

# Department of Film and Mass Media Bylaws

## 1.0 PREAMBLE

The bylaws are intended to outline the authority and responsibilities of the faculty and of the chair in the department's decision making. On most matters of academic and professional concern, the faculty act collectively as a deliberative body to set policy.

We believe that an academic department culture of shared governance, characterized by (1) mutuality, collegiality and collaboration; (2) transparency; (3) representative participation; (4) mutual accountability; and (5) clarity of roles, provides the foundation for success in teaching, research and service. We also believe that academic departments with a reputation for responsible, respectful conduct attract and retain the best faculty, staff and students yielding long-term, sustainable excellence.

### 1.1 Governance of the Department

The Department of Film and Mass Media is a fundamental unit of academic and administrative organization within the Nicholson School of Communication and Media, one of the basic degree-granting units of the University of Central Florida. All provisions contained herein shall be in accordance with and subordinate to the regulations and procedures of the University of Central Florida Board of Trustees and the Florida Board of Governors, the Collective Bargaining Agreement between the University of Central Florida Board of Trustees and the United Faculty of Florida, the University of Central Florida Constitution, the Bylaws of the Nicholson School of Communication and Media, state and federal laws and regulations, hereinafter called "University Policy."

Operating within these various regulations and procedures, the governance of the Department of Film and Mass Media shall be shared among the administration of the Nicholson School of Communication and Media, the administration of the department and the department's faculty.

## 2.0 THE FACULTY

### 2.1 Membership of the Faculty

The faculty of the department consists of those in tenure-accruing ranks and non-tenure-accruing ranks, as defined in the University Constitution and the Collective Bargaining Agreement. Unless otherwise specified, all faculty have the right to vote on departmental issues relevant to their specific roles and responsibilities. Generally, a simple majority of faculty

present and voting will carry or defeat a motion, providing that a quorum of two-thirds of the faculty membership is present and voting.

## **2.2 Graduate Faculty**

Graduate faculty members include lecturers, assistant professors, associate professors, and full professors; who are recommended by NSCM and approved by the College of Graduate Studies. The qualification for graduate faculty status is the completion of a terminal degree or Graduate Faculty Scholar Appointment in an area of instruction offered in NSCM. Terminal degrees include: Ph.D.; Ed.D.; and MFA.

## **2.3 Rights of the Faculty**

2.3.1 Unless restrictions are written elsewhere in this document, regular faculty members are eligible to participate and vote on all matters of the department; may hold leadership positions in the department; and may serve as chair, and/or as a member of standing, select, or ad hoc committees, elected or appointed.

2.3.2 The faculty believes that academic freedom and responsibility are essential to the full development of a university and apply to teaching, research, creative activity and service. Therefore, the faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. The exercise of academic freedom is founded upon professional ethics and integrity when teaching, conducting research, or otherwise acting as a member of the faculty.

2.3.3 Faculty members have the right to know what is required of them in their work and how that work will be evaluated. In this regard, faculty members shall be provided with a written statement of their responsibilities upon hire and through the semester Faculty Assignment Report (FAR) and in compliance with the Collective Bargaining Agreement.

2.3.4 All decisions regarding tenure, promotion, sabbatical leaves, salaries, salary increases and evaluations, and all results of those decisions, shall be made known to the individual faculty member in a timely manner. Faculty members have the right to appeal such decisions, in a timely manner, consistent with applicable policies and procedures, and to expect a timely reply. Such decisions shall be made known to faculty as required by the Collective Bargaining Agreement and other University Policy.

2.3.5 On all matters relating to tenure and promotion, the department will follow procedures described in the NSCM Standards and Criteria for Tenure and Promotion document.

2.3.6 The faculty has a right to assemble to discuss matters of concern to the faculty without limit.

2.3.7 All faculty members have the right in accordance with university policy to view and request copies of any and all evaluative personnel files within the department, college and university and the right to provide written response to any information contained in the file should they so choose.

2.3.8 Faculty members may employ the grievance process outlined in UCF rules and the Collective Bargaining Agreement if they believe their rights as a faculty member have not been met.

2.3.9 Policies regarding travel funding will be developed in collaboration with the department chair and approved by the faculty.

2.3.10 Any member of the faculty may call meetings of the departmental faculty to discuss matters of concern, so long as at least 50 percent of the voting faculty within the department agree that the meeting is needed.

