

BYLAWS OF

**THE HENRY W. GRADY COLLEGE OF JOURNALISM
AND MASS COMMUNICATION**

THE UNIVERSITY OF GEORGIA

**Bylaws of
The Henry W. Grady College of Journalism
and Mass Communication
April 29, 2004**

The Mission of the Henry W. Grady College of Journalism and Mass Communication

The Henry W. Grady College of Journalism and Mass Communication prepares students to be effective and critical consumers, scholars and practitioners of the mass media, improves the services mass media provide their consumers and facilitates the public use of the mass media to meet personal and community needs. Teaching, research and service are all integral parts of this mission.

Preamble

To respect the core values of the University of Georgia, to meet national accreditation standards and to accomplish its own varied missions, the faculty of the Henry W. Grady College of Journalism and Mass Communication (referred to hereinafter as Grady College) should interpret its bylaws in accord with the best and broadest principles of faculty governance. Silences or ambiguities in the bylaws should be resolved in favor of open and democratic processes. The free flow of information and the criticism of ideas are necessary for proper discussion and decision making. Basic principles of academic freedom allow faculty members an opportunity to dissent from the opinions of colleagues and administrators.

The faculty has primary responsibility for the Grady College's priorities, policies and procedures as well as faculty hiring, review, tenure, promotion and curriculum. Faculty decisions should be overturned by the University or Grady College administration only under the most exceptional circumstances and for reasons that should be clearly and adequately communicated to the faculty.

This document includes the following articles:

- ❑ Article I. Faculty: membership, meetings, and procedures for meetings
- ❑ Article II. Structure of the Grady College: officers (dean, associate deans, and department heads), their duties and their evaluations; administrative units (departments, centers and institutes), how they are defined, responsibilities, appointments and reviews.
- ❑ Article III. Committees of the Faculty: Committee types (Standing, Ad Hoc, Search, Promotion & Tenure), membership definition (core, ex-officio, special, chairs, substitutes, student representatives), general rules that apply to all Grady College committees, and Standing Committee definitions and responsibilities. Standing Committees include: Admissions, Undergraduate Curriculum, Diversity, Executive, Graduate, Promotion and Tenure, Scholarships/Awards, Information Resources, Facilities, and Global Committee.
- ❑ Article IV. Dispute Resolution Process
- ❑ Article V. Amendments to the Bylaws

Article I. Faculty

A. Membership

In accordance with University System of Georgia Board of Regents Policy and University of Georgia Statutes, the faculty of the Grady College shall consist of the Corps of Instruction and the administrative officers of the Grady College.

1. **Voting Members.** Voting members of the faculty are professors, associate professors, assistant professors, instructors, lecturers and senior lecturers, and academic professionals in the Grady College, and any persons whose permanent faculty designation is in the Grady College, even if on paid or unpaid leave from appointment in the Grady College who have 100 percent appointment at the University. Faculty members with joint appointments will be full voting members unless the issue being voted on involves the other unit with which the faculty member holds an appointment.
2. **Non-voting Members.** Non-voting faculty members include visiting professors and scholars; post-doctoral appointees; and adjunct, part-time and emeritus faculty members.

B. Meetings

1. Type

a. Regular Faculty Meetings

Regular faculty meetings are called by the Dean and are held at least once during the fall and spring semesters. Notice of meetings shall be sent to all faculty members of the Grady College at least five working days before the meeting except in emergencies when at least two working days' notice shall be given. Any faculty member wishing to have an item considered for the agenda will notify the Dean at least 48 hours before the meeting. The Dean will circulate the agenda to faculty members 24 hours before the meeting. During the meeting, agenda items may be added, deleted or reordered if there is no objection from the faculty members. In cases of an objection, a simple majority vote of the faculty members at the meeting decides the question.

b. Department faculty meetings

Department faculty meetings are called by the Department Head and are held at least once during the fall and spring semesters. Notice of meetings shall be sent to all faculty members of the Department at least five working days before the meeting except in emergencies when at least two working days' notice shall be given. Any faculty member wishing to have an item considered for the agenda will notify the Head at least 48 hours before the meeting. The Head will circulate the agenda to faculty members 24 hours before the meeting. During the meeting, agenda items may be added, deleted or reordered if there is no objection from the faculty members. In cases of an objection, a simple majority vote of the faculty members at the meeting decides the question.

