CHAPTER I. MISSION AND ORGANIZATION:
DEPARTMENT OF COMMUNICATION STUDIES

1. Mission

The general mission of the Department of Communication Studies is to promote excellence in teaching, scholarly and creative activity, and outreach/service to the community and profession.

The teaching mission has two components. The first provides service courses for students throughout the university. (At the lower-division level, courses focus on a student’s communication competence. At the upper-division and graduate levels, courses provide a communication approach to interdisciplinary problems relevant to many academic disciplines.) The second component provides more specialized training for our undergraduate and graduate majors that helps prepare them for communication-related careers in education, business, and government; and, it prepares them for work at the doctoral level.

For faculty responsibilities related to teaching, research, and service missions, see Chapter IV of these bylaws.

2. Composition and Organization of the Department of Communication Studies.

The Department of Communication Studies is located in the School of Social Research and Justice Studies. It sponsors independent curricular and co-curricular activities and offers separate degrees. The Department of Communication Studies offers a B.A. and M.A. in Communication Studies (currently on hiatus).

The Department of Communication Studies is composed of faculty who carry out the educational, scholarly, service, and related missions of the program in communication studies.

The faculty in the Department of Communication Studies shall consist of all full- and part-time academic faculty in communication studies who hold authorized positions as defined in Chapter III of these bylaws.

3. Department Faculty Meetings and Quorum

The continuing faculty in the Department of Communication Studies shall convene in open meeting at least once each semester. Seventy-five percent of the department’s continuing faculty shall constitute a quorum. Faculty meetings shall be chaired by the chair of the department, or, in the chair of the department’s absence, by the chair of the department’s designee. The latest edition of Robert’s Rules of Order shall govern proceedings at all department faculty meetings.

4. Department Voting

By majority vote in any Department of Communication Studies faculty meeting, the faculty may forward recommendations to the chair of the department (also, see Chapter II of these bylaws).
CHAPTER II. FACULTY DEFINITIONS AND VOTING RIGHTS

1. Faculty

The faculty of the University of Nevada, Reno “shall consist of all persons holding authorized professional positions as provided by the NSHE Code”. The faculty of the Department of Communication Studies shall consist of all persons holding authorized professional positions assigned to this department.

There are four categories of teaching and research faculty within the College of Liberals Arts: continuing, contingent, temporary, or post-doctoral.

   A. Continuing faculty. There are two (2) categories of continuing faculty in the Department of Communication Studies:

      (1) Tenure-track faculty [academic ranks I-IV]: The tenure-track continuing faculty is composed of four (4) ranks: professor (IV), associate professor (III), assistant professor (II), and instructor (I), in accordance with the university bylaws.

      (2) Non-tenure-track faculty [academic ranks 0(IV), 0(III), 0(II), 0(I)]: The non-tenure-track continuing faculty is composed of four ranks: 0(IV), 0(III), 0(II), 0(I). These faculty members hold state-funded, continuing positions (see university bylaws).

   B. Contingent faculty (zero rank). Members of the contingent faculty hold one-year, state-funded contracts or one-year contracts from research grants or from similar non-state-funded sources. These contracts may be “renewable contingent upon funding” (RCUF).

   C. Temporary faculty. The temporary faculty consists of the following personnel: instructors hired on Letter of Appointment (LoA), instructors hired on Letter of Appointment with Benefits (LoB), and instructors hired on one-year, non-renewable contracts.

   D. Post-doctoral fellows. Post-doctoral fellows are not considered to be continuing faculty, contingent faculty, or temporary faculty. These researchers and instructors are hired in specific divisions, departments, or programs on annual contracts.

2. Voting in the department

In keeping with the college bylaws the following voting practices will be in effect:
A. All voting in the Department of Communication Studies is restricted to continuing faculty. To vote, continuing faculty must hold at least a one-half time position.

B. Election of chair of the department. Voting in an election for chair of the department is open to continuing faculty with contracts of one-half time or more. The results of this election are submitted to the director of the school for his/her consideration. The director of the school will submit the recommendation to the dean of the college, who appoints the chair of the department with the approval of the provost and president.

C. Ad hoc search committees. All continuing Department of Communication Studies faculty with primary assignment of 0.5 or greater are eligible to serve and vote on search committees for positions in Communication Studies (see college bylaws).

