

By-Laws of the Faculty of the Department of Communication Studies

College of Architecture, Arts, and Humanities

Clemson University

This Revision Approved August 24, 2012

Article I. Department Mission

The Department of Communication Studies at Clemson University cultivates graduate and undergraduate students with the knowledge and critical thinking skills necessary to succeed not only in a professional or advanced academic environment, but also in the larger society as engaged global citizens. Faculty members have expertise in diverse areas of human communication process, and the scholarship they pursue challenges and educates students at both abstract and applied levels. Coursework and interaction with faculty instill in students broadmindedness, ethical sensibilities, rigorous thought processes and genuine curiosity about the social world. (Approved by faculty 1/30/06)

Article II. Structure and Organization of the Department

The Department of Communication Studies is one of five departments in the School of Humanities of the College of Architecture, Arts and Humanities. The department organization includes the following faculty administrative assignments: chair, associate chair, director of undergraduate studies, director of graduate studies, director of basic courses, director of forensics, and director of development, internships and study abroad. Standing committees include assessment, basic courses, curriculum, faculty advisory, honors and awards, personnel, public relations and event planning, search and screening, undergraduate admissions, and graduate program.

Article III. Voting Membership

The Department of Communication Studies recognizes faculty ranks as described in the most recent version of the Clemson University *Faculty Manual*.

The right to speak and vote on all department matters is extended to a full-time tenure-line faculty and full-time senior lecturers. Voting privileges will be extended to other categories of full-time faculty (e.g., lecturers, visiting faculty, instructors) when holding a faculty administrative assignment (see Article II). Should a faculty member choose to give up her/his voting rights for the academic year, she/he must inform the chair by August 15th of that year.

Faculty members who have not yet earned voting privileges may still attend meetings and speak to issues in which they have an interest. The right to speak and vote on matters related to graduate education is limited to those faculty members eligible to participate in graduate education. The department chair determines this eligibility annually. (Approved by faculty 9/24/07)

Article IV. Officers and Election

Standing committee elections shall be held annually at the last spring faculty meeting, or as soon as is possible thereafter. At this meeting, a faculty secretary will be elected for a one-year term. The secretary will be responsible for recording and distributing the minutes for each faculty meeting.

Article V. Meetings

The chair shall conduct a formal meeting of the department at least twice in each of the long semesters. Summer meetings may be called for special purposes, and all reasonable effort should be made to ensure full faculty participation. The department chair shall call meetings for the purpose of conducting ordinary and recurring business of the department, and for special announcements and purposes not otherwise indicated by the by-laws. Any faculty member may place an item on the agenda or request a meeting.

The chair shall normally prepare an agenda that is distributed before or at the meeting. The secretary shall take minutes of faculty meetings that shall be distributed to all department faculty and staff within two weeks of meeting.

Article VI. Voting Procedure

All matters brought before the faculty that require a vote (i.e., action items) shall be resolved by a simple majority of the eligible voters present, except as prescribed in the “Articles on Amendments and Ratification” of these by-laws. Votes may be taken by a show of hands, email, or by voice, unless any faculty member requests voting by secret ballot. Votes may be taken by electronic means provided verifiable documentation is obtained by the chair’s designee.

Absent voters may vote by proxy ballot on any action item that appears on the agenda. Proxy voters should be submitted by similar means to the chair’s designee. They must be received no later than one hour prior to the start time of the meeting at which the vote is scheduled to be taken.

Such action items must be reported to the department chair at least one week prior to the appropriate meeting. In addition, materials relevant to the action item must likewise be distributed one week prior to the meeting at which the vote is scheduled to take place. (Approved by faculty September 24, 2007)

Article VII. Quorum

A quorum of at least two-thirds of the active full-time voting faculty shall be established at the beginning of faculty meetings. In the summer months, a quorum shall consist of a minimum of fifty percent of full-time voting faculty. No official business may be conducted unless a quorum is present.

Article VIII. Rules of Order

The chair shall ensure that parliamentary procedure—in accordance with *Robert’s Rules of Order*—shall prevail in all department meetings, as well as adherence to all aspects of the *Faculty Manual*, the college by-laws, and the department by-laws.

Article IX. Committees

This article describes the general procedures pertaining to the operation of the standing department committees. In the case of circumstances not covered by this or any succeeding article, the department Faculty Advisory Committee shall be called upon to recommend to the chair a resolution to any problem that arises. Standing committee elections shall be held annually at the last spring faculty meeting or as soon as possible thereafter.

