



COLLEGE OF COMMUNICATION & INFORMATION



THE COLLEGE OF COMMUNICATION AND INFORMATION BYLAWS [As amended - 10/25/24]

I. Name

These bylaws are created for the College of Communication and Information [hereinafter referred to as the “College].”

II. Principles

A. Communication

Communication between the Faculty and the College administration should be open and clear to ensure maximum Faculty participation in administrative affairs. This includes Faculty approval of the creation of academic programs or the elimination of existing academic programs with curricular matters not being mandated solely by budgetary decisions. The Faculty should also participate in establishing long-range goals and strategies, and should be consulted in the selection and retention of administrative officers of the College including the Dean, Associate Dean(s), and Directors.

B. Schools

While the nature, extent, and particular form of Faculty participation in academic affairs may differ among Schools, the Faculty is responsible for decisions on curriculum and degree programs and requirements. The Faculty provides advice on (a) decisions regarding the hiring of new Faculty members, including the choice of new Directors; and (b) consideration of tenure and promotion of Faculty members. Each School shall, in accordance with the Faculty Handbook, develop bylaws regulating decisions on curriculum, degree programs and requirements, the hiring of new personnel, and the tenure and promotion of Faculty members.

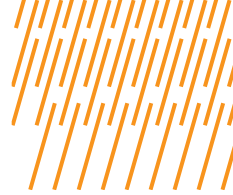
C. Diversity

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College’s faculty, staff, students, and the larger communication and information community.

III. Precedence of Bylaws

A. University Policies and Procedures

College Bylaws, particularly when dealing with the responsibilities and authority of administrators and Faculty, shall reflect the policies and procedures found in the current Faculty Handbook and other official documents stating University of Tennessee policies. Nothing in these bylaws shall abridge the respective powers and prerogatives residing in the University Faculty or the University Administration.



B. College Bylaws

The College Bylaws precede those of the Schools. Schools may not enact bylaws that conflict with those of the College.

C. School Affairs

Faculty members shall decide on matters of concern to their School, especially in curricular and Faculty affairs. College oversight of School decisions shall be limited to matters that directly impact another School or the College as a whole.

IV. College Governance

A. Membership

1. Member Qualifications

All persons holding a full-time faculty appointment in the College are voting members. Administrators with academic rank are voting members.

2. Additional Members

An individual formally associated with the College may be admitted into membership upon a two-thirds affirmative vote of the entire membership after that request has been included in the meeting agenda. Such membership shall be limited to one academic year. The new member may not vote until the meeting following admission to voting membership.

3. Attending Meetings

With the exception of meetings of the Faculty Affairs Committee, the Administrative Committee, and the Dean's Advisory Council, individuals with an interest in College affairs may attend College committee meetings.

4. Speaking at Meetings

At the discretion of the presiding officer, and with the consent of the voting members, non-voting members may be granted the floor to address a matter about which they have particular knowledge or experience. The decision of the presiding officer to allow a non-voting member to speak may be appealed by a voting member and overturned by a majority of voting members.

B. College Meetings

1. Regular Meetings

The Dean shall call and conduct at least two regular meetings each year with one in the fall term and the other in the spring term. In addition to the meetings specified above, the College may also meet at the call of the Dean or upon request of fifteen percent of the membership or upon the formal request of the majority of members of a standing committee. A meeting must be held within ten working days of such a formal request.

a. Agenda Distribution

The Dean shall distribute to all members an agenda five working days in advance of a scheduled College meeting. Meetings shall be announced publicly to comply with open meeting requirements.

b. Quorum

A simple majority of the voting membership constitutes a quorum. Motions will pass with a simple majority vote.





c. Conduct of Meetings

The Dean shall preside at College meetings. If the Dean will be absent, she/he shall appoint a substitute to conduct the meeting. The Dean shall appoint a Parliamentarian to provide advice upon proper procedure. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the College may adopt.

d. Voting

Voting shall be by voice or hand, unless a secret ballot is requested by a majority of the members present.

e. Reporting

The Dean shall appoint a recording secretary to record discussion and action taken at the meeting. These minutes shall be distributed to members no later than five working days after the meeting.