(1) Recruitment and appointment of faculty in the Department of Communication Studies.

(a) Criteria for appointment of faculty. The department shall search for faculty to fill prescribed areas of specialization (a) in accord with its stated missions and long-term planning, and (b) as agreed upon by the dean.

(b) Allocation of positions and authorization to search. After consultation with the director of the school and the chair of Department of Communication Studies, the dean of the College of Liberal Arts recommends new faculty positions at all ranks and approves searches to fill new and vacated faculty positions.

(c) Search procedures. Once a search has been authorized, the department shall initiate and conduct the search in accordance with approved department bylaws, college bylaws, university bylaws, affirmative action requirements and the NSHE Code. The dean of the College of Liberal Arts oversees search procedures throughout the college.

(d) Appointment of faculty. Recommendations to the dean for the appointment of a faculty member shall originate in the Department of Communication Studies, after a vote of the tenure-track faculty with a primary assignment of 0.5 or greater.

(2) Search procedures. Whenever the Department of Communication Studies receives authorization to conduct a search for a new or replacement faculty, the following procedures shall be employed:
(a) The chair of the department shall appoint three members of the continuing faculty to serve on a search committee.

(b) If a faculty member is in his or her terminal year of employment, he or she is not eligible to serve on a search committee if the task is to pick that person’s successor.

(c) The chair of the department can choose to serve as chair of a search committee, or, he/she can appoint one from Communication Studies.

(d) The final candidates shall be recommended by majority vote of the search committee. This vote is advisory to the tenure-track and tenured department faculty, who should vote on the final candidates.

(e) Any faculty member who disagrees with the decision of the department may file a minority report with the chair of the department, who shall attach it to his or her recommendation to the dean.

(f) Duties. The search committee shall:

1. arrange and schedule all search committee meetings for selecting final candidates;

2. prepare a written job description listing explicitly (a) minimum qualifications necessary to apply, and (b) professional responsibilities;

3. identify and conform to all university and affirmative action regulations;

4. supervise all mailings to advertise the position (these mailings should be directed to a wide spectrum of individuals in order to help recruit a highly qualified and diverse pool of applicants);

5. receive and respond to all correspondence from applicants;

6. interview candidates;

7. arrange and supervise campus visits of final candidates.

D. Long-range planning. In compliance with recommendations from the college (see college bylaws), any voting on strategic planning issues is
open to continuing faculty with a position of one-half time or more. (Contingent and temporary faculty may serve on a strategic planning committee and may vote on issues addressed by that committee; however, once the strategic planning committee formulates its recommendations to the department, they should not vote on these department recommendations.)

E. Adjunct faculty. Adjunct faculty shall not vote in the college or in any of the divisions, departments, or programs within the college (see college bylaws).

F. Standing Personnel Committee. For voting details on the standing Personnel Committee for the Department of Communication Studies see Chapter IV.

CHAPTER III. DEPARTMENT ADMINISTRATIVE STRUCTURE

1. Collaborative Governance

The Department of Communication Studies faculty shall govern itself in accordance with these bylaws, the College of Liberal Arts bylaws, the University of Nevada, Reno bylaws, and the NSHE Code.

2. Chair of the department

The chair of the department shall be the chief administrative and executive officer of the Department of Communication Studies.

A. Administrative responsibilities and duties of the chair:

(1) The chair of the department shall be responsible to the director of the School of Social Research & Justice Studies (henceforth ‘the director of the school’) and the dean of the College of Liberal Arts for implementing college policies and procedures, and responsible to faculty for implementing policies and procedures mandated by department bylaws. The chair of the department shall serve as advisor to the director of the school and the dean of the College of Liberal Arts and provide liaison between these individuals and the faculty. The chair of the department will inform faculty of actions taken by the director of the school, the dean, and the Council of Chairs and Directors, and inform the director of the school and dean of actions taken by department faculty. The chair of the department shall take a leadership role in serving on the Council of Chairs and Directors and is responsible for the advancement of the department missions and goals as identified in the department long-range planning
document. He/she shall be an ex-officio member of all department committees, except those that evaluate the chair of the department’s performance as a faculty member or as a chair of the department.

