

**Bylaws**  
**Grady College of Journalism and Mass Communication**  
**Approved May 2, 2023**

**Mission of the College of Journalism and Mass Communication:** The College of Journalism and Mass Communication prepares students to be effective and critical consumers, scholars and practitioners of media and communication industries, improves the services these industries provide their consumers and facilitates the public use of the 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 goals, the faculty of the College of Journalism and Mass Communication (referred to here as the college) should interpret its bylaws in accordance with the 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 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 college's priorities, policies and procedures as well as faculty hiring, review, tenure, promotion and curriculum. The university or college administration should overturn faculty decisions only under the most exceptional circumstances and for reasons that should be clearly and adequately communicated.

This document includes the following articles:

Article I. Faculty: membership, meetings, and procedures for meetings

Article II. College academic structure: 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 ), membership definition (core, ex-officio, special, chairs, substitutes, student representatives), general rules that apply to all college committees, and standing committee definitions and responsibilities. Standing committees include: Admissions, Undergraduate Curriculum, Diversity, Executive, Graduate, Promotion and Tenure, Scholarships/Awards, Information Resources, Global and Special Awards.

Article IV. Dispute Resolution Process

Article V. Amendments to the Bylaws

Appendices

## **Article I. Faculty**

### **Membership**

In accordance with University System of Georgia Board of Regents Policy and University of Georgia Statutes, the faculty of the College includes the corps of instruction and the administrative officers of the college.

**Voting Members.** Voting members of the faculty are professors, associate professors, assistant professors, clinical professors, clinical associate professors, clinical assistant professors, instructors, principal lecturers, senior lecturers, lecturers, academic professional associates, academic professionals and senior academic professionals whose permanent faculty designation is in the college and who have 100 percent appointment at the University, even if on paid or unpaid leave. Faculty members with joint appointments will be full voting members unless the issue being voted on involves the other unit. In matters of appointment, promotion and tenure, voting members are defined by the University of Georgia Guidelines.

**Non-voting Members.** Non-voting faculty members include visiting professors, visiting lecturers, visiting scholars, post-doctoral appointees and adjunct, part-time and emeritus faculty members.

### **Meetings**

#### **College**

College faculty meetings are called by the dean and are held at least once during each of the fall and spring semesters. Notice of the meeting should be sent to faculty at least two weeks in advance, except in emergencies. Any faculty member wishing to have an item considered for the agenda will notify the dean/dean's executive assistant at least one week before the meeting, except in emergencies. The dean will circulate the agenda to faculty at least 24 hours prior to the meeting. During the meeting, agenda items may be added, deleted or reordered if there is no objection from faculty. In cases of an objection, a simple majority vote decides the question.

#### **Departments**

Department faculty meetings are called by the department head and are held at least once during each of the fall and spring semesters. Notice of the meeting should be sent to faculty at least five days in advance, except in emergencies. Any faculty member wishing to have an item considered for the agenda will notify the head/department's administrative associate at least 24 hours before the meeting. The head will circulate the agenda to faculty. During the meeting, agenda items may be added, deleted or reordered if there is no objection from faculty. In cases of an objection, a simple majority vote decides the question.

#### **Emergency meetings**

Emergency college faculty meetings may be called either by the dean or by a petition signed by five or more faculty members. Emergency department faculty meetings may be called either by the department head or by a petition signed by three or more faculty members. The petition is submitted to the dean or department head who should schedule the meeting within 24 hours. Two days' notice must be given for an emergency faculty meeting and a reasonable effort made to

notify faculty. An agenda must be provided at least 24 hours ahead of the meeting and only those agenda items may be considered. An emergency meeting is rare and used only for extraordinary issues that cannot be held until the next regularly scheduled meeting.

### **Committees**

Committees can be standing, ad hoc and search. They are defined in Article III of this document. Committee meetings are called by the chair. Notice of meetings will be sent to all members at least a week before the meeting, except in emergencies.

### **Procedures for meetings**

#### **Open**

Most meetings are open, in accordance with the Georgia Open Meetings Act.

