

COLLEGE OF JOURNALISM & MASS COMMUNICATIONS BYLAWS

University of Nebraska-Lincoln
College of Journalism and Mass Communications

I. Mission and Vision

We nurture curious and creative minds to thrive in the ever-changing media and communication professions. As a national leader in experiential journalism and mass communications education, our inclusive “do from day one” experience is rooted in hard work, collaborative problem-solving, and the ethical pursuit of truth to uphold democracy.

II. Organization and Administration of the College

A. The College of Journalism and Mass Communications is organized as follows:

1. The college administration, which consists of the dean, any associate or assistant deans, and any directors or chairs.
2. The college faculty, which consists of individuals who hold faculty rank in the college as described in Sec. IIIB below.
3. The managerial and professional staff and the office and service staff of the college.

B. The College of Journalism and Mass Communications is administered through a system of shared governance between the college administration and the college faculty. In developing policy and procedures and in administering the college, the administration and the faculty may consult with students, alumni of the college, and members of the mass communications industry, when appropriate.

C. Meetings of the college faculty

1. A college faculty meeting may be called by the dean or in response to a petition signed by a majority of the college faculty.
2. Two-thirds of the college faculty will constitute a quorum. A two-thirds majority of those in attendance will be required to pass a motion.
3. The chair of the meeting will invoke Robert’s Rules of Order.

D. College of Journalism and Mass Communications Administration

1. Dean of the College of Journalism and Mass Communications

a. The dean is the officer primarily charged with the administration of the college. The dean is the presiding officer of the college faculty and the chief adviser to the executive vice chancellor in regard to the college's welfare and shall be in general charge, under the executive vice chancellor, of the administrative work of the college. The dean shall submit recommendations to the Office of the Executive Vice Chancellor concerning the appointment, reappointment, non-reappointment, promotion, granting of continuous appointment, demotion, transfer, dismissal, or removal of members of the college faculty and staff. All requisitions chargeable to funds apportioned to the college are subject to approval by the dean or the dean's designee. (See Bylaws of the Board of Regents 2.9.1.)

Commented [JW1]: Most colleges are more explicit in their bylaws about what they mean by “faculty rank”. (I see now that you do this below. I guess that’s fine but please include reference here to the appropriate section.)

Commented [JB2]: Added in response to Walker’s comment.

Commented [JW3]: “Chancellor” should be “Executive Vice Chancellor” throughout this paragraph.

b. In preparing budgetary recommendations or in recommending the appointment, reappointment, non-reappointment, promotion, granting of continuous appointment, demotion, transfer, dismissal, or removal of members of the college faculty, the dean shall consult with the relevant subset of the college faculty as described in the college policies and procedures. If the recommendation of the faculty differs from the dean's recommendation, the dean shall so inform the executive vice chancellor. (See [Bylaws of the Board of Regents 2.9.2.](#))

Commented [JW4]: This should be defined in the bylaws, not outsourced to the "policies and procedures".

Commented [JB5R4]: After explaining the meaning and that the policies and procedures require faculty approval, Walker said this is satisfactory.

Commented [JW6]: executive vice chancellor.

c. The dean shall administer the college in accordance with the bylaws of the Board of Regents, the University of Nebraska-Lincoln, and the College of Journalism and Mass Communications.

d. The dean shall administer the college in accordance with the rules and procedures of the college faculty.

e. The dean shall appoint college faculty members to serve as associate or assistant deans, directors, or chairs as necessary to administer the programs of the college.

f. Except for the Executive Committee, which shall be elected, the dean shall appoint committees in the manner described in the college policies and procedures to provide information and advice on issues confronting the college.

2. Associate or assistant deans, directors, or chairs.

a. Any associate or assistant deans, directors or chairs appointed by the dean shall have such duties, responsibilities, and authority as the dean may assign to them, and they shall be evaluated by the faculty in the manner described in the college policies and procedures.

III. Authority of the College of Journalism and Mass Communications

A. The college faculty shall be the primary policy-setting body. The faculty may establish policies, rules, and procedures governing all aspects of the academic programs of the college and may advise the college administration on any other matter. Such policies, rules and procedures shall be published and generally available to the faculty and other interested persons. All policies, rules, and procedures of the college faculty shall take effect on their adoption unless otherwise stated. The faculty may establish standing and temporary committees, in addition to those created by these bylaws, and delegate to them such authority as it deems appropriate.

