

**CONSTITUTION  
AND BYLAWS**

**COLLEGE OF JOURNALISM AND COMMUNICATIONS  
UNIVERSITY OF FLORIDA**

***Adopted by faculty on March 18, 1977***

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## CONSTITUTION

### 1.0 COLLEGE ORGANIZATION AND PURPOSE

- 1.1. The College of Journalism and Communications is one of the basic degree-granting units of the University of Florida. (U.F. Constitution, Article IV, Section 1)

All provisions contained herein shall be in accordance with regulations and procedures of the University of Florida, UFF-BOR Collective Bargaining Agreement, the Board of Regents, and the State of Florida and federal statutes.

- 1.2. The mission of the College of Journalism and Communications is
- to prepare exemplary professional practitioners and scholars for various journalism and communications fields;
  - to generate, translate and disseminate new knowledge about these fields, especially the role and functions of journalism and communications in a democratic society, and
  - to advance the understanding and practice of journalism and communications for a diverse global community.
- 1.3 The College of Journalism and Communications is organized into the Departments of Advertising, Journalism, Public Relations, and Telecommunication; the Graduate Division; two major broadcast units (WRUF-AM/FM and WUFT-TV/FM/W10BR) and five service units (Brechtner Freedom of Information Center, Office of Student Services, The Knight Scholarship and Placement Center, Information Technology Center and the Communication Research Center).
- 1.4 The chief executive and administrative officer of the College shall be the Dean, who is responsible to the President of the University for the administration of the College and shall be the agent of the faculty for the execution of educational policy. (U. F. Constitution, Article IV, Section 2)
- 1.5 The Dean may appoint associate and/or assistant deans and service organization directors as the Dean deems necessary to the accomplishment of desired goals, subject to the approval of the President and the Board of Regents.
- 1.6. In conjunction with the periodic three-year evaluation called for in the University of Florida Constitution (Article IV, Section 3, D), faculty in the College of Journalism and Communication shall be polled, individually and confidentially, at three-year intervals concurrently with the overall evaluation of the College, for opinion on the performance of the Dean, Associate Deans, Assistant Deans and Directors of the College's internal service units, such as the Knight Scholarship Placement Center, Student Services Center and the Information Technology Center. The initial polling is to occur concurrently with the first three-year review following the appointment of the Dean, Associate Deans, Assistant Deans or Directors unless the administrator

assumes office during a year in which the review is being made. In the latter event, the initial polling is to take place with the following three-year review.

In like manner, the Dean shall poll members of the Graduate faculty, individually and confidentially and at three-year intervals for an opinion on the continuance of the Assistant Dean of the Graduate Division.

- 1.7. An Administrative Council, composed of the Dean, Associate and/or Assistant Deans, Chairpersons of Departments, four elected faculty representatives, and one elected student representative from the College's Student Council shall advise the Dean on administrative policy.

## **2.0 THE FACULTY OF THE COLLEGE OF JOURNALISM AND COMMUNICATIONS**

- 2.1. Composition: The faculty of the College shall consist of all professors, associate professors, assistant professors and instructors budgeted to the Departments which belong to the College.
- 2.2. Other ranks: In addition to the faculty ranks specified in 2.1, the College shall follow the faculty designations listed in the Florida Administrative Code.
- 2.3. Appointment of faculty members: After review and recommendation by a faculty search Committee, nomination for the appointment of tenure-track faculty members shall be made by the Chairperson of the Department and shall be submitted to the Dean for approval or rejection and in the event of approval for transmission to the President. (U.F. Constitution, Article V, Section 4).
- 2.4. Recommendation for promotion of faculty members: Recommendation for promotion of faculty members shall be made by the Chairperson of the Department and shall be submitted to the Dean for approval or rejection and, in the event of approval, it shall be transmitted to the President. Recommendations for promotion to the rank of associate or full professor shall be accompanied by a summary of the opinions of individual faculty members of the Department holding ranks superior to that of the Candidate for promotion. (U.F. Constitution, Article V, Section 4).
- 2.5. Recommendation for granting of tenure: Recommendations for nomination for tenure shall be initiated by the Department chairpersons in consultation with members of the Department faculty in accordance with procedures outlined in the U.F. Constitution, Article V, Section 5 and Senate Bylaw #6.
- 2.6. Powers of the faculty: Subject to the limitations of higher approval the faculty of the College shall exercise control over the academic affairs of each of the Departments and the Graduate Division of the College. They are defined to include:

- (a) requirements for entrance and graduation;
- (b) form of degrees to be conferred;
- (c) arrangement and content of the curricula;
- (d) recommendations of students who are to be granted degrees. (U.F. Constitution, Article IV, Section 2).