#### **Secretary**

The secretary for college faculty meetings will be a member of the faculty elected for the job, which includes establishing that a quorum exists, maintaining proxies for voting, taking minutes, and submitting minutes to faculty.

#### **Minutes**

Minutes of college faculty meetings will be distributed to faculty members for consideration and approval at a subsequent meeting and will be distributed with the announcement of the subsequent meeting. Minutes will be filed with the dean's office. Departments and committees will keep records of actions taken, but formal minutes are not required. Committee actions are reported at college meetings and entered into the minutes.

#### **Quorum**

For regular and emergency faculty meetings, quorum consists of a majority of the faculty, excluding those on leave or those whose permanent faculty designation is within the college but whose responsibilities to the university lie outside the college. Quorum for committee meetings is defined as 50 percent of the membership, including ex officio members. The dean is not counted for quorum.

#### **Voting**

The usual method of voting is by voice after a motion has been made and seconded. 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 a roll call or show of hands.

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.

For standing and ad hoc committee actions, 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 faculty meeting.

Secret ballots are used for votes on appointment, promotion and tenure recommendations in compliance with university requirements. The ballots should be counted by at least two faculty members and tallies announced.

### **Proxy, absentee and virtual votes**

Absentee ballots, to be honored, must be received by the secretary of record, committee chair or department head before voting begins in the college, committee or department meetings, respectively.

Proxy votes are honored when authorized in writing or e-mail by the absent member. Members present must be notified of the proxy before the vote. A proxy holder may vote on issues authorized by the absent member. Proxies are not allowed for promotion and tenure meetings.

Faculty members who attend in-person meetings virtually may vote on any question. In cases when a secret ballot is called, the virtual voter shall either abstain or acknowledge that his/her/their vote will not be secret. If a secret ballot is called in a meeting that is held virtually for all attendees, the meeting shall be reconvened in person prior to the vote.

Virtual votes are not allowed at promotion and tenure meetings. A virtual vote is allowed for appointments only if the voting faculty member's primary teaching assignment is on a satellite campus outside of Athens.

E-mail or other electronic votes may be called at the discretion of the dean, department heads or committee chairs when no in-person discussion is required or requested.

### **Parliamentary procedure**

The rules contained in the current edition of *Robert's Rules of Order* govern meetings unless they are inconsistent with these bylaws or any special rules of order the college may adopt.

## **Article II. College structure**

### **Officers**

College officers include the dean, associate dean for 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 will be available to the faculty and staff. The officers perform the duties provided in the position specifications and in accordance with these bylaws and the parliamentary authority adopted by the college.

### **Dean**

The president of the University of Georgia with the approval of the Board of Regents, appoints the dean. The dean is the chief executive officer of the college with responsibilities as specified in Article VII, Deans of Schools and Colleges, of the University Statutes, as follows.

## Duties

1. The dean shall be responsible for the coordination of the academic programs and instructional activities of the college, and shall exercise general supervisory responsibility for its research and service programs.
2. The dean shall formulate and recommend proposed policies for the 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 college and of the administrative staff. In the case of recommendations regarding department heads, the dean shall act only after consulting with the faculty 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 the dismissal or nonrenewal of the contract of any member of the faculty.
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 college.
6. The dean shall, after consultation with the members of the faculty and appropriate administrative assistants, prepare annually a budget of the college. Where departments exist, the dean shall ask each department head to recommend a departmental budget.
7. The dean shall oversee the academic activity of the students of the 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 school or college who excel or who are deficient in their studies. The dean is required to reprove or dismiss students in accordance with the regulations of the University Council or of the college faculty affecting scholastic work.
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 for graduation.
9. The dean shall be responsible jointly with the director of the Center for Continuing Education and the directors of similar instructional, research, and public service units for programs operated for the school or 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 school or college, and shall be responsible for the proper use thereof.
11. The dean shall serve as the medium of communication for all official business of the school or 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 college during that year.

### Evaluation.

As specified in Article VII, Deans of Schools and Colleges, of the University Statutes, faculty will evaluate the dean every five years.

