

**COLLEGE OF MEDIA
BYLAWS**

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Preamble

The Bylaws of the College of Media provide for the administrative organization and procedure of the college. These bylaws derive their authority from the *University Statutes*, which state that each academic unit shall be governed in its internal administration by its faculty, and that the governance of each unit shall be based on bylaws established and amended by the faculty of that unit. The bylaws are an extension of the *Statutes* and as such must accord with them. In case of disagreement, the *Statutes* shall prevail. Similarly, in cases where the bylaws of departments in the College conflict with these College bylaws, the College bylaws shall prevail.

I. Purpose

In accordance with these bylaws, the faculty of the College of Media shall:

- A. Determine and implement those policies that will best advance the academic aims of the College.
- B. Make recommendations on matters of educational policy relevant to the College but which fall under the jurisdiction of other bodies.

II. College Membership and Voting

- A. The College of Media consists of the following academic units: The Charles H. Sandage Department of Advertising, the Department of Journalism, the Department of Media and Cinema Studies, the Institute of Communications Research, the program in Agricultural Communications (shared with the College of Agricultural, Consumer and Environmental Sciences) and any other department, program, or operating unit that shall hereafter be established by action of the Dean of the College, the faculty, and the Senate and officers of the university. It also includes an operational unit, Illinois Public Media.
- B. Voting privileges are accorded the following who shall constitute the College Assembly:
 1. The Dean and any assistant or associate deans or other administrative staff of the College in a direct line of responsibility for academic affairs who also hold faculty appointments.
 2. The President, the Chancellor, and the Vice Chancellor for Academic Affairs.
 3. All members of the College's non-visiting staff who meet at least one of the following criteria:
 - a. Are full-time faculty of the College who hold academic rank or title and who have at least a one-half time (50%) appointment paid by the College, while also either (1) holding tenure; (2) having received probationary credit toward tenure in the current or preceding academic year; or (3) holding the unmodified academic rank or title of professor, associate professor, or assistant professor without tenure.

- b. Hold the academic rank or title of instructor, lecturer, or other specialized faculty title as specified in Provost Communication 25, have a full-time appointment, are paid by the University, are not candidates for a degree from this University, and are designated by their home unit within the College of Media for inclusion in the faculty electorate.
4. Visiting, adjunct, and emeritus faculty shall have voice but not vote.
5. The Executive Committee of the College shall, upon petition, annually determine the faculty membership and voting rights of staff in the College not covered by the above provision or who desire a waiver of any such provision. Such staff must demonstrate significant academic responsibilities for teaching, research, or outreach within the College and must hold the rank or title of professor, associate professor, assistant professor, instructor, or lecturer modified by the terms “research,” “adjunct,” “clinical,” “visiting” and/or “emeritus” (e.g., “research professor,” “adjunct assistant professor,” “clinical associate professor,” “visiting professor”).
6. Voice but not vote is automatically accorded to academic staff who direct one of the units within the College or who serve on the Executive Committee of the College, but who otherwise do not hold academic rank, to address issues of relevance to their unit during the meeting of the College Assembly.

III. Meetings

A. Officers

1. The presiding officer at meetings of the College Assembly shall be the Dean, or in his/her absence, the designee of the Dean. The Dean shall:
 - a. Convene meetings of the College Assembly.
 - b. Establish additional committees of the College not specifically provided for in these bylaws or other governing documents.
 - c. Appoint, in consultation with relevant unit heads, committee members not selected by the College Assembly.
 - d. Meet regularly with unit heads regarding matters of College policy including budget and strategic planning, as well as specific matters of concern to the individual units.
2. The Dean’s administrative assistant shall act as secretary to the faculty. Duties of the secretary include:
 - a. Distributing all notices, calls, and agenda of College Assembly meetings.

- b. Recording, preserving, and distributing minutes of all College Assembly meetings. In the event the secretary must be absent, the Dean shall appoint a temporary secretary from among the members in attendance to record the minutes.

B. Call of Regular and Special Meetings

1. Two meetings of the College Assembly shall be called by the Dean in each academic year, one at the beginning of each fall and spring semester. The Dean may call additional meetings throughout the year as the need arises.
2. At the request of the Executive Committee or upon receipt of a written petition by 10 members of the College Assembly, the Dean shall call a special meeting upon giving proper notice. The petition and notice of the meeting (see section "D" infra) shall state the proposed agenda or resolution(s), and debate and action at the special meeting shall be confined to said agenda or resolution(s).