### **3.0 GRADUATE FACULTY OF THE COLLEGE OF JOURNALISM AND COMMUNICATIONS**

- 3.1. Composition: All members of the faculty of the college who have been appointed to membership in the graduate faculty of the University shall be considered members of the College graduate faculty. (U.F. Constitution, Article IV, Section 5).
- 3.2. Duties: The graduate faculty of the College shall have all the powers and duties relating to graduate students and programs that the College faculty has over undergraduate students and programs, per section 2.6 above.

### **4.0 DEPARTMENT AND UNIT ORGANIZATION**

- 4.1. Definition: The Department is the fundamental unit of academic and administrative organization within the College as it is within the University. (U.F. Constitution, Article IV, Section 3).
- 4.2. Chairperson of Department: The Department Chairperson is to be nominated by the Dean of the College after final consultation with a committee of the Department elected by its tenured members. The Chairperson shall be responsible for budgetary matters, physical facilities and personnel matters in his/her jurisdiction, in conjunction with the faculty. He/she shall call such meetings as are necessary for the faculty to exercise its general responsibility for the academic program of the Department. In any event, said faculty shall meet at least once each semester.
- 4.3. Assistant Dean of Graduate Division: The Graduate Division Assistant Dean is to be appointed by the Dean of the College after consultation with a committee elected by the graduate faculty of the College. The Assistant Dean, in conjunction with the Graduate Committee, shall be responsible for the conduct of the graduate program, including the scheduling of course offerings, evaluation of applicants for admission, and the selection and assignment of graduate assistants. He/she shall call such meetings as are necessary for the graduate faculty to exercise its general responsibility for the graduate program of the College. In any event, said graduate faculty shall meet at least once each semester.
- 4.4. Evaluation: In conjunction with the periodic three-year-evaluation of Departments called for by the University of Florida Constitution (Article IV, Section 3, D), the Dean shall poll members (defined in Section 4.5) of each Departmental faculty individually and confidentially, and at three-year intervals concurrently with the

overall evaluation of the Department, for an opinion in the performance of the Chairperson of their Department. The initial polling is to occur concurrently with the first three-year review following the Chairperson's appointment unless the Chairperson assumes office during a year in which the review is being made. In the latter event, the initial polling is to take place with the following three-year review.

- 4.5. Members of the Department or Graduate Division: Under this Constitution the members of a Department are the budgeted line item members. Each individual shall be notified of the term of the appointment or that it is a continuing one. (U.F. Constitution, Article IV, Section 3).

The members of the Graduate Division are all members of the College faculty who have been appointed to membership in the graduate faculty of the University.

- 4.6. Broadcasting Units: WRUF-AM and FM shall provide students of the College with learning experiences within a professional broadcasting environment;

WUFT TV, WUFT FM and W10BR shall provide learning experiences for students with an interest in public broadcasting and teaching assistance as a function of the production and broadcast of public radio and television programs. The stations shall also provide public television and radio programming and outreach services to the 16 counties within the broadcast coverage area of the stations, and beyond.

- 4.7. Service and Research Organization: The faculty has the right to create organizations related to the mission of the College.

## 5.0 MEETINGS OF THE FACULTY

- 5.1. The Dean, or such person as the Dean shall designate, shall preside at all faculty meetings, except as provided in 5.4.
- 5.2. The faculty shall elect annually a secretary who duty it shall be to keep a permanent record of its proceedings. Minutes shall be circulated to members of the faculty. (U.F. Constitution, Article IV, Section 2).
- 5.3. The Dean shall call at least one faculty meeting each semester. A quorum shall consist of one-third of the voting faculty in residence.
- 5.4. The four faculty representatives to the Administrative Council shall select from their ranks an individual who shall organize, call and chair a faculty meeting each semester.
- 5.5. The Dean shall call at least one graduate faculty meeting each semester. A quorum shall consist of one-half of the graduate faculty in residence.