(2) In order to expedite the routine duties of a chair of the department, he/she shall have the authority to perform the following duties:

(a) administering department funds and accounts;
(b) hiring, supervising, and evaluating classified staff;
(c) hiring, supervising, and evaluating temporary (non-continuing) faculty;
(d) preparing semester and summer school class schedules in consultation with individual instructors;
(e) maintaining and securing departmental personnel files of continuing faculty;
(f) managing and assigning department office and classroom space and facilities;
(g) managing the assignment of departmental administrative responsibilities with individual continuing faculty.

(3) The chair of the department’s executive authority shall be limited. The chair of the department’s decisions on issues not specifically noted in Section 2. above shall require consultation and recommendations from the continuing faculty as provided for in these bylaws. However, the chair is required to issue separate decisions on annual evaluations, merit, promotion, and tenure. Issues requiring faculty recommendations include but are not limited to:

(a) recommendations for hiring full or part-time continuing faculty;
(b) recommendations on annual evaluations and merit recommendations;
(c) recommendations on the reappointment, promotion and tenure of continuing faculty including probationary faculty in their third year;
(d) recommendations on curriculum (courses and academic programs);
(e) recommendations for long-term and strategic planning.
(4) Department faculty meetings. The chair of the department shall call regular and special meetings as necessary. The chair of the department shall call additional meetings within 15 working days of receiving a request from a faculty member on continuing appointment. The chair of the department shall prepare an agenda with supporting materials for each meeting of the faculty and distribute such materials to the department faculty no later than 24 hours before the meeting. The chair of the department shall include on the agenda any item offered by a member of the department faculty so long as the chair of the department receives the agenda item at least two working days prior to the meeting. The chair of the department’s office shall prepare and distribute minutes of the department’s faculty meetings once they have been reviewed and certified by the chair of the department. Minutes shall be distributed to the department faculty within 15 working days of the meeting.

(5) Department review. The chair of the department, in consultation with the department’s continuing faculty, the director of the school, the dean of the college, and the provost, has the responsibility to conduct regular outside program reviews at least every 10 years.

B. Selection of chair of the department. The chair of the department shall be a continuing, tenured member of the faculty. The department’s nominee for chair of the department shall be selected by a majority vote of all continuing faculty in the Department of Communication Studies who hold a one-half time position or more. (To receive the department’s recommendation for chair of the department, a faculty member must receive a majority vote from the department of Communication Studies faculty.) A nominee can vote for himself or herself.

Term of office. A regular term of office for a chair of the department will consist of four years. Should the chair of the department be willing to stand for a second consecutive four-year term, he or she may be re-nominated and re-elected by a majority vote of the Department of Communication Studies faculty. Should the incumbent chair of the department be willing to serve for a third consecutive four-year term, he or she may be re-nominated and re-elected by a two-thirds majority vote from the Department of Communication Studies. Should an incumbent chair be willing to run for re-election, he or she shall provide this information to the department faculty by March 1st of the last year of a given term of office. The department’s recommendation will be sent to the director of the school and the dean of the college by April 15th. A chair of the department’s new term of office starts on July 1st.

The chair of the department’s removal from office for cause may be recommended to the director of the school and the dean of the college at any time by majority vote of the continuing faculty in the Department of Communication Studies. The department’s recommendation for chair of the department is subject
to the approval of the director of the school, the dean of the college, and the president.

C. Vacancy prior to expiration of the chair of the department’s term. Should a vacancy occur before the normal expiration of the chair of the department’s term of office, the Department of Communication Studies faculty shall meet as an advisory committee to assist the director of the school and the dean of the college in selecting an interim chair of the department.

D. Interim chair of the department. An interim chair of the department can be appointed by the dean on an annual basis until a permanent chair of the department has been selected. A permanent chair of the department should be selected as soon as a willing and qualified candidate is available.

E. Evaluation of the chair of the department. On an annual basis, the chair of the department will be evaluated:

(1) as a professional in the discipline of communication studies, and

(2) as a chair of the department.

The evaluation of the chair of the department as a professional will be prepared by the Personnel Committee. The evaluation as administrator will be prepared by the chair of the Personnel Committee of the Department of Communication Studies. One copy of the evaluation of the chair of the department will be given to the chair of the department and additional copies will be forwarded to the director of the school and the dean of the college.

