

# NORTHERN ILLINOIS UNIVERSITY

## BYLAWS OF THE FACULTY OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES

As authorized by the Constitution and Bylaws of the University, the Faculty of the College of Liberal Arts and Sciences establishes these Bylaws to promote the scholarly, educational and professional goals of the faculty, and the orderly operation of the College.

### I. Meetings of the College Faculty

A. Purpose: To inform the Faculty, engender discussion on matters of Faculty concern, and serve other interests of the Faculty.

### B. Frequency:

1. There shall be at least one regular meeting of College Faculty each year, to be held normally in the latter part of the spring semester, at which time the Dean, the College Council and other standing committees of the College, as appropriate, shall report to the Faculty. The Dean or a designee shall be responsible for calling the regular annual meeting, the Faculty to be given at least 10 class days' notice of said meeting and its agenda. The Dean or a designee, in consultation with appropriate standing committees of the College, shall be responsible for preparing the agenda of the annual meeting.

2. Special meetings of the College Faculty shall be called

- a. by the Dean of the College or a designee;
- b. by a majority of the elected members of the College Council; or
- c. by the Dean of the College or a designee upon receipt of a petition in the College Office signed by 10 percent of the electorate of the College as defined in Article IV, B of these Bylaws.

3. Faculty shall normally be given at least 5 class days' notice of a special meeting.

4. The call for a special meeting, by whatever method, shall indicated clearly the purpose and agenda of the meeting.

C. Presiding Officer: The Presiding Officer of meetings of the College Faculty shall be the Dean or Associate Dean of the College, or in their absence or by designation, an elected member of the College Council.

### D. Form of Meeting:

1. Meetings shall be conducted in accordance with Robert's Rules of Order.

2. The Secretary of the College Council, with appropriate stenographic assistance provided by the College Office, shall be responsible for keeping minutes of College Faculty meetings. These minutes shall be available to the Faculty in the College Office.

II. Standing Committees: Those specified in the University Constitution and Bylaws, and such others as may be added by these Bylaws. The Dean of the College or a designee shall provide all standing committees with written agenda in advance of their meetings.

A. The College Council:

1. Membership: As provided by the University Constitution and Bylaws, with the following arrangements:
  - a. One tenured Faculty Member, excluding department chairs and assistant chairs, elected by secret ballot by and from the Faculty in each department in the College.<sup>1</sup>
  - b. Elected members of the Council shall serve for two-year terms.
  - c. Vacancies in the Council shall be filled by special election within the department where the vacancy occurs. Members elected in a special election shall serve for the remainder of the term of the Council member they replace.
2. Organization:
  - a. The Council shall divide itself into a personnel committee and a budget and planning committee, each with appropriate representation from the three departmental groupings in the College.<sup>2</sup>
  - b. The Council may establish Bylaws to promote its efficient and orderly operation.
3. Duties: As specified in the University Constitution and Bylaws, and within the jurisdiction of the College.
  - a. To advise the Dean on policy and make recommendations concerning:
    - (1) Faculty salaries, promotions, and tenure.
    - (2) College research grants.

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<sup>1</sup>For the purposes of these Bylaws those eligible to vote are defined in IV, B.

<sup>2</sup>For the purposes of these Bylaws the departmental groupings in the College shall be as follows:

<u>Group I</u>	<u>Group II</u>	<u>Group III</u>
BIOS	ANTH	COMS
CHEM	ECON	ENGL
CSCI	GEOG	FLAL
GEOL	POLS	HIST
MATH	PSYC	JOUR
PHYS	SOCI	PHIL

