



Educating for Tomorrow's Media

Broadcast Education Association

Research Committee Bylaws

Approved by the Board of Directors

Approved April 2012

(Revised November, 2017)

COMMITTEE MISSION

Research is a standing committee of the Broadcast Education Association's Board of Directors. It serves the membership by promoting scholarly research within and on behalf of the Association.

COMMITTEE COMPOSITION

1. The Research Committee is comprised of seven voting members, including its chair.
2. *Ex-officio* members of the committee include: the BEA Executive Director, Research Committee Chair, the Board Divisions Representative, the Publishers' Representative, and members of the Research Advisory Council. These individuals serve on the Research Committee, to facilitate effective and productive communication throughout BEA and scholarship.
3. The Research Advisory Council acts a broad based group of scholars who input to committee discussions, ideas, and mechanisms the committee may propose to enhance research at BEA. The purpose of the council is to reach out and recruit scholars who are not BEA members but have achieved success in other scholarly associations.
4. Appointees to the Committee must be individual members of BEA. Appointees to the Research Advisory Council need not be members of BEA although they will be encouraged to become members.

5. In making Committee appointment, particular emphasis shall be placed on the member's experience in research and the role of scholarship in the academy and its potential importance to the field.

COMMITTEE MEMBER APPOINTMENT

1. Appointments to the Research Committee and its Research Advisory Council are the responsibility of the President of the BEA Board of Directors, based on the recommendations of the Chair of the BEA Research Committee.
2. Appointments are made to staggered three-year terms.
3. At the completion of a first three-year term, a member is eligible for reappointment to a second term.
4. Appointments are normally made effective on the expiration of a three-year term. In the case of a resignation from the Committee, the succeeding appointee serves out the remainder of that term.
5. A member may serve two consecutive three-year terms.
6. Following a period of three or more years after completion of six consecutive years of service, a former member may be appointed to a new three-year term. A member is eligible for a maximum of nine (9) total years of service.
7. Regardless of when his or her term expired, an outgoing or former member may be appointed to serve out an unfinished term of one year or less.
8. If the remainder of an unfulfilled term is less than two (2) years, a new member appointed to complete that term shall be eligible for appointment to two (2) subsequent three year terms. If the unfulfilled term is two (2) years or longer, the individual appointed shall be eligible for appointment to one (1) subsequent three-year term.

COMMITTEE CHAIR APPOINTMENT

1. The chair is appointed to a three-year term.
2. Appointment of the chair is the responsibility of the President of the BEA Board of Directors.
3. The chair remains a voting member of the Committee in cases where his or her six year member eligibility has been reached.
4. A successor is appointed effective upon completion of the outgoing chair's three-year term.

5. If a chair is selected to complete an unfulfilled term, the three-year term of the successor commences with his or her appointment.
6. The chair is normally selected from among the current members of the Research Committee in order to capitalize on experience in working with BEA and familiarity with goals and problems that fall within the Committee's responsibility. The
7. Research Committee chair is normally NOT appointed immediately to chair the Research Committee.
8. An explanation of a decision to deviate from the practice of appointing a current member of the Committee shall be conveyed in writing to the Committee by the BEA President in making such an appointment.

COMMITTEE RESPONSIBILITIES¹

1. Provide a forum for consideration of issues related to the promotion of research within and on behalf of the Association.
2. Generate and implement ideas and mechanisms by which scholars are drawn to and scholarly interests highlighted at BEA and the BEA Conference.
3. Generate and implement ideas and mechanisms which increase the number of graduate students who attend the BEA Conference.
4. Generate and implement ideas and mechanisms which promote a culture of research and scholarship among the interest divisions of the BEA.

COMMITTEE CHAIR RESPONSIBILITIES

1. Chair meetings of the Research Committee.
2. Act as liaison between the Committee and the BEA Board of Directors and report on activities of the Committee at each regularly scheduled Board meeting.
3. Sit in an ex-officio capacity on the BEA Board of Directors to present Committee recommendations and relay decisions of the Board to the Committee.

¹ See Addendum A for further discussion and examples of "ideas and mechanisms." This also reflects the core of the Research Committee Archive as of the drafting of these policies (Spring 2012)

4. Maintain a Research Committee reports containing a record of discussions and activities generated by the Committee, the operational and procedural guidelines for the ideas that have been implemented (including any reporting requirements and leadership needs that may be required), an assessment of the efficacy of those ideas and suggestions for improving their implementation, and any details relevant to ideas which may have been partially developed but not yet implemented along with a notation of why the ideas were not implemented.

MEETINGS

1. The Research Committee meets in the spring on the day preceding the opening of the Association's annual convention.
2. Proposals and recommendations pertaining to the committee's mission are reviewed and acted upon during the Spring Committee meeting.
3. When discussions and situations require action that cannot be deferred until the spring meeting, the Committee may communicate via an electronic means of communication in order to forward reports and recommendations in a timely manner to the Board of Directors or the Executive Committee.