F. Temporary assumption of authority. Should the chair of the department be temporarily absent, the chair of the department shall designate another faculty member with signature authority and notify the dean’s office.

CHAPTER IV. FACULTY PERFORMANCE AND EVALUATION:
DEPARTMENT OF COMMUNICATION STUDIES

1. Procedural Guidelines

All personnel decisions and actions shall conform with the NSHE Code; with the bylaws of the University of Nevada, Reno; with the bylaws of the College of Liberal Arts; and, with the bylaws of the Department of Communication Studies.

2. Faculty Responsibilities
As noted in the College of Liberal Arts bylaws (Chapter V), a faculty member’s duties shall consist of an assigned combination of teaching, scholarly or creative activity, and service or professional development. The following examples of these activities are consistent with college bylaws, and the mission of the Department of Communication Studies:

A. Instruction and curricular development. Instruction in communication studies includes activities such as classroom teaching; preparation and development of courses and curriculum; evaluation of student performance; consultation with students; direction of undergraduate and graduate students in independent study, research, internships and practice; advising of undergraduate and graduate students; professional development of teaching skills; and service on undergraduate and graduate committees.

Because students in most undergraduate communication studies courses are required to develop behavioral as well as cognitive communication skills, it is especially important for the Department of Communication Studies faculty to model high standards of interpersonal and public communication.

B. Scholarly and creative activity. Scholarly and creative activity includes the discovery, advancement, integration, and application of knowledge through research and scholarship related to the discipline of communication studies and studies designed to enhance the teaching of that discipline. Scholarly and creative activity will typically take the form of books, articles, software, and scholarly presentations before one’s peers at academic conferences in communication studies and related disciplines. Scholarly presentations at professional conferences include paper and poster presentations, and formal critiques of other scholar’s presentations. Scholarly and creative activity also includes the development and presentation of workshops and participation on panels and forums when directed at peers; seeking and acquiring outside funds in support of scholarly and creative activity (e.g., grants and contracts), and related evidence of professional, creative, and scholarly development.

C. Service. Service includes activities such as:

(1) University service: administrative activities such as chair of the department, director of undergraduate or graduate studies; participation on department, college, and university committees, boards, and panels.

(2) Community service: for faculty in the Department of Communication Studies, community service pertains to activities that are intrinsically related to the professional training and competence of the individual faculty member. These services include public presentations such as speeches, workshops, communication training programs, consulting, committee work, judging speech contests, and related services to community groups including various educational, business, and governmental organizations.
(3) Outreach service: the development of communication-related services or programs of importance to the community; for example, the development and presentation of workshops or participation on panels and forums when directed at non-peers; creating and administering speech contests; developing and administering speaker’s bureaus.

(4) Disciplinary service: activities related to professional growth and development including editing and refereeing for professional journals; reviewing research proposals; participation in professional workshops and attending professional conventions. Disciplinary service also includes holding office in professional organizations and service on evaluation and accreditation teams that evaluate communication programs.

3. Evaluation of Faculty:

A. All personnel recommendations originating in the Department of Communication Studies shall be submitted to the dean through the director of the school, who is invited to review them and offer advice. Personnel matters include such issues as annual evaluations, third-year reviews, sabbatical applications, and promotion and tenure recommendations.

B. Mutually agreed upon responsibilities. All personnel evaluations shall be made on the basis of specified professional responsibilities and performance expectations mutually agreed upon by the individual faculty member, chair of the department, and in accordance with university policy. Professional responsibilities specified in a written role statement for each faculty member shall accord with the mission and priorities of the Department of Communication Studies. This Statement of Professional Responsibilities shall document the mutually agreed upon expectations including the faculty member’s responsibilities in teaching, scholarly or creative activity, and service as defined in the college bylaws and Chapter IV of these bylaws.

As noted in the college bylaws, neither the faculty member nor an agent of the department can unilaterally (a) determine or (b) alter the responsibilities of a faculty member. Significant discrepancies between an academic faculty member’s statement of professional responsibilities and the department’s mission must be approved by the dean of the College of Liberal Arts. If a faculty member and the responsible department or college agent cannot agree upon specified professional responsibilities, the matter is subject to mediation by the dean of the College of Liberal Arts. If mediation by the dean fails, then the matter is subject to mediation by the university administration.

