



**COLLEGE OF  
COMMUNICATION AND THE ARTS**  

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**THE UNIVERSITY OF TOLEDO**

**CONSTITUTION AND BYLAWS OF  
THE COLLEGE OF COMMUNICATION AND THE ARTS**

**Preamble**

The Faculty of the College of Communication and the Arts (CoCA) is dedicated to preserving standards of excellence and quality in all undergraduate and graduate programs of study and research, with the understanding that a truly great university serves the needs not only of the state and the nation but also, in this era of globalization, the world.

The Faculty of the College recognizes that its mission and goals can be achieved only through an acknowledgment of the principles of shared governance. Working relationships between administrators and faculty and among faculty within the academic units must be based on mutual respect, transparency, representative participation, and clarity of roles. The Constitution of the College of Communication and the Arts aims to establish principles and operating procedures grounded in acceptance of mutual accountability and shared commitment.

This Constitution is intended to be consistent with Federal and Ohio laws, the rules and regulations of the Ohio Board of Regents (OBOR), the University Council Constitution as approved by the Board of Trustees (BoT) of the University, and the Collective Bargaining Agreements (CBA). In matters that conflict, the University Council Constitution and Bylaws, the policies and regulations of the Ohio Board of Regents and the University of Toledo's Board of Trustees, and the Collective Bargaining Agreements are the ruling documents. Operating within these contexts, and within the provisions of the Constitution, the Faculty of the College of Communication and the Arts has responsibility for procedure development and program planning.

The purpose of this Constitution shall be to provide a framework and guidelines for the Faculty of the College of Communication and the Arts at The University of Toledo (UT), to:

- (1) consider issues of common concern affecting faculty welfare;
- (2) promote communication among the faculty and between the faculty and administration;
- (3) provide for wider faculty involvement in developing and establishing College of Communication and the Arts and University policy;
- (4) conduct the business of the faculty;
- (5) nurture the principle of academic freedom;
- (6) facilitate the orientation of new faculty members.

The authority for faculty shared governance derives from the University Faculty Senate Constitution Article XIII and the Appendix Article IV, and the Collective Bargaining Agreements Article 7. The College Faculty has jurisdiction as stated in the Faculty Senate Constitution Appendix, Section IV on the University of Toledo Policy website:

All Colleges shall institute a faculty body of the whole or an elected representational body of its faculty to participate in shared governance of the College. The purposes of this body may include: a) consideration of academic regulations and policies, curriculum, programs, and other issues of concern to the Faculty of the College and its dean; and b) coordination of evaluations of all academic administrators in their college under the level of dean.

B) The rights, privileges, and responsibilities of all faculty members are specified in appropriate sections of The University of Toledo policies and the *Collective Bargaining Agreement between the Board of Trustees for The University of Toledo and the American Association of University Professors, University of Toledo Chapter*, or *Faculty Rules and Regulations for faculty not bound by the Collective Bargaining Agreement*.

Academic freedom is essential to search for truth and its free exposition for both research and teaching. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to learn.

The authority and power of the College of Communication and the Arts to take the actions set forth herein have been delegated and, in the ordinary course of events, will continue to be delegated from the Board of Trustees through the President and Officers of the University to the College of Communication and the Arts. With regard to curricular matters, the Faculty Senate and Graduate Council have delegated responsibilities to this College Council.

## **ARTICLE I. NAME OF THE COLLEGE**

The name of the College is the College of Communication and the Arts.

## **ARTICLE II. MISSION OF THE COLLEGE**

The mission of the College of Communication and the Arts is to redefine education and create an immersive pedagogy that will prepare students for active global and local engagement through scholarly research, experiential and problem-based learning.

## **ARTICLE III. ORGANIZATION OF THE COLLEGE**

### **A. The Dean**

#### **1. Responsibilities of the Dean**

The Dean is the chief executive and administrative officer of the College. The Dean is responsible to the President of the University for the administration of the College and acts as agent of the Faculty for the execution of educational policy. The Dean is to foster and to participate actively in shared governance with the Faculty of the College.

#### **2. Selection of the Dean**

The Dean is appointed by the President. CoCA faculty and chairs will provide input into the selection process.

### **B. Departments, Programs, Centers, Schools and Institutes**

#### **1. Departments**

The department shall be the fundamental unit of academic and administrative organization within the College. The program of a department shall be conducted by the department Faculty through a chair, who shall have general responsibility for the activities of the department. Mechanisms for determining general departmental procedure will be adopted by majority vote of all faculty members or by a committee elected by faculty for the purpose of setting general departmental procedures.

