

BYLAWS FOR THE NICHOLSON SCHOOL OF COMMUNICATION AND MEDIA (NSCM)

1.0 PREAMBLE

The fundamental premise of this document is that a relationship of mutual respect and trust should exist among faculty who are serving as Nicholson School of Communication and Media (NSCM) administrators; faculty whose activities are focused primarily on teaching, research, and service; and the students whom we serve. Therefore, faculty governance should be collegial and reflect diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad faculty participation in a manner consistent with the other responsibilities of the faculty and the mission of the School and University.

The School administration shall represent the interest of NSCM to the School faculty and staff and to the central administration, as well as oversee and equitably allocate human, financial, and material resources of the School among its various programs and allied units. In the spirit of collegiality, the faculty of the School reserve the prerogative to comment upon, request clarification of, and/or suggest modifications and alternatives to any administrative action taken by the School. Powers and responsibilities not enumerated in this document are reserved to the program areas.

2.0 MISSION AND VISION STATEMENTS

2.1 Vision Statement

NSCM is an academic unit of the College of Sciences (COS) providing academically rigorous undergraduate and graduate education. Through a range of professional and academic programs, excellence in creative activity, research, and technical production is fostered, guided by the strategic objective to have impact and become nationally and globally prominent.

2.2 Mission Statement

NSCM holds as its mission the promotion of:

- Free inquiry, free speech, and the free flow of information and ideas in a diverse, contemporary society;
- A creative, collaborative, and ethical environment for research and for the production of high-quality games, interactive media, film, mass communication, and strategic and human communication;
- Rigorous, relevant, and stimulating undergraduate and graduate curricular and co-curricular programs that are research-based, preparing students for professional careers or advanced graduate study; and
- Engagement, collaboration, and research with community partners to serve the university, communication and media industries, and our broadly defined service area in central Florida and beyond.

2.3 Diversity & Inclusion Statement

At the Nicholson School of Communication and Media, we are committed to creating and maintaining inclusive learning and working environments. We strive to honor diversity in all its forms and want staff, students, and faculty to feel respected and valued in our school. We aim to apply an equity lens to the many activities that are encapsulated in the work at the Nicholson School. The development of an inclusive culture necessarily centers effort to ensure a sense of belonging for minoritized populations in our school. In order to achieve these goals, a variety of recourses are required to support the dynamic and ongoing engagement. By embracing and celebrating differences in NSCM, members of our diverse communities can thrive in larger industry, local, national, and global contexts.

2.4 Scope of NSCM

The Nicholson School of Communication and Media is comprised of three major program areas: Communication; Film and Mass Media; and Games and Interactive Media. The Florida Interactive Entertainment Academy (FIEA) is a market-rate graduate program in the School.

3.0 FACULTY AND ADMINISTRATION

3.1 Faculty

3.1.1 Membership, Job Classifications and Titles

Faculty membership includes Professor, Associate Professor, Assistant Professor, Senior Lecturer, Associate Lecturer, Lecturer, Senior Instructor, Associate Instructor, Instructor, Research Associate, and Emerita/Emeritus. The University of Central Florida may use other titles (e.g., Distinguished University Professor) to identify members of the faculty.

Regular faculty members hold full-time, tenure-earning, or tenured positions at the rank of Assistant Professor, Associate Professor, and Professor; or hold full-time appointments as Instructor or Lecturer, Associate Instructor or Lecturer, or Senior Instructor or Lecturer; Research Associate; or joint appointments in the School at a minimum of .50 FTE per academic semester.

Graduate faculty members and graduate faculty scholars include Research Associates, Instructors, Lecturers, Assistant Professors, Associate Professors, and Professors; who are recommended by NSCM and approved by the College of Graduate Studies.

Other guests with relevant business (e.g., visiting scholars, adjuncts, courtesy appointments or post-doctoral) are recognized, as are secondary joint appointments. These guests and others, including retired faculty, may attend and participate in School business as needed or requested by faculty or NSCM leadership.

3.1.2 Rights, Privileges, and Eligibility

Unless restrictions are written elsewhere in this document, regular faculty members are eligible to participate on all voting matters of the School; may hold leadership positions in the School;

and may serve as chair, and/or as a member of standing, select, or ad hoc committees, elected or appointed.

Other guests as identified in 3.1.1 may participate in, but not vote at the general meetings of the NSCM faculty, and be appointed, but not elected, to standing or select committees.

3.2 UCF Faculty Senate

The UCF Faculty Senate is the basic legislative body of the university. The Senate is the primary voice of the faculty and serves as the main channel of communication between faculty members and university administration. It is an advisory body to the president and provost and, as such, participates in shared governance. NSCM is apportioned seats based on the procedures described in the Faculty Constitution.

