

Organization and Governance of the Department of Chemistry

College of Arts and Sciences • Illinois State University

I. The Role and Mission of the Department within the University

Illinois State University is a multi-purpose university committed to expanding the horizons of knowledge among students, colleagues, and the community. The Department of Chemistry, which is part of the College of Arts and Sciences, shares in this mission and in the mission of the College with the primary roles of faculty to be in the mutually supportive activities of teaching, research, and service. We seek to engage in these activities in a manner that promotes professional development and is characterized by cooperation and collegiality among faculty members. We seek to provide high-quality, up-to-date learning experiences throughout all of our programs.

A. University Policies and Procedures Prevail

The Department of Chemistry accepts and operates in full compliance with the policies and procedures of the University, inclusive of the Appointment, Salary, Promotion and Tenure Policies (ASPT), the College of Arts and Sciences (CAS) bylaws, the College Faculty Status Committee (CFSC) guidelines, and applicable collective bargaining agreements. In the event of inconsistencies between the Department's operational policies and procedures and those of CAS and/or those of the University, the policies and procedures of CAS and the University prevail.

B. Departmental Responsibilities

The Department of Chemistry has the responsibility to provide any and all educational programs consistent with its mission. The Chair of the Department has authority and primary responsibility for management and administrative matters and the faculty as a whole has authority and primary responsibility for curricular and instructional issues. This is a guiding philosophy since the areas of responsibility and authority are not mutually exclusive.

II. Members of the Department: Privileges and Eligibility for Committees

As referred to herein, the members of the Department consist of the individuals in the following four groups, and the eligibility for committee membership is specific to each group.

A. Tenured and Tenure-Track Faculty

All tenured and tenure-track faculty members are eligible to serve on Department committees and have the right to vote on departmental matters brought before the faculty.

B. Instructional/Non-Tenure Track Faculty

The Department honors and respects the rights of all instructional/non-tenure track faculty as presented in the Non-Tenure Track Collective Bargaining Agreement. However, instructional/non-tenure track faculty members do not have voting privileges and do not serve on department committees, except when appointed by the Chair as an adjunct, non-voting member.

C. Staff

The Department honors and respects the rights of all staff members as presented in the Civil Service Collective Bargaining Agreement. However, staff members do not have voting privileges and do not serve on department committees, except when appointed by the Chair as an adjunct, non-voting member.

D. Students

Student members of the Department are those students enrolled at ISU on a full-time or part-time basis pursuing a degree offered by the Department of Chemistry. Students do not serve on any Department committees, with the exception of chair search committees. Chair search committees include one non-voting student member elected by the faculty.

III. Administrative Structure, Responsibilities, and Authority

The administration of the department is led by a Chair ("Chair" or "Chairperson" may be used) and the administrative structure includes supporting personnel (staff). The administration has direct authority over and primary responsibility for matters of budget, finance and personnel assignment.

A. Chair

The Chair is a tenured faculty member who is directly responsible for the administration of the Department. The Chair serves as the academic leader of the Department; oversees staff; manages Department resources; and represents and advances the interests of the Department and its faculty to the rest of the University, upper administration, and external bodies. In addition, the Chair serves to represent higher administration to the Department and its faculty. The Chair has authority and responsibility for budget, finances, and teaching assignments, as well as obligations and contracts to the extent allowed by the University. Selection, terms, review, removal, and temporary replacement are according to the University Policies and Procedures.

B. Associate Chair

The Chair may invite a tenured member of the faculty to serve as Associate Chair with the term of the appointment, duties, responsibilities, and remuneration determined by mutual agreement of the Chair and the Associate Chair. The Associate Chair's responsibilities are solely to act on behalf of or as a representative of the Chair in certain duties designated by the Chair. The Associate Chair is under the direction of the Chair and has no responsibilities nor authority extending beyond those of the Chair.

C. Staff

The staff consists of the employees of the Department who are not in positions that are primarily teaching or instruction. They report to the Chair and are part of the administrative structure of the department. Their positions are to serve the needs of the department in providing education to our students and supporting faculty efforts at teaching, research and service.

