

ARTICLES OF GOVERNANCE  
Department of Communication  
University of Arkansas

Membership

The membership of the Department of Communication will consist of all faculty on regular tenure-track appointment; each will be eligible to cast one vote and be an appointed or elected member of Department committees. Clinical, Visiting, Emeritus, and Adjunct faculty may be ex-officio (non-voting) members.

Meetings

1. The Department will hold a minimum of two meetings during the academic year, one in the fall semester and one in the spring semester. Other meetings will be scheduled at the request of the Chairperson, or at the written request of one-third (1/3) of the voting members of the Department.
2. A quorum will consist of two-thirds (2/3) of the Department's voting members.
3. The time, place, and agenda of the meetings will be announced reasonably in advance of each meeting. Members may introduce items of business at their discretion.
4. Minutes of each meeting will be circulated to the faculty within five (5) working days after the meeting.
5. Robert's Rules of Order (Newly Revised) will serve as the parliamentary manual for the meetings.

Chairperson

1. The Chairperson is appointed by the Chancellor, on the recommendation of the Dean, generally following the Dean's consultation with all voting members of the Department. The Chairperson does not have tenure in office, but serves for a specified term, usually three years.
2. The Chairperson will preside over Department meetings, serve as Department spokesperson, appoint special committees, and serve as an ex-officio non-voting member of all Department committees.

Executive Committee

1. The Executive Committee will consist of one third (1/3) of the number of voting faculty—not to exceed a total of six (6) members in any one year. Committee members will be elected at large by the voting members of the faculty. No more than three (3) members may serve from the same emphasis area in the Department. The term of office will be for three years and will be arranged so that at least one (1) member's tenure in office will terminate each year. After completing a term of service, a faculty member is not eligible for reelection for the following year. A

committee chairperson will be elected by the committee members to serve a one-year term.

2. The Executive Committee will serve as an advisory body in making recommendations to the Department Chairperson and to the faculty. The committee may study any departmental matter it judges proper and may examine any matter which a member of the Department requests it to consider. The Executive Committee performs the functions of a department personnel, or "unit" committee, as provided for in the campus personnel document.
3. Robert's Rules of Order (Newly Revised) will serve as the parliamentary manual for the meetings.

### Administrative Positions

1. Administrative positions include Vice Chairman, Graduate Coordinator, Undergraduate Coordinator, Internship Coordinator, Basic Course Director, and Development Coordinator.
2. These appointments have a 4-year term limit, but those holding the positions may reapply. All tenure track and clinical faculty may apply for these roles.
3. The Executive Committee will evaluate the applications and forward its recommendation to the Chair. If multiple Executive Committee members apply, the Chair will appoint an ad hoc committee to review applicants.

### Graduate Committee

1. The Graduate Committee will consist of three (3) members of the graduate faculty. Committee members will be elected at large by the voting members of the graduate faculty. No more than two (2) members may serve from the same emphasis area in the Department. The term of office will be for three (3) years and will be arranged so that at least one (1) member's tenure in office will terminate each year. After completing a term of service, a faculty member is not eligible for reelection for the following year. A Committee chairperson will be elected by the committee members to serve a one-year term. In addition to the three elected members, the Director of the Basic Course will serve as an ex-officio member of the Graduate Committee.
2. The Graduate Committee will serve as an advisory body to make recommendations to the Department Chairperson and to the faculty concerning matters directly related to the graduate program. In addition, it will actively recruit well qualified students to the program, produce and keep current a document which describes the departmental graduate experience, serve as liaison with the Graduate School, appoint initial graduate advisors, and monitor the graduate program to ensure that it continues to produce high quality graduates. In addition, the committee will also identify and nominate qualified graduate students for awards or recognition from the Fulbright College, the university, and academic/professional associations.
3. The Graduate Committee shall provide a report of their activities at the first meeting

of the Department faculty each semester.

4. Robert's Rules of Order (Newly Revised) will serve as the parliamentary manual for the meetings.

#### Undergraduate Committee

1. The Undergraduate Committee will consist of three (3) members of the graduate faculty. Committee members will be elected at large by the voting members of the graduate faculty. No more than two (2) members may serve from the same emphasis area in the Department. The term of office will be for three (3) years and will be arranged so that at least one (1) member's tenure in office will terminate each year. After completing a term of service, a faculty member is not eligible for reelection for the following year. A Committee chairperson will be elected by the committee members to serve a one-year term.
2. The Undergraduate Committee will serve as an advisory body to make recommendations to the Department Chairperson and to the faculty concerning matters directly related to the undergraduate program. The committee will plan meetings and events to promote career planning, internships, and employment opportunities for Communication students. In addition, the committee will also identify and nominate qualified undergraduate students for awards or recognition from the Fulbright College, the university, and academic/professional associations.
3. The Undergraduate Committee shall provide a report of their activities at the first meeting of the Department faculty each semester
4. Robert's Rules of Order (Newly Revised) will serve as the parliamentary manual for the meetings.

