

COMMUNICATION STUDIES DEPARTMENT BY-LAWS
(PASSED 6/17/04)
(Amended 12/5/2007)

Preamble: These by-laws are intended to serve as the governance procedures for the Communication Studies Department of State University of New York College at Oswego, N.Y. in accordance with the Policies of the Board of Trustees, the Oswego campus by-laws and the union contract.

SECTION ONE - Members

- I. The Communication Studies Department shall consist of all full-time persons appointed to the Communication Studies Department faculty.
- II. In any cases where it is not clear whether a person should be considered a member of this department or some other department, the Academic Provost may designate the department with which he/she shall be officially identified and only on approval of that department after review of the candidates credentials.
- III. In the case of appointment of adjuncts, part-time and one-year appointments to the department, such appointments are to be made by the chair in consultation with the offerings and given the repeated appointment of many adjuncts, the Personnel Committee recommends the following policies:
 1. All adjunct faculty must submit a personnel file with following items: resume, transcripts, three letters of reference, before any appointment will be made. In the event that any current adjuncts do not have complete folders, the Department Chairperson will inform them to do so immediately as a prerequisite for reappointment.
 2. All newly hired adjuncts must have an interview with the Chairperson and consultation with the Personnel Committee. No faculty appointments will be made to the department without a personal interview. In the case of an emergency hiring situation, the Chairperson will make the appointment only after consultation with representatives of the appropriate area and will make a good faith effort to consult with members of the Personnel Committee via e-mail or phone. Faculty appointments that deviate from Section I. III.3 must be made by consensus of the Chair, the Personnel Committee, and the members of the appropriate area. In an emergency hiring situation there will be no deviation from Section III.3 of the by-laws.
 3. A minimum of a Masters Degree in Communication Studies is required of all adjunct faculty. Only in the areas of Broadcasting, Journalism and Public Relations will professional experience be accepted in lieu of the degree in Communication. In any event, a minimum of a Masters Degree is required. In the area of Interpersonal Communication a minimum of a Masters Degree in Psychology is acceptable to teach Com 212 only. To teach anything other than Com 212 a degree in Communication is required.
 4. All adjuncts are required to administer the department student evaluation form to each class taught. A copy of the objective results must be submitted to the Department Chair and a copy placed in the personnel file in the main office for review by the Personnel Committee.
 5. The Department Chairperson must make a collegial visit to each adjunct faculty member during his/her first semester teaching in the department and revisit at least once every other semester thereafter. A copy of the completed collegial form will be placed in the Personnel folder.
 6. A member of the Personnel Committee must make a visit to each new adjunct hired during his/her first semester teaching in the department. A copy of the completed collegial evaluation must be placed in the Personnel file.
 7. Number 4, 5, and 6 also apply to one year full-time temporary appointments.
 8. Any instructional assignments to adjuncts and full-time temporary faculty that deviate from the original position for which the person was hired needs to be approved by the Department Chair, the Personnel Committee, and the faculty of the appropriate area. This includes changes in assignments including course assignment, change from temporary to tenure track lines, change from one-year to multi-year contracts, change to qualified rank, or any other change in assignment/status. It is assumed that in most cases, approval will be sought in advance of making any changes, and that in emergency situations the chair will make a good faith effort to contact available members of the Personnel Committee and of the area via e-mail and phone to seek their approval in advance.

SECTION TWO - Voting Rights

- I. Full-time - term or temporary - members of the Communications Studies Department, regardless of rank or tenure shall be eligible to vote on matters of department business except Personnel issues. Part-time and adjunct faculty may attend department meetings but shall not be allowed to vote. Department students are welcome at any regularly scheduled departmental meeting as non-voting participants.