- c. **Emergency Faculty Meetings**
Emergency faculty meetings may be called either by the Dean or by a petition signed by five or more faculty members. A faculty request is submitted to the Dean who puts out the call within 24 hours of receiving the request. Two days notice must be given for an emergency faculty meeting and a reasonable effort is made to notify faculty members. An agenda must be provided at least 24 hours ahead of the meeting and only the agenda items may be conducted at an emergency faculty meeting. An emergency meeting is used only for extraordinary issues that cannot be held until the next regularly scheduled meeting.
- d. **Informational Faculty Meetings**
Informational faculty meetings may be called by the Dean, or at the request of five or more faculty members, for college level and by a Department Chair for the department level. Any topic may be discussed at informational faculty meetings, but no binding votes may be taken. The same procedures used in calling a regular faculty meeting apply (Article I, Section B.1).
- e. **Committees**
Committees can be standing, ad hoc or special. These are covered in Article III of this document, Committees of the Faculty.

2. **Procedures**

All meetings of the Grady College (Faculty, Standing Committees and Ad Hoc committees) will use the following procedures.

- a. **Open**
All meetings, faculty and committee, shall follow the Georgia open meetings law.
- b. **Notice**
Notice of meetings shall be sent to all faculty members of the Grady College at least five working days before the meeting except in emergencies when at least two working days' notice shall be given.
- c. **Secretary**
The secretary for faculty and departmental meetings shall be a member of the faculty elected during the required spring semester faculty meeting for the next academic year. Responsibilities will include: establishing that a quorum exists at all meetings, maintaining proxies for voting, taking minutes, and submitting minutes within seven (7) days to the faculty through the listserv. Committee secretaries are elected at the first meeting of the academic year.
- d. **Minutes**

Minutes of all meetings shall be distributed to faculty members so the minutes may be considered and approved by the faculty members at a subsequent meeting. College faculty and committee meeting minutes will be kept in the Dean's office. Departmental meeting minutes will be kept in departmental offices.

e. Quorum

For regular and emergency faculty meetings, a quorum shall consist of a majority of the faculty members, excluding those on leave or those whose permanent faculty designation is within the Grady College but whose responsibilities to the university lie outside the Grady College. A quorum is not required for an informational faculty meeting. A quorum for committee meetings shall be at least 50 percent of the membership of the committee. The Dean is not considered in the count for a quorum. All committee members, including students and staff, have voting privileges. A majority vote of the committee members present at a meeting is required before a recommendation can be brought to a meeting of the faculty members.

f. Voting

The usual method of voting is by voice. A roll call, show-of-hands or a secret ballot may be conducted when requested by at least one faculty member and seconded by another. The request for a secret ballot takes precedence over the request for a roll call or show-of-hands vote. Secret ballots are used for meetings where faculty members vote on promotion and tenure in compliance with University requirements. The ballots will be counted by at least two faculty members and tallies will be announced. Unless otherwise noted, passage of motions requires a simple majority vote of the faculty members present and any absentee or proxy ballots. The Dean may vote on any matter brought before the faculty members.

g. Proxy and absentee votes

Absentee ballots, to be honored, must be received by the secretary of record before voting begins on the issue in question. Proxy votes are honored when authorized in writing by the absent faculty member who notifies the secretary of record. The faculty members present must be notified of the proxy before the vote. A proxy holder may vote on any issue authorized by the absent faculty member. No proxies can be used at promotion and tenure meetings.

h. Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Grady College in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Grady College may adopt.