V. College Organization and Administration

A. Units within the College

The College recognizes these units:

- Office of the Dean
- Office of the Associate Dean for Academic Affairs and Student Success
- Office of the Associate Dean for Research and CCI Research and Innovation Center
- Tombras School of Advertising and Public Relations
- School of Communication Studies
- School of Information Sciences
- School of Journalism and Media
- Office of Finance, Administration, and Operations
- Office of Communications and Marketing
- Office of Advancement

B. Administration of the College

1. College Leadership

The chief executive and academic officer of the College is the Dean. The Dean serves at the pleasure of the Chancellor and is appointed following established University policies and procedures. College Faculty, professional staff, and students have an advisory role in selecting the Dean.

2. College Administrative and Professional Staff

Administrative and Professional staff shall be appointed by the Dean of the College and shall serve at his/her pleasure within the guidelines of University rules, policies, and procedures. The Dean may appoint an Associate Dean(s) as the need arises and he/she shall serve under the same conditions as other administrative staff. In preparation for such an appointment, each Faculty member of the College shall be surveyed anonymously for comment.



C. Administration of Schools

1. School Leadership

The chief executive and academic officer of a School shall be the Director. School Directors are appointed for a renewable five-year term and serve at the will of the Dean and the Chancellor. In preparation for such an appointment, each Faculty member of the School shall be surveyed anonymously for comment.

The Dean evaluates School Directors each year following the procedures in the Faculty Handbook. College Faculty participates in the appointment and review process following the procedures in the Faculty Handbook.

2. School Administrative and Professional Staff

Professional staff members within the Schools are appointed without a definite term and serve at the pleasure of the Director. The Director evaluates professional staff each year. In preparation for this evaluation, the School Director solicits anonymous written comment from each Faculty member of the School.

VI. Working Groups of the College

A. Overview

1. Purpose

The purpose of the College-wide standing committees is to identify and solve problems of interest to the College as a whole. Committees within each School should deal with matters of particular importance to that School.

Advisory councils provide the Dean with advice on a variety of topics important to the College. While advice is sought and valued, the Dean alone has the authority to make decisions for the College in matters other than the curriculum. The Board of Visitors, the Dean's Advisory Council, and the Administrative Committee are continuing advisory councils. The Dean may create other councils as needed.

Other working groups within the College are formed to meet specific purposes either as detailed in these bylaws or in the charges to those groups as they are formed.

2. Membership

Unless otherwise specified, voting membership in all committees of the College shall be limited to Faculty members as defined in section IV.A.1. However, voting members of the committee may choose to invite contingent Faculty, staff and/or students to join the committee and may assign voting privileges to those members as appropriate. Unless otherwise specified, committee members shall elect the chair of the committee.

3. Meetings

Unless otherwise noted, the general principles for College meetings outlined in section IV.B apply to meetings of working groups of the College. Standing committees should meet throughout the academic year as needed to accomplish their duties.

The duties and responsibilities assigned to the Dean for College meetings shall be assigned to chairs of working groups of the College unless otherwise specified.

4. Reporting

Working groups should follow procedures noted in section IV.B for distribution of agendas and minutes of meetings. In addition, a report summarizing the activities of each working group shall be presented to the College at the end of each academic year unless the minutes and/or year-end report contain confidential personnel matters.



B. Standing Committees

1. Faculty Affairs Committee

a. Purpose and Duties

The Faculty Affairs Committee shall consider and make recommendations on issues of particular concern to the Faculty such as evaluation of Faculty performance, and workload issues. The charge is to 1) consider requests for tenure and promotion of tenure-track faculty; 2) consider requests for promotion for non-tenure-track faculty; and 3) review policies and procedures to ensure that the College Faculty is treated in an equitable and professional manner.