3.3. NSCM Committees

3.3.1 Faculty Eligibility

All faculty are eligible to serve on the Curriculum, Student Success, and Awards and Recognition Committees. Associate-level rank in all faculty classifications is needed to serve on the Policy and Planning Committee. Only tenured faculty may serve on the committee that recommends Tenure and faculty serving on the Instructor/Lecturer Promotion Committee be at or above the rank being sought by the faculty seeking promotion. Graduate faculty are eligible to serve on the Graduate Committee. All OPS, USPS, and A&P staff are eligible to serve on the Staff Steering Committee.

Although exceptions may be made on a case-by-case basis, tenure-earning faculty members are encouraged to serve on no more than one School committee at any given time during the probationary period.

3.3.2 Standing Committees

3.3.2.1 Policy and Planning Committee

The duties of this committee consist of reviewing and establishing all policies and procedures associated with NSCM and proposing modifications or new items for adoption by the faculty and staff. This committee serves as the interface between the faculty of NSCM and the Director, providing advice on any matter of concern that needs to be brought before the School. The committee will consult with the School administration regarding strategic and long-range planning. The chair is elected by this committee. The Associate Director of Academic Programs and Student Services is an ex-officio member of this committee with voting privileges.

Representatives on the Policy and Planning Committee will be apportioned, as follows: Communication (Advertising/Public Relations; Communication and Conflict; Human Communication) - two members; Film and Mass Media (Film; Journalism; Radio and

Television) - two members; and Games and Interactive Media (Games; Web Design) - two members; FIEA - (one member).

3.3.2.2 Awards and Recognitions

The duties of this committee include identifying appropriate award and recognition opportunities for NSCM faculty and staff; suggesting colleagues for awards and recognitions; coordinating and/or overseeing the nominating process for specified awards and recognition; and generating internal award programs for NSCM faculty and staff. In the event of a conflict of interest in an awards selection, committee members shall recuse themselves; if needed, an alternate will be named. The chair is elected by this committee. The Associate Director of Academic Programs and Student Services is an ex-officio member of this committee.

The nomination, consideration, and selection of the faculty and staff awards will be facilitated by the Awards and Recognition Committee. The nomination, consideration, and selection of the graduate student awards will be facilitated by the NSCM Graduate Committee. All NSCM faculty are eligible for the Outstanding Research Award, Outstanding Creative Activity Award, Outstanding Teaching Award, and Outstanding Service Award. All NSCM staff are eligible for the Outstanding Staff Award. All NSCM graduate students are eligible for the NSCM Graduate Student Research/Creative Activity Award and Outstanding Graduate Student Teaching Award. The following NSCM awards shall be awarded each academic year:

1. Outstanding Research Award
2. Outstanding Creative Activity Award
3. Outstanding Teaching Award
4. Outstanding Service Award
5. Outstanding Staff Award
6. Outstanding Graduate Student Research/Creative Activity Award
7. Outstanding Graduate Student Teaching Award
8. Outstanding Contribution to Inclusive Culture

Representatives on the Awards and Recognition Committee will be apportioned, as follows: Communication (Advertising/Public Relations; Communication and Conflict; Human Communication) - two members; Film and Mass Media (Film; Journalism; Radio and Television) - two members; and Games and Interactive Media (Games; Web Design) - two members; FIEA - (one member).

3.3.2.3 Undergraduate Curriculum

This committee is responsible for reviewing and approving all undergraduate curricular proposals coming from program areas in NSCM that are to be sent to COS. Additional faculty and members of the academic staff may participate, by invitation or request, as ex officio non-voting members. The Assistant Director of Academic Programs (faculty) is appointed as an ex officio member with voting member privileges and serves as the chair of the committee.

Representatives on the Undergraduate Curriculum Committee will be apportioned, as follows: Communication (Advertising/Public Relations; Communication and Conflict; Human Communication) - two members; Film and Mass Media (Film; Journalism; Radio and Television) - two members; and Games and Interactive Media (Games; Web Design) - two members. FIEA may send a representative if the unit so chooses.

3.3.2.4 Graduate Studies

Membership on the Graduate Studies Committee is restricted to graduate faculty members in NSCM as determined by the Graduate College. The Associate Director of Graduate Studies, Research and Creative Activity will serve as the chair of this committee. The coordinator for each master's program in NSCM will serve as members of the committee. In addition, two graduate faculty members will be elected at large. Responsibilities of the committee include providing oversight regarding the recruitment, retention, instruction, and graduation of students pursuing advanced graduate study, as well as the reviewing and approving of all graduate curricular proposals coming from graduate programs in NSCM that are to be sent to COS.