IV. Special Committees

A. Department Faculty Status Committee (DFSC)

The DFSC is described in the Department's ASPT Guidelines that are taken to be fully incorporated herein by reference.

B. Search Committees

A Search Committee for an open position in the Department is appointed and charged by the Chair. The committee is responsible for placing advertisements for positions; for reviewing applications; for selecting candidates for interviews; for conducting interviews and/or forming a short-list of candidates for campus visits. For search committees for faculty openings, membership and additional information is prescribed by the Department's ASPT Guidelines (incorporated herein by reference).

V. Faculty Committee Structure, Responsibilities and Authority (other than Special Committees)

This section does not pertain nor refer to the DFSC and the Search Committees mentioned in Section IV. Department committees act on behalf of the faculty to carry out designated or assigned tasks and thereby meet the responsibilities shared by all the members of the faculty. Department committees are a primary mechanism for faculty to bring about needed action and for faculty to oversee certain operations in the Department. Service on faculty committees is both a responsibility and an opportunity for advancing the mission of the Department and the campus.

A. Faculty Responsibilities and Authority

The members of the faculty of the Department have responsibility for insuring the soundness and integrity of the degree programs and courses offered to our students. They have full authority for changes in curriculum and courses and they share a responsibility with the administration in facilities utilization so as to provide safe and up-to-date laboratory experience for students. Responsibilities and authority of the faculty as a whole are exercised, in part, through committees that act on behalf of the faculty.

B. Charge and Appointment of Primary Committees

By August 1 of each year, the Chair shall organize and charge committees so as to enable faculty to meet their collective responsibilities and to exercise authority in matters of curriculum and instruction. Members are appointed to committees, and committee chairs are selected, by the Chair of the Department and must be from the tenured and tenure-track members of the Department. The committees will be appointed each summer for one year, from August 1 to July 31; however, as much as possible, committee activity will take place during the academic year. The Chair of the Department shall appoint new members to committees when vacancies arise. Faculty who go on leave should advise the Chair if they expect that their leave will keep them from participating in a majority of the year's work being done by committee(s) they are on. Such advice to the Chair will be taken as a resignation from the committee(s) leaving a vacancy to be filled.

C. Charge and Appointment of Temporary and Ad Hoc Committees

From time to time, the Chair may appoint temporary or ad hoc committees for specific purposes and needs that may arise, typically to investigate, examine, or respond to an emerging issue.

D. Charge and Appointment of One-person Committees

In organizing committees, the Chair may elect to appoint individuals to have sole responsibility, each such individual acting, in effect, as a one-person committee. Examples of such appointments are Graduate Coordinator, Co-op Advisor, and Chemistry Club Advisor. These appointments will be made from the tenured and tenure-track members of the faculty and will be subject to achieving mutual agreement between the Chair and the appointee on the responsibilities, tasks, and activities.

E. Responsibilities of Committee Chairs

The chair of each departmental committee convenes committee meetings on an "as needed" basis, selecting times to insure the best availability of committee members. Electronic exchange may take the place of a meeting if the committee chair feels an issue can be properly handled in that manner. The committee chair decides on an agenda for each meeting and conducts the meeting in an orderly fashion. A written summary of discussions and actions at each meeting is to be maintained by the committee chair. The committee chair (including one-person committees) prepares an annual report for the faculty of the department. Usually, this will be a short (1-2 page) summary of actions and activities.

