School of Information Sciences Bylaws

Revised May 2026

I Name

The name of this faculty shall be the Faculty of the School of Information Sciences, University of Illinois Urbana-Champaign.

II Powers and Duties

The Faculty shall have such powers and duties as may be lawfully delegated to it and which the Faculty has been accustomed to exercise. Among the powers and duties of the Faculty are the following:

1. To establish rules for conduct of its business.
2. To establish the academic policy of the School, exercising jurisdiction in all educational matters falling within the scope of its programs, including the determination of its curricula, and making recommendations on matters of educational policy relevant to the School but which fall under the jurisdiction of other bodies.
3. To establish policies which govern the internal administration of the School and advise the Dean concerning administrative matters.
4. To elect committees deemed necessary by the faculty to assist the faculty in carrying out their power and duties.

These Bylaws are intended to supplement the University Statutes. Where there are alleged conflicts in the Statutes, an interpretation by the Chancellor on advice of the Campus Legal Counsel must prevail.

III Membership, Voice, and Vote

A. Membership

As recognized in the University Statutes, Article IX, Section 3c, the Faculty consists of the Dean of the School, and those full-time members of the academic staff of the School with an appointment of 50% or more in the iSchool and:

1. with the rank or title of professor, associate professor, or assistant professor; and either:
    a. who are tenured or receiving probationary credit toward tenure; or
    b. whose titles are modified by “teaching,” “research,” “clinical;” or
2. with the rank or title of instructor or lecturer with or without a “senior” or “principal” modifier (in accordance with Provost Communication 25 and 26).

Administrative staff, including Associate and Assistant Deans of the School, are members of the Faculty only if they also hold faculty appointments. Additional members of the School of

Information Sciences community that do not constitute the Faculty include members of the academic staff with the rank or title in the School of emeritus, visiting, affiliate or adjunct; Associate and Assistant Deans of the School who do not hold faculty appointments; Students and Student Representatives; Postdoctoral Fellows, Researchers, and Visiting Scholars; Research Scientists; and Professional staff. At least one member of the student body of each degree program may serve as Student Representative for that student group. The roles, rights, and responsibilities of all members of the School of Information Sciences community are delineated in subsequent sections. In the event of a conflict of interest for any community member on a particular issue, committee, or vote, that individual will be excused from participation. Leadership is responsible for avoiding committee appointments or delegation of responsibilities that could create the appearance of conflict of interest for those who have dual roles.

B. Voice

All members of the Faculty (as defined in III.A) shall have voice rights in all established forums and processes within the School of Information Sciences. Further, members of the School of Information Sciences community from the following groups shall have voice rights during meetings of the Faculty:

1. Members of the academic staff with the rank or title in the School of emeritus, visiting, affiliate or adjunct.
2. Associate and Assistant Deans of the School who do not hold faculty appointments.
3. Student representatives; and
4. Professional staff who serve as members of committees.

Further, members of groups B.2, B.3, and B.4 shall have voice rights during meetings of committees on which they serve as representatives, full, and ex officio members.

C. Vote

All members of the Faculty (as defined in III.A) shall have formal voting rights at meetings of the Faculty. All student representatives and non-Faculty members of the administrative staff shall have voice but not formal voting rights.

1. Voting Processes

a. In accordance with campus practice (as defined by the Faculty Senate Standing Rules), voting matters that constitute a consent agenda include routine procedural motions, such as granting of voice privileges or approval of the minutes, and motions with unanimous consent, which can be gauged by a straw poll. On such matters, a vote by hand or voice is sufficient and can be conducted following a second from the Faculty, without further deliberation period.

b. In accordance with campus practice, substantive proposals for a vote must be introduced one meeting in advance if the vote is to take place during a meeting, or with sufficient time for deliberation prior to electronic voting.
c. Votes shall be conducted and counted by the Secretary to the Faculty, as defined in IV.B.2.
d. For purposes of voting, quorum shall be defined as 60% of the Faculty with voting rights, as defined in III.A. In cases where a quorum is not present, the Dean may elect to extend the voting period.

