Bylaws, Film and Media Studies Department

Purpose: To define the rules and regulate the affairs of the Film and Media Studies Department

Applies to: Faculty and staff within the Film and Media Studies Department

Policy Statement: The Department of Film and Media Studies at the University of Kansas has an academic mission to foster scholarly, production, and teaching goals. The affiliation of the Department with the College of Liberal Arts and Sciences and the School of the Arts reflects a liberal arts perspective towards the study of film and media as well as hands-on production elements. We see film and media as ways of ordering, clarifying, and understanding human experience. We are humanists, sharing the general goal of discovering and putting into communicable form hypotheses about human beings and the world as we interact with it. We are scholars and practitioners, and our work includes the creation of film and media, teaching, and scholarship. As a result we serve our disciplines, the University, and the surrounding community in our capacities as teachers, scholars, and artists.

Our Mission Statement: The Department of Film and Media Studies unites the inquiry of the academic with the practice and technique of the artist. Scholars and filmmakers work and study together in an environment of mutual encouragement and collegiality.

As teachers our contribution to the liberal arts education of our students is to help them make film and media an integral part of their cultural lives and to develop for these arts a sensitive, informed understanding and critical appreciation. For those graduate students in the department, we offer education and advanced training for future scholars, and professional film and media producers. These various functions are implemented by the following academic programs:

A. Undergraduate

1. B.A. in Film and Media Studies. This program is designed for those who are interested in a liberal arts education. In this course of study, students acquire knowledge of theory, history, criticism, texts, and the basic production skills. It is ideal for those considering graduate work in film studies or other liberal arts disciplines.

2. B.G.S. in Film and Media Studies. This program is designed for those students who decide early in their academic careers that they want to prepare themselves for professional work in film and media. This degree offers more electives in the department than those leading to the B.A.

3. Minor in Film and Media Studies. A minor in Film and Media Studies provides students outside the Department with exposure to major concepts, texts, and histories of cinema, television, and new media.

B. Graduate

1. M.A. in Film and Media Studies. This program provides advanced training and specialized education for future media professionals and professors of film and media.

2. Ph.D. in Film and Media Studies. This program provides advanced training and education for film and media scholars/teachers. Doctoral students develop through courses, seminars, and production work a comprehensive understanding of history, theory, and criticism. At the same time, they develop
specialized research skills and expertise in a particular area that will be the focus of their dissertation study.

I. Operation of Bylaws

These bylaws describe the administrative structures of the Department of Film and Media Studies (FMS) and outline its standard operating procedures. They require a simple majority vote by the Department of Film and Media Studies faculty for adoption and can be altered or discarded at any time by a two-thirds vote of that body. Any proposed changes to the bylaws must be proposed at a meeting previous to the vote.

II. Officers and Administrative Structures

The administrative structure of the Department of Film and Media Studies is composed of: The Chairperson of the Department, the Director of Graduate Studies, Director of Undergraduate Studies, Academic Program Coordinators, and standing committees as outlined below.

A. Chairperson of Film and Media Studies. The Chairperson of FMS must be a tenured faculty member and hold a 100 percent appointment in the Department upon taking office. He/she is recommended to the Dean of the College by the FMS faculty for appointment for a term of three to five years. The Chairperson is evaluated in accordance with University and College procedures, and is required to be reviewed prior to the completion of his/her fifth year of service. According to those procedures, he/she serves at the pleasure of the Dean of the College. Normally, he/she will serve no more than three terms consecutively, subject to such evaluation and continued approval.

As its chief administrative officer, the Chairperson is responsible for the operation of the Department within the guidelines set forth in these bylaws. He/she represents the Department in all appropriate external forums, and exercises direct supervision over the internal functions of the Department, delegating such authority where appropriate. As an appointee of the Dean of the College, he/she is responsible for communicating College policy to the Department and for bringing before the Department for appropriate consideration and timely action all initiatives originating from College or University-level. Among his/her duties, the Chairperson serves as the Budget Officer for the Department, and is responsible for oversight of the use of all State and KU Endowment funds at the Department’s disposal.