C. Standards of review. All evaluations shall be based on equitable and uniform criteria and procedures for assessing the quality of a faculty member’s performance, whether in annual evaluation, merit consideration, promotion, or
consideration for continuing contract status. All evaluations of academic faculty shall include peer review and shall be based on careful assessment of pertinent evidence in order to arrive at just and equitable recommendations.

D. Annual evaluation of faculty. The Department of Communication Studies shall annually evaluate all continuing and contingent faculty (as defined in the college bylaws and Chapter II of these bylaws). This evaluation shall occur in accordance with procedures outlined in department bylaws and in conformity with the university bylaws.

(1) Criteria for evaluation. All faculty shall be evaluated annually on their accomplishment of professional responsibilities and performance expectations as specified in the statement of professional responsibilities (see the college bylaws).

(2) Documentation. Each continuing and contingent member of the faculty in the Department of Communication Studies shall submit to the chair of the department a standard annual evaluation form and supporting materials documenting the faculty member’s performance for the year.

(3) Submission process. The chair of the department shall submit annual evaluation forms and written evaluations to the director of the school who may offer advice. The chair of the department will then forward them to the dean of the college.

(4) Disagreements with annual evaluation. Faculty members who disagree with their annual evaluations may attach a written rejoinder to the evaluation document stating their objections. Such written statements shall become part of the annual evaluation.

(5) Reconsideration and appeal. A faculty member may request reconsideration of his or her annual evaluation (see the college bylaws). Formal appeal of annual evaluation is governed by a university-level process (see Chapter IV of these bylaws).

E. Merit consideration for faculty. Annual evaluations of faculty performance enable the College of Liberal Arts to recognize achievement within departments, divisions, and other college units.

The chair of the department shall, when requested by the dean, recommend a merit rating to the dean based on the professional performance of each faculty member. In cases where the members of the Personnel Committee disagree on a particular merit rating, each member of the Personnel Committee shall prepare a separate rating and submit those to the chair of the department. The dean decides merit ratings for each faculty member.
For the reconsideration process for decisions on merit, see the Regent’s Handbook.

4. Reappointment, Third-Year Review, and Probationary Period: Tenure-Track (II, III, IV) and Non-Tenure-Track “Zero Rank” [0(II), 0(III), 0(IV)] Faculty.

A. Reappointment and non-reappointment of tenure-track (II, III, IV) and Non-Tenure-Track [0(II), 0(III), 0(IV)] Faculty. The Department of Communication Studies must evaluate all non-tenured faculty annually and make a recommendation to the dean concerning reappointment by dates specified in the NSHE Code, Chapter 5.

B. Notification of reappointment/non-reappointment. Faculty in the categories included in the college bylaws, and Chapter III of these bylaws must be notified concerning reappointment/non-reappointment by dates specified in the NSHE Code, Chapter 5.

C. Third-year review. Tenure-track (II, III, IV) must undergo a careful third-year review, conducted in accordance with department bylaws. The third-year review shall assess the faculty member’s progress toward tenure, and may be used to determine reappointment for the following academic year. The Personnel Committee shall make a recommendation to the chair of the department on each third-year review. The chair of the department shall then make a recommendation to the dean of the college through the director of the school and shall attach a copy of the Personnel Committee’s recommendation. The decision of the dean, which shall include reference to the recommendation of the Personnel Committee and the chair of the department, shall be communicated in writing to the faculty member being reviewed and to the director of our school and chair of the department (see the college bylaws).

D. Maximum probationary period. The maximum probationary period is six years for tenure-track faculty. Application materials for tenure must be submitted no later than the beginning of the sixth academic year. If a tenure-track faculty member has not been awarded tenure by the end of the faculty member’s sixth probationary year, the faculty member will be notified that the contract issued for the seventh academic year will be a terminal contract.

E. Probationary credit. Tenure-track faculty may receive up to a maximum of three years probationary credit for service in a faculty position at other institutions. The faculty member’s appointing documents and initial contract with the NSHE shall specify the years of prior service to be applied to the faculty member’s probationary period.

F. Extension of the probationary period. The faculty member may request an extension of the probationary period. The dean may recommend that the president approve such a request. The president may extend the probationary
period in accordance with NSHE Code [3.3.1.(c) and 3.3.1. (d)]. In particular, faculty members may request such an extension due to family and/or medical circumstances as specified in the Federal Family & Medical Leave Act, whether or not the faculty member takes any kind of leave.

