

BY-LAWS
DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS
COLLEGE OF LIBERAL ARTS AND SCIENCES
REVISED NOVEMBER, 2009

Preamble

The name of this body shall be known as the Department of Communication Sciences and Disorders. The purposes of the Department are to encourage cooperation in teaching, research and clinical practice among the members of the Department and to advance scientific and professional knowledge. Whenever these By-Laws conflict with the statutes of the Board of Governors of Wayne State University or the University's Agreement with the American Association of University Professors, the terms of the latter documents shall prevail. The Department in its dealings with faculty, staff, students, and clients supports the affirmative action policies of Wayne State University.

ARTICLE I. DEPARTMENT CHAIRPERSON

Section 1. Selection and Review of Chairperson

This Department shall be administered by the Chairperson, whose continuation in office shall be reviewed one year prior to the end of his/her term. Terms of appointment shall not exceed five years. Selection and review of a chair will follow the procedures specified in the agreement between Wayne State University and the Wayne State University chapter of the American Association of University Professors.

Section 2. Duties

The duties of the chairperson are:

- A. Preside at departmental meetings.
- B. Represent the faculty to the College and the University.
- C. Supervise departmental budgets and fiscal operation.
- D. Supervise departmental personnel actions.
- E. Coordinate curricular and instructional programs.
- F. Supervise departmental policies and procedures.
- G. Serve as the Program Director and maintain CAA Accreditation in conjunction with the Communication Sciences and Disorders Program Directors.
- H. Establish committees and appoint members.
- I. Be responsible in general for the proper functioning of the Department within University policies.

ARTICLE II. DEPARTMENTAL OFFICERS

Appointments of Department Officers will be made by the Chairperson for an indefinite length of time. Department Officers shall be reviewed annually by the Chairperson in consultation with the budget committee. Job descriptions and load consideration shall be discussed.

Section 1. Graduate Officer

The duties of the Graduate Officer are:

- A. Oversee the work of the Graduate Admissions Officer.
- B. Supervise graduate student advising, probation and graduation.
- C. Maintain graduate program policies and procedures; approve plans of work.
- D. Assist with periodic review of graduate programs.
- E. Supervise graduate student awards and scholarships.
- F. Chair the graduate faculty.
- G. Represent the Department to the Graduate School.
- H. Convene the graduate faculty as needed.
- I. Maintain an updated, complete and organized file on the graduate students in the Department.

Section 2. Graduate Admissions Officer

The duties of the Graduate Admissions Officer are:

- A. Determine admissions procedures to be followed by MA and AuD students.
- B. Establish applicant review procedures to be used by faculty.
- C. Maintain a prioritized list of admissible applicants.
- D. Authorize admission of applicants from the prioritized list as appropriate.
- E. Report to the Chairperson and faculty on admissions activities and outcomes.
- F. Arrange admissions-related training for faculty and staff as necessary.

Section 3. Undergraduate Officer

The duties of the Undergraduate Officer are:

- A. Implement the policies of the undergraduate programs in the College of Liberal Arts and Sciences and the Department.
- B. Function as a liaison between the Department and the undergraduate advisors in the University and the College of Liberal Arts and Sciences.
- C. Facilitate the academic progress of all undergraduate students. Approve students' declaration of major.
- D. Ensure the implantation of appropriate appeals procedures for undergraduate students.
- E. Authorize the completion of degree requirements for undergraduate students.

- F. Maintain an updated, accurate record of advising contact for students in academic and clinical coursework.

Section 4. Audiology Clinical Coordinator / Program Director

The duties of the Audiology Clinical Coordinator / Program Director are:

- A. Supervise record keeping for all student clinical experiences.
- B. Develop and maintain affiliation agreements for student clinical experiences.
- C. Supervise student practicum experiences.
- D. Assist the chairperson with accreditation reports and standards.
- E. Report to the Chairperson and the faculty on clinical practicum matters.
- F. Assist the faculty to implement new clinical programs as required by the CAA or which become timely.
- G. Review student evaluations and assign practicum grades.
- H. Supervise the work of the Director of the Audiology Clinic.

Section 5. Speech-Language Pathology Clinical Coordinator / Program Director

The duties of the Speech-Language Pathology Clinical Coordinator / Program Director are:

- A. Coordinate the operation of the Wayne State University Speech and Language Center.
- B. Supervise the fee schedule for the Center and collect fees.
- C. Supervise record keeping for all student clinical experiences.
- D. Supervise student clinical practicum experiences.
- E. Assist the Chairperson with accreditation reports and standards.
- F. Report to the Chairperson and the faculty on Clinic operations.
- G. Assist the faculty to implement new clinical programs as required by CAA.
- H. Act as the Director of the Wayne State University Speech and Language Center.

Section 6. Post bachelor Advisor

The duties of the Post bachelor Advisor are:

- A. Advise post bachelor students.
- B. Advise prospective post bachelor students.
- C. Maintain clinical observation records on post bachelor students.

ARTICLE III. DEPARTMENTAL MEMBERSHIP

Section 1. Membership

All persons holding a regular faculty appointment in the Department shall be members of the Department. Persons with fractional appointments of .5 will also be considered members of the Department. The department will consider necessity for Adjunct Faculty to vote as the need

arises. Adjunct Faculty with vote may be elected to membership on departmental committees. A member from the student body will be elected by the students to attend meetings.

Section 2. Meetings

The Department would be expected to meet once a month or at the call of the Chairperson, or at the request of two members, to consider issues relevant to the department and its members, at least one meeting a term is required. A quorum for such meetings shall consist of one more than half of the members present including the Chairperson.

