

University of Delaware

Communication Sciences and Disorders Bylaws

Approved by the Communication Sciences and Disorders Faculty on February 18, 2018

Amended by the Communication Sciences and Disorders Faculty on November 17, 2023

- I. Consistent with the Charter of the University, the Trustees Bylaws, and the Constitution and Bylaws of the Faculty of the University and College of Health Sciences, the Faculty of the Department of Communication Sciences and Disorders is empowered to develop, implement, and evaluate the instructional and service programs assigned to the department.
- II. The Faculty, as a body or through designated coordinators or committees, assumes the following functions:
 - A. to seek the continual improvement of academic standards, programs, and achievements in the department;
 - B. to consider and make recommendations concerning policies governing all matters of faculty welfare; these may include but are not limited to teaching responsibilities, committee membership, and sabbatical leave;
 - C. to perform an annual review of policies, procedures, and criteria within the department for promotion and tenure and to make recommendations concerning these policies;
 - D. to consider and make recommendations concerning policies governing the admission of students to the programs in Communication Sciences and Disorders;
 - E. to admit new graduate students to the MA in Speech-Language Pathology and PhD in Communication Sciences and Disorders;
 - F. to consider and make recommendations concerning policies governing the clinical education of students in the MA in Speech-Language Pathology;
 - G. to pursue extramural funding to enhance the department's research efforts;
 - H. to participate in the research training of qualified post-doctoral fellows, graduate, and undergraduate students;
 - I. to communicate department research policy and coordinate research training efforts with appropriate doctoral training programs within the university with which the faculty of the department have affiliations; and
 - J. to initiate proposals on all topics listed through the appropriate department standing committee or Chair's representative.

Recommendations emerging from standing committees or from a representative appointed by the Chair for a specific function must be approved by two-thirds of the members of the Faculty. Such decisions will be forwarded when necessary to the appropriate College of Health Sciences and/or University policy-making body for consideration and approval.

III. Department Membership

- A. The Faculty of the Department of Communication Sciences and Disorders shall consist of all tenured, tenure track, and continuing track faculty who hold full time appointments in the department, including those on official leave. Faculty have full voting rights.
- B. Affiliated and joint appointment faculty will have all of the rights and privileges of such faculty as defined in the University's policies and procedures and may serve on departmental committees but cannot serve as the Department Chair and will not have voting privileges on Department related matters and are not considered when determining a quorum.
- C. The professional staff of Communication Sciences and Disorders consists of the Director of Clinical Education, the Director of Research and Clinical Services, and full-time clinical education staff. The Director of Clinical Education, the Director of Research and Clinical Services, and full-time clinical educators participate in faculty meetings, but do not vote.

- D. Professional staff members who hold secondary appointments within the Department may serve on department committees but cannot serve as the Department Chair and will not have voting privileges on any Department related matters or curricular issue. Opinions of secondary faculty will be sought and used to inform the decision-making process for curricular issues.
- E. Joint, Adjunct, and Affiliate appointments: Joint appointments are given to faculty members who have a primary appointment in another UD academic department but make *significant* contributions to the Department. Adjunct faculty are those persons who teach a course (or courses) at the University on a supplemental ("S") contract and who are not otherwise full-time faculty of the University. Affiliated faculty are individuals, primarily from outside the university, who are actively involved in the teaching or research mission of the Department in some capacity without financial remuneration. All joint appointments will be of limited duration not to exceed three years and will be reviewed at the end of the appointment period for evidence of continued involvement with the Department mission. All affiliated appointments will be of limited duration not to exceed one year and will be reviewed at the end of the appointment period for evidence of continued involvement with the department mission. These appointments are renewed on an annual basis, based on funding and performance, and will be of limited duration, not to exceed three years. Joint, adjunct and affiliated faculty appointments require the approval of the voting faculty by a 2/3 of those voting.