Dean evaluation committee. The senior vice president for academic affairs and provost will form a review committee with a membership usually of five to seven faculty members. Input should be solicited from faculty, staff, students, and others beyond the college who work with the dean on a regular basis. 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?

### **Associate deans**

The selection of assistant and associate administrators is the responsibility of the dean, who shall consult the college Executive Committee, which is defined in this document.

Evaluation. Terms are five years with review and possible renewal. College faculty will evaluate associate deans at least every five years. A committee of three people conducts the evaluation, two elected by faculty and one appointed by the dean from outside the college. Input should be solicited from faculty, staff, students, and others beyond the college who work with the associate dean on a regular basis. The dean will provide a summary report available for faculty review and will notify the provost of the results for consideration in the overall evaluation of the associate dean's performance.

### **Associate dean for academic affairs.**

The associate dean for academic affairs oversees undergraduate curriculum, personnel actions, undergraduate student services, global studies, experiential learning programs, diversity, accreditation, special awards and scholarships, strategic and diversity planning, faculty professional development, promotion and tenure processes and other areas designated by the dean. The associate dean liaises with the University Office of Vice President for Academic Affairs, Office of the Vice President for Instruction, Office of Institutional Diversity, Office of Global Engagement and department heads within the college.

### **Associate dean for research and graduate studies.**

The associate dean for research and graduate studies manages all aspects of the graduate program including admissions, budget, maintenance of records, recruitment, information provision, handling of inquiries, oversight of the graduate faculty process, graduate course scheduling, graduate curriculum, serving as liaison to the University Office of Vice President for Research, tracking and reporting on faculty and graduate student scholarly and research activities, and fostering research communication and collaboration within the college and with entities external to the college (e.g., other UGA Colleges and programs). The associate dean chairs the college Graduate and Research Committee, reviews and reports on faculty research productivity (e.g., activity reports), and liaises with UGA research-related offices (e.g., OVPR), the UGA Graduate School, college departments and directors of specific graduate programs in the college.

## **Department heads**

The department head is recommended for appointment in accordance with Board of Regents' Policy. The head is recommended for appointment after the dean of the college has consulted with the faculty of the department. Such consultation includes a vote of the faculty of the department, the results forwarded with the dean's recommendation. A department head holds office at the pleasure of the president. The head's responsibilities are specified in the University Statutes, as follows.

### Responsibilities.

1. The head shall provide the general direction of the work of the department. The head shall formulate and recommend proposed policies for the department and present them to faculty of the department for consideration. The head shall administer the rules and regulations enacted by the faculty of the department. The head is charged with the responsibility for the execution of departmental, university, and Regents' policies insofar as they affect the work of the department.
2. The head shall be the representative of the department in all official communications with the president, the senior vice presidents, the vice presidents, the deans, and other officers of the university, and also in all departmental communications with students.
3. The head shall be responsible for the quality of the instruction, research, and service programs conducted in the department.
4. The head shall make teaching assignments within the department and maintain insofar as possible an equitable and mutually agreeable distribution of courses and sections.
5. The head shall, after consultation with the appropriate members of the department, recommend appointments, reappointments and promotions, nominations for graduate faculty status, and, consistent with tenure and Regents' Policy, recommend dismissals or nonrenewals of the contracts of the faculty of the department. The department head's written recommendations concerning these actions shall be forwarded with the collective recommendation of the appropriate faculty of the department with regard to the same proposal.
6. The head shall, after consultation with the faculty members of the department, prepare the annual budget for the department and submit it to the dean of the school or college.
7. The head shall be responsible for the expenditure of departmental funds and the care and use of departmental property.
8. The head shall report annually to the dean of the school or college on the teaching, research, service 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 excellence exhibited by faculty members.

See appendix A for the college policy on annual faculty evaluations.

### Evaluation.

Heads will be evaluated by department faculty at least every three years. The evaluation is conducted by a committee of three people, two elected by the departmental faculty and one appointed by the dean from an outside department. Input shall be solicited from faculty, staff, students, and others beyond the department who work with head on a regular basis. The dean

will provide a summary report available for faculty review and will notify the provost of the results for consideration in the overall evaluation of the head's performance.

