

## **BYLAWS OF THE SCHOOL OF JOURNALISM AND ELECTRONIC MEDIA**

(Adopted September 17, 2004; Revision: January 2012; Revision: November 2012  
Revised and Voted Upon: February 2018)

These bylaws conform to the policies and procedures of the UTK Faculty Handbook and bylaws of the College of Communication and Information in all known points.

### **I. Vision and Mission Statements of the School**

#### **A. Vision Statement**

The School of Journalism and Electronic Media at the University of Tennessee is committed to providing superior undergraduate and graduate academic programs, research, and service, thereby enhancing its national reputation. The School will continue as the leader in Tennessee in providing a comprehensive education in journalism and telecommunications, with a growing emphasis on international perspectives and on new technologies and emerging media. Through interdisciplinary research and teaching as well as service courses, the School will become even more central to the missions of the College and the University.

#### **B. Mission Statement**

The mission of the School of Journalism and Electronic Media is to contribute to the evolving world of media and journalism, to instill in students an appreciation of journalistic ethics and professionalism, one that enhances the quality of newsgathering and dissemination. Writing, editing, graphic design and production skills, along with critical thinking, ethics and research skills are given both interdisciplinary and media-specific emphasis. The School is dedicated to continuously ascertaining and serving the needs of its students and of media organizations with print, broadcasting, Online and mobile communication platforms.

The first priority of the School remains teaching – the core of the University’s mission of education. In our teaching, we provide majors with the knowledge and skills they need to succeed in their careers, and to become responsible media professionals. This includes both hands-on professional skills and well as a well-rounded academic background. This background features critical thinking skills, information, and expression skills needed for success in life as well as in a career. In an era when careers evolve and change on a regular basis, we provide not only basic skills, but also the knowledge and abilities to adapt to whatever opportunities arise throughout a career.

The second priority of the School is to have faculty members who are active in the profession through scholarship, creative activity, and service. In doing so, we not only contribute to society at large and stay active and involved with the field as instructors, but we demonstrate to our students the value of continued learning and inquiry. As our field changes and evolves, we not only recognize and integrate these changes into the curriculum, but also we strive – through leadership and excellence in research, creative activities, and service – to influence and to shape that evolution.

## **II. Faculty**

The faculty of the School shall consist of all professors, associate professors, assistant professors, and lecturers who hold an appointment in the School of Journalism and Electronic Media.

The voting faculty includes all full-time members. Those who are retired, those who are visiting members, those who are part-time instructors, and those who are part-time lecturers are not voting faculty. Graduate teaching assistants, graduate assistants, and part-time faculty and adjuncts may attend all meetings and serve on some committees, but may not vote.

## **III. Director of the School**

Section 1. The chief representative and administrator of the School shall be called the Director. The Dean of the College of Communication and Information shall appoint the Director.

Section 2. The Director shall appoint committees to provide advice regarding the operation of the School when he or she believes a committee of the whole would be inefficient.

Section 3. The Director shall appoint part-time instructors and lecturers, graduate teaching assistants, and graduate assistants. In all searches and appointments, the Director shall seek to recruit a well-qualified, diverse faculty.

Section 4. The Director shall appoint the secretarial and clerical staff to accomplish the goals of the School.

Section 5. The Director will implement policy as developed within the School, College, and University.

Section 6. The Director will prepare and approve budgetary requests of the School and will submit and support them before the proper University authorities.

Section 7. The Director will serve as an ex-officio, nonvoting member of all school committees, except the committee of the whole within which he is a full voting member.

Section 8. Based on input from all faculty members, the Director will make recommendations to the Dean for employment renewals, non-renewals, salaries, promotion, and tenure of the faculty of the School.

Section 9. The Director will provide leadership in the process of building, encouraging, and maintaining a high standard of excellence in the School. Among these leadership duties are:

A. Maintaining effective communication by timely circulation of memoranda and reports both to the faculty members and to students.

B. Building instructional excellence by:

1. Encouraging and rewarding excellence in teaching.
2. Maintaining high-quality, pertinent materials within the educational offerings of the School.
3. Actively recruiting competent students, and providing an environment conducive to teaching and learning.
4. Stimulating faculty participation in School affairs.
5. Maintaining active communication with the student body to obtain a wide representative view of student concerns.

C. Encouraging research by:

1. Rewarding and encouraging excellence in research.
2. Providing guidance and assistance in developing research activities specific to the capabilities and interests of School faculty members and students.
3. Actively assisting in obtaining funds to support research activities.

