

9 February 2006

Operating Procedures Ph.D. in Communication, Rhetoric, and Digital Media

These operating procedures have been developed by the CRDM Program Committee, the CHASS Dean's Office, the Department of Communication, and the Department of English for administering the interdisciplinary, interdepartmental doctoral program in Communication, Rhetoric, and Digital Media. These procedures supplement the Administrative Plan included in the Request for Permission to Establish, which was approved by the UNC Board of Governors in November 2004.

- a.* **Reporting.** The Director of the program is appointed to a three-year term by the dean, upon the recommendation of the elected Program Committee. The Director reports to the CHASS Associate Dean for Research and Graduate Programs for matters concerning the Graduate School (e.g., recruitment, admissions, TA slots, student Plans of Work, degree completion) and to the CHASS Associate Dean for Interdisciplinary Programs for matters internal to the College (e.g., SPA staffing, space, ETF-funded technology requests). The Director coordinates with the department heads of Communication and English, communicating regularly with them on matters that affect their faculty and teaching budgets.
- b.* **Budget.** The CRDM budget will be administered by the CHASS Business Office, assisted by the CRDM Graduate Secretary. Funds for the program will be posted to the CRDM account, FAS 201006 (OUC 160103), with view access to the Program Director as well as to the accounting offices in Communication and English. The Graduate Secretary will submit reimbursement and/or purchasing paperwork required by the CHASS Business Office for program-related expenditures, including travel. All documentation must be approved by the Program Director before submission to the Business Office.

The Program Director will provide a spending plan to the CHASS Business Office by February of each year for the next academic year beginning July 1, allocating the continuing CRDM budget and requesting additional funds through the University budget planning process when necessary to accommodate program growth to the anticipated steady-state size of 24–32 students. The spending plan will include course reductions for program director (see *g*), course buyouts for instructors of CRD courses (see *h*), and supplements to TA stipends beyond the instructional funds from departments (see *d*). The submission will be analyzed as part of the College's instructional budget process and funding situation.

- c. **Teaching Assistants.** Admission to the CRDM program is based on overall academic achievement and promise; teaching experience and teaching qualifications play a secondary role. Students admitted to the CRDM program with Teaching Assistantships must meet the qualifications and standards of the teaching programs in Communication or English before they can teach. This determination will be made by the director of the relevant teaching program. Departments will include space for doctoral TAs in the relevant training program if training is determined to be necessary before the student can teach.

The CRDM Director is responsible for providing information relevant to requested teaching assignments for Teaching Assistants to the Department Heads of Communication and English. Information about teaching assignments for first-year students generally will not be available until after April 15, when admitted students must decide whether to enroll. Information about teaching assignments for advanced students will be provided by very early January for the following academic year, in time for submission of fall schedules to the TRACS system.

Insofar as possible, the Departments will work with the CRDM Director and each student's adviser to ensure that Teaching Assistants have the opportunity to teach a variety of undergraduate courses at different levels so that they graduate with a strong portfolio of teaching experience. Teaching Assistants will be given an opportunity to request summer teaching assignments.

- d. **Stipends.** Teaching Assistant stipends are offered at \$14,000 per year for 2005–06; this rate may be renegotiated based on cost-of-living, competitive and funding considerations. Contributions toward the stipends will be made by the department for which the student is teaching, at a rate of \$1333 per credit hour (\$4000 per 3-credit course taught and \$5333 per 4-credit course taught); this rate may be renegotiated to reflect CHASS standards for course replacement costs. Student teaching loads will be 8 or 9 credits per year. The CRDM Graduate Secretary will process graduate student assistantships and Terms and Conditions statements in coordination with the departmental budget officers. Terms and Conditions and hire/rehire personnel packets will be forwarded from CRDM to the CHASS Personnel Office for processing in the Human Resources System. The Graduate Secretary will enter hire information in the Virtual PAF of the HR system.

Each July / August of the new academic year, instructional budgets will be reevaluated to determine if redistributions are warranted based on planned budgets versus actual appointments. The CHASS Business Office will conduct the analysis and redistribute funds as necessary.