## **Administrative Units**

### **Departments**

The department is an administrative subdivision of the college organized for the purpose of conducting programs in instruction, research and service. Faculty members are responsible for the programs of study offered by the department, and have the power to determine such matters, sometimes, of necessity, coordinating with other departments. The college consists of three departments, Advertising and Public Relations, Entertainment and Media Studies, and Journalism.

**Membership.** The faculty of a department consists of all college faculty assigned to do instruction, research or service in it.

**Meetings.** The department head is presiding officer. Records of actions taken are kept in the departmental office. Quorum is required for voting.

### **Centers, Institutes and Certificates**

Centers and institutes are housed within departments. They further the university's instructional, research and public service missions in ways that cannot be addressed through traditional structures, such as departments, schools and colleges. Centers and institutes provide an organizational base for university mission-related activities in one or more academic areas. The key ingredient of any center or institute is its intellectual, program or operational contributions to the field. They are governed by the UGA Policy on Centers and the UGA Policy on Institutes in the UGA Academic Affairs Policy Manual. Certificate programs are governed by the university's Academic Affairs Policy Statement for Certificates.

### **Directors**

**Appointments.** Directors of centers and institutes are appointed by the dean in consultation with the appropriate department heads.

**Reviews.** Reviews are conducted as part of the annual review process by the head of the department in which the director is appointed and by the dean.

## **Article III. Committees of the Faculty**

### **Committee types**

**Standing.** These are permanent committees designed to handle specific college related responsibilities designated by the faculty through the bylaws. Standing committees include: Admissions, Undergraduate Curriculum, Diversity, Executive, Graduate and Research,



Promotion and Tenure, Scholarships/Awards, Information Resources, Global and Special Awards.

**Ad Hoc.** These are temporary committees that address special concerns within the college or a department.

**Search.** These are designed to secure qualified candidates for faculty positions.

### **Membership**

Core members. Core members include faculty and sometimes staff representatives depending on the committee.

Ex-officio members. The dean is an ex-officio member of all college 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.

Special members. Special members include outside experts depending on the nature and needs of the committee. Special members are appointed by the dean after consultation with the Executive Committee. Special members are advisory and do not have voting privileges.

Chairs. Chairs of standing committees are appointed by the dean.

Student representatives. Undergraduate student representatives should be currently enrolled students who have declared with the Registrar a major in an academic program administered in the college. Graduate student members should be accepted to and currently enrolled in a graduate program administered by the college. Students may serve on all college committees except for those dealing with student scholarship information and personnel issues, including decisions concerning the salary, reappointment, promotion, tenure or dismissal of individual faculty members.

### **General regulations that apply to all college committees:**

All committees are responsible to the faculty and regularly report to the faculty. Generally, a committee's function is to study, advise and recommend.

Elections to committees are conducted during the spring semester among 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 and Research Committee and department heads who serve as ex-officio members.

Elections are coordinated through the office of the dean.

Core members will serve staggered three-year terms on standing committees unless otherwise designated in these bylaws.

Each committee will maintain a record of its actions, which will be entered into the minutes of college faculty meetings.

## **Standing Committee Definitions and Responsibilities**

### **Admissions**

The Admissions Committee selects students admitted to undergraduate majors in the college from qualified candidates seeking admission.

The committee works within the established guidelines and regulations of the college, the university, and the Board of Regents. The committee shall keep records pertaining to those students admitted and not admitted. It regularly reports to the faculty on its work, making recommendations concerning admission policies as necessary

Members include an elected faculty representative from each department. Ex-officio members include the director of undergraduate services, the associate dean for academic affairs and department heads.

### **Undergraduate Curriculum**

The Undergraduate Curriculum Committee is responsible for studying curriculum matters as they relate to the college and for reporting to the college faculty.

