

BYLAWS

A.Q. Miller School of Journalism & Mass Communications

Kansas State University

1. PREAMBLE

The bylaws are intended to outline the authority and responsibilities of the faculty and of the director and the associate directors in the school's decision making. On most matters of academic and professional concern, the faculty act collectively as a deliberative body to set policy.

The bylaws of the school shall be construed to be consistent with the University Handbook of Kansas State University and with the policies of the Kansas Board of Regents.

II. THE FACULTY

1. Faculty Defined

The "regular faculty" of the school, consistent with handbook section C10, shall consist of all individuals appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor who have a 50 percent time or larger appointment in the school.

The "term faculty" shall consist of all individuals appointed under the provisions of handbook section C11 or with the right of notice of non-reappointment and holding the rank of professor, associate professor, assistant professor, or instructor who have a 50 percent time or larger appointment in the school.

2. Faculty Voting

The voting faculty shall consist of all faculty members who have a 50 percent or larger appointment in the school and whose position is reflected in the regular school and university budget.

When considering candidates for appointment to the faculty under the rules of tenure, a separate count of votes by regular faculty and by term faculty will be kept, in compliance with handbook section C20.

The voting faculty may extend voting privileges to temporary faculty and to others whose primary work is teaching or research within the school.

46 3. Exclusive Authority of the Faculty

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48 The faculty shall have exclusive authority regarding the permanent curriculum, on
49 academic policies and procedures such as prerequisites for courses, admission to the
50 academic program, and standards for the awarding of scholarships. The faculty shall also
51 have exclusive authority for the creation of internal policies regarding faculty
52 appointment, reappointment, evaluation, promotion, and tenure.

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55 4. Shared Authority of the Faculty

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57 The faculty shall participate in searches to hire new faculty and shall recommend to the
58 director candidates to be hired.

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61 5. Faculty Meetings

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63 Scheduled regular meetings of the faculty shall be held at least twice each fall and spring
64 semester. The director or the director's designee will chair the meeting. All meetings
65 shall be conducted in accordance with the Kansas Open Meetings Act.

66
67 The quorum for a regular meeting shall be a majority of the voting faculty members.

68
69 An agenda shall be prepared by the director and distributed to all voting members of the
70 faculty at least four business days in advance of the meeting. Copies will also be
71 distributed to relevant school staff members and students. Items will be added to the
72 agenda at the request of a voting faculty member.

73
74 Committee reports will be an item on the agenda for each scheduled faculty meeting.

75
76 Meetings may be called by the director at times other than the fall or spring semester if at
77 least two-thirds of the voting faculty members are available.

78
79 Special meetings may be called by the director or by request of faculty members. If a
80 special meeting is called at the director's discretion, a notice period of no less than 24
81 hours applies. The director must state the reasons for the special meeting. The agenda for
82 the meeting will be limited to the purpose or purposes stated, unless it is amended at the
83 meeting itself by the voting faculty. If three or more faculty members request a special
84 meeting, the director will call the meeting, providing a notice at least 24 hours in advance
85 of the meeting. The request shall be in writing and must state the purpose or purposes for
86 which the faculty members seek a special meeting. The agenda will be limited to the
87 purpose or purposes stated in the request, unless it is amended at the meeting itself by the
88 voting faculty.

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92 6. Proxy Votes

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94 Voting by proxy is allowed only when a voting faculty member is on leave, is ill, or is
95 temporarily absent. The authorization for a proxy vote must be in writing; the faculty
96 member who cannot attend must specify if the proxy is limited to specific matters or if it
97 is a general proxy for matters addressed during the meeting. A copy of the written proxy
98 will be provided to the person chairing the meeting. A faculty member who will act as
99 proxy will announce the proxy at the start of the meeting.

100
101 Proxy votes are not allowed on proposed amendments to the school bylaws.

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104 **III. FACULTY COMMITTEES**

105
106 1. Standing Committees

107
108 The standing committees of the school are:

109
110 *Assessment Committee*

111 This committee implements the school's undergraduate curriculum
112 assessment activities. The Assessment Committee will seek input from all other standing
113 committees.

