

## Harrington School of Communication and Media

College of Arts and Sciences

University of Rhode Island

By-Laws, adopted: December, 2020

09.29.20 Amendment added 03/2021

- I. Name: Harrington School of Communication and Media, College of Arts and Sciences, University of Rhode Island. The School includes, but is not limited to Communication Studies, Journalism, Public Relations, Film/Media, Writing and Rhetoric, and the Graduate School of Library and Information Studies
  
- II. Administrative Structure and Responsibilities—The Director
  - A. The School shall be administered by an appointee of the Dean of the College of Arts and Sciences, who shall hold the title of Director of the Harrington School. In consultation with the appropriate department and College Dean, the Director of the Harrington School of Communication and Media shall agree on a tenure home within the Harrington School.
  
  - B. The Director’s responsibilities, as defined by the College of Arts and Sciences, include, but are not limited to, generating internal and external support for the activities and furtherance of goals and needs of the departments and programs in the school; advocating for faculty lines as needed; strengthening all departments and programs in the school; facilitating between and among internal and external stakeholders, the Advisory Board, and the University.
  
  - C. The School may undergo periodic review by outside experts in the field of communication and media. A program review usually occurs every five years.
  
  - D. The School shall have an Associate Director who will work in coordination with and under the jurisdiction of the Director.
  
- III. Administrative Structure and Responsibilities – Departments and Programs
  - A. All units, degrees, programs, departments, majors, minors, endowments, transfer credit agreements and curriculum development, consistent with the University Manual and the Faculty Senate’s founding authorization for the School of Communication, and to the extent possible, shall be retained by the individual units. Further, full time faculty, part-time faculty, staff, space, equipment, budget and facilities, consistent with the Faculty Senate founding authorization for the School of Communication, and to the extent possible, shall remain in the purview of the departments and programs.

- B. Each department and program in the School shall be administered by a chair, program director, or coordinator in accordance with the Collective Bargaining Agreement (specifically, but not limited to, Article 10, paragraph 2). Each department and program shall retain authority over faculty assignments and responsibilities consistent with the Collective Bargaining Agreement.
- C. Opportunities for joint appointments, interdisciplinary programs, research centers, *etc.*, shall follow normal university procedures.
- D. In the event a department or program in the School does not have a chair eligible under the contract to provide a review and recommendation on promotion and tenure to the Dean of the College of Arts and Sciences, the Dean, in consultation with the faculty members in that program shall select an appropriate colleague to represent them.
- E. The reappointment of department chairs and program directors in the School shall follow Collective Bargaining Agreement procedures.
- F. Any department or program wishing to sever ties and affiliations with the School or wishing to join the School, may do so following College of Arts and Sciences and University Manual guidelines.

#### IV. Technical Support

- A. The student staff of the Harrington MEC (Media Equipment Center) shall report directly to the Lead Information Technologist. The Lead Information Technologist shall report directly to the Director of the Harrington School.
- B. The student staff of the video production unit shall report directly to the Video Production Specialist. The Video Production Specialist shall report directly to the Director of the Harrington School.
- C. The student staff of the Broadcast Center shall report directly to the Video Production Engineer and Manager of the Broadcast Center. The Video Production Engineer and Manager of the Broadcast Center shall report directly to the Director of the Harrington School.

V. School-Wide Faculty Meetings

- A. The School shall hold at least one faculty meeting each semester. Dates for meetings for the academic year shall be distributed by the mid-September. Two weeks prior to any meeting, a notice shall be distributed inviting suggested agenda items. One week prior to any meeting the agenda shall be distributed and shall include the minutes of the previous meeting. All such notices shall be distributed electronically.
- B. Additional meetings may be called at the discretion of the Dean, the Director or by petition of three or more department chairs and/or program directors to the Director, or by petition of ten or more tenure track or full-time faculty members of the School to the Director.
- C. The Director of the School, or his or her designee, shall chair the Harrington School meetings. Minutes of each meeting shall be taken by a designee of the Director. Minutes should be posted online within two weeks of the meeting date.
- D. *The Sturgis Guide of Parliamentary Procedure* shall be the parliamentary authority. A parliamentarian shall be elected by a majority vote of the Harrington tenure-track and full-time faculty.
- E. Meetings shall normally operate through consensus decision making, however, any member present has the right to call for a formal, recorded vote (including a vote by confidential ballot) on any issue before the Harrington School of Communication and Media.
- F. School meetings shall be open to all full-time and part-time faculty and staff. However, voting may be restricted to tenure-track and full-time faculty in the Harrington School of Communication and Media.

VI. Committees – Standing and Ad Hoc

- A. **The Executive Committee** is a standing committee consisting of the Director of the School and the chairs or program directors, or their designee, of the various departments and programs within the School. This committee shall meet at least monthly during the fall and spring semesters. The purpose of the Executive Committee shall be to advise and discuss with the Director departmental and program needs and priorities and for the Director to advise and discuss with the chairs and program directors the needs and priorities of the School. [Amendment Approved 09.29.20: A faculty at-large representative and two student-at-large representatives (one grad and one under-grad) shall be selected by electronic ballot of the faculty and staff of the School and serve in an advisory capacity for a term not to exceed two years. No such elected representative may serve more than two consecutive terms. Candidates may be nominated with the permission of the potential nominee and self-nominations are permitted.]
- i. Curriculum development remains within the purview of the departments. The Executive Committee shall be informed of departmental curriculum proposals prior to their submission to the Dean's office. Such information may be shared electronically.
  - ii. The chairs shall keep their faculty and staff apprised of pertinent information related to meetings of the Executive Committee. Such information may be distributed electronically.
- B. The School may create and charge *ad hoc* faculty committees as deemed necessary by the Executive Committee. *Ad hoc* committees shall cease to exist upon completion of the task/s for which they were constituted.
- C. The committee charge, and the progress of work of standing and *ad hoc* committees shall be reported to the Executive Committee by committee chairs or their appointee at least once a semester. This reporting may be done electronically. Further the *ad hoc* committee chair may be asked to report to the Harrington faculty and staff at a meeting of the School.

VII. Financial Transparency

- A. The Director or his/her designee shall make available to all chairs a generalized budget report for the Harrington School of Communication and Media.
- B. The report shall be available as an on-line posting to all faculty, and staff, of the school at least once a year on or before July 30<sup>th</sup>.

#### VIII. Amending the Bylaws

- A. These bylaws may be amended if the proposed amendment is approved by a majority vote at a Harrington School meeting. Any amendment proposed at the meeting of the Harrington School cannot be voted on until the next meeting. Any amendment circulated two weeks prior to a Harrington School meeting may be voted on at that meeting.
- B. A quorum shall consist of one-third of the tenure-track and full-time faculty whose tenure and or review home is in the Harrington School of Communication.
- C. If any of the above provisions of these by-laws or any other governing document shall be found to be in conflict with the latest Collective Bargaining Agreement or University Manual, those portions shall be considered severable and shall not affect the status of the remaining provisions.