3.3.2.5 Student Success Committee

Responsibilities of the committee address issues of student academic retention; methods and processes to enhance student success at the undergraduate level; all School-related matters associated with probations, suspensions, and other matters related to deficient students; and selection of School-wide scholarships. The committee also oversees the process and recognition of students as part of the NSCM Director's Honor Roll. The Director's Honor Roll is compiled each semester in recognition of scholastic honors. The Assistant Director of Academic Programs (faculty) serves as an ex-officio member of the committee.

Representatives on the Student Success Committee will be apportioned, as follows: Communication (Advertising/Public Relations; Communication and Conflict; Human Communication) - two members; Film and Mass Media (Film; Journalism; Radio and Television) - two members; and Games and Interactive Media (Games; Web Design) - two members. FIEA may send a representative if the unit so chooses.

3.3.2.6 Staff Success Steering Committee

The committee will advocate for full-time and part-time staff in areas such as professional advancement/development, awards and recognition, work-life balance, work environment, staff-faculty relations, and others as requested to the administration.

The Staff Success Steering Committee shall be made up of a maximum of 10 full-time staff members (A&P, USPS and OPS) elected annually. The committee must include members from both the Main and Downtown Campuses and have representation from different areas within the School (e.g., administrative, advising, production, etc.). The committee chair will be elected by the committee.

3.3.2.7 Committee on Inclusive Culture

This committee works to ensure that NSCM lives up to its values and commitment to inclusion. Members act as liaisons between their respective programs and the committee to bring important issues to the attention of school leadership. Additionally, members contribute to a variety of initiatives and activities centering equity and inclusion (e.g., teaching resources, program planning, community engagement, and climate and culture).

Representatives on the Inclusive Culture Committee will be apportioned, as follows: Communication (Advertising/Public Relations; Communication and Conflict; Human Communication) - two members; Film and Mass Media (Film; Journalism; Radio and Television) - two members; and Games and Interactive Media (Games; Web Design) - two members. FIEA may send a representative if the unit so chooses. Additionally, the committee shall be open to volunteers from NSCM staff, faculty, and students. The committee will be co- led by the Assistant Director of Inclusive Culture and a staff or faculty member elected by committee members.

3.3.3. Promotion and Tenure Committee

The membership and processes associated with this committee are detailed in University Regulations and the Collective Bargaining Agreement.

3.4 NSCM Administrators

3.4.1 Director

The Director is recommended by the regular faculty using an established recruitment process and appointed by the Dean of the College of Sciences to serve a five-year term (renewable, with approval of faculty and Dean). The Director is non-unit and serves as the lead faculty member and chief educational officer in the School; and is charged with providing direction and vision. The Director serves as the supervisor for all NSCM faculty and delegates authority, as appropriate.

3.4.2 Associate Directors [Internal Title for Faculty Holding Leadership Roles]

Associate Director(s) may be appointed by the Director to serve for a negotiated period not to exceed 5 years. Associate Directors oversee operational aspects of the School, different specific initiatives or priorities of NSCM, provide leadership for faculty issues and concerns, and oversee academic programs and student services, to name a few; and shall represent the Director, when appropriate.

3.4.2.1 Associate Director of Graduate Studies, Research and Creative Activity [Internal Title for Faculty Holding Leadership Roles]

The Associate Director of Graduate Studies, Research and Creative Activity is appointed by the NSCM Director for a negotiated period not to exceed 5 years. Under the direction of the NSCM Director, the Director of Graduate Studies, Research and Creative Activity is responsible for the health and quality of the graduate programs offered by the NSCM, and oversees all processes associated with the recruitment, retention, and instruction of graduate students in the NSCM graduate programs. Additionally, the Associate Director of Graduate Studies, Research and Creative Activity oversees grant activities and compliance with respect to college, university, and federal guidelines. They also provide leadership, direction, supervision, and training to faculty within the School regarding research, creative activity, and grant proposal and administration. Specific duties are outlined in the Memorandum of Understanding.

3.4.3 Associate Director of Partnerships, Innovation, and Entrepreneurship

The Director may appoint an Associate Director of Partnerships, Innovation, and Entrepreneurship. The Associate Director of Partnerships, Innovation, and collaborates with NSCM and UCF administrators to identify, cultivate, and establish partnerships with external entities to create opportunities for innovation and entrepreneurship for NSCM students, faculty, and programs.