When a Faculty member requests tenure and/or promotion consideration, tenure-track members of the Faculty Affairs Committee shall review recommendations by School tenure/promotion committees. Following the language in the Faculty Handbook, the committee brings “broader Faculty and administrative judgments to bear and also monitors general standards of quality, equity, and adequacy of procedures used.” When a Faculty member requests promotion in a non-tenure-track position, the Faculty Affairs Committee will include non-tenure-track members above the rank of the candidate under review and shall review the promotion cases forwarded by the Schools.

The Faculty Affairs Committee also processes nominations for College-level faculty awards.

b. Term

Two tenured Faculty members and one non-tenure track faculty member above the rank of the candidate(s) under review appointed by each School Director shall serve a two-year term staggered within the unit.

c. Additional Considerations

All individuals who are being considered for promotion to full professor must be evaluated by at least three (full) professors at the College level, only two of whom can be from the same unit. If there are insufficient eligible voting members on the Committee for a particular dossier, the Dean will appoint an ad hoc member of the Committee for that dossier only. All individuals who are being considered for the highest level of promotion in a non-tenure-track title must be evaluated by at least three non-tenure-track faculty at the highest rank at the College level, only two of whom can be from the same unit. In both cases if there are insufficient eligible voting members on the Committee for a particular case, the Dean will appoint an ad hoc member of the Committee for that case only.





d. Tenure and/or Promotion Recommendations

Recommendations for promotion and tenure in the College of Communication and Information shall be made in full accordance with established policies and procedures of the University of Tennessee, Knoxville, as outlined in the current edition of the Faculty Handbook. Within CCI, criteria for faculty promotion and tenure are varied and complex. They recognize that each faculty position has its own distinctive requirements and that the missions of the academic units within the college are highly diverse. Moreover, advancement in academic rank and/or the award of tenure must be based on a faculty member's demonstrated proficiency in fulfilling his/her particular role and in contributing to the performance of his/her School's mission. Faculty and the director in each school make a recommendation for promotion and tenure in accordance with the individual School's stated criteria.

The role of the CCI Faculty Affairs Committee with regard to promotion and tenure cases is to ensure that candidates receive fair consideration. As such, the committee will look to see if University policy was followed, if School bylaws were followed, if the criteria for tenure and/or promotion were made clear to the candidates, if the candidates were given substantive and consistent guidance during the annual review process, if tenured/tenure-track candidates had a voice in the selection of external reviewers in accordance with UTK policy, if a proper enhanced (e.g., third-year) review was conducted, if proper peer teaching evaluations were conducted, if candidates had the opportunity to respond to the School's recommendation in accordance with UTK policy. The CCI Faculty Affairs Committee's recommendation to the Dean focuses on the extent to which policies and bylaws were followed, and that the candidate received fair consideration.

2. Graduate Studies Committee

a. Purpose and Duties

The Graduate Studies Committee in partnership with the College Leadership Team considers the policies and procedures associated with graduate students, including curriculum, recruitment, and quality of life issues. The charge is to 1) review graduate student policies and procedures in partnership with the College Leadership Team; 2) vote on graduate curricular proposals and advise the College where there is College-wide impact; 3) participate in student recruitment efforts; 4) select recipients for doctoral student awards, 5) discuss progress of first-year studies PhD students; and 6) appoint GSC faculty member(s) to represent the College on the Graduate Council. To facilitate college-wide communication and foster collaboration and input, the committee chair shall distribute to the college an agenda of proposed curriculum changes five working days in advance of the scheduled committee meeting where a committee vote is to be taken.

b. Term

One faculty member appointed by each School Director shall serve staggered two-year terms. The Director of College-Wide Graduate Programs is an ex-officio member of this committee.



3. Undergraduate Studies Committee

a. Purpose

The Undergraduate Studies Committee in partnership with the College Leadership Team considers policies and procedures associated with undergraduate minors and majors, including curriculum and quality of life issues. The charge is to 1) review undergraduate student policies and procedures in partnership with the College Leadership Team; 2) vote on undergraduate curricular proposals and advise the College where there is College-wide impact; and 3) appoint USC faculty member(s) to represent the College on the Undergraduate Council. To facilitate college-wide communication and foster collaboration and input, the committee chair shall distribute to the college an agenda of proposed curriculum changes five working days in advance of the scheduled committee meeting where a committee vote is to be taken.

b. Term

One faculty member appointed by each School Director shall serve staggered two-year terms. The Assistant Dean for Undergraduate Studies and Advising is an ex-officio member of this committee.