D. Encouraging service activities and professional improvement of the faculty by:

1. Arranging workloads that encourage service and professional improvement activities.
2. Facilitating such activities through the acquisition of funds and other resources and their equitable distribution to encourage participation in them.
3. Attracting and retaining faculty members who build and strengthen professional excellence within the School.
4. Encouraging faculty to belong to and work with constituent professional organizations and rewarding such service and participation.

Section 10. Any new Director should have at least the rank of associate professor, an earned doctoral degree or equivalent, and significant experience in print, broadcast, Internet/converged Journalism, or related fields.

Section 11. Method of Selection

A. Although the final selection and appointment of a Director are the responsibility of the University President and the Board of Regents, upon recommendation from the Dean of the College of Communication and Information, nominations for the position may be made by the School faculty.

B. In the event that the position of the School Director becomes vacant, the School will follow the policy for the Selection of Departments Heads outlined in the Faculty Handbook (1.4.4) to search for a new Director. The Dean of the College of Communication and Information appoints the Chair of the search committee from outside the department.

C. Before the name of a nominee is submitted to the Dean of the College, the nomination must be approved by a two-thirds majority of the faculty of the School.

D. In the event no candidate receives a two-thirds majority of the faculty vote, the matter of selection of the Director shall be referred to the Dean of the College.

E. If the Dean of the College deems it necessary, he/she may appoint a temporary acting Director after consultation with the School faculty.

#### **IV. Faculty Meetings**

Section 1. The faculty shall be called to meet at least twice each semester to conduct the business of the School.

Section 2. The Director shall preside at all faculty meetings and shall designate a person to serve as recording secretary.

Section 3. Faculty members (at least three) may petition for a faculty meeting at any time during the semester. If faculty members wish to meet without the Director, they shall elect a new presiding officer for the meeting. If the Director is not invited, he/she shall be notified in advance about the meeting and its purpose.

Section 4. Informal procedures shall be used at faculty meetings, but formal rules of procedure shall be followed when requested by any faculty member. A majority shall constitute a quorum.

Section 5. Roberts Rules of Order shall be the parliamentary authority.

#### **V. Committees**

Section 1. Either the Director or the faculty may form standing and ad hoc committees during a faculty meeting. Committees formed by the faculty may be dissolved only by a majority faculty vote at a faculty meeting.

Section 2. The Director shall normally appoint committees members, but members of any committee formed by the faculty will be elected at large. The Director shall designate the presiding officer of appointed committees. Committees formed by the faculty shall elect their own presiding officers.

Section 3. The Director shall neither preside over any committee nor serve as a voting member of any committee.

Section 4. Committees formed by the faculty shall report to the faculty.

Section 5. Committee membership shall be considered a duty of each faculty member. The Director shall not assign an excessive amount of committee work to a faculty member.

#### **VI. Curriculum Changes**

Section 1. The curriculum shall be described in University catalogs. Changes in course requirements, degree requirements, rules and regulations for admission, and graduation shall be

the responsibility of the faculty.

Section 2. Proposed curricular changes must be presented in writing to the faculty at a regularly scheduled meeting. Statements outlining financial impact, effect on other College units, and potential for recruiting students, including minorities, should be included in all proposals.

Section 3. The Director or his/her designee is responsible for the timely submission of curriculum changes approved by the Journalism and Electronic Media faculty to the appropriate College and University committees for their consideration.

## **VII. Appointment, Retention, Tenure, and Promotion of Faculty**

The School of Journalism and Electronic Media regularly engages in evaluations of teaching, research, and service activities of faculty in a constant effort to improve performance in all areas.

Section 1. All actions of the School concerning appointment, retention, tenure, and promotion shall conform to the standards and procedures set forth in the University of Tennessee Faculty Handbook and/or special guidelines adopted by UTK and based upon review and approval by the UTK Chancellor, Provost, Council of Deans, and the Non-Tenure Track Faculty Advisory Council.

Section 2. After consultation with the faculty at a convened meeting, the Director will discuss job descriptions for faculty appointments with the Dean. The Director will appoint a search committee to handle correspondence, publicity, diversity, and on-campus interviews. When an appointment to a tenure-track position is contemplated, all members of the School of that rank and higher rank shall be consulted at a convened meeting before any offer of employment is made.

Section 3. Faculty may be considered for promotion and/or tenure upon recommendation of the Director or notice from the Academic Affairs Office. An untenured assistant professor must be considered for tenure no later than his/her sixth year of service in that rank. An associated professor must serve at least five years in rank before he/she is eligible for promotion. A lecturer may be considered for promotion to Senior Lecturer rank if he/she has a minimum of five years as a Lecturer; a Senior Lecturer may be considered for promotion to Distinguished Lecturer rank after a minimum of three to five years as a Senior Lecturer.