B. Faculty membership. The college faculty shall consist of those who hold a full-time faculty position within the college at the faculty rank of assistant professor, associate professor, or professor; assistant or associate professor of practice or professor of practice; assistant or associate research professor or research professor; lecturer or senior lecturer. The college faculty shall include any member of the college administration who holds faculty rank in the college.

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C. Organization. The College of Journalism and Mass Communications faculty shall be organized as follows:

1. The voting faculty of the college shall include all members of the college faculty and those granted voting privileges under the terms of the rules and procedures of the college.

2. College faculty voting privileges will not be granted to those holding courtesy appointments or emeritus rank or with a full-time equivalent (FTE) of less than 1.0.

3. The graduate faculty of the college shall consist of all college faculty who have been designated graduate faculty by the UNL Office of Graduate Studies.

4. Committees. The college committees shall consist of the Executive Committee, and such other committees as may be created by the faculty or the dean. The faculty shall elect members to serve on the Executive Committee. For all other committees, the faculty shall determine the method of appointment of members. The faculty members of all committees shall be elected or appointed at a time prescribed in the college policies and procedures and shall serve for one year. If a faculty member is unable to serve a full term on the Executive Committee, an interim member shall be elected by the faculty in a manner to be determined by the faculty. If a faculty member is unable to serve a full term on any other committee, the dean shall appoint an interim member.

a. The Executive Committee of the college shall consist of the dean, any associate or assistant deans, any directors or chairs, the business and operations manager, at least one member of college faculty representing each major in the college, and at least one staff member. In the event, no non-tenure track faculty member is elected by a major, the non-tenure track faculty shall meet and elect one of their members to serve on the Executive Committee. In the event no tenured or tenure-track faculty member is elected by a major, the tenured and tenure-track faculty shall elect one of their members to serve on the Executive Committee. The Executive Committee of the college shall be advisory to the dean in regard to all administrative matters as well as to the college faculty.

b. The number of other standing committees of the college, their duties, the number of members of the committees and the manner of their selections shall be described in the policies and procedures of the college, subject to approval by the faculty.

D. Promotion and tenure policies

1. All college faculty shall be reviewed annually in compliance with [Board of Regents](#) and [university bylaws](#). All faculty on tenure track shall be reviewed annually by tenured faculty or a committee thereof to assess their progress toward tenure. All faculty who have not been fully promoted shall be reviewed every third year by the fully promoted faculty or a committee thereof to assess their progress toward full promotion.

2. The college faculty shall adopt criteria and procedures for the promotion of faculty members and the awarding of continuous appointment. Such criteria shall govern the recommendation of members of the college faculty for promotion and continuous appointment. Such criteria and procedures shall be consistent with the [campus guidelines](#) and with other university provisions governing the awarding of promotion and tenure.

3. The college faculty shall adopt criteria and procedures for the promotion of faculty of practice and research faculty. Such criteria shall govern the recommendations of members of the college faculty for the promotion of faculty

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of practice or research faculty. Such rules shall be consistent with the campus guidelines and with other university provisions governing the awarding of promotion.

Commented [JW10]: And research faculty?

Commented [JB11]: Added "research faculty" to clarify.

E. Apportionment of Faculty Responsibilities

1. Faculty members will be evaluated according to norms established for them related to the faculty's collective responsibility to teach, to advise, to engage in research and creative activity, to make research findings and new knowledge known through publication or equivalent demonstration, and to provide public and institutional service. The extent to which a faculty member's responsibilities emphasize one or more parts of the university's mission will vary with the individual. Criteria against which individual faculty members are judged must reflect these varying assignments.
2. Initially, the college dean or other university official responsible for hiring shall, in the approved letter of appointment, spell out the general apportionment of the faculty member's major responsibilities. The terms of this apportionment shall be reviewed periodically and may be changed by mutual consent ([Regents Bylaws, 4.3](#)). Within the terms of this general apportionment of responsibilities and subject to a faculty member's general area of competence, the details of a faculty member's specific assignments or job description should be subject to joint consultation but are to be determined in the manner described in the college policies and procedures ([Regents Bylaws, 3.4.4](#)).
3. These broad criteria in areas of teaching, research, and service should reflect the discipline and its mission. The refined criteria shall be applied to all faculty members in ways which equitably reflect each one's particular responsibilities and assignments. The criteria to be applied to a faculty member's own set of duties should be made clear at the time of appointment and reviewed in the annual evaluation.
4. Adjustments in the expectations for faculty members may occur over time in keeping with changing institutional and personal priorities. Such adjustments shall occur in a timely fashion and with reasonable effort made to assure mutual understanding.
5. In order to ensure consistent apportionment procedures in the College of Journalism and Mass Communications, apportionment of responsibilities for teaching, research or creative activity, and service shall follow the guidelines set forth in the policies and procedures approved by the faculty.