C. Agenda

1. The order of business for a regular meeting shall be established by the Dean. A call for agenda items shall be issued 10 days in advance of a meeting and a written agenda distributed 7 working days before a meeting date.
2. Any committee or member of the College Assembly may submit an item to the Dean and it shall be included on the agenda for a regular meeting. Items submitted after the agenda has been served for a regular meeting will not be included on the agenda for that meeting, but will be carried over to the agenda for the following meeting.
3. Items not included on the agenda may be introduced at any regular meeting as new business by members of the College Assembly.
 - a. Items introduced as new business can be discussed at the meeting, but shall not be adopted at that meeting. Following discussion, the new business will be referred to a committee appointed by the Dean.
 - b. Any member of the College Assembly may introduce a motion under the heading of new business to compel a committee report on a given matter. If the motion passes by a simple majority, the matter shall be included on the agenda for the next regular meeting.

D. Notice

1. Notice of the schedule of regular meetings shall be made at the beginning of each academic year.
2. Notice shall contain the dates, times, and places of such meetings and must be given 7 working days before a meeting date.

3. Notice of regularly scheduled meetings shall be given by posting on the Assembly's website, posting at the Office of the Dean, and by email sent to all members of the Assembly.
4. Notice of any special meeting or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the meeting.

E. Quorum

Fifty percent of the eligible voters in the College Assembly must be in attendance to constitute a quorum. In the absence of a quorum, the presiding officer may recess the meeting for any period ranging from 24 hours to 7 working days, at which time the quorum shall be reduced to a third of the College Assembly. Lacking a quorum at the second meeting, the presiding officer may recess the meeting for another period ranging from 24 hours to 7 working days, at which time the quorum should be reduced to 25 percent of the eligible voters in the College Assembly.

F. Voting Procedure

1. Voting privileges shall be extended in accordance with Article II.
2. Voting shall be by voice vote of Yeas and Nays, but a division may be obtained by any member of the College Assembly upon request.
3. Elections in which a contest exists shall be determined by secret paper ballot.
4. A motion to employ a paper ballot in voting on a resolution is not debatable and shall require a simple majority of those present.

G. Robert's Rules

The most recent revision of Robert's Rules of Order shall govern the conduct of all meetings.

H. Public Meetings

All meetings of the College Assembly shall be open to the public.

IV. Committees

Unless otherwise specified, only members of the College Assembly may serve on committees. *Ex officio* committee members shall not have voting privileges except where otherwise expressly provided herein. Appointments and elections to committees, as hereinafter described, will take place by the end of the spring term preceding the academic year in which committee terms begin.

Committees must meet at least once per academic year for organizational purposes. In the absence of a recurring chair, the Dean is responsible for calling the first meeting of a committee, during which a chair will be selected.

Committee chairs are responsible for producing an annual report of committee activities. These reports will be made publicly available to the College Assembly via the website.

Committee meetings are generally open to the public. Exceptions include meetings of the College Promotion & Tenure, Grievance, and Academic Misconduct and Capricious Grading committees addressing matters of individual privacy.

A. Elections Committee

1. The Elections Committee shall consist of three voting members—one each from The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies—appointed annually by the Dean in consultation with the unit heads.
2. The committee shall select a Chair from among its members to serve a one-year term.
3. The duties of the Elections Committee include the following:
 - a. Ensure compliance with provisions for elections in the College bylaws.
 - b. Supervise counting of the ballots of College elections.
 - c. Transmit results of elections to the Dean and the College Executive Committee.
 - d. Seek and recommend improved methods of conducting College elections.
 - e. Coordinate other faculty elections when College involvement is required (e.g. representation on campus and University bodies, such as the Academic Senate) in accordance with Senate rules.

B. Executive Committee

1. The Executive Committee shall consist of the Dean of the College *ex officio*; and one member from The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit, and one representative from Illinois Public Media elected by and from the staff of Illinois Public Media. Unit heads are excluded from membership.
2. Members are elected to two-year staggered terms. Members from the Journalism and Media and Cinema Studies departments will be elected in even years; members from the Advertising department and Illinois Public Media will be elected in odd years. Election shall be without respect to rank.
3. The duties of the Executive Committee shall include those prescribed by the [University Statutes](#) (II.3.d.8; III.5.b.8; IV.2.d; IV.3.d7) and these *Bylaws*. Principally, these obligations include the following:
 - a. Advise the Dean in preparing the budget.

