

UNIVERSITY of ILLINOIS at SPRINGFIELD

CAMPUS SENATE

B Y L A W S

Adopted June 21, 1996
Amended April 11, 2003
Amended September 9, 2005
Amended April 21, 2006
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Amended November 17, 2006
Amended Spring 2007
Amended Spring 2008
Amended Spring 2009
Amended September 25, 2009

**BYLAWS OF THE SENATE
OF THE SPRINGFIELD CAMPUS
UNIVERSITY OF ILLINOIS**

ARTICLE I NAME

The name of the organization shall be the University of Illinois at Springfield (UIS) Campus Senate.

ARTICLE II PURPOSE

Purposes of the organization:

1. to implement the spirit and the articles of the Constitution for the UIS Campus Senate under which this Senate is created and enabled;
2. to receive proposals for action, under that Constitution;
3. to deliberate and to adopt policy recommendations on whatever matters are appropriately the concern of the Campus Senate; and,
4. to forward such considerations as are appropriate, to the University Senates Conference.

ARTICLE III MEMBERSHIP, ELECTION AND ORGANIZATION

1. Membership:

Membership in this organization is as defined in Article I, Section 3, of the above mentioned Constitution.

- A. Annual Term:

The annual term of the Campus Senate shall run as follows: from the first meeting of the Senate following a Spring election to the meeting preceding the seating of the new Senate in the following Spring.

- B. Organization of a New Senate.

1) Meetings.

The current chairperson of the Senate shall call and chair two special meetings of the next year's Senate, including newly elected Senators and incumbent Senators, within thirty (30) days following the conclusion of the Spring election. These special meetings shall be limited to the adoption of rules and the nomination and election of officers for the ensuing academic year, with nomination at the first meeting and election at the second.

2) New Senate Executive Committee.

The newly elected chairperson of the Senate shall establish an Executive Committee for the new Senate in accordance with Senate rules. The Executive Committee shall represent the Campus Senate in all pertinent matters.

2. Senate Elections

A. Elections may be conducted by paper or electronic ballots as long as they assure confidentiality and integrity

B. Election Timing.

1) Elections for faculty governance bodies will be held during the Spring Semester with the election process concluding no later than the second Friday following Spring break.

2) The Elections Committee shall establish specific election dates.

C. Nominations for Election/Appointments for Committees.

The Campus Senate office shall conduct the call for nominations and elections for the Senate and nominations for Committee appointment. Candidates may self-nominate.

D. Election Runoffs.

If any candidates, either nominated or write-in, tie for a position, a runoff election with the relevant constituency shall be held within three weeks after the certification of the tied election by the Campus Senate Elections Committee.

3. Senate Vacancies

A. Vacancy Defined.

"Vacancy" as used below shall be deemed to occur:

- 1) When a Senator resigns from the Senate, or
- 2) When a Senator no longer holds appropriate status as defined in these governance documents,
- 3) When a vacant position is not filled by either a nominated or write-in candidate at the scheduled election, or
- 4) When a Senator is granted a leave of absence for at least one semester and requests a concurrent leave of absence from the Senate.
- 5) When a Senator misses more than 3 regular meetings in any semester, his or her seat shall be declared vacant by the Campus Senate Chair.

B. Power of the Chairperson to Appoint.

The Chair of the Senate shall have the authority in consultation with the Senate Committee on Committees to make interim appointments to fill vacancies on the Senate and its elected committees.

C. Term of Appointed Senators.

Those appointed to a vacancy as defined in A (1), (2) or (3) above by the Chair of the Senate shall serve until the next regularly scheduled election. Those appointed to fill a vacancy as defined in A (4) above shall serve for the specified period of the leave.

4. Election to Senates Conference

The newly elected Chair of the Campus Senate shall, by her or his election, also be elected to a three-year term on the University Senates Conference.

ARTICLE IV DUTIES OF THE OFFICERS

1. The Chairperson

- A. calls, develops agendas for, and presides over meetings of the Senate;

- B. may be called upon by the Senate to be its spokesperson and to represent the Senate in other forums within and outside the University as the need shall arise;
- C. is responsible for supervising the support services provided to the Senate, and makes regular reports to the Senate on the disposition of such services.

NOTE: The Chairperson may delegate one or more of these duties to the Vice-Chairperson or to any member of the Senate when such delegation is deemed proper.

2. The Vice-Chairperson

- A. presides at meetings in the temporary absence of the Chairperson;
- B. in case of any incapacity of the Chairperson, temporarily assumes the duties of the Chairperson;
- C. assists the Chairperson in the preparation of the agenda;
- D. chairs the Committee on Committees.

3. The Secretary

- A. keeps minutes of each meeting, by the support staff;
- B. makes the minutes available to the membership for approval at the start of each meeting;
- C. works with the support staff of the Campus Senate Office to make senate records and minutes accessible to the members

4. The Parliamentarian

- A. advises the chair on questions of parliamentary procedure during meetings, at the request of the presiding officer, or upon points of order raised by the members.

ARTICLE V MEETINGS

1. The parliamentary manual for the Senate will be Robert's Rules of Order Newly Revised, except where its procedure is expressly modified in these Bylaws.
2. A quorum of the Senate will consist of 60 percent of the total voting membership.
3. The Senate shall not meet during the summer absent extraordinary circumstances. In the event that a summer meeting of the Senate is required, all Senators shall be notified at their homes of the scheduled meeting. Eight (8) Senators shall constitute a quorum for a summer meeting. All actions of the body shall be reported to, and reviewed by, the full Senate at its first regular meeting in the Fall.
4. Regularly scheduled meetings shall be held twice a month during the academic year.