SECTION THREE - Department Meetings

- I. By the second week in the semester, the department chair will schedule and post all regular department meetings for the semester.
 1. Robert's Rules of Order shall be the official guide to procedure at department meetings.
 2. Special meetings of the department may be called at any time by the department chairperson or at the request of a majority of voting members of the department.
 3. In the absence of the chairperson or the chairperson's designee, the senior ranking department member present shall chair any department meeting.
 4. A minimum of two (2) regular class days written notice shall be required for all regular Department meetings. A minimum of one (1) department meeting per month shall be held during the academic year.
- II. Any proposal regarding department policy to be put to a vote must be circulated in writing with appropriate documentation to the voting membership at least five (5) working days ahead of scheduled vote. Proposals not circulated may be discussed, but no vote will be taken until the next meeting.
- III. Any voting member of the department may exercise an absentee ballot on matters of department policy, procedure, and elections in the event of circumstances preventing that member from attending the meeting where such a vote is to occur. Said absentee ballot will be cast through the department chairperson prior to the meeting.

SECTION FOUR - Standing Committees

- I. The department shall have the following standing committees, with members elected or appointed as specified:
 1. Personnel Committee
 2. Curriculum Committee
 3. Strategic Planning Committee
 4. Recruitment and Search Committee
- II. All standing committees must keep by-laws on file in the department office and shall keep minutes at meetings, which will be placed on file in the Department office.
- III. The Chairperson of the department shall be an ex-officio member of all committees except the Personnel Committee.
- IV. Each committee shall be asked to report at each regularly scheduled department meeting.
- V. Each committee shall elect a chairperson. The name of the chair should be announced by the second department meeting of the fall semester.
- VI. These committees shall continue to function until the establishment of a new committee.
- VII. All full-time faculty members of the department are eligible to serve on standing committees.
- VIII. If a committee member is absent from the department for more than one month at any time during his/her tenure, a new member shall be elected immediately for the duration of the term of absence of the member.
- IX. If matters within a committee jurisdiction arise when college is not in session and these matters require immediate attention, the chairperson shall consult with available committee members before taking action.
- X. No member of any committee shall participate directly in any decision that influences his/her economic/professional welfare or any decision that influences the economic professional welfare of a relative.
- XI. Special Committees - as the need arises, special or ad hoc committees may be created by the chair with the advice and consent of the Department.

SECTION FIVE - Committee By-laws
Personnel Committee By-laws

- I. The department shall elect a committee of 3 faculty and one alternate to discuss tenure, retention, salary, and promotion and to make appropriate recommendations. Of the three faculty members, at least two thirds must be tenured. In all deliberation affecting one of the three members of the committee the alternate will have his or her vote. Initially, members will be elected to a 3-year term, a 2 year-term, and a one-year term. Each May thereafter a 3-year member and one-year alternate will be elected by a secret ballot for the forthcoming year.
- II. All members of the committee must have two semesters full-time service as a faculty member at Oswego prior to the beginning of their terms on this committee. Any faculty member who is a candidate for promotion, merit, term, retention, or continuing appointment may serve on the committee but may not participate in any meeting or portion of meeting affecting his or her candidacy. The committee must be in accord with the appendix on Term and Continuing Appointment of the Policies of the Board of Trustees. No member of the committee will at any time be a part of any official decision which affects a relative. In cases in which two member of the committee need to absent themselves for reasons of conflicts of interest, a second alternate will be elected by the department in advance of any deliberation. In all cases, 2/3 of the committee shall be tenured faculty. All candidates for discretionary increases or promotion must be considered and voted on the three regular or alternate members of the committee.
- III. All committee voting on matters of tenure, retention, salary and promotion shall be by secret ballot.
- IV. The committee shall recommend candidates for promotion and discretionary salary increases. Only those candidates who request or allow their names to be submitted shall be considered for promotion or discretionary increases.
- V. The Chairperson of the Department shall not be a member of the committee, but may, at the request of the committee, attend meetings as a resource person.
- VI. In its deliberations, the committee shall be guided by the Article XII, Title B of the Policies of the Board of Trustees.
- VII. All full or part-time department personnel eligible for discretionary increase shall be judged on the basis of performance since their last discretionary salary increase or three years (whichever is shorter).
- VIII. Ten days before the committee begins its deliberation, the committee shall notify in writing all department members of its schedule. Such notification shall be made at least ten working days in advance of the deliberations.
- IX. At least one member of the committee will pay at least one visit to each faculty member who has requested discretionary salary increase, tenure, term appointment or promotion. Regarding classroom visitation for discretionary salary increase, tenure, term, promotion decision:
 - A. For Tenured Faculty:

It is the responsibility of each individual faculty member to request a visitation from a colleague of equal tenure status and equal rank (junior vs. senior status). The person asked to evaluate need not be a member of the Personnel Committee. The person asked should not be a relative. The person asked should not have evaluated the person in the immediate preceding evaluation period. The person asked must be tenured. Junior faculty is defined as instructor/assistant. Senior faculty is defined as associate/full.
 - B. For Non-Tenured Faculty:

It is the responsibility of the Personnel Committee to observe and evaluate a non-tenured faculty member. The observed faculty member will have no say in who does the evaluation. He/she may, however, invite additional faculty to evaluate but not in place of the Personnel Committee member. Only tenured faculty will be asked to evaluate non-tenured faculty.
 - C. For Adjunct/Temporary Faculty:

Non-tenured members of Personnel Committee may do evaluation of adjuncts and temporary faculty. Each adjunct faculty member is required to administer the student evaluation form for each class using a student monitor.
- X. The department committee and the department chairperson shall meet before the committee submits its recommendations. The purpose of this meeting is to enable the committee and the chairperson to discuss the relative strengths and areas to be strengthened of individuals under consideration, to define area of agreement and to articulate differences.
- XI. All material concerning the candidates received by the committee shall be maintained in a department file

under the supervision of the department chairperson. A final written justification shall include a summary of all material considered by the committee. The justification must be read and signed by all committee members unless said justification is for a committee member. Then the letter will be written, read, and signed by the alternate.

- XII. After the committee completes its work and submits justifications to the department chairperson, the candidate will be notified in writing as to the recommendation. The candidate will see the justification sent forth and have the opportunity to respond. In the case of a negative recommendation, the candidate may request from the department chairperson a summary of the reasons for such with the department and committee chairpersons. For merit decision, the justification shall be made available to the candidate. After the justification has been made available to the candidate, there shall be at least ten (10) working days before the recommendation is forwarded to the next level. A candidate wishing to respond to the justification must respond to the committee within five (5) days. The candidate's response shall be attached to the report, as well as any committee comments on the candidate's response. These committee comments shall then be made available to the candidate.
- XIII. The committee chairperson shall forward to the sub-division committee the recommendations of the committee including written justifications. Merit and promotion rankings from the department personnel committee and the chair should be published to all members of the department. Rankings will be published on a time-line that complies with the faculty bylaws.
- XIV. One member of the personnel committee shall be elected by its members to be the department's representative to the Arts and Sciences Sub-Division Committee. This representative need not be the chairperson of the Personnel Committee and cannot be a candidate for promotion.
- XV. The Personnel Committee will conduct regular classroom visitations to all adjunct faculty. All adjunct faculty must administer one of the standardized departmental evaluations in his or her course in each semester and submit the results to the Department Chair who will share them with the Personnel Committee.
- XVI. Appendix I contains the "Guidelines for Evaluating Communication Studies Faculty," passed by the department on June 17, 2004 and placed on file with the Dean of Arts & Sciences.