- b. Advise and consult with the Dean on other matters of College policy and on matters brought to it by the Dean or independently initiated by the committee.
- c. Make a yearly recommendation to the Vice Chancellor for Academic Affairs on the reappointment of the Dean.
- d. Serve as the core of the Dean Evaluation Committee charged with conducting the periodic (typically every five years) evaluation of the Dean. (See Senate guidelines in GP.96.02, attached to Provost Communication 24.)
 - i. The Executive Committee may select, in consultation with the Vice Chancellor for Academic Affairs, additional members to serve on the DEC, though the majority of DEC members must be members of the College Assembly.
- e. Coordinate the work of the standing committees and advise the committees on the development of committee policies and procedures.
- f. Advise the Dean on the manner of selection (appointment or election) of the College representative to the General Education Board. In the case of selection by appointment, the Dean's selection shall be reviewed by the Executive Committee.
- g. Advise the Dean on appointment of student members to the Academic Misconduct and Capricious Grading Committee.

4. Officers

- a. The Dean shall chair the committee, except when the committee meets to advise the Vice Chancellor for Academic Affairs on the appointment or reappointment of the Dean or to review the Dean's performance. In these cases, the Dean shall not be a member of the committee.
- b. A Vice Chairperson, who shall chair the committee in the Dean's absence and when the committee meets to prepare its annual recommendation regarding reappointment of the Dean, shall be elected by the Executive Committee from among its members.
- c. When the Executive Committee acts as part of the Dean Evaluation Committee, the committee shall be chaired by a member appointed by the Vice Chancellor for Academic Affairs.

C. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall consist of a total of six faculty members, two each from The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies. Two representatives from each department will be elected by the tenured faculty in each unit. Department heads are ineligible to serve.
2. Departments shall elect and appoint only full professors, unless there are insufficient numbers of faculty of that rank. In that case, an associate professor may be appointed or

elected, but will not be eligible to participate in cases regarding promotion to full professor.

3. Members will serve two-year staggered terms, and no individual may serve more than two consecutive terms.
4. As per the guidelines in Provost Communication 9, members of the committee will participate in cases and vote at the department level, but will recuse at the College level. Committee members will also recuse in cases of professional conflict of interest or personal relationship.
5. The duties of the Promotion and Tenure Committee shall include those prescribed by *Provost Communications 9, 23 and 26*. Principally, these duties include the following:
 - a. Review recommendations for promotion and tenure, including those for tenure system faculty and specialized faculty, submitted by the executive officers of The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies.
 - b. Make recommendations for promotion and tenure to the Dean, including evaluations of each recommendation and of departmental compliance with existing policies.
 - c. Review and make recommendations about third year review letters
 - d. Other duties as assigned.
6. In years in which there are one or more specialized faculty members up for consideration for promotion, the Dean will appoint a specialized faculty member of greater rank to serve as an additional member of the Promotion and Tenure committee. That member will deliberate and vote on the case of other specialized faculty members, but not on other cases. If there is no specialized faculty member of higher rank, the committee will include the six tenure-stream faculty members, as described above.

D. Grievance Committee

1. There shall be a standing Grievance Committee, consisting of one member elected annually by secret written or secure electronic ballot by and from the faculty of The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies to address complaints from faculty members of the College concerning actions and policies of the College, its officers, committees, or faculty, except complaints related to discrimination and/or harassment, which are handled by the Office of Diversity, Equity and Access. (See <http://diversity.illinois.edu/discrimination-and-harrassment-prevention.html>). Persons with administrative appointments are excluded from membership.
2. The committee shall select a Chair from among its members to serve a one-year term.