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. Departmental proposals may originate with any individual faculty member but are forwarded to the committee by department faculty vote. The committee is responsible for evaluating all aspects of the college curriculum in keeping with the college mission and core values.

The committee considers all proposals and forwards recommendations to the faculty for consideration.

The associate dean for academic affairs will be an ex-officio member of the committee. Membership will include an elected faculty representative from each department and a student representative.

### **Diversity**

The role of the Diversity 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.

The committee sets goals and oversees compliance with the college's Diversity and Inclusion Excellence Plan.

Members rotating off this committee may serve as advisors.

Members include an elected faculty representative from each department, the graduate representative to the university Diversity Committee, an elected staff member, an undergraduate student and graduate student. Ex-officio members include the director of the Georgia Scholastic Press Association, director of alumni relations and outreach, and director of experiential learning. The associate dean for academic affairs serves as chair, unless the dean makes another appointment.

### **Executive**

The Executive Committee interprets college policy.

The committee advises the dean on issues to be reviewed by the faculty.

The committee advises on appointments of special members of standing committees.

The committee oversees selection and procedures of the review teams for department heads.

The committee considers student petitions pertaining to the academic regulations of the college.

The committee oversees the selection of college nominees for major university and other awards.

Committee members include the dean, associate deans, department heads, and one faculty member from each department elected annually. The elected faculty members may not serve back-to-back terms. The dean presides at meetings. The committee may be called into session by the dean or at the request of two of its members given 24-hour notice.

### **Graduate and Research**

The Graduate and Research Committee studies and makes recommendations concerning graduate programs and serves as adviser to the associate dean for research and graduate studies.

The committee develops standards for student admission to graduate programs and recommends those standards to the graduate faculty. According to University guidelines, graduate faculty consists of faculty with an earned doctorate or highest terminal degree from an accredited institution in their discipline or who have equivalent professional experience in their discipline, who demonstrate proficiency in conducting scholarly research or practice of the profession, and who demonstrate success in directing master's and doctoral candidates.

The committee reviews applications to the doctoral program and makes recommendations on admissions to the doctoral program.

The committee considers proposals concerning changes in the graduate curriculum. It evaluates proposals concerning new course offerings, elimination of existing courses, course requirements, prerequisites or course content, and changes in course names and numbers. Proposals may originate with any individual graduate faculty member.

The committee considers all proposals and forwards those it recommends to the graduate faculty for consideration. See Appendix C for policies regarding graduate faculty membership.

The committee includes the associate dean for research and graduate studies as chair and one other elected faculty representatives from the associate dean's home department. The other departments are each represented by two elected faculty members. Committee members will serve three-year staggered terms. Committee members may serve on two additional standing committees.

### **Promotion and Tenure Review**

The Promotion and Tenure Review Committee reviews submissions by faculty members who are seeking promotion to higher rank and/or tenure. The review is conducted after departmental review and recommendation. The associate dean for academic affairs will charge the committee in accordance with the policies and procedures of the university and college regarding examination of promotion packets and on the nature and form of its report. The committee reports to the dean.

Membership and proceedings of this committee follow the college Promotions and Tenure Guidelines as adopted by the faculty and the University of Georgia Guidelines for Promotion and Tenure.

### **Scholarships**

The Scholarships Committee reviews scholarships offered by the media, organizations, and individuals.

The committee reports to faculty the criteria and selection used in making awards.

The committee selects recipients for scholarships and awards and notifies the Director of Finance and Administration and the Director of Development.

The committee includes two faculty representatives from each department. The associate dean for academic affairs and the director of undergraduate services serve as ex officio members.

### **Information Resources**

The committee plans, advises, and makes recommendations on information resources.

The committee provides guidance for the faculty and dean on information technology and policy.

The committee oversees the acquisition of technology.

Members include an elected faculty representative from each department and a student representative. The college chief technology officer, director of information technology and the director of finance and administration serve as ex officio members.

## **Global**

The global committee works to enhance the college's world presence and improve its efforts to function in a global context. The committee tracks the college's progress in heightening its global scope, inventories the college's global activities, identifies barriers to global initiatives and develops strategies for overcoming them. The committee is advisory to the dean.