REVIEW OF COMMITTEE BYLAWS

1. The Research Committee will review the content of this document periodically, as needed, at its Spring meeting. When appropriate, it will recommend changes to the Board of Directors.
2. Proposals for additions, amendments, and revisions to this document are reviewed during the Spring meeting to enable a full range of viewpoints including those of editors, whose procedures may be affected by institution of guidelines or a change in a policy.
3. Following its consideration, a majority vote of the Committee determines whether a recommendation will be forwarded to the BEA Board of Directors.
4. Proposals for revisions to this document that emanate from the Board of Directors shall be conveyed in sufficient time to enable the Committee to respond prior to action on any such motion by the Board of Directors.

SELECTING RECIPIENTS OF CERTAIN BEA AWARDS

The Research Committee is tasked with selecting the recipients of certain Awards. In doing so, the Research Committee shall engage in a fair and impartial evaluation process.

Kenneth Harwood Dissertation Award

1. The BEA office will publish the call for nominations for the Harwood Dissertation award in the fall of each year, with nominations due in early January. The dissertation must be completed during the calendar year preceding the due date. Only dissertations completed at BEA member institutions are eligible for this award. Nominations must include a letter of nomination by the dissertation director or department chair at the degree granting institution.
2. The BEA office will receive the nominated dissertations and distribute the dissertations to the Research Committee members.
3. Each Research Committee member will evaluate each dissertation according to the following criteria: (a) significance of the topic; (b) enhancement of our knowledge and understanding of communication/electronic media; (c) execution and methodological soundness; and (d) clarity of presentation. There are 5 points possible for each criterion, with 5 being the best; total scores can range from 0-20. Each evaluator will also rank the dissertations, such that the top choice is ranked #1 and the bottom choice is ranked #X (where X=the number of submissions).
4. Research Committee members who have had a professional relationship with a nominee (such as serving as a member of the nominee's dissertation committee, or co-authoring a publication with the nominee) shall be considered to have a conflict of interest, shall inform the Research Committee chair of the professional relationship with the nominee, and shall not submit scores for that dissertation. These individuals may submit scores for all other dissertations.
5. Committee members will provide their individual evaluations to the Research Committee chair, who will tally the scores and inform the committee of the results. If the initial round reveals a clear winner, no further voting is needed.
6. If the initial round of voting does not reveal a clear winner because multiple dissertations are too tightly clustered together at the top of the distribution of scores for the committee to declare a winner based on those scores, a second round of voting is needed. This round is restricted to considering only the dissertations which have clustered together at the top of the distribution of scores.
7. If needed, the second round of voting consists of each publication committee member re-evaluating and re-ranking each of the dissertations still under consideration such that the top choice is ranked #1 and the bottom choice is ranked #Y (where Y=the number of submissions still under consideration).
8. Committee members will provide their individual evaluations to the Research Committee chair, who will tally the scores and inform the committee of the results. If the second round of voting reveals a clear winner, no further voting is needed.
9. If the second round of voting does not reveal a clear winner, the committee will engage in a discussion of the relative merits of the dissertations still under consideration. The discussion can take place via email or a conference call. If consensus on a winner is reached during the discussion, no further voting is needed.
10. If consensus is not reached during the discussion, a final round of voting is needed. Following the discussion, committee members will re-evaluate and re-rank the dissertations still under consideration (some dissertations initially clustered at the top of the distribution of scores may be eliminated during the discussion, even if the final winner is not agreed upon) and submit their ranks to the Research Committee chair. The chair will tally the scores and inform the committee of the results. If the third round of voting reveals a clear winner, no further voting is needed.

11. The discussion and voting process will continue, with multiple rounds of voting as needed, until a final decision is made. The decision must be made in sufficient time prior to the convention so that the winner may make plans to attend the convention and accept the award.
12. If, in the judgment of the committee, none of the nominated dissertations is worthy of the award, the committee may choose not to grant the award in that year. This decision will have no effect on subsequent years' deliberation (i.e., multiple awards will not be made in the next year.)

