 431 1. *Unsatisfactory*: Has performed no service assignment in an adequate
 432 manner.
 433

434 C. The annual evaluation document will be signed by the School Director
 435 and the faculty member (indicating not approval but that the faculty member
 436 has seen the document.) Faculty members may attach rebuttals to the
 437 document.
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439 D. If a faculty member is judged to need improvement, he or she must
440 consult with the School Director on a written statement on the areas needing
441 attention. The Dean must review the statement and concur.
442

443 E. If a faculty member is judged to be unsatisfactory, he/she will be
444 ineligible for merit bonuses and must provide a written report on steps to
445 improve. The Dean must review the statement and concur.
446

447 VIII. Amendments
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449 Section 1. Either the Director or any faculty member may propose amendments
450 to these bylaws.
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452 Section 2. Suggested amendments shall be submitted in writing to the School
453 faculty at least one week prior to the meeting at which they are to be
454 introduced.
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456 Section 3. Proposed amendments shall be voted on no sooner than two weeks,
457 or later than four weeks, following their introduction. Written notice
458 of the meeting at which the amendments are to be voted upon must
459 contain the wording that is to be changed as well as the wording of
460 the proposed amendment that will be voted upon at that meeting.
461

462 Section 4. To be accepted, an amendment must receive a two-thirds majority of
463 those voting.
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465 Section 5. Amendments accepted according to the above procedures shall take
466 immediate effect unless otherwise specified in the amendment.
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468 IX. Implementation
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470 Section 1. These bylaws shall become effective immediately upon approval by
471 two-thirds vote of the faculty.
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473 Section 2. Copies of the bylaws shall be distributed to all faculty members and
474 to the Dean of the College of Communication and Information.