5. Matters to be placed on the agenda for action at meetings must be presented in writing to the Chairperson or Vice-Chairperson. Written agendas shall be distributed to members of the Senate no later than four days prior to meeting.
6. Items which have not been placed on the written agenda as specified above may be added to the agenda, presented at meetings, and discussed by the Senate; but no final action will be taken on such matters until a subsequent meeting. This restriction can be placed in abeyance with an affirmative vote of a simple majority of the voting members present at a scheduled meeting.
7. Suspension of the parliamentary rules can be effected only by a vote of 17 of the full 28 members of the Senate.
8. All bills, resolutions, and other proposals for changes in Senate policy or procedures shall identify those parts of the proposal that the author(s) recommend to be considered as changes in the Senate Rules. In any instance when this has not been done by the author(s) of the proposal, the Senate Chair shall identify the parts to be considered as bylaws and the parts to be considered as rules and recommend them to the Executive Committee. In either case, a bill, resolution, or other action presented to the Senate for action must clearly identify what parts are to be treated as bylaws and what parts are to be treated as rules in Senate action on the proposal.
9. Proposals for changes in the bylaws shall follow the procedures specified in Article VIII. Proposals for changes in Senate Rules (Policy) shall be presented for first reading at the meeting prior to a regularly scheduled meeting when the matter may be placed on the action agenda. Resolutions may be included on the action agenda without a first reading.

ARTICLE VI COMMITTEES AND REPRESENTATIVES OF THE SENATE

1. Executive Committee

A. Membership and Function.

There shall be established an Executive Committee of the Senate consisting of the four officers of the Senate (Chair, Vice-Chair, Secretary, and Parliamentarian), the Chair of the Student Government Association, who shall be voting members, and the Vice Chancellor for Academic Affairs, or his/her designee, as a non-voting ex-officio member. The Executive Committee shall be responsible to the Senate for the effective and proper execution of its duties and responsibilities.

B. Annual Executive Committee Formation.

Following the seating of the new Senate and the election of a Senate Chairperson and Vice Chairperson at the end of the spring semester, the newly elected Chairperson shall appoint a Secretary and a Parliamentarian.

C. Leadership.

The Chairperson of the Senate shall be the Chair of the Executive Committee and shall call regular meetings of the Committee to carry out its duties and responsibilities. In the absence of the Chairperson of the Senate for any reasons, the Vice Chairperson shall perform the duties of the Chair of the Executive Committee.

D. Duties and Responsibilities.

- 1) The Executive Committee is charged to work with and advise the Chairperson of the Senate on the general operation of the Senate in the governance process.
- 2) To advise the Chairperson of the Senate on the meeting schedules and agenda.
- 3) In cases of emergency, or when a quorum of the Senate cannot be obtained, to advise Campus or University administrators, the Board of Trustees, or other individuals or bodies on policy matters as requested or necessary; however, such advice shall be offered for review at the next regular meeting of the Senate.
- 4) To review proposed resolutions, bills, and issues to ensure that they are, in form and content, in a state that permits effective Senate action before being brought to the Senate.
- 5) To meet with, advise, and otherwise assist faculty, students, University administrators, and other individuals and groups who wish to bring some matter to the Senate for deliberation or for translation into policy advice.
- 6) To develop in consultation with the various Senate committees proposed Senate charges to its committees to focus Senate committee effort in the direction and on the issues the Senate believes most important.
- 7) To monitor procedures implemented by the University to ensure maintenance of the rights of laid-off employees during periods of declared Financial Exigency to preferential re-hiring and benefits during periods when the Financial Exigency Committee is not activated or to designate someone to carry out this responsibility.
- 8) To advise the Chairperson, on his/her request, on appointments or other tasks that have been delegated to the Chairperson by the Senate.

E. Operating Procedures.

- 1) The Executive Committee shall operate in accordance with Article II, Section 4. of the UIS Constitution.
- 2) To the extent practicable meetings of the Executive Committee will be regularly scheduled and the meeting times communicated to the Senate and the UIS community.
- 3) The Executive Committee in its meetings will permit as much contribution to the discussion from non-members as possible consonant with the Committee completing its work and fulfilling its responsibility to facilitate the functioning of the Senate. It is in the Senate where deliberation of issues should take place, so the rights of the Committee to complete its work are predominant.

2. **Standing Committees of the Campus Senate**

Robert's Rules of Order Newly Revised will govern all Committee proceedings unless expressly modified by formally adopted Committee Bylaws which are consistent with the Senate Constitution and Bylaws.

Committees shall elect chairs annually. During the spring semester, each committee with continuing and newly appointed members in place shall elect a chair from the ranks of faculty for the upcoming academic year.

No Ex Officio member of a Senate Committee shall have voting privileges unless otherwise expressly provided in these bylaws.

A. **Academic Integrity Council**

- 1) Purpose of the Academic Integrity Council

The purpose of the Academic Integrity Council shall be to promote academic integrity at UIS by overseeing, evaluating, and facilitating implementation and understanding of the Academic Integrity Policy (AIP).