LIFETIME ACHIEVEMENT IN SCHOLARSHIP

1. The BEA office will publish a call for nominations for the Lifetime Achievement in Scholarship (LAS; formerly the Distinguished Scholar Award) in the fall of each year, with nominations due in early January. Nominations must include documentation of the nominee's credentials and documentation of the nominee's contributions to the advancement of research in one or more related fields of electronic media.
2. The Research Committee chair will receive the nomination packets from the nominators, and distribute the materials to the Research Committee members. Alternatively, the Research Committee chair may ask that the BEA office receive the materials, and if so, the BEA office will forward the materials to the Research Committee chair who will then distribute them to the Research Committee members.
3. Research Committee members will evaluate each nominee's contributions to research and scholarship related to broadcast and electronic media. The publications record shall be carefully considered, as shall the significance of the nominee's contributions to the field. The nominee must be a current or former member of BEA. Each committee member will vote for one nominee.
4. Committee members who have had a professional relationship with a nominee (such as advising, being advised by, or co-authoring a publication with the nominee) shall be considered to have a conflict of interest, and shall inform the Research Committee chair of the relationship with the nominee. These committee members are allowed to vote for one nominee as are all other committee members, but as described below the relationship will be taken into account when the Research Chair tallies the votes.
5. Committee members will submit their votes to the Research Committee chair, who will tally the scores. If any potential conflicts of interest have been disclosed, the Research Committee chair will prepare two sets of scores: one including all of the votes, and the other including only the votes of the non-conflicted committee members. The Research Chair will inform the committee of the results. If the initial round reveals a clear winner, no further voting is needed.
6. If the initial round of voting does not reveal a clear winner because multiple nominees are too tightly clustered together at the top of the distribution of scores for the committee to declare a winner, a second round of voting is needed. This round is restricted to the nominees which have clustered together at the top of the distribution of scores.
7. If needed, the second round of voting consists of each Research Committee member re-evaluating each nominee still under consideration and voting for one of the remaining nominees.

8. Committee members will submit their votes to the Research Committee chair, who will tally the scores as described above and inform the committee of the results. If the second round of voting reveals a clear winner, no further voting is needed.
 9. If the second round of voting does not reveal a clear winner, the committee will engage in a discussion of the relative merits of the nominees still under consideration. The discussion can take place via email or a conference call. If consensus on a winner is reached during the discussion, no further voting is needed. All individuals, including those who have disclosed a potential conflict of interest relative to a nominee, may participate in the discussion.
 10. If consensus is not reached during the discussion, a final round of voting is needed. Following the discussion, committee members will re-evaluate and vote for one of the nominees still under consideration (some nominees initially clustered at the top of the distribution of scores may be eliminated during the discussion, even if the final winner is not agreed upon) and submit their votes to the Research Committee chair. The chair will tally the scores as described above and inform the committee of the results. If the third round of voting reveals a clear winner, no further voting is needed.
 11. The discussion and voting process will continue, with multiple rounds of voting as needed, until a final decision is made. The decision must be made in sufficient time prior to the convention so that the winner may make plans to attend the convention and accept the award.
 12. If, in the judgment of the committee, none of the nominees is worthy of the award, the committee may choose not to grant the award in that year. This decision will have no effect on subsequent years' deliberation (i.e., multiple awards will not be made in the next year.)
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ADDENDUM: RESEARCH COMMITTEE ACTIVITIES --- This Addendum reflects activities developed, ideas discussed and proposed over the past years. Plus directives developed on the Symposium and the Podium Presentations. They are not a part of the “ByLaws” but they are simply provided as foundations for continuing work and progress.

I. DISCUSSIONS, IDEAS AND PROGRESS --- TO DATE

- A. Research Symposium (enacted)
- B. Podium Sessions (enacted)
- C. Research Advisory Council (proposed)
- D. Research Awards (proposed and discussed)
- E. Interest Division Research Advisement (suggested)

II. RESEARCH SYMPOSIUM : GUIDELINES AND PROCEDURES

A. Research Symposium --- The Research Symposium is a meeting of scholars where papers and presentations are organized on a specific topic. The ‘BEA Research Symposium’ is conducted as a part of the BEA Annual Conference

1. The research committee will, two years in advance, select a “cutting edge research topic and Symposium Chair. There must be a sufficient body of original research to reflect area growth in scope and active published scholarship.

2. The Symposium Chair shall be selected in accordance with the selected research topic. This person should be well-established in the specified research. Chairs need not be BEA members.

3. The selected Symposium Chair shall create a topical theme for the Symposium, select the research presenters, and establish the program order. The Chair shall extend invitations to the presenters and shall be responsible for the Symposium presentations.

4. A Symposium Paper Competition may be conducted targeting both faculty and graduate students. This competition will have the same deadline as other BEA research paper competitions. The Symposium Chair shall determine selection criteria and a review panel.

B. Symposium Promotion & Timeline

1. In order to attract scholars and graduate students, it is imperative that marketing and promotion be executed in a timely manner. All promotion activities are coordinated through the BEA Executive Director.