- e. **Campus Writing and Speaking Program Teaching Assistant.** When its budget permits, and when suitable students are admitted, the Campus Writing and Speaking Program (CWSP) will offer an assistantship for a student to work with the Director and Assistant Director in faculty development work across the campus. Currently, CWSP can support a stipend of up to \$10,000. The CRDM

program will supplement the stipend up to the rate for other CRDM Teaching Assistantships.

- f. **Grants.** Faculty grants that support Research Assistantships for CRDM students will include funds for health insurance and in-state tuition, as well as an appropriate stipend (see the Graduate School's guidelines on the Graduate Student Support Plan at http://www.fis.ncsu.edu/grad_financialService/whopays.htm). Overhead on the stipend (after university and college shares are deducted) will be allocated to the CRDM Program. Overhead on other budget items will continue to be allocated to the PI's department in accordance with usual procedures.
- g. **Administrative costs.** Administrative costs for the program are paid by the CRDM budget. These costs include course reductions of one course per semester for the Director, the Graduate Secretary line, and operating expenses such as office supplies, website maintenance, long-distance phone, travel, recruitment costs and materials, and other expenses typically associated with graduate programs.
- h. **Doctoral teaching.** The CRDM Director will request faculty teaching time for CRD courses from departments for the following academic year by early January, in time for submission of fall schedules to the TRACS system. In making these requests, the Director will coordinate the teaching needs of the CRDM program with those of the Departments.
- i. **Dissertation direction.** CHASS is committed to the principle that workloads for doctoral faculty should reflect their obligations to directing dissertations and serving on dissertation committees. Each year, the CRDM Program Committee will review the dissertation work of the Program Faculty, and the Program Director will make resulting recommendations to department heads for appropriate adjustments in workloads, usually for the following year. Departments will consider these needs in their instructional planning. Any adjustments in workloads will be scheduled at a time that is in the best interests of both the faculty member and his or her department. Departments will recognize dissertation direction and dissertation committee work as contributions to the faculty member's teaching record in annual reviews and in the departmental reward structure.
- j. **Staff support.** The CRDM budget currently provides for a half-time Graduate Secretary for the program. The role of the Graduate Secretary, as outlined in the position's job description, includes processing applications and admissions and tracking student registration, progress, and compliance with Graduate School requirements (see Graduate Administrative Handbook §1.3, http://www.ncsu.edu/grad/handbook/section1_3.php). Additional tasks will be to help the Director gather data for reports, create recruiting materials, organize and host recruiting events, and manage budgets. When steady-state enrollment is reached, the program will consult with Human Resources Classifications to determine

whether the position should be converted to a full-time basis to perform these tasks satisfactorily.

- k.* **Trust fund.** Funds in FAS 760019 (\$7832.93 as of November 2005) are designated for use in developing the Ph.D. program. These funds were originally granted by the Kenan Institute to the Center for Information Society Studies, and when CISS was suspended, Kenan Director Ruben Carbonell agreed to the transfer of these funds to the Dean's Office for the Ph.D. program. These funds are administered through the office of the Associate Dean for Research and Graduate Education. The CHASS Business Office will process all requests for reimbursement and/or purchasing as stipulated in paragraph *b*, Budgeting.
- l.* **Space.** CHASS will include the CRDM program in its space planning and allocations. Needs include office space for TAs and any RAs that may be supported on faculty grants or other special projects; steady-state enrollment will require approximately 20–25 office accommodations with wireless network access. These accommodations should, insofar as possible, be in proximity to each other, rather than dispersed into the Departments of Communication and English, so that students identify with the program rather than with a department. Other space needs include office space for the Graduate Secretary, priority scheduling in a technology-enhanced doctoral seminar room (such as Winston 017), and technology lab space as described below in (*m*). For the first year, five TAs have offices in Tompkins, in the space vacated by the Research Ethics Program.
- m.* **Technology.** CHASS will include the CRDM program in its technology planning and investments. These needs as currently envisioned include research and teaching facilities to accommodate collaborative learning and research, small group communication research, production studio space, and large group experimental / colloquium space (as detailed in our discussions with Assistant Dean Michael Vasu in February 2005). For the first year, a technology-enhanced doctoral seminar room was created in Winston 017 for use by CRDM and other CHASS doctoral programs.