

**BY-LAWS OF THE FACULTY OF THE  
SCHOOL OF COMMUNICATION AND INFORMATION  
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

Revised & Corrected, July 1984  
Corrected, December 1984  
Amended, May 1987  
Amended, April 1989  
Amended, April 1991  
Amended, December, 1991  
Amended, May 2000  
Amended, April 2003  
Amended, May 2009

**I. PREAMBLE**

The School of Communication and Information was established during the 1982-1983 academic year, as a result of a merger of the Graduate School of Library and Information Studies (GSLIS) with the College of Communication -- the latter consisting of the Department of Communication and the Department of Journalism and Mass Media. The merger occurred during the reorganization of Rutgers, The State University of New Jersey. The original by-laws were drafted by a joint committee composed of faculty from the constituent elements of the new School. They were adopted by action of the Faculty of the School on November 29, 1983. From the time of the merger up until April 2, 2009 the school was named the School of Communication, Information and Library Studies (SCILS). On April 2, 2009 the Rutgers University Board of Governors approved changing the name to the School of Communication and Information.

These by-laws are intended to govern the affairs of the School. The by-laws and amendments thereto shall be consistent with University regulations. In the event of conflict or inconsistency, the University regulations shall prevail.

**II. MISSION OF THE SCHOOL**

The Mission of SC&I is specified in University Policy 10.1.3, Missions of the Faculties, Colleges, and Schools, Section (11):

The School of Communication and Information “shall offer undergraduate instruction, primarily at the upper-division level, to the students of the several colleges in New Brunswick, graduate instruction at the master's-degree level, and shall conduct research” in the communication, library and information science, and journalism and media studies disciplines. “In addition, its faculty shall offer graduate instruction at the doctoral level through the Graduate School-New Brunswick. It shall include such departments, subdivisions, and programs as may be recommended by the legislative body of this unit and approved in accordance with University Regulations by the Board of Governors and, as appropriate, by an entity designated under New Jersey law.”

**III. UNITS OF THE SCHOOL**

A. The units of the School are:

1. Department of Communication
2. Department of Journalism and Media Studies

3. Department of Library and Information Science
  4. Department of Speech, Language, and Hearing Sciences [The department was suspended in 1991. It was included in the 1982 merger that founded the school.]
  5. Professional Development Studies
  6. Doctorate in Communication, Information and Library Studies
- B.** Any additions to or deletions from the above shall be made in accordance with Article IV of these by-laws.
- C.** Unit by-laws. Each unit shall prepare a set of unit by-laws, written in accordance with University regulations and consistent with School by-laws. A copy of each unit's by-laws shall be transmitted to the Secretary of the Faculty and maintained in the office of the Dean. Amendments to unit by-laws will be dated and transmitted to the Secretary of the Faculty and maintained in the office of the Dean.

#### **IV. AMENDMENTS TO THESE BY-LAWS**

These by-laws may be amended by a two-thirds majority vote at any regular meeting of the Faculty, provided the amendment has been circulated in writing by the Secretary of the Faculty at least two weeks before such a meeting. Amendments may be initiated by the Rules of Procedure/Elections & Nominations Committee or by any voting member of the Faculty of the School who submits a proposed amendment in writing to the committee. The committee shall have up to one month to study such a proposal and shall report at the next regular Faculty meeting occurring after this period.