IV. Department Chair

- A. The Department Chair is appointed by the Dean of the College of Health Sciences with the approval of the Provost and President for a five-year term. The Chair serves as chief representative and Executive Officer of the department. This position holds administrative authority over Department affairs. The Chair shall exercise leadership in the formulation of policies and in supervision of activities directed toward the improvement of all department goals. Responsibilities shall include strengthening department instruction, research and service and interpreting department policy and activities to the College, University, and community.
- B. While administering these responsibilities, the Department Chair is expected to consult with the designated representative of standing and ad hoc committees. In addition, it is the Department Chair's function to maintain communication with the faculty on all matters of concern to the faculty and the department as a whole. The Department Chair shall serve as an ex-officio, non-voting member of all department standing committees and does not participate in the Promotion and Tenure Committee.
- C. The Department Chair shall be responsible for conducting annual faculty evaluations and evaluations of the Director of Clinical Education, the Director of Research and Clinical Services, the department's Business Administrator, and the department's Administrative Assistants. The Department Chair shall provide a copy of the review and discuss the results of the review with each individual. Guidelines, as stated in the UD Faculty Handbook and the UD Administrative Policy Manual should be followed.

- D. The Department Chair shall be responsible for reviewing the recommendations of the Department Promotion & Tenure Committee on matters of Faculty promotion and tenure. In instances where the Department Chair believes that the committee's recommendation is unclear, or the case is especially complex, or in which the Chair has reached a decision contrary to that reached by the majority of the committee, the Department Chair shall meet with the committee before the Department Chair's recommendation is made known. However, the committee's recommendation cannot be changed at this point.
- E. The Department Chair, in cooperation with the MA Program Director, the Director of Clinical Education, and the Director of Research and Clinical Services shall be responsible for complying with accreditation policies and procedures, including:
 - 1. timely submission of required fees and documentation, including reports of graduation rates, performance on national certification exams, and compliance with CAA standards;
 - 2. timely notification of expected or unexpected substantive change(s) within the department and of any change in institutional accreditation status or legal authority to provide post-secondary education; and
 - 3. timely compliance with accreditation criteria within the year of being determined to be out of compliance.
- F. The Department Chair shall be appraised of all recommendations of ad hoc and standing committees or appointed representatives and shall have an opportunity to respond to same prior to any vote by the Faculty.

V. Organization and Procedures

- A. Presiding Officer—The Department Chair or a designated representative shall conduct and preside at all meetings of the department faculty.
- B. Meetings—The department faculty shall meet at least once a month during the academic year at times determined by the Department Chair. Special meetings of the faculty may be called by the Department Chair or by written petition of one-third of the Faculty at a regular or special meeting of the department faculty or via electronic communication. In addition, the department faculty shall hold an annual day-long retreat to assess the progress of the Department over the previous year, review and approve all major departmental documents, and to advise the Department Chair on matters related to the allocation of financial resources.
- C. Notice of Meetings—Notice of department faculty meetings, together with an agenda, shall be distributed to the faculty at least five days (not including Saturdays or Sundays) in advance of such meetings. At special meetings, only those topics on the announced agenda may be voted upon at that meeting.
- D. Agenda—The agenda for regular and special meetings of the department faculty shall be prepared by the Department Chair or a designated representative. The agenda shall include:
 - 1. all items presented by the Department Chair;
 - 2. all items submitted for faculty consideration by committees or special representatives of the Chair;

3. all items supported by one-third of the department faculty as evidenced by a written petition submitted to the Department Chair; and
4. new business not on the announced agenda may be introduced for discussion from the floor or by the Department Chair.

A resolution or motion that requires a vote by the Faculty that is not part of the announced agenda can be acted upon only if two-thirds of the Faculty members are present. A commemorative resolution may be introduced and voted upon at any meeting of the department faculty.

- E. For purposes of voting on Department related matters, the following guidelines shall apply:
 1. Proposals involving matters of general interest to the department faculty shall be subject to review and vote by the membership described above in B1 and B2.
 2. Standing committees or specially appointed representatives of the Chair are responsible for disseminating information to the faculty in all instances where substantive changes are recommended. This shall be done at least one week in advance of the department faculty meeting at which time a vote will occur.
 3. Minor changes in procedure can be accomplished by standing committees. Such actions shall be presented to the faculty at a faculty meeting.
- F. Quorum—A simple majority of the voting membership not on official leave shall constitute a quorum.
- G. Voting Rules—The faculty shall abide by its own rules or procedure, but in cases where it has adopted no explicit rules, or where applicability of or interpretation of rules is in doubt a simple majority shall apply.
- H. Minutes—The Chair shall publish minutes of all meetings of the department faculty, within 5 business days of the meeting, which shall become the official record upon being submitted to and approved by the Faculty at the first subsequent regular meeting of department faculty.