- 5.6. Voting shall be limited to full-time faculty members of the College with rank of instructor or above.
- 5.7. Robert's Rules of Order (Revised) shall be used in conduct of faculty meetings, unless suspended by a majority present and voting.
- 5.8. An agenda shall be prepared and circulated in advance of each faculty and graduate faculty meeting except that a majority of those present may vote to permit discussion and action on non-agenda items. However, no new curriculum changes shall be considered for final passage by the faculty or graduate faculty, except that the proposed changes will have been submitted to the appropriate curriculum committee at least ten days prior to the faculty meeting. Written copies of the proposed changes in curriculum shall be made available to faculty members at least one week in advance.
- 5.9. The Dean shall appoint a Parliamentarian for faculty meetings.

## **6.0 FACULTY REPRESENTATION ON THE ADMINISTRATIVE COUNCIL**

- 6.1. A faculty representative shall be elected to the Administrative Council by each department faculty to participate in all meetings of the Administrative Council. Nominees for faculty representatives and alternates shall be full-time members of the faculty. Elections to the Administrative Council shall be done before May 1.
- 6.2. The faculty representatives may make oral or written reports on Administrative Council proceedings to the faculty at faculty meetings.

## **7.0 INTERPRETATION AND AMENDMENTS**

- 7.1. The faculty, through action in regular or called meetings, shall be a two-thirds majority, with a quorum present, be the final authority on interpretation of this Constitution.
- 7.2. Amendments to the Constitution may be proposed and discussed at a meeting of the faculty. They shall be written and distributed to the faculty and placed on the agenda for the next faculty meeting. If passed by a two-thirds vote of the faculty, in a written mail ballot, the amendment shall be effective at once unless otherwise stated. However, amendments to the Constitution cannot be made during a summer term.

## BY-LAWS

### 1.0 COMMITTEES

- 1.1. Appointment: The Dean of the College shall appoint all standing committees of the College by May 1 of each academic year for a term beginning immediately, with the advice of the Administrative Council. Where practical, the elected committee members shall be selected prior to the appointment of standing committees.
- 1.2. Composition: Each standing committee of the College shall include at least one faculty member from each Department of the College.
- 1.3. No faculty member shall be appointed to serve on more than three standing committees of the College in one academic year.
- 1.4. Annual Reports: The chairperson of each standing committee shall submit a written report of the committee's work to the Dean on or before June 1 of each academic year.
- 1.5. Standing Committees: The standing committees of the College shall include, but not be limited to, the following:
  - Admissions and Petitions
  - Affirmative Action
  - Alumni and Professional Relations
  - Curriculum
  - Graduate
  - Information Resources
  - International
  - Research
  - Student Evaluation
  - Teaching
  - Technology
  - Tenure and Promotion
- 1.6. Committee Notification: A notification of all committee action shall be made in the College newsletter. Minutes of all meetings shall be made available for inspection in the reading room of the College Library within one week after completion.
- 1.7. Tenure and Promotion Committee: A special Committee on Tenure and Promotion shall be elected by the faculty at-large by a secret ballot at least 60 days prior to the deadline of submission of recommendations by the Dean.

Full-time tenured faculty members with the rank of assistant professor or above shall be eligible to serve.



The Committee shall consist of eight elected members, so apportioned that two members shall be elected from each of the four departments. Elections shall be by largest number of votes, with a run-off election in case of ties. The committee shall elect its own chairperson and make recommendations to the Dean after considering the applications for tenor and promotion.

All University rules shall be followed.

All materials prepared by the faculty who wish to be considered for tenure and/or promotion shall be available to all persons who will vote on the applicant.

All materials in the applicant's file shall be open to inspection by the applicant.

## **2.0 UNIVERSITY SENATE**

The University of Florida Constitution shall be followed in the selection of College representatives to the Senate.

## **3.0 STUDENT SERVICES, SERVICE, AND RESEARCH UNITS**

These include, but are not limited to:

The Office of Student Services maintains records for all undergraduate students in the College of Journalism and Communications. The Office counsels lower division students, processes admissions applications, monitors student academic progress, and certifies that students have met College graduation degree requirements.

The Knight Scholarship and Placement Center coordinates scholarship, internship, and placement activities for all journalism and communications students. The mission of the Minority Scholarship Program of the Center is to recruit and assist in retention and graduation of minority students.