#### **V. MEMBERSHIP IN THE FACULTY**

- A. Voting members.** The voting members of the Faculty shall consist of:
1. The President of the University, the Executive Vice President for Academic Affairs, and the Dean of SC&I;
  2. Full-time professors, associate professors, assistant professors, instructors, research, and non-tenure track contractual professors and lecturers or those of equivalent rank who occupy fifty-one percent (51%) of a faculty line in a department of the School, including faculty on leave;
  3. Officers of the University and other faculty members outside the school, including professors emeriti, who are so designated by majority vote of the School Faculty.
- B. Non-voting members.** The non-voting members of the Faculty shall consist of:
1. Administrators of the School who do not have faculty status.
  2. Faculty members who hold appointment to less than fifty-one percent (51%) of a faculty line in a department of the School.
  3. Associates, as defined in V.D.
  4. Officers of the University and the other faculty members who are so designated by majority vote of the School Faculty.
  5. Visiting Faculty Members
- C. Duties and powers of the Faculty.** The duties and powers of the Faculty shall include jurisdiction over all matters of faculty governance and the educational process of students, except as limited by University regulations, and, when applicable, subject to the review of the University Senate.
1. Faculty are governed under University policies contained in the University Policy Library under Human Resources, Section 60.5 Faculty.

2. SC&I Faculty assume responsibility for:
  - a) Determination of special requirements for admission to the curriculum offerings and determination of eligibility for continuance in the curricula.
  - b) Determination of curricula for academic work in the departments and programs of the School, and providing for the schedule of courses.
  - c) Encouragement of research and scholarly endeavors by faculty members and advanced students.
  - d) Participation in annual performance reviews.
  - e) Adoption and enforcement of additional regulations regarding attendance, examinations, grading, scholastic standing, honors programs, and other matters affecting the quality of education.
  - f) Determination of specific requirements for degrees.
  - g) Certification of all graduating students following recommendation by the directors of the programs.

**D. Courtesy Appointments - Associates.** Upon nomination by one or more faculty members, and consent of the faculty, the Dean may recognize and honor, through appointment as associates, members of the university community or members of the professional or disciplinary community beyond the university who have established, or intend to establish, a special relationship to the School of Communication and Information through such contributions as exceptional teaching; advising faculty, students, or administration in their areas of expertise; participation in joint research; mentoring faculty and/or students; leadership of colloquia; and representing the school and its interests in the larger university and/or disciplinary arenas.

1. Associates shall be non-voting members of the faculty as described in section V.B.3; they shall be welcomed to attend and speak at faculty meetings, but attendance shall not be a regular expectation.
2. Associates shall be included in lists of faculty and shall receive all appropriate publications regularly sent to voting faculty members.
3. Appointment as associate shall be for a specified term and may be renewed, following the same procedure as described above.

## VI. OFFICERS AND UNIT HEADS OF THE SCHOOL

- A. Dean.** Rutgers Policy on the Dean as the principal administrative officer of a unit is specified in Section 50.1.6.A. of the University Policy Library. The Dean shall be the presiding officer of the School of Communication and Information. The Dean is charged with the supervision of the administration of the School and with leadership in undergraduate and graduate education and in research and service in areas appropriate to the School. The Dean shall notify the Faculty of the time and place of all regular meetings at the beginning of each term. The Dean shall distribute the agenda and supporting materials for each regular faculty meeting to each member of the Faculty at least one week prior to the meeting.
- B. Associate and Assistant Deans.** The appointment of associate and assistant deans may be recommended to the Executive Vice-President for Academic Affairs by the Dean, with such responsibilities as the Dean assigns.

