



University of Kentucky
College of Communication
and Information
School of Journalism and Media

Revised Spring 2021

(Approved by the Faculty of School of Journalism and Media May 3, 2021)

I. Authority

A. The authority for these faculty rules arises from the Governing Regulations of the University of Kentucky and the rules of the University Senate. The School of Journalism and Media is an educational and administrative unit established by the Board of Trustees. These rules are intended to be consistent with the university's Governing Regulations and Administrative Regulations, and the rules of the University Senate. In the event that these rules are inconsistent or contrary to those rules and regulations, or laws and regulations mentioned below, then those regulations and laws shall prevail.

B. History

- a. On June 22, 1993, the Board of Trustees merged the School of Journalism and the Department of Telecommunications to form the School of Journalism and Telecommunications and placed them in a new College of Communications and Information Studies, now the College of Communication and Information.
- b. On March 16, 2015, the Board of Trustees created the Department of Integrated Strategic Communication, formerly one of three major sequences in the School of Journalism and Telecommunications, effective July 1, 2015.
- c. On Feb. 19, 2016, the Board of Trustees changed the name of the School of Journalism and Telecommunications to the School of Journalism and Media, effective July 1, 2016.

C. Authority for School Policy and Director Review

1. The faculty shall determine educational policy of the school, and make recommendations on such policy to the Director of the School, the College Faculty Council, the Dean of the College, the University Senate and its committees, and the central administration.
2. The faculty shall carry out its educational policy functions at regular meetings and with the assistance of committees, as specified below. The Promotion and Tenure Committee shall consist of all tenured members of the faculty and shall conduct a biennial review of the director during the month of March or at a time requested by the dean, as specified in Rule V.4.D below.

II. Faculty

A. Composition

1. Statutory

- a. The faculty of the School of Journalism and Media shall consist of the professors, associate professors and assistant professors who have been assigned duties in the school; the director of the school; members of faculties of other colleges or departments who hold joint appointments in the school; and lecturers admitted to the faculty by an annual vote of the faculty. Lecturers shall make up no more than 25 percent of the School faculty.
- b. A faculty member with a joint appointment must have a distribution of effort of more than 50 percent in the School to be counted in calculation of a quorum.
- c. Membership, with or without voting privileges, may be extended on a yearly basis to any other person assigned to the school for teaching, research or administrative work.

B. Functions

1. Educational

- a. The faculty shall establish the educational policies of the school. Educational policies are defined as policies, guidelines, rules or criteria on such matters as academic requirements, curricula,

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notification, along with any documents or reports that require discussion or action.

- b. If a majority of the voting members of the faculty, or two-thirds of the voting members present at a regularly called faculty meeting so decide, an item not on the agenda may be acted upon at the current meeting.

3. Quorum: A quorum for a regular or special meeting of the faculty shall be a majority of the voting members of the faculty, as defined in Rule II.

4. Voting

- a. Each member with voting privileges shall have one vote.
- b. A faculty member unable to attend may submit his or her vote by written proxy to another faculty member. The proxy shall specify the nature and extent of the proxy.

5. Chair

- a. Meetings shall be chaired by the director of the school. In the director's absence, the associate director shall serve as chair. In the event neither is able to attend the meeting, the faculty member present holding the highest academic rank with the most University of Kentucky service shall serve as chair.

6. Secretary

- a. The faculty shall annually elect a member to record the minutes of each meeting and shall distribute the minutes to all faculty members in a timely manner.
- b. The secretary shall provide a file of all minutes for the school records.

V. Standing Committees

A. The school shall have these standing committees: Academic Affairs; Finance and Facilities; Professional Relations and Alumni; Promotion and Tenure;

5. Scholarship Committee

- a. The committee shall solicit applications for scholarships, solicit comments from faculty members when appropriate, and select scholarship recipients, subject to review at the College level for qualifications.
- b. The committee may make recommendations on other issues related to scholarships including, but not limited to, how to increase the number of scholarship applicants, and other issues related to the scholarship program.
- c. After recipients of the scholarships are notified, the director shall distribute a list of the students and scholarships awarded to the faculty. The committee will work with the director to encourage contributions to the scholarship funds.

6. Committee on Student Appeals

- a. This committee shall only operate when enrollment controls are in place.
It shall consist of three members of the faculty. Sequence coordinators may not serve on this committee.
- b. The members shall meet to decide whether students denied admission to the school should be admitted. Except under extraordinary time constraints, individual members of the committee shall not make the appeals decision alone. Two of the three members of the committee must agree for an appeal to be successful.

7. Committee on Diversity, Equity and Inclusion

- a. The committee shall seek to improve awareness of and respect for diversity among the school's faculty and students. The committee shall encourage an environment of openness.
- b. The committee shall advise the director and faculty on ways to attract and retain minority and underrepresented students, faculty, and staff.
- c. The committee shall coordinate and promote the school's action plan for diversity, equity and inclusion in accordance with the college's diversity, equity and inclusion policies.