Article II. Structure of the Grady College

A. Officers

The officers of the Grady College shall be the Dean, Associate Dean of Academic Affairs, Associate Dean for Research and Graduate Studies, and Department Heads. The Dean will specify duties of each officer in writing at the time of the appointment. Position descriptions shall be available to the faculty. The officers shall perform the duties provided in the position specifications and in accord with these bylaws and the parliamentary authority adopted by the Grady College.

1. Dean

The President of the University of Georgia with the approval of the Board of Regents appoints the Dean. The Dean shall be the chief executive officer of the Grady College and shall have responsibilities as specified in Article VII. Deans of Schools and Colleges, of the University Policies and reprinted below:

a. Duties

- (1) The Dean shall be responsible for the coordination of the academic programs and instructional activities of the Grady College, and shall exercise general supervisory responsibility for its research, instructional and service programs.
- (2) The Dean shall formulate and recommend proposed policies for the Grady College and present them to the faculty for consideration. The Dean shall administer the rules and regulations enacted by the faculty.
- (3) The Dean shall present to the University Council those actions of the faculty that require confirmation or approval of the University Council before becoming effective.
- (4) The Dean shall recommend the appointment, reappointment, and promotion of members of the faculty of the Grady College and of the administrative staff to the University Provost. In the case of recommendations regarding Department Heads, the Dean shall act only after consulting with the faculty members of the department concerned. In recommending appointments to faculty positions within a department, the Dean shall act only after receiving the recommendation of the Department Head. Consistent with tenure policy and the Policies of the Board of Regents, the Dean may recommend to the University Provost the dismissal or non-renewal of the contract of any member of the faculty. The Regents must approve all recommendations.
- (5) The Dean shall make recommendations regarding persons for appointment to classified positions and shall oversee, control, and direct the work of employees of the Grady College. Staff members of the Grady College are hired under the Employee Hiring and Promotion Regulations issued by the University of Georgia.

- (6) The Dean shall, after consultation with the members of the faculty and appropriate administrative assistants, prepare annually a budget of the Grady College and have the budget available to faculty and staff.
- (7) The Dean shall oversee the academic activity of the students of the Grady College. The Dean or a designated representative shall advise students regarding the selection of courses and the choice of major and minor fields of study. The Dean shall be responsible for the administration of regulations affecting student scholarship. In discharging this responsibility, the Dean shall give special attention to students registered in the Grady College who excel or who are deficient in their studies.
- (8) The Dean shall, on the basis of the records and reports of the Registrar's Office, certify to the compliance by individual students with the requirements of graduation.
- (9) The Dean shall be responsible jointly with the directors of instructional, research and public service units for programs operated for the Grady College.
- (10) The Dean shall, subject to the general authority of the Senior Vice President for Finance and Administration, be custodian of the buildings and other University property occupied or used by the Grady College, and shall be responsible for the proper use thereof.
- (11) The Dean shall serve as the conduit of communication for all official business of the Grady College with other University authorities, the students, and the public.
- (12) At the close of each academic year, the Dean shall submit to the President a report covering details of the work of the Grady College during that year.

b. Evaluation of the Dean

The faculty members every five years as specified in Article VII, Deans of Schools and Colleges, of the University Policies, will undertake evaluation of the Dean.

Formation of Dean Review Committee: The Senior Vice President for Academic Affairs and Provost will form a review committee with a membership usually in the range of from five to seven faculty members. The summary evaluation report should address two questions: (1) what accomplishments, administrative or programmatic, over the past five years are most significant? And (2) what recommendations could be offered to the Dean in administrative style, policies, or procedures to improve the college?

2. Associate Deans

The selection of assistant and associate administrators shall be the responsibility of the Dean who shall consult the Grady College Executive Committee. The College Executive Committee includes the officers and elected faculty members from each department.

a. Associate Dean of Academic Affairs.