#### **2. Programs, Centers, Schools and Institutes**

Degree and non-degree programs, including centers, schools and institutes, may be established as necessary to assist the College in its teaching, service, and research programs within the guidelines of the University. The abolition or consolidation of a program, center, school or institute shall be voted upon by the Faculty of the affected units, and requires recommendation of all subsequent levels, and approval by the Board of Trustees.

#### **3. Procedures for Establishing, Ending, or Consolidating a Department**

The formation of a department shall require a 51% majority vote of CoCA Tenured/Tenure Track and Lecturer Faculty and through approvals at all

subsequent levels through the Board of Trustees. The abolition of a department, or its consolidation with another, shall be voted on by the Faculty of the affected units and by the College Council and requires recommendation of all subsequent levels, and approval by the Board of Trustees.

#### **4. Chairs of Departments:**

a. Appointment. The Dean shall appoint the Chair of each department in the College of Communication and the Arts from its full-time tenured faculty or by external search, subject to the approval of the Provost, the President, and the Board of Trustees, as noted in the **UT Policy Number: 3364-72-05**. The Dean shall effectively consult with the Faculty of the department in the choice, removal and renewal of appointment of the department Chair, including conducting a vote of Tenured and Tenure Track and Lecturer faculty. Under certain circumstances a candidate who does not meet the criteria above may be appointed chair by the administration.

b. Evaluation. Chairs shall be evaluated in a manner consistent with **UT Policy Number: 3364-72-05**.

c. Vote of Confidence. One-half of the eligible Tenured/Tenure Track and Lecturer voting Faculty of a department may in confidence petition the Dean for a vote of confidence. No more than one such vote of confidence may be taken in any one academic year.

#### **5. Definition and Authority of the Faculty**

The Faculty of the College shall consist of all those who are budgeted (partially or fully) in the College and who hold a faculty titled rank of Lecturer or above in the departments, centers, or programs that belong to the College; and the Dean, Associate Dean of the College, and the University Provost and President as ex-officio members.

Departments, centers, programs, etc., in accordance with their by-laws, may elect to include faculty persons with part-time, emeritus or visiting appointments and persons in specialty faculty titled positions. Persons with these appointments may not vote on College matters or participate in College governance unless they qualify as College Faculty in accordance with the preceding paragraph. Non-voting members shall be accorded the privilege of participating in discussion at faculty meetings.

Descriptions of faculty, equivalent faculty and specialty faculty titles can be found in University Policy **II-1 University Faculty and Instructional Staff**.

The Faculty of the College, through its Academic Affairs Committee, shall establish requirements for entrance into programs of major study and for graduation, designate the undergraduate and graduate degrees to be conferred, and determine the curricula. They shall certify to the President those of its students who have completed requirements for degrees.

## **ARTICLE IV. MEETINGS**

### **A. Regular Meetings of the College Faculty**

Meetings of the entire College Faculty normally shall be held at a frequency of at least one per year during the academic year. These meetings will be called by the Dean.

### **B. Special Meetings of the Faculty**

Special meetings of the Faculty may be called during the academic year by the Dean or by petition signed by twenty faculty members with a minimum representation of 25 percent of each department in the College of Communication and the Arts, and presented to the Dean. Special meetings called by petition shall be held no later than ten calendar days from the date of the filing of the petition with the Dean. Members of the Faculty shall receive written notice of the meeting at least three days in advance of the meeting, and the notice shall cite the contents of the petition and the text of any proposals on which the Faculty is expected to act. The three-day advance notice may be waived either by the Dean or at the petitioners' request and with the consent of the Executive Committee of the Communication and the Arts College Council in consultation with the Dean. In either case, the Dean shall instruct each department to inform its members orally or by e-mail of the nature of the meeting and its time and place.

### **C. Agenda**

If an agenda for the annual meeting is necessary, it shall be prepared by the Dean in consultation with the Executive Committee of the College Council and shall be received by the Faculty at least three days in advance of the meeting, together with the texts of any proposals on which the Faculty is expected to act. Any faculty member may request that an item be placed on the agenda by submitting a written request to the Dean.

### **D. Limitations on Scheduling of Meetings**

No regular or special meeting shall be held during the final examination period, or on scheduled holidays, fall break, Thanksgiving break, winter break, spring break or during the summer.

### **E. Quorum**

A quorum for any meeting of the Faculty shall consist of one-half of the full-time Tenured, Tenure-Track and Lecturer members of the Faculty of the College of Communication and the Arts.

### **F. Voting**

Faculty with voting privileges, as defined by Article III.B.5, can vote at meetings of the entire Faculty.

