Bylaws of **Master of Health Communication and Information Program (MHCI)**
School of Communication and Information (SC&I)
Rutgers, The State University of New Jersey
June 6, 2023

Section 1: Organization of the MHCI Program

The MHCI program has three main organizational elements: MHCI Program Director, MHCI Executive Committee (EC), and MHCI Program Faculty**.**

The Director of the MHCI Program shall be the chief administrative officer of the MCHI Program appointed by the Dean of the School of Communication and Information. The Director works collaboratively with the Chairs of the Departments of Communication, Journalism and Media Studies and Library and Information Science upon appointment in accordance with these Bylaws.

The Director will be advised by an Executive Committee (EC**)** of appointed faculty representatives from the Departments of Communication, Journalism and Media Studies, and Library and Information Science and constituted in accordance with these Bylaws.

The MHCI "Program Faculty" shall consist of the MHCI Director and tenured, tenure-track, and non-tenure track faculty who are full-time members (with at least a 51% appointment) of the Departments of Communication, Journalism and Media Studies and Library and Information Science and who opt-in.

Part-time lecturers (PTLs) who have teaching roles within the MHCI program will be considered "Affiliated Faculty."

Section 2: Meetings of the MHCI Program Faculty

The MHCI Program Faculty will meet at least once during each Fall and Spring semester of each academic year.

At these meetings, the Director will present a report on the state of the MHCI program as well as any proposed or planned program changes.

The intent of the report is to present overall Program status, to update MHCI Program Faculty on program changes, and to solicit feedback, input, and suggestions on the overall Program or specific aspects of the Program.

Section 3: Officers: Their Selection and Duties

The Director of the MHCI Program

   a. *Nomination of the Director:*

The Director shall be a full-time faculty member in SC&I. The semester before a Director's term is to expire, the Department Chairs will solicit input from their Department Faculty and meet to nominate a slate of candidates for this position. Faculty will vote in an election conducted by the SC&I RPEN Committee in accordance with SC&I Bylaws. The outcome of the vote will be reported to the Program Faculty and serve as a recommendation to the SC&I Dean. The Dean is responsible for the Program Director appointment. In the event of a temporary vacancy and for its duration only, the above selection process will be employed to nominate an Interim Director to be appointed by the SC&I Dean.

b. Reporting:

The MHCI Program Director reports to the Dean of the School of Communication and Information and also works collaboratively with the Chairs of the Departments.

c. Director Reappointments:

The Director will be eligible for additional terms upon re-nomination by plurality vote of the Departments and affirmed by the Department Chairs and subject to re-appointment by the Dean.

d. Duties of the Director:

As chief administrative officer of the Program, the Director shall be responsible for the effective academic and educational administration of the Program. The Director, with the concurrence of the MHCI EC, will formulate all necessary policy including the creation of committees not specified in these Bylaws and may also appoint adhoc Committees from time to time, as needed and subject to voting by the MHCI Program Faculty.

The Director will take all other necessary actions for the Program in conformance with the regulations of Departments of Communication, Journalism and Media Studies, and Library and Information Science, SC&I, and these Bylaws.

The Director shall organize and attend all meetings of the EC and shall be an ex officio member of all committees of the Program. The Director shall serve as chief spokesperson for the MHCI Program in exercising a liaison function with other programs in SC&I, prospective students, and outside stakeholders. The Director will submit, by May of each academic year, a year-end report to the MHCI EC, MHCI Program Faculty, the Department Chairs, and the SC&I Dean.

The Director shall work in coordination with the SC&I staff (*e.g., Marketing and Student Services*) on the recruitment of applicants to the MHCI program and for admission of students to the program. The Director shall consult with the MHCI EC on criteria and standards for admittance to the MHCI program and seek their input in making admittance decisions, as

needed.

The Director is responsible for the operational aspects of the MHCI Program including creation and management of the annual budgeting process, program administrative reporting, internship oversight *(with the support of a PTL Internship Coordinator)* and promoting the MHCI Program working with various SC&I units including the Office of Marketing and Communications.

