

# Department of Communication Studies

## Manual of Operations and Procedures

### College of Liberal Arts and Sciences

Amended by the department January 2025  
Approved by the College of Liberal Arts and Sciences February 2025

#### CONTENTS:

<b>I. Authority of the Manual of Operations and Procedures.....</b>	<b>2</b>
<b>II. Faculty Membership and Eligibility to Vote.....</b>	<b>2</b>
<b>A. Definition of Faculty Membership.....</b>	<b>2</b>
<b>B. Rights and Responsibilities of Faculty.....</b>	<b>2</b>
<b>C. Rule of Eligibility for Voting on Issues Raised at Departmental Meetings.....</b>	<b>2</b>
<b>III. Officers and Standing Committees.....</b>	<b>3</b>
<b>A. Powers and Duties of the Departmental Executive Officer (DEO).....</b>	<b>3</b>
<b>B. Powers and Duties of the Director of Undergraduate Studies (DUS).....</b>	<b>3</b>
<b>C. Powers and Duties of the Director of Graduate Studies (DGS) and the Graduate Affairs Committee (GAC).....</b>	<b>4</b>
<b>D. Powers and Duties of the Departmental Executive Committee (EC).....</b>	<b>5</b>
<b>E. Powers and Duties of Area Heads.....</b>	<b>6</b>
<b>IV. Departmental Meetings.....</b>	<b>6</b>
<b>V. Procedures for Amendment of the Manual of Operations and Procedures.....</b>	<b>7</b>

## **I. Authority of the Manual of Operations and Procedures**

This manual constitutes operating procedures for faculty governance of the Department of Communication Studies, which follows the operating rules of the university and the College of Liberal Arts and Sciences and follows the CLAS manual of operations and procedures in this document as a supplement. Several of the procedures contained in this manual are expanded upon in policy memos that are posted on the departmental website. Once approved by the department and the college, this manual of operations and procedures becomes effective immediately.

## **II. Faculty Membership and Eligibility to Vote**

### **A. Definition of Faculty Membership**

1. The faculty is composed of all persons with budgeted appointments as tenured or tenure-track faculty in the department, whether full-time or with a positive percentage appointment.
2. Instructional-track faculty with budgeted appointments of 50% or more in Communication Studies are also members of the faculty and have more limited voting rights (see II.c.2,3 below).

### **B. Rights and Responsibilities of Faculty**

- The power to make departmental policy resides with the faculty in properly convened departmental meetings. Policy making by the department will be conducted within the framework of policy established by the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty members fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility.
- Departmental business will be conducted primarily through regular department meetings, and by two standing committees: the Executive Committee (EC) and Graduate Affairs Committee (GAC). Faculty members will normally be assigned to EC, GAC, or ad hoc committees.

### **C. Rule of Eligibility for Voting on Issues Raised at Departmental Meetings**

1. The voting faculty is composed of all persons with budgeted appointments as tenured or tenure-track faculty in the department, as well as instructional-track faculty with budgeted appointment of 50% or more in the department.

2. Instructional-track faculty who are eligible to vote will have the following voting restrictions:
  - a) Instructional-track faculty may not vote on graduate curricular issues.
  - b) Instructional-track faculty may not vote on tenure and promotion cases of tenure-track faculty members.
  - c) Instructional-track faculty may not vote in tenure-track hiring decisions.
3. In addition to voting on regular faculty business, instructional-track faculty will have the following voting privileges:
  - a) Instructional-track faculty may vote on instructional-track hiring decisions and on promotion cases of instructional-track faculty of lower rank.