3. Each department shall create by its bylaws procedures to handle grievances among its own members. The College Grievance Committee shall have jurisdiction only in cases in which the individuals or groups involved are not limited to a specific department, cases in which the department has not enacted its own grievance procedures, or cases in which written grievances cannot be resolved by grievance procedures within a department.
4. In the event that a committee member cannot, in his or her judgment or the judgment of a majority of the other members of the committee, render an impartial opinion on the grievance, that individual shall be replaced by the member of his or her department who received the highest number of votes among those who failed to be elected in the most recent election. If the Chair is deemed to have a conflict of interest, a chair pro tempore shall be designated to conduct the official business of the committee.
5. Before filing a formal grievance with the committee, the grievant should first try to resolve the problem informally with the individual(s) against whom the grievance is being made. In the event that informal resolution is not possible and the problem cannot be resolved by the grievance process within an individual department, the formal grievance should be explicitly stated in writing and presented to the chair, including the facts relating to the matter and the resolution sought by the grievant. Within 10 working days of receiving the grievance, the chair will forward the grievance to the committee.
6. The committee will inform, in writing, the individual(s) against whom the grievance is made of the matter under dispute, including the identity of the grievant. The respondent(s) will then have the opportunity to reply in writing to the written grievance, and the grievant will have the opportunity to respond in writing to the respondent's rejoinder.
7. The committee will convene to address the grievance and to solicit whatever information it deems appropriate to consider; all deliberations of the committee will be kept in strictest confidence.
8. The findings of the committee will be communicated in writing to the Dean, the grievant and to the respondent(s), including any further avenue of appeal of the committee's findings. In cases in which the Dean is a party to the grievance, the committee shall, instead, report its recommendation to the Vice Chancellor for Academic Affairs. The recommendation shall include further avenues of appeal of the committee's findings.
9. All grievance investigations will function in a timely manner, specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete. A minimum of seven working days will be allowed for each written response to be made.
10. These procedures apply to faculty as defined in Article II of these bylaws. Other academic staff and academic professional staff should refer first to informal methods of resolving a dispute, then departmental grievance procedures, then to campus grievance procedures. Civil Service employees should refer to the *University Policy and Rules for Civil Service Staff* for procedures applying to that employee group. Student grievances

are addressed by the Academic Misconduct and Capricious Grading Committee, described in IV.E.

E. Academic Misconduct and Capricious Grading Committee

1. There shall be a standing Academic Misconduct and Capricious Grading Committee, as required by Section 1-403 of the University's Student Code. The committee shall consist of three voting members—one faculty member each from The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies—and one *ex officio* member, the Associate Dean of Student Services and Academic Affairs. Each department will elect its member by secret written or secure electronic ballot by and from each unit. In addition, one enrolled undergraduate student and one enrolled graduate student from the College shall be appointed to the committee annually by the Dean with the advice and consent of the Executive Committee. The ICR director shall serve on the committee *ex officio* for cases involving grading in graduate-level courses offered under the MDIA rubric.
2. Faculty representatives are elected to two-year staggered terms. Representatives from the Journalism and Media and Cinema Studies departments will be elected in even years; the member from the Advertising department will be elected in odd years.
3. The Academic Misconduct and Capricious Grading Committee shall:
 - a. Select a Chair from among its voting members to serve a one-year term.
 - b. Consider written grievances from undergraduate and graduate students regarding issues of grades and other matters concerning academic performance that cannot be resolved by the involved parties.
 - c. Hear appeals of decisions reached through grievance procedures within the units.

F. Courses and Curricula Committee

1. The Courses and Curricula Committee shall consist of six voting members, two each from The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, elected by secret written or secure electronic ballot by and from each unit; and two *ex officio* members (the Associate Dean of Student Services and Academic Affairs and the Director of Graduate Studies of the Institute of Communications Research). Unit heads are excluded from membership.
2. Members are elected to two-year staggered terms; three new members (one from each unit) are elected to the committee each year. Election shall be without respect to rank.
3. The committee shall select a Chair from among its voting members to serve a one-year term.
4. The duties of the Courses and Curricula Committee include the following:

- a. Review new course proposals and the revision or deletion of existing courses.
- b. Review course offerings and provide feedback to departments regarding curricula changes.
- c. Review policies and procedures for undergraduate student petitions concerning course substitutions and other exceptions of the requirements of various curricula.
- d. Review proposed new and revised majors, curricula and certificates and make recommendations on them to the faculty or other appropriate bodies in the curriculum approval process.

G. Awards and Scholarships Committee

- 1. The Awards and Scholarships Committee shall consist of three voting members—one each from The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies, appointed annually by the Dean in consultation with the unit heads—and three *ex officio* members (the Associate Dean of Student Services and Academic Affairs, the Associate Dean of Advancement, and the Assistant Dean of Admissions & Honors).
- 2. The committee shall select a Chair from among its voting members to serve a one-year term.
- 3. The duty of the Awards and Scholarships Committee is to select undergraduate students for awards and scholarships based on exemplary academic performance and other criteria as shall be decided by the relevant department and/or the Committee, and criteria specified in the College's donor fund agreements where required.

H. Technology Committee

- 1. The Technology Committee shall consist of four voting members—one each from The Charles H. Sandage Department of Advertising, the Department of Journalism, the Department of Media and Cinema Studies, and Illinois Public Media, elected by secret written or secure electronic ballot by and from each unit —and one *ex officio* member, the Assistant Dean of Technology. For the purposes of this committee, the Illinois Public Media member has voting rights.
- 2. Members are elected to two-year staggered terms. Members from the Journalism and Media and Cinema Studies departments will be elected in even years; members from the Advertising department and Illinois Public Media will be elected in odd years. Election shall be without respect to rank.
- 3. The committee shall select a Chair from among its voting members to serve a one-year term.