B. Director of Graduate Studies. The Director of Graduate Studies is appointed by the Chairperson to serve a term that corresponds in length to that of the Chairperson’s. Assisted by the Graduate Advisory Board, the Director of Graduate Studies is responsible for oversight of all matters related to the Department’s graduate program. He/she facilitates and monitors the day-to-day activities of the M.A. and Ph.D. programs and acts as liaison between the Department and the Graduate Division of the College and the Office of Research and Graduate Studies. He/she coordinates the evaluation of Graduate Teaching Assistants at the end of each semester. He/she acts as Chair of the Graduate Advisory Board and with the Board’s assistance is responsible for scheduling and coordinating the evaluation of graduate examinations and reporting the results of graduate examinations to the Office of Research and Graduate Studies, recruitment and advising of graduate students, and the evaluation and nomination of Departmental graduate student candidates for College or University honors or awards.

C. Director of Undergraduate Studies. The Director of Undergraduate Studies is appointed by the Chair to serve a term that corresponds in length to that of the Chair’s. The Director of Undergraduate Studies works with the College Advising Specialist to maintain high quality undergraduate advising for all declared majors, minors, and students interested in the Department. He/she works with the College Advising Specialist to inform faculty on best practices for advising. He/she meets with prospective visiting students and their parents and acts as contact for them after their visit. He/she works with the Department Chair to supervise recruitment of majors and to maintain a table at the Majors Fair, Seniors Day, and other orientation events organized by the
College. He/she serves as Chair of the Undergraduate Curriculum Committee. Director of Undergraduate Studies duties also include proposing to the Department any changes to major B.A., B.G.S. and minor requirements; drafting any changes to degrees prior to submission to the College; revising copy for the course catalog and for the department major brochure. He/she works with faculty to monitor academic misconduct.

**D. Academic Program Coordinators.** The Academic Program is facilitated by the work of the following program coordinators who are appointed by the Chairperson of the Department:

1. Internship Coordinator: Supervises all undergraduate and graduate internships. This includes advisement and evaluation of all departmental internships, including assignment of grade; communication with film and media professionals to expand departmental opportunities for internship students; and communicating internship possibilities to students, including organization of departmental internship placement and fairs.

2. Honors Coordinator is the liaison between the Department and the College. He/she advises students with an overall 3.5 GPA or higher who are enrolled in FMS 498 Honors Seminar, and also is responsible for informing the faculty and students of Departmental honors protocols.

3. The Coordinator of Study Abroad is the liaison between the Department and the Office of Study Abroad.

**III. Department Standing Committees, Meetings, and Voting Privileges**

Each committee will be headed by a chair, to be appointed by the Department Chair. Any important matters for wider discussion shall be discussed in the main departmental committee, the Film and Media Studies Department Committee.

**A. Film and Media Studies Department Committee (FMDC).** This committee represents the Department. By majority vote, the FMDC establishes policy and expresses the will of the Department in all matters brought to it for action. The decisions by the FMDC are binding on its administrators, faculty, staff, and students. With the exception of specific matters delegated to other standing committees, the FMDC is normally the principal channel through which business is brought for Departmental consideration.

Matters such as recommendations for faculty hires, curricular changes, and departmental procedures or regulations must be presented to the FMDC. Other issues to be brought to the FMDC include, but are not limited to, academic matters such as requirements for undergraduate and graduate degrees, production matters, scheduling and planning for student recognition ceremonies, recommendations for Instructional Technology purchases, and discussion of course offerings and teaching schedules.

The FMDC meets weekly, or less often if there is no pressing business. Except as provided here, conduct of meetings shall be governed by Robert’s Rules of Order.

FMDC includes all FMS faculty and staff, one elected graduate student and one elected undergraduate student representative. The Film and Media Studies Graduate Council (hereafter FMGC) coordinates the election of the graduate student representative and the FMDC coordinates the election of the undergraduate representatives. (See section III. I. for more information on the FMGC.)

The Voting Membership of the FMDC shall consist of all faculty holding tenured or tenure-track appointments of .50 FTE or greater in the Department; all University staff, both University Support Staff and Unclassified Professional Staff; one elected representative of the Department’s graduate students; and one elected representative of the Department’s undergraduate students.
All of those with Voting Membership will have one vote each, with the following exceptions:

1. When considering faculty appointments, only tenured and tenure-track faculty may vote. Student and staff views of the faculty are important and encouraged. Non-voting student and staff representatives shall serve on departmental search committees for outside faculty.

2. When considering changes to the curriculum, only tenured and tenure-track faculty may vote.

Emeritus Faculty, Courtesy Faculty, Visiting Faculty, and Adjunct Faculty, are welcome to attend regularly scheduled Departmental meetings but shall not vote.

