

BY-LAWS OF THE COLLEGE OF ARTS AND SCIENCES COUNCIL

Article I. Name

The name of the body representing the tenure-track faculty, non tenure-track faculty, staff, and students of the College of Arts and Sciences shall be the Council of the College of Arts and Sciences*

Article II. Purpose

- A. The College Council shall function in accordance with the Constitution of Illinois State University and with the By-Laws of the Academic Senate.
- B. The College Council shall advise and assist the Dean of the College of Arts and Sciences, particularly in such areas as:
 1. determining the College policies;
 2. helping to set the College's budgetary priorities;
 3. conducting the annual evaluation of the Dean in consultation with the Provost;
 4. considering the long-range implications of College policies; and
 5. promoting academic freedom, excellence, and cultural richness in College activities.
- C. The College Council shall establish procedures within the College for:
 1. reviewing and revising curriculum;
 2. developing and reviewing guidelines, consonant with departmental autonomy, within which departments shall provide for their governance;
 3. selecting department chairpersons, and periodically evaluating academic units and department chairpersons;
 4. determining appropriate representative student participation in College and departmental affairs;
 5. determining the method of representation, of nomination, and of election of its representatives to the Academic Senate, to University and College search committees, and to the mandated by-laws review committee;

* from this point forward in the document, the term faculty shall refer to tenure-track faculty and NTT shall refer to non-tenure track faculty

6. conducting College elections;
 7. gathering College Council documents;
 8. selecting the Research Proposal Review Committee, College Curriculum Committee, Teaching Award Committee, Service Award Committee, Technology Advisory Committee, and College Elections Committee;
 9. selecting College of Arts and Sciences Distinguished Lecturers;
 10. selecting College of Arts and Sciences award recipients and nominees for University awards.
- D. The College Council chairperson shall appoint one member of the Council to work with the Dean's designee(s) to select the Arts and Sciences scholarship recipients.
- E. The College Council shall operate as a forum for discussion on matters of concern to the College and University community.

Article III. Membership

- A. The Council shall consist of the Dean of the College, nine members of the College faculty, one administrative/professional representative, one civil service representative, one NTT representative, and six students from among the declared majors of the College departments. The Dean shall be a voting member of the Council and of all standing committees. The Associate Deans serve as ex officio non-voting members of the Council. Each Council member shall represent the College at-large.
- B. Three faculty and two students shall be elected from each of the following groups of departments:
1. the departments of Chemistry, Geography-Geology, Mathematics, and Physics, and the School of Biological Sciences.
 2. the departments of Economics, History, Politics and Government, Psychology, Sociology-Anthropology, and Communication Sciences and Disorders, and the School of Social Work.
 3. the departments of English; Languages, Literatures, and Cultures; and Philosophy; and the School of Communication.

The above groupings are subject to review and modification by the College Council.

- C. No department or school shall have more than one faculty member on the Council, nor more than one student.
- D. One-third of the faculty representatives shall be elected by the College faculty each year for three-year terms.

- E. The term of office for student representatives shall be one year; a student representative may be nominated again when his or her term is completed.
- F. The term of staff and NTT representatives shall be one year; staff and NTT representatives may be nominated again when their term is completed.

Article IV. Eligibility for Membership

- A. Faculty eligible for membership on College Council will include full-time members with the rank of assistant professor, associate professor, or professor, over whom the College Faculty Status Committee has jurisdiction. Faculty who are on leave at the time of election or who have been recommended by the University for leave for the whole or part of the following academic year shall not be eligible for election. Any Council member on leave or on assignment for the University which will require absence of at least one semester becomes ineligible to serve the day the absence begins.
- B. Staff and NTT representatives must have been employed by ISU for at least one full year before serving a term.
- C. Students eligible for membership on College Council will include any full-time student who is a declared major in the College.
- D. An elected faculty Council member who serves one full term shall be eligible for re-election after the lapse of one year.
- E. If a Council member has three consecutive unexcused absences (excluding summer meetings), resigns, or is no longer able to serve, the Council may declare that Council seat vacant. When a Council seat is declared vacant, a call for nominations to fill the seat should go out as soon as possible.
- F. When a seat is declared vacant, the Council shall, if possible, appoint the runner-up to fill the vacated seat. Otherwise the Council shall direct the Elections Committee to fill the seat for the remainder of the term.
- G. In case of doubt, the Council shall determine the eligibility of any member of the College Community to serve on the Council or to vote in any College election.