5. Tenure and Promotion: Tenure-Track Faculty

A. Eligibility for tenure. A probationary full-time member of the academic faculty in Rank II, III, or IV shall be eligible for appointment with tenure at any time during the probationary period of employment.

B. Appointment with tenure. An initial appointment may be made with tenure upon recommendation by the chair of the department, and the dean of the college, following NSHE Code [3.3.1.(b)].

C. Initiating consideration for promotion or tenure. These processes are usually initiated by the department. However, the applicant for tenure and/or promotion may initiate the review with the chair of the department. The applicant’s written materials shall demonstrate that the applicant has met the minimum standards set forth in the university bylaws, the college bylaws, and Chapter IV of these bylaws.

D. Standards for appointment with tenure. The faculty member shall demonstrate a record of achievement in teaching, scholarly work, and service as defined in university bylaws, the college bylaws, and Chapter IV of these bylaws. This record of achievement must be consistent with the faculty member’s Statement of Professional Responsibilities (role statement) as approved by the chair of the department, and with the mission of the department. Eligibility for consideration for tenure requires a minimum rating of “excellent” in teaching or scholarly work and at least “satisfactory” in the other two areas.

E. Standards for promotion. Criteria for promotion include the following:

1) Promotion to assistant professor (Rank II). A faculty member in Rank I shall be eligible to be considered for promotion to Rank II when the faculty member has attained a doctoral degree in communication studies and has demonstrated potential for developing professional achievement in teaching, scholarly work, and service as defined in Chapter IV of these bylaws.

2) Promotion to associate professor (Rank III). A faculty member in Rank II shall be eligible to be considered for promotion to Rank III when the faculty member has established a substantial record of achievement in teaching, scholarly work, and service. Such recommendation shall include minimally an “excellent” evaluation in teaching or scholarly work, and at least a “satisfactory” evaluation in the other two areas. A recommendation
by the department for promotion to the rank of associate professor may precede, accompany, or follow a recommendation for tenure.

The department shall obtain appropriate external evaluations of the faculty member’s achievements according to the following procedures:

(a) External evaluators should be selected from peer institutions.

(b) External evaluators should not be the candidate’s friends, former professors, or co-authors.

(c) The candidate shall submit to the chair of the department a list of external faculty members in the rank of associate or full professor who are qualified to provide an external evaluation. From this list, the chair of the department shall select a subset who are willing to write a letter of evaluation.

(d) The chair of the department, in consultation with the Personnel Committee, shall also develop a list of four external faculty in the rank of associate or full professor who are qualified to provide an external evaluation. From this list the chair of the department shall select a subset who are willing to write a letter of evaluation.

(e) Names of individuals who are invited to write a letter shall not be known to the candidate.

(f) The process is complete when the chair of the department has received at least four evaluations by a pre-determined deadline. All evaluations received by that deadline shall be included with the promotional materials submitted to the dean of the college through the director of the school. All evaluations received by the college deadline must be forwarded.

(3) Promotion to professor (Rank IV). A faculty member in Rank III shall be eligible for consideration for promotion to Rank IV when he/she has established a sustained record of excellence in the discipline of communication studies. This record shall document publications or other scholarly work judged significant by peers in the field; distinguished professional service; and distinction in teaching and related activities. The record may document exceptional administrative achievement as well.

The department shall obtain appropriate external evaluations of the faculty member’s achievements by following the procedures as specified in Chapter IV.5.E.2. The one exception is that only full professors will be invited to submit an outside letter.
F. Negative recommendations. If a negative recommendation for promotion or tenure is received at any level, the faculty member has the right for reconsideration and grievance of the decision following procedures in the NSHE Code (5.2.3. & 5.2.4), the university bylaws, and in these bylaws, Chapter IV.7.D.3 and IV.7.D.4.

6. Promotion: Non-Tenure-Track Faculty

A. Eligibility for promotion. A non-tenure-track [0(I), 0(II), 0(III), 0(IV)] continuing member who is eligible for promotion status may, at the discretion of the department, be considered for promotion after a six-year probationary period.