## **ARTICLE V. THE COLLEGE COUNCIL**

The College Council represents the Faculty to the Dean on all matters of concern to the College. It shall have meetings at least once each semester with the Dean or Associate Dean. It shall be concerned with the College strategic plan, the welfare of the College Faculty, the full development and maturation of its students, and resource allocation. The College Council shall have power to create ad hoc committees to assist it in its tasks.

### **A. Powers and Authority**

The College Council shall serve as the legislative branch of the College. It shall act on all matters related to the authority granted to the Faculty in the by-laws of the Board of Trustees and by the Faculty Senate, including academic policies, curriculum, academic programs, academic standards, and degree requirements. Its actions shall be effective upon passage, unless otherwise specified by College Council, and written notice of such action must be given to the Faculty within five business days of the action. Such College Council actions shall not prejudice the right of the entire Faculty to rescind such action. The College Council shall also review the annual report of all CoCA standing committees.

### **B. Membership**

The College Council shall have the following membership:

1. Two full-time Tenured or Tenure-Track or Lecturer rank Faculty representatives from each department of the College.
2. The Immediate Past Chair will remain on the College Council for a period of one year with voting privileges.
3. The Dean and Associate Dean are to be non-voting members of College Council. They can engage in debate.

### **C. Elections**

Faculty representatives under subsections V.B.1 and V.B.2 above shall be elected by the full-time Tenured, Tenure-Track and Lecturer rank Faculty members of the departments they represent upon notification by the Chair of College Council of

an upcoming vacancy. Elections will be held in the Spring for positions beginning in Fall. The Department Chair will notify the Chair of College Council of the election results within one week of the vote being conducted. After the new College Council membership is determined, the outgoing Chair of the College Council (or a representative of the Chair) shall meet with the new College Council to preside over the election of a Chair. The outgoing Chair is eligible for reelection as Chair.

#### **D. Quorum**

A quorum for College Council meetings shall consist of simple majority of elected members for actions to be taken. Meetings may be canceled if the Chair determines that no items for discussion are proposed or pending from previous meetings, or if a simple majority indicate inability to attend, or by unanimous consent.

#### **E. Voting**

Voting in all College Council meetings shall be by voice vote, electronic vote or by secret ballot. A voice vote or an electronic vote may be used on all matters unless a request is made for a secret ballot. A secret ballot may be requested by any member of the College Council and must be honored. Only results of the elections shall be announced and recorded in the minutes unless two-thirds of the College Council members present demonstrate by a vote that the actual count of votes shall be recorded. All other matters of voting shall be in accordance with the rules adopted by the College Council.

#### **F. Agenda**

Any member of the Faculty shall be entitled to place an item on the College Council agenda, if it is presented in writing to the Chair at least six days prior to a regular meeting and if it pertains to the business of the College. Proposals from the floor regarding new business will be included on the agenda of the next meeting. However, the agenda may be altered or new business brought up by a two-thirds vote of the council members in attendance.

#### **G. Vacancies**

A vacancy on the College Council shall be declared upon the death, retirement, or resignation of a member. If a member is to be absent from the University for one or more semesters during his/her term, he/she shall resign his/her membership on the College Council or Committee by letter to the College Council Chair. If a member not absent from the University shall be absent from 50% of all meetings for one semester, that member's seat shall be declared vacant. When a vacancy is declared, the Council Chair shall notify the Department Chair of the need to elect a replacement.

In the case of a temporary vacancy, the department will elect or appoint a temporary replacement.

## **H. Terms of Office**

The terms of office for all College Council representatives shall be two years. The terms of those elected under subsection V.B.1 and V.B.2 above shall be staggered so that one-half of them are chosen each year. Members can be re-elected to serve consecutive terms.

## **I. Executive Committee**

After the election of the College Council Chair, the Council shall elect its officers by majority vote of the members of the College Council. The Executive Committee shall consist of its elected officers. The term of office of Executive Committee members shall be one year and shall commence upon election. In the event an officer cannot complete a term, the vacancy shall be filled at the discretion of Council. The Executive Committee shall appoint members to temporary committees of the Council; shall instruct and supervise the work of temporary committees; and shall take other appropriate actions to further the work of the Council, as the latter shall from time to time direct or approve. Officers may serve consecutive terms if so elected. During summer, the Executive Committee is empowered to act on behalf of Council.

### **1. Chair of the College Council**

The Chair of the College Council shall prepare meeting agendas; preside at the meetings of the College Council; and, at the beginning of the fall term, shall consult with department chairs to fill all standing committee vacancies except CCAP; and call for the election of the chairs for all committees of the college, and any special committees appointed under Article V.J.6.