The department faculty shall create committees to conduct much of its business. These committees shall include: assessment, basic course, curriculum, faculty advisory, honors and awards, personnel, public relations and event planning, search and screening, undergraduate admissions, and graduate program.

Each committee elects its own chair annually, with the exception of the Curriculum Committee Chair (the chair is the associate department chair), the Faculty Advisory Committee (the chair is, according to the *Faculty Manual*, the department chair), the Graduate Program Committee (the chair is the director of graduate studies), the Assessment Committee (the chair is the associate department chair), and the Basic Courses Committee (the chair is the basic courses director). Faculty members have the right to attend any meeting of any committee, except the Personnel Committee meetings.

Assessment Committee

The Assessment Committee shall consist of a minimum of 3 members. Any faculty member may serve on the committee. The committee shall be responsible for recommending assessment goals and for collecting information to be used to evaluate the ongoing activities in the department.

Basic Courses Committee

The Basic Courses Committee shall consist of all full-time faculty members who teach either Communication Studies 150 and/or Communication Studies 250 during that academic year; all committee members have full voice and vote on the committee, regardless of other faculty voting privileges. Said committee shall advise and make department recommendations in regard to the basic courses. Tenured and tenure-track members serve two-year terms. All others serve one-year terms.

Curriculum Committee

The Curriculum Committee must have five faculty members; the membership must include a minimum of 3 faculty members eligible to participate in graduate education, and the basic courses director. Said committee shall initiate proposals for all necessary changes in the curriculum. The chair of the committee shall represent the department faculty on the college curriculum committee. The department faculty prior to submission to the College Curriculum Committee shall approve all curriculum proposals. Tenured and tenure-track faculty serve two-year terms. All others serve one-year terms.

Faculty Advisory Committee

The Faculty Advisory Committee shall consist of 5 members. Any faculty members may serve; two members to be elected by the faculty (one of whom will serve as member at-large); three additional faculty members, one each to be elected from the memberships of the Personnel, Curriculum and Basic Courses Committees. Said committee shall counsel the department chair with regard all department matters with the exception of personnel and curriculum matters. In all cases, the chair shall have final decision. Tenured and tenure-track members serve two-year terms. All others serve one-year terms.

Graduate Program Committee

The Graduate Program Committee shall consist of a minimum of three members, all of which must be eligible to participate in graduate education. This committee shall be responsible for developing admissions criteria to the program, as well as for assessing the credentials of candidates for admission to the program, recommendation of graduate assistantships, and program policy.

Honors and Awards Committee

The Honors and Awards Committee shall consist of a minimum of 3 members. Any faculty member may serve. The committee shall be responsible for identifying students and faculty to nominate for appropriate department, college, university, community and disciplinary honors and awards, as well as for preparing nomination packets for candidates, where necessary. This committee elects from its membership departmental representatives to college and university honors and awards committees.

Personnel Committee

The Personnel Committee shall consist of at least 5 qualified members (i.e., full-time tenured faculty). Until such time as the department consists of 5 qualified faculty members, the chair shall, in conjunction with the dean of the college, invite additional colleagues from the university to constitute the 5-person committee. The committee shall be elected yearly and shall elect its chair.

The Personnel Committee shall operate according to the procedures outlines in the *Faculty Manual*. The Personnel Committee shall forward its recommendations on all personnel matters involving tenure, reappointment, promotion and sabbaticals to the department chair. The committee shall also make recommendations to the department chair on all appointments with immediate tenure, or with probationary periods of two years or less, and on initial appointment to a rank higher than assistant professor. The committee may also be involved in additional personnel matters were appropriate. Only members at or above the rank of the candidate are eligible to judge the candidate. For promotion to the rank of professor, additional committee members may be appointed by the dean of the college, in consultation with the department chair.

To avoid the potential for either real or reasonably perceived conflicts of interest, faculty members who are otherwise eligible shall not serve on the department's Personnel Committee during any academic year in which the following circumstances exist: when the faculty member has submitted an application for promotion, when the faculty member is undergoing post-tenure review, or when the faculty member is undergoing remediation following post-tenure review. In addition, a Personnel Committee member should absent him/herself from committee deliberations when that faculty member has served as a coauthor on a significant portion of a submitted work of the faculty member being evaluated. (Approved by faculty 8/17/07)

Public Relations and Event Planning Committee

The Public Relations and Event Planning Committee shall consist of the department's Student Services Program Coordinator and a selection of undergraduate Communication Studies majors who serve as ambassadors for the department. The committee shall be responsible for the public relations function of the department, including planning significant department events (e.g., graduation receptions, Communication Studies Day).