Article V. Elections

The College Elections Committee shall prepare the rules for the conduct of nominations and elections consistent with these By-Laws. Before such rules take effect, the Committee shall submit them to the College Council for approval. The Council may seek advice on these rules from a variety of College constituencies.

A. Election of Faculty Representatives

1. All faculty members with rank of assistant professor, associate professor, or professor, over whom the College Faculty Status Committee has jurisdiction for both rank and salary, are eligible to vote in College elections. Prior to each election, in collaboration with Academic Personnel, the Office of the Dean of the College shall provide the Elections Committee with a validated list of eligible voters, which the Elections Committee shall verify.
2. When a member of the faculty serves in two or more departments, the Dean of the College shall determine which department is eligible to nominate the faculty member for election.
3. Each department eligible under Articles III and IV of these By-Laws shall nominate a maximum of two candidates from its faculty for election to the Council.
4. The names of the nominees from each department must be submitted to the Elections Committee at such time that the Elections Committee shall be able to circulate a list of candidates to the College faculty one week prior to the election. Candidates shall be listed under the groupings of the departments from which they shall be elected. The date of submitting department nominations shall be determined by the Elections Committee in accordance with the election rules. Nominations can also be made by a petition of ten per cent of the enfranchised faculty of the College. No faculty member may sign more than one petition. The date for submitting petitions shall be determined by the Elections Committee in accordance with the election rules.
5. Elections to the College Council shall be held in conjunction with the elections to the College Faculty Status Committee. Election shall be by secret ballot or by secure electronic voting. The Elections Committee shall announce to the College faculty the complete results within two working days.
6. Newly elected members shall begin their terms of office with the first regular meeting of the Council following their election.

B. Election of Staff and NTT Representatives

1. The College Office staff shall conduct elections for the administrative/professional, civil service, and NTT representatives.
2. Each constituency shall elect its own representative from the College.
3. Newly elected members shall begin their terms of office with the first regular meeting of the Council following their election.

C. Election of Student Representatives

1. Each department shall devise a system whereby not more than two students majoring in that department may be nominated for election to the College Council. Students may also be

nominated by filing a petition signed by at least fifty students in the College. No student may sign more than one petition.

2. The College Council's Elections Committee shall devise a method for electing two student representatives from each of the three groups of departments mentioned in Article III, Sec. B.
3. Newly elected student representatives to the College Council shall begin their terms of office with the first regular fall meeting of the Council following their election.

Article VI. Officers

- A. After the election of the new members, the first regular meeting will be called by the outgoing Chairperson of the Council for the purpose of choosing by ballot from its elected faculty members a chairperson, and a secretary for one-year terms and from its elected student members a vice chairperson. These officers shall assume their duties immediately upon election.
- B. These officers and the Dean of the College shall constitute the Executive Committee of the Council. The associate deans shall be ex officio non-voting members of the Executive Committee. The Executive Committee shall prepare the agenda for each Council meeting, and shall perform such other functions as the Council assigns to it.

Article VII. Meetings

- A. The Council shall hold regular meetings at least once each month during the academic year, and as otherwise necessary. Meetings shall be held at a location large enough to accommodate Council members and a reasonable number of visitors.
- B. Special meetings may be called by the Chairperson or in his/her absence by the Vice-Chairperson, or by the Dean of the College, and must be called upon the written request of at least one-third of the Council. The Dean of the College shall call a special meeting upon petition of at least ten percent of the College faculty or 300 students majoring in the College. Special meetings will be limited to the agenda in the call of the meeting.
- C. Three-fifths of the current membership of the Council shall constitute a quorum.
- D. Minutes of Council meetings shall be widely distributed to faculty and students throughout the College. A reasonable number of copies of the minutes of each meeting shall be available to students in the Office of the Dean of the College, who shall also keep at least one permanent file of the minutes in that office.
- E. All Council meetings, with the exception of executive sessions, are open. Visitors may participate in the discussion with the consent of the Council.
- F. Members of the College Community desiring to bring specific matters to the attention of the Council shall communicate them to the Executive Committee, which shall present them to the Council.