(1) Responsibilities. The responsibilities of the Associate Dean of Academic Affairs will include college-wide planning and managing curriculum, assessing program and faculty, managing student affairs and evaluating staff.

(2) Evaluation. The new term is for 5 years with a review and possible renewal. Faculty members of the Grady College shall evaluate associate Deans at least every five years. A committee of three people shall conduct the evaluation; faculty elects two and one is appointed by the Dean from outside the college. Process of evaluation must include soliciting input from every faculty member in the college, staff, students, and outside people who work with the Associate Dean on a regular basis. The Dean will provide a summary report available for faculty review and shall notify the Provost of the results for consideration in the overall evaluation of the Associate Dean's performance.

b. Associate Dean for Research and Graduate Studies.

(1) Responsibilities. The responsibilities of the Associate Dean for Research and Graduate Studies will include management and administration of all aspects of the graduate program including admissions, budget, maintenance of records, recruitment, information provision, handling of inquiries, oversight of the graduate faculty process, supervision of the graduate course scheduling and curriculum. The Associate Dean shall chair the graduate committee, review faculty research productivity (activity reports), oversee the promotion and tenure process, and liaise with the UGA research office and with the departments and the graduate school.

(2) Evaluation. Term is for 5 years with a review and possible renewal. Associate Deans shall be evaluated by faculty members of the Grady College at least every five years. The evaluation shall be conducted by a committee of three people; two are elected by faculty and one is appointed by the Dean from an outside college in consultation with the outside department head. Process of evaluation must include soliciting input from every faculty member in the college, staff, students, and outside people who work with the Associate Dean on a regular basis. The Dean will provide a summary report available for faculty review and shall notify the Provost of the results for consideration in the overall evaluation of the Associate Dean's performance.

3. Department Heads

The department head is recommended for appointment in accordance with University Policy. The Dean will appoint a department head after consulting with the faculty of the department. Such consultation shall include a vote of the faculty members of the department, the results of which shall be forwarded with the Dean's recommendation.

a. Duties

- (1) Provide the general direction for the work of the department.
- (2) Represent the department in official communications.
- (3) Be responsible for maintaining the quality of the instruction, research and service programs conducted by the department, including overseeing labs and studios.
- (4) Make teaching assignments within the department and maintain insofar as possible an equitable and mutually agreeable distribution of courses and sections.
- (5) After consultation with faculty members of the department, recommend appointments, reappointments and promotions, nominations for graduate faculty status, and consistent with tenure and Regents' Policy, recommend dismissals or non renewals of the contracts of the faculty members of the department. The Head's written recommendations concerning these actions shall be forwarded with the collective recommendation of the faculty members of the department with regard to the same proposal.
- (6) Report annually to the Dean of the Grady College on all teaching, research, and outreach programs of the department. These reports shall include assessments of the performance of faculty members in the department, giving special attention to qualities of teaching, research, and outreach excellence exhibited by faculty members.

b. Evaluations of the Department Head.

Heads must be evaluated by the faculty members of the department at least every three years. The evaluation shall be conducted by a committee of three people; two elected by the departmental faculty and one appointed by the Dean from an outside department in consultation with the outside department head. Process of evaluation must include soliciting input from every faculty member in the department, departmental staff, students, and other members of the Grady College who work with the Head on a regular basis. This evaluation could be in the form of a survey. The Dean will provide a summary report available for faculty review and shall notify the Provost of the results for consideration in the overall evaluation of the Head's performance.

B. Administrative Units

1. Departments

- a. **Defined.** The department is an administrative subdivision of the Grady College organized for the purpose of conducting programs in instruction, research and service.
- b. **Membership.** The faculty of a department shall consist of all Grady College faculty assigned to do instructional, research or service in a given department.
- c. **Meetings.** Consistent with procedure specified under Article I, Section C. faculty members of a department shall meet at least once each Fall and Spring semester. The department head shall be the presiding officer. Notification, agenda, election of secretary and quorum will be the same as under the guidelines for meetings. Article I, Section B.2. Minutes of all departmental faculty meetings are taken and distributed to the faculty members so the minutes may be considered and approved by the faculty members at a subsequent departmental meeting. The secretary for the minutes shall be a member of the faculty elected by the department faculty members. Copies of minutes will be kept in the departmental offices.
- d. **Responsibilities.** Faculty members of a department shall be responsible for the programs of study offered by the department, and shall have power to determine such matters, sometimes, of necessity, coordinating with other department.