- C. Secretary of the Faculty.** The Secretary of the Faculty shall be elected by the Faculty for a term of two (2) years. The Secretary of the Faculty is responsible for seeing that the following functions are performed, with staff assistance provided by the Dean's office:
1. Keep a record of actions taken by the Faculty, and send to each faculty member not later than two weeks after each faculty meeting a copy of the minutes of that meeting.
  2. Maintain in a place available to all Faculty a copy of the current School by-laws, current departmental by-laws, and University Regulations.
  3. Serve as a member of the Committee on Rules of Procedure/Elections & Nomination Committee, and conduct all elections called for in these by-laws including departmental elections for the nomination of chairpersons.
- D. Unit Heads.**
1. **Department Chairs.** The rights and duties of the Chair are described in Rutgers University Policy 50.1.7.
    - a) The selection of the Chair shall be in accordance with University Policy 50.1.7.: “...a department chairperson shall be appointed by the appropriate Dean or director, with the approval of the appropriate Provost, for a term of no more than five years. When a vacancy shall occur through expiration of term or otherwise in a department which includes three or more members at the rank of associate professor or professor, members of the department at the rank of assistant professor or higher who are in their second or subsequent semester of service in the department and instructors with at least one full year of service in the department shall by ballot nominate to the Dean one of the professors or associate professors for appointment as department chairperson.”
    - b) The term of a chair shall normally be three years.
    - c) Nomination Process. The nomination election shall be conducted by the Faculty Secretary and the Rules of Procedure/Elections & Nominations Committee will certify and announce the results of the election. All Professors and Associate Professors who hold appointment to more than 50% of a faculty line in a department shall be placed on the nomination ballot, unless they remove their names by written request.
    - d) Departmental By-Laws should specify specific procedures for nominating and electing a Department Chair. Faculty eligible to vote in Department Chair elections are those who hold more than 50% of a faculty line in that department. Results of the departmental election should be distributed to all members of the department faculty. The name of the individual elected shall then be forwarded to the Dean for appointment consideration.
    - e) The nomination process for department chairs shall commence at least four months prior to a vacancy in the Chair. If an appointment is not made at the time the vacancy occurs, then the Dean may appoint an acting Chair until the nomination, election, and appointment process is completed.
  2. **Chairperson Duties.** The duties of the Chairperson shall be in accordance with University Policy 50.1.7: “Under the Dean or director of the academic unit of which the department is a part, it shall be the duty of a department chairperson to have general administrative responsibility for the programs of the department; to plan with the members of the department ongoing improvements in the department's programs,

to evaluate continuously the instructional, research, and administrative processes of the department, and to make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report the evaluations as required; in consultation with the members of the department on indefinite tenure to recommend appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; to collect and maintain thorough records of each member's teaching, scholarship and service, taking particular care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations; and generally to promote the effectiveness of the department, college and University by every appropriate means."

3. **Program Directors.** Program directors are nominated by their constituent faculty bodies to serve for a designated period of time and are appointed by the Dean. Duties of program directors are determined by their respective faculty bodies and by the Office of the Dean.
4. **Director of Professional Development Studies.** The Director is appointed by the Dean and responsible to the Office of the Dean. The Director will coordinate with appropriate faculty bodies in planning and implementing professional development and continuous education activities.
5. **Director of the Ph.D. Program.** The Director of the Ph.D. Program is nominated by vote of the associate and full members of the Ph.D. program faculty. The name of the individual nominated shall then be forwarded to the Dean for appointment consideration. The Director is appointed to a three year term of office and may be nominated and re-appointed to a second subsequent three year term. Specific nomination and election procedures for Ph.D. Program Director shall be specified in the Ph.D. Program By-Laws.

## VII. MEETINGS OF THE FACULTY OF THE SCHOOL

### A. Meetings.

1. **Regular meetings.** A regular meeting of the Faculty shall be held at least once a semester, and Faculty shall be given at least two weeks prior notice of such meetings.
2. **Special meetings.** Special meetings of the Faculty may be held at the call of the President or of the Dean, or, upon written request to the Dean of at least ten (10) voting members of the Faculty. Unless the Dean proclaims the existence of a state of emergency, such special meetings shall not be convened without a notification to all Faculty of at least seventy-two (72) hours. Resolutions and supporting data for consideration shall be provided to the Faculty as expeditiously as possible in advance of the meeting. The agenda of the meeting shall be limited to such resolutions.
3. **Quorum.** A quorum shall consist of one-half of the voting members of the Faculty.

### B. Conduct of meetings.

1. **Presiding officer.** The Dean or his/her designated representative shall preside at regular or special meetings of the Faculty, unless the University President or Executive Vice President for Academic Affairs is present and presides. If none of these officers is present, the Dean shall appoint a presiding officer.

**2. Order of business.** The Dean shall determine the agenda, which must be circulated to the Faculty at least one week prior to the meeting. The order of business ordinarily shall be: approval of minutes; report of the Dean; reports of standing committees; reports of special committees; old business; new business. Any Faculty member may submit an agenda item to the Dean up to ten days before a meeting.

