

**Bylaws
of the
DEPARTMENT OF JOURNALISM
May 2, 2025**

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Preamble

The Bylaws of the Department of Journalism, a unit of the College of Media at the University of Illinois, provide for the administrative organization and procedures of the department. These bylaws derive their authority from the University Statutes, which state that each academic unit shall be governed in its internal administration by its faculty, and that the governance of each unit shall be based on bylaws established and amended by the faculty of that unit. The bylaws are an extension of the Statutes and, as such, must accord with them. In case of disagreement, the Statutes shall prevail. Similarly, in cases where the bylaws of departments in the College conflict with College bylaws, the College bylaws shall prevail.

I. Purpose

In accordance with these by-laws, the faculty of the Department of Journalism, a unit of the College of Media at the University of Illinois, shall:

- A. Determine and implement those policies that will best advance the academic aims of the Department.
- B. Make recommendations on matters of educational policy relevant to the Department, but which fall under the jurisdiction of other bodies.

II. Department Membership and Voting

- A. Voting members include all full-time faculty members with at least a 50% appointment in the Department. This includes all persons with the rank of professor, associate professor, or assistant professor who are tenured or are receiving probationary credit toward tenure and all persons holding a specialized faculty with ranks and titles specified in Provost Communication 25.
- B. Voice but not vote is accorded to visiting, adjunct, and emeritus faculty, and academic staff who do not hold a faculty appointment.
- C. For situations not covered by the above provisions, the Department defers to Article II, Section 3 of the University Statutes addressing voting rights.

III. The Department Head

The executive officer of the Department shall be the Head. Under the University Statutes (IV.3) the Head shall have general directions of the work of the department, perform the duties described in the Statutes (IV.3.d), and follow the guidelines for shared governance outlined in Provost Communication 27.

IV. Meetings

- A. Frequency, Call, and Notice of Regular and Special Meetings

1. Meetings of the voting members of the Department shall be held at least twice every semester and may be convened by the Head at other times or called on petition of the faculty as provided below.
2. The voting members of the Department shall receive notice of any meeting at least one week in advance of the meeting. Notice may be written or oral.
3. Upon written petition by at least five members of the Department not on sabbatical, the Department Head shall call a special meeting upon giving proper notice. The petition and notice of the meeting shall state the proposed agenda or resolution(s).
4. Notice of any special meeting or of any rescheduled regular meeting or of any reconvened meeting shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the meeting.

B. Agenda

1. An agenda for regular or special faculty meetings shall be prepared by the Head, who will invite members to submit items for inclusion.
2. For meetings called by petition, the agenda of the meeting will be limited to discussion of the subject(s) stated in the petition.
3. The agenda for regular or special faculty meetings will be circulated, along with any relevant documents, at least one week before the meeting.

C. Presiding Officer

The presiding officer at meetings of the Department shall be the Department Head or, in his/her/their absence, the designee of the Department Head.

D. Quorum

A quorum shall consist of a simple majority of the Department members with voting rights not on sabbatical. Quorum requirements apply to synchronous attendance regardless of meeting modality (i.e., in-person, hybrid, or fully online). In the absence of a quorum, the presiding officer may recess the meeting until a future date. Lacking a quorum at the second meeting, the Department Head and Advisory Committee shall act on behalf of the Department.

E. Voting Procedures

1. Robert's Rules of Order shall govern the conduct of voting at meetings.
2. Voting may occur by voice, paper, or electronic means, as needed. If paper or electronic ballots are to be employed, ballots shall be distributed, returned, and

counted by procedures designed to assure a confidential vote. Voting during a partially or fully online meeting will be conducted via a secret electronic ballot for remote participants, and by secret paper ballot for in-person participants.

3. A motion to employ a paper ballot in voting on a resolution is not debatable and shall require a simple majority of those present.
4. Proxy voting shall not be permitted.
5. The Department Head will designate two members from those present to count the ballots and certify the vote.

V. Committees

All faculty members are expected to serve in an active and responsible manner on the various committees of the Journalism Department, as committee participation is considered as part of each faculty member's workload. Staff and students who participate on committees will also be expected to serve in an active and responsible manner, as they are accountable to their respective constituencies. The Department's election and appointment procedures should encourage diversity and inclusiveness in committee membership and equitable distribution of service responsibilities.