- G. The parliamentary authority for use in Council meetings shall be Robert's Rules of Order (most recent edition).

Article VIII. Functions and Duties

- A. The College Council shall consult on a regular basis with the Dean of the College.
- B. The College Council shall call one regular meeting of the College Community each academic year at which time there shall be a discussion of the state of the College. The Council may also call special meetings of the College Community or any part thereof. Members of the College Community may petition the Council to convene a special meeting. For meetings which it calls, the Council shall establish the agenda and the rules, which rules shall not contravene these By-Laws.
- C. The College Council shall create such standing and special committees as it deems useful to the exercise of its functions.
- D. The standing committees of the Council shall be: the College Curriculum Committee, the College Elections Committee, the Research Proposal Review Committee, the College of Arts and Sciences Distinguished Lecturer Committee, the College Teaching Award Committee, the College Service Award Committee, the College Technology Advisory Committee, and such other standing committees as it deems useful to the exercise of its functions.
- E. Elected members of Council shall serve on at most two College Council standing committees. Members of the College Curriculum Committee, Research Proposal Review Committee, and College Technology Advisory Committee shall not be elected members of the College Council.
- F. Each standing or special committee shall submit minutes or reports to the members of the College Council.
- G. Before any administrative official, committee, or any other organization may promulgate or execute a policy in the name of the College, the policy must be submitted to and approved by the College Council in accordance with these By-Laws.

Article IX. Amendments

- A. An amendment to the By-Laws may be proposed by a petition signed by one-third of the members of the Council, or ten percent of the College faculty, or 300 students majoring in the College. Proposed amendments shall be submitted at a regular meeting of the College Council, distributed in the minutes, and voted upon at a regular Council meeting following distribution.
- B. An amendment to the By-Laws may be proposed by the By-Laws Review Committee (see Article X). Proposed amendments shall be submitted at a regular meeting of the College Council, distributed in the minutes, and voted upon at a regular Council meeting following distribution.

- C. If the Council shall approve the amendment by a two-thirds vote of its members, the amendment shall be adopted and forwarded to the Academic Senate for approval, unless within ten days after distribution of the Council Minutes a petition is signed by ten percent of the College faculty or 300 students majoring in the College shall call for a referendum.
- D. When a referendum on an amendment is called for, all members of the College Community are entitled to vote, and the amendment shall become effective only when approved by a majority of the students and majority of the faculty voting in the referendum and when approved by the Academic Senate.

Article X. Review of these By-Laws

- A. A committee appointed by the Chairperson of the College Council shall be established at least once every five years to reconsider the substance of these By-Laws. The committee shall consist of student and faculty representatives from the Council.
- B. The review committee shall report to the College Council and proposed changes in the By-Laws shall either be introduced as amendments under the provisions established in Article IX, or in the case of a substantial revision, shall be adopted when approved in a referendum by a majority of students and a majority of faculty voting in the election and when approved by the Academic Senate.

APPENDIX A

Codification for the College Curriculum Committee

- I. Each Spring, the newly elected College Council will solicit nominations from the eligible College departments for membership on the College Curriculum Committee. Each eligible department may nominate a maximum of two faculty and two students. Eligibility of departments is determined by item 2 below. Nominations may also be made by Council members. The Council will elect the committee members in the late Spring.
- II. The membership of the committee shall consist of the Dean of the College or designee, nine members of the College faculty, and six students, distributed in the same way Council membership is distributed, as described in Article III of the Council By-Laws, with the same restrictions as to eligibility and the same terms of office as are described in Article III, items 1-3 and Article IV. The terms of office for committee members begin with the start of the Fall semester following their election.
- III. The chairperson of the Council shall be responsible for ensuring that an organizational meeting of the committee occurs near the beginning of the Fall term. At that time the committee will elect its chairperson, who shall be responsible for calling subsequent meetings of the committee.
- IV. Subcommittees and other officers may be selected as the committee sees fit.
- V. If a committee member is absent for three consecutive meetings, or is no longer able to serve, the committee may declare that member's seat vacant. When a committee seat is declared vacant, or a committee member resigns, the chairperson of the committee will inform the Council Chairperson, who will then seek nominations for a replacement from all eligible College departments (as described in Article III). The Council will select one of these nominees, or another person nominated by a Council member, to fill the unexpired term. Faculty members who serve one year or less are eligible for immediate re-election.
- VI. When the College Council is not assembled for the academic year, the Dean may appoint temporary members of an elected committee in order to fill vacancies which occur. The council may choose to elect replacements for these temporary committee members when it reassembles. Alternately, the council may choose to ratify the temporary committee members selected by the Dean.

