**COLLEGE OF LIBERAL ARTS AND SCIENCES BYLAWS**

**ARTICLE I MEMBERSHIP AND VOTING RIGHTS**

A. The College is made up of faculty, staff, and graduate assistants and student

workers. All members of the College fulfill critical roles necessary to carrying out the mission of the College and the University. All members of the College are to be treated with respect, dignity, and professionalism.

B. The faculty of the College consists of all full-time academic staff who have the rank

or title of professor, associate professor, assistant professor, instructor, or lecturer and who have at least fifty percent of their appointment in the College. This shall include faculty with such titles as Director or Chair, but shall not include administrative titles of Associate Dean or above.

C. Only members of the College faculty shall be entitled to vote in College meetings.

Voting privileges shall be extended to eligible faculty members on leave whenever feasible.

Adjunct faculty, *emeritus* faculty, graduate assistants, student representatives, and support staff may attend and participate in College discussions as non voting members and are invited to attend all official College functions and open meetings. In specific cases, they may serve on and provide recommendations to College committees.

D. Department *Bylaws* shall specify whether non-tenure track faculty are voting

members of the department and the nature and extent of their voting rights.

**ARTICLE II OFFICERS**

A. The Dean

1. As chief executive officer of the College, responsible for its administration, the

Dean is the agent of the faculty for the execution of College educational policy.

2. The Dean shall perform the functions enumerated under the *Statutes*. In

particular, “The Dean shall

(1) call meetings of the college faculty to consider questions of

college and departmental governance and educational policy at such times as the dean or the executive committee may deem necessary, but not less frequently than once[[1]](#footnote-1) in each academic year, and preside at such meetings;

(2) formulate and present policies to the faculty for its consideration,

but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty;

(3) make reports on the work of the college;

(4) oversee the registration and progress of students in the college;

(5) be responsible for the educational use of the buildings and

rooms assigned to the college, and for the general equipment of the college as distinct from that of the separate departments;

(6) serve as the medium of communication for all official business of

the college with other campus authorities, the students, and the public;

(7) represent the college in conferences, except that additional

representatives may be designated by the dean for specific conferences;

(8) prepare the budget of the college in consultation with the

executive committee of the college; and

(9) recommend the appointment, reappointment, non-re-

appointment, and promotion of officers and members of the teaching staff.” UI *Statutes,* Article III Section 3 d.

The Dean shall also make recommendations on sabbatical leaves, merit pay,

salary equity and market salary adjustments (outside offers).

B. Parliamentarian

1. A parliamentarian who shall advise the Dean and the faculty on questions of

parliamentary procedure shall be elected for a three-year term.

2. The rules contained in the latest edition of *Robert’s Rules of Order Newly*

*Revised* shall govern the conduct of business by the faculty in all cases to which they are applicable and in which they are not in conflict with these *Bylaws,* theUIS *Faculty Personnel Policies,* or with the *Statutes.*

**ARTICLE III MEETINGS**

A. There shall be at least one regular College meeting each semester, with the date~~s~~

to be announced by the Dean at least two weeks in advance. The Dean, or designee, normally an Associate dean, shall be the presiding officer. The Dean shall furnish members of the faculty written notice and agenda of each meeting at least one week prior to the meeting.

B. Special meetings may be called by the Dean, by the Executive Committee, or upon

receipt of a written petition of 1/10th or more members of the college faculty. Special meetings will be called within ten days of the receipt of the request. Only business stipulated in the call to the meeting may be transacted at a special meeting.

C. A Quorum for any faculty meeting will be a majority of the members of the faculty.

D. Agendas for each regular meeting of the faculty will include approval of the minutes of preceding regular and special meetings, a report from the Dean, reports from the Standing Committees at least once a year, together with a provision for old and new business. Additional items may be included on the agenda as specified by these bylaws. Members of the faculty who wish to include items on the agenda of a regular meeting shall submit these items to the Dean at least nine days before the scheduled meeting.

E. The Dean shall distribute all notices, calls, and agendas to the faculty for college meetings; prepare and distribute minutes of all meetings of the faculty; and conduct college wide elections and report elections results to the faculty.

**ARTICLE IV ELECTIONS**

A. Electoral Groups

1. For purposes of elections, the College will be divided into four groups:

a) GROUP 1: LIS/LNT, AAS, MAT, PSY, SOA, WGS, COM

b) GROUP 2 ALH, BIO, CHE, CSC

c) GROUP 3: AMT, ENG, HIS, PHI

d) GROUP 4: any other full-time instructors in Groups 1-3

2. For purposes of voting in electoral groups, tenure track faculty members are

considered to be a member of the group in which they are appointed. Tenure track faculty members who are jointly appointed must declare one electoral group for voting by notifying the Dean. That declaration can be changed at will, but will not take effect until the subsequent academic year. Members of a committee who for any reason cannot serve will temporarily be replaced by a representative who will be elected, by the faculty; this member will serve for a period not to exceed the total term of the replaced member

3. In order to ensure fair representation and equity of voting for all faculty, every

two years the College Executive Committee will assess the general numerical balance of the electoral groups and make any recommendations for changes to the College bylaws to the faculty at a regular meeting.