The Communication Research Center shall establish a national reputation through its service to media and the state and shall facilitate research by faculty and students, both graduate and undergraduate.

The Brechner Center for Freedom of Information is a clearing house and research and service center for mass media law information, specializing in access to government meetings and records. The center publishes a monthly newsletter reporting media law issues in Florida and provides answers to inquiries from the press and public about media law issues.

The Information Technology Center installs, maintains, supports, and enhances a network of integrated computing tools for the college and its broadcast stations,

encouraging, assisting and supporting faculty, administration, and staff in the integration of advanced information technology into research, curricula, and daily work.

The Florida Scholastic Press Association provides educational and training programs for high school journalism teachers and students. FSPA holds workshops, conducts publication evaluations and sponsors an annual state convention.

The faculty shall recognize an appropriately constituted student council within the College to set up formalized communication among the student body, faculty, and the College administration. Said Council shall recommend to the Dean the names of students for appointments to the committees of the College.

#### **4.0 INTERPRETATION AND AMENDMENTS**

- 4.1. The faculty, through action in regular or called meetings shall, by a two-thirds vote, be the final authority on interpretations of these by-laws.
- 4.2. Amendments to these by-laws may be proposed and discussed at a meeting of the faculty. They shall be written, distributed to the faculty, and placed on the agenda for the next faculty meeting. If passed by a two-thirds vote of those attending—a quorum being present—the amendment shall become effective at once, unless otherwise stated. However, amendments to the by-laws cannot be made during the summer term.

## APPENDIX

### ADMISSIONS AND PETITIONS COMMITTEE

**Membership** Six members in all; one faculty member from each department; the Director of the Office of Student Services and one student. All to be appointed by the Dean, with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** one year.

#### **Purpose & Functions**

To consider and act upon undergraduate applications and petitions concerning admissions, special university College programs and waiving of all College and University regulations. The Committee shall be the final judge of dropping courses beyond deadlines. The Committee shall make recommendations to the faculty for waiver of graduation requirements.

To discuss and act upon petitions from students and notify students and/or the University Petitions Committee and the University Admissions Committee of actions taken.

**Regular Meetings** None

**Other Meeting** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson, available upon request.

**Minutes** A summary of actions taken, prepared by the chairperson, or other designated person, and kept on file available to members of the faculty.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## AFFIRMATIVE ACTION COMMITTEE

**Membership** Eight members in all; one faculty member from each Department; the College's Equal Opportunity Officer; the Director of the Minority Scholarship Program and two students. All appointed by the Dean, with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** one year.

### **Purpose & Functions**

To encourage recruitment and retention of women and minority students, staff and faculty persons within the College; to facilitate equal opportunity for all groups within the College; to assist departments in developing courses or units within the courses which deal with the history and role of women and minorities in the mass communications industries.

To publicize openings within the student, staff, and faculty ranks and to search for and encourage qualified applicants.

**Regular Meetings** None

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson and available in advance.

**Minutes** A summary of major actions taken shall be prepared and distributed to members of the Committee. Available to faculty members upon request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## **ALUMNI AND PROFESSIONAL RELATIONS**

**Membership** Nine members in all; four faculty (one from each department), Communicator Editor, Representatives from WUFT and WRUF, two students. All appointed by the Dean with the Advice of the Administrative Council.

**Chairperson** appointed by the Dean

**Secretary** elected by the Committee

**Term of membership** One year

### **Purpose & Functions**

To foster cooperation among alumni, faculty, students and administration of the College; to encourage alumni and industry participation in College programs and in the classroom; to solicit advice and counsel regarding academic and service programs of the College and to groups throughout the state. To offer counsel and advice on fund solicitation, public relations, University relations, and legislative relations for the College.

To serve as the channel through which alumni and professional communications reach appropriate College personnel.

To foster industry involvement with College departments and programs.

Activities of the Alumni and Professional Relations Committee shall be coordinated with the Knight Center.