2. Centers and Institutes

- a. **Defined.**
As defined through Academic Affairs Policy Statement No. 7, Centers and Institutes constitute an organizational form designed to serve the university's instructional, research and public service missions, which cannot otherwise be served. The key ingredient of any center or institute is its intellectual, program or operational contributions to the field. The center structure may facilitate efforts of the Grady College to obtain extramural funding in specific areas. A Center or Institute serves as a formalized link between the academic community and the professional community in the area(s) of focus. A Center or Institute, however, is not an autonomous structure within the internal statutory organization of the Grady College. It is administratively most often an appendage of one of the traditional administrative structures, such as a department or Grady College.
- b. **Directors**
 - (1) **Appointments.** Directors of the centers and institutes are appointed by the Dean in consultation with appropriate faculty to include junior faculty.

- (2) Reviews. Reviews are conducted as part of the Annual Review process by the Department Head of the Department in which the Director is appointed and by the Dean.
- c. Program Reviews. All centers and institutes must follow University guidelines and should follow the review process for programs and departments, which are reviewed every five years with all information made public. Reviews should be on a regular cycle. The Associate Dean of Academic Affairs will notify the faculty when an annual report on an institute, center or department is made available for review. Reviews should follow the General Academic Policy of the University (Section 4.01-03).

Article III. Committees of the Faculty

A. Committees

1. Types.

- a. Standing Committees. These are permanent committees designed to handle specific college related responsibilities designated by the faculty through the bylaws. These committees include the following: Admissions, Undergraduate Curriculum, Diversity, Executive, Graduate, Promotion and Tenure, Scholarships/Awards, Information Resources Committee, Facilities Committee, and Global Committee.
- b. Ad Hoc Committees. These are temporary committees set up to address special concerns within the Grady College or a department.
- c. Special Committees. Temporary committees designed to handle specific questions. One type of special committee is the search committee.
- d. Search Committees.
These are temporary committees designed to secure qualified candidates for faculty positions in the Grady College.

2. Membership Definitions

- a. Core members. Core members include faculty representatives.
- b. Ex-officio members. The Dean is an ex-officio member of all committees. A Department Head is an ex-officio member of all departmental committees. Other ex-officio members are listed within the committee descriptions. Ex-officio members are allowed to vote.
- c. Special members. Special members include staff, and outside experts depending on the nature of the committee. Staff members shall be elected by the staff. Outside members shall be appointed by the Dean after consultation with the Executive Committee.
- d. Chairs. Chairs of committees shall be appointed by the Dean.

- e. Substitutes. Any faculty member can appoint a substitute to serve on a temporary basis during a committee meeting.
- f. Student representatives
Student representatives shall be currently enrolled students who have declared with the Registrar a major or major preference in an academic program administered in the College. Students who are enrolled as candidates for graduate degrees, or as candidates for graduate-professional degrees, shall be deemed graduate students. All other students shall be deemed undergraduate students. Students may serve on all Grady College committees except instances involving: policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty; decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members; and scholarship information for students.

B. General regulations that apply to all Grady College committees:

- 1. All committees are responsible to the faculty members and regularly report to the faculty members. Generally, a committee's function is to study, to advise and to recommend.
- 2. Election to committees wherein membership is by election shall be at a spring semester meeting of the faculty members of each department with the terms of office beginning at the end of that academic year. No faculty member may serve on more than two standing committees at the same time with the exception of members of the Graduate Committee and department heads who are serving as ex-officio members. (Members of the Graduate Committee may serve on two additional standing committees at the same time.)
- 3. Elections shall be coordinated through the Executive Committee.
- 4. Core members will serve staggered three-year terms on standing committees. Other members will serve one-year terms.
- 5. Each committee shall maintain minutes, keeping accurate record of proceedings. A copy will be kept in the Dean's office.