Curriculum Committee By-laws

- I. Committee Charge
 - A. To oversee the development of the departmental curriculum.
 - B. To advise faculty in the design of new course proposals.
 - C. To review new course proposals:
 - 1. For appropriateness in the overall design of the department curriculum.
 - 2. For pedagogical effectiveness.
 - 3. For correctness of form for submission to various campus committees.
 - D. To review periodically the curricular design of programs and make recommendations to the department for changes within programs and development of new programs.
 - E. Deal with General Education reviews and application within the Department.
- II. Membership
 - A. The committee will consist of at least three members representing as many areas as possible. Chairpersons will be elected by the committee at the first meeting of the fall semester each year, and subsequent meetings will be called by the chair. One member of the committee will be delegated by the Members of the Curriculum Committee to be a liaison with the General Education Committee of the College.
- III. Meetings
 - A. The committee shall meet within the first two weeks of each semester to establish objectives for the semester's work and take care of necessary procedural business.
 - B. Meetings shall be called as committee needs dictate.
 - 1. Shall be called by any member of the committee with meeting date and time to be set by chair.
 - 2. No business is to be conducted without a majority of the committee present.
- IV. Procedures for Review of New Courses and Programs
 - A. Any full-time or part-time faculty member may submit a proposal.
 - 1. Should be written according to operative guidelines of Undergraduate Curriculum Committee.
 - 2. Should include a brief cover letter.
 - 3. Date of Submission should be included.

4. Projected semester of first teaching should be included.
 - B. Committee will conduct its deliberations.
 1. Committee chair shall invite faculty originator to attend meeting at which proposed course is to be discussed in order to serve as a resource person.
 2. Committee may suggest changes in proposal.
 3. Must be consistent with committee charge.
 - C. Committee must act on proposal in one of the following ways, except for topics courses:
 1. May vote to return proposal to originator with suggestions for revision and subsequent resubmission by committee.
 2. May vote to submit proposal to vote of entire department as submitted or as revised by committee.
 3. May vote to reject proposal for consideration by department.
 - a. Must communicate in writing to originator its reasons for rejection.
 - b. Must report at next department faculty meeting the fact of, and reasons for, the rejection of proposal.
 - D. Committee shall observe the following requirements:
 1. Vote shall require a majority of the committee members (not just the members present). A proxy vote is acceptable.
 2. Expression of a minority opinion shall be allowed.
 - a. Minority opinion shall be circulated to entire department 2 days before department meeting at which disposition of proposal is to be reported.
 - b. Minority opinion shall be signed by all contributors.
 3. In the event that proposal is to be recommended to department as a whole, the following guidelines shall apply:
 - a. Two days before the department meeting at which the proposal is being discussed the committee chair shall circulate to each department member a copy of the proposal in the form in which the committee has passed it.
 - b. A vote shall be taken after the discussion on whether or not the course should be included in the department curriculum.
 4. In the event that proposal is approved by department, department chair with advice from the committee chair, shall take the necessary steps to advance the proposal to the next appropriate campus committee.
 - E. New programs will be subject to the same procedures as newly numbered courses.
 - F. General Education course offering reviews will follow guidelines provided by General Education Board under the supervision of the General Education Board Liaison (See Section II of Curriculum Committee By-laws).
- V. Topics Courses – The Communication Studies Department, like several other departments at SUNY Oswego, has in place a series of topics courses: Communication 295, 395. The purpose of these courses is to allow each and every faculty member of the Communication Studies Department the opportunity of exploring new or emergent issues in the area of communication studies, to recognize that we have an obligation to be on the “cutting edge” of our discipline and be able to enrich our curricular offerings with the latest insights and information on any given communication topics.
- A. A faculty member desiring to teach a new topics course must first consult with the Department Chair regarding allocated resources within the first two weeks of the semester preceding the semester in which the course will be taught.
 - B. A course proposal may then be submitted to the curriculum committee according to the procedures listed under “Procedures for Review of New Courses and Programs.”
 - C. The Committee shall act on the proposal according to the “Procedures for Review of New Courses and Programs” except for courses in the 95 series. The approval of the proposal does not need to be obtained from the department, and the proposal will not be forwarded to the next appropriate campus committee. No new topics course can be offered more than three times.
 - D. After being offered three times, the course must be revised if appropriate and resubmitted by a faculty member (usually the originating faculty member) to the Curriculum Committee for final approval, following the complete list of procedures under “Procedures for Review of New Courses and Programs.”