**ARTICLE V STANDING COMMITTEES**

The College shall have three standing committees: the Executive Committee (CEC),

the Personnel Committee (CPC), and the Curriculum Committee (CCC). The Chair of each standing committee will make a report of the Committee’s activities to the College faculty at least once a year at a regular meeting.

The College Executive Committee may authorize the creation of ad hoc committees or

task forces as is necessary to conduct the business of the College.

A. Executive Committee

1. The Executive Committee will consist of seven faculty who shall serve three year staggered terms upon election at-large by the faculty of the college. The committee will include two faculty from GROUP 1; two faculty members from GROUP 2; and two faculty members from GROUP 3, one faculty from GROUP 4. Faculty members from GROUP 1-3 are restricted to tenure-track faculty. There is no such restriction for GROUP 4. No more than one representative from a department may serve on the committee at any one time.

The Dean is an *ex-officio* member of and chairs the Executive Committee. There will be no other ex-officio members on the committee. The Dean may vote only to break tie votes. In the Dean’s absence, the Dean’s designee, normally an Associate Dean, shall preside. When the Executive Committee meets to prepare or give advice to the Chancellor and the President on the appointment or re-appointment of the Dean or to review the Dean’s performance, the Dean shall not be present.”

2. The duties of the Executive Committee shall include those enumerated by the

*Statutes*.

“It shall advise the dean on the formulation and execution of college policies and, unless otherwise provided by the faculty of the college, on appointments, reappointments, non-reappointments, and promotions and shall transact such business as may be delegated to it by the faculty.” Article 3 Section 2. It shall provide “consultation” to the Dean in the preparation of “the budget of the college.” *Statutes,* Article III, Section 3 d.(8) . It will annually review the Dean’s performance and will advise the campus senate and the VCAA on the appointment of a new Dean. It will maintain and distribute minutes of its meeting to the College faculty.

3. As representatives of the faculty, the Executive Committee may create policies on matters not otherwise under the jurisdiction of the College Personnel Committee or the College Curriculum Committee.

B. Personnel Committee

1. The College Personnel Committee will consist of six tenured members of

the faculty who shall serve three year staggered terms upon election at-large by the faculty of the college. The Committee will include two faculty from GROUP 1; two faculty members from GROUP 2; and two faculty members from GROUP 3. Whenever the Committee takes up the case of non-tenure track faculty, one member of electoral GROUP 4, elected at large by the faculty of the college, will join the Committee for those deliberations only. The Dean will be a non-voting *ex-officio* member of the Committee. The Committee will elect from among its membership a chair at its first meeting. No more than one representative from a department may serve on the committee at any one time.

2. The duties of the College Personnel Committee include recommendations to

the Dean on merit pay, reappointments, non-reappointments, promotion, and tenure decisions. The dean will normally seek the Committee’s advice on matters of salary equity and market salary adjustments (outside offers of employment). Any additional procedures permitted by the UIS *Faculty Personnel Policies* and used by the Committee to make personnel decisions must be reported to the College faculty.

C. Curriculum Committee

1. The College Curriculum Committee will consist of five members of the faculty

who shall serve three year staggered terms upon election at-large by the faculty of the college. For faculty to serve on the curriculum committee they will have to have served **one** year at UIS before their term commences. Full-time instructors in departments in electoral groups 1-3 are eligible to be nominated and serve on behalf of their departments. The Committee will include one faculty from GROUP 1; two faculty members from GROUP 2; and two faculty members from GROUP 3. The Dean or designee will be non-voting *ex-officio* members of the Committee. The Committee will elect from among its membership a chair at the first meeting.

2. The duties and structural makeup of the Curriculum Committee: The Committee will normally consist of two Subcommittees: one will focus on review and approval of additions, deletions, and expansions of academic programs and program reviews; the second will handle course additions and deletions and program requirements; and will provide advice which the Dean may solicit regarding student petitions. The Committee as a whole may decide amongst themselves to alter the division of work after approval by the Executive Committee and an announcement to the faculty. Any criteria or rubrics used by the Committee to make curricular decisions must be approved by and reported to the College faculty. The Committee will keep and maintain minutes publicly available in the Dean’s office.

D. Election procedures for College Personnel and Curriculum Committees

1. Elections shall employ a secret ballot and be monitored by at least one

member of the College Executive Committee. Voting shall take place either through a mail (intercampus or home) ballot or through alternate methods of voting such as secure email or web-based voting as authorized by the College Executive Committee.