- d. The committee shall organize academic events, colloquia and social events designed to help achieve the goals set forth above.

8. Student Advisory Council

- a. The school shall have a student advisory council to consult with and make recommendations to the director and faculty. The council will include pre-majors and majors from both majors.
- b. The members of the student advisory council will be appointed by the director in consultation with the faculty.
- c. The council will meet at least once a semester. The director will meet with the student council from time to time and when appropriate, will report the results of those discussions to the faculty.

9. The school will establish and maintain an advisory board.

- a. The board shall be known as the School of Journalism and Media Advisory Board.
- b. The director, in consultation with the faculty, will appoint members of the board.
- c. The members will be drawn from the journalism and media arts professional communities.
- d. The board will meet at least once each semester and will work with the director and faculty on issues and projects that advance the interests of the school.
- e. The board will carry out the following functions:
 - i. Exchange information with the faculty about developments in the professional communities that help the faculty to improve the educational experience of students and their prospects for employment;
 - ii. Help the director of the internship program to develop internship opportunities within the professional communities;
 - iii. Learn about the school's financial needs, technology requirements and other issues.
 - iv. Provide support for the school when communicating with

university officials, legislators, and citizens.

VI. Ad hoc Committees

A. Committee on Grievances

1. Any member of the faculty may seek relief from a perceived grievance by filing a written complaint to the dean of the College of Communication and Information. The dean will then transmit the complaint to the director of the School of Journalism and Media.
2. For each separate grievance, the director shall appoint three members of the Committee on Grievances in consultation with the Promotion and Tenure Committee within one week after a grievance has been filed.
3. The committee shall include two faculty members at the rank of associate professor or higher and one assistant professor if available.
4. The committee will include a representative of each major.
5. The committee may consider any individual or group concern or complaint from faculty, regarding any action by the school or within the school. However, merit review appeals shall be handled according to the university's administrative rules.
6. After consideration of such matters, the committee shall recommend a course of action to the concerned parties, the director and the faculty.
7. All matters coming before the committee shall be kept confidential until the committee makes a final decision. Documents from the meetings will be kept confidential unless public access to those documents is required by the Kentucky Open Records Act.

VII. General Matters

A. Course Scheduling

1. Each sequence coordinator is responsible for proposing the program's course schedule according to the sequence's accreditation requirements, curricular needs and the input of its faculty members.
2. Typically, each faculty member will propose to his or her sequence

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major coordinator a specific assignment for the semester or semesters under consideration, including courses and times that support the program's needs.

3. After soliciting information from individual faculty members, the sequence coordinator will prepare a full schedule request for the program. The coordinator will depart from the requests only if the needs of the school require it or if there is duplication or conflict. After each faculty member sees the schedule, the coordinator will submit the schedule request to the director.
4. The director will compile schedule requests from each program into a full school schedule. The director will depart from the requests only if the needs of the school require it or if there is duplication or conflict.
5. Assignments to summer and evening classes must be available to all faculty members with these exceptions:
 - a. Priority consideration will be given to courses that are central to a major or are more likely to achieve minimum enrollment requirements.
 - b. The final decisions in cases of conflicting requests shall rest with the director.
6. Priority consideration will be given to courses that are central to a major or are more likely to achieve minimum enrollment requirements.
7. The final decisions in cases of conflicting requests shall rest with the director, whose guiding principle shall be to provide opportunity to those who have been granted it less frequently.
8. Courses that are major requirements will be offered at least once each academic year.

B. Faculty Development Fund

1. A faculty development fund shall be a category in the school's annual budget. The fund shall include all portions of the school budget specifically allocated for faculty development: books, software, instructional materials, conferences, travel, and other items that would aid the professional development of individual faculty

members.

2. Money from this fund shall be used solely for faculty development.
3. Each faculty member shall be allotted an equal share of the money budgeted for faculty development. The director shall not be subject to this limit.
4. As part of the budget report at the first faculty meeting of the academic year, the director shall inform the faculty of the specific amount in the budget for faculty development and individual allotments for the year.
5. If by February 1 of the academic year a portion of a faculty member's development allotment remains unspent, and if that faculty member has no plans to spend the remaining amount, the director shall add that allotment to the funds available for others. Faculty may apply for those funds, particularly for conference travel.

C. Student Organization Advisers

1. Faculty members will serve as advisers to student organizations as a service to the school.
2. An adviser typically serves a one-year period and may serve longer if another faculty member does not request to serve as adviser.
3. At the end of each one-year period, the director must inform the faculty of the service options and where appropriate, determine who will serve as the next adviser for each student organization.

VIII. Search Policies

- A. The director shall appoint members of search committees, designating one member of the committee as chair.
- B. The search committee, in consultation with the director, shall create a job description for the position, which must be approved by the school faculty and the director before it is published.
- C. The committee should review applications and decide, in consultation with the director, which candidates should be interviewed on campus. The chair of the search committee shall extend the invitation to the candidate.
- D. After all invited candidates have been interviewed by the committee, the

director and faculty members who wish to do so, the search committee shall meet with the director to discuss the candidates.