Strategic Planning Committee Bylaws

- I. Committee Charge
 - A. Upon request by the full department or the chair, to explore planning and developmental processes consistent with the mission of the department and the institution. (i.e., goal assessment, departmental evaluation, development, academic service and/or partnership with departments other than Communication Studies).
 - B. The Strategic Committee will plan and organize meetings with the Advisory Board.
 - 1. The Committee will act as liaison with the Communication Studies Advisory Board.
 - C. The Chairperson of the Committee will be a member in good standing of the Communication Studies Advisory Board.
- II. Membership
 - A. The committee will consist of at least three voting faculty members of the Communication Studies Department.
 - B. The chairperson will be elected by the committee at the first meeting of the academic year.
- III. Meetings
 - A. The first meeting of the academic year will be called by the first person listed on the roster submitted at the beginning of the fall semester each year.
 - B. Subsequent meetings will be called by the elected chairperson of the Strategic Planning committee.
 - C. Frequency of meetings will depend upon departmental requests for specific exploration.
 - D. The committee will meet at least once per semester to set an agenda of activities.
- IV. Annual Report
 - A. All committees will prepare and submit a report to the department chair summarizing the committee's activities for the academic year.

Recruitment and Search Committee Bylaws

- I. Duties of the Chair of department, committee chair/members, secretary and support staff
 - A. Negotiating with the Dean and provost for positions, rank and salary and consulting with the committee as needed.
 - B. Assist the committee with the job description and recommendation of where to post and advertise.
 - C. Negotiate with the dean for travel support for faculty to recruit at national and regional conferences as available.
- II. Chair of the committee will
 - A. Be elected by the committee members
 - B. Review and understand the guidelines for the search process including the document titled Affirmative Action Guidelines for Faculty Recruitment published by the Affirmative Action Officer.
 - C. Initiate the search process including arrange and convene meeting with Affirmative Action Officer and the Dean to go over the search process and Affirmative Action guidelines.
 - D. Plan and discuss with the Affirmative Action Officer, the strategies the committee will take to recruit a diverse pool of candidates.
 - E. Be responsible for all paperwork including job description, affirmative action paperwork, summary of candidate visits, etc., and forwarding to appropriate administrative personnel.
 - F. Make phone calls to references of all short listed candidates or designate committee members to do so.
 - G. Responsible for calling candidates and extending campus interview invitations.
 - H. Responsible with working with the department secretary to facilitate secretarial support and correspondence as needed including the final notification to all applicants at the conclusion search.
- III. The Committee will be elected by the department per by-laws
 - A. All members must be full time members of the department on term or continuing lines. All members will review and understand the guidelines for the search process and the document titled Affirmative Action Guidelines for Faculty Recruitment questions for interviews.
 - B. Responsibilities include:
 - 1. To become familiar with the job ad/description
 - 2. Keep all aspects of the search process confidential

3. Attend all preliminary meeting to discuss requirements, job description and discussion of where to advertise
4. Review and rank all candidates
5. Attend all campus visitation interviews as scheduled
6. Participate in phone interviews as scheduled
7. Participate if possible in conferences recruitment efforts
8. Rank and evaluate candidates after campus visits
9. Help in transportation and hosting meals on campus visitation interviews. (Only committee members or other faculty designated by the committee will participate in transporting candidates and hosting meals.)
10. Assist the committee Chair in affirmative action paperwork/recommendation paperwork
11. Make a collective recommendation to the Dean after all campus visitations are complete
12. The Dean will make the offer to the candidates at the conclusion of the search process.

IV. The Department Secretary will

- A. Maintain candidate folders in a secure location and keep committee Chair informed as to applicants received and completeness of such.
- B. Make arrangements for campus visitations including overnight accommodations if needed.
- C. Communicate with candidate their responsibility for making their travel arrangements to come for interview and the policies for reimbursement. Facilitate Travel Requests and Vouchers for candidates.
- D. Correspondence as directed by Chair of committee.
- E. Coordinate and publish candidate schedule for formal interview, presentation, meals, and escorts at least three days prior to the scheduled visitation.
- F. Will keep correspondence, search process details and ranking confidential.