2) Duties and Responsibilities of the Council

a. Judicial Function:

The Council shall be responsible for overseeing the judicial functions of the AIP: ensuring fair and efficient operation of hearing panels, serving as appellate hearing panels, and deciding on petitions.

b. Policy Function:

- I. The Council shall review, evaluate and monitor the AIP and its implementation.
- II. The Council shall advise the Senate and its Committees on matters related to academic integrity, including those within the Division of Student Affairs that affect academic integrity or the Academic Integrity Policy. The Council shall make a report to the Senate at least once an academic year and may recommend changes in the AIP to the Campus Senate.
- III. The Council may serve as one consultant to departments or other units, including Colleges, on matters of academic integrity.
- IV. The Council shall educate the academic community about the AIP, including education on best practices in teaching and learning that promote academic integrity.

3) Membership

The voting membership of the AIC shall consist of six faculty members, a minimum of two from the College of Liberal Arts and Sciences and a minimum of one each from the Colleges of B&M, EHS, and PAA; and three students, including two undergraduate and one graduate, each from a different college. Ex-officio members are one academic professional whose daily work responsibilities include student instruction and other activities directly related to student teaching and learning; one Dean (from B&M, CLAS, EHS, or PAA) or her/his designee; the Associate Vice-Chancellor for Undergraduate Education; the Associate Vice-Chancellor for Graduate Education; and the Vice Chancellor of Student Affairs or his/her designee,

4) Terms of Office

Faculty members shall be appointed to three-year terms and may be reappointed at the discretion of the Campus Senate. The student members will be appointed by the Student Government Association to serve terms of one-year.

As initial appointments, two faculty members shall serve terms of one year, two shall serve terms of two years, and two shall serve terms of three years. Thereafter, faculty shall serve three year-staggered terms.

5) Chair and Vice-Chair persons.

The AI Council shall elect its own faculty chairperson and vice-chairperson. The Chair shall assure the timely resolution of hearings and appeals; the Chair and the Vice-chair shall be responsible for running hearing and appeals panels.

6) Meetings.

The Council may develop bylaws and operating rules consistent with Senate bylaws and operating procedures, and with this Policy.

The Council shall meet at regular intervals throughout the year to accomplish the purposes and functions necessary to fulfill its charge. The Chair shall be responsible for the establishment of agendas, the coordination of activities and the formation of subcommittees and ad hoc committees as deemed necessary.

All Council meetings other than hearings, appeals or petitions shall be open in accordance with Campus Senate policy. A quorum, a majority of the voting membership, is required to conduct business.

B. The Academic Technology Committee

1) Duties

The Academic Technology Committee shall review policies involving academic computing and other technological services and work with other committees and groups within the campus community to monitor budget and planning implications of developments in this rapidly changing area.

2) Membership and Terms

The Committee shall consist of two faculty from the College of Liberal Arts and Sciences, one faculty member each from the other Colleges, including the Library, and the Departments of Management Information Systems and Computer Science, one civil service staff person, one academic professional, and two students. Ex-officio members are the Associate Provost for Information Technology, the Director of the Office of Educational Technology, the Director of the Office of Campus Technology Services, the Director of the Office of Technology Enhanced Learning, the Director of the Office of Web Services, the Director of the Office of

Electronic Media, the Senior Online Coordinator, the Director of the Office of Registration and Records and other administrators as the Committee deems appropriate and reports to the Senate.

Faculty shall be appointed to serve three-year staggered terms and may be reappointed.

C. Committee On Admissions, Recruitment, And Retention

1) Duties

The Committee shall have responsibility for developing, monitoring, and evaluating campus educational policies and standards related to admission and readmission of students to UIS and to degree and certificate programs, articulation with secondary schools, community colleges, and other universities; and for educational programs and policies which concern the retention of students, registration, and class scheduling. It shall make recommendations on procedures and practices in the Offices of Records and Registration, Admissions, Financial Assistance, and Enrollment Management that have an effect on the attainment of the University's educational objectives.

The Committee shall serve as an advisory body to the Office of Enrollment Management and the Offices of Records and Registration, Admissions, and Financial Assistance and the Offices of Undergraduate and Graduate Education on various matters that have an effect on the attainment of the University's education objectives. The Committee shall make recommendations on procedures and practices related to recruitment, publications, financial aid, student record keeping, class scheduling and registration.

The Committee shall monitor such activities and make appropriate recommendations for Senate action. Specific responsibilities include, but are not limited to:

- a) periodically reporting and recommending to the Senate any changes in the standards for UIS admission, graduation requirements, scholarships, and honors; and
- b) monitoring research on admission criteria that might be used to inform admissions standards; and
- c) refining and interpreting UIS admissions standards in relation to analysis of UIS outcomes; and

- d) developing and recommending to the Senate policies governing the review for prospective undergraduate students who are being considered for admission to UIS under alternative admissions policies and rules, including the role of faculty in such review; and
- e) determining and overseeing the appropriate locus of decision-making for how and which body shall make final determinations on all academic petitions and appeals, including decisions on campus admission, readmission, campus credit transfer policies, and any other academic matters; and
- f) evaluating and monitoring admission, readmission, recruitment and retention programs and practices; and
- g) serving as a liaison between the Office of Enrollment Management, the Senate, the Undergraduate and Graduate Councils, the Offices of the Associate Vice Chancellors for Undergraduate and Graduate Education, and the Office of Institutional Research, and the Colleges; and
- h) serving as a liaison between the Office of Enrollment Management and the campus in campus-wide recruitment and retention efforts