## **2.4 Responsibilities of the Faculty**

2.4.1 Contributing to the teaching, research, and service missions of the department, school and university.

2.4.2 Participating in the process of faculty governance, such as through service on department, School, College and university-level committees, task forces or other groups as requested or appointed. The department chair, in collaboration with the faculty, will develop policies to limit service assignments for untenured faculty in tenure-accruing lines.

2.4.3 Developing, modifying, implementing and evaluating the department curricula including the requirements for entrance into and graduation from the department within the parameters set forth by the college and university.

2.4.4. Supporting an environment of collegiality, ethical conduct and professional integrity:

- a. Being forthright and honest in the pursuit and communication of scientific, artistic, and scholarly knowledge.
- b. Respecting students, staff, and colleagues as individuals; avoiding any exploitation of such persons for private advantage.
- c. Serving the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit.
- d. Recognizing the responsibilities arising from the nature of the educational process.

## **2.5 Searches and Appointments of Faculty**

2.5.1. Searches for tenured, tenure – track or instructor/lecturer faculty positions shall be conducted by a committee of department faculty appointed by the chair. The committee

shall have at least 3 members. With approval of department faculty, individuals outside of the department also may be appointed to the search committee.

2.5.2 At the first called meeting of the committee, the chair will provide a charge to the committee and the school's EEO officer will review the university and school rules of conduct for searches.

2.5.3 The department chair will appoint the search committee chair.

2.5.4 After consultation with the department faculty, the search committee shall present a list of qualified and acceptable candidates to the chair. In the event that any candidate is unacceptable to the chair before submitting the candidates to the director, the chair shall meet with the committee to discuss options.

2.5.5 In the event that a candidate is unacceptable to the director, or declines the offer, the director shall request from the department chair the names of other acceptable candidates; the chair will identify these candidates in consultation with the faculty. Under most circumstances, "consultation with the faculty" will occur at a called department faculty meeting.

2.5.2 In searches to replace a vacated faculty line, the expectation is that the line will remain at the level of the rank when vacated, and the line will remain within the program.

### **3.0 ADMINISTRATORS**

#### **3.1 Chair**

3.1.1 The chair is appointed by the NSCM director in consultation with the faculty as determined by the UCF constitution.

3.1.2 The department chair's duties include faculty mentoring, curriculum recommendation and implementation, course scheduling, personnel evaluations, budget management, participation in and support of graduate education, and maintaining relationships with the department-relevant professional community.

3.1.3 The chair is also expected to participate in shared governance and committee activities at department, college, and university levels, as appropriate, including calling department meetings and attending college faculty meetings and Graduate Committee meetings, among other duties.

3.1.4 The chair is expected to fulfill other administrative requirements such as classroom teaching evaluations, annual self-evaluations and annual department reports, reports of

outside activities, and the signing and prompt return of Faculty Assignment Reports, contracts, evaluations, and other such documents.

3.1.5 He/she also is expected to engage in an appropriate record of accomplishment in effective teaching of undergraduate and graduate students, and research/publication/creative activity; to participate in scholarly and professional organizations; to advise undergraduate and graduate students; to chair and serve as a member of committees for graduate students' theses/dissertations, and to become a member of the college graduate faculty groups.

### **3.2. Program Coordinators**

3.2.1 There is a program coordinator for each of the department's three programs: Film, Journalism, and Radio/Television. Program coordinators for the undergraduate programs shall work collegially with the program faculty to represent, advocate, and promote the program's needs and priorities; and serve as the key liaison between program faculty and NSCM leadership.

3.2.2 Program coordinators are appointed by the department chair in consultation with the program faculty for a period of three-year terms. Terms can be extended or shortened by the chair in consultation with program faculty to meet the needs of the program.

3.2.3 Program coordinators can be any full-time faculty with a full-time in-unit appointment of a minimum of two years.

3.2.4 The program coordinators receive additional compensation and may receive a reduced teaching assignment, as negotiated at the time of appointment.

3.2.5 The duties of a program coordinator are to communicate and consult with the department chair on teaching, service, and outreach activities among faculty members who teach courses in the program, to coordinate class scheduling with individual faculty members and with the department chair for undergraduate programs, and to act as the primary liaison with non-program faculty, students, alumni, and professionals. The program coordinator shall work with program faculty to establish common expectations and criteria for the curriculum within the sequence. Program coordinators are expected to serve a mentoring role with faculty members in the program who are junior to themselves.

