

School of Communication
Restructuring Proposal
Spring 2009

The faculty of the school are unanimous in their belief that the cooperative structure we have established is a positive one, and we wish to remain as a School of Communication, headed by a Director. Additionally:

Some faculty are quite interested in our actually becoming a College of Communication, headed by our own Dean. This is not unreasonable, given that student-wise we are larger than the Monfort College of Business, and that Colleges of Communication are springing up nationwide. However, no one strongly expects this to happen as part of this current restructuring discussion.

Though some faculty have no strong feelings one way or the other, a majority indicate that returning to the nomenclature of “departments” and “chairs” is preferred over the current language of “programs” and “coordinators.” If there is a move college-wide to return to the department label, we would do so gladly. Granted, this requires some negotiation regarding the duties of director and chairs—but it probably wouldn't be much different than what has been agreed to already regarding director and coordinators.

As always, it would be unacceptable to combine COMM and JMC into a single department.

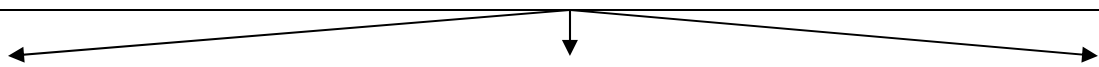
Bottom line: we wish to remain a school and continue to share faculty, office, staff, and curricular resources. Becoming a school comprised of departments is a welcome adjustment.

UNIVERSITY OF NORTHERN COLORADO SCHOOL OF COMMUNICATION ADMINISTRATIVE STRUCTURE (COST-NEUTRAL PROPOSAL)

Director, School of Communication (COMM)

Twelve (12) month Exempt Administrative position. Five (5) year term, renewable. Individual recommended by faculty and appointed by HSS dean. Director serves as coordinator (chair) of their home discipline. 1.0 FTE distribution = .80 administrative (calculated as .10 school-specific duties for each of Fall, Interim, Spring, and Summer semesters, and .20 apiece for coordination of the CMST and JMC departments), .10 professional engagement, and .10 service. A total of .20 administrative appointment is reallocated for coordination of non-home discipline, i.e. director teaches two classes in order to provide reassigned time to coordinator (chair) of program not overseen by director. Primary duties include:

- Oversee all school's finances/budgets/accounts
 - Manage daily operations of school
 - Work with Foundation on fundraising
 - Spearhead annual Communication Jubilee
 - Oversee staff and long-term hiring plans
 - Directly assist coordinators (chairs) with their duties
 - Take student-faculty issues not resolved at chair level
 - Promote curricular and co-curricular initiatives
 - Other school specific duties as assigned
- Provide vision for school; foster community
 - Primary contact for departments interim and summer
 - Represent school to College, University, community
 - Foster growth, e.g. recruitment, retention, diversity
 - Govern school policies, e.g. travel, technology
 - Oversee school assessment and annual reports
 - Promote faculty development initiatives
 - Contribute to College leadership



**Chair (Coordinator),
Communication Studies Department (CMST)**

Traditional nine (9) month faculty appointment (unless also Director of the School; see above). Annually renewable term recommended by faculty and appointed by dean. Two reassigned times per year (one Fall, one Spring) reallocated from Director administrative appointment. Primary duties include:

- Oversee curriculum, scheduling
- Review hiring pool applicants
- Hire adjuncts, work-study
- Handle student-faculty issues
- Coordinate faculty evaluation
- Oversee department assessment
- Convene department meetings
- Contribute to School leadership
- Other disciplinary specific duties

**Chair (Coordinator), Journalism &
Mass Communications Department (JMC)**

Traditional nine (9) month faculty appointment (unless also Director of the School; see above). Annually renewable term recommended by faculty and appointed by dean. Two reassigned times per year (one Fall, one Spring) reallocated from Director administrative appointment. Primary duties include:

- Oversee curriculum, scheduling
- Review hiring pool applicants
- Hire adjuncts, work-study
- Handle student-faculty issues
- Coordinate faculty evaluation
- Oversee department assessment
- Convene department meetings
- Contribute to School leadership
- Other disciplinary specific duties

**Coordinator
Master of Arts in Communication (COMM)**

Traditional nine (9) month faculty appointment. Annually renewable term recommended by faculty and appointed by school director. Counted as service, and interpreted as fulfilling a majority of the individuals' .20 annual service commitment. Primary duties include:

- Review/recommend MA applicants
- Primary contact person for Graduate School
- Maintain MA student records
- Work with Director/faculty re: scheduling
- Oversee graduate program assessment
- Serve as initial advisor to MA students
- Coordinate Comprehensive Exams Fall & Spring
- Limited on-call summer duties as needed
- Investigate new curricular opportunities
- Other graduate specific duties