2. No later than three weeks after spring semester begins, the dean shall ask for

nominations of eligible faculty to stand for election to the College Personnel and the College Curriculum Committees by secret ballot. Faculty members eligible to vote but who are absent because of sabbatical leave, leave of absence, or for other official reasons will be provided with absentee ballot.

3. The nominee who receives the most votes from each electoral group shall be

elected and their names will be sent forward to the Dean. College faculty will be notified of the election results no later than the week after spring break.

 E. Peer Review of Teaching Committee

1. The Peer Review of Teaching Committee will consist of five members of the faculty who shall serve three year staggered terms upon election by the faculty of the college. The Committee will include five at-large faculty members. The Dean or designee will be a non-voting ex-officio member of the Committee. The Committee will elect from among its membership a chair at the first meeting.
2. The Peer Review of Teaching Program is required for all new, tenure-track faculty as a formative process. The formative process assists faculty in examining and evaluating their teaching for the purposes of self-improvement and development. This process should not be confused with the summative process, which systematically assesses teaching as a professional faculty activity in connection with personnel decisions.
3. The duties of the Peer Review of Teaching Committee include management and assessment of the Peer Review of Teaching Program. The Committee trains peer reviewers, informs participating faculty of the Program requirements and deadlines, creates and implements procedures to assess the Program, and implements modifications to the Program, as needed.
4. The Peer Review of Teaching Committee will present an annual report on the Peer Review of Teaching Program every Spring Term in the CLAS faculty meeting. This report will include any changes in procedures associated with the Peer Review of Teaching Program that have been made by the committee.

**ARTICLE VI DEPARTMENTAL STRUCTURE AND LEADERSHIP**

A. The Chair

1. The Department Chair is elected for a term of three years by the Department

faculty and must be approved by the Dean and VCAA in order to serve. The Chair is responsible to both the faculty and the Dean and will serve as the Department’s representative on the College Executive Committee.

2. Eligibility and Selection

a. Internal Selection

1. Only department tenure track faculty are eligible to be nominated and

serve as Department Chair. In the case of exceptional circumstances, the department faculty may, by majority vote, petition the College Executive Committee for an exception to this policy.

2. No later than three (3) weeks after spring semester begins, the Dean

shall ask for nominations of eligible faculty to stand for election by official secret ballot. Faculty members eligible to vote but who are absent because of sabbatical leave, leave of absence, or for other official reasons will be provided with absentee ballot.

3. The name of the person receiving a simple majority of the secret

ballots cast will be sent forward to the Dean, subject to approval by the Dean and the VCAA. In the case of a tie which cannot be resolved by the voters, the Dean shall select the Department Chair from those faculty members who received tie votes.

4. If no nominee receives a simple majority of the votes, a run-off vote for

the top two nominees shall be held immediately under the same procedures outlined above.

5. If the Dean fails to approve the person selected by the faculty, the faculty will submit another nominee or may hold another vote under the same procedures outlined above.

6. Departments will be notified of the Chair’s selection by the week after spring break.

b. External Selection

In some cases, it may be desirable to go outside the existing department faculty for a Chair. If the faculty and the Dean agree on the need for an outside search, the Dean will meet with the Provost to discuss options. If an external Chair search is authorized, a search committee which follows University policies and procedures for searches for new faculty appointments will be followed. Given the time required to conduct an external search, the incumbent Chair or another tenured faculty member shall normally be selected to serve as interim Chair until the new Chair is in place.

c. Appointment by the Dean

In the event the Department is unable or unwilling to select a Chair, the Dean after seeking the advice of the College Executive Committee, will select a faculty member to provide direction as the Chair. Should the Dean be unable to appoint a faculty member, the Dean’s office will provide administrative support to the Department.

3. Duties of the chair

The responsibilities and powers of the Chair shall include those listed by the *Statutes*. In particular,

In each department organized with a chair, the chair shall be responsible for the formulation and execution of departmental policies and the execution of University and college policies insofar as they affect the department.

The chair shall have power to act independently in such matters as are delegated to the chair by the department faculty through its executive committee.

The chair shall *(1)* report on the teaching and research of the department; *(2)* have general oversight of the work of students in the department; *(3)* collaborate with the executive committee in the preparation of the budget and be responsible for the expenditure of departmental funds for the purposes approved by the executive committee; and *(4)* call and preside at meetings of the executive committee and at meetings of the department faculty of which there shall be not fewer than one in each academic year for consideration of questions of departmental governance and educational policy.

The chair together with the department faculty through its executive committee is responsible for the organization of the work of the department and for the quality and efficient progress of that work. *Statutes,* Article IV, Section 2 e.

Additional duties of the Chair include those specified in Appendix 1, which shall be revised from time to time as needed by the College Executive Committee.