IV. Due Process for Academic Personnel

- A. All academic personnel are guaranteed due process in any situation where there is a personnel matter that may result in a decision adverse to the individual. This applies to all college faculty who qualify as members of the UNL Faculty Assembly as defined in UNL [Bylaw, 3.1.3.1](#), as well as faculty with lecturer-T appointments.
- B. In any instance where a personnel matter may result in an adverse decision to the individual, the following shall apply:
 1. The dean or other administrator shall inform the individual in writing of the nature of the complaint against that person.

2. The individual shall have the right to submit a written response to the complaint within 30 calendar days.

3. The dean or other administrator shall consider the individual's response. If the dean or other administrator decides to seek sanctions against the individual under Board of Regents Bylaws or UNL Bylaws, the administrator shall explain the decision in writing to the individual and notify the individual of his or her right to appeal.

C. If the adverse personnel action is the result of a review of a faculty member's application for continuous appointment, the candidate shall be informed in writing of the decision and the reasons for it at each step in the review process. The candidate shall have the right to request reconsideration at each step and to submit additional materials responding to the reasons given for the adverse decision.

D. All faculty shall receive notification in writing of the conclusions resulting from an annual review or a third-year review of any faculty not fully promoted. If the individual objects to any of the conclusions of the review, that person may request a reconsideration and submit additional materials responding to the disputed conclusions. If the reviewing body or administrators decline to modify their conclusions, the affected individual may submit written objections to the conclusions stating his or her reasons.

E. Academic personnel who are adversely affected by personnel decisions have the right to seek a review of those decisions by the university's [Academic Rights and Responsibilities Committee](#).

V. Student Affairs

A. The college's Student Advisory Board is recognized as the student governance agency representing students. The board shall adopt a constitution to govern its affairs. Changes in the constitution shall become effective upon approval of the dean and the college faculty.

B. Student conduct relating to academic programs of the college is governed by the University of Nebraska-Lincoln Student Code of Conduct.

C. Pursuant to the [Bylaws of the Board of Regents \(5.3\)](#), students shall be informed of the standards, objectives, and evaluation procedures at the beginning of each course. Each student shall be given a performance evaluation during the progress of the course if requested. The college shall provide for a faculty-student appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedure shall provide for changing a student's evaluation upon the committee's finding that an academic evaluation by a member of the faculty has been improper. The composition of the appeals committee and its procedures shall be established by the faculty and published in the college's policies and procedures.

VI. Amendments and Interpretation

A. These bylaws may be amended only at a faculty meeting by a two-thirds vote of the college faculty.

B. A proposal to amend these bylaws can be introduced by any faculty member of the college at any faculty meeting. If moved and seconded, the proposal may then be discussed at that meeting, but no vote shall be taken at that same meeting. All proposals

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to amend the bylaws that have been moved and seconded at a faculty meeting shall be submitted to the faculty either at the next faculty meeting or by paper or electronic ballot at least 14 days later, in order to allow time for discussion and research.

BC. Nothing in these bylaws shall be construed to be in conflict with any applicable law, Regents Bylaws or UNL Bylaws. Where anything in these bylaws conflicts with any bylaws or rules of the University of Nebraska-Lincoln or the University of Nebraska Board of Regents, the UNL or Regents Bylaws shall govern. These bylaws shall be interpreted to be consistent with the accreditation standards for the Accrediting Council on Education in Journalism and Mass Communications unless that interpretation should conflict with either UNL Bylaws or Regents Bylaws.

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VII. Effective Date

These bylaws shall be adopted by the College of Journalism and Mass Communications faculty and shall become effective upon their approval by the University of Nebraska Board of Regents.

Adopted September 11, 1992

Amended January 7, 1994

Amended March 4, 1994

Amended April 23, 2004

Amended January 2006

Amended January 2010

Amended May 2011

Amended August 2013

Initial additions/changes proposed 9/09

Changes offered by advertising 10/09

Changes offered by journalism 0/29/09

Changes offered by advertising 11/20/09

Changes offered by executive committee 11/20/09

Changes offered at college faculty meeting 12/17/09

Changes offered at college faculty meeting 5/2/11

Changes offered at college faculty meeting 8/22/13

<https://journalism.unl.edu/bylaws>