C. Standing Committee Definitions and Responsibilities

- 1. Admissions Committee
 - a. The admissions committee selects students admitted to programs of study in the Grady College and shall make such selections from among those qualified candidates seeking admission.

- b. In carrying out its responsibilities, the admissions committee shall work within the established guidelines and regulations of the Grady College, the University, and the University Board of Regents.
 - c. This committee shall keep accurate records pertaining to those students admitted and those not admitted. It shall regularly report to the faculty on its work, making recommendations concerning admission policies as necessary.
 - d. Ex-Officio members include the Director of Undergraduate Admissions, the Associate Dean of Academic Affairs and department heads.
 - e. Membership will include an elected faculty representative from each department and two Grady College faculty representatives elected by College vote.
2. Undergraduate Curriculum Committee
- a. The committee is responsible for studying curriculum matters as they relate to the Grady College and for reporting to the faculty.
 - b. The committee evaluates proposals concerning new course offerings; elimination of existing courses; course requirements; prerequisites or course content; and changes in course names and numbers. These proposals may originate with any individual faculty member or may be proposed by the faculty of a department for consideration by the curriculum committee. The committee also has the responsibility for evaluating all aspects of the college curriculum as designated by the core values.
 - c. The committee considers all proposals and forwards proposals with the committee's recommendation to the faculty for such action as the faculty may desire.
 - d. Associate Dean of Academic Affairs will be an ex-officio member of the committee.
 - e. Members of this committee will be an elected faculty representative from each department, two faculty representatives from the Grady College and a student representative.
3. Diversity Committee
- a. The role of this committee is to build a commitment among faculty, staff, administration and students to recognize, accept and affirm differences and similarities among people and to challenge inequities that may exist due to influences by culture, race, ethnicity, age, gender, educational and socioeconomic status, disability status, sexual orientation, worldview and community.

- b. This committee meets on a monthly basis and sets goals to accomplish. Members include both undergraduate and graduate students. Special members include staff and the representatives to the university's graduate diversity committee.
 - c. Members rotating off this committee remain as advisors and meet with members of the then-current committee members on an annual basis during the Spring Semester to discuss agenda items for the next academic year.
 - d. Members of this committee include an elected faculty representative from each department, the graduate representative to the University Diversity committee, an elected staff member, an undergraduate and graduate student representative. Ex-officio members include the director of the Georgia Scholastic Press Association and the Director for Public Service.
4. Executive Committee
- a. Interprets policy of the Grady College.
 - b. Advises the Dean of the Grady College on issues to be reviewed by the faculty.
 - c. Appoints special members of standing committees
 - d. Oversees selection and procedures of the review team for Department Heads; and program, center and institute reviews. Sets up the review procedures for Department Heads, but does not oversee the selection of the members of the teams that will review them.
 - e. Considers and acts on student petitions pertaining to the academic regulations of the Grady College.
 - f. The committee may be called into session by the Dean or at the request of two of its members given 24-hour notice.
 - g. The committee members include the Dean, Associate Deans, Department Heads, and one faculty member elected each year by the faculty from each department. The elected faculty member may not serve back-to-back terms. The Dean presides at meetings.
5. Graduate Committee
- a. This committee will study and make recommendations concerning the graduate program and serve as an adviser to the Associate Dean for Research and Graduate Studies, including such matters as admission standards and policies and academic advising procedures.