B. Initiating promotion consideration. The process is usually initiated by the department. However, the applicant for promotion may initiate the review process for promotion by submitting a formal request to the chair of the department. The applicant’s written material shall demonstrate that the applicant has met the minimum standards for promotion.

C. Standards for promotion. The faculty member shall demonstrate a record of achievement in teaching, scholarly, creative, and/or administrative work, or service, consistent with the faculty member’s Statement of Professional Responsibilities as approved by the chair of the department, and with the mission of the department. Recommendation for promotion shall include an “excellent” evaluation in the major area of responsibility of the faculty member, as determined by the department, and at least a “satisfactory” evaluation in other areas of responsibility.

E. Criteria for promotion. Consistent with the university bylaws, the NSHE Code, and the college bylaws, the following criteria shall apply for non-tenure-track continuing faculty promotions in rank:

1. Promotion to Rank 0(II). A non-tenure-track continuing faculty member in Rank 0(I) shall be eligible for promotion to Rank 0(II) when the faculty member has attained an appropriate advanced degree in the relevant professional field, and has demonstrated potential for developing professional achievement in teaching, research and/or creative work, or service.

2. Promotion to Rank 0(III). A non-tenure-track continuing faculty member in Rank 0(II) shall be eligible for promotion to Rank 0(III) when the faculty member has established a substantial record of achievement in his or her major area of responsibility, and a sustained record of professional development.

3. Promotion to Rank 0(IV). A non-tenure-track continuing faculty member in Rank 0(III) shall be eligible for promotion to Rank 0(IV) when the
faculty member has developed a sustained record of excellence in his or her major area of responsibility, and a sustained record of professional development.

F. Negative recommendations. If a negative recommendation for promotion status is received at any level, the faculty member has the right for reconsideration of the decision following the procedures in the NSHE Code (5.2.3. & 5.2.4.), university bylaws, and these bylaws, Chapter IV.7.D.3 and IV.7.D.4.

7. Department Personnel Committee

The Department of Communication Studies shall have a standing Personnel Committee that is advisory to the chair of the department.

A. Responsibilities and Duties of the Committee.

(1) Review annually the performance of continuing faculty in the department of Communication Studies.

(2) Provide the chair of the department with recommendations for annual evaluations and merit, reappointment, progress of probationary faculty in their third year, promotion, and tenure.

(3) Provide the chair of the department with recommendations on requests for reconsideration of recommendations pertaining to reappointment, annual evaluations, promotion, or tenure.

B. Membership: The Personnel Committee in the Department of Communication Studies shall consist of three elected tenured members from its continuing faculty who hold a primary assignment of 0.5 or greater. Members are elected by a majority vote of continuing faculty who hold a primary assignment of 0.5 or greater. If three tenured continuing faculty are not available, or fail to obtain a majority vote, the chair of the department, in consultation with the dean, shall appoint the necessary continuing faculty from other departments in order to constitute a three-member committee of tenured faculty. All tenured department faculty are required to serve on the Personnel Committee if elected by continuing faculty or appointed by the chair of the department.

C. Voting rights. Voting on the Personnel Committee shall proceed as follows:

(1) All continuing tenured faculty serving on the Personnel Committee may vote on the issues of annual evaluations and merit.

(2) All continuing tenured faculty serving on the Personnel Committee may vote on the reappointment of continuing faculty (as defined in Chapter II this document).
(3) Voting rights on tenure are limited to tenured faculty with a rank of associate or full professor.

(4) Voting rights on promotion are limited to faculty who have already attained the rank at issue.

(5) Voting on the rank of full professor requires a Personnel Committee with three tenured full professors in its membership. If the department has fewer than three full professors, the chair of the department and any full professors in the department will recommend a slate of names of full professors from other divisions or departments from which the dean may select appointees to achieve a minimum of three full professors on the Personnel Committee.

(6) The chair of the department, regardless of rank, shall forward to the director of the school and the dean of the college the written recommendation of the Personnel Committee along with his/her own recommendation.

D. Procedures

(1) Recommendations to the chair of the department. The committee’s recommendation(s) shall be communicated in writing to the chair of the department. If the chair of the department disagrees with the Personnel Committee’s recommendations, reasons for the disagreement shall be given to the Personnel Committee. Individual votes of Personnel Committee members will remain anonymous.

