

BYLAWS
College of Public Affairs and Education
Approved February 9, 2023

Article 1 – Organization

The organization shall be named the College of Public Affairs and Education.

The academic units, as determined by the Illinois Board of Higher Education approval and review process, located in the College are:

Department of Legal Studies (DLS)
School of Communication and Media (SCM)
School of Education (SOE)
School of Politics and International Affairs (SPIA)
School of Public Management and Policy (SPMP)

Article II – Authority

All actions taken by the CPAE shall be consistent with the University of Illinois Statutes; the University of Illinois Springfield (UIS) Campus Senate Constitution, Bylaws, and relevant policies; and UIS campus-wide personnel policies.

Article III – Membership and Voting Rights

Section 1. Membership

The faculty of the College consists of those who have at least fifty percent of their appointment in the College and who devote fifty percent or more of their time to teaching, scholarship, and/or service shall be considered voting members of the College. This voting membership includes faculty with the rank or title of professor, associate professor, assistant professor, clinical professor (assistant, associate, or full clinical professor), instructor, or lecturer. It shall also include faculty with such administrative titles as School Director, Department Chair or Head, and Program Director or Coordinator so long as 50% or more of the faculty member's workload is in the College. Voting membership shall not include administrative titles of Associate Dean and above.

Section 2. Voting Rights

Only members of the College faculty shall be entitled to vote in College meetings. Adjunct faculty, emeritus faculty, graduate assistants, and support staff may attend and participate in College discussions as non-voting members.

When voting occurs at a meeting, no one may vote by proxy or absentee ballot. At meetings, voting will be done by a secret vote upon the request of one or more of the voting faculty. Voting can be conducted by the secure electronic ballot of all eligible voters—a measure carries when it receives the approval of the majority of those voting.

Article IV – Officers

Section 1. The Dean

The dean is the chief executive officer of the College. The dean shall perform the functions enumerated under the [*University of Illinois Statutes, Article III, Section 3d.*](#)

Section 2. The Associate Dean

On the recommendation of the dean and the chancellor/VCAA, the president may appoint associate or assistant deans as required.

Article V – Meetings

Section 1. Schedule

Meetings of the College faculty shall be held at least once each semester during the academic year, with the dates to be announced at least two weeks in advance. The dean shall furnish faculty members with an agenda for each meeting at least one week before the meeting. College faculty who wish to include items on the agenda of a regular meeting shall submit these items to the dean at least ten days before the scheduled meeting.

The dean may designate special meetings in consultation with the College Executive Committee and/or Cabinet. Any group of faculty numbering at least 20% of the entire College faculty may also call for a special meeting. Only business stipulated in the call for the meeting may be transacted at a special meeting.

Section 2. Quorum

A quorum shall consist of 50% plus one of the College faculty who are eligible to vote.

Article VI – Standing Committees

The College shall have three standing committees: 1) the College Cabinet, 2) the College Executive Committee and Curriculum Committee (CEC), and 3) the College-Level Personnel Committee (CLPC). The chair or designees of each standing committee will report the Committee's activities to the College faculty at least once a year at the spring regular College-wide meeting.

Section 1. The College Cabinet

The College Cabinet, comprised of the conveners, chairs, or directors of each academic unit provides advice to the dean on issues involving administrative and operational policies, procedures, and inter-unit activities in the College. The Cabinet is the College's core leadership team and the strategic consultative body responsible for making recommendations to the dean and establishing priorities

on policy matters, administrative and organizational structures, and budget. The dean shall serve as a non-voting ex officio member and chair.

Section 2. The Executive Committee/Curriculum Committee (CEC)

The CEC shall consist of one member of each academic unit of the College, as elected annually by secret ballot of the College voting faculty to three-year staggered terms. No later than three weeks after the spring semester begins, the dean or dean's designees shall ask for nominations of eligible faculty to stand for election to the CEC.

The dean is ex officio, a member and chair of the CEC. While the CEC is in session to prepare its advice on the appointment of the dean or to review the dean's performance, the dean shall not be a member nor present, and the committee shall be chaired by a committee member elected by the committee for that purpose.

The CEC serves as an advisory board to the dean and the College Cabinet on the formulation and execution of College policies, as enumerated by the [*University of Illinois Statutes, Article III, Sections 2 and 3.*](#)

The CEC shall also do the following:

- a. Serve as the Curriculum Committee of the College to review the curriculum per the standards and criteria specified by relevant academic policies, guidelines, and levels of governance.
- b. Serve as the Program Review Committee of the College.
- c. Authorize the creation of ad hoc committees or task forces necessary to conduct the business of the College.

Section 3. College-Level Personnel Committee (CLPC)

The CLPC shall be elected under the procedures specified below. The duties of the CLPC include recommendations to the dean on extra merit pay, reappointments, non-reappointments, tenure, and promotion decisions. This committee shall review colleagues' performance and make the above recommendations per the [UIS Faculty Personnel Policy](#), campus-wide uniform standards and criteria, and College merit pay policies and procedures.