2) Membership and Terms

The voting membership of the Committee shall consist of seven tenured faculty members, at least four of whom currently serve or have served as Department Chair within the past 3 years, each from separate Departments or academic units, with two from the College of Liberal Arts and Sciences, and one from each of the other degree-granting Colleges, and two faculty at large, except that no more than three faculty shall be from one college. Among these faculty there shall be at least one faculty from a graduate, an undergraduate and an on-line degree program. Additional voting members shall consist of one undergraduate student and one graduate student from separate colleges, and one academic professional appointed by APAC whose daily work responsibilities include student instruction and other activities directly related to student teaching and learning. Ex-officio members are Vice Chancellor for Student Affairs; the Registrar; the Director of Admissions; the Director of the Office of Financial Assistance; the Associate Vice Chancellor for Undergraduate Education; the Associate Vice Chancellor for Graduate Education; and the Director of the Capital Scholars Honor Program or their designees; a Dean or associate Dean of one of the degree granting colleges; and a designee of the office of International Student Services.

Faculty members shall be appointed to three-year terms and may be reappointed at the discretion of the Campus Senate. So that the faculty appointments of the initial

committee will be staggered, two shall have one-year terms, two shall have two-year terms, and three shall have three-year terms.

D. Committee on Assessment of Student Learning

1) Duties

The duties of the Committee on Assessment of Student Learning are to:

- a) study, develop, and encourage policies, procedures, and programs that assess student learning vis-à-vis baccalaureate skills, general education, graduate education, and academic programs; and
- b) provide continuing oversight to assessment activities;
- c) foster best practices of assessment across the campus; and
- d) communicate and cooperate with other campus and University units and committees on assessment issues; and
- e) make reports and recommendations to the Senate and other units and officials of the campus and University.

The Committee shall establish subcommittees on a standing or temporary basis as it deems necessary to carry out its duties.

2) Membership and Terms

The Committee shall consist of six faculty members appointed by the Campus Senate, one each from the Colleges of Business and Management, Education and Human Services, Public Affairs and Administration, the Library and two from the College of Liberal Arts and Sciences. Ex-officio members are the Associate Vice Chancellor for Undergraduate Education or designee, the Associate Vice Chancellor for Graduate Education or designee, the Director of the Capital Scholars Honor Program or designee, the Director of the Office of Technology Enhanced Learning or designee, a Dean of an academic college or designee, and the Vice Chancellor of Student Affairs or designee. Faculty shall serve three-year staggered terms. Each spring semester the committee shall elect a chair from the ranks of faculty whose term will begin in the summer session.

E. Campus Planning and Budget Committee

1) Membership, Terms, and Selection of Chair.

The Committee shall consist of six faculty members appointed by the Senate, two from the College of Liberal Arts and Sciences, one from each of the remaining Colleges and the library; one student in good academic standing appointed by the Student Government Association; one civil service staff member and one academic professional appointed by their representative bodies. Ex-officio is the Provost. Faculty shall serve three-year staggered terms; all other voting members shall serve one-year terms. Each Spring semester the committee shall elect a chair from the ranks of faculty whose term will begin in the summer session.

2) Duties

The Campus Planning and Budget Committee responsibilities shall be to (1) provide for campus-wide input into the campus budgeting and planning priorities by developing a short list of budget priorities for consideration by the Campus administration; (2) review budget allocations and progress in relation to meeting CPBC priorities and the goals in the campus strategic plan; (3) recommend changes in planning priorities to the Senate and to the Vice Chancellor for Academic Affairs; and (4) to submit an annual draft in the early spring to the Senate regarding budgeting and planning priorities and issues. The committee is not expected to become involved in detailed and comprehensive investigations in developing budget and planning priorities.

F. The Committee on Committees.

The Executive Committee shall serve as the Committee on Committees. It will: (1) make recommendations to the Senate on selections from slates provided for standing committees, and (2) make recommendations to the Senate from slates for other committees that require faculty representation appointed by the Senate. The Senate shall have the right to make additional nominations and to elect the final membership of each committee. The Committee on Committees shall be chaired by the Senate Vice-Chairperson.

G. The Committee on Elections.

The Committee on Elections shall set up procedures and times, and shall conduct elections to the Senate each year. The Committee shall consist of two Campus Senate members.

H. Committee on Diversity, Equal Rights, Opportunity and Access

1) Duties

The duties of the Committee on Diversity, Equal Rights, Opportunity, and Access are to:

- a) study, develop, make reports and recommend to the Senate and to other units and officials of the campus, policies, procedures, and programs that address the unique concerns of women, racial and ethnic minorities, persons with disabilities, and lesbian, gay, bisexual, and transgendered members of our university community;
- b) foster the recruitment, admission, hiring, and retention of members of these diverse groups in our student body and as employees of the university, as well as the creation of a welcoming, supportive, and inclusive campus environment; and
- c) monitor campus policies, procedures, programs, and facilities to ensure that they are in full compliance with equal opportunity, affirmative action, and ADA federal and state laws.

The Committee shall establish such subcommittees on a standing or temporary basis as it deems necessary to carry out its duties.