VI. Department Committees

A. General Provisions Regarding Committees

1. A committee authorized by the Faculty shall be empowered to act as the agent of the Faculty in administering responsibilities delegated to them.
2. Appointments shall be for terms of three years, can be renewed unless otherwise noted. These appointments should be staggered to provide for continuity.
3. Committee chairs will prepare an annual report to be summarized at the annual department retreat. Copies of the annual written reports shall be forwarded to the Department Chair at least one week in advance of the retreat.
4. Annual reports will be kept in the Chair's shared drive and available to all faculty members.
5. The Department Chair shall not hold membership on the Promotion and Tenure Committee.

B. Admissions Committees (MA and PhD)

1. Serve as a liaison between the faculty and Department staff involved in the admissions process. Review admissions procedures and policy on a yearly basis.
2. Recommend changes in admissions procedures and policy to the Chair and the Faculty. Doctoral admission is further specified in PhD Manual and admission requires a positive vote from majority of tenure-track faculty.
3. Evaluate each application and make recommendations to the Graduate Office regarding acceptance.
4. Membership:
 - (a) The MA admissions committee will be made up of a minimum of three tenure-track faculty and either the Director of Clinical Education, the Director of Research and Clinical Services or full-time master Clinicians. and appointed by the Department Chair.

C. Curriculum Committee (MA)

1. Reviews and complies with all University policies and procedures related to curriculum issues, including courses of study, scheduling, and instruction.
2. Solicits and coordinates high quality instruction for departmental courses.
3. Ensures effective and efficient semester and session course scheduling.
4. Maintains plans of study for the Traditional and Extended Tracks of the MA program.
5. Ensures annual updating of academic programs and courses, if warranted, through Curriculog.
6. Membership:
 - (a) At a minimum, the committee will be comprised of a Chair, the MA Program Director, and two other Communication Sciences and Disorders Faculty members; and may include professional staff from the Department. The committee and its chair will be appointed by the Department Chair.

D. Important Ad Hoc Committees

1. Promotion and Tenure—For details regarding responsibilities, accountability, and membership, refer to the Communication Sciences and Disorders' Promotion and Tenure Guidelines.
2. Two-and Four-Year Pre-Tenure Review Committee—For details on responsibilities, accountability, and membership, refer to the University of Delaware Faculty Handbook. clinic
3. Post-Tenure Review—For details on responsibilities, accountability, and membership, refer to the University of Delaware Faculty Handbook.
4. Faculty Search committee
 - (a) The Chair of the search committee is responsible for reviewing and complying with all University policies and procedures related to a faculty search.
 - (b) Solicit high quality applicants through advertisements and professional contacts.
 - (c) Evaluates applications and makes decisions on which applicants to interview.

- (d) Once interviews are complete, the committee ranks the candidates.
- (e) The Faculty votes on acceptability and votes on a recommendation to the Department Chair. The Department Chair conveys the recommendation to the Dean and Provost.
- (f) Membership:
 - (i) At a minimum, the committee will be comprised of a Chair and two other Communication Sciences and Disorders Faculty members and may include a faculty member or professional staff of the university from outside the Department.
 - (ii) The committee and its chair will be appointed by the Department Chair.

VII. Special Representatives of the Chair

A. Student Support Liaison (SSL)

1. The SSL reports to the Department Chair and is a full-time member of the department.
2. They provide academic/learning, clinical development, and related support to students (e.g., study strategies, interpersonal communication/clinical skills, work-life concerns that impact program engagement and progress) as self-selected by students or by referral from other members of the department.
3. They coordinate student support needs as appropriate with instructors, clinical educators, advisors, Program Director, and Director of Clinical Education to support student success.
4. They make referrals to UD and other resources and services as needed (e.g., disability support services, counseling center).