114
115 *Curriculum Committee*

116 This committee deals with matters such as new courses, discontinuance of
117 courses and curriculum changes. The committee may also be asked to evaluate transfer
118 courses.

119
120 *Diversity Committee*

121 This committee works on minority student recruiting plans and activities.
122 It may also work with the director on targeted minority faculty searches.

123
124 *M.S. Program Executive Committee*

125 This committee works with the graduate director to process applications,
126 admissions and requests for assistantships. This committee may also assist the graduate
127 director in graduate student recruitment and recommendations for graduate courses and
128 teaching assignments.

129
130 *Outreach and Recruiting Committee*

131 This committee works on scheduling, planning and conducting a variety of
132 activities, including: guest speakers; visitors; professional development seminars, alumni
133 relations, and undergraduate recruiting.

134
135 *Research Committee*

136 This committee works to enhance research activity in the school and to

137 showcase and share completed research. The committee also assists the Associate
138 Director with the school's small internal research grants.

139
140 *Scholarship Committee*

141 This committee processes scholarship applications and selects recipients.
142 It also plans and emcees the spring Scholarship Banquet.

143
144 *Technology Committee*

145 This committee advises the director on purchases of technology hardware
146 and software, particularly in supporting the research and teaching missions of the School.
147 The committee also recommends policy toward the use of technology in teaching and
148 research and provides general oversight of the school computer and network technicians.

149
150 *Tenure & Promotion Committee*

151
152 The Tenure & Promotion Committee shall evaluate all mid-tenure
153 reviews, applications for tenure and applications for promotion to associate professor and
154 above. It will also evaluate other matters relating to personnel at the discretion of the
155 Director excluding annual performance evaluations. The committee consists of all
156 eligible tenured faculty members. At the first meeting each fall a chair will be elected,
157 who shall serve for one academic year. The Director shall charge the committee each fall.

158
159 The chair will communicate the committee's recommendations and
160 justifications regarding each candidate to the Director in writing. The chair will ensure
161 the committee operates in a timely manner according to university guidelines and may
162 delegate related tasks to specific committee members. All members may prepare letters
163 justifying their votes to the Dean for mid-tenure reviews, and all members may prepare
164 letter for tenure and promotion to accompany the committee's recommendation.

165
166 All materials to be used in the evaluation shall be available for at least two
167 weeks before the committee meets to vote on the application. All members shall have
168 access to a candidate's materials. Committee members not only may, but should,
169 communicate with candidates directly if clarification regarding promotion materials is
170 needed.

171
172 Committee members evaluating a candidate must have equal or higher
173 rank to the position being evaluated.

174
175 Consistent with the university nepotism policy (PPM Chapter 4095),
176 should a member of a committee member's immediate household be under consideration
177 for tenure and/or promotion, or re-appointment, that committee member will be excused
178 from all related deliberations and vote for that particular case.

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181 2. Appointments to Committees
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183 The director will, in consultation with individual faculty members, appoint the members
 184 of the standing committees and announce the composition of committees at the start of
 185 each fall semester.
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 188 3. Committee Chairs and Secretaries
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190 The director initially appoints a member of the committee to call the first meeting of the
 191 academic year. At the first meeting, the committee members will choose a chairperson
 192 and a secretary.
 193

194 The committee chair is responsible for the preparation of agendas, scheduling of
 195 meetings, and for providing documents and background materials.
 196

197 The secretary shall prepare minutes for each committee meeting.
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199
 200 4. General Rules Regarding Standing Committees
 201

202 Each committee shall meet no less than once each fall and spring semester.
 203

204 Committee recommendations on matters that will result in creation of school policy must
 205 be put forward for a vote at a faculty meeting.
 206

207 Committees may act on their own where the action is based on interpretation of existing
 208 policies or procedures. Examples of this include development of annual recruiting plans
 209 by the Outreach and Recruiting Committee or interpretation of qualifications of
 210 applicants by the Executive Council. .
 211

