



College Organization

1. The Dean
 - a. The dean of a college shall be the officer primarily charged with the administration of the college. The dean shall be the presiding officer of its faculty and the chief adviser to the university's executive vice chancellor in regard to the college's welfare and shall be in general charge, under the executive vice chancellor, of the administrative work of the college. The dean shall submit recommendations to the office of the executive vice chancellor concerning the appointment, reappointment, non-reappointment, promotion, granting of continuous appointment, demotion, transfer, dismissal, or removal of members of the college staff. All requisitions chargeable to funds apportioned to the college are subject to approval by the dean or the dean's designee. The dean is reviewed by the college faculty and higher administrative officers after five years of service.
2. The Associate Dean for Research and Faculty Affairs
 - a. The associate dean for research and faculty affairs shall be responsible for the development of faculty in their teaching, research, and service. This associate dean shall oversee the processes for peer observations of teaching, making sure that all faculty receive such observations at least once a year. This includes supervising the methods and instruments for conducting the observations and registering the observer's evaluations.
 - b. The associate dean for research and faculty affairs shall take steps to encourage faculty research and creative activity, including arranging for regular meetings of faculty to share their research and creative accomplishments, learn of the efforts of faculty in other colleges, and connect with resources on campus for obtaining grants, faculty development leaves, and other resources.
 - c. The associate dean for research and faculty affairs shall be a liaison to the faculty for matters regarding promotion and tenure. The associate dean for research and faculty affairs shall make sure the members of the faculty are aware of the guidelines for tenure and promotion for all levels and types of faculty appointments and that consistent standards are applied to all faculty seeking tenure and promotion. The associate dean shall also keep a record to make sure all tenure-track faculty and all faculty who are not fully promoted are receiving the required reviews from the faculty on the schedule prescribed by the university's guidelines.
 - d. The associate dean for research and faculty affairs shall stay informed about university policies on faculty development, promotion, and tenure; university policies on research and grants; and opportunities for college faculty to obtain grants to support their research and creative activities.
 - e. When a faculty member seeks tenure or promotion, the associate dean for research and faculty affairs shall work with that faculty member to make sure the required materials are assembled in the form required by the university. The associate dean shall also develop, in consultation with the candidate and promoted faculty, a list of suitable outside reviewers. UNL guidelines require that all candidates for tenure or promotion have outside reviews from at least three faculty of superior rank at Research 1 universities.
 - f. The associate dean for research and faculty affairs shall oversee the annual review process for all faculty and make sure that review materials are submitted in a timely

fashion and that all faculty receive interviews with the dean and associate dean. The associate dean, in consultation with the dean, shall prepare review letters for all faculty.

- g. The associate dean for research and faculty affairs shall carry out other duties assigned by the dean.
3. The Associate Dean for Academic Programs
- a. The associate dean for academic programs shall oversee—in collaboration with the appropriate staff of the college and the associate dean for research and faculty affairs—the scheduling and conduct of all undergraduate and graduate courses. No faculty member has ownership of particular classes. The associate dean for academic programs shall be responsible for assigning faculty to teach courses, taking into account the expertise and preferences of the faculty member and student demand for classes. No faculty members should be assigned to teach a course for which they do not have the appropriate professional or academic background or preparation.
 - b. The associate dean for academic programs shall conduct annual reviews of all lecturer-T faculty teaching undergraduate or graduate courses. In doing so, the associate dean may work with any faculty who are supervising multiple sections of undergraduate courses, where some of those sections are taught by lecturer-Ts. The associate dean for academic programs shall forward the evaluations of such faculty to the associate dean for research and faculty affairs, who shall prepare annual review letters for each lecturer-T.
 - c. The associate dean for academic programs shall carry out other duties assigned by the dean.
 - d. Undergraduate Programs
 - i. The associate dean for academic programs shall oversee undergraduate student services, working with appropriate college staff to make sure students have access to scholarship, internship, and extracurricular activities that will help them succeed at the university and prepare for post-graduate careers.
 - ii. The associate dean for academic programs shall serve as the chair of the Undergraduate Curriculum Committee. In this role, the associate dean shall encourage faculty to review the existing curriculum of the college for all majors and modify existing courses or create new ones to reflect changes in the communications industries and the needs of students as they prepare for post-graduate careers. The associate dean for academic programs may convene meetings with the faculty teaching in the college’s majors to discuss the curriculum for each major and consider revisions.
 - iii. The associate dean for academic programs also shall supervise and coordinate preparations for ACEJMC reaccreditation visits, including the preparation of the college’s self-study.
 - e. Graduate Programs
 - i. The associate dean for academic programs shall work with the appropriate staff to identify graduate students who are suited to work as graduate teaching assistants and to assign them to college faculty or courses in accordance with the priorities developed by the faculty.
 - ii. The associate dean for academic programs shall be the chair of the Graduate Program Committee. In this role, the associate dean shall encourage faculty teaching in the graduate program to review all courses, degree programs, and certificate programs to assure the curriculum is rigorous and directed to preparing students for post-graduate careers.

4. The Faculty
 - a. The college faculty shall consist of those who hold a full-time faculty position within the college at the faculty rank of assistant professor, associate professor or professor, assistant professor of practice, associate professor of practice, or professor of practice, assistant research professor, associate research professor, research professor, lecturer, or senior lecturer. The college faculty shall include any member of the college administration who holds faculty rank in the college.
 - b. The voting faculty of the college shall include all members of the college faculty and those granted voting privileges under the terms of the rules and procedures of the college.
5. The Staff
 - a. The college staff assists the students and faculty by providing advising, administrative, business, and technical support duties assigned to them.
 - b. The director of business and operations shall supervise the work of all staff members.
 - c. The staff members shall elect one of their members to serve on the executive committee.

Adoption

The policy on faculty meetings was approved by the faculty on March 11, 2022.