The committee evaluates all graduate and undergraduate college study abroad and domestic field study programs as they relate to strategic goals.

In consultation with the college's Global Studies Program Manager, the committee reviews all college study abroad and domestic field study program plans annually, including materials, financial status, and course evaluations to assure compliance with policies of the Office of Global Engagement. Each year, the committee will advise the dean on the status of all college study abroad and domestic field study programs.

The committee oversees selection of faculty for the Grady@Oxford Program.

The committee evaluates and advises the dean on new program proposals for feasibility, affordability, curriculum, and the ability to forward the college's strategic goals.

The committee tracks requests to teach college classes in other UGA study programs. The committee also inventories college faculty who are teaching in programs outside of the UGA system.

The committee seeks ways to enhance the global presence of college research/creative endeavors.

The committee 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.

The committee interacts with the college senior director of development to increase support for study abroad and for international travel for faculty and graduate students.

The committee explores mentoring opportunities for international students and oversees the global information page on the college website.

Membership includes an elected faculty representative from each department. Ex-officio members include the associate dean for research and graduate studies, the associate dean for academic affairs, the global studies program manager, and the director of finance and administration.

### **Special Awards**

The Special Awards Committee determines recipients of college-wide student awards that fall outside the parameters of the Scholarship Committee.

The committee advises, when requested, on special departmental student awards.

Membership includes an elected faculty representative from each department. The associate dean for academic affairs is an ex officio member.

### **Faculty Search**

Membership. The department head appoints search committees for faculty openings in consultation with the dean. The committee shall include at least three department faculty members representing a variety of ranks, one faculty member from another department, and a non-voting graduate and/or undergraduate student. The department head designates the committee chair.

Procedures. Appointments for all faculty ranks follow guidelines outlined by the Office of the Senior Vice President for Academic Affairs and Provost.

The search committee follows the college's procedural checklist to ensure inclusion and equity in the job search process. (See Appendix B.)

### **Article IV. Dispute Resolution Process**

Disputes resolution process follow the University of Georgia Grievance Policy.

### **Article V. Amendments to the Bylaws**

Amendments may be proposed by any college faculty member.

Amendments must be submitted to the dean and faculty members at least 10 business days prior to the meeting at which the vote is taken. An amendment for the bylaws must be read at the meeting.

College faculty have the power to amend the bylaws, providing that such amendments are approved by two-thirds of votes cast at a meeting of the faculty.

Bylaws will be approved by two-thirds of votes of the faculty as the policies and procedures of the college.

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 become unwieldy, a new document will be created incorporating amendments in force.

## **Appendix A**

### **Policy and procedures for faculty annual evaluation**

The University of Georgia requires that all faculty members, regardless of rank, be evaluated every calendar year based on criteria specific to their units. The following guidelines govern annual evaluations in the Grady College of Journalism and Mass Communication.

Faculty are evaluated according to their particular assigned job responsibilities as documented by department heads including consideration of the percentage of time assigned in the areas of teaching, research/creative, administration and service.

Criteria for success are specific to the various communication disciplines represented in the college. They were developed and approved by college faculty and are outlined in the [Grady College Promotion and Tenure Document](#).

Evaluations are intended to encourage professional growth, incorporate due process and support the principles of academic freedom.

Reviews are conducted by the department head and results shared with the faculty member being evaluated, the associate dean for academic affairs and the dean.

1) Each faculty member documents calendar-year achievements in a UGA Elements Activity Summary (EAS), <https://elements.uga.edu/>, and provides a current curriculum vitae. Faculty are also encouraged to include a brief memo to the department head with top achievement highlights for the year, listed in bullet-point format.

[Student success activities](#) should be incorporated. The University of Georgia provides [a lengthy list of examples](#) of such activities. Faculty are encouraged to highlight a modest number of their high-impact practices or those used most frequently, appropriate to their disciplines.

Deadline for submission to the department head is mid-January. Specific deadline dates will be communicated each year from the associate dean’s office.