(2) Notification of decisions. Within 15 working days after the Personnel Committee reports its recommendations to the chair of the department, the chair of the department shall communicate the decision of the chair of the department to the Personnel Committee and to the faculty member under review. Thereafter, the faculty member shall be notified in writing within 15 working days by the responsible agent at the appropriate level only of a failure to recommend or of a revised recommendation. (See university bylaws.)

(3) Reconsideration on reappointment, promotion, and tenure. A faculty member who disagrees with a decision on reappointment, promotion, or tenure may request written reasons for decision from the chair of the department. A faculty member may also request reconsideration of the decision from the chair of the department. (See university bylaws and the NSHE Code [5.2.3. & 5.2.4]). Recommendations of individual members of the Personnel Committee shall remain anonymous.
(4). Reconsideration of annual evaluation, rating and merit. A faculty member who disagrees with a decision on an annual evaluation rating or merit shall follow the NSHE procedures for the reconsideration process in effect at the time the evaluation and merit decision was made (see the Regent’s Handbook on the reconsideration and grievance process for issues pertaining to reconsideration on merit, and see the NSHE Code [5.2.3 and 5.2.4]).

(5) Conformity with appropriate criteria and procedures. If the Personnel Committee finds in its review of a given case that the department has not followed established department criteria or procedures, the Personnel Committee shall notify the chair of the department and provide appropriate recommendations.

E. Term of office. When a sufficient number of qualified faculty are available, staggered two-year terms should be adopted. Each elected member shall serve a two-year term. Members are eligible for re-election to additional terms.

F. Elections. Nominations and elections to the Personnel Committee shall take place during the spring semester of each academic year.

G. Vacancy. Should a vacancy occur during the academic year, the chair of the department, in consultation with the elected members of the Personnel Committee, shall appoint a faculty member to serve out the academic year. When possible, the appointee shall be from the Department of Communication Studies faculty. When an eligible candidate is not available, the appointee can come from a different division or department.

H. Confidentiality and Access to Personnel Files

Deliberations of the Personnel Committee and personnel files used in committee deliberations shall be confidential. However, faculty members can have access to their personnel files by following procedures in NSHE Code 5.6.2(a) and (b).

CHAPTER V. DEPARTMENT BYLAW ORIGINATION AND IMPLEMENTATION

1. Authorization

Bylaws of the Department of Communication Studies are authorized by the bylaws of the University of Nevada.

2. Scope of the bylaws
These bylaws provide for and articulate (a) the organizational and administrative structures of the department; (b) the duties and responsibilities of the chair of the department; (c) the duties, responsibilities and rankings of faculty; (d) processes for the creation and modification of curricula; (e) personnel policies; and, (f) the criteria and procedures for recruitment, evaluation, reappointment, promotion, and tenure of faculty. These bylaws shall be consistent with and subordinate to the College of Liberal Arts bylaws, the University of Nevada, Reno bylaws, and the Nevada System of Higher Education (NSHE) Code (Title 2, Board of Regents Handbook).

3. Adoption of the bylaws

Bylaws are adopted when they are approved by a majority vote from the continuing faculty casting votes (see Chapter II of these bylaws). The faculty will vote by secret ballot in a manner consistent with the university bylaws. Adopted bylaws will be in force when they have the approval the dean of the College of Liberal Arts.

4. Amendment of the bylaws

Amendments are adopted when they are approved by a two-thirds vote from the continuing faculty casting votes. Any member of the Department of Communication Studies faculty as defined in Chapter II, may propose an amendment to the bylaws by submitting the proposed amendment in writing to the chair of the department. Proposed amendments are adopted when they have been approved by the continuing faculty in the Department of Communication Studies. The faculty will vote by secret ballot in a manner consistent with the university bylaws. Adopted amendments shall be in force when they have received the approval of the dean of the College of Liberal Arts.

5. Interpretation of the bylaws

The chair of the department will appoint a department parliamentarian. The term of office is at the discretion of the chair of the department. Questions about the interpretation of these bylaws shall be directed to the department parliamentarian, who shall review the question and forward his/her recommendation to the chair of the department for a decision. The chair of the department shall make his or her decision upon appropriate consultation with the dean and in a manner consistent with the NSHE Code and established university and college policies and procedures.