- b. Adopts standards for student admission to the graduate program and recommend those standards to the faculty.
 - c. Decides admissions to the doctoral program.
 - d. Proposals concerning changes in the graduate curriculum are submitted to this committee. The committee evaluates proposals concerning new course offerings; elimination of existing courses; course requirements; prerequisites or course content; and changes in course names and numbers. These proposals may originate with any individual graduate faculty member.
 - e. The committee considers all proposals and forwards proposals with the committee's recommendation to the graduate faculty for such action as the graduate faculty may desire.
 - f. The committee members include the Associate Dean for Research and Graduate Studies as Chair, and two other elected faculty representatives from the Associate Dean's home department. The other departments are each represented by three elected faculty members. Committee members will serve three-year staggered terms. Committee members may serve on two additional standing committees.
6. Promotion and Tenure Review Committee
- a. This committee shall have the responsibility for reviewing submissions by faculty members who are seeking promotion to higher rank and/or tenure. The committee shall be charged by the Dean in accordance with the policies and procedures of the University and the College regarding examination of promotion packets, on the nature and form of its report and shall make its report directly to the Dean.
 - b. Proceedings of this committee shall follow the Promotions and Tenure Guidelines as adopted by the faculty and specified by the University of Georgia promotion and tenure guidelines.
7. Scholarships/Awards Committee
- a. Reviews scholarships offered by the media, organizations, and individuals.
 - b. Reports to the faculty the criteria and selection used in making awards.
 - c. Selects recipients for scholarships and awards.
 - d. Members will include two faculty representatives from each department.
 - e. Ex-officio members will include the director for admissions and the Associate Dean for Academic Affairs.

8. Information Resources Committee
 - a. Has responsibility for planning, advising, and making recommendations on information resources.
 - b. Provides guidance on information technology and policy.
 - c. Oversees the acquisition and management of shared print resources for Grady College facilities such as the Drewry Resource Room.
 - d. The Grady College Director of Information Technology, Administrative Financial Director, telecommunications Facilities Manager, and Director of the New Media Institute shall serve as ex officio members of this committee.
 - e. Members will be elected faculty representative from each department, two faculty representatives elected from the Grady College and a student representative.
9. Facilities Committee
 - a. This committee is responsible for studying matters as related to facilities remodels and renovations that require funding external to the college.
 - b. The committee solicits and evaluates requests for facilities remodels and/or renovations; provides a recommendation for yearly MRR funding requests; and advises design, planning, and implementation of funded remodels or renovations. Requests for facility remodels and renovations may originate from college departments or from centers.
 - c. The committee considers all requests and forwards requests with the committee's recommendation to the dean for such action as the dean may warrant.
 - d. The committee also produces a document that guides short- and long-term decision-making regarding facilities planning and use.
 - e. Associate Dean of Academic Affairs will be an ex officio member.
 - f. Membership will include an elected faculty representative from each department and two Grady College faculty representative elected by College vote.
10. Grady Global Committee
 - a. This committee is charged with enhancing Grady's world presence and improving its efforts to function in a global context. They are charged with

annually evaluating the progress Grady has made in achieving their strategic goals for heightening the global scope of Grady, with conducting inventory of Grady global activities, and with identifying and assessing barriers and developing strategies for overcoming them. This committee is advisory to the Dean.

b. The committee is responsible for evaluating all graduate and undergraduate study abroad and domestic field study Grady programs as they relate to the strategic goals of Grady College.

(1) Reviews all Grady study abroad and domestic field study program plans annually. This includes reviews of proposals, materials, financial status, and OIE and course evaluations. Each year, the committee will advise the Dean on the status of all Grady programs. Oversees selection of faculty for the Grady@Oxford Program.

(2) Evaluates proposals for new programs and advises the Dean. The committee evaluates the proposals for feasibility, affordability, curriculum, and the ability to forward the strategic goal of having programs on all continents.

(3) The committee tracks requests to teach Grady classes in other UGA study programs, whether in the residential colleges or in island programs. In order to maintain awareness of the activities of faculty teaching internationally, the committee also inventories all faculty who are teaching in programs outside of the UGA system.

c. The Committee is charged to seek ways to enhance the global presence of Grady's scholarship.