2) Department heads will respond to each faculty member in a letter that includes workload assignment percentages and assessment in each area based on the following five-point scale:

1. Does not meet expectations
2. Needs improvement
3. Meets expectations
4. Exceeds expectations

## 5. Exemplary

The faculty member will sign a statement that she/they/he has been apprised of the evaluation. A rebuttal or response, if desired, must be submitted within 10 working days. Department heads must respond in writing within 10 working days, noting changes, if any, made to the evaluation. Deadline for completion of this process is mid-March, with specific deadline dates to be communicated annually by the associate dean for academic affairs.

3) Department heads will offer, to those faculty members who request it, the opportunity to schedule a meeting to discuss the contents of the evaluation and their progress toward important career milestones. This is particularly encouraged for probationary faculty.

4) A faculty member who receives a 1 or 2 in any area will work with the department head to develop a Performance Remediation Plan (PRP). The plan will include reasonable and clearly defined goals and outcomes, activities to be undertaken to meet those goals, a timetable, available resources/support, expectations for improvement and a monitoring strategy. The PRP is reviewed by the dean and submitted to the University's Office of Faculty Affairs. Following development of the plan, the faculty member and department head will meet at least four times for progress reports before the next evaluation cycle.

Tenured faculty receiving a 1 or 2 in any category for which the assigned effort is more than 10 percent for two consecutive years will be referred for an early post-tenure review following the university and college post-tenure review guidelines.

*Note: This document governs annual evaluations conducted by department heads. It does not change procedures for annual reviews by senior faculty for probationary faculty regarding their progress toward tenure and/or promotion.*

Approved unanimously by College faculty 12-7-2022

## **Appendix B**

### **Search Committee Checklist**

#### **To Ensure Inclusion and Equity in the Job Search Process**

*Adopted 4/9/18*

1. **Charge of Committee** – Department Chair outlines the need for a job search process that ensures equity, inclusion, confidentiality, and fairness.

Department chair and search committee chair discuss the importance of having a diverse pool of candidates for positions with search committee. *See Faculty Affairs PowerPoint presentation that outlines the diversity of faculty at UGA and the trajectory the university is on.*



Search committee is informed by department chair that they will be charged with developing a **rubric** to be used for all candidate applicants. **Note:** These rubrics will be kept on file in the associate dean's office for inclusion in documenting recruitment practices for ACEJMC accreditation.

Committee is informed by department chair of the expectation that there will be direct candidate **recruitment** and/or recruitment from diverse institutions. **Note:** Documentation of recruitment (de-identified) will kept on file in the associate dean's office for inclusion in documenting recruitment practices for ACEJMC accreditation. *See Step 10 for more details.*

Search committees are reminded by department chair of how unconscious bias can affect the search process and disadvantage diverse candidates. Search members are reminded how unconscious bias can unfairly influence the search process by allowing us to be more influenced by "people we know" and programs we are "familiar with." *See Faculty Affairs research documentation.*

2. **Job Ad** – Job ad developed by department chair and search committee. Job ad is to be reviewed by associate dean's office for language that reflects and openness to diversity and inclusion before departmental faculty vote on ad.

3. **Job Ad Posting Sites** – Search committee develops job ad lists and posting to sites in concert with guidance from the associate dean's office. *See Faculty Affairs list of possible ad sites.*

4. **Rubric Development and Approval** [*after job ad developed/approved*] – Search committee chair will work with department chair and associate dean's office to ensure that the rubric reflects the job requirements and preferences to fulfill job role. Department chair and search committee chair will ensure the rubric is used equally in evaluation of all candidates. *See rubrics offered by Faculty Affairs training.*

5. **Active Recruitment Documentation** - Search committees are asked to develop a list of potential experts and institutions where strong candidates may be found. The committee should keep a list documenting efforts to reach institutions that train or employ diverse students/work forces. Targeted calls to recruit candidates will also be documented. All members of the search committee should demonstrate an effort to reach beyond "the usual" candidate pools. *Use email or phone script templates offered by Faculty Affairs training.*

6. **Search Committee Deliberations** – Department chairs and search committee chairs remind members of how unconscious bias can affect the search process and disadvantage diverse candidates. Search members are reminded that it is not best practice to ask people we know about the candidate if the candidate has not offered that person as a reference. This may disadvantage candidates who have not been able to build the same networks as others.