2. Voting Procedures

a. Formal Voting

i. The right to vote shall be limited to those present and entitled to vote as defined by Article III.
ii. Resolutions shall be passed and elections determined by a majority vote of those present and eligible to vote.
iii. Voting may be by secret ballot, or voice vote, or show of hands, at the discretion of the presiding officer. Any member of the Faculty may request a secret ballot on occasion of any vote. Proxy and absentee ballots shall not be allowed unless approved by the Executive Committee for specific agenda items to be voted on at the next faculty meeting.
iv. A motion can be made, via voice rights defined in III.C.1, during the meeting to hold a particular faculty vote by electronic means by all Voting Faculty after the meeting.

b. Non-Binding Voting in Committees

Committee chairs are permitted to gauge interest and consensus via informal, non-binding votes of their committee members via straw polls. All those members of the School of Information Sciences community with voice privileges on committees, as defined in III.B have the right to participate in such non-binding straw polls.

IV Officers

A. The Dean

1. The Dean of the School shall be the presiding officer. In the absence of the Dean, the designee of the Dean, normally an Associate Dean or Vice Chairperson of the Executive Committee, shall preside. In the Dean's absence, specific duties are negotiated between the Dean and Associate Deans with the advice of the Executive Committee. Assistant Deans shall carry out such duties as the Dean may assign.

2. As chief executive officer of the School, the Dean is responsible to the Chancellor for its administration and is the agent of the Faculty for the execution of the School's administrative and educational policies.
3. The Dean's performance will be evaluated by the Office of the Chancellor, or their delegate, as procedurally defined in the Campus Administrative Manual HR-10 and Communication #24. The Dean must comply with those processes.
4. The Dean, in consultation with the faculty, shall:
    a. Define and execute a strategic vision for the future by articulating the distinctive needs and opportunities of the School of Information Sciences.
    b. Support and continue the collaborative, entrepreneurial spirit and a balance of scholarship of teaching, discovery, application, and integration within the School and across colleges.
    c. Along with faculty leaders, assure the continued prominence of the faculty by prioritizing the recruitment and retention of distinguished faculty which will promote and enhance a strong research agenda and inspire excellence in teaching and learning best practices.
    d. Serve as a public voice for the School's constituents.
    e. Attract external funding from federal agencies, corporations, foundations, and interested donors to support the School's mission and develop relevant partnerships.
    f. Identify emerging opportunities for new programs and multidisciplinary initiatives that leverage the excellence of the School and the breadth and strength of Illinois' interdisciplinary culture.
    g. Advocate internally for resources to support a growing research agenda, faculty, and student population; and
    h. Report the State of the School in Fall and the budget in Spring of each academic year.

B. The Secretary to the Faculty

1. The Assistant to the Dean shall act as Secretary to the Faculty.
2. The duties of the Secretary shall be to:
    a. Distribute to members of the Faculty and to such other persons as the Executive Committee may direct all notices, calls, agenda, and minutes of Faculty meetings.
    b. Record (or appoint someone to record) and preserve minutes of all meetings of the Faculty, the votes taken therein, special reports, and all other official actions. In the absence of the Assistant to the Dean, the Dean shall appoint someone to record and preserve minutes of all meetings of the Faculty, the votes taken therein, special reports, and all other official actions.
    c. Preserve and file all documents and papers which belong to the Faculty, or which are part of the proceedings.

d. Notify committees of all business referred to them, furnish them documents and papers laid before the Faculty relating to such business, and preserve all reports and communication of committees.
e. Conduct any necessary votes.

C. Special Officers

The Dean shall have authority to designate coordinators, representatives, tellers, and other officers on a yearly or ad hoc basis when such assistance is deemed necessary.

V Meetings

A. Parliamentary Authority

1. Robert's Rules of Order, Newly Revised, 12th edition (2020) shall govern meetings of the Faculty in all cases in which they are applicable and not in conflict with these Bylaws or the University Statutes.

B. Regular Meetings

1. Frequency

There shall be two or more regular meetings of the Faculty each semester, with the dates to be fixed by the Dean and announced at the beginning of each semester.

2. Call and Notice

a. Regular meetings of the Faculty shall be called by the Dean.

b. The Secretary shall furnish members entitled to vote in Faculty meetings written notice of and an agenda prior to the meeting.