V. Guidelines for reimbursement for meals and travel

- A. Faculty who pick up or return candidate to the airport will be reimbursed mileage at the standard state rate for such. The faculty members are responsible for filling out travel forms and submitting to department Chair to facilitate reimbursement in a timely manner.
- B. Reimbursement for meals is as follows:
 1. Faculty are reimbursed for candidate meals they pay for but not their own meal. The faculty members paying for candidate should request separate checks, pay for both but only submit the candidate expenses for reimbursement. The receipt should be given to the department Chair who will facilitate reimbursement in a timely manner.

VI. Guidelines for handling internal candidates

- A. No faculty committee member, secretary, support staff or department Chair will divulge to any internal candidate his/her ranking in the pool or any other details of the search process.
- B. Internal candidates should never have access to the folders of off campus candidates.
- C. Internal candidate should not have any information not available to any other candidates.
- D. Under no circumstances should the Department Chair or departments committee meet with an internal candidate to discuss, explain or in any other way communicate information. If he or she is on the short list of interviewed candidates, they should be treated as any other candidate for such. If they are not, they should not be communicated until all other long listed candidates are notified of their status.

VII. Protocol for campus visits

- A. Campus visits will include
 1. Interview with the Committee
 2. Interview with the Department Chair
 3. Interview with the Provost or designee
 4. Interview with the Dean or designee
 5. Presentation of research or teaching lecture
 6. Interview with campus representative research opportunities on campus.
- B. Faculty not on the committee should be invited to meals and presentations. Any attending will be responsible for payment of their own meal.
- C. Only committee members and faculty should participate in meals with candidates. Individual

- committees may invite students to attend a lunch session. In such cases, the committee Chair is responsible for educating those students in the "lawful and unlawful questions" document.
- D. Meals are not considered social events but are part of the interview process.
 - E. Faculty not on the committee may be asked to assist in transportation as needed. The Committee Chair should make requests for help as needed. Committee during these trips should be considered part of the interview process. (Any faculty helping in this capacity should review guidelines and lawful and unlawful questions and job ad/description.)
 - F. No faculty or secretarial/ support staff should invite the candidate to a social event or to go outside of the formal itinerary.
 - G. To meet the competitive climate for job searches, it is critical that all of the above duties, responsibilities and recruitment activities be completed in a timely manner.

SECTION SIX - Department Chair

The Department Chairperson shall be appointed according to procedures described in the current Policies of the SUNY Board of Trustees and in the Faculty Handbook published at SUNY College at Oswego. The Chair shall serve for three-year renewable term per Board Policy.