A. Advisory Committee

1. Duties

- a. The Advisory Committee shall act to advise the Head on matters pertaining to the Department, including providing for the orderly voicing of suggestions for the good of the Department; recommending procedures and committees that will encourage faculty participation in formulating policy; consulting on budgetary matters; advising on annual review, hiring and promotion matters; and dealing with matters requested by the Head.
- b. The Advisory Committee also will function as the Department Grievance Committee, as set out in section 3 below.

2. Composition and Election

- a. The Advisory Committee shall be composed of four members of the faculty: At least two tenured faculty members, at least one senior specialized faculty member (i.e. Senior or Principal Lecturer, Associate or Full Clinical, Teaching or Research Professor), and one member of any title and rank.
- b. Members are elected by secret ballot to two-year terms; terms are staggered, such that only half the committee membership changes in any year. The ballot shall list

all eligible members of the department, which shall not include persons on sabbatical for the elected term.

- c. Voting members will cast four votes. The two tenured and one senior specialized faculty members with the highest vote totals in those categories will be elected. The faculty member receiving the next highest number of votes, regardless of rank or title, will also be elected.
 - d. The Department Head will break ties by random selection.
 - e. Vacancies on the committee will be filled by the nominee who received the next highest number of votes in the most recent election of faculty to the Advisory Committee, with due regard for rank and title as described in 2.b. above.
3. Function as the Department Faculty Grievance Committee
- a. As the Faculty Grievance Committee (FGC), the Advisory Committee addresses complaints from faculty members of the Journalism Department, as defined in Article II of these bylaws, concerning actions and policies of the Department, its officers, committees, or faculty.
 - i. Grievances related to discrimination by reasons of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran shall be made to the Office of Equal Opportunity and Access or its successors.
 - ii. If a union contract specifies other grievance procedures, those will supersede Department procedures.
 - b. The Department Head will appoint one of the tenured members of the Advisory Committee to chair the FGC. The Committee shall be advisory to the Head. Committee members who are parties to the action upon which a grievance is based and committee members with a stake in the outcome shall recuse themselves from that case, and the Head will appoint replacements.
 - c. The grievant and the FGC shall pursue informal resolution before a formal grievance is initiated.
 - d. Procedures
 - i. Formal grievances concerning the actions or policies of the unit or of another individual are to be submitted in writing to the Department Head, who will transmit them to the FGC. The respondent(s) shall be notified of the grievance at that time by the chair of the FGC and be given the opportunity to reply in writing to the written grievance.

- ii. Both the grievant and the respondent(s) have the right to choose and be accompanied by an advisor at any and all stages of the grievance process.
- iii. The FGC shall convene to consider the grievance, soliciting whatever information and testimony it deems appropriate to gather and receive. All FGC deliberations shall be held in strict confidence.
- iv. All grievance investigations will function in a timely manner, specifying reasonable time frame for each step in the process, and a known point at which the process shall be considered completed.
- v. The findings of the FGC will be communicated in writing to the grievant, respondent(s), and the Head (or if the Head is a respondent, to the Dean). All parties have the opportunity to respond to the findings.
- vi. The Head (or Dean) will determine the appropriate disposition of the matter and communicate it to all parties in writing, along with information regarding any available further avenues of appeal established by the campus administration or faculty governance structure.

B. Promotion and Tenure Committees

1. Committee A shall comprise all tenured members of the voting faculty at the rank of full professor.
 - a. Committee A deliberates, votes and reports to the Head regarding all proposals for tenure and promotion to the rank of full professor.
 - b. Committee A annually advises the Head regarding the progress of faculty working toward promotion to full professor.
2. Committee B shall comprise all tenured members of the voting faculty at the rank of associate professor or above.
 - a. Committee B deliberates, votes and reports to the Head regarding all proposals for tenure and promotion to the rank of associate professor.
 - b. Committee B annually advises the Head regarding the progress of faculty receiving probationary credit toward tenure.
3. Committee C shall comprise all tenured members of the voting faculty and all senior specialized members of the voting faculty (i.e. Senior or Principal Lecturer, Associate or Full Clinical, Teaching or Research Professor).
 - a. Committee C deliberates, votes and reports to the Head on all proposals for promotion of specialized faculty.

- b. Committee C advises the Head regarding the progress of specialized faculty toward promotion. After a specialized faculty member's third year of employment, Committee C will provide the Head with feedback specifically pertaining to the faculty member's progress toward promotion.