7. **Compiling a List of Candidates to Invite to Campus** – Search committee members should take into account the merits of the candidates and select the most qualified candidates according to the rubric developed by the search committee. In checking references and in deliberations,

keep in mind how research has demonstrated how unconscious bias can creep into the process. Select the most qualified candidate for the position to bring to campus.

**8. Interview Process** –Ensure that feedback from a diverse group of students is collected and assessed by the search committee. *Follow Faculty Affairs procedures and ensure every committee member is familiar with the Interviewer Inquiry Guide (allowed/not allowed questions).*

**9. Search Committee Deliberations and Selection** – Inclusion of student feedback will be included in deliberations. Search members are reminded about confidentiality and best practices.

**10. Concluding Documentation** – ACEJMC asks for documentation of efforts to recruit a diverse faculty and staff. Department chairs will provide documentation of each search committee’s **rubric** and **active recruitment efforts**—who was called and institutions contacted by each committee (de-identified: by gender, race/ethnicity, international status) and whether those contacted through targeted recruitment applied for the position. A final list of **job ad/listserv listings** will also need to be submitted. This will be kept in the associate dean’s office for inclusion in the ACEJMC documentation file for write-up in the ACEJMC accreditation report.

## Appendix C

### Grady Graduate Faculty Membership (DRAFT 4/5/2023)

According to University guidelines, graduate faculty consists of faculty with an earned doctorate or highest terminal degree from an accredited institution in their discipline or who have equivalent professional experience in their discipline, who demonstrate proficiency in conducting scholarly research or practice of the profession, and who demonstrate success in directing master’s and doctoral candidates. Full-time and part-time faculty can be awarded graduate faculty status, as can adjunct faculty, per UGA policies.

Tenure-track Graduate faculty status is required to:

- Serve as the major professor (advisor) for PhD and thesis-track MA students
- Be a member of a PhD advisory committee
- Teach 8000-9000 level courses
- Serve on University Graduate Council
- Vote for members of University Graduate Council
- Vote for appointment or removal of College of Journalism & Mass Communication graduate faculty members

Post docs, Adjunct and Full-time Instructors who have Graduate faculty status can:

- Serve as co-chairs of M.A. thesis committees
- Be a member of a PhD and MA advisory committees
- Teach 8000-9000 level courses

Note: It is permissible for non-Graduate Faculty members to teach courses at the 6000-7000 levels.

### **Graduate faculty appointments**

All full-time tenure-track or tenured individuals who join the Grady faculty, and 1) have an earned doctorate or highest terminal degree from an accredited institution in their discipline or equivalent professional experience in their discipline and 2) have academic training and/or demonstrated proficiency in conducting scholarly research or practice of the profession will automatically become members of the Graduate Faculty.

Non-tenure track faculty, adjunct faculty, full-time instructors and post docs who 1) have an earned doctorate or highest terminal degree from an accredited institution in their discipline or equivalent professional experience in their discipline and 2) have academic training and/or demonstrated proficiency in conducting scholarly research or practice of the profession, can apply for Grady College Graduate Faculty membership. To apply, they need to 1) submit an application letter that identifies and describes how they meet the Graduate Faculty membership criteria and a current CV to their department head. The department head will review, and if they concur, will forward the application and recommendation to the Grady Associate Dean for Research and Graduate Studies for approval. Individuals who are not awarded graduate faculty status upon their initial request may re-apply the following year, acknowledging and addressing the initial decision to not award graduate faculty status.

All new Grady College Graduate Faculty appointments take effect immediately upon approval or at the start of employment.

### **Emeritus faculty**

Faculty who become emeritus will retain graduate faculty status until all current students for whom they serve as advisor or committee member (at the time of retirement) leave the program.