3.4.4 Assistant Directors [Internal Title for Faculty Holding Leadership Roles]

Assistant Director(s) shall be appointed by the Director to serve for a negotiated period not to exceed 5 years. The Assistant Directors may oversee different specific initiatives or priorities of NSCM, as determined by the Director and Associate Directors; and shall represent the Director and/or Associate Directors, when appropriate.

3.5 Program Area Administrators

3.5.1 Assistant Directors

Assistant Directors shall be appointed by the NSCM Director following an established application process. Assistant Directors for the academic program areas included within NSCM shall represent, advocate, and promote the program's needs and priorities; and serve as the key liaison between program and NSCM leadership. The specific duties and responsibilities of the Assistant Director; and any compensation or course releases associated with the position, are described in the MOU signed by the Assistant Director and the NSCM Director.

3.5.2 Undergraduate Program Coordinators

With the support of the faculty and Assistant Director in their respective program areas, the NSCM Director may appoint Undergraduate Program Coordinators. The eligibility of faculty to serve in this role will be determined by each program area. Individuals appointed to serve in this position will support the Assistant Director with the oversight and management of the program area, with specific responsibilities identified by each unit as outlined in the MOU negotiated between the NSCM Director and the Program Coordinator.

3.5.3 Graduate Program Coordinators

With the support of the graduate faculty and Assistant Director in their respective program area, the NSCM Director may appoint Graduate Program Coordinators. Only graduate faculty members may serve in this role. Individuals appointed to serve in this position will assist the Director of Graduate Studies and relevant Assistant Directors with the oversight and management of a graduate academic program. Specific job duties of the Graduate Program Coordinators are identified in the memo of understanding signed by the Graduate Program Coordinator and the NSCM Director. Graduate Program Coordinators also represent their programs on the NSCM Graduate Committee.

3.5.4 Deputy Assistant Directors [Internal Title]

Assistant Directors in their respective program areas, with approval of the NSCM Director, may appoint Deputy Assistant Directors. The eligibility of faculty to serve in this role will be determined by each program area. Individuals appointed to serve in this position will support the Assistant Director by overseeing, organizing, or performing specific program related tasks, with specific responsibilities identified in the MOU negotiated among the faculty member, Assistant Director, and NSCM Director.

3.6 Staff

The School shall have administrative staff to support the functions of the School. 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 SCHOOL STRUCTURE AND OPERATION

4.1 School Meetings

Meetings of the faculty shall be held throughout the fall and spring semesters, with at least one meeting each semester. Agenda items will be solicited from the faculty and School administration and sent to the faculty in advance of each meeting. All regular faculty are required to attend School meetings. Staff are invited to attend. School meeting agendas will be distributed to the faculty at least 48 hours in advance of the meeting.

4.1.1 Special Meetings

Special meetings may be called by the Director, or upon the request of 10% or more of regular members of the School faculty. Special meetings will be scheduled within five days of the request if reasonably possible.

4.1.2 Quorum

For School-wide business, a quorum shall consist of an assembly of fifty percent plus one (50% + 1) of the regular NSCM faculty. For committees, the chair or co-chair shall set the quorum for meetings at the first meeting of the committee each academic year.

4.1.3 Procedure

The conduct of any NSCM school-wide, committee, or advisory group meeting will be conducted according to Roberts Rules of Order (latest version).

The presiding officer of the faculty meeting shall be the Director of the School or the Director's designee from among the voting members of the School, who will ensure that minutes are taken. The NSCM Director's office will provide for record keeping of general meetings. Minutes of School-level meetings will be archived for posting on the Nicholson Resource website (available to the external public).

4.1.4 Voting

In all settings where voting occurs, the casting of votes may occur by a show of hands or response to email, or anonymously via written ballot or internet poll. Voting by electronic means is permitted at the discretion of the Director or committee chair.

4.2 Committee Meetings

School committees including all committees listed in 3.3.3 will address specified topics relating to academic and personnel matters of the School. Committees shall bring resolutions for action to the faculty for consideration and subsequent deliberation for approval at faculty meetings. Standing committee members serve as liaisons between the committee and program areas. All committees will meet at least once each semester. The elected or appointed chair of each School-level committee will provide agendas and minutes to be archived on the Nicholson Resource website. (See Handbook for details on requirements for minutes.)

4.2.1 Committee Terms

Standing committee members shall be elected for terms of two years, with representatives from the same program on staggered appointments. In cases where staggering is not possible, special one-year term elections may take place.

