

SETON HALL UNIVERSITY  
COLLEGE OF COMMUNICATION AND THE ARTS  
DEPARTMENT GUIDELINES – Revised 10.20.22

## **I. Composition of the Department**

- 1.1. The faculty governance structure of the College of Communication and the Arts (the “College”) consists of one academic department, the *Department of Communication and the Arts* (the “Department”). As such, the faculty of the Department is co-extensive with the faculty of the College. Should the faculty of the College recommend, and receive approval in alignment with the South Orange Faculty Guide (*SOFG*), the creation of additional academic departments, these Guidelines shall govern the operation of those departments, unless and until amended or altered by the faculty of new departments.
- 1.2. Full-time faculty, as defined in *SOFG* 1.2.a, are members of the Department and eligible to participate in Department meetings, serve on a faculty committee or as an office-holder of the Department, vote in a Department election, and participate in Department decisions, commensurate with appointment type and rank.
- 1.3. Administrators with or without academic rank (*SOFG* 1.6), as well as professional staff and invited guests have non-voting membership in the Department. Given the co-extensive infrastructure of the College and Department, individuals in non-faculty appointments have a standing invitation to attend and participate in scheduled Department meetings, except for circumstances outlined in *SOFG* 10.1.g and during periods of executive session.

## **II. Duties and Powers**

- 2.1. The Department faculty have jurisdiction over academic matters related to the Department. As long as there is one department, the faculty of the Department may act in the name of the faculty of the College and may do so without specifically so indicating.
- 2.2. Consistent with shared governance and in alignment with University process/protocol and the *SOFG*, the Department may consider College and University matters.

## **III. Leadership**

- 3.1. A Department Chair shall be elected in alignment with *SOFG* 10.1, with the Dean’s approval required for the appointment. The responsibilities and duties of the Department Chair are specified in *SOFG* 10.3.
- 3.2. Additional Department Leadership Opportunities
  - a. The creation of *Department-level* secondary administrative appointment(s) (e.g. Assistant Chair, Director, Coordinator, etc.) may be proposed by the Department Chair to the Dean. Such secondary positions may function to execute departmental responsibilities. Proposed appointments require written position descriptions and duties, qualification criteria, and specified term lengths.
  - b. Upon recommendation by the Dean and commensurate approval by the Provost for the establishment of a Department-level secondary administrative position, the Department Chair may conduct a search process coincident with *SOFG* 10.1.
  - c. The process for absences and removal for a Department-level secondary administrative position are to align with *SOFG* 10.2, where appropriate, with the stipulation that decision-making culminates with the Dean rather than the Provost.

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3.3. Committee Chairs shall be elected for required standing committees, as specified by the *SOFG* and further outlined in Article IV of these guidelines.

#### **IV. Committees**

##### **4.1. General Guidelines**

- a. Selection for membership on Department and University committees, including Faculty Senators and alternates, generally occurs in the late Spring semester, with anticipated start of service the following fall.
- b. In the event of a vacancy, an election shall be conducted by Nominations & Elections. With the exception of ad hoc, temporary committees, members ordinarily will be selected to serve two-year, overlapping terms, which shall be staggered so that committee membership rotates in part each year.
- c. Committees are to determine the procedures for operation, except as otherwise determined by University policy, the *SOFG*, or Departmental Guidelines. Written committee-level bylaws shall be shared for two-thirds majority recommendation to the Chair for approval, and reviewed for conflicts by the Dean.
- d. The material decisions of Department committees shall be considered recommendations to the full-time faculty of the Department for final action, with the exception of the Department/College Rank and Tenure Committee.
- e. Committee Chairs
  1. Each required standing committee must elect one of its members as a Committee Chair following annual elections before the end of the Spring semester, with notification to both the Department Chair and Dean.
  2. The Committee Chair is a voting member.
  3. Responsibilities include:
    - i. Call and conduct meetings of the Committee and otherwise organize the work of the Committee.
    - ii. Report on the activities of the committee regularly at scheduled Department meetings.
    - iii. On the appointment of a new Committee Chair, transfer relevant files and/or documents to their successor.
    - iv. Maintain a digital repository reflective of committee activity.
  4. Faculty members with tenure are preferred candidates.
- f. At the Department Chair's discretion and with notice, department-level leadership roles and Committee Chairs may be convened.

##### **4.2. Required Standing Committees**

- a. Nominations & Elections

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1. Duties and Functions: Reference *SOFG* 11.2
2. Membership Composition: Three members of the Department, elected for two-year terms, two in odd-numbered years and one in even-numbered years.

b. Educational Policies

1. Duties and Functions: Reference *SOFG* 11.2
2. Membership Composition: Five members, elected for two-year terms, three to be elected in odd-numbered years and two in even-numbered years.

c. Rank and Tenure

1. Duties and Functions

- i. Reference *SOFG* 5.2, 5.3, and 11.2
- ii. The Department Chair shall provide access to written materials pertaining to applicants for tenure and promotion. The faculty member being evaluated shall be advised by the Department Chair in writing of his/her right to appear before the Committee before deliberation on his/her application to answer questions and to present his/her case.
- iii. The Committee Chair shall confirm with the Department Chair the appropriate ballot template for each candidate.
- iv. The Committee's decision is by a majority of those voting. All eligible Committee members shall vote, except in the case of a documented conflict of interest, and use the ballot provided by the Committee Chair. In the case of promotion and/or tenure, the ballot will include two overall outcomes: recommend (yes) and do not recommend (no). Committee members shall also address all prompts included in the ballot, which are included in the record.
- v. The result of the Committee's vote, including the written reasons and recommendations, shall be sent to the Dean and the Provost. Additional copies shall be sent to the Department Chair and to the applicant. The Committee shall submit its recommendations, in alignment with the University's Rank & Tenure calendar as published by the Office of the Provost, generally on or before November 1.