The Director will advise MHCI students on their academic plans, performance and course selections. The Director will work in cooperation with the SC&I Office of Student Services team to address all other MHCI student needs or issues.

The Director will be responsible for managing the curriculum review processes (with concurrence of the MHCI EC), including course and program development and updates. The Director will also be responsible for program assessment of teaching, learning, and curriculum working with the appropriate SC&I staff.

The Director will be responsible for working with the Department Chairs and the SC&I PhD and Undergraduate Directors for the creation and management of the MHCI course schedules (all terms) and the assignment of instructors.

The Director will also recruit, manage and mentor MHCI part-time lecturers (PTLs), as needed, in collaboration with the Department Chairs. The Director & Chairs (or designee) will conduct an annual review of each MHCI PTL (*using the University process*) and will prepare an overall report on PTL performance for the MHCI EC and Program Faculty.

Section 4: The Executive Committee (EC) of the MHCI Program

1. *Membership and Selection:*

   The EC shall be composed of the Director and up to six other members. Ideally this would include two members from each of the Departments. A current member of the SC&I Health Cluster will be named as the "Chair" of the EC. Members of the EC shall be elected or appointed for a term of 1, 2 or 3 years.

   Other Masters Program Directors (e.g., *the Program Director of the Masters of Information Program*) may be *Ex-Officio* members of the MHCI EC to help ensure consistency and coordination across SC&I Masters Programs, as needed.

2. *Responsibilities of the Executive Committee (EC):*

   The EC shall ordinarily meet twice per semester. The Director, shall preside at all meetings of the EC. One of the members of the EC shall serve as Secretary of the Committee. Records of the EC's decisions and action items shall be distributed to all

members of the MHCI Program Faculty.

The EC may assist the Director in the preparation of the agenda for MHCI Program Faculty meetings.

The EC shall assist and advise the Director in the formulation and implementation of policy in conformance with the regulations and Bylaws of the Departments, SC&I and the University. The EC shall recommend standards, criteria and requirements relating to admission of students to the MHCI Program.

The EC, under the Faculty Chair, shall also serve as the Curriculum Committee for the Program. The Chair will preside over any curriculum discussion portions of the EC semester meetings.

The EC will review proposals for changes and additions to the curricula of the MHCI program and make appropriate recommendations to the MHCI Program Faculty. Changes to the MHCI curricula will be presented at Communication and Journalism & Media Studies and Library and Information Science Department meetings for informational purposes, then presented for approval to the MHCI Program Faculty. Changes to the MHCI curricula will also be submitted to the SC&I Curriculum change process, if required.

The EC, in conjunction with the MHCI Program Director, shall be responsible for:

(1) Development and evaluation of the MHCI curriculum and its design.

(2) Review and recommendation of MHCI program changes for approval by the MHCI Program Faculty.

   a. Examples of changes that are presented for MHCI Program Faculty approval include:
      i. Changes or additions to the MHCI Specializations
      ii. Substantive changes to the MHCI Admissions Criteria
      iii. Changes to the MHCI Program "Core" Requirements
      iv. MHCI Course approvals and revisions

(3) Assessment of course quality, program outcomes, and achievement of student learning outcomes.

(4) Assessment of the appropriate modality for course offerings; on campus, online, or hybrid.

Section Five: Amendments

These Bylaws may be amended provided that written notice of the intent to amend and the text of the proposed amendment has been reviewed by the MHCI EC and sent to the Department Chairs for further review and discussion within the Departments.

Amendments may be initiated by any of the MHCI stakeholders or by written petition of one fourth (25%) of the voting faculty of each Department. Proposed amendments will be discussed at the next regularly scheduled meeting of the faculty of the Departments. The proposed amendment shall then be circulated by mail to the members of the MHCI Program Faculty and must be approved by two thirds of the members to be incorporated in these Bylaws. Proposed amendments so approved by the MHCI Program Faculty shall be reviewed according to the process specified in the governing SC&I Bylaws and take effect immediately thereafter.