F. Remonstrance to Committee Decisions and Actions

Except for curricular issues that must always come before the entire faculty (Section VI. B.), a committee action/decision is implicitly the action/decision of the faculty of the Department. However, remonstrance to a committee's decision or action can lead to stopping an intended action or to rolling back the action or any outcome of a committee decision. Remonstrance can be initiated by a faculty member or members conveying to the Chair in a timely manner (i.e., usually within three weeks of faculty being notified or made aware of a decision or action) the basis for the opposition and a reason for believing that a majority of the faculty would share in being opposed. If the committee's decision in question is only advisory, the Chair will convey the opposing argument to the committee and may request a response. If a committee's action/decision involves an area of primary faculty authority (Section I. B.) and if a good reason to believe that a majority of the faculty may share the opposing concerns has been presented, then the Chair will bring the matter up for discussion at an upcoming faculty meeting by including the matter in the meeting's agenda in advance of the meeting. At such meeting, any motion to stop, reverse, rescind, rollback, or otherwise undo the committee action/decision will be considered to be in order and can be voted on by the entire faculty. A majority of those voting is required to pass a motion, and the outcome of a vote on such a departmental issue by the entire faculty overrides the decision of the committee. Such outcome shall not be subject to reconsideration within the Department for the remainder of the academic year.

VI. General Policies and Procedures

A. Department Meetings and Faculty Votes

Department meetings will be called by the Chair and will be held at the start of each semester and also at other times during the semester as necessary to address faculty and departmental issues. At least two days before each meeting, an agenda will be distributed by the Chair. Minutes will be transcribed by staff or by an attending member of the faculty. Voting on major issues of policy or voting on modification of this Organization and Governance document will take place at meetings of the faculty called for such purposes. Voting by proxy will be permitted, provided the faculty member who will be absent notifies the Chair prior to the meeting and identifies who will vote the faculty member's proxy. A proposal will be considered approved if more votes are cast in favor than opposed and if a quorum of one half of the number of faculty, rounded to the nearest whole number, is present or represented by proxy.

B. Curriculum and Courses

Curricular and course changes, including new programs and new curricula, can be brought up for consideration by any faculty member at any time. New issues will be referred to the committee charged with reviewing courses and curricular issues. That committee will provide information to the entire faculty about issues under consideration and will receive input (via the committee chair) from interested faculty on issues under consideration.

Any curriculum change approved by majority vote in the committee and requiring a change in the Undergraduate or Graduate Catalogs must be presented to the faculty for consideration in a meeting. The committee may also elect to present to the faculty a change that it does not recommend nor endorse but believes it to require full faculty consideration. Any such item presented to the faculty at a meeting must have been included on the agenda for the meeting. A vote of the faculty on such issues will be taken on conclusion of discussion, and approved changes, those receiving a majority of the votes cast, shall be forwarded to the College Curriculum Committee.

The committee charged with reviewing courses and curricular issues shall have the implicit authority to act on behalf of the department as a whole in approving/disapproving new courses and course revisions, deletions of courses that have not been offered for at least five years, and establishment of temporary courses. Approval of these specific changes implies approval of the faculty as a whole, and these issues will not be presented at a faculty meeting, other than by remonstrance. The committee must establish, must advise the faculty of, and must adhere to, a regular timetable for (1) notifying faculty of new courses and course revisions that have been presented to the committee, (2) notifying faculty of the committee's decision on such items, and (3) indicating the waiting period before approved items are forwarded to the College Curriculum Committee. This is to insure that faculty have full opportunity to initiate remonstrance for decisions on new courses and course revisions.

Minor changes to the Undergraduate or Graduate Catalogs and to course descriptions can be made by the chair of the committee charged with reviewing courses and curricular issues subject to the following: (1) The changes are editorial and do not alter substance or meaning, or they correct errors that were

made previously, or they are made to be consistent with changes that have taken place outside the department (e.g., renumbering a required course from a different department). (2) The changes are conveyed to the Chair of the Department.

C. Admission to the Department's Degree Programs

The Chair or Chair's designee (e.g., an appointed Undergraduate Lead Advisor) works in conjunction with the University's Office of Admissions in admitting students to the major/minor. The Chair or Chair's designee is responsible for monitoring the Department's admission standards in accepting students to the major/minor as well as instructional capacity, and for monitoring student progress in the major/minor. The Chair or Chair's designee (e.g., an appointed Director of Graduate Admissions and Recruiting) works in conjunction with the Graduate School in the admission process for graduate students. The Chair or Chair's designee(s) is responsible for monitoring the Department's admission standards in accepting students to the program and for monitoring student progress in the program.