The Chair votes only to break a tie. An exception occurs in motions to amend the bylaws, when the Chair may vote to provide or deny the required two-thirds majority. Faculty members who are unable to attend a meeting wherein a vote is taken may vote by proxy. The faculty member is responsible for being aware of the issues being voted on. The proxy vote must be submitted in a written manner and explain the reason for the absence.

B. Film and Media Studies Production Committee (FMPC). This committee consists of faculty and staff members of the FMS Department who teach and practice film and media production. They will convene weekly to discuss all matters pertaining to the production area of the Department. The FMPC may meet less often if there is no pressing business.

C. Graduate Advisory Board (GAB). The GAB, where appropriate in consultation with other graduate faculty members, decides upon and considers all matters concerning the graduate program or graduate students. The Director of Graduate Studies serves as chairperson of the board, is the spokesperson for the board to the FMDC, and is responsible for scheduling all meetings of the board. A graduate student representative, selected by the FMGC, will serve on the GAB and will participate in all discussions concerning policy. He/she will not participate when the Board considers individual admissions, appointments, or awards. The Chairperson of the Department serves as a member ex officio. He/she may participate in discussion but will not vote.

D. Undergraduate Curriculum Committee (UCC). The UCC meets approximately once a month during the academic year to discuss Department curricular issues regarding the B.A. and B.G.S. degrees, the minor, College directives, and other matters to maintain the high quality of the Department’s curriculum. The Director of Undergraduate Studies serves as chairperson of the Committee, is the spokesperson for the Committee to the FMDC, and is responsible for scheduling all meetings of the Committee. UCC membership consists of the Director of Undergraduate Studies, three faculty members, and the College Advising Specialist. The Chairperson of the Department serves as a member ex officio. He/she may participate in discussion but will not vote.

E. Faculty Evaluation Committee (FEC). See Section V. Faculty Evaluation Plan.

F. Promotion and Tenure Committee (P&TC). See Section VI. Promotion and Tenure Procedures.

G. Scholarships and Awards Committee. This committee consists of two faculty members appointed by the Department Chairperson. This committee is responsible for evaluating and recommending students for general university and departmental scholarships and awards, except for grants secured by individuals with specific administrative requirements, to the FMDC.

H. Direct Hire Search Committee (DHSC). This committee consists of three faculty members appointed by the Department Chairperson, plus a non-voting graduate student elected annually by the FMGC. The DHSC is
responsible for proposing to the FMDC direct hire candidates who qualify under the Equal Opportunity Office guidelines for minority status.

I. Film and Media Studies Graduate Council (FMGC). This committee is the representative organization of graduate students in the Department. Duties are delegated among all members actively involved in council proceedings and events. The council acts as the principal liaison between faculty and graduate students, and selects graduate student representatives needed for faculty and departmental committees.

J. Other Committees. Other ad hoc committees may be created by the Department Chair, or by action of the Department itself, if needed. Ad hoc committees shall be typically of short duration and created for a well-defined, temporary task. Search committees shall include one voting faculty member from a department other than FMS within the College of Liberal Arts and Sciences, and shall include at least one non-voting student representative.

IV. Grievance Procedures

The Department of Film and Media Studies Grievance Procedures are available at http://www.policy.ku.edu/CLAS/grievance-procedure-film.

V. Faculty Evaluation Plan

The Department of Film and Media Studies Faculty Evaluation Plan is available at http://www.policy.ku.edu/CLAS/faculty-evaluation-plan-fms.

VI. Promotion and Tenure Procedures

The Department of Film and Media Studies Promotion and Tenure Procedures are available at http://www.policy.ku.edu/CLAS/promotion-tenure-FMS.

VII. Post-tenure Review Procedures

The Department of Film and Media Studies Post-tenure Review Procedures are available at http://www.policy.ku.edu/CLAS/post-tenure-review-fms.

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Film and Media Studies Department

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Related Procedures:
- Department of Film & Media Studies Grievance Procedures
- Department of Film & Media Studies Promotion and Tenure Procedures
- Department of Film & Media Studies Faculty Evaluation Plan
- Department of Film & Media Studies Post-tenure Review Procedures

Review, Approval & Change History:
08/27/2014: Added Post-tenure Review information
03/12/2013: Approved by the Film & Media Studies Department