#### Development Committee

1. The Development Committee will consist of three (3) members of the tenure-track faculty. Committee members will be elected at large by the voting members of the tenure-track faculty. No more than two (2) members may serve from the same emphasis area in the Department. The term of office will be for three (3) years and will be arranged so that at least one (1) member's tenure in office will terminate each year. After completing a term of service, a faculty member is not eligible for reelection for the following year. A Committee chairperson will be elected by the committee members to serve a one-year term.
2. The Development Committee will serve as an advisory body to make recommendations to the Department Chairperson and to the faculty concerning the development and promotion of the Department to the campus community and to the general public. These matters include, but are not limited to, the following:
  - planning and promoting academic and professional speakers for Department colloquia, UA Distinguished Lectures, and co-sponsored programs with other

departments

- planning meetings and events with employers, alumni, and others to promote or discuss the Department's research and teaching activities
  - nominating Department personnel for awards or recognition from the Fulbright College, university, and academic/professional associations
  - promoting the Department's activities via electronic and online media platforms, including the Department's web site and social media pages
  - publishing a semi-annual newsletter promoting the work of Department alumni, students, and faculty
3. The Development Committee shall provide a report of their activities at the first meeting of the Department faculty each semester.
  4. Robert's Rules of Order (Newly Revised) will serve as the parliamentary manual for the meetings.

#### Appointments, Promotions, Tenure, Non-reappointment, Dismissals, Salary

In issues governing appointments, promotion, tenure, non-reappointment, dismissals, and salary, the Department is governed by the procedures and guidelines prescribed by the University, Fulbright College, and the Communication Department.

#### Faculty Evaluation Criteria

The evaluation criteria for faculty annual evaluations are intended to supplement the college's "Personnel Document on Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Promotion, Tenure, Annual Review, and Post-Tenure Review of Faculty."

A rating of "fully meets expectations" indicates a level of activity that, considering the range of all the department faculty's performance and contribution, demonstrates an exceptionally strong commitment to the University's mission to be a nationally competitive, student centered, research university serving Arkansas and the world. Faculty members are annually evaluated in three areas of performance:

##### 1. Teaching

Professional, creative activity, defined in a broad sense, pertinent to the academic mission of the department or university.

- **Fails to meet expectations:** Poor student evaluations and no evidence of teaching effectiveness. No advising, mentoring, independent study, etc. No evidence of participation when efforts are made at curriculum development. Courses consistently fail to meet for minimum contact hours due to reasons which do not include research and/or service obligations or events covered by university policies. Refuses multiple requests to serve on student committees.

- **Minimally meets expectations:** Mediocre student evaluations and little evidence of teaching effectiveness. Minimal advising, mentoring, independent study, etc. No evidence of teaching innovation. Minimal evidence of participation when efforts are made at curriculum development.
- **Fully meets expectations:** Engaged in teaching and working with students through some of the following—a willingness to try out new ideas, dedication to an intensive classroom experience, active advising of students, mentoring, independent study, extracurricular talks, course modifications, teach required courses, etc. Presents evidence of innovative teaching methods and/or courses, developing new courses. Good overall teacher and course evaluations.
- **Exceeds expectations:** Actively engaged in teaching and working with students in and beyond the classroom by actively mentoring many students, heavy advising, directing honors and M.A. theses, extracurricular involvement, major development of courses and curricula, and/or recognition through competitive awards. Strong overall teacher and course evaluations.

## 2. Research/Creative Work

Professional, creative activity, defined in a broad sense, pertinent to the academic mission, with a distinction between refereed/juried work and non-refereed/non-juried work. Quality is valued over quantity.

- **Fails to meet expectations:** No work submitted to conferences or publication outlets. No progress in a two year period where t work submitted for presentation or publication is accepted.
- **Minimally meets expectations:** Some, but minimal evidence of professional work. Some work submitted to and accepted at conferences or by publication outlets over a two year period.
- **Fully meets expectations:** Active research, engaged in the research life of the department by presenting peer-reviewed or invited research at regional, national or international meetings or publication of research in the form of books, book chapters, or articles.
- **Exceeds expectations:** Active research agenda, including publication of research in the most recognized and competitive outlets and invited keynote lectures. Recognition of research contributions by professional organizations, funding agencies, or other entities.

## 3. Service

Professional activity pertinent to the academic mission of the department, university or profession. Service commitments can include activities for regional, national, or international associations; campus governance, or professional organizations that

contribute to the mission of the department, college, or university.

- **Fails to meet expectations:** No substantial participation in service activities on department, college, or university committees; campus governance; or activities that contribute to the mission of the department, university, or profession.
- **Minimally meets expectations:** Some, but minimal participation in committee service, campus governance, or professional engagement that contributes to the mission of the department, or university, or the profession.
- **Fully meets expectations:** Actively participating in committee service, campus governance, or professional engagement that contributes to the mission of the department, university or the profession. Peer reviews manuscripts for venues such as conferences, journals, or book publishers.
- **Exceeds expectations:** Significant participation in a leadership role, by a high number of service commitments outside the department, or by receiving honors/awards. Plays an important role in the intellectual life of the profession through activities such as serving on editorial boards for research journals, providing tenure reviews for other institutions, etc.

### Amendments

Amendments to the Articles of Governance must be initiated by a petition bearing the signatures of one-third (1/3) of the voting members of the Department and must be ratified by a two-thirds (2/3) vote of all voting members in the Department. Amendments may be voted only in Department meetings, and must be in the hands of members at least one week before the meeting at which the ratifying vote is made.

April 22, 2016 (Revised)  
April 23, 2015 (Revised)  
September 12, 2013 (Revised)  
September 20, 2012 (Revised)  
February 16, 2011 (Revised)  
September 5, 2003 (Revised)  
August 29, 1997 (Revised)  
May 2, 1990 (Revised)  
February 15, 1982 (Adopted)