Search and Screening Committees

These committees shall be responsible for conducting searches for, reviewing the credentials of, and recommending new department faculty members. All hiring recommendations shall be in accordance with the *Faculty Manual*. In the case of late summer hiring or temporary hiring, all available faculty members will be consulted during the search and screening process. Generally speaking, searching for tenure-line faculty members during the summer is discouraged.

The Tenure-Line Search and Screening Committee shall consist of a minimum of three tenure-line faculty members. The Lecturer Search and Screening Committee shall consist of a minimum of three members; any faculty member may serve.

Persons who have been denied reappointment or tenure, who have submitted their resignation from the university, or who have accepted a position at another institution are not eligible to serve on a search and screening committee. Should a current search and screening committee member be denied reappointment or tenure, submit his/her resignation from the university, or accept a position at another institution while serving as a committee member, said person will relinquish his/her search and screening committee duties.

Undergraduate Admissions Committee

The Undergraduate Admissions Committee shall consist of a minimum of three members, one of which must be the associate department chair or director of undergraduate studies. Any other faculty members may serve. This committee shall be responsible for developing admissions criteria to the department, as well as for assessing the credentials of candidates for admission to the major.

Other Committees

The faculty, in conjunction with the department chair, may establish other standing and ad hoc committees. The creation of an ad hoc committee requires a motion from the floor that also specifies the purpose, composition, and duration of the committee. The department chair also has discretionary authority to establish ad hoc committees. The creation of a standing committee requires an amendment to these by-laws.

Article X. Faculty Search and Appointment

Searches shall be conducted for all full-time appointments. The department chair shall exercise direct authority in conjunction with the Search and Screening Committees for all appointments. All reviews shall be conducted in accordance with the procedures outlined in the *Faculty Manual*. The Search and Screening Committee shall review the applicants and form a list of the top candidates to be presented to the department chair.

Consistent with the *Faculty Manual*, the department chair shall make recommendations to the dean from the list of candidates nominated by the Search and Screening Committee. If no appointment may be made from this list, additional nominations shall be sought from the committee. In the recommendation to the dean, the department chair shall indicate the degree of support of the faculty for the recommended candidates, for the suggested rank, and for the candidate's suggested tenure status, as appropriate.

Article XI. Reappointment and Third-Year Review

Reappointment reviews shall be conducted in accordance with the *Faculty Manual*. All faculty members in the Department of Communication Studies are expected to: (a) be excellent classroom instructors; (b) be professionally competent and to keep current in their areas of teaching; (c) in the case of tenure-line faculty, have an ongoing program of scholarly and/or creative activities; (d) in the case of tenure-line faculty, perform assigned department, college, and university service responsibilities, and contribute to public service activities, where appropriate; (e) comply with department, college, and university policies. The internal document, *Department Guidelines and Procedures for Reappointment, Tenure and Promotion*, provides additional details designed to provide faculty with an outline of the kind of specific indicators of performance relevant to making personnel recommendations. These will be considered by the appropriate peer review committee and by the department chair in making reappointment recommendations to the dean of the college.

Each faculty member eligible for reappointment shall be reviewed annually by the Personnel Committee. No faculty member shall be reappointed without demonstrating excellence in teaching, and in the case of tenure-track faculty, excellence in research and service. The recommendation of the committee shall be made directly to the dean of the college, but is to be submitted in written form to the chair, who shall forward this recommendation, along with his/her separate and independent written evaluation, to the dean of the college. The department chair shall provide the faculty member with written copies of both the department chair's and the personnel committee's recommendations. As per the *Faculty Manual*, each faculty member is entitled to a full written copy of his/her review and may respond with a letter to be placed in his/her department personnel file.

Full or part-time lecturers shall have no maximum reappointment length and shall be considered for reappointment based on department needs and available resources. All non-tenure-track faculty members shall be required to demonstrate excellence in instruction. In addition, although service shall not be required, departmental or community service shall be looked at positively in the reappointment process.