- (3) Leaves of absence with pay.
  - (4) Departmental organization, administration, and operation.
  - (5) Criteria for candidates for academic and administrative posts.
  - (6) Budgetary and developmental planning for the College.
  - (7) All matters concerning the organization of the Faculty of the College.
- b. To report to the Provost on the performance of the Dean:
- (1) An annual evaluation reflecting the views of the College Council.
  - (2) At the beginning of the last year of the Dean's term in office, a term evaluation reflecting the views of the College Council and the Faculty of the College.
- c. To establish a Search Committee, upon request of the Provost, when a vacancy in the deanship occurs. The Committee shall be chaired by the Provost, or, at the direction of the Provost, by one of the Faculty Members on the Committee. In addition to the Provost, the Committee shall be composed of six tenured Faculty Members, three department chairs, one undergraduate student, and one graduate student. The members shall be chosen as follows:
- (1) First, three Faculty Members shall be selected from among the elected members of the College Council, with one selected by and from the Council members in each of the three departmental groupings.
  - (2) Second, three Faculty Members, excluding department chairs and assistant chairs, shall be selected from members of the College Faculty not serving on the College Council, with one elected by and from each of the three departmental groupings. The Faculty of each department, except those with members selected to the Committee under the provisions of (1) above, shall nominate one of their tenured members for election to the Search Committee by the Faculty of its departmental grouping.
  - (3) Next, the College Senate shall select three of its members to serve on the Committee, with one from each of the three departmental groupings but no one from a department already represented on the Committee.
  - (4) One undergraduate student and one graduate student, not from the

same department, shall be selected by the College Student Advisory Committee from among the students majoring in programs in the College.

- d. To establish a Search Committee, upon request of the Dean of the College, when a vacancy in the associate or assistant deanship occurs. The Committee shall be chaired by the Dean, or, at the direction of the dean, by one of the faculty Members on the Committee. In addition to the Dean, the Committee shall be composed of three tenured Faculty Members, three department chairs, one undergraduate student, and one graduate student. The members shall be chosen as follows:
  - (1) First, three Faculty Members shall be selected from among the elected members of the College Council, with one selected by and from the Council members in each of the three departmental groupings.
  - (2) Second, the College Senate shall select three of its members to serve on the committee, with one from each of the three departmental groupings but no one from a department already represented on the Committee.
  - (3) One undergraduate student and one graduate student, not from the same department, selected by the College Student Advisory Committee from among the students majoring in programs in the College.

B. The College Curriculum Committee:

1. Membership: As provided in the University Constitution and Bylaws, with the following arrangements:
  - a. Six tenured Faculty Members, excluding department chairs and assistant chairs, with two elected by and from each of the three departmental groupings.
  - b. Elected members of the Curriculum Committee shall serve for three-year terms, with elections to be held each spring.
  - c. Only one Faculty Member shall serve from any department.
  - d. Vacancies of less than one year shall be filled by the College Curriculum Committee from among Faculty Members in the appropriate group. Appointed members shall serve until the next regular Committee election or until the return of the elected member.
  - e. Three student members, including at least one undergraduate and one graduate student, for a one-year term each. Student members are to be

selected by the College Student Advisory Committee from among the students majoring in programs in the College, with one from each of the three departmental groupings.

2. Duties: As specified in the University Constitution and Bylaws.
- C. The College Senate:
1. Membership: The Dean and department chairs in the College.
  2. Duties: As specified in the University Constitution and Bylaws:
    - a. To assist the Dean in the operation of the College.
    - b. To report to the Provost on the performance of the Dean:
      - (1) An annual evaluation reflecting the views of the College Senate.
      - (2) At the beginning of the last year of the Dean's term in office, a term evaluation reflecting the views of the College Senate.
- D. The Student Advisory Committee:
1. Membership: One undergraduate student from each department in the College selected by and from the students who are declared majors in programs of that department.
  2. Duties:
    - a. To apprise the Dean of student views on matters of mutual concern.
    - b. To select student members of College and University committees as appropriate.
- E. Committee on Teacher Preparation and Development
1. Membership:
    - a. One voting representative from each department responsible for administering one or more initial teacher certification programs.
    - b. The College Coordinator for Teacher Preparation and Development and the College Coordinator for Clinical, Experiences and Student Teacher Placement are non-voting members.
  2. Organization:
    - a. The faculty chair shall be elected by voting members of the committee from its membership.

- b. The College Coordinator for Teacher Preparation and Development shall serve as the administrative chair.

3. Duties:

- a. Advise the Dean on College matters concerning policy and resources for certification and teacher education.
- b. Review and approve all curriculum, policy, and procedural proposals concerning any teacher certification program in the College.
- c. Promote the general welfare of teacher preparation programs within the College.
- d. Hear student appeals specific to certification from programs within the College.
- e. Promote teacher education programs for in-service teachers. Facilitate research programs in the art and science of good teaching. Foster cooperative relationships between College programs and the school district teachers and administrators.
- f. Review and advise on preparation of external accreditation reports of concern to certification programs in the College. Originate curricular, policy, procedure, and accreditation reports in matters of College-wide concern.
- g. Maintain liaison with certification and related programs in other colleges.
- h. Annually report to the Dean on the performance of the College Coordinator of Teacher Preparation and Development.