**3. Rules of order.**

- a) The Dean shall appoint a parliamentarian to advise on procedure, and shall consult him or her before ruling, except on routine matters.
- b) Robert's Rules of Order, in the edition specified by the parliamentarian, shall govern the conduct of the meeting.
- c) Motions emanating from standing or special committees shall be distributed at least seven days prior to the meeting and be placed on the agenda for the meeting.
- d) Motions or resolutions emanating from the floor at the meeting which will commit the Faculty to any policy position shall be referred for consideration to a standing or special committee.
- e) Resolutions, reports, or motions of a policy nature must be received by the Secretary of the Faculty at least two weeks before the meeting at which action is contemplated, unless such items come from a committee.
- f) Motions or resolutions that have not been circulated in written form at least seven days prior to the meeting may be put on the floor and debated by vote of two-thirds of the voting members present. Voting on such motions must be done by ballot.
- g) A mail ballot, to be submitted to all voting members of the Faculty, shall be ordered on any question, before the final vote shall have been taken, at the request of one-third of the voting members present. A motion requesting a mail ballot shall take precedence over a call for the question. The motion to reconsider shall not be applicable to votes taken by mail ballot.

**4. Open and closed meetings.**

- a) The presiding officer shall be responsible for the decorum of the meeting.
- b) Meetings of the Faculty normally shall be open.
- c) The Faculty may, under extraordinary or sensitive conditions, by majority vote, move to close a meeting to all except voting members of the Faculty.

**C. Student Representatives.** One student representative from each program of the School may be elected by means established through the by-laws of each department/program. Student representatives shall have discussion privileges, but may not vote.

**VIII. COMMITTEES OF THE FACULTY**

**A. Structure.**

**1. Standing committees.** The University requires under Rutgers Policy 50.1.9 that each school should have the following standing committees: Courses of Study, Rules of Procedure, Advisory Committee(s) on Appointments and Promotions, Committee of Review, Planning Committee; and, for graduate programs, Admissions Committee and

Scholastic Standing Committee. These committees shall not abrogate the duties and responsibilities of the Dean or Department Chairpersons as specified in other University Regulations. The standing committees of the Faculty are specified in Section B below.

2. **Special committees.** To further the work of the School, the Faculty or the Dean may at any time establish committees ad hoc. After a special committee has been active for two consecutive years, it shall either be established by the Faculty as a standing committee, extended for a stated term, or be disbanded.
3. **Membership.**
  - a) Faculty members of all SC&I committees shall be appointed or re-appointed annually by the Dean, except as specified otherwise by these by-laws.
  - b) Committee members shall be voting members of the Faculty. The terms of service shall be one year, unless otherwise specified by these by-laws.
  - c) All student committee members shall serve as non-voting members, with the exception of the Student Affairs Committee and its student grievance subcommittees (see VIII. B. 7 below).
  - d) No more than fifty (50) percent of the membership of each committee shall consist of non-voting members.
  - e) In case of mid-year vacancies, committees may request replacement. If the former member was appointed, the Dean shall appoint a new member. If the former member was elected, a new election shall be conducted in accordance with provisions in VIII. A. 4. b. below.
4. **Elections.**
  - a) The Secretary of the Faculty shall conduct all elections.
  - b) Candidates for all committee elections shall be nominated by the Rules of Procedure/Elections & Nominations Committee, or by written petition of six (6) voting members of the Faculty. The Secretary of the Faculty will review the slate of all nominees to ascertain that the candidates meet the qualifications specified in these by-laws.
  - c) In case of events where a quorum is not present as specified in VII.A.3., a full voting membership mail ballot listing all nominees for each committee shall be distributed according to VII.B.3.g.
5. **Ex-officio membership.**
  - a) All members of committees serving ex-officio shall be non-voting members.
  - b) The Dean shall be a non-voting member of each committee. The Dean shall not serve on the Rules of Procedure/Elections & Nominations Committee, the Committee on Review, and the Committee on Appointments and Promotions. The Dean may designate a representative to serve on any committee in the Dean's stead.
6. **Officers.** Each standing committee shall elect, from among its voting members, a chair, and a secretary who shall keep minutes of the committee's actions.
7. **Quorum.** A quorum shall consist of a majority of the voting members of a committee.