3.2.6 The program coordinator shall call and hold at least one meeting of all regular and term faculty members who teach courses in the program each fall and spring semester. The program coordinator and program faculty may wish to include temporary faculty (adjuncts) and graduate students who are teaching within the sequence in these regular meetings.

### **3.3 Staff**

Department shall have access to school staff to support the functions of the department. These staff are organized by function, and include: Academic Programs; Budget & Finance; Clerical Support; Communication, Marketing & Events; Facilities; Human Resources; Student Advising and Support.

The duties and responsibilities of the administrative staff are specified in job descriptions established by the University of Central Florida.

## **4.0 DEPARTMENT STRUCTURE**

### **4.1 Department Meetings**

4.1.2 Faculty meetings will be held on a regular basis (including at least once during each fall and spring semester).

4.1.3. Notice of a meeting shall be given to faculty at least three business days before the meeting, whenever possible. An agenda shall be provided for the meeting at least 24 hours prior to the meeting date.

4.1.4. Any faculty member may suggest agenda items for faculty meetings. Items should be submitted in writing or via email to the chair at least 48 hours prior to the meeting date.

4.1.5. Meetings will follow Robert's Rules of Order. A simple majority vote of those present will carry any motion. No action items may be approved unless a quorum of the faculty (two-thirds of faculty membership) is present and voting.

4.1.6. No proxies will be recognized; no prior votes will be recognized because individuals voting on matters of interest to the department should do so with full information, including participating in the discussion related to the vote.

4.1.7. The presiding officer of the faculty meeting shall be the chair of the department or the chair's designee from among the voting members of the department. The school will provide staff for record keeping of general meetings. Copies of agenda, minutes and other materials will be archived and made available on the Nicholson Resource website.

### **4.2 Committees**

Faculty committees shall provide recommendations to the faculty regarding policies, procedures, and operational aspects of the Department of Film and Mass Media. The committees of the department shall address specified topics relating to academic and personnel matters of the department. Committees shall bring resolutions for action to the

faculty for consideration and subsequent deliberation for approval at departmental faculty meetings.

Committee members and coordinators are appointed by the chair, or elected in concurrence with the collective bargaining agreement or faculty preference, with the option for reappointment. The terms for committee members usually begin on the first day of the contract in August. All committees will meet at least once each semester.

All full-time faculty will be assigned to at least one committee every year and are eligible to serve on any department committee (except tenure and promotion subcommittee), with the approval of the chair.

#### 4.2.1 Awards and Recognitions

All regular faculty members are eligible to serve on the awards and recognitions committee. The duties of this committee include identifying appropriate award and recognition opportunities for the Film and Mass Media faculty and staff; identifying a process for nominating colleagues for awards and recognitions; coordinating and/or overseeing the nominating process for specified awards and recognition; and generating internal award programs for Film and Mass Media faculty and staff. In the event of a conflict of interest in an awards selection, committee members shall recuse themselves; and if needed, an alternate will be named.

#### 4.2.2 Curriculum and Standards

Membership on this committee is composed of at least one regular faculty member from each program, and may include program coordinators and the department chair. This committee is responsible for initiating curricular proposals, overseeing current program offerings, and approving changes in the academic programs within the Department of Film and Mass Media.

#### 4.2.3 Strategic Planning

Membership on this committee is open to all regular faculty members and full time staff. The committee is charged with matters that deal with the mission, vision and direction of the Department of Film and Mass Media.

#### 4.2.4 Marketing and Recruitment

Membership on the Marketing and Recruitment committee may be composed of regular faculty and full time staff members (a representative from NAASC). The committee is charged with developing plans and programs to market and recruit students into each of the programs.

#### 4.2.5 Promotion and Evaluation Committee

Membership on the promotion and evaluation committee is open to all regular faculty members and will be led by a senior graduate faculty member appointed by the chair.

Responsibilities of the promotion and evaluation committee include overseeing the processes and department policies associated with annual evaluation of faculty (e.g., AESP, ELP, promotion and tenure guidelines for professors, promotion guidelines for lecturers and instructors); and make recommendations for modifications, as the need or policy requires.

The promotion and evaluation committee will support and oversee the activities of the tenured faculty members comprising the promotion and tenure subcommittee.

##### 4.2.5.1 Promotion and Tenure Subcommittee

Promotion and tenure recommendations are made by all tenured faculty members of the Department of Film and Mass Media, acting as the promotion and tenure subcommittee of the Promotion and Evaluation Committee. Any administrator with evaluative responsibility, as defined by the UCF collective bargaining agreement, must abstain from voting when promotion and tenure issues are being determined at the department level. No tenured faculty participating in NSCM promotion and tenure recommendations may be a member of the college or University promotion and tenure committees.