4. The duties of the Technology Committee are to provide input and advice to the Dean and to formulate policy recommendations regarding the technology for instruction, research, creative endeavor, and public media needs.

I. Diversity, Equity, and Inclusion Committee

1. The DEI Committee shall consist of eight members: the Associate Dean for Diversity, Equity, and Inclusion (DEI) *ex officio* and seven additional members – one faculty member each from The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies. Each department will elect its member by secret written or secure electronic ballot by and from each unit. Also, two staff members from units in the College of Media will be appointed to the committee by the Dean in consultation with the Associate Dean for DEI. In addition, one enrolled undergraduate student and one enrolled graduate student from the College shall be appointed annually by the Dean in consultation with the Associate Dean for DEI.
2. Faculty and staff representatives are elected or appointed to two-year staggered terms. Representatives from the Journalism and Media and Cinema Studies departments will be elected, and one staff member appointed, in even years; the member from the Advertising department will be elected and the other staff member appointed in odd years. Student representatives shall be appointed for one-year terms. No individual except the Associate Dean for DEI may serve more than two consecutive terms.
3. The Associate Dean for DEI shall serve as the Chair of the committee.
4. The principal duties of the DEI Committee include the following:
 - a. Maintain familiarity with campus-wide diversity and anti-discrimination initiatives as well as those within other colleges on campus and advise the Dean which ones might be applied, amplified, and/or adapted for the College of Media.
 - b. Coordinate workshops/trainings designed for the College of Media that engage with diversity, equity, inclusion, and access.
 - c. Actively promote the range of faculty teaching and research and student activity that foregrounds diversity in all of its multiple forms including, but not limited to: diversity of worldviews, histories, and cultural knowledge across a range of social groups including race, ethnicity, gender identity, sexual orientation, abilities, economic class, religion, and their intersections. Through this work the committee will support the College of Media as a model of diverse, equitable, inclusive, and anti-racist practices.
 - d. Other priorities as identified by the Dean or the Associate Dean for DEI.

J. Other Committees

1. Appointment to other committees shall be made by the Dean in consultation with the heads of The Charles H. Sandage Department of Advertising, the Department of Journalism, and the Department of Media and Cinema Studies.
2. The Dean shall appoint such ad hoc committees as are recommended by the College Assembly or felt necessary by the Dean.

V. Evaluations/reviews

A. Department Heads

1. An evaluation of the administrative work of department heads shall be conducted at least every fifth year of their tenure (including contiguous interim/acting and regular service) unless an individual has submitted a resignation effective the following year. The purpose of the evaluation is to provide feedback to the head and to provide College and University leadership with an assessment of the head's performance.
2. The evaluation will be conducted by an ad hoc committee consisting of an external chair and three members from the department. For the chair, the Dean of the College will submit the names of two candidates from outside the unit. From these candidates, the faculty of the unit will elect one as chair of the evaluation committee. Departmental members of the committee will be elected from the voting faculty of the unit. Assistant or Associate Heads are not eligible to serve on the evaluation committee.
3. The role of the committee is to gather information from participants in the review process (faculty, staff, and students) and to prepare a report to the Dean and an executive summary of that report to be shared with the department head.

B. College-Level Faculty Administrators

1. An evaluation of the administrative work of faculty members who serve the College in administrative roles shall be conducted at least every third year of their tenure (including contiguous interim/acting and regular service) unless an individual has submitted a resignation effective the following year. These roles include Assistant and Associate Deans and Directors of college-level programs. The purpose of the evaluation is to provide feedback to the administrator and to provide College and University leadership with an assessment of the administrator's performance.
2. The evaluation will be conducted by an ad hoc committee consisting of a chair and a member elected from each of the College's three academic units. The Dean will consult with the Executive Committee about the appointment of a chair. The role of the committee is to gather information from participants in the review process and to prepare a report to the Dean and an executive summary of that report to be shared with the administrator.

VI. Amendments or Additions to Bylaws

- A. Amendment of or addition to these bylaws may be made at a meeting of the College Assembly by two-thirds vote of those members present and voting, provided that a quorum is present and notice requirements of Article III are met.
- B. Proposals for amendments or additions may be made by any member of the College Assembly by submitting the proposed change to the Dean who then shall include the proposal on the agenda for the next regular meeting.