Annually, at a time designated by the provost, the chair shall request in writing of all faculty requesting reappointment that they submit the following for reappointment review:

1. A cover letter summarizing accomplishments in teaching, research and service (as appropriate to the faculty member's position) during the past review period, as well as requesting reappointment.
2. Supporting materials collected during the review period demonstrating excellence in teaching, research and service (as appropriate to the faculty member's position). The internal document, *Department Guidelines and Procedures for Reappointment, Tenure and Promotion*, provides additional details designed to provide faculty with an outline of the kind of specific indicators of performance relevant to making personnel recommendations.

Third Year Review Procedure

1. Normally, the Personnel Committee shall conduct a special review of the faculty member's performance to date during his/her third year of tenure track service at Clemson University. This review shall be a component of the reappointment process and shall be considered a mini-tenure review.
2. The committee shall request that the department chair first inform the faculty member in writing that the third year review is to be conducted, and second, ask the faculty member in writing to provide the following materials to the chair of the committee:
 - a) a current resume/vita
 - b) relevant materials pertaining to the faculty member's professional and scholarly accomplishments to date such as, but not necessarily limited to, articles, book chapters, books, and reviews.
 - c) relevant materials pertaining to the faculty member's professional service such as, but not necessarily limited to, leadership in professional organizations.
 - d) relevant materials pertaining to the faculty member's teaching excellence such as, but not limited to, peer and student evaluations.
 - e) any statement that the faculty member may wish to make concerning his/her professional standing and future plans
3. The committee shall forward its findings in writing to the department chair, who is responsible for accurately and fully relaying the content of these findings to the faculty member.
4. The department chair shall forward this written recommendation, along with his/her own separate and independent written recommendation, to the dean of the college.

Article XII. Promotion and Tenure

Reviews for promotion and tenure shall be conducted in accordance with *Faculty Manual*. Candidates for promotion and tenure should review the internal document, *Department Guidelines and Procedures for Reappointment, Tenure and Promotion*, for additional details designed to provide faculty with an outline of the kind of specific indicators of performance relevant to making personnel recommendations. It is incumbent upon faculty members requesting reappointment to make a compelling case for their own reappointment.

Tenure constitutes more than recognition of past teaching and scholarly performance. Tenure of a faculty member normally requires six years of tenure-track experience in residence, brought in, or some combination thereof. In these six years there should be documentation of excellence in teaching, research and service. Research documentation must include refereed publications. Since tenure is a commitment of continued employment by the university, there must be evidence in the record to project continued excellence of contribution in each of the three major areas of evaluation. To be considered for tenure, candidates must also meet the requirements for promotion to associate professor.

Tenure Recommendation Procedure

1. The committee shall conduct a formal tenure review in the faculty member's sixth year of tenure-track service or earlier as provided in the *Faculty Manual* and consistent with all due dates required by the provost
2. The committee shall request that the department chair first inform the faculty member in writing that the formal tenure review is to be conducted, and second, ask the faculty member in writing to provide the chair of the Personnel Committee with the following materials:
 - a) a current resume/vita.
 - b) Relevant materials pertaining to the faculty member's professional and scholarly accomplishments as cited above in the third year review procedures. In accordance with this the chair will identify at least 6 outside evaluators, three of whom must be blind (unknown and unrelated to the candidate) and three of who may be chosen in consultation with the candidate and personnel committee. These evaluators shall be professional peers from within the discipline but outside of Clemson University and shall be at or above the rank to which the candidate aspires. The chair will solicit letters and make them available to the committee. The outside evaluators should be given a copy of the candidate's file.
 - c) Any statement the faculty member may wish to make pertaining to his/her professional standing and future plans.
3. The recommendation of the committee shall be to recommend or not recommend the candidate for tenure. This recommendation shall be forwarded in writing with accompanying written explanation to the department chair.
4. The committee shall forward its findings to the department chair, who shall accurately and fully relay the content of these findings to the faculty member.
5. The department chair shall forward this recommendation, along with his/her own separate and independent recommendation, to the dean of the college and accurately and fully relay the content of these recommendations to the faculty member in accordance with the procedures outlined in the *Faculty Manual*.