- a. Composition: The CLPC shall consist of five faculty members. Only tenure-track faculty members may serve on this committee. Tenured committee members shall be elected for three (3) year staggered terms. Untenured faculty members shall be elected to serve a one (1) year term. All members of the CLPC shall be elected by the College faculty, with no more than one (1) member from a given academic unit serving on the Committee. Faculty who hold joint appointments in more than one department shall be considered to represent all the Departments in which they hold an appointment.

- b. Election and Nomination Procedures: The dean has responsibility for overseeing the nomination process and conducting the election processes for the CLPC. All elections shall be conducted following the Campus Academic Personnel Calendar and using a secure electronic medium. The election will be conducted to ensure that the vote can be authenticated and that the ballots remain anonymous.

Those faculty members who intend to apply for consideration for promotion in rank, tenure, or reappointment are not eligible to serve on the CLPC during the year in which they are being so considered.

The vacancies shall be filled by those persons receiving the most votes while meeting the provision limitations of no more than one person may serve from a given academic unit. All ties in voting will be resolved by chance, as the winner is selected by drawing in the presence of the tied individuals if they so desire.

Following the faculty elections, the dean shall forward a list of the CLPC members to the Vice Chancellor for Academic Affairs (VCAA).

- c. Per the personnel calendar, the dean or dean's designees shall ask for nominations of eligible faculty to stand for election to the CLPC.

Article VII – Academic Unit Structure and Leadership

Within the College, academic units in the form of schools and departments are established to carry out programs of instruction, research, and public service. The department is generally confined to a particular field of knowledge, while a school comprises related academic subunits with shared interests and objectives.

Academic units organized as a school shall be governed as specified by the [*University of Illinois Statutes, Article III, Section 4 and 5*](#). Academic units organized as departments shall be governed as defined by the [*University of Illinois Statutes, Article IV*](#).

Following the relevant statutes, the internal structure, administration, and governance of the College's academic units, whether in the form of a school or department, shall be determined under bylaws established by the faculty of those units. Unit bylaws shall be consistent with those of the College.

Section 1. Unit Executive Officer (UEO)

- a. School: In a school, the unit executive officer shall be a director. The [*University of Illinois Statutes, Article III, Section 5b*](#) outlines the base duties of the school director.
- b. Department: The unit executive officer of a department may be a chair, as outlined in the [*University of Illinois Statutes, Article IV, Section 2*](#), or as head, as [*University of Illinois Statutes, Article IV, Section 3*](#).

The [*University of Illinois Statutes, Article IV, Section 2e*](#) outlines the base duties of a chair.

The [University of Illinois Statutes, Article IV, Section 3d](#) outlines the base duties of a head.

- c. Selection: Only tenured and tenure-track faculty are eligible to serve as a Unit Executive Officer. Each academic unit shall develop procedures for recommending the selection of a Unit Executive Officer. Unit Executive Officers shall be appointed annually by the Board of Trustees on the recommendation of the dean of the college, the vice chancellor for academic affairs, and chancellor, with concurrence of the president.
- d. Evaluation: The academic unit faculty and the dean shall evaluate the performance of the Unit Executive Officers annually. The dean shall develop evaluation procedures and timelines.
- e. Removal: Unit Executive Officers may be relieved of title and duties by the chancellor/VCAA on the dean's recommendation.

Academic units may initiate discussions to recommend relieving a Unit Executive Officer of title and duties. Voting at the academic unit level must be by secret ballot and forwarded to the dean's office. If the unit votes to remove, the dean may initiate the process but is not required to do so.

Article VIII – Adoption and Amendment of Bylaws

Section 1. Adoption

The proposed Bylaws of the College of Public Affairs and Education shall be distributed in writing, through a secure electronic medium, to those faculty of the College who are defined in *University of Illinois Statutes Article II, Section 3.a.1* at least one week before the voting deadline. The initial Bylaws of the College shall be adopted upon their acceptance by two-thirds of those faculty who vote.

Section 2. Amendment

- a. Initiation: Any five College faculty members may propose an amendment to these Bylaws for discussion at a required meeting or a meeting called for that purpose so long as copies of the proposed amendment(s) can be distributed to each faculty member at least one week before the meeting.
- b. Passage: After discussion at a College meeting, the proposed Bylaws shall be distributed in writing through a secure electronic medium to those faculty eligible to vote at least two weeks before the voting deadline. An amendment shall be approved if it receives two-thirds of the eligible voting faculty.

Upon consensus of the CEC, Bylaw amendments may be voted upon by secure electronic ballot without a discussion at a College meeting.

Section 3. 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.

Article IX – Rules of Order

Normally College committees and meetings shall proceed on an informal, consensual basis. When order cannot be maintained and/or a formal vote is required or requested by any voting faculty member, *Roberts Rules of Order Newly Revised* shall be followed as to parliamentary procedure, including quorums, where not otherwise specified in these Bylaws.

Revised October 17, 2022