3. Agenda; Order of Business

a. Agenda. Items may be placed on the agenda in any of the following ways:
    i. By the Dean.
    ii. By the Executive Committee of the Faculty.
    iii. By any member of the Faculty who requests that an item be included on the agenda of a regular meeting of the School. Such items should be submitted to the Dean at least four calendar days before the scheduled date of the meeting. The Dean, in consultation with the Executive Committee, shall consider and may schedule inclusion of such items on the agenda or may refer such items to appropriate committees. This provision shall not abridge the right of any member of the Faculty to present any matter to the Faculty at any regular meeting under the appropriate heading of "old" or "new" business.

iv. By any student representative who requests that an item be included on the agenda of a regular meeting of the School. Such items should be submitted to the Dean at least four calendar days before the scheduled date of the meeting. The Dean, in consultation with the Executive Committee, shall consider and may schedule inclusion of such items on the agenda or may refer such items to appropriate committees. This provision shall not abridge the right of any student representative to present any matter to the Faculty at any regular meeting under the appropriate heading of "old" or "new" business.

4. New Business

a. Items introduced as new business at any regular meeting shall be introduced in the form of a resolution. Such resolutions may be debated or adopted at the regular meeting of the Faculty at which they are introduced or may be referred by the Faculty to the appropriate committee.
b. Items submitted to committees by individuals may be reported out at the discretion of the committee, except that any member of the Faculty may introduce a motion under the heading of new business to compel a report on a given matter at the next regularly scheduled meeting.

5. Voting at Faculty Meetings

a. The right to vote shall be limited to those present and entitled to vote as defined by Article III.
b. Resolutions shall be passed and elections determined by a majority vote of those present and eligible to vote.
c. Voting may be by secret ballot, or voice vote, or show of hands, at the discretion of the presiding officer. Any member of the Faculty may request a secret ballot on occasion of any vote. Proxy and absentee ballots shall not be allowed unless approved by the Executive Committee for specific agenda items to be voted on at the next faculty meeting.

C. Special Meetings

1. Call

a. Special meetings of the Faculty may be called by the Dean, by the Executive Committee, by resolution made and approved in a regular meeting of the Faculty, or upon receipt of a written petition of four or more members of the Faculty entitled to vote.
b. A resolution or petition for a special meeting shall include the proposed agenda and/or resolution(s) to be considered, together with supporting documentation.

2. Notice

The notice provisions for a special meeting shall be the same as for a regular meeting, including the provisions for distribution of the agenda, with the following exceptions:

a. All notices of special meetings shall plainly be marked "Special Meeting."
b. Should a situation require immediate action, the Dean, with the consent of a majority of the Executive Committee, may designate a special meeting as an emergency meeting; notices of an emergency meeting must be delivered to the Faculty not less than 24 hours before the hour set for such meeting and must be plainly marked "Emergency Meeting."

3. Agenda

The agenda for special meetings shall be confined to the items listed on the call for the meeting, and the discussions and actions at such a meeting shall be limited thereto.

4. Other Procedural Matters

The provision for a quorum, voting, and balloting shall be the same for special meetings and for regular meetings. All meetings shall be open to the public except executive sessions permitted by the State of Illinois.

VI Executive Committee

A. Membership and Election

1. The Executive Committee shall consist of the Dean, Associate Deans (without vote) and five members of the Faculty who are tenured or receiving probationary credit toward tenure with the rank of assistant professor and above, elected annually to twelve-month terms by the Faculty. Members may not serve more than two consecutive full terms.

2. Elections for the Executive Committee shall be conducted by secret ballot prior to the last faculty meeting of the spring semester of each academic year by the Assistant to the Dean. The tally of votes will be made available to those Faculty who so request. The candidates receiving the highest number of votes shall be declared elected. In the event of a tie, the existing committee shall break the tie by secret ballot; if this vote results in a tie, it shall be broken by the Dean. Newly elected members shall assume office at the beginning of the fall semester of each academic year.

3. Whenever a vacancy occurs, a new election will be held to complete the term of office. If needed, newly elected members may fill vacancies that occur during the prior summer months. Executive Committee business during the summer (outside the academic year) shall normally consist of the outgoing and incoming Executive Committee members who are in residence.