4. Budget Committee

a. Purpose

The Budget Committee provides feedback on the College's annual budget to facilitate financial planning, coordination of budgets, and determining funding priorities. The charge is to 1) review the College budget and its revenue and expenses in line with the College's strategic plan; 2) make recommendations regarding the College's budgetary processes; and 3) monitor budget performance.

b. Term

One tenured or tenure-leading Faculty member appointed by each School Director shall serve staggered two-year terms. The Dean shall also appoint at least one non-tenure-track faculty member and two staff members to serve on the committee annually. The Dean and Director of Finance, Administration, and Operations are ex-officio members of this committee.

5. Research Advisory Committee

a. Purpose and Duties

The Research Advisory Committee promotes and facilitates College-wide research activities. The charge is to: 1) assist with planning and execution of the College's annual research symposium; 2) function as a "think tank" that focuses on ways to foster new research activity for faculty and graduate students; and 3) provide faculty input into the operations of the Research and Innovation Center.

b. Term

Two tenured or tenure-leading Faculty members appointed by each School Director shall serve a two-year term staggered within the unit. A doctoral student member will be appointed to a one-year term by the Associate Dean for Academic Affairs and Student Success. At least one staff member in the CCI Research and Innovation Center will be an ex-officio member of this committee. The Associate Dean for Research is the chair of this committee.



6. Access and Engagement Committee

a. Purpose and Duties

The Access and Engagement Committee facilitates and monitors CCI's access and engagement initiatives. Its broad charge includes fostering, coordinating, and evaluating CCI's environment for diversity, particularly as it relates to underrepresented groups. The charge is to: 1) assist in the development of diversity and inclusion goals and initiatives for the college; 2) monitor and evaluate CCI's progress in promoting diversity and inclusion; and 3) assist with coordination and promotion of CCI access and engagement initiatives and events.

b. Membership and Term

One tenured or tenure-line Faculty member appointed by each School Director shall serve staggered two-year terms. The Dean shall also appoint at least one representative from each of the following groups to serve on the committee annually: non-tenure track faculty, exempt staff, non-exempt staff, and doctoral students. The Director of Access and Engagement will serve as an ex-officio member of this committee.

C. Advisory Groups

1. Administrative Committee

a. Purpose and Duties

The Administrative Committee provides the Dean with candid advice and counsel on a broad range of concerns relating to the management of the College.

b. Members

The Committee shall consist of the heads of the units recognized in section V.A. If a unit head is unable to attend, a proxy may represent the unit. Other members of the College shall participate as the Dean requests.

c. Meetings

The Committee shall meet at least once each month except during the summer term. Additional meetings may be called by the Dean.





2. The Board of Visitors

a. Purpose and Duties

The Board assists development of the College by identifying and helping to secure external funding. The Board is an advocate on the College's behalf and identifies trends and developments within the communication and the information communities likely to impact professional training and scholarly activity.

b. Members

The members are nominated by Directors in consultation with their Faculty members to equitably represent the various constituencies of the College. Final approval rests with the Dean.

c. Meetings

The Board meets at least once each year. Additional meetings may be called by the Dean or by fifteen percent of the Board members. The Dean shall provide members with an agenda and appropriate documents at least three weeks before the meeting.

d. Term

The members serve a three-year term. The term may be renewed via approval by the Dean. Terms shall be staggered to ensure continuity.