- I. Duties and responsibilities of the Department Chair are as follows:
 - A. Serve as Liaison among administrators, faculty, and other professional staff.
 - B. Serve as representative of the department at official functions (e.g. administrative meetings and meetings with community agencies).
 - C. Maintain official correspondence.
 - D. Meet with prospective students and their parents.
 - E. Plan class schedules for Spring, Fall, Summer, work with Continuing Education for Winter session, and work with Assistant Provost for Distance Learning, if appropriate.
 - 1. Consult with area coordinators and/or course coordinators.
 - 2. Develop schedules according to department and student needs.
 - 3. Submit schedule to Registrar
 - 4. Review registration newspaper for accuracy.
 - F. Prepare and publish budget and expenditures for department with appropriate consultation.
 - G. Plan meeting dates and agenda for departmental meetings and conduct meetings.
 - H. Delegate and/or consult about administrative tasks with faculty according to individual expertise and or interests.
 - I. Maintain communication with Comm-In advisement coordinator and staff
 - J. Evaluate all full, part-time and adjunct faculty members.
 - K. Write recommendations for term, continuing appointment, and merit increments and consult with appropriate departmental committee(s) as to recommendations.
 - L. Prepare and write reports.
 - M. Review catalog copy and Admission's Office publications relative to the department.
 - N. Serve ex-officio on committees except Personnel.
 - O. Teach a reduced load and/or receive assigned time.
 - P. Supervise and evaluate clerical employees and oversee office operations.
 - Q. Meet regularly with the Personnel Committee, the Office of the President, and the Dean of Arts and Sciences in recruiting and hiring and any new faculty and staff and insure compliance with affirmative action guidelines.
 - R. Maintain and publish records regarding staffing and work loads, retention, termination of employment, rights, privileges, and responsibilities of all members of the department.
 - S. The Department Chair will be responsible for evaluating and writing letters for all faculty decisions including reappointment, tenure, promotion and merit. In all cases the Chair will provide a copy of the letter to the candidate at least 5 days prior to the letter going to the next level (subdivision or Dean). The candidate has the opportunity to attach a response if desired before the letter goes forward. When rankings of individuals are made, they will be distributed to those faculty ranked and the Personnel Committee.
- II. Recommendation/Evaluation of Chairperson
 - A. Recommendation of Chairperson

1. The procedure of recommendation of the Chairperson will be overseen by an ad hoc evaluation committee who shall be elected by the full time voting members of the department. All committee members must be tenured.
 2. The committee will distribute the vitae and statements of all candidates and plan a forum for the candidates to be questioned by department members.
 3. The committee will publish the timetable in consultation with the Dean of Arts and Sciences.
 4. The committee will oversee the voting process and forward results to the Dean of Arts and Sciences. All voting will be by secret ballot.
- B. Evaluation of Chairperson prior to the conclusion of each three-year term, an ad hoc Evaluation Committee will survey all full-time voting faculty to determine quality of performance by circulating an instrument for evaluation of the chairperson.
- III. With cause, recall procedures may be recommended to the Academic Provost.

SECTION SEVEN – Advisement Coordinator

The Advisement Coordinator shall be elected by the department for a two-year renewable term and shall receive a one course reduced teaching load.

- I. Duties and responsibilities are as follows:
 - A. Coordinate advisement, scheduling, and pre-advance registration.
 - B. Maintain a data base of declared majors, assign advisors and maintain a data base of student advisees.
 - C. Evaluate progress of majors.
 - D. Survey faculty members in an effort to insure that the Center is meeting department needs.
 - E. Prepare a report each fall semester for presentation to the department in December concerning the profile of departmental majors.
 - F. Supervise the Comm-In Advisement Center and select, train and supervise Comm-In staff who are earning academic credit for this experience.
 - G. Prepare a report of the year's activities of the Center to be attached to the Department Annual Chairs' Report and submitted to the Dean by the department chair.
 - H. The coordinator will hold 6 to 8 office hours weekly beyond the normal commitment of a faculty member not receiving assigned time and/or teaching a reduced load.
 - I. Oversee all student applications for admission to majors.
 - J. In the event where a faculty member is incapacitated on sabbatical or similarly unavailable, Advisement Coordinator will either advise that member's advisees or reassign them temporarily among all other full-time faculty equally.
 - K. Consult with faculty members on special advisement assignments regarding their advisement loads.
- II. Evaluation of Advisement Coordinator
The Personnel Committee in consultation with the chair will evaluate the coordinator at the end of each academic year.

SECTION EIGHT – Faculty Assembly Representative

Departmental representative(s) and alternates to the Faculty Assembly shall be elected in May according to the By-laws of the College Faculty Assembly.

- I. Duties and Responsibilities
 - A. Attend Faculty Assembly Meetings.
 - B. Represent faculty in the voting process at Faculty Assembly.
 - C. Report back to the department.

SECTION NINE – Appendices

- I. Guidelines for Evaluating Communication Studies Faculty (approved 6/17/04)