### **III. Officers and Standing Committees**

#### **A. Powers and Duties of the Departmental Executive Officer (DEO)**

1. The DEO, or Department Chair, is the chief administrative officer of the department and ex officio chair of the departmental meeting. The DEO's primary responsibility is to administer the policies established by the college and faculty.
2. The DEO has primary administrative responsibility of recommending faculty appointments, promotions, faculty merit, developing the department's curriculum, overseeing the work of its graduate assistants and staff, evaluating its faculty, managing the budget and mentoring junior faculty. The DEO is also responsible for assignment of faculty to office spaces and supervision of budgetary expenditures. The DEO will consult with the Executive Committee on important budgetary matters, the distribution of teaching and service assignments to faculty, and through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the department, college, and university.
3. The DEO is appointed by the dean of the college with the advice of the departmental faculty and the approval of the provost.
4. Acting DEO. In the event of the DEO's incapacity or extended absence from campus, the Director of Graduate Studies or the Director of Undergraduate Studies, whoever is senior in rank, will normally perform the functions of the DEO until the DEO returns to service or a new DEO is appointed. The appointment of the acting DEO is subject to approval by the Dean of the College of Liberal Arts and Sciences

#### **B. Powers and Duties of the Director of Undergraduate Studies (DUS)**

1. The Director of Undergraduate Studies (DUS) takes primary responsibility for periodic recommendations and reports to the DEO and faculty on duties requiring coordination, including:

- a) review, development, and proposed changes to the undergraduate curriculum, course offerings (including cross listing of courses), and degree requirements, form and content of brochures, catalog copy, and other materials that describe undergraduate programs and degree requirements;
  - b) policies and procedures related to departmental responsibilities for undergraduate advising, including involvement in and arrangements for recruiting new majors and orienting majors, internships and honors programs, and the coordination of the orientation for incoming TAs;
  - c) policies, procedures, and facilitation of the outcomes assessment of the undergraduate programs;
  - d) establishment, review and implementation of standards and procedures for appeals and petitions for waivers from departmental or university requirements, subject to the applicable procedural requirements of the College of Liberal Arts and Sciences and the Graduate College;
  - e) participation in assigning TA's for undergraduate classes;
  - f) acting as director of the Honors Program, which involves meeting with honors students to ensure completion of departmental honors;
  - g) serves on Department Executive Committee;
  - h) oversees departmental undergraduate awards, including solicitation of nominees, evaluation of awards, and planning award ceremony;
  - i) attends required collegiate and university meetings.
2. The Director of Undergraduate Studies (DUS) is appointed by the DEO for a one-year term and is eligible for re-appointment. Selection of the DUS will normally take place at the end of the Spring Semester each year for the following academic year.
  3. If the DUS deems it necessary, they may request that the DEO appoint faculty member(s) to assist in DUS duties in an ad-hoc manner, such as for reviewing the undergraduate awards or other tasks.

**C. Powers and Duties of the Director of Graduate Studies (DGS) and the Graduate Affairs Committee (GAC)**

1. GAC will be chaired by a Director of Graduate Studies appointed by the DEO for a one-year term, but who is eligible for re-appointment. Selection of the DGS will normally take place at the end of the Spring Semester each year. The DGS will deal with appeals and petitions for waivers from Departmental or University requirements and consult with GAC as necessary, using criteria laid out in the *Handbook for Graduate Students in the Department of Communication Studies* but subject to the applicable procedural requirements of the College of Liberal Arts and Sciences and the Graduate College. The DGS will also organize Department Seminar events, teach the Introduction to Teaching

and Research for new graduate students, attend required collegiate/university meetings, oversee graduate curriculum changes and assessment, and organize and chair the annual meeting where graduate students are reviewed.