The Committee shall communicate and cooperate with other campus and University offices and committees, evaluate the posture of the campus and University as a whole, and make reports and recommendations to the Senate and other units and officials of the campus and University.

2) Membership and Terms

The Committee shall consist of six at-large faculty members, two students, two civil service staff members, and two academic professional staff members each appointed by their own constituency.

Voting members of the Committee shall, at their discretion, appoint up to five ex-officio members to represent interested student and employee groups or units. The ex-officio members may include, for instance, persons such as the Director of the Diversity Center, the Associate Chancellor for Access and Equal Opportunity, the Director of Disability Services, or the Director of the Women's Center. Each year the Committee shall report its selection of ex-officio members to the Senate Executive Committee.

Faculty members shall be appointed to three-year terms and may be reappointed at the discretion of the Campus Senate. Ex-officio members shall serve one-year terms, and may serve consecutive terms at the discretion of the Committee.

I. General Education Council (see Undergraduate and Graduate Councils)

J. Intercollegiate Athletics Committee

Because the Chancellor and the Campus Senate recognize the primacy of educational integrity and the central role that faculty must play in overseeing a successful intercollegiate sports program at UIS, the Intercollegiate Athletics Committee (IAC) has duties and responsibilities to the faculty through the Senate and to the administration, including the Chancellor. Both the Chancellor and the Senate recognize that achieving educational integrity requires clear and frequent communication, transparency, and cooperation across organizational divisions and constituencies. The IAC is responsible to the Campus Senate for the intercollegiate athletic program as it pertains to the university's academic and educational objectives as defined by the Senate. The IAC also serves as an advisory committee to the Chancellor and the Athletic Director on matters of budget and finance, personnel, and operational aspects of the intercollegiate athletics program.

1) Duties

The IAC shall make recommendations to and advise the Senate on all campus programs, operations, and policies that are designed to assure academic integrity in intercollegiate athletics, including those which meet or exceed standards set by intercollegiate governing associations.

It shall provide advice on campus athletic needs, including the creation of new sports teams. It shall monitor compliance with state and federal law. It shall also review and recommend policy or procedures on student-athlete welfare issues such as the academic performance of students, including progress on degrees and graduation rates, summary statements from student-athlete exit interviews, personal conduct of student-athletes and other matters pertaining to athletic programs and personnel. It shall report to the Campus Senate at least once a year.

The Chancellor shall meet with the IAC at least once a semester.

The IAC shall provide advice to the administration on matters relating to the athletics budget, sports configuration, gender equity/Title IX, facilities, and fair and equitable treatment of women and other minorities. The committee will

develop policies to promote the educational welfare of student athletes and monitor the implementation of such policies. In some cases, these policies can involve the physical welfare of student athletes. In cases of emergency or crisis, the Chancellor and/or Athletic Director shall inform the chair of the IAC and consult with the Faculty Athletic Representative (FAR) and shall keep the chair of the IAC and FAR apprised of the situation and solutions as they unfold.

The Chancellor and the Athletic Director shall provide the IAC with the documents and reports necessary to execute its responsibilities, including but not limited to copies of the annual financial audit and other budget documents, EADA submissions, graduation and persistence rate reports, injury surveillance reports, medical hardship waiver requests, a summary of rules violations reported and a summary of any student-athlete reinstatement requests.

2) Membership and Terms

The Committee shall consist of eight voting members, three non-voting members, and three ex-officio members. There will be five faculty voting members: four appointed by the Campus Senate as well as the campus FAR to the NCAA. The Student Government Association shall appoint one non-athlete student, who will be the voting member, to the committee. The Student Athlete Advisory Committee shall appoint one male athlete and one female athlete to the committee, and designate a voting member between them. One designee of the Chancellor will serve on the committee as a voting member. Also on the committee are two community members, which may include alumni, appointed by the Chancellor. None of the community members are voting members. Ex-officio members are the Athletic Director, Senior Woman Administrator, and Compliance Officer. Students and the community members shall have one-year terms. Faculty shall be appointed to staggered terms of one, two and three years, and members may be reappointed. A faculty member shall serve as the Chair of the Committee; the FAR will not be eligible for the position of Chair.

3) Faculty Athletic Representative

The Chancellor and the chair of the Campus Senate shall jointly select a faculty member to serve a three-year term as the faculty athletic representative (FAR) to the NCAA. The FAR may be reappointed. During the third year of the term, the chair of the Campus Senate and the Chancellor shall conduct a joint evaluation of FAR in anticipation of reappointment. Resources such as non-instructional assignments and summer salary for the FAR shall be provided shall be provided as agreed upon by the administration and the Campus Senate chair.

K. Committee on the Library

1) Duties

The Committee shall advise the Dean of the Campus Library on the apportionment of the Library budget and on the formulation and execution of policies governing the operation of the Library. Together with the Library Executive Committee, the committee shall advise the Chancellor on the appointment of the Dean of the Campus Library. Together with the faculty of the Library, the committee shall evaluate the Dean of the Library at least once every five years, in a manner jointly determined. As part of the evaluation, views shall be solicited from other concerned faculty and the entire faculty of the campus library.

2) Membership and Terms

The Committee shall consist of five faculty members, one from each college and one from the library program faculty; two students, appointed by the Student Government Association; one staff member/academic professional; and the Dean of the Campus Library. Members shall be appointed to three-year terms and may be reappointed at the discretion of the Campus Senate.