Any additional powers delegated to the Chair by the Department will be approved by the Department Executive Committee in writing and forwarded to the Dean.

4. Annual Evaluation

Both the department faculty and the Dean shall annually evaluate the performance of the chair in providing department direction. The College Executive Committee and the Dean shall develop evaluation procedures and timelines.

5. Removal

Either the Department or the Dean may initiate discussions to remove a Chair; removal normally requires concurrence of both the Department and the Dean. Voting will be by secret ballot forwarded to the Dean’s office. In the event the Department votes to remove and the Dean wants to retain the Chair, the Dean may ask the Department for a second vote. If a simple majority of the Department votes to remove, the process to appoint a new chair will begin. The Department Chair may not vote on the question of removal.

6. Vacancies

If a department chair position becomes vacant, or if a Chair is unable due to illness or other circumstances to fulfill the duties of the position, the department faculty and the Dean will select an Acting Chair using the procedures specified in this Article until the Chair is able to resume duties or until the normal selection process for the Chair can take place.

B. Department Executive Committee

All faculty members of the Department shall serve as the Department Executive Committee. The Chair of the Department is *ex officio* a member and Chair of the Department Executive Committee.

If the Department Executive Committee is in session to evaluate the Chair's performance, the Chair shall not be a member and the committee shall be chaired by a committee member elected by the committee for that purpose.

**ARTICLE VII DIVISION STRUCTURE AND LEADERSHIP**

Departments may organize themselves into a Division with a Director (or comparable

title).

A. The Director

1. The Division Director is elected for a term of three to five years by the

Department faculty and must be approved by the Dean and VCAA in order to serve. The Director is responsible to the faculty of the Departments and the Dean and will serve on the College Executive Committee.

2. Eligibility and Selection

a. Internal Selection.

1. Only Division tenured faculty are eligible to be nominated and

to serve as Division Director.

2. No later than three (3) weeks after spring semester begins, the Dean

shall ask for nominations of eligible faculty to stand for election by official secret ballot. Faculty members eligible to vote but who are absent because of sabbatical leave, leave of absence, or for other official reasons will be provided with absentee ballot.

3. The name of the person receiving a simple majority of the secret

ballots cast will be sent forward to the Dean, subject to approval by the Dean and the VCAA. In the case of a tie which cannot be resolved by the voters, the Dean shall select the Division Director from those faculty members who received tie votes.

4. If no nominee receives a simple majority of the votes, a run-off vote for

the top two nominees shall be held immediately under the same procedures outlined above.

5. If the Dean fails to approve the person selected by the faculty, the

faculty will submit another nominee or may hold another vote under the same procedures outlined above.

6. Division faculty will be notified of the Director’s selection by the week

after spring break.

b. External Selection

In some cases, it may be desirable to go outside the existing Division faculty for a Director. If the Division faculty and the Dean agree on the need for an outside search, the Dean will meet with the Provost to discuss options. If an external Director search is authorized, a search committee which follows University policies and procedures for searches for new faculty appointments will be followed. Given the time required to conduct an external search, the incumbent Director or another tenured faculty member shall normally be selected to serve as Interim Director until the new Director is in place.

B. Every Division shall create bylaws which are consistent with the College’s

*Bylaws* and forward them to the Dean.

**ARTICLE VIII AMENDMENTS AND REVISION OF BYLAWS**

The College Executive Committee, the Dean, or any member of the College may propose an amendment to these *Bylaws* for discussion at a regular meeting or a special meeting called for that purpose in the nine-month academic year so long as copies of the proposed amendment(s) can be distributed to each faculty member at least one week prior to the meeting.

After discussion, proposed changes to the *Bylaws* of the College shall be distributed in writing, together with a ballot, to those faculty members eligible to vote at least two weeks prior to the voting deadline. Alternate methods of voting such as mail, secure email or web-based voting may be authorized by the College Executive Committee.

In order for an amendment to the bylaws to pass: The vote must be taken during the academic year; a majority of the faculty eligible to vote must cast a ballot; and the amendment must receive a two-thirds vote in support by the eligible faculty who vote.

At least every five years the Dean shall appoint a committee to examine the *Bylaws* and propose such revisions as seem desirable.

**ARTICLE IX INTERPRETATION OF THE BYLAWS**

The College Executive Committee, by majority vote, may issue advisory opinions regarding the interpretation of these *Bylaws* as are necessary to the orderly and expeditious conduct of College business.

**ARTICLE X SEVERABILITY**

Should any article or clause of these *Bylaws* be found inconsistent with or in violation of any higher rule, regulation, or law, the offending article or clause of these Bylaws shall be without force or effect to the extent of the inconsistency. Such a finding shall not invalidate any other article or clause of these *Bylaws.*

1. See Article III A below [↑](#footnote-ref-1)