3. The Dean's Faculty Advisory Council

a. Purpose and Duties

The purpose of the Advisory Council is to provide the Dean with candid advice and counsel on a broad range of Faculty concerns. The Advisory Council may request meetings with the Dean to address issues that emerge from the Faculty. The Dean may also request meetings with the Advisory Council to give him/her advice and insight on College issues.

b. Members

Each School Director shall appoint one tenured or tenure-leading Faculty representative to serve on this Council. The Dean shall appoint two non-tenure-track faculty members. The members shall then elect a chair.

c. Term

The members serve a one-year term.

4. The Dean's Staff Advisory Council

a. Purpose and Duties

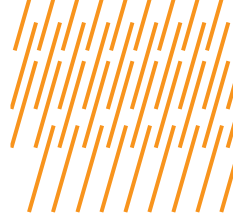
The purpose of the Advisory Council is to provide the Dean with candid advice and counsel on a broad range of professional staff concerns. The Advisory Council may request meetings with the Dean to address issues that emerge from the Staff. The Dean may also request meetings with the Advisory Council to give him/her advice and insight on College issues.

b. Members

Each School Director shall recommend one staff representative to serve on this Council. The Dean shall appoint two staff members from other units in the College and aim to balance the Advisory Council with staff members who hold exempt and non-exempt positions. The members shall then elect a chair.

c. Term

The members serve a one-year term.



5. Dean's Student Advisory Councils

a. Purpose and Duties

The purpose of the Dean's Student Advisory Councils (one for undergraduate students and one for graduate students) is to provide the Dean with candid advice and counsel on a broad range of student issues. The Dean will request meetings with the Student Advisory Councils at least once each semester to give him/her advice and insight on College issues.

b. Members

Each School Director shall appoint one or two students in each of its undergraduate majors to serve on the Dean's Undergraduate Student Advisory Council. Directors of graduate programs shall identify two students from each graduate program to serve on the Dean's Graduate Student Advisory Council.

c. Term

The members serve a one-year term.

D. Interest Groups

1. Purpose and Duties

To provide an opportunity to collaborate in the study of intellectual concerns and topics of interest to Faculty in the College as a whole, interest groups may be created where Faculty interest is demonstrated. Such groups may consider research, teaching, and public service related to particular topical concerns.

2. Members

Interest groups are open to anyone in the College or affiliated units who share research, teaching, and public service activities in the area of intellectual concern around which the group is formed.

3. Term

Interest groups may exist as long as they are active. Members serve on their own initiative.

E. Ad Hoc Committees

1. Purpose and Duties

Ad-hoc committees consider important matters beyond the scope of a College standing committee or that need to be addressed by two or more College standing committees.

2. Members

The Dean may create ad hoc committees on her/his initiative, upon request from Faculty and Directors, or as required by motions passed at a College Faculty meeting. Faculty and students may be asked to serve. The Dean shall make the final decision.

3. Term

These committees meet until their charge is completed.





F. University Committees and Councils

1. Overview

University-wide committees and councils provide an opportunity for College Faculty to participate in and influence the creation of policies and procedures for the Knoxville campus and the University system.

2. Nomination and Selection

Anticipated vacancies on University committees and councils where the College has representatives shall be announced to College Faculty according to the schedule of that committee or council.

The College shall follow University committee and council guidelines or procedures in selecting members to serve. In some cases, the chair of that committee or council or a selection committee shall appoint members. In some cases, the Dean shall appoint the member. In other cases, College Faculty shall elect members. In this case, candidates may be nominated, with the approval of the candidate, and elected by the Faculty at a College Faculty meeting or via ballots distributed to Faculty and returned to an appropriate person for counting.

3. Reporting

Members of University committees and councils shall report to the College within ten working days after each meeting. If there is more than one College representative, one should report. The representative shall also be available to respond to questions and comments at the following College Faculty meeting.

VII. Peer Evaluation of Teaching

Peer teaching evaluations conducted in the College of Communication and Information follow the policies below. Unless otherwise noted, CCI follows the University of Tennessee's recommendations for peer teaching evaluations.