The Chair of the College Council shall serve for one year and take office at the beginning of the fall term.

The Chair of the College Council or designate shall serve on the University Council as a representative of the College of Communication and the Arts.

### **2. Vice-Chair and Parliamentarian of the College Council**

The Vice-Chair and Parliamentarian shall serve as a voting member of the College Council during his/her term of office. The Vice-Chair/Parliamentarian assumes the position of College Council Chair if the Chair is unable to complete his/her term. The responsibilities of the Vice-Chair/Parliamentarian include:

- a. Act as the College Council Chair *pro tem* in the current College Council Chair's absence;



b. Serve as the College Council Parliamentarian and advise the Chair of the College Council and the Faculty on questions of parliamentary procedure. The latest edition of Roberts' Rules of Order shall be the parliamentary authority for the College Council in all cases to which the rules apply and in which its rules are not contradictory to the provisions of the Constitution and By-Laws.

### **3. Secretary of the College Council**

The responsibilities of the Secretary include:

- a. Distribute to members of the Faculty of the College of Communication and the Arts, and such other persons as the Council or Dean may direct, all notices, calls, and minutes of all meetings of the Council for the College of Communication and the Arts;
- b. Record and preserve minutes of all College Council meetings, and votes taken therein, special reports, and all other official actions including arranging for the posting of these items on the College Council web page;
- c. Maintain a current list of College Council members to be posted on the College Council web site;

## **J. Committees**

### **1. General Provision on Committees**

The Chair of each standing committee shall be selected by the members of that Committee. Except for CCAP, all committee meetings shall be open to College of Communication and the Arts Faculty members. In addition to special reports that may be called for by the Faculty, all Standing Committees shall submit at least one progress report each year. All committee reports shall be distributed in the following manner: a copy to the Secretary of the College Council, a copy to the Dean, the Associate Dean, and a copy retained in the committee records. A quorum for Committee meetings shall consist of 51% of the elected members for actions to be taken. Meetings may be canceled if the Committee Chair determines that no items for discussion are proposed or pending from previous meetings, or if 51% of the elected members indicate inability to attend, or by unanimous consent. A vacancy on the Committee shall be declared upon the death, retirement, or resignation of a member. If a member is to be absent from the University for one or more semesters during his or her term, he or she shall resign his or her membership on the Committee. If a member not absent from the University shall be absent from 50% of all meetings for one semester, that member's seat shall be declared

vacant. Vacancies on standing committees may be filled by individuals appointed by the Chair of the College Council in consultation with the Chair of the affected Department to serve until their successors can be elected or appointed for the next term. Such individuals must meet regular eligibility requirements. With the exception of CCAP, all committee appointments are one year terms beginning in Fall.

## **2. Academic Affairs Committee**

The Academic Affairs Committee shall be responsible for approving all changes in curriculum and for assessment of existing programs, and generally oversee all curriculum matters in the College. It will also develop recommendations for and review College-wide student admission, retention, and appeal procedures and practices. It shall consist of a minimum of four members with no more than two members from a single department of the college. A representative of the Dean's Office assigned to curriculum matters shall also meet with the committee in an advisory capacity. The members of this committee do not have to be members of the College Council. This committee can also make recommendations regarding College-wide standards for admission to and completion of programs. Each year, Council shall solicit names of representatives from departments

## **3. College Committee on Academic Personnel**

The College Committee on Academic Personnel (CCAP), a fact-finding committee, is comprised of four Tenured Faculty members of the College holding the rank of Associate Professor or above with one member from each department of the College. Each member serves for two years, and terms are staggered such that each year at least one new member joins the committee. Members of each department are elected by Tenured and Tenure Track Faculty through electronic balloting. When a committee member has to leave the committee for sabbatical, research, or other reasons, the College Council Chair shall appoint a temporary member from the same department. The members of this committee do not have to be members of the College Council.

The committee shall provide recorded individual candidate assessments to the Dean as part of its fact-finding and consultative role. An individual assessment shall consist of the committee's review indicating whether or not the candidate meets the standards for tenure and/or promotion within the College. The individual committee members' votes and/or comments regarding the assessment shall not be identified. The CCAP Chair will provide the committee's assessment to the respective candidate and forward its decision to the Dean.

#### **4. Instructional Equipment and Technology Oversight Committee**

The Instructional Equipment and Technology Oversight Committee (IETOC) shall review requests for, and make recommendations for, the purchase of instructional equipment and technology. The committee will review the technology and equipment needs of the College, its departments and programs to ensure that technology and equipment is up to date. The committee will create a plan to regularly replace equipment and technology and will make a recommendation to the Dean regarding technology fees. The committee will issue a call for instructional equipment and technology requests each fall and spring semester. Each year, Council shall solicit names of representatives from departments. The members of this committee do not have to be members of the College Council.