8. **Records.** The records of each committee shall be filed in the office of the Dean at the end of each academic year and shall be retained not less than three years. Records of the Committee on Appointments and Promotions, the Rules of Procedure/Elections & Nominations Committee and the Committee of Review shall be confidential and shall be retained only for the use of the Dean and the respective committee, and none shall remain in the hands of committee members. Records of all other committees shall be available to members of Faculty.
9. **Reporting.** The Chairs and Directors and the Committee on Appointments and Promotions are advisory to the Dean. The Chairs and Directors Committee, at its discretion, will report frequently to the Faculty. All other committees shall report at least annually to the Faculty.

## **B. Standing Committees.**

### **1. Chairs and Directors**

- a) Membership shall consist of: the chairs of departments and the directors of programs. The Dean and Associate Deans will serve ex-officio. The Dean may appoint additional members at her/his discretion.
- b) The Chairs and Directors shall advise the Dean on issues relating to Curriculum, Planning, Budget and Finance and other school-wide issues. Chairs and Directors will subsume responsibilities of the following university required standing committees (See VIII.A.1): Courses of Study Committee, Committee of Review, and Planning Committee.
- c) Other responsibilities shall consist of advising the Dean, assisting the Dean in preparation of the agenda for each faculty meeting, and annual selection of a member of the faculty to serve on the University Senate.

### **2. Faculty Council**

- a) Membership shall consist of full-time professors, associate professors, assistant professors, instructors, research, and non-tenure track contractual professors and lecturers or those of equivalent rank who occupy fifty-one percent (51%) of a faculty line in a department of the School, including faculty on leave. The Faculty Council will be convened by the Chair of the Faculty Council, who will be responsible for preparing the agenda, with input from the entire faculty.
- b) The Chair of the Faculty Council will be selected in a school-wide election.
- c) The Faculty Council, which is advisory to the Dean, is empowered to make decisions relating to all issues which are of concern to the faculty.

### **3. Appointments and Promotion Committee**

- a) Membership shall consist of four tenured members of the School Faculty appointed by the Dean with the approval of the University Vice President for Academic Affairs for each candidate being considered for promotion or tenure. An additional two members may be appointed by the Dean from other units of the University, with the approval of the University Vice President for Academic Affairs. A separate committee will be appointed to consider candidates for appointment or promotion from each department such that (1) no member of the department of the candidate will serve; (2) all members of the committee will be at or above the rank proposed for the

candidate under review; and 3) all departments having three or more tenured faculty members, other than that of the candidates, are represented. As long as these conditions are met, committees may have overlapping membership.

- b) The duties of Appointments and Promotions Committees shall be to advise the Dean as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the Committee will also be forwarded by the Dean to the University Vice President for Academic Affairs. The Committee may also, on its own initiative, make suggestions as to personnel matters to administrative officers.

#### **4. Rules of Procedure/Elections & Nominations Committee.**

- a) Membership shall consist of two faculty members elected by the faculty, and two appointed by the Dean. The committee members serve for one year.
- b) Responsibilities include:
  - (1) Recommendation of changes in the by-laws, and review of all changes to the by-laws proposed by departments or individual Faculty members.
  - (2) Preparations of a current edition of the by-laws for annual distribution to the Faculty.
  - (3) Interpretations of the by-laws in cases where they may be found ambiguous.
  - (4) Nominations of the candidates for each school-wide post, including Secretary of the Faculty, Chair of the Faculty Council, and membership on the Rules of Procedure/Elections & Nominations Committee.
  - (5) Preparation, distribution, and collection of ballots for such elections.
  - (6) Certification of the results of such elections.
  - (7) Certify and announce the results of departmental elections for the nomination of chairpersons.