- E. A faculty meeting will then be held in which the search committee and the director report to the faculty on all candidates. Although members of the search committee may state their preference for candidates, the search committee itself will not formally rank candidates.
- F. After the report by the search committee and the director to the faculty, the director may begin negotiations to hire a candidate whom the director believes is capable of fulfilling the responsibilities of the position.

IX. Amendments to the Rules

- A. Formal review of the Rules of the School of Journalism and Media shall be held during the fall semester every fifth year.
 - 1. The review process shall be conducted by an ad hoc committee appointed by the director. The committee shall:
 - a. Announce the initiation of the review procedure at the first faculty meeting of the academic year and invite individuals to submit to the committee written recommendations for rules revision. The deadline for these recommendations shall be the first Monday of November.
 - b. Assess the rules in terms of their efficacy in serving the needs of the faculty and evaluate the written recommendations for revisions.
 - c. Prepare amendments to the rules if the committee feels revision is necessary.
 - d. Give copies of the proposed amendments to every faculty member, including the director, before the first Monday of December.
 - e. Ask all recipients to respond in writing to the committee by the end of the last class week of the semester.
 - f. Evaluate reactions to the proposal and prepare a final proposed revision. This shall be presented for a vote at a faculty meeting in March, April or May. The revision shall require approval by a

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majority of voting members, or by two-thirds of the voting faculty members present or voting by proxy.

g. Distribute copies of the new Rules of the Faculty, with the month and year of the revision, to the director and all other faculty members of the school, all staff members of the school, the provost and the dean of the College of Communication and Information. In addition, copies shall be provided for the school's publicly available records.

B. Should a need arise for a review of the rules before five years have elapsed, an earlier review process may be initiated by a two-thirds majority of the faculty.

C. An individual faculty member or a standing committee may propose an amendment or amendments to the school rules between five-year reviews. The faculty member shall discuss the proposal with the director and the chair of the appropriate Committee or committees. If the faculty member or committee decides to proceed with the proposal, the director shall notify faculty of the proposal and slate it for discussion and action at the next regular faculty meeting.

Appendix I.

Administrative Regulation 3:16

Effective Sept. 9, 2013

IV. Leadership and Administrative Skills Performance Criteria

The following criteria shall guide the assessment of (chief administrative officer) performance in all reviews: leadership and administrative skills, personnel management and development, and organizational management. The Office of Institutional Effectiveness shall maintain an inventory of evaluation survey items related to the criteria that includes a set of items common to all CAOs and additional items specific to CAO positions. The CAO and the CAO's supervisor may also agree upon additional, more specialized criteria and items targeting a unit's particular functions or a CAO's unique duties. Criteria for demonstrating leadership and administrative skills include, but are not limited to:

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A. Leadership

1. Developing and specifying goals, objectives and key indicators to align with the University-wide strategic plan;
2. Implementing unit plans and strategies for achieving unit goals and objectives;
3. Promoting innovative and creative approaches;
4. Building and maintaining support for unit goals and objectives;
5. Engaging in regular, evidence-based evaluations of unit performance;
6. Establishing and maintaining open lines of communication;
7. Representing unit strengths, achievements and needs in the wider University community and beyond;
8. Establishing an environment of openness, accessibility, consensus-building and collegiality within the unit; and,
9. Requiring strict, unit-wide adherence to all University anti-discrimination policies.

B. Personnel Management and Development

1. Ensuring a work environment characterized by respect, dignity and fairness for all personnel;
2. Recruiting and retaining the best-qualified individuals;
3. Ensuring the unit contributes to the fulfillment and sustainability of the diversity policies, goals and strategic plans of the University and the College;
4. Supporting the on-going development of all unit personnel;
5. Setting high expectations and acknowledging and rewarding demonstrated excellence;
6. Ensuring evidence-based assessment of personnel performance;
7. Making appropriate personnel decisions based on performance assessment results;
8. Implementing a systematic review of current and future key positions and identifying and developing potential candidates to fill vacancies that occur; and

9. Ensuring consistent, unit-wide compliance with all Human Resources Policies and Procedures.

C. Organizational Management



1. Ensuring collaborative, evidence-based and timely decision making throughout the unit;
2. Advocating for the unit in University budget and resource development/allocation processes;
3. Ensuring consistent and timely unit compliance with all University reporting and other administrative/business requirements, policies and procedures;
4. Allocating unit resources in support of unit goals, objectives and priorities;
5. Engaging in and encouraging efforts to obtain external resources in support of unit goals and priorities; and
6. Ensuring all levels within the unit are well informed about issues, priorities, and expectations of the wider University community.

These rules of procedure have been created and approved by the faculty of this school, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until approved by the dean of the College of Communications and Information and the provost, as indicated by their signatures below.

A current copy of the approved rules for this school is available in the office of the director of the school, the dean of the college, and the provost's office.

Appendices II and III: School mission statement and strategic plan, to be added

Rules of the Faculty Approved

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