B. MA Program Director

1. The MA Program Director reports to the Department Chair and is a full-time member of the department who holds a graduate degree with a major emphasis in one of the subdisciplines of communication sciences and disorders.
2. They are responsible for leading and administering the clinical training program in Speech Language Pathology. This includes:
 - (a) supervision and evaluation of activities related to program goals; and
 - (b) the formulation, implementation, and maintenance of program policies/handbooks.
3. They coordinate with the Department Chair, Director of Clinical Education, Director of Research and Clinical Services and relevant departmental committees (e.g., MA Curriculum, MA Admissions, Student Support) to ensure high quality student recruitment, admissions, orientation, advising, curriculum, clinical training, and graduation activities.
4. They advise the Chair on faculty assignments and budget as these issues pertain to the administration of the clinical SLP MA program in compliance with national accreditation standards.
5. They are responsible for ensuring that national, University, and College-wide accreditation and reporting guidelines are met.

C. PhD Program Director(s)

1. The PhD Program Director reports to the Department Chair and is a full-time member of the department who holds a doctoral degree with a major emphasis in one of the subdisciplines of communication sciences and disorders.
2. They are responsible for leading and administering the training program for doctoral students. This includes:
 - (a) supervision and evaluation of activities related to program goals;
 - (b) formulation and implementation of program and university policies; and
 - (c) maintenance of program handbook and website.
3. They coordinate with the Department Chair to ensure high quality student recruitment, admissions, orientation, advising, curriculum, and graduation activities.
4. They are responsible for ensuring that national, University, and College-wide accreditation and reporting guidelines are met.

D. Director of Clinical Education (DCE)

1. The DCE reports to the Department Chair and is responsible for coordinating all clinical placements of MA SLP students at the UD Speech-Language-Hearing Clinic and externship sites.
2. They develop and maintain current contracts with clinical externship sites, engage with community organizations that require SLP support, and engage with alumni of the program.
3. They monitor MA program's compliance with all CAA accreditation standards and recommend changes when appropriate.
4. In cooperation with the Department Chair, they are also responsible for complying with accreditation policies and procedures, including:
 - (a) timely submission of required fees and documentation;
 - (b) timely notification of expected or unexpected substantive change(s) within the MA program and of any change in institutional accreditation status or legal authority to provide post-secondary education; and
 - (c) coming into compliance with accreditation criteria within 2 years of being determined to be out of compliance for any CAA Standard.

E. Director of Research and Clinical Services (DRCS)

1. The DRCS reports to the Department Chair.
2. They represent UD Speech-Language-Hearing clinical services in departmental discussions and decision making, to provide information and expertise on the impact of departmental decisions on clinical service and to champion the clinical services goals in the area of education, research, and engagement with the community. Including:
 - (a) overseeing the establishment and implementation of all policies and procedures related to the operation of the clinical services;
 - (b) working closely with the Chair to facilitate the integration of clinical and academic objectives to provide students with outstanding training;
 - (c) working closely with the Clinic Manager to develop procedures for monitoring the effective financial management of the clinics;

- (d) monitoring, analyzing, and identifying potential problems or issues facing the clinic; and
 - (e) coordinating and monitoring all activities involving research conducted in the UD Speech-Language-Hearing Clinic.
3. In cooperation with the Department Chair, MA Program Director, and the Director of Clinical Education, they are responsible for complying with accreditation policies and procedures, including timely submission of required fees and documentation; timely notification of expected or unexpected substantive change(s) within the department and of any change in institutional accreditation status or legal authority to provide post-secondary education; and coming into compliance with accreditation criteria within 2 years of being determined to be out of compliance for any CAA Standard.

VIII. Amendment

These Bylaws may be amended only by a two-thirds affirmative vote of the Faculty. The balloting may be conducted by secret ballot by request of any member of the department. Petitions for changes must be placed on the announced agenda and discussed at a general faculty meeting prior to the balloting. Voting must be concluded within two weeks following the faculty meeting.