

University of Illinois at Chicago
Department of Communication
By-Laws
Approved 4/30/2003

Article I. The Department

Section A. Membership

1. Members of the Communication Department shall include all those holding faculty appointments, as defined in the University Statutes, with the rank of instructor or above, whether on a visiting or regular assignment.
2. All members of the Department shall have voice and vote; however, the Department may vote at the beginning of the academic year to restrict or expand membership, as appropriate under University Statutes.

Section B. Meetings

1. Meetings of the Department shall be held regularly, usually once each month during the academic year, but not less than once each semester. Actions on specific items may be decided by mail ballot, provided that no request is made that the issue be discussed in a meeting.
2. Meetings shall be announced at least five working days in advance, and all members shall be invited to attend. A quorum shall consist of a simple majority of the voting members of the Department, as defined and amended under Section A.
3. Minutes shall be taken at each meeting, distributed to the membership, and reviewed and approved at the next meeting.

Article II. The Executive Officer

Section A. Role, Selection, and Review

1. The executive officer of the Department shall be the Head, who shall be selected in accordance with Article IV, Sec. 3a, of the University Statutes.
2. The Head shall be reviewed at regular intervals, usually each five years, in the manner and following procedures established by the Dean of the College.

Section B. Duties

The Head of Department shall perform the following duties:

1. Convene the meetings of the Department and serve as chair of the meetings.

2. Coordinate the teaching and research responsibilities of the Department, including the preparation of class schedules, teaching assignments, and teaching assistant appointments, as required by the College and the University.
3. Direct the recruiting and retention efforts for Department faculty and staff members, including the preparing of job announcements, annual performance reviews, Promotion and Tenure papers, and the like, as well as the appointing of part-time and temporary staff members as appropriate.
4. Provide leadership for, act as ex officio member of, and appoint the membership of all standing committees, except as specified elsewhere in these By-Laws; form Ad Hoc Committees as needed to carry out the mission and functions of the Department in such areas as curriculum review and faculty search; and appoint the Directors of Undergraduate and Graduate Studies and (should circumstances require it) an Associate Head of Department.
5. Plan and execute the annual and summer session Department budgets, including the preparation and submission of all reports as required by University officers.
6. Supervise the work of the non-instructional staff of the Department.

Article III. The Standing Committees

Section A. Advisory Committee

1. The Advisory Committee shall be constituted at the first meeting of the Department each academic year, as approved by the membership.
2. The membership of the Committee shall be proposed by the Head to include the entire Department membership as an Advisory Committee-of-the-Whole, or to include representatives according to specific faculty rank, or to include staff and/or students, as appropriate.
3. The Committee shall provide advice to the Head on curriculum, recruitment and retention, faculty research and service, and budgetary matters, along with any other policies for the Department, including recommendations for the establishment of other committees as needed.
4. The Committee shall meet regularly, either as part of the regular Department meetings (for the Committee-of-the-Whole) or separately at least once each semester.

Section B. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall consist of five senior, tenured members of the faculty (that is, those holding the rank of associate or full professor), of whom the Head of Department shall serve as chair.

2. Other members of the committee shall be elected for two-year, staggered terms. In cases when the Department faculty does not include sufficient members at the required rank, the Head shall appoint additional members from outside the Department. However, a majority of the Committee should be members of the Department.

3. The Committee shall review and consider for promotion each member of the Department under the rank of full professor, as appropriate, following procedures established by the College in concordance with University Statutes.

4. Subcommittees shall be formed as needed to review each faculty member, so that, for example, at least three full professors are delegated to handle cases for promotion to full professor.

Section C. Graduate Program Committee

1. The Graduate Program Committee shall consist of three members, including the Director of Graduate Studies, who shall serve as chair, and two faculty members appointed by the Head with the advice of the Director.

2. The Committee shall determine admissions and advise the Head on assignments of grants-in-aid, scholarships, teaching assistantships, and fellowships, and shall recommend and implement policies affecting graduate education in the Department.

Article IV. Amendment

Any member may propose an amendment by submitting the proposal, at least ten days before the next scheduled meeting, to the Head, who shall distribute it no later five days before the meeting. Amendments shall be carried by a two-thirds majority vote of the members.

BY-LAWS, ADDENDUM "A"

Conferral of Emeritus/Emerita Status:

Adopted by the Department of Communication effective Wednesday, October 3, 2012, the following procedures are currently in effect:

1. **Eligibility and Application.** Any retiring tenure, clinical, or research track faculty member in good standing at the rank of Associate Professor or above may apply for conferral of Emeritus status. In the case of joint appointments, the retiree shall notify the Executive Officer of the department in which he or she has his or her primary appointment. The retiree should provide to the Executive Officer a current copy of the curriculum vitae with his or her request.
2. **Voting.** Requests for conferral of Emeritus Status will be forwarded by the Executive Officer to a committee comprised of all tenured faculty in the Department. In cases where the voting membership of the committee is fewer than three, the Executive Officer shall appoint members to meet this minimum voting body.
3. **Recommendation.** After departmental deliberations, the Executive Officer shall provide to the Dean a report of the vote tally, a brief explanation of the vote and a copy of all supporting documents, along with his or her own letter of recommendation about the conferral of Emeritus/Emerita status. In case of a negative vote or EO recommendation the candidate is invited to provide a written response.