212 The committee chairperson shall provide notice of scheduled meetings to all voting
 213 faculty members at least four business days in advance of the meeting. A draft agenda
 214 shall also be provided.
 215

216 Minutes of each meeting shall be provided to all voting faculty members within a week
 217 of the meeting.
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 220 5. *Ex Officio* Membership
 221

222 *Ex officio* members of committees are either individuals in administrative positions who
 223 act as a resource person in working with a committee, or a school staff member who acts
 224 as a resource person in working with a committee. Students may also be *ex officio*
 225 members of committees.
 226

227 *Ex officio* members do not vote on matters before the committee.
 228

229 The associate director for undergraduate studies shall be an *ex officio* member of the
230 Curriculum Committee and of the Admission to the Major Committee. The associate
231 director for graduate studies, research and international programs shall be an *ex officio*
232 member of the M.S. Program Executive Committee and of the Research Committee. The
233 undergraduate pre-major adviser shall be an *ex officio* member of the Admission to the
234 Major Committee. The academic records clerk shall be an *ex officio* member of the
235 Curriculum Committee.

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238 6. *Ad Hoc* and Special Committees

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240 The director may appoint *ad hoc* or special committees to deal with matters outside the
241 province of standing committees or committees of the whole. The director may designate
242 the chairperson of the committee or may elect to have the committee choose its own
243 chairperson.

244

245 *Ad hoc* committees shall provide notice of meeting and minutes to the whole faculty in
246 the same fashion as do standing committees.

247

248 An *ad hoc* or special committee shall cease operation when it issues a final report or
249 when the matters that induced its creation no longer pertain.

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252 7. Committee of the Whole

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254 The Graduate Faculty Committee is considered a committee of the whole. All faculty
255 members with graduate faculty status serve on the Graduate Faculty Committee. The
256 Graduate Faculty serves as advisory, supervisory, and examining committees for the
257 master's degree students; may be invited to serve on master's or doctoral committees in
258 other disciplines; teaches courses for graduate credit in mass communications and
259 affiliated disciplines; reviews and votes on applications for Graduate Faculty
260 memberships; participates in Graduate faculty meetings; votes in Graduate Council
261 elections and may sit on the Graduate Council if elected. It is the responsibility of the
262 graduate faculty members to ensure that a new graduate faculty member is provided with
263 any necessary assistance so that the quality of his or her supervision of graduate degree
264 candidates meets appropriate standards.

265

266 The associate director for graduate studies, research and international programs shall
267 chair the Graduate Faculty Committee.

268

269 Meetings of committees of the whole shall be held at least once each fall and spring
270 semester.

271

272 Committees of the whole shall provide notice of meeting and minutes to the whole
273 faculty in the same fashion as do standing committees, with the exception that personnel
274 matters before the Tenure & Promotion Committee and discussions of admission of

275 faculty members to graduate faculty status before the Graduate Faculty Committee shall
 276 not be reported in the minutes.

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279 **IV. ADMINISTRATION**

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281 1. Director of the School

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283 The director is the chief executive officer of the school. The director has responsibility
 284 for all areas of the operation of the school not specifically assigned to the faculty.

285

286 The director shall be responsible for preparation of annual budgets and for long-term
 287 financial planning in the school.

288

289 The director is the primary representative of the school to the College of Arts and
 290 Sciences, to the university's central administration, and to other units within the
 291 university. The director is the school's primary representative to alumni and professional
 292 constituencies. The director shall serve as the school's liaison with the KSU Foundation.

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295 2. Associate Director for undergraduate studies

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297 The associate director for undergraduate studies acts as director in the event the director
 298 is unavailable due to illness, disability, or temporary absence.

299

300 The associate director for undergraduate studies is the chief academic officer for the
 301 undergraduate program of the school. The associate director for undergraduate studies is
 302 responsible for student advising, academic student records, application of policies and
 303 processes for the undergraduate program, administration of: the school's composition
 304 test; assessment; and class scheduling.

305

306 The associate director for undergraduate studies oversees instructional facilities and
 307 equipment, including labs, studios, etc. The school's network and computer technicians
 308 report to the associate director for undergraduate studies.