APPENDIX B

College Elections Committee

I. Membership

- A. The Committee shall be composed of at least three persons, at least one from each group and one of whom shall be designated Chairperson. They shall be appointed early during the spring semester by the College Council for terms of one year and may be reappointed.

II. Duties

- A. The Chairperson, soliciting aid from the other members of the Committee as he/she deems necessary, shall see that the Election Rules of the College and, where applicable, of the University are followed. He/she shall be available for reports to the College Council, as he/she or they see fit.
- B. The Chairperson is responsible for knowing the rules regarding eligibility to serve and to vote and the various interpretations of these rules, so that he/she can answer questions from departments. In situations where there is no clear answer to the question, he/she shall consult with the appropriate authority.
- C. The Committee shall tabulate election results, seeking help from the College Council if desirable. The Chairperson shall inform the College Council of the election results at its next meeting. Complete election results shall be available from the Chairperson of the Committee and from the Dean of the College, and the Dean is responsible for maintaining records of the results.

III. Rules

- A. The Committee will ordinarily supervise elections conducted by the College. Whenever feasible, elections will be conducted electronically through a secure website or portal. Eligibility to vote, as determined by the elections committee, will be controlled by sign-on name ("ULID") and by password. Where electronic voting is not possible, in elections calling for votes by the faculty and/or students-at-large the Committee will ordinarily circulate ballots to department offices so that the departments can circulate ballots to eligible voters. Personnel (i.e. secretary, receptionist) in each department office will distribute the ballots and check off each eligible voter's name as they request a ballot. Marked ballots will then be placed in a suitable ballot box. In situations calling for nominations from departments, the departments may nominate by whatever methods are acceptable to the faculties of the respective departments, so long as no established rules or procedures are violated. (See III C.)

- B. In College elections, voting shall be non-cumulative and voters are not required to cast the full number of votes permitted. In cases of ties, winners will ordinarily be decided by run-off election. If variable terms of office are involved, those who receive the largest number of votes will ordinarily serve the longer terms.

- C. Selection of faculty to serve on administrative searches at the rank of dean and above:
 - 1. Each department may nominate one faculty member eligible to serve under Article IV A. Names, appointment date, and current rank are to be forwarded to the College Elections Committee.

 - 2. Nominations at the departmental level may be made: by majority vote of all departmental faculty eligible to vote under Article V A. 1 and 2; OR by nomination of an appropriate, elected, representative group (DFSC, for example); OR by a departmental process used to elect members to DFSC or Departmental Council, as determined by each department.

APPENDIX C

Procedures and Policies for Selection of Department Chairpersons College of Arts and Sciences

- I. Vacancy in a Department Chairpersonship.
A new department chairperson shall be selected when the Dean officially announces to the College Council that:
 - A. The chairpersonship in a department is vacant or will become vacant at a specified date in the future.
 - B. A new department has been or will be created.
 - C. An existing department has been or will be divided into two or more departments in which case the chairperson of the old department does not automatically become chairperson of one of the new departments.
 - D. Two or more existing departments have been or will be combined into one department, in which case none of the chairpersons of the old departments automatically becomes chairperson of the new department.
 - E. A unit within a department has been or will be made into a department, in which case the chairperson of that unit does not automatically become chairperson of the new department.