**Regular Meetings** None

**Other meetings** When called by the Chairperson, with at least one week's notice to the faculty.

**Agenda** prepared by the Chairperson and available advance.

**Minutes** A summary of major actions taken shall be prepared by the Secretary and distributed to the members of the Committee. Available to all faculty members upon request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## CURRICULUM COMMITTEE

**Membership** Eleven members in all; two faculty representatives from each Department (at least one of whom must be a member of the graduate faculty); an Associate or Assistant Dean of the College; two students. All to be appointed by the Dean with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** One year

**Purpose** To recommend to the faculty new courses or courses to be discontinued, and minimum requirements for undergraduate degrees.

**Regular Meetings** None

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by Chairperson and distributed to committee members in advance.

**Minutes** A summary of actions taken, prepared by the Secretary, distributed to committee members. Available to faculty members upon request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## **GRADUATE COMMITTEE**

**Membership** Nine members in all; four Department Graduate Coordinators, the coordinator of the joint JD/MAMC program, a Doctoral Research Faculty member, two graduate students (past their first term of graduate student status), the Assistant Dean for Graduate Studies. All to be appointed by the Dean with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** One year

**Purpose & Functions**

To make recommendations to the graduate faculty on all matters referenced in section 3.2 above. Acts for the graduate faculty in admissions and petitions matters.

**Regular Meetings** None

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson and distributed one week in advance.

**Minutes** A summary of action taken, prepared by the Secretary and distributed to all members of the graduate faculty.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## INFORMATION RESOURCES

**Membership** Seven members in all; one faculty member from each Department; the Mass Communications bibliographer; two students—one graduate and one undergraduate. All to be appointed by the Dean with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** One year.

### **Purpose & Functions**

To advise the Dean relative to library, audio-visual and informational (e.g. subscription and stand-alone data base software) needs of the College as they affect teaching, research and service.

To recommend to the Dean ways to improve audio-visual capabilities of the College to enhance classroom teaching.

To establish policy for the allocation of library funds; establish policy with regard to the operation of the College Reading Room. The Chair acts as administrator and clears requests for books and other library materials required by faculty members, reports periodically to the faculty acquisitions, and promotes the development of library facilities.

To evaluate computer software relative to journalism and mass communication education, teaching and research.

**Regular Meetings** None. The Information Resources Committee must meet twice annually with the Technology Committee for the coordination of planning and the development of joint budget recommendations to the Dean.

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson.

**Minutes** A summary of decisions made, prepared by the secretary and distributed to members of the Committee and to the Dean; available to members of the faculty upon request.

**Other** An annual report of work done by the Committee shall be submitted to the Dean and circulated to the faculty.



## INTERNATIONAL

**Membership** Seven members in all; one faculty member from each Department; with the Assistant Dean for Graduate Studies as an ex-officio member; two students—one graduate and one undergraduate. All to be appointed by the Dean with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** One year

### **Purpose & Functions**

To advise the College Faculty, Department Faculties and Graduate Faculty of the College on curricular matters which affect the College's role in the University's stated international mission.

To facilitate the formation of programs intended to help international scholarly activity of the faculty members and students, including travel, teaching abroad, research on international subjects, and student exchange opportunities.

To encourage procedure for greeting professionals and academics visiting here from abroad and for maximizing their contributions to the College's activities.

To circulate relevant information among committee members—and through them to other faculty—about international matters. In so doing, it holds meetings with leaders of the University's international activities and with guests of the College.

**Regular Meetings** Bi-monthly during the fall and spring semesters.

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson.

**Minutes** A summary of decisions made, prepared by the secretary and distributed to members of the Committee and to the Dean; available to members of the faculty upon request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## **RESEARCH COMMITTEE**

**Membership** At least seven members in all; one faculty member from each Department, the Assistant Dean for Research and/or the Director of the Communication Research Center; two students. All to be appointed by the Dean with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of Membership** One year.

### **Purpose & Functions**

To encourage and aid research; to recommend criteria for the administration of research grants and programs.

To serve as an advisory committee on research policies and programs to the faculty and the Communication Research Center. This Committee also serves the function of the university's committees on human experimentation and computer utilization.

**Regular Meetings** None

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson.

**Minutes** A summary of major points discussed and actions taken, prepared and distributed to the Committee members. Available to members of faculty on request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## STUDENT EVALUATION

**Membership** Nine members in all; four faculty (one from each department); Director Knight Scholarship and Placement Director; Student Services Director; Director of Minority Scholarship Program; two students. All to be appointed by the Dean with the advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** one year.