309

310 The associate director for undergraduate studies is appointed by the director.

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313 3. Associate Director for graduate studies, research and international programs

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315 The associate director for graduate studies, research and international programs is
 316 responsible for managing all aspects of the school's master's degree program, including
 317 recruiting, admissions, assignment of advisers for new graduate students, overseeing
 318 formation of committees, etc. The associate director for graduate studies, research and
 319 international programs, after consultation with the associate director for undergraduate
 320 programs and director, determines work assignments for graduate teaching assistants. The

321 associate director for graduate studies, research and international programs is the
 322 designated person to sign on behalf of the school on graduate program matters. The
 323 associate director for graduate studies, research and international programs also serves as
 324 the school's liaison with the Graduate School and as the school's liaison on graduate
 325 matters with other units in the university.
 326

327 The associate director for graduate studies, research and international programs is
 328 responsible for conducting the school's internal small research grant program, for
 329 notifying faculty members of research and funding opportunities, and for arranging
 330 programming and events related to research activities in the school. The associate
 331 director for graduate studies, research and international programs is the designated person
 332 to sign on behalf of the school when proposals are made for extramural funding for
 333 research projects.
 334

335 The associate director for graduate studies, research and international programs is
 336 responsible for managing the school's international programs, study abroad programs,
 337 and international student and faculty exchanges.
 338

339 The associate director for graduate studies, research and international programs is
 340 appointed by the director.
 341

342 343 4. Sequence Heads

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345 There is a sequence head for each of the school's three sequences: Advertising,
 346 Journalism and Digital Media, and Public Relations.
 347

348 Sequence heads are appointed by the director.
 349

350 The duties of a sequence head are to coordinate teaching, service, and outreach activities
 351 among faculty members who teach courses in the sequence, to coordinate class
 352 scheduling with individual faculty members and with the associate director for
 353 undergraduate programs, and to act as the primary liaison with non-sequence faculty,
 354 students, alumni, and professionals. The sequence head shall work with sequence faculty
 355 to establish common expectations and criteria for the curriculum within the sequence.
 356

357 Sequence heads are expected to serve a mentoring role with faculty members in the
 358 sequence junior to themselves.
 359

360 The sequence head shall call and hold at least one meeting of all regular and term faculty
 361 members who teach courses in the sequence each fall and spring semester. The sequence
 362 head and sequence faculty may wish to include temporary faculty (adjuncts) and graduate
 363 students who are teaching within the sequence in these regular meetings.
 364

365 366 5. Executive Council

367
 368 The Executive Council serves as an advisory body to the director, primarily on matters
 369 such as financial issues, facilities, equipment, and project proposals or development. The
 370 Council may make recommendations for action to be taken at a full faculty meeting.

371
 372 The Executive Council also reviews applications for undergraduate admission to the
 373 major and forwards admission decisions to the associate director for undergraduate
 374 programs.

375
 376 The members of the Council include the director, associate directors, sequence heads, and
 377 the administrative officer of the school.

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382 **V. ADOPTION and AMENDMENT of BYLAWS**

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1. Adoption

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386 Adoption of initial bylaws for the A.Q. Miller School of Journalism and Mass
 387 Communications shall be effective upon an affirmative vote of 60 percent of the voting
 388 faculty of the school.

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2. Amendment

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393 Amendments to the bylaws may be proposed by any member of the faculty at any
 394 regularly scheduled faculty meeting. Proposed amendments must be in writing and a
 395 copy shall be distributed to each voting member of the faculty.

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397 A motion to amend the bylaws requires two seconds. Voting on a motion that has been
 398 properly seconded will be tabled until the next regularly scheduled or special faculty
 399 meeting.

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401 Amendments to the bylaws shall require a two-thirds affirmative vote of those present.

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Interim effective date: August 22, 2003

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Adopted as modified: October 18, 2005

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Adopted as modified: February 3, 2012

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Adopted as modified: October 5, 2012

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Adopted as modified: April 9, 2015