2. The Graduate Affairs Committee (GAC) takes primary responsibility for periodic recommendations and reports to the DEO and faculty on matters requiring coordination, including:
  - a) graduate curricula, course offerings (including approval of cross-listings), degree requirements; form and content of recruitment brochures and materials, catalog copy, *Handbook for Graduate Students*, and other materials describing graduate programs and degree requirements;
  - b) policies and procedures related to the recruitment and admission of graduate students (including development of recruiting materials, organizing the recruiting booth at conferences, handling of inquiries, graduate TA orientation);
  - c) policies and procedures pertaining to the evaluation of graduate student performance, the monitoring of student progress, setting standards for normal and satisfactory progress for graduate students;
  - d) developing guidelines for faculty and students regarding the participation of graduate students in the teaching, research, and service functions of the department; drafting such guidelines, assuring adequate student input to proposed guidelines;
  - e) policies regarding levels and patterns of graduate student support.
3. GAC will normally consist of at least three faculty members, including the DGS, appointed at the end of the Spring Semester by the DEO in consultation with the DGS to reflect area representation across the department, plus a staff member who oversees graduate student progress. One graduate student will also be selected by the DEO in consultation with the Graduate Student Advisory Council (GSAC). All faculty and student members are appointed for a one-year term but may be reappointed.
4. The GAC will hold meetings during the semesters as necessary. Time, date, location, and agenda for each meeting will be publicized to all departmental faculty and graduate students so that interested groups or individuals can submit suggestions or make presentations, except that meetings to discuss appeals or particulars of any individual student's case will be closed meetings.

#### **D. Powers and Duties of the Departmental Executive Committee (EC)**

1. The EC will consist of three members, plus the DEO, who will serve as chair, with the goal of representing the three areas of the department, when possible.

2. The EC functions as the representatives of the faculty, and shall have input into all significant issues that come before the DEO, but which cannot practically be discussed at faculty meetings.
3. The EC is primarily responsible for departmental strategic planning, merit reviews of faculty, and non-contractual faculty reviews.

#### **E. Powers and Duties of Area Heads**

1. The department currently includes three areas of specialization within the field of Communication: Interpersonal Communication and Relationships; Media History and Culture; and Rhetoric, Culture, Engagement.
2. The Area Heads function as liaisons between the DEO and the Areas. The Area Head will be appointed by the DEO in consultation with colleagues within the area, and each Area Head has the power to call meetings, with appropriate notices, of faculty members in the area for course scheduling, community building activities, and other purposes as deemed necessary.

### **IV. Departmental Meetings**

- A. Regular departmental meetings will normally be scheduled at least twice a semester and chaired by the DEO. Additional meetings may be called at the discretion of the DEO, provided that forty-eight hours advance notice is given and the nature of the agenda is described at that time.
- B. An agenda will be circulated to department faculty and representatives of the staff and graduate students or posted at least twenty-four hours before any regularly scheduled departmental meeting. GSAC representatives of the graduate students and department staff may attend and contribute to the discussion in all meetings except during discussion of personnel matters or other matters ruled as confidential by the DEO.
- C. Minutes of departmental meetings are to be kept by a departmental meeting secretary appointed by the DEO. The appointment, made during the preceding semester, is for one semester but may be renewed.
- D. At departmental meetings a quorum will consist of two-thirds of the faculty eligible to vote (excluding members on leave). Decisions will be based on a simple majority of those present who cast a vote and those absent who have submitted a written vote to the meeting secretary. Abstentions will not count as votes in defining a majority; absentee votes will not count in establishing a quorum.
- E. New business may not be raised and voted on at the same meeting where it is first raised except with a two-thirds majority vote of attending faculty members. In cases where new business is voted on at the same meeting where it is raised, absentee votes will not be counted. New business that must be voted on will, when possible, be included in advance on the agenda and be accompanied by relevant background materials.

- F. Note: Meetings regarding confidential personnel issues are deemed an executive session (i.e., meetings of the departmental consulting group for tenure and promotion decisions, meetings of the tenured faculty to discuss probationary faculty reviews) and are not governed by this section of the departmental manual of operations and procedures.

## **V. Procedures for Amendment of the Manual of Operations and Procedures**

This Manual of Operations and Procedures may be amended by a two thirds majority vote of all eligible faculty conducted by ballot. Proposed amendments must first be formally proposed and discussed at a regular faculty meeting. After discussion of such a proposal the faculty may vote to hold a ballot on the specific amendment and a ballot will then be held within one week. All amendments of the manual are subject to approval by the college and do not become effective until such approval is granted. The date of such approval will be included as part of the final document.

**Adopted 2002**  
**Adopted Oct. 2008**  
**Amended May 2021**  
**Amended January 2025**