Responsibilities of the tenured faculty with regard to promotion and tenure recommendations are defined by the most recent collective bargaining agreement, NSCM policies, and COS, CAH and University promotion and tenure guidelines.

#### 4.2.6 Policy and Planning Committee

Membership on this committee is open to all regular faculty members and full time staff. The committee is charged with matters that deal with the bylaws, policies and procedures relevant to Department of Film and Mass Media. The committee need only be established during an academic year as relevant issues arise. Once formed during an academic year, it remains active for the remainder of the year should additional matters arise.

### **4.3 Select and/or Ad Hoc Committees and Working Groups**

Select and/or ad hoc committees may be created as needed by the chair or at the written request of ten (10) percent of the regular faculty. Members of select and/or ad hoc committees may be appointed, elected, or a combination of both.



## **5.0 ACADEMIC PROGRAMS**

The department shall consist of academic programs that award academic degrees (i.e. minors, certificates, academic credit). The degrees offered include: Bachelor of Arts, Bachelor of Fine Arts, and Master of Fine Arts.

The faculty creates the curriculum and is responsible for establishing and overseeing common graduation requirements. The sponsoring program controls and is responsible for the major, minor, and certificate programs.

Undergraduate offerings include the Bachelor of Arts in Film, Journalism, and Radio-Television, and Bachelor of Fine Arts in Film. Minors are offered in Cinema Studies, Mass Media, Journalism Studies, and Magazine Journalism. Certificates are offered in Hispanic Media.

Graduate offerings include a Master's of Fine Arts in Entrepreneurial Digital Cinema.

## **6.0 EXTERNAL RELATIONS**

### **6.1 Program Advisory Boards**

An academic program may create advisory boards to provide feedback on curriculum and program-specific initiatives. Program coordinators will advance the names of individuals selected for program advisory boards to the chair for approval prior to appointment. The program advisory boards will meet, as necessary, as requested by the program coordinator and/or program faculty.

#### **6.1.1 Nicholson Student Media Advisory Board**

The Nicholson Student Media Advisory Board shall function in an advisory capacity and serves to protect the rights, freedoms and responsibilities of students working for student media. As established by the board's bylaws, membership on the board includes faculty from the Department of Film and Mass Media and are appointed according to the procedures dictated in those bylaws. The bylaws are published in the department handbook.

### **6.2 Other Academic and Administrative Entities**

For the betterment of department students, faculty, and/or staff, relationships may be created between other academic and administrative entities at UCF. For example, regular faculty may be assigned to teach courses in the Honors College. Partnerships may be created between the department and other administrative entities (e.g., WUCF) to provide opportunities for student and faculty collaboration.

With the approval of the chair or school director, formal academic, co-curricular, and extra-curricular relationships with other units and UCF entities may be negotiated through the memorandum of understanding process.

## **7.0 PROCEDURES FOR AMENDING FILM AND MASS MEDIA BYLAWS**

To modify these bylaws, proposed amendments must be submitted in writing to the chair for discussion by the Policy and Planning Committee. Upon a one-third (1/3) recommendation from the committee, the proposed amendment will be placed on the agenda for a regular or special faculty meeting. The introduction of the proposed amendment and its subsequent approval may not occur at the same faculty meeting. To approve a proposed amendment, a two-thirds (2/3) majority vote of all regular faculty present and voting is required.

## **8.0 FILM AND MASS MEDIA BYLAWS HISTORY**

The Nicholson School of Communication and Media was created in July 2018 when programs of Film and Digital Media and the Florida Interactive Entertainment Academy merged with the Nicholson School of Communication. The Department of Film and Mass Media, consisting of film, journalism and radio/television, was one of three departments created within the School.

These bylaws were drafted in November by the Policy and Planning Committee, recommended to the regular faculty, and ratified in XXXXXX

In the case of conflict between department bylaws and any school, college or UCF policy or procedure, the highest administrative policy or procedure will supersede. The department faculty grant the chair the right to review and suspend in good faith any aspect of the bylaws for just cause, with immediate notification to the faculty with a written justification. The Policy and Planning Committee shall be convened within 30 days to address said suspension and are to provide faculty with an update at the next scheduled department meeting,