Necessary records shall be kept concerning matters discussed and votes taken at these meetings. These records shall be circulated to the members of the department.

Section 3. Responsibilities of the Department

The Department shall advise the Chairperson on matters concerning the functions of the department in education, research and administration. These functions include, among others, planning educational programs for students, organizing continuing education conferences, developing and evaluating clinical facilities, recruiting faculty, defining clinical and basic research goals, and setting budgetary priorities. Other responsibilities include election of standing and ad-hoc committees and evaluation of student performance.

Section 4. Agendas

A preliminary agenda of each department at meetings shall be circulated to all members one week prior to each meeting. Agenda items may be added by written request of members of the department prior to the meeting.

Section 5. Conduct of the Meetings

The Chairperson shall preside over meetings of the department according to Robert's Rule of Order. Departmental policies and procedures shall be decided by a majority vote of the full-time membership of the department.

Section 6. Attendance

Meetings will be open to all full-time members of the department. Adjunct Faculty may be invited to attend specific meetings at the discretion of the membership of the department.

ARTICLE IV. THE GRADUATE FACULTY

Section 1. Membership

All members of the department who have been approved by the Graduate Division of the University shall be members of the Graduate Faculty.

Section 2. Functions

The Graduate Faculty shall meet at the call of the Graduate Officer to consider any matters pertaining to teaching and research beyond the baccalaureate degree. A majority vote of the full-time members of the Graduate Faculty shall be necessary to resolve any question placed before the Graduate Faculty.

The Graduate Faculty shall have the sole responsibility for structuring the graduate curriculum subject to the regulations of the Graduate Division.

ARTICLE V. STANDING COMMITTEES OF THE DEPARTMENT

Section 1. The Promotion and Tenure Committee

Membership: The committee shall consist of all tenured members (minimum of three (3)) of the department.

Eligibility: All tenured faculty who are assigned full-time to the department are eligible to participate on this committee.

Functions: The duties of the Promotion and Tenure Committee shall include making recommendations for tenure and promotion, and consideration of other personnel matters such as employment of new faculty and review of faculty status as referred by the Chairperson of the department or by individual faculty members. The Chairperson shall serve as Chair of the Committee without vote. The Chairperson shall call the new committee into session and brief the committee upon personnel issues. A quorum for Promotion and Tenure Committee meetings concerning tenure/promotion shall consist of all eligible members. No member of the Committee shall participate in or vote on a promotion or recommendation to a rank higher than his/her rank. In cases where a faculty member becomes a candidate for full professor, the tenured full professors of the department shall deliberate and make a recommendation. A two-thirds vote of the eligible membership of the Committee shall be required for a recommendation for promotion or tenure. A candidate for promotion/tenure shall have the right to request, or to designate an advocate to present his/her qualifications to the Committee.

Section 2. The Salary Committee

Membership: The committee shall consist of five (5) members elected annually during the Winter term who shall take office at the beginning of the subsequent Fall term. Three (3) members shall be members of the department Promotion and Tenure Committee and two (2) elected from the clinical faculty. Election shall be by majority vote of the faculty. The department Chairperson shall serve as Chair of the Salary Committee with vote. This Committee shall take office at the beginning of the subsequent Fall term.

Eligibility: Members of the Promotion and Tenure Committee and all clinical faculty.

Function: Conduct and responsibilities of the salary committee shall conform to the later version of the Agreement between Wayne State University and the American Association of University of Professors. Meetings shall be called at the discretion of the committee's chairperson.

Section 3. The Budget Advisory Committee

Membership: A Budget Advisory Committee shall be formed on an ad hoc basis when a majority of department members vote that such a committee is needed. Three members of the faculty shall be elected for a period of two years. The committee will be chaired by a member of the committee.

Eligibility: Full-time membership of the Department.

Function: Advise the Chair on general budgetary priorities, including travel policies and budget allocations.

Section 4. The Curriculum Committees

Eligibility: All members of the department shall be members of the Curriculum Committee for a given area of study (BA, MA, AuD and/or PhD) if they teach one or more courses that are part of that curriculum.

Membership: The Committees shall be composed of all members of the department who teach a given curriculum and in addition may include one student representative.

Function: The Committees shall make recommendations concerning the organization of the curriculum for their area of study, proposals for new courses and the sequence of courses. The Committees shall also make recommendations concerning the content and subject material to be covered in courses within their area of study.

Section 5.

The Chair of the department shall appoint other committees as deemed necessary. Grievance committees shall be constituted when disputes arise.

ARTICLE VI. AMENDMENTS TO THESE BY-LAWS

Proposed amendments to these By-Laws shall be submitted in writing to at least three members of the department who must sign the proposed amendments before they are submitted to a meeting of the department.

Copies of any proposed amendment shall then be distributed to all members of the department for consideration at a special or scheduled meeting, not to be held less than thirty days after the distribution of the proposed amendment.

A two-thirds affirmative vote of all department members shall be required for adoption of an amendment to the By-Laws.

ARTICLE VII. ADOPTION OF THESE BY-LAWS

A copy of these By-Laws will be sent to each member of the department prior to its discussion at a regular meeting of the faculty. A two-thirds affirmative vote of the members of the department shall be required for adoption of these By-Laws.

Final adoption of these By-Laws is dependent upon approval by the Dean of the College of Liberal Arts and Sciences, Wayne State University, who shall also approve amendments as prepared by the department.