2. Membership

- i. As long as there is one Department, there is a single rank and tenure committee for the Department and the College, to be known as the *Department/College Rank and Tenure Committee*. The Committee is composed of all tenured members of the Department.

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- ii. Faculty members serving in a full-time administrative primary appointment are not eligible for membership on the Committee during the time of administrative service.
- iii. No member of the committee shall vote on his/her own promotion, nor may a member of the committee vote on a promotion to a rank higher than his/her own rank.
- iv. No member of the University Rank and Tenure Committee shall be a member of the Department/College Rank and Tenure Committee.

4.3. Faculty may establish additional committees to facilitate faculty governance as necessary and desirable, pursuant to *SOFG* 11.3. Generally, when a new committee is established, it will detail composition and consist of at least three members, as well as articulate a defined scope and function. Committees with resource needs require endorsement from the Department Chair and approval from the Dean.

## **V. Department Meetings**

- 5.1. As long as there is one department in the College, Department faculty meetings will be considered meetings of the College faculty.
- 5.2. All full-time faculty are expected to attend and are responsible for full participation at scheduled meetings. Faculty members who cannot attend must request permission to be excused from the Department Chair in advance of the meeting. Faculty on approved leave are excused from service, but may participate.
- 5.3. Given the co-extensive infrastructure of the College and Department, a minimum of four (4) meetings will be held in each Fall and Spring semester. The Department Chair will determine and communicate the meeting schedule. The Department Chair, 60% of the full-time faculty, or the Dean may call for additional special meetings.
- 5.4. The Department Chair will distribute a community-wide call for agenda item and material consideration 14 calendar days in advance of a scheduled meeting, and provide an agenda and related materials seven (7) calendar days in advance of the meeting. Materials associated with Dean's Remarks will be provided to the Department Chair for dissemination to the faculty within three (3) business days following the meeting.
- 5.5. Sixty percent (60%) of the full-time faculty shall constitute a quorum. The calculation shall exclude faculty members on approved leave.
- 5.6. The Department Chair, or designee, presides over and leads each meeting.
- 5.7. The Dean will assign a member of the staff to record minutes and vote activity, distribute minutes to faculty and administrators, and maintain an accessible digital archive for materials.
- 5.8. The order of business at meetings shall be:
  - 1. Welcome / Call to Order / Quorum
  - 2. Approval of Minutes

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3. Dean's Remarks
4. Discussion Items
5. Announcements
6. Reports from Standing Committee (Nominations & Elections, EPC, Rank & Tenure)
7. New Business
8. Questions of the Chair to the Office of the Dean
9. Adjournment

5.9. Each voting-eligible faculty member is entitled to one vote, including the Department Chair. Except as otherwise provided in the *SOFG*, recommendations and decisions are made by majority vote.

5.10. At the request of any faculty member, communicated to the Department Chair or designee presiding, the vote on any question will be conducted by secret ballot.

5.11. At the Department Chair's discretion, departmental business, including voting, may be conducted electronically.

## **VI. Annual Reviews**

### **6.1. General Guidelines**

#### **a. Departmental Ballots for Review and Retention**

1. Faculty must use the unique ballot provided by the Department Chair that includes a statement of the faculty member's responsibilities commensurate with appointment type and rank, per the *SOFG* Article III.
2. Ballots for annual review are to include three options for recommended outcome, specifically: (1) yes; (2) yes with reservations; and (3) no. The ballot used when reviewing a faculty member holding a probationary/tenure-track appointment and seeking promotion and/or tenure consideration is to include two outcomes, specifically: (1) recommend and (2) do not recommend.

b. The Department Chair is to inform each faculty member of the Department's recommendation and related materials coincident with the Department Chair's recommendation to the Dean.

6.2. Probationary/tenure-track faculty will be reviewed and receive a written evaluation of their teaching, scholarship, and service annually in alignment with *SOFG* 3.6.a.1.

6.3. Faculty not holding a tenure-track appointment are reviewed annually, with renewal of term/contract appointment pursuant to *SOFG* 3.6.a.2.

## **VII. Amendments**

7.1. The provisions of the statutes or bylaws of the University, the *SOFG*, or similar documents supersede these guidelines, in the case of conflict.

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7.2. These guidelines may be amended, added to, or repealed, by a two-thirds vote of the faculty, provided that no such changes are contrary to the statutes or bylaws of the University, the *SOFG*, or similar governance documents.