L. Personnel Policies

1) Functions

The Personnel Committees' responsibilities shall be to regularly advise members of the Senate and Campus Administration concerning personnel issues affecting faculty, to review implementation of faculty personnel policies for uniformity and consistency, to recommend changes in personnel policies to the Senate and to the Vice Chancellor for Academic Affairs, and to make regular reports to the Senate regarding faculty personnel issues. Changes in personnel policies must be approved by the Senate prior to implementation.

2) Membership and Terms

The Committee shall consist of five at-large faculty representatives, no more than two of whom may be from the same college or the library. Ex-officio members are the Vice Chancellor for Academic Affairs or his or her designee, and one dean. Faculty members shall be appointed to serve three-year staggered terms and may be reappointed.

M. Research Board

1) Duties

The duties of the UIS Research Board shall be to establish procedures and serve as a review committee for a program of intramural awards to support faculty scholarly activity; to provide guidance to the Associate Vice Chancellor for Graduate Education and Research on research support for graduate students; to provide guidance to the Associate Vice Chancellor for Graduate Education and Research on programs to stimulate undergraduate research; to consult with the Associate Vice Chancellor for Graduate Education and Research on intellectual property policy issues; and to consult with the Associate Vice Chancellor for Graduate Education and Research on research administration policies and practices.

2) Membership and Terms

The Research Board shall consist of one faculty representative from each college and one academic professional and will be chaired by the Associate Vice Chancellor for Graduate Education and Research. Serving Ex-officio is the Grants and Contracts Coordinator. Members shall be appointed for two-year terms and may be re-appointed at the discretion of the Campus Senate. One half the members of the initial committee shall serve one-year terms so that thereafter the appointments will be staggered.

N. Committee on Student Discipline

1) Duties

The Committee shall be responsible for the conduct of the judicial functions of the student discipline and appeals system in accord with The Student Disciplinary Code and the Student Grievance Code; the University Statutes; and with rules and policies established by the Board of Trustees and the Senate.

2) Membership

The committee shall consist of four faculty members, one from each College; four students, one from each College; two staff members, and two academic professionals, and the Vice-Chancellor for Student Affairs or his/her designee, ex-officio. Members shall be appointed to two-year terms and may be reappointed at the discretion of the Campus Senate. One half of the members of the initial committee shall serve one-year terms so that thereafter the appointments will be staggered.

O. Committee on Sustainability

1) Purpose of the Committee.

The Committee shall provide leadership for sustainability issues on the UIS campus and in other communities. Sustainability refers to practices designed to meet the needs of the present without compromising the ability of future generations to meet their own needs. It encompasses teaching, research, and practice in a variety of areas including but not limited to policy development, building design and construction, waste management and recycling, energy production and use, water use, and transportation.

2) Duties and Responsibilities of the Committee

- a) The Committee shall serve as a resource to faculty wishing to teach, undertake research, or to propose curriculum or extra-curricular activities in sustainability.
- b) The Committee shall provide educational outreach to the campus and other communities on issues of sustainability.
- c) The Committee shall study sustainability issues related to the campus and make recommendations to the appropriate body (the administration and/or the Campus Senate) to improve sustainable practices.
- d) The Committee shall receive and study the reports and policies of the University of Illinois, and other governmental bodies (state, federal and international) and report on them and make recommendations for their implementation to the appropriate body (the administration and/or the Campus Senate).
- e) The Committee shall coordinate with the other Campus Senate Committees such as the Planning and Budget Committee, the General Education Committee, as well as the UIS campus offices such as Purchasing, Facilities Services, Food Services, Environmental Health and Safety, Housing to ensure that sustainability is taken into consideration in the deliberations of those bodies or units.
- f) The Committee will make an annual report on its work to the Campus Senate.

3) Membership and Terms

The Committee shall consist of five at-large faculty representatives, no more than two of whom may be from the same college; one academic professional selected by APAC; one civil service staff member selected by CSAC; two students selected by the Student Government Association; the Associate Vice-Chancellor for Undergraduate Education or designee; the Director of Facilities Service. Ex-officio members are the Vice Chancellor for Academic Affairs or designee, and the Vice Chancellor for Student Affairs and Administrative Services or designee.

Faculty shall serve three-year, staggered terms (initially 2 terms to expire the first year, 2 terms the second year, and 1 term the third year). Students shall serve one year terms.

P. The Undergraduate and Graduate Councils.

1) Purpose of the Undergraduate Council.

The purpose of the Undergraduate Council shall be to promote excellence in undergraduate education at UIS by reviewing, evaluating and facilitating development of academic standards for undergraduate programs; and by reviewing, evaluating and facilitating the development of present and proposed undergraduate curricula.

2) Purpose of the Graduate Council.

The purpose of the Graduate Council shall be to promote excellence in graduate education at UIS by reviewing, evaluating and facilitating the development of academic standards for graduate programs; and by reviewing, evaluating and facilitating the development of present and proposed graduate curricula.

3) Duties and Responsibilities of the Councils.

- a) The Councils shall review, develop and evaluate undergraduate and graduate admissions policies, academic degrees and closure requirements and other academic policies, and monitor their implementations.
- b) Advise. The Councils shall advise the Senate and VCAA on any matter related to undergraduate and graduate studies, including financial aid, student honors, graduate assistantships and clarification of existing policies and practices that affect students academically. When any advice significantly affects or interprets Senate policy on curriculum or academic standards, the Councils shall inform the Senate of the advice provided.

