

University of Illinois at Chicago  
Department of Communication  
By-Laws  
Approved 9/14/2023

## 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 electronic 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

At the first faculty meeting each year, faculty will be presented with a list of all faculty members eligible to serve on the advisory committee. Faculty will be polled for those who do not wish to serve. Rank choice voting will take place on a secret ballot for those willing to serve. Terms served are two years and cannot be consecutive. The advisory committee shall consist of three faculty members.

The committee will meet regularly and the functions of the committee shall be to provide the orderly voicing of suggestions for the good of the department, to recommend procedures and committees that will encourage faculty participation in formulating policy, and to perform such other tasks as may be assigned to it.

#### Section B. Promotion and Tenure Committee

1. The Promotion and Tenure Committee shall consist of tenured faculty members of the department ranking above the candidate, and will have the responsibility of reviewing the credentials of all faculty members seeking promotion and tenure. For faculty in the clinical track, the committee will consist of tenured and clinical faculty ranking above the candidate. If fewer than three eligible members are available within the department, the department head will arrange with the Dean of the College to add members from other UIC units. The Department Head will appoint a chair and task the committees.

2. 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.

#### 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.