- II. Initiation of the Selection Process.
When a vacancy in a department chairpersonship exists, the Dean shall:
 - A. Appoint a temporary chairperson, if necessary. The full-time faculty and students of the Department shall be consulted.
 - B. Upon receiving departmental demographic information from the Affirmative Action Office, the Dean will meet with the Department and describe the procedures for selecting a chairperson, as determined by the Dean and the Affirmative Action Office.
 - C. The Dean will inform the Council of the Chairperson vacancy and the procedures to be used to fill the position.

- III. Organization of the Selection Committee.
 - A. The Selection Committee shall consist of a chairperson, who shall be a regular full-time faculty member not in the department concerned, a secretary who shall be drawn from persons holding an administrative position within the College, three tenure-line faculty representatives, one student representative, and one representative from administrative/professionals, civil service, NTT, all from the department concerned. All members of the Selection Committee are voting members.

- B. The Dean shall appoint the chairperson and the secretary of the Selection Committee, and the department shall elect the faculty, staff, and student representatives according to procedures established by the Department.
- C. If a faculty member of the Selection Committee becomes a candidate for the chairpersonship, the department shall choose an eligible replacement.
- D. The Dean shall periodically inform the College Council on the progress of the selection.

IV. Responsibilities of the Selection Committee.

- A. The Committee shall actively seek qualified candidates for the chairpersonship. The Committee shall ordinarily recommend to the Dean at least three final candidates.
- B. Prior to making its recommendations to the Dean, the Committee shall arrange for each final candidate to be interviewed by each of the following: the members of the department at a meeting of the department announced in advance; the members of the Selection Committee; the Dean of the College; a representative from the Office of the Provost; the President at his/her discretion; and student representatives.
- C. Prior to scheduling any interviews, the vitae of all final candidates shall be open to inspection by all members of the Department.

V. The Final Appointment.

The Dean of the College may reject all candidates recommended to him/her by the Selection Committee, in which case he/she shall either instruct the Committee to continue the search for qualified candidates, or he/she may provide for the creation of a new Committee in accordance with these procedures. When the Selection Committee has submitted a report acceptable to the Dean of the College, the Dean shall indicate to the Provost of the University and to the President his/her preference for a department chairperson from those recommended by the Committee. The President, after consultation with the Provost, shall make the final selection. The College Council shall be kept informed throughout these procedures. ([College of Arts Sciences 5 Year Chair Review Policy](#))

APPENDIX D

Research Proposal Review Committee

- I. Prior to its last meeting in the Spring the College Council will solicit nominations from the eligible College departments for membership on the College Research Proposal Review Committee. Each eligible department may nominate a qualified faculty. Eligibility of the departments is determined by item 2 below. The Council will elect the panel members at its last spring meeting.
- II. The membership of the panel shall consist of the Dean or designee, an optional second Dean designee, and six members of the College faculty, two members from each of the College groups described in Article III of the Council By-Laws. Membership eligibility shall be the same as that for Council membership as described in Article IV of the Council By-Laws, with the additional restriction that a member may not serve concurrently on both departmental and college panels.
- III. The term of membership shall be for two years, with half the panel, one from each collegiate group, elected each year. The one time distinction between one and two year terms shall be decided by chance. Members from the same department cannot be elected to consecutive terms.
- IV. The Dean or designee shall be responsible for convening the panel. The panel shall be responsible for establishing its own procedures and guidelines, subject to College Council approval.
- V. Vacancies will be handled the same as with the College Curriculum Committee. See College By-Laws, Appendix A.

Appendix E

Procedures for Selection of Undergraduate Speaker at May Commencement Ceremony

Eligibility: Any senior major in the College of Arts and Sciences who is eligible to participate in the May Commencement ceremony may be nominated.

Qualifications: The student speaker should represent the values embodied in the college mission: a firm grounding in a liberal arts education combined with expertise in a specific academic discipline; with such knowledge comes the ability to think logically and critically in a variety of scientific, social, and ethical situations.

Students should have high academic achievement, a record of engagement in the campus community, as well as good oral and written communication skills.

Selection Process: Each department may nominate one eligible student, providing a brief vita and/or letter of recommendation, including, if possible, evidence of ability to deliver a speech. The student nominee submits a written draft of a speech that can be delivered in 2 to 3 minutes to members of the graduating class and their guests. Nominations and supporting documents are submitted to the College of Arts and Sciences Council by March 1st. The Nomination Committee will select the speaker based on written text and (for finalists) effective delivery.