A. Peer Review Team Composition

Each peer review team, for tenured/tenure track faculty, must consist of at least two tenured faculty members. For non-tenure track full-time faculty each peer review team must consist of two faculty members, at least one of whom is a tenured faculty member with the second team member being either a tenure-track faculty member or a non-tenure track faculty member of higher rank. One must be selected from within the School by the School's director, and one must be suggested by the faculty member under review. One may come from outside the School. All requests to serve on the peer review team should come from the director. The director will ask one member of the peer review team to serve as its chair.

Serving on a peer review team should be considered the equivalent of a committee assignment within the School. It is recommended that novice evaluators be included on peer review teams with seasoned evaluators. Membership on peer review teams should be rotated among tenured faculty and, when appropriate, among non-tenure track faculty within a School when possible.



B. Timing of Review

A total of two peer teaching reviews must be conducted for each tenure-track faculty member during the probationary period prior to tenure. The first peer review must be conducted in the second or third year of the probationary period, and the second must be conducted in the fourth or fifth year. It is recommended that the second review be conducted at least three semesters after the first.

At least one peer teaching review must be conducted for each associate professor with tenure prior to consideration of promotion to rank of full professor. It is recommended that the peer teaching review for associate professors be conducted at least three years post-tenure.

At least one peer teaching review must be conducted for non-tenure-track full-time faculty members prior to consideration of promotion to senior lecturer or equivalent non-tenure-track rank. One peer teaching review must be conducted for non-tenure-track full-time faculty members prior to consideration of promotion to distinguished lecturer or equivalent non-tenure-track rank.

Any faculty member may request an informal review at any time.

C. Process

Each peer teaching review must be completed within one semester. The School's director should convene the peer review team early in the semester to facilitate scheduling of teaching observations, review of pedagogical materials, and feedback to the faculty member prior to the end of the semester.

The faculty member should provide the following materials to the peer teaching review team:

- a. course descriptions and current syllabi for courses to be observed;
- b. examples of teaching materials (e.g., PowerPoints, handouts, assignments);
- c. assessment examples (e.g., exams, rubrics used for grading assignments);
- d. access to online teaching sites if these are used (e.g., Canvas);
- e. UT Knoxville's standardized evaluations from previous semesters (currently SAIS).

Prior to conducting teaching observations, members of the peer teaching review team should meet with the faculty member to discuss his or her perspectives on teaching and the learning objectives for the classes to be observed.

The peer teaching review team must complete a minimum of two class observations (or combinations of other outreach/teaching situations) during separate class meetings and provide written evaluation of the observations to the chair of the review team. Ideally, class observations should occur in different courses. At least one of these class observations should also include in-class student interviews without the faculty member under review present. It is recommended that the team members coordinate in advance classroom visits with the faculty member under review and to identify the class observation in which the faculty member could allot time at the end of the class session to allow the observer to speak with the students.



D. Preliminary Report of the Task Force on Teaching Evaluation

Following examination of teaching materials and teaching observations, the peer teaching review team will produce a written report. The chair of the peer teaching review team will meet with the faculty member at the conclusion of the review to discuss the content of the report. The chair of the team will then forward the report to the School's director, who will discuss the report with the faculty member. After discussing the report with the director, the faculty member under review may submit a written response. The response, if any, must be attached to the report and placed within the faculty member's permanent file.

E. Use of Peer Teaching Review Reports

The reports of peer teaching review teams must be part of promotion and tenure considerations of tenure-track and non-tenure-track faculty and should be included in the tenure/promotion dossier in the appropriate location per the Faculty Evaluation Manual's dossier organization instructions. Directors may consider them in evaluating a faculty member's annual performance.

VIII. Amendment of Bylaws

A. Process

The bylaws of the College may be amended by a two-thirds vote at any scheduled meeting. At least five working days prior to the scheduled meeting, all College Faculty members must receive notice of an intention to amend, proposed amendments, and an agenda that provides opportunity for discussion and voting on proposed amendments.

B. Availability

Once an amendment has passed, the revised bylaws shall be available on the College website. In addition, a hard copy of the current bylaws shall be available in the College office and in each School office.

AMENDED OCTOBER 25, 2024