Criteria for Promotion

1. Criteria for Promotion to Associate Professor
Promotion to associate professor rank requires at least a minimum of 6 years of relevant service and demonstrated excellence in teaching, research and service.
2. Criteria for Promotion to Full Professor
The department regards the rank of full professor as one of distinction, reflecting a significant body of work across a minimum of 10 years as a full-time, tenure-line faculty member. No department faculty member shall be considered for the rank of full professor without a nationally recognized body of research, a demonstrated record for teaching excellence, and a consistent record of service to internal external publics.

Variance from the above criteria may be considered for exceptional cases.

Promotion Recommendation Procedure

1. The candidate shall notify the department chair in writing before the end of the spring semester of the calendar year in which the applicant intends to apply for promotion.
2. The department chair shall inform the chair of the Personnel Committee in writing that the faculty member has applied for promotion.
3. The department chair shall request in writing that the faculty member provide the chair of the Personnel Committee all the appropriate materials in accordance with the procedures outlined above and consistent with the *Faculty Manual* and with all due dates required by the Provost.
4. The Personnel Committee shall forward to the department chair in writing either a positive or negative recommendation with accompanying written explanation.
5. The department chair shall make his/her own separate and independent recommendation.
6. The department chair shall forward the 2 recommendations to the dean of the college and fully convey these recommendations in writing to the faculty member.
7. Except in the penultimate year, the faculty member may have the right to withdraw from consideration at any time.
8. In the event the department chair is being considered for promotion, all recommendations and materials will pass directly from the Personnel Committee to the dean.

Article XIII. Post Tenure Review

Faculty members in the Communication Studies Department are expected to be excellent classroom teachers; to perform assigned department, college, and university service and administrative duties satisfactorily; and to comply with department, college, and university policies. In addition, tenured faculty members are expected to engage in scholarly, critical, and/or creative activities.

Beginning in fall 1998, all faculty members holding a tenured faculty position shall be subject to post-tenure review (for further information on eligibility for post-tenure review see the *Faculty Manual*).

Guidelines for Post-Tenure Review

1. The primary basis for post-tenure review are the individual's contributions in the areas of research and/or scholarship, teaching, and service.
2. Guidelines must be flexible enough to accommodate faculty members with different professional responsibilities.
3. Post-tenure review shall not infringe upon the accepted standards of academic freedom. Furthermore, sex, age, ethnicity, and other factors unrelated to an individual's professional qualifications shall not be considered in the review process.
4. The chair of the academic department and the dean of the college must not be involved directly in the peer review process at the departmental level.
5. The post-tenure review must be linked to the annual reviews.
6. "Best Practices for Post-Tenure Review" are articulated in the *Faculty Manual*, must be followed during the post-tenure review.

Schedule and Procedures

Schedule:

1. All faculty who receive tenure following the institution of post-tenure review at Clemson University will be reviewed every 6 years following the date of tenure.
2. Faculty hired with tenure following the institution of post-tenure review at Clemson University will be reviewed every 6 years following the date of hire.
3. Time allowed for sabbaticals and leaves will be calculated according to the *Faculty Manual*.
4. If a faculty member applies for promotion before their next post-tenure review, that promotion may count as a post-tenure review, if the faculty member so designates. The faculty member's subsequent post-tenure review would be 6 years from the year of promotion.

Procedures:

1. The chair shall advise, in writing, those faculty members who will be subject to post-tenure review by November 1 (approximately one calendar year) of the year prior to the post-tenure review year.
2. The committee will provide a written report to the faculty member and to the dean of the college in accordance with official university procedures as outlined in the *Faculty Manual*. The committee will use the following rating system in its report:
 - a) Satisfactory: No special reward shall be given.
 - b) Unsatisfactory: Leads to remediation.
3. The faculty member will have 2 calendar weeks to provide a written response to the committee. Both the committee's written report and the faculty member's written response will be submitted to the college dean.
4. The department chair will rate the faculty member according to the same criteria set out above. The chair shall present the faculty member with a copy of the written evaluation and the faculty member will have 2 calendar weeks to provide a response. Both the chair's written report and the faculty member's written response will be submitted to the college dean. For procedure beyond the department level, see the *Faculty Manual*.
5. Remediation:
 - a) A faculty member who receives a strong rating of unsatisfactory shall, in accordance with the *Faculty Manual's* guidelines on post-tenure review, be given a period of remediation to correct the deficiencies identified in the post-tenure review.
 - b) The chair, in consultation with the Post-Tenure Review Committee and the faculty member, will provide a list of specific goals and measurable outcomes the faculty member should achieve in each of the next 3 calendar years following the date of formal notification of the unsatisfactory outcome.
 - c) The chair will meet at least twice annually with the faculty member to review progress.
 - d) The faculty member will be reviewed each year by the Post-Tenure Review Committee and the chair, both of whom shall supply written evaluations to the faculty member.
 - e) At the end of the 3 year remediation period, another post-tenure review will be conducted.
 - f) If the outcome is again unsatisfactory, the faculty member will be subject to dismissal for unsatisfactory performance.
 - g) If dismissal for unsatisfactory performance is recommended, the case will be subject to the relevant rules and regulations outlined in the *Faculty Manual*.
 - h) If the outcome is satisfactory, the normal six year cycle will resume.