(1) Seeks and disseminates information on funding for international programs, facilitates faculty exchanges and support mechanisms for international research. These efforts are focused on increasing faculty and student participation in conferences, teaching abroad, and international visits.

(2) Interacts with Development Director to increase support for study abroad and for international travel for faculty and graduate student.

d. The Committee is charged to enhance international presence in Grady's learning environment

a. Explore mentoring opportunities for international students

b. Aid in creating and monitoring a Global Grady information site in Grady's Web page.

e. Membership will include an elected faculty representative from each department and two Grady College faculty representatives elected by College vote.

f. Ex-officio members include the Associate Dean for Research and Graduate Studies, the Associate Dean of Academic Affairs, the Program Coordinator of Study Abroad and Online Learning, and the Financial Director.

11. Special Committees

a. Search Committees

(1) Process

Position Description: The Search Committee drafts a description of the position that defines the substantive areas of teaching responsibilities and the scholarly or creative/professional emphasis, and appropriate academic and professional qualifications. This position description is approved by a majority vote of the department faculty before the position is advertised and the search begins. The committee strictly follows affirmative action procedures throughout the search process.

Advertises Position: The Search Committee circulates the position description to all schools and departments of journalism and mass communication and to other academic units from which potential candidates may be expected to come. It advertises the position in relevant academic and professional journals, periodicals, and newsletters. The search Committee also may solicit nominees and contact nominees to encourage them to apply. Special effort is to be made to make the position known to potential women and minority candidates and to encourage them to apply.

Reviews Applications: The Search Committee receives applications and informs the faculty of the college when completed applications may be reviewed. After screening the applications, the committee recommends to the departmental faculty several applicants to be invited for interviews. The departmental faculty votes on extending invitations for interviews. A majority vote of the faculty in the department is required to extend invitations to candidates for interviews.

Conducts Interviews: The Search Committee arranges interviews, scheduling each candidate's visit to include: (1) Conferences with departmental faculty members, the Dean, and other appropriate persons; (2) A presentation of the candidate's scholarly or creative/professional work to the faculty and students; and, (3) A meeting with students.

Recommendation: After all interviews have been completed, the departmental faculty votes to recommend that the position be offered to a candidate, additional candidates be interviewed, or the search be

terminated or reopened. A majority vote of the departmental faculty is required for any recommendation. In the case of appointments at the rank of Associate or Professor, faculty members of equal and higher rank must discuss the tenure status of the candidate. Based upon this discussion, the department head will decide whether to recommend to the Dean extending an offer with tenure or for a probationary period without tenure.

- (2) Membership. The department head serves as an ex-officio member and appoints Search committees for faculty openings. Ordinarily the committee consists of faculty members representing all tenure-track ranks and non-voting graduate and undergraduate student representative of the department and at least one faculty representative from one of the other departments in the College, who is chosen based on discussion with that faculty member's department chair. Faculty members in the college are invited to participate in all formal and informal activities of the Search Committee.

Article IV. Dispute Resolution Process

Disputes resolution process shall follow the University of Georgia Grievance policy.

Article V. Amendments to the Bylaws

- A. Amendments may be proposed by any faculty member of the Grady College.
- B. Amendments must be submitted to the Dean and faculty members at least ten (10) business days prior to the meeting at which the vote is taken. An amendment for the bylaws must be read at the meeting.
- C. Grady College faculty shall have the power to amend the bylaws, providing that such amendments are approved by two-thirds (2/3) of votes cast at a meeting of the faculty.
- D. Bylaws will be approved by two-thirds vote of the faculty as the policies and procedures of the Grady College.
- E. Amendments are placed at the end of the document and dated. Should an amendment be repealed the words "repealed" and the date will be added after the amendment. When the documents becomes unwieldy, a new document will be created incorporating amendments in force.