#### **5. Committee on Diversity**

The College Council Chair, in consultation with the Department Chairs, shall appoint the members of this committee for a term of one year from the CoCA faculty. The members of this committee do not have to be members of the College Council. This committee will advocate for, and address issues of diversity within the college by developing and promoting mechanisms to increase diversity that are consistent with the College Diversity Plan; collaborate and negotiate with committees within the University and the community in an effort to achieve goals, review and make recommendations for revisions to the College Diversity Plan, support the development of department-wide diversity plans that reflect the mission and principles of the college-wide plan, provide consultation when requested and perform other functions as assigned by the College Council and/or the Dean.

#### **6. Special Committees**

Special Committees may be created by the College Council or by the Dean. However, any special committee appointed by the Dean or College Council Chair with a charge concerned with curriculum matters shall include a voting member of the Academic Affairs Committee as a member. The College Council Chair, in consultation with the Department Chairs, shall appoint the members of this committee from the CoCA Faculty and shall include representation from each department. The members of these committees do not have to be members of the College Council.

#### **7. Committee of the Whole**

Occasionally, the College Council for the College of Communication and the Arts will need to meet as a “Committee of the Whole” with all Faculty members of the College. The Committee of the Whole should be used to address extraordinary matters. The issues to be discussed will be specified,

and remarks will be restricted to those issues. Ordinarily, discussion will be guided by an agenda or a position paper distributed prior to that meeting. A quorum for any Committee of the Whole meeting shall consist of 50% of the full-time Tenured, Tenure Track and Lecturer members of the Faculty of the College of Communication and the Arts. Voting will be by majority vote of those present.

## **ARTICLE VI. NOMINATIONS AND ELECTIONS**

### **A. Elections**

#### **1. College Committee on Academic Personnel (CCAP) Procedures**

Each spring, an electronic ballot will be prepared listing all tenured Associate and Full Professors in the department(s) with an upcoming vacancy on CCAP. A vote will be conducted electronically by the Associate Dean of the College in consultation with the Chair of College Council.

- a. No Dean, Assistant Dean, or Associate Dean in the College Office or Department Chair shall be eligible for election to CCAP.
- b. Membership on this committee precludes concurrent membership on any College DPC or service on UCAP.
- c. For the purpose of election, the College Faculty shall be divided into four electoral groups – Art, Communication, Music, and Theatre/Film. Constituents of electoral groups may be changed only with the approval of the College Council. There shall be no more than one member from a single department except in the case where no representative is eligible from a particular department. In this case, the College Council Chair shall appoint a replacement from another department's eligible Faculty for a maximum term of one year.
- d. Only Tenured Associate and Full Professors shall be eligible for office.
- e. The vote will be conducted with all Tenured and Tenure-Track faculty in the college.
- f. Any eligible faculty member who is unable to vote electronically may submit a paper ballot directly to the Associate Dean.
- g. Elections shall be determined by majority vote. If a majority is not secured, a run-off election between those receiving the highest and second highest number of votes shall be held within two weeks of the regular election. The Associate Dean will provide the

election results to the Chair and Secretary of the College Council immediately following the close of the election, and the Secretary of the College Council shall notify those elected within two weeks of the election.

h. Should the elected representative from any department refuse the position, it will be offered to the person receiving the next highest number of votes.

**2. Graduate Council Election Procedures** will follow procedures established by the College of Graduate Studies.

## **ARTICLE VII. ADOPTION**

A final draft of the constitution shall be prepared by Council and distributed electronically to all members of the Faculty. Not earlier than one week and no later than four weeks after dissemination of the final draft, a vote of the Faculty shall be conducted to adopt or reject the constitution. Approval of this constitution shall require a two-thirds vote of all Faculty voting.

## **ARTICLE VIII. AMENDMENTS**

This Constitution may be amended by a two-thirds vote of those voting by electronic vote or at any meeting of the Faculty Assembly provided that written notice and text of proposed amendments are received by the Faculty at least two weeks prior to the meeting at which action on the amendments is to be taken.

Amendments shall be effective upon written notice of approved changes which are to be sent by the Chair of the College Council to all Faculty members within two weeks of their approval.

## **ARTICLE IX. EFFECTIVE DATE**

This Constitution, and any amendments thereto, shall become effective upon approval by the College Faculty and all subsequent levels of approval through the Board of Trustees.

Approved by the CoCA Faculty: April, 2014