F. Diversity Advisory Committee:

- 1. Mission: The Diversity Advisory Committee (DAC) will provide leadership for ongoing discussion, planning, and understanding about cultural competency and diversity issues within the college community. The DAC will be structured to serve as a vehicle for facilitating communication, cooperation, and sharing of ideas across the college in ensuring that initiatives are underway and progress is being made as it relates to advancing the principles of diversity, competency, access, equity, and inclusion.
- 2. Membership: The Dean and department chairs in the College The DAC will consist of 10 members constituted as follows: Director of Diversity, Equity and Inclusion, chair; 4 faculty members, 1 department chair, 1 academic center director, 1 staff member, 1 undergraduate student , 1 graduate student.
- 3. Appointment of Members: Members of the DAC shall be appointed by the Dean in consultation with the Director of Diversity. Student members will be recommended by the faculty members.

4. Term of Appointment: The members shall serve three staggered terms with the exception of the student members who shall serve one year terms.
5. Meetings: The DAC will meet twice a semester with subcommittee meetings scheduled as needed throughout the year.
6. Committee Responsibilities: Among its responsibilities, the DAC shall:
  - a. Assist with and monitor the development of strategic diversity initiatives that support the college's diversity, equity and inclusion goals at all levels as it relates to faculty, staff and students.
  - a. Translate the university strategic plan into college-specific diversity action plans that support and enhance an inclusive and culturally competent university environment.
  - b. Examine policies, procedures and programs in the college order to identify extant obstacles to diversity, equity and inclusion.
  - c. Review available institutional data on diversity and retention of faculty, staff and students. Where appropriate data is not available, advocate for the responsible creation of such data.
  - d. Develop recommendations advocating for the recruitment, retention, advancement and engagement of diverse people within the college.
  - e. Monitor the progress made by individual units towards achieving the college's diversity, equity and inclusion goals.
  - f. Assess progress on strategic diversity indicators and standards to ensure responsibility and accountability for achieving diversity, multiculturalism, cultural competency and affirmative action-related goals and objectives.
  - g. Identify potential new initiatives that will advance our diversity goals.
  - h. Recognize faculty, staff, and students that have demonstrated a commitment to diversity.
7. Committees: Sub-committees may be formed as needed.

### III. Amendment Procedure:

- A. These Bylaws may be amended by either
  1. a two-thirds majority vote by the elected members of the College Council; or
  2. a majority vote by the electorate of the College as defined in Article IV, B of

these Bylaws.

- B. If an amendment be voted on according to both procedures, but with different outcomes, the referendum of the College electorate shall be determinative.

IV. Faculty Referenda:

- A. Purpose: Referenda may be held

- 1. to determine the sense of the Faculty on matters of college-wide concern;
- 2. to amend these Bylaws.

- B. Electorate: The electorate for a College referendum consists of the Dean, the Associate Deans, the Assistant Dean, and all persons holding a full-time appointment in the University, rank as instructor, assistant professor, associate professor, or professor in one of the departments of the College, and in residence at the University.

- C. Initiation: A College referendum shall be initiated by one of the following methods:

- 1. At the direction of the Dean of the College or a designee.
- 2. At the direction of a majority of the elected members of the College Council.
- 3. Upon receipt by the Dean or a designee of a petition signed by at least 20 percent of the electorate of the College. Such petition shall include the exact wording of the proposal to be voted upon by the Faculty.

- D. Procedure:

- 1. Written notice of a referendum, including the exact wording of the proposal to be voted upon, shall be distributed to all members of the electorate at least 15 class days before a referendum is conducted.
- 2. Referenda may be held only during the fall and spring semesters at such time as classes are in session.
- 3. The Dean of the College, or a designee, shall conduct all referenda and report the results to the electorate.

- E. Results: Except as specified in Article II, A, 2 of these Bylaws, the Dean of the College and the College Council shall use the results of referenda as advisory in determining College policy, and, when appropriate, shall report the sense of the Faculty to other bodies of the University.

- V. Ratification: These Bylaws shall be ratified upon approval by a majority of the elected members of the College Council, and a majority of those voting in a College referendum.

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