- c) **Serve and Consult.** The Councils may serve as one consultant to departments in the process of formative curricular review, to either implement departmental responses to program review recommendations or to implement changes between periodic reviews as requested by the department. Each College may consult with the Graduate Council in developing policies regarding faculty eligibility to engage in graduate education, and must provide the Graduate Council with a copy of any such policies that it adopts. The Graduate Council will review these policies and provide a report identifying any concerns it has to the Campus Senate and the College.
- d) **Coordinate.** Each Council shall coordinate its work with the other Council in matters regarding courses and policies that affect both undergraduate and graduate education.
- e) **Promote.** The Councils shall promote, where appropriate, the integration of professional studies, teaching, and the liberal arts.
- f) **Examination of Program Reviews.** Each Council will review the program review statement that includes the proposed conclusions and recommendations prepared by a dean. If a department disagrees with the program review statement, it may provide additional materials to the Council. The Council will report to the Senate their findings and recommendations after consideration of the program review statements.
- g) **Consult the Senate Committees.** Each Council shall consult with the Campus Planning and Budget Committee to identify any problems, issues, or omissions in the planning priorities related to the responsibilities of the Councils that should be reported to the Senate. The Councils will coordinate with each other on their report to the Senate as provided below in the Bylaws.
- h) **Relation to Missions of the University of Illinois at Springfield.** In keeping with the missions of UIS, both councils shall make decisions and recommendations that are responsive to the unique character of the Campus in regards to its missions of educating its students and others in public affairs; developing effective articulation with Illinois community colleges and their students; offering strong liberal arts and sciences and professional studies with integrative interaction between liberal and professional studies; and of providing innovative responses appropriate to serving the needs of new groups of students entering and returning to collegiate studies.

4) Structures of the Undergraduate and Graduate Councils.

Each Council shall have parallel structures of six voting faculty members with representation from each college or academic unit, one instructional librarian to serve ex-officio, and two students selected by the Student Government Association (undergraduate for the Undergraduate Council; and graduate for the Graduate Council). Additional ex-officio members are one Liaison/Faculty member for the alternate Council and the VCAA, or her/his representative (the Associate Vice Chancellor for Undergraduate Education for the Undergraduate Council and the Associate Vice Chancellor for Graduate Education for the Graduate Council). In the absence of either of the Associate Vice Chancellors the VCAA may appoint a representative to fill the vacant position.

The voting faculty members of the Graduate Council must have been approved by their college as being eligible to engage in graduate education, and shall include at least one faculty representative from each College who holds an appointment in an academic program that offers a graduate degree.

5) Terms of Office for the Councils.

Faculty shall serve three-year, staggered terms (initially 2 terms to expire the first year, 2 the second year, and 3 the third year). Students shall serve two-year terms or until completion of their degree, whichever is first. The ex-officio members from the library shall serve a three-year term, but may be reappointed to a second or subsequent term by the library faculty.

6) Chairpersons.

Each Council shall elect its own Chair for a one-year term. The member elected may be re-elected with his/her term of the council. The Chairs shall assure the timely setting of agendas for evaluation of submitted curricular changes and review/development of academic standards policy. The Chairs shall actively communicate their agendas to the parallel council.

7) Council Liaisons.

Each Council shall elect a liaison from its membership to serve a one-year term on the alternate Council. The liaison may be re-elected within his/her term on the council.

8) Meetings.

Both Councils shall meet at regular intervals throughout the year so as to accomplish the purposes and functions necessary to the University. The Chairs, in consultation with the Executive Committee, shall be responsible for the establishment of agendas, the coordination of activities and the formation of subcommittees and ad hoc committees as deemed necessary.

All meetings shall be open in accordance with Campus policy. In order for business to be conducted, a majority of the total voting membership currently appointed must be present. This will constitute a quorum. All actions and recommendations shall require a majority vote of those present.

9) Procedures for Curricular Reviews.

Each College shall establish a College Curriculum Committee (CCC) that will be responsible for all decisions pertaining to courses (additions, deletions, alterations, etc.). On these matters not requiring Council approval, the College Deans shall forward to appropriate Councils an annual report of CCC, actions in the form established by the Councils with the rationale and supporting documents. The Councils shall review the CCC decisions in order to monitor proper implementation of current policy and to provide the basis for future policy recommendations.

In all other matters defined as major changes, such as program requirements, new degrees, concentrations, and certificates, the College Curriculum Committees shall first review such proposals and forward their recommendations and supporting documents, including the Dean's recommendation, to the appropriate Council for review and possible approval.

10) Appeals.

Appeals may be addressed to the Senate. The Chair of the Senate, at the direction of the Senate, may call a joint meeting of the Undergraduate and Graduate Councils, send a recommendation back to the respective Council for re-evaluation, or concur with the council's recommendation.

11) Procedures for Academic Standards Development.

All policy issues concerning academic standards shall be presented to the Senate for approval and action.

12) Implementation.

Implementation of all policies related to academic standards, curricular review, and program review, as recommended by either of the Councils and approved by the Senate, shall be the responsibility of the Deans and the Vice Chancellor for Academic Affairs.