#### **5. Diversity Committee**

- a) Membership shall consist of Faculty members, two elected at large and two appointed by the Dean. They will serve two-year terms on a staggered basis. The committee composition will include the official SC&I representatives for university-wide committees and initiatives related to diversity.
- b) The committee reports to the Dean and advises Departments and Programs and may at its discretion make reports to the Faculty. The committee's role is to ensure continued support for diversity as a SC&I priority. The duties and responsibilities of this committee are defined as follows:
  - (1) to work with search committees to review recruiting and selection processes and to convene an annual meeting of search committee chairs;

- (2) to provide information on university policy with regards to issues of equity and to disseminate information about changes in policy and provide updates to departments and programs;
  - (3) to provide information and advisement to faculty seeking guidance on issues of equity;
  - (4) to collect data on issues of equity and under-representation, and to disseminate information for the purpose of building mechanisms to determine priorities for action;
  - (5) to pursue global initiatives and initiatives to enhance global citizenship among faculty and students.
- c) This committee is further charged with responsibility for reviewing and recommending improvements in the mechanisms provided by the School to assure the maintenance of an affirmative action program, as well as mechanisms to assure "due process" in relation to the redress of faculty and staff grievances.

#### **6. Research Development Committee**

- a) Membership shall consist of the chairpersons of the departmental Research Development Committees, one PhD Student selected by the SC&I PhD Student Committee and two faculty members appointed by the Dean from the faculty at large. The appointees will serve staggered two-year terms.
- b) Responsibilities include the development and overseeing of a School-wide research policy, and coordination of departmental research projects. The committee also will assist in fund raising and the securing grants.

#### **7. Student Affairs Committee**

- a) The Student Affairs Committee is convened when necessary by the Associate Dean for Student Affairs.
- b) Membership shall consist of two faculty members elected by each department, and four (4) students to be appointed by the Dean. Committee members will serve one-year terms. Student members shall be voting members.
- c) Responsibilities include the development and administering of a policy for hearing student grievances. For the hearing of a student grievance, a subcommittee of two faculty members and one student will be chosen by lot. A faculty member who is the subject of a grievance shall not sit on the subcommittee considering that case.

#### **8. Health and Safety Committee**

- a) The committee shall consist of three (3) faculty or staff members appointed by the Dean for two-year terms.
- b) Responsibilities include inspecting of the facilities for health or safety hazards and recommending corrective measures to the Dean.

#### **9. Website Committee**

- a) The Website Committee shall be a standing committee.

- b)** The Website Committee shall advise the Dean on issues relating to the design, functioning and maintenance of the school's website. It shall propose changes to the website and facilitate the implementation of such changes in a reasonable time period, taking into account the available human and budgetary resources. If multiple changes to the site are needed, the committee shall, together with the assistant dean for information technology, be responsible for prioritizing the changes.
- c)** The Website Committee shall collect feedback about the School's website from faculty, staff, current students, and alumni. It shall formulate suggested changes to the website based on this feedback.
- d)** The committee shall issue a report annually on the changes made and proposed in the previous year; the changes to be proposed in the forthcoming year; and significant problems that warrant attention.
- e)** The voting membership shall consist of: the associate dean for administration, *ex officio*; the school's public communications director; one faculty representative from each of the three academic departments; one representative from the professional development unit; the assistant dean for information technology; and one other member of the information technology support staff, selected by the assistant dean for information technology. In addition, non-voting members shall include: one graduate student representative chosen by the dean; one undergraduate student representative chosen by the dean; and an additional member of the information technology support staff at the discretion of the assistant dean for information technology. Meetings shall be presumed to be open to all members, voting and non-voting, unless the chair specifically convenes a meeting only of voting members.
- f)** Members shall serve two-year terms. Faculty terms shall be staggered. Terms shall be renewable.
- g)** Each September, the committee shall elect one faculty member to serve as chair.