2. The selection process for the Symposium Chair and topic will occur between April and October of each year for the Symposium to be held 18-24 months out. For example, the Symposium Chair and topic for the 2012 BEA Convention, will be selected by the Committee and approved by at the 2010 Conference Board meeting. The Research Committee Chair will extend the invitation to the Symposium Chair not later than October 15

3. The Research Committee shall present the Symposium topic, theme and chair, for approval by the BEA Board at its Spring Conference meeting 24-months before that planned symposium. Any subsequent changes in the overall topic of Symposium Chair must be approved by the Board.

4. Each BEA convention program shall include advertisements promoting the chair and theme for the next year.

5. The Symposium Chair supervises the promotion of the Symposium coordinating efforts through the BEA Executive Director. S/he will work to promote the Symposium through BEA and through other associations.

C. Symposium Support -- The BEA Board provides the following assistance to the Symposium:

1. The Symposium Chair shall receive complimentary registration for the BEA Conference.

2. The invited Symposium presenters shall also receive a one-time complimentary conference registration. This complimentary registration does **not** extend to paper competition winners.

3. The BEA will budget \$600 each year for the Symposium Chair, which can be used for Paper Competition awards or travel.

II. Publication of Symposium Papers

A. A published Symposium Series emanates from the individual BEA Conference Symposiums. Subject to the agreement of individual paper presenters, one book will be published each year, in accordance with the current Taylor and Francis/Routledge contract with BEA.

B. The Symposium publication series is under the direction of the BEA Research Committee, whose chair acts as the executive editor of the book series, representing the Board. S/he provides final approval for the book and signs the publication contract along with the individual symposium chair each year. The Symposium Program Chair works with the individual papers in developing the resulting publication. The appointed Symposium Chair, for the designated year is responsible for the organization of the Symposium with resulting publication. Participation in the Symposium does NOT require that any given paper be included in the resulting book. That decision is up to the individual presenters and the Symposium Chair.

III. BEA Symposium Publication Partnership

A. The annual publication is a partnership with the Broadcast Education Association and Taylor and Francis. The BEA agrees to underwrite the costs of the annual symposium organization and its sponsorship. The BEA agrees to promote the publication actively on its website as well as within the BEA Conference Program and its journals.

B. BEA agrees, that a representative of Taylor and Francis may participate as a member of the BEA Research Committee. In this role s/he has input to the topics selected publication and conference presentation.

C. The BEA/Routledge contract runs for a three year renewable term. The contract is with BEA, with any royalties paid to the specific book editor.

D. Operational Guidelines for Publication of Symposium Research

1. Book Outlines: General Directives

Chapter 1 — Keynote Senior Scholar Essay

- * Setting the Stage
- * Latest Research
- * His/her Research

Chapters -2-5 — Invited Senior Scholars

- * 3-5 Senior Scholar
- * Individual Research articles

Chapters 6-9 — Current Research

- * 3-5 Scholars selected from Symposium Refereed Paper Competition

Chapter 10 — Assessing the Record written by the Editor

- * Review of Research Foundations
- * Research for the Future

- **Bibliography** — A complete bibliography of the topic organized by the Editor
- **Index** — Thorough index provided by the publisher.

E. Calendaring of the Publication:

- Authors deadline for book chapters to Editor, prior to Christmas preceding the Conference Symposium.
- Symposium Paper Competition submissions follows the same BEA Paper deadlines (these are generally December 1st of each year.
- Chapters edited and forwarded for approval to the Executive Editor (Research Committee Chair) prior to April's Conference Symposium Presentation

- Symposium Presentation in April.
- Manuscripts edited for publication immediately after Conference.
- 30-days following the Convention book manuscript due to the publisher.
- Publisher's hard back released Fall.
- Publisher's soft cover release following year.

IV. Podium Sessions: Conference

A podium session is defined as one where a singular senior scholar is invited to conduct a presentation of their research.

A. The two critical components of the "Podium Sessions" are: the formal presentation and informal discussion.

B. A "senior scholar," is defined as an individual who in his/her career has shown an upward and continuing trajectory, to the point where their contribution is recognized throughout the research community as having made a markedly significant contribution to our disciplines. A "senior scholar" is NOT defined by age, time in place, or personal relationships. The Podium Session scholar's contributions need to contain depth as well as breadth.

C. The scholar may take 30-40 minutes in presentation of research and open the remainder of the session time to round table discussion.

D. Three Podium Sessions will be organized by the Research Committee for each Conference. They are reported to the BEA Program Chair for scheduling and overall coordination.

E. One of the three Podium Sessions will be given to the Distinguished Scholar Award recipient. This is coordinated with the Research Committee, who selects the Distinguished Scholar award each year.

V. Research Awards --- This topic is currently under committee discussion, but no plans have been made to implement it, as of yet.

VI. Interest Division Research Advise ment --- It was requested that this topic of discussion could perhaps enhance overall paper competition. The Board President asked for input. This discussion has been preempted several times due to rotating assignments and other issues. Nevertheless the Committee does consider it an important issue.