Required Material

The faculty member shall present copies of each of the following to the committee and the chair:

1. An updated curriculum vita that includes:
 - a) significant scholarly, critical, and/or creative activities such as publications (printed or electronic), papers read or presentations given, and participation on panels and in seminars;
 - b) other professional activities and recognitions such as consulting, serving as an association officer, serving on professional committees, receiving awards, obtaining grants, and developing informational technology;
 - c) a record of contributions in such areas as serving on department, college or university commissions, committees, or councils; serving as a student advisor; assisting in student activities; and performing community services related to his/her professional training and/or activities;
 - d) continued growth in the profession.
2. A summary of all teaching evaluations for the previous 5 years, plus 5 complete sets of evaluations.
3. Detailed information about the outcomes of any sabbatical leave awarded within the 6 years prior to the post-tenure review.
4. A plan for continued professional growth.

5. Any additional material requested of the candidate from the post-tenure review committee.

The department chair shall provide the Post-Tenure Review Committee copies of the faculty member's annual performance reviews covering the time since the initial tenure or last promotion, whichever is most recent, or since the last post-tenure review.

Post-Tenure Review Committee

Constitution of the Committee

Each faculty member eligible for post-tenure review will be reviewed by a committee consisting of 2 tenured Communication Studies faculty (elected by the department faculty) and an outside faculty member of their choosing (see procedure below). The same 2 Communication Studies faculty will sit in the committees for all reviews conducted that year.

Faculty members subject to post-tenure review that year are not eligible to sit on the post-tenure review committee

Since candidates must be evaluated by faculty of their rank or higher, both candidates for post-tenure review must be full professors during any year in which any candidate for post-tenure review is a full professor.

If there are not 2 faculty members of appropriate rank to serve on the committee the Personnel Committee shall elect Clemson faculty from other departments to serve on the Post-Tenure Review Committee.

The department chair shall secure the agreement of any elected committee members from outside the department. If one declines a second election will be held by the department's Personnel Committee.

The outside member of the committee will be selected as follows:

Faculty coming up for post-tenure review shall, by September 15 of the year of their review, provide the departmental members of the post-tenure review committee with a list of 3-5 acceptable outside candidates.

The department chair shall secure the agreement of any elected committee members from outside the department. If one declines a second election will be held by the department's Personnel Committee.

The Post-Tenure Review Committee will elect its own chair.

Article XIV. Sabbatical Leave

Applications for sabbatical leave are governed by the *Faculty Manual* and are reviewed by the Personnel Committee and the department chair prior to being forwarded to the college dean.

Article XV. Holding By-Laws in Abeyance

In order to conduct departmental business, faculty can move to hold the by-law in abeyance in special circumstances.

Article XVI. Amendment Procedures

These by-laws shall take effect upon being ratified by a two-thirds vote of those faculty members of the department eligible to vote and who are present at a meeting of the department faculty called for that purpose. The by-laws must receive written approval by the department chair and the dean of the College of Architecture, Arts and Humanities.

Amendments and additions to these by-laws shall be approved by a two-thirds majority of the department faculty members eligible to vote, at a meeting of the department faculty.

Amendments to these by-laws must receive written approval by the department chair and the dean of the College of Architecture, Arts and Humanities. Any amendments or additions to these by-laws shall be consistent with standing university policies and the *Faculty Manual*.

Any proposed amendments must be advertised and circulated in writing to all faculty of the department for a period of at least two weeks prior to their consideration of the faculty.

APPROVED:

**Karyn O. Jones, Interim Chair
Department of Communication Studies**

Date

**Richard E. Goodstein, Dean
College of Architecture, Arts and Humanities**

Date