APPENDIX F

College Teaching Award Committee

- I. Prior to its last meeting in the Spring the College Council will solicit nominations from the eligible College departments for membership on the College Teaching Award Committee. Each eligible department may nominate a qualified faculty. The Council will elect the panel members at its last spring meeting, but before October 1.
- II. The membership of the panel shall consist of the Dean or designee, three members of the College faculty, three student members, and the NTT member of the College Council. Each of the College groups described in Article III of the Council By-Laws must be represented by one faculty member and one student member of the committee. Whenever possible, faculty members and students should not represent the same school or department within College groups. Membership eligibility shall be the same as that for Council membership as described in Article IV of the Council By-Laws. Members of the committee may also be members of the College Council.
- III. The term of membership for the faculty members shall be three years with one faculty member elected each year. The first year the newly elected faculty member will be from Division A, the following year the newly elected faculty committee member will be from Division B, and in the third year, the newly elected faculty committee member will be from Division C. The order of this rotation will then be maintained through subsequent years.
- IV. The term of membership for student members will be one year. A student may be nominated again after serving a term of membership.
- V. The term of membership for the NTT member shall coincide with that person's term of membership on the College Council.
- VI. The Dean or designee shall be responsible for convening the panel. The panel shall be responsible for establishing its own procedures and guidelines, subject to College Council approval.
- VII. Vacancies will be handled the same as with the College Curriculum Committee. See College By-Laws, Appendix A.

APPENDIX G

College Service Award Committee

- I. Prior to its last meeting in the Spring the College Council will solicit nominations from the eligible College departments for membership on the College Service Award Committee. Each eligible department may nominate a qualified faculty. The Council will elect the panel members at its last spring meeting, but before October 1.
- II. The membership of the panel shall consist of the Dean or designee, three members of the College faculty, three student members, and the AP member of the College Council. Each of the College groups described in Article III of the Council By-Laws must be represented by one faculty member and one student member of the committee. Whenever possible, faculty members and students should not represent the same school or department within College groups. Membership eligibility shall be the same as that for Council membership as described in Article IV of the Council By-Laws. Members of the committee may also be members of the College Council.
- III. The term of membership for the faculty members shall be three years with one faculty member elected each year. The first year the newly elected faculty member will be from Division A, the following year the newly elected faculty committee member will be from Division B, and in the third year, the newly elected faculty committee member will be from Division C. The order of this rotation will then be maintained through subsequent years.
- IV. The term of membership for student members will be one year. A student may be nominated again after serving a term of membership.
- V. The term of membership for the AP member shall coincide with that person's term of membership on the College Council.
- IV. The Dean or designee shall be responsible for convening the panel. The panel shall be responsible for establishing its own procedures and guidelines, subject to College Council approval.
- V. Vacancies will be handled the same as with the College Curriculum Committee. See College By-Laws, Appendix A.

APPENDIX H

College of Arts and Sciences Technology Advisory Committee

- I. Prior to its last meeting in the Spring semester the College Council will solicit nominations from the eligible College departments for membership on the College Technology Advisory Committee. Each eligible department may nominate a qualified faculty. Eligibility of the departments is determined by item II below. The Council will elect the panel members at its last meeting of the Spring semester.
- II. The membership of the committee shall consist of the Dean or designee, Director of CAS-IT, an optional second Dean designee, six members of the College faculty (including two members from each of the College groups described in Article III of the Council By-Laws), one administrative professional, one civil service employee, and one student. Membership eligibility shall be the same as that for Council membership as described in Article IV of the Council By-Laws.
- III. The term of membership shall be for two years, with half the panel, one from each collegiate group, elected each year. At initial creation of the committee a one time distinction between one and two year terms shall be decided by chance.
- IV. The Dean or designee shall be responsible for convening the panel. The panel shall be responsible for establishing its own procedures and guidelines, subject to College Council approval.
- V. Vacancies will be handled the same as with the College Curriculum Committee. See College By-Laws, Appendix A.