### **Purpose & Functions**

To solicit application and name undergraduate recipients of scholarship awards and other financial aid within the College. To monitor scholarship programs which involve work stipulations.

To develop and promote programs for superior students within the College; to recommend to the faculty candidates for graduation with Honors, High Honors and Highest Honors.

Investigate grade appeals and make recommendations to the parties involved following consultation and deliberation.

**Regular Meetings** None

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson and available in advance.

**Minutes** A summary of the major actions taken prepared by the Secretary and distributed to members of the Committee. Available to members of the faculty upon request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## TEACHING

**Membership** Six members in all; Four faculty (one elected from each department), Graduate Student Association representative and an undergraduate student.

**Chairperson** elected by the Committee.

**Secretary** elected by the Committee.

**Term of membership** two years.

### **Purpose & Functions**

To develop, maintain, and evaluate instruments for the evaluation of teachers and courses by students and/or former students and the system by which it is regularly administered.

To review and rank applicants for sabbatical leave.

To conduct periodic faculty salary reviews to provide information about salaries relative to peer institutions.

To develop and implement services which aid the enhancement of teaching in the college.

**Regular Meetings** None

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson.

**Minutes** A summary of decisions discussed and actions taken shall be prepared by the secretary and distributed to the Committee members. Available to faculty members upon request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## TECHNOLOGY

**Membership** Thirteen members in all; eight faculty (two from each department, one of whom must regularly teach a writing/editing skills course); Director of Information Technology Center; representatives from WRUF and WUFT; two students – one graduate and one undergraduate. All to be appointed by the Dean with advice of the Administrative Council.

**Chairperson** appointed by the Dean.

**Secretary** elected by the Committee.

**Term of membership** one year.

### **Purpose & Functions**

To make recommendation to the Dean on computers (hardware, networking, system programs [graphics, word processing, spread sheet, etc.], and staffing of labs as they affect the teaching, research and service missions of the College.

To regularly survey the faculty for input on computer issues and policies.

**Regular meetings** None. However, the Technology Committee must meet twice annually with the Information Resources Committee for the coordination of planning and the development of joint budget recommendations to the Dean.

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson.

**Minutes** A summary of the decisions made, prepared by the secretary and distributed to members of the Committee and the Dean; available to members of the faculty upon request.

**Other** An annual report of the work done by the Committee shall be submitted to the Dean and circulated to the faculty.

## TENURE AND PROMOTION

**Membership** Eight members in all; all elected and apportioned so that each Department shall have two representatives. Election by the faculty at large by secret ballot. Persons from each Department who receive the highest number of votes shall be elected. In case of ties, there shall be a run-off election. No person shall serve on this Committee more than two years consecutively.

**Chairperson** elected by the Committee.

**Secretary** elected by the Committee.

**Term of membership** One year.

### **Purpose & Functions**

To evaluate applications for tenure and promotion within the College and make recommendations to the Dean. To prepare and make available at a specified location materials dealing with procedures to be used in determining tenure and promotion. Said committee shall notify the faculty of the availability of such materials.

**Regular Materials** None.

**Other Meetings** When called by the Chairperson, with one week's notice to the faculty.

**Agenda** prepared by the Chairperson.

**Minutes** None. A summary of major actions taken prepared by the chair and distributed to members of the Committee.

**Other** None.

## ADMINISTRATIVE COUNCIL

**Membership** At least twelve members: the Dean, Associate and/or Assistant Deans, Chairpersons of the Departments; one elected faculty representative from each Department, and one student representing the College's Student Council.

The **Dean** shall serve as **Chairperson**.

**Secretary** elected by the Council.

**Term of membership** One year.

### **Purpose & Functions**

To advise the Dean on administrative policy; coordinate activities and programs of the Departments and Divisions of the College; provide an avenue for exchange of information and opinions; insure uniformity of policy implementation in the college.

**Regular Meetings** The Council shall meet at least once each month, or more often as deemed necessary by the Dean who shall call said meetings.

**Other Meetings** When called by the Dean, with at least one week's notice.

**Agenda** prepared by the Dean, or someone designated by the Dean, and made available to the faculty prior to each meeting.

**Minutes** A summary of major actions taken shall be prepared by the secretary and made available to the faculty following each meeting.

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