4.3 Director's Meetings with School Cabinet

The Director shall hold monthly meetings with the School Cabinet, including but not limited to: Associate Directors, Assistant Directors, the Director of Graduate Studies; chairs of the School-wide elected and appointed committees; senior staff members representing Academic Programs; Clerical Support; Communication, Marketing & Events; Facilities; Student Advising and Support; and other School-wide academic leaders identified and appointed by the Director. Staff with job duties associated with the SET program (e.g., Budget & Finance and Human Resources) will be invited to participate. The primary purpose for this meeting is to address issues pertaining to the administration of academic programs and operations of NSCM.

5.0 ACADEMIC PROGRAMS

The School shall consist of academic programs that award academic degrees. The degrees offered include Bachelor of Arts, Bachelor of Fine Arts, Master of Arts, Master of Fine Arts, and Doctor of Philosophy. The sponsoring program also controls and is responsible for minor and certificate programs. Faculty within the program area create the curriculum and are responsible for establishing and overseeing common graduation requirements.

6.0 EXTERNAL RELATIONS

6.1 Advisory Boards

NSCM will maintain an advisory board comprised of individuals who have demonstrated a supportive relationship with NSCM. Members shall be invited by the director and shall, where possible, reflect each of the disciplines housed in NSCM. Members shall serve three-year staggered terms (renewable). A chairperson and vice-chairperson will be elected by the board members to serve two-year terms. Subsequently, the vice-chairperson will succeed the chairperson, and a new vice-chairperson will be elected annually. The advisory board will provide feedback on NSCM initiatives, curriculum, programs, students, and other matters as introduced by NSCM administrative leadership. The NSCM Advisory Board will establish a meeting schedule, with at least one meeting scheduled annually.

6.2 Program Advisory Boards

Academic program areas may create advisory boards to provide feedback on curriculum and program-specific initiatives. Assistant Directors will advance the names of individuals selected for program advisory boards to the Director for approval prior to appointment. The program advisory boards will meet, as necessary, when requested by the program. The Assistant Directors will collaborate and inform NSCM administrators regarding membership and schedules for meeting.

6.3 UCF Alumni Association

The UCF Alumni Association and NSCM work together to recognize alumni who have excelled in their chosen profession. The activities of the alumni are recognized as a reflection of the

School and are highly valued. The Director will appoint a member of administration as NSCM liaison, with support staff, to coordinate with the UCF Alumni Association on programs and events according to a mutually approved schedule.

6.4 Other Academic and Administrative Entities

For the betterment of NSCM 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 NSCM and other administrative entities (e.g., WUCF) to provide opportunities for student and faculty collaboration. With the approval of the director, academic, co-curricular, and extra-curricular relationships with other units and UCF, entities may be negotiated through the memorandum of understanding process (e.g., with the College of Arts and Humanities, and the Department of Computer Science) or with external organizations (e.g., the Orlando Sentinel).

7.0 PROCEDURES FOR AMENDING NSCM BYLAWS

To modify these bylaws, proposed amendments must be submitted in writing to the Policy and Planning Committee. Upon approval from the Policy and Planning Committee, the proposed amendment will be placed on the agenda for a regular or special School meeting. To approve a proposed amendment, a two-thirds (2/3) majority vote of all regular faculty present and voting is required.

8.0 NSCM BYLAWS HISTORY

The University of Central Florida was opened in the fall of 1968, as Florida Technological University. The Florida legislature changed the name in December 1978.

The College of Arts and Sciences originally was created in 1980, representing a union of the College of Humanities and Fine Arts, the College of Natural Sciences, and the College of Social Sciences. The first Arts and Sciences bylaws were approved on April 14, 1981; and were last revised on March 24, 1998.

The College of Sciences was created in 2005 from a division of the College of Arts and Sciences into two colleges: one for arts and humanities and another for natural and social sciences. The Nicholson School of Communication was then stationed in the College of Sciences. The College of Sciences bylaws are based on the original Arts and Sciences bylaws document; and the Nicholson School of Communication's bylaws are based on the College of Sciences' bylaws. These bylaws were drafted in February, recommended by the director's advisory council to the regular faculty, and ratified in April 2017.

On July 1, 2018, the Nicholson School of Communication and Media was constituted from what had been formerly known as the Nicholson School of Communication along with programs from the College of Arts and Humanities (e.g., Film, Digital Media, and the Florida Interactive Entertainment Academy).

On July 1, 2019, the Nicholson School of Communication and Media was transferred fully to the College of Sciences.

In the case of conflict between NSCM bylaws and COS, or UCF policy or procedure, the highest administrative policy or procedure will supersede.

Approved March 17, 2022.