Section 4.

A. Faculty members to be considered for retention, tenure, or promotion shall be so notified in writing by the Director of the School at least six weeks before the School tenure and promotion committee is to act upon the matter. Members under consideration shall be invited to submit materials for their personnel file and propose the names of four people outside of the university as references. The Director shall solicit the names of at least four more individuals who could serve as external evaluators from the School tenure and promotion committee. The tenure and promotion dossier will normally include no fewer than five letters from external evaluators. All

letters solicited and received must be included in the dossier unless the Office of Academic Affairs approves their removal from the review process.

B. The Director in consultation with the faculty member involved is responsible for providing documentation for faculty review. At a minimum, it must include information about courses taught, courses developed, student advising, evaluations of teaching, research and writing completed or in progress, evaluations of publications and creative activity, information about service to the School, College, University, and community, contributions to professional organizations, and honors received. After material has been compiled for the promotion/tenure file, the faculty member must sign a form saying he/she has viewed it (excluding external letters of reviews).

C. The promotion and tenure committee consists of the tenured faculty of the School. All faculty members of the School who have tenure shall be called to a meeting expressly for the purpose of voting on retention and/or tenure. A vote shall be by individual secret written ballot after appropriate discussion. Faculty members may vote on promotion decisions for ranks equal to or lower than their own.

D. In each case --retention, tenure, or promotion -- the call of the meeting shall be issued not less than two weeks before the consultation, and members who expect to be absent may submit sealed ballots in advance. Immediately after a vote is taken, the ballots (including absentee ballots, if any) shall be counted and the number of votes for and against shall be announced before the meeting is adjourned.

E. A simple majority of the committee will constitute the recommendation of the faculty.

F. The School Director shall submit to the Dean of the College of Communication and Information the following:

1. The number of votes for and against the recommendation.
2. The school recommendation based on the vote of the faculty in the case of tenure.
3. Statement of the reasons for the School recommendation.
4. The Director's own recommendation.

G. The Director shall inform all faculty members who were eligible to vote on the matter of the Dean's final recommendation concerning retention, promotion, or tenure. Eligible faculty will recommend tenure and promotion on the basis of excellence in teaching, research, and service. Eligible faculty members will evaluate the quality of work in each of these areas.

#### Section 5.

The following categories specify areas of accomplishment upon which promotion to each rank will be determined. It is the responsibility of each faculty member to keep records that document their accomplishments.

#### *Tenured/Tenure-track Faculty*

Professor: Individuals promoted to this rank are expected to

- be accomplished teachers

- have achieved and to maintain a nationally recognized record in disciplinary research and/or creative activity
- have achieved and maintained a record of significant institutional, disciplinary, and/or professional service
- serve as mentors to junior colleagues
- have normally served as an associate professor for at least five years
- have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities

Associate professors: Individuals promoted to this rank are expected to

- be good teachers
- have achieved and maintained a recognized record in disciplinary research and/or creative activity
- have achieved and maintained a record of institutional, disciplinary, and/or professional service
- have normally served as an assistant professor for at least five years
- have demonstrated that they work well with colleagues and students in performing their university responsibilities

*Non-Tenure-track Faculty*

Senior lecturer: Individuals promoted to this rank are expected to

- have demonstrated outstanding teaching at the rank of lecturer, normally through five or more years of service

Distinguished lecturer: Individuals promoted to this rank are expected to

- have demonstrated excellence in teaching at the rank of senior lecturer, typically for a period of three to five years

Section 6.

Annual/Three-year Reviews. Each tenure-track and tenured faculty member shall receive from the Director written annual review of his/her performance evaluating the areas of instruction, research and creative achievement, and service. Three-year reviews will be conducted every year for approximately one-third of the faculty as per university policy.

A. Each faculty member should submit to the Director a narrative of his/her accomplishments since the last annual review or for the last three years, including a summary of teaching, ongoing research, project/thesis/dissertation advising and committee work, and service. The Director, after consultation with the faculty member, will classify the faculty member's overall performance as (4) exceeds expectations for rank, (3) meets expectation for rank, (2) needs improvement for rank, or (1) unsatisfactory for rank.