4. Review Committees for Promotion

- a. A Review Committee of three shall be constituted for each candidate for tenure and promotion to the rank of associate professor. This Review Committee shall be composed entirely of tenured faculty members and whenever possible include at least one person in the field of specialization of the candidate being reviewed. The membership of the Review Committee shall be appointed by the Head in consultation with the tenured faculty. If there are fewer than three faculty members eligible to participate, the Head may appoint faculty members from outside the Department.
- b. A Review Committee of three shall be constituted for each candidate for tenure and promotion to the rank of full professor. This Review Committee shall be composed entirely of full professors and whenever possible include at least one person in the field of specialization of the candidate being reviewed. The membership of the Review Committee shall be appointed by the Head in consultation with the tenured faculty. If there are fewer than three faculty members eligible to participate, the Head may appoint faculty members from outside the Department.
- c. A Review Committee of three shall be constituted for each candidate for promotion to a senior specialized faculty rank (i.e. Senior or Principal Lecturer, or Associate or Full Clinical, Teaching or Research Professor). This Review Committee shall be composed of two tenured faculty members and one senior specialized faculty members. If there are no specialized faculty members eligible to participate, the Head may appoint specialized faculty from outside the Department.
- d. Review Committees for tenure track faculty shall prepare written reports on the fitness of a candidate for promotion and tenure, addressing the criteria set out in Provost Communication 9. Review Committees for specialized faculty shall prepare written reports on the fitness of a candidate for promotion, addressing the criteria set out in Provost Communication 26.

5. Review Committees for Third-Year Reviews for Assistant Professors

- a. While annual reviews take place for all faculty, the University requires a formal third-year review for tenure track assistant professors, as set out in Provost Communication 13. This review will be prepared by a two-member Review Committee, appointed by the Head.

- b. The third-year Review Committee evaluates the faculty member's strengths and weaknesses in research, teaching, service and (when applicable) public engagement and prepares a written report for the Head, according to the guidelines in Provost Communication 13. The Head shares the report with Committee B, writes a letter summarizing the review committee's evaluation, and meets with the faculty member to convey feedback.

C. Curriculum Committee

1. The Curriculum Committee reviews and advises on the curricula of the academic programs in the department and reports to the faculty on College and University matters affecting curriculum and policy.
2. The Curriculum Committee will be composed of three voting members of the Department, without regard to rank, appointed by the Department Head. The members serve two-year staggered terms.

D. Academic Appeals Committee

1. The Academic Appeals Committee hears appeals of alleged infractions of Academic Integrity and allegations of Arbitrary and Capricious Grading. Hearings required to be held at the department level regarding alleged infractions of Academic Integrity shall be conducted in accord with Article 1, Part 4, section 1-404 of the Student Code and consistent with procedures in section 1-405 covering appeals at the college level, except that the composition of the department committee will be governed by the election provisions of the department bylaws, "DEO" shall replace references to the "dean" in section 1-405 where appropriate, and there will be no appeal from the committee decision. Hearings required to be held at the department level regarding alleged Arbitrary and Capricious Grading shall be conducted in accord with Article 3, Part 1, section 3-107 of the Student Code.
2. The Academic Appeals Committee will be composed of three tenured members of the faculty, not including the Department Head, appointed by the Head for a one-year term. The Head will appoint a member of the committee as chair.

E. Diversity, Equity, and Inclusion Committee

1. The Diversity, Equity, and Inclusion Committee advises the Department Head regarding campus and College diversity and anti-discrimination initiatives and how they may be applied or adapted in the Department.
2. The Diversity, Equity, and Inclusion Committee will be composed of three voting members of the Department, without regard to rank, appointed by the Head. The members serve two-year staggered terms.

VI. Amendments or Additions to Bylaws

- A. Amendment of or addition to these bylaws may be made at a meeting of the Department of Journalism by a two-thirds vote of those present and voting, providing that a quorum is present, and the notice requirements of Article IV are met.
- B. Proposals for amendments or additions may be made by any members of the Department of Journalism by submitting the proposed change to the Department Head, who shall then include the proposal on the agenda for the next regular meeting.
- C. These bylaws take effect upon approval of a simple majority of Department faculty. (Bylaws approved September 9, 1988; amended August 22, 1990; August 28, 1991; October 6, 2000; September 5, 2008; September 14, 2010; October 26, 2011; March 26, 2018; May 2, 2019; May 5, 2022; May 2, 2025)