13) **General Education Council**

The General Education Council (GECO) shall promote excellence in general education at UIS by facilitating development, approval, and evaluation of courses; developing policies and rules for implementation of the curriculum; and recommending to the Undergraduate Council and the Campus Senate policy changes of the general education curriculum.

- a) The General Education Council shall consist of nine voting members: eight faculty members and one student member. Ex-officio members are the Associate Vice Chancellor for Undergraduate Education, the Dean of the College of Liberal Arts and Sciences, and the Dean of the College of Public Affairs and Administration.
- b) Faculty members shall include one Librarian, and seven faculty who are teaching or planning to teach in the general education curriculum. The faculty shall reflect the following components of the curriculum: Life Long Learning Skills requirements, including Social Sciences, Humanities, Communication, and Natural Sciences and Math; and the Engaged Citizenship Common Experience requirements, including Comparative Societies and Global Awareness, U.S. Communities, On-going Controversies, and Engagement.

In the event that a College has no faculty on the Council, a faculty member from that College, selected by the Senate, may serve ex-officio for a one year term.

As initial appointments, two faculty members shall serve one-year terms, three shall serve two-year terms, and three shall serve three-year terms. Thereafter, faculty shall serve three year-staggered terms. The student member will be appointed by the Student Government Association and serve a one-year term.

- c) The Council shall elect its own faculty chairperson and develop its own bylaws and operating rules consistent with the revised general education curriculum approved by Senate Resolution 34-15 and with the bylaws of the Senate. The Council may, at its discretion, divide into subcommittees.

- d) The Council will keep departments and advisors informed about general education requirements, policies, criteria for courses, and scheduling. The Council shall make an annual report to the Undergraduate Council and Senate which shall include a summary and evaluation of its activities and any recommendations for changes. In AY 2005-2006, the Council shall report to the Undergraduate Council and Senate no later than January and again in May about its progress.
- e) UIS administration shall provide administrative support for the Council's work.

3. Other Standing Committees

The Senate may appoint such other standing committees, as the Senate shall deem necessary and proper.

4. *Ad Hoc* Committees

The Senate shall enable whatever ad hoc committees it deems reasonable and proper, except that no ad hoc committee will be created which will duplicate the work of a standing committee. Ad Hoc committees shall normally dissolve when their assigned tasks have been completed, although the Senate may, by a majority vote of those present at a regularly scheduled Senate Meeting decide to keep the committee established for whatever purposes may seem necessary.

5. Senate Representatives to Outside Bodies

The Senate may establish representatives to other bodies as it sees fit. The representatives established, their duties and responsibilities, their method of selection, and their terms of office shall be specified in these Bylaws.

A. Faculty Representatives on the University Senates Conference

Faculty representatives on the University Senates Conference shall be elected from the Faculty representatives of the Senate. Senates Conference representatives shall serve three-year terms and may not serve more than two consecutive terms. Initial appointments shall be made from the membership of the Senate but the individual appointed may complete a term of office which extends beyond his or her Senate term and may be reappointed. It shall be the task of each representative to represent UIS and, when instructed, the will of the Senate and to report to the Senate on a regular basis.

B. Faculty Representative to the IBHE Faculty Advisory Committee

The faculty representative to the IBHE Faculty Advisory Committee shall be appointed by the Chair of the Senate. He or she shall serve three-year terms and may not serve more than two consecutive terms. It shall be the task of the representative to represent UIS and, when instructed, the will of the Senate and to report to the Senate on a regular basis.

6. Standing Committee Member Terms

Senate appointed Representatives to all continuing and standing committees shall be appointed by the second meeting of the new Senate unless otherwise provided for.

7. Standing Committee Sub-Committees

The Senate must approve the formation of any sub-committee which includes outside membership. The standing committees of the Senate are free to establish sub-committees of their own membership and to use other faculty as consultants without Senate approval.

8. Power of the Chair to Appoint to University-wide Committees.

The Chair of the Senate shall have the authority to make interim appointments of faculty members to vacant faculty constituency positions on committees and task forces. Such appointees shall serve until replaced by faculty elected at the next regularly scheduled election.

9. Senate Rules

The Senate Rules shall consist of all policies receiving the approval of the Campus Senate; all senate rules previously contained in The Campus Senate Bylaws and Rules (August, 1996) and all previous policies of the Campus Senate and the University Assembly which have not been superseded by subsequent Senate policies or collective bargaining agreements.

ARTICLE VII EVALUATION OF UNIVERSITY PROGRAMS

There shall be periodic, systematic evaluation of university programs because these are vital to maintaining an effective and relevant university that is fulfilling a significant portion of its goals and missions as an institution of higher education established by the State of Illinois.

The details of locating responsibility, scheduling, specifying information needs, identifying reports needed, resolving differences, implementing and monitoring recommendations, etc., shall be specified in the Senate rules.

ARTICLE VIII AMENDMENTS TO THE BYLAWS

1. Definition of Bylaws

Senate Bylaws are defined as policies and procedures that are of such importance that special procedures are provided to insure that careful thought and full discussion precede any changes.

2. Time and Method of Presentation

Any proposed amendment to these bylaws must be presented in writing to the Senate at least two weeks prior to any discussion and/or action by this organization.

3. Vote Required

Amendments to these bylaws will require an affirmative vote by two-thirds of the members of the Campus Senate present and voting.