B. Generally, each faculty member will be reviewed in the categories of instruction, research/creative achievement, and service. While it is the faculty member's overall performance that is to be rated, the following serve as guidelines for evaluation performance in

teaching, research and creative achievement, and service for the yearly/three-year reviews:

- 5-Outstanding (Excellent): Far exceeds expectations
- 4-More Than Expected (Very Good): Exceeds expectations
- 3-Expected (Good): Meets expectations
- 2-Less Than Expected (Fair): Falls short of meeting expectations <sup>2</sup>
- 1-Unsatisfactory (Poor): Falls far short of meeting expectations <sup>2</sup>

For purposes of merit and performance-based salary adjustments the following serve as guidelines for evaluating performance in,

Instruction:

4. Exceeds expectations: Course evaluations are above the mean for the university-mandated teaching evaluation instruments; teaching materials are thorough, clear and useful to students. Peer reviews, if available, are outstanding. Winning a teaching or advising award or providing other evidence of exemplary achievement, such as developing new courses or new methods of teaching, or having a graduate advisee receive an award for a thesis or dissertation, will be considered.

3. Meets expectations: Course evaluations are only slightly below or near the mean of the teaching evaluation instrument. Peer reviews, if available, are satisfactory. Available for advising on the graduate level and does acceptable job.

2. Needs improvement: Course evaluations are consistently near the lowest rank and materials are minimally acceptable. Peer reviews, if available, indicate that improvement is needed. Faculty member does a poor job of advising or is seldom available.

1. Unsatisfactory: Course evaluations are consistently in the lowest range of the university-mandated teaching evaluation instrument and materials are of poor quality. Peer reviews, if available, are unsatisfactory. Faculty member does not do assigned advising.

Research and Creative Achievement [Note: the workload policy governs mainly decisions on whether a faculty member is to continue teaching two courses per semester or, if he/she does not meet the minimum expectations, be asked to teach an additional class(es); it does not address merit and performance-based salary adjustments]:

4. Exceeds expectations - Has academic book, book chapter, refereed journal articles, refereed presentations at regional, national or international levels and other research output during the previous academic year, or has received highly favorable reviews of creative activity by peers at the national/international level. The number of these research or creative items must exceed two and the quality must also justify the "Exceeds Expectations" ranking and will be judged according to the spirit and letter of the JEM benchmarks. Winning grants and research awards, favorable book reviews, and other evidence of exemplary activity will also be considered.

3. Meets expectations - Has had accepted at least two items for a refereed presentation or



refereed publication during the previous year, or has had creative activities judged favorably by peers. Faculty members engaged in writing scholarly books and making demonstrable progress toward major research and creative projects are also considered to meet expectation.

2. Needs improvement - Has an ongoing research/creative activity program, but has failed to pursue that program consistently. (For example, faculty member has not had material accepted for review by peers, for presentation at a conference, or for publication within the past year or has not made progress on a major project or book manuscript.)

1. Unsatisfactory: Consistent failure to engage in a program of ongoing research/creative activity.

#### Service

4. Exceeds expectations - Has completed two or more service activities at the university, college, and school level and/or local, state, national, or international level for a professional or scholarly organization, or has participated in an active role as an officer, journal editor, or editorial board of an academic or professional journal. His/her work brings national distinction to the faculty member and to the School.

3. Meets expectations - Has participated satisfactorily in at least one or more service activity at the university, college, and school level and/or local, state, national, or international level for a professional or scholarly organization during the year. His/her service work is important and conducted in a thorough manner.

2. Needs improvement - Has failed to perform service or has done so in an inadequate manner.

1. Unsatisfactory - Has performed no service assignment in an adequate manner.

C. The School Director and the faculty member (indicating not agreement but that the faculty member has seen the document) will sign the annual/three-year evaluation document. Faculty members may attach rebuttals to the document.

D. If a faculty member is judged to need improvement, he/she must consult with the School Director and draft a written statement on the areas needing attention. The Dean must review the statement and concur.

E. If a faculty member is judged to be unsatisfactory, he/she will be ineligible for merit bonuses and must provide a written report on steps to improve. The Dean must review the statement and concur.

### **VIII. Amendments**

Section 1. Either the Director or any faculty member may propose amendments to these bylaws.

Section 2. Suggested amendments shall be submitted in writing to the School faculty at least one week prior to the meeting at which they are to be introduced.

Section 3. Proposed amendments shall be voted on no sooner than two weeks, or later than four weeks, following their introduction. Written notice of the meeting at which the amendments are to be voted upon must contain the wording that is to be changed as well as the wording of the proposed amendment that will be voted upon at that meeting.

Section 4. To be accepted, an amendment must receive a two-thirds majority of those voting.

Section 5. Amendments accepted according to the above procedures shall take immediate effect unless otherwise specified in the amendment.

#### IX. Implementation

Section 1. These bylaws shall become effective immediately upon approval by two-thirds vote of the faculty.

Section 2. Copies of the bylaws shall be distributed to all faculty members and to the Dean of the College of Communication and Information.