B. Functions

1. The Dean shall serve as Chairperson (ex-officio) of the Executive Committee. The Committee will select a Vice-Chairperson to serve as Chairperson in the absence of the Dean. The Vice-Chairperson shall also serve as Chairperson of the Committee when it meets to give advice to the Chancellor and President on appointment or reappointment of the Dean.

2. The duties of the Executive Committee shall include those prescribed by the University statutes and these Bylaws. Principally, these are to:

a. Assist and advise the Dean in the conduct of School business, including the preparation of agenda for meetings of the Faculty.
b. Advise the Dean on all appointment, reappointment, non-reappointment, and promotion and tenure decisions. Members of the Executive Committee who are tenured at the rank of Associate Professor or above function as the advisory committee to the Dean in cases of promotion to or appointment as Associate Professor with tenure, and those with the rank of full Professor serve as the advisory committee for cases of promotion to or appointment as Full Professor. In instances where fewer than three elected members of the Executive Committee hold the necessary rank, the Executive Committee will appoint to the advisory committee additional faculty at the necessary rank, for a total of three. For faculty searches, if the Executive Committee does not meet campus requirements regarding diversity of the search committee, additional members may be appointed to meet such requirements.
c. Advise upon proposals relating to programs.
d. Serve as part of the search committee for a new Dean, chaired by an individual appointed by the Provost from outside the School.
e. Serve as the Dean's Evaluation Committee, if an elected member of the Executive Committee, to:
    i. Support the review process of the Dean for the annual reappointment of the Dean in accordance with the Campus Administrative Manual (CAM) HR-10 and Article III.3.b of the University Statutes. The report shall be submitted to the designee determined by the Chancellor.
    ii. Support the five-year review process, at least every five years, in accordance with Provost's Communication #24 and University of Illinois Statutes sections III.2.f. and III.3.b. The Chair of the Dean's Evaluation Committee for the five-year review shall be chosen by the Chancellor or their designee; and

iii. Support similar review procedures in the event of an optional midterm review, the results of which must be included/reported as part of VI.B.e.i; and
iv. Solicit feedback and ensure faculty retain voice rights in these review and evaluation processes.

f. Advise the Dean on the preparation of the budget of the School.
g. Act on behalf as interim in the name of the Faculty in an emergency situation, such action to be reported to the Faculty at the next regular meeting.

3. Minutes will be kept by the Secretary to the Faculty, or their delegate, and will be made available to the Faculty.
4. In the event of a tie vote among the elected members of the Executive Committee, the Associate Deans will be invited to vote. If the tie persists, the Dean will cast the deciding vote.

VII Other Committees

Committees, both standing and special, are established to perform specific tasks on behalf of the Faculty. Although election of Faculty to each committee may be made by the majority of voting members present and responding to a motion to elect the slate as submitted by the Dean, any Faculty member eligible to vote may place their name, or the name of another voting Faculty member, with the approval of that Faculty member, in nomination for a specific committee. If this nomination results in a greater number of nominees than positions on the committee, a vote by secret ballot will be held. Those receiving the greater number of votes shall be elected to the committee. In case of ties, the current Executive Committee will vote to break the tie. The Dean shall convey to each committee any charges given the committee by the Faculty. The chairperson of the committee is responsible for calling the first meeting. The Dean may serve on these committees as a nonvoting ex officio member and may appoint Associate and/or Assistant Deans to the Standing Committees as nonvoting ex officio members.

A. Standing Committees

The standing committees of the School shall be:

1. Curriculum

a. The Curriculum Committee shall be responsible for all aspects of the school's programs' curriculum, subject to the approval of the full faculty on substantive issues, including but not limited to: reviewing degree requirements for the school's programs; ensuring continuity between the BSIS, BSIS+DS, MSLIS, CAS, MSIM, Bioinformatics, and PhD programs; serving as the second level review for all curricula-related proposals from the program committees; reporting to the faculty on University matters affecting curriculum and policy; and monitoring the curriculum as a whole.

b. The Associate Dean for Academic Affairs serves as chair, nonvoting ex officio. The committee shall consist of faculty serving as Program Directors. The Information Sciences Librarian and Assistant Dean for Student Affairs will be nonvoting ex officio members of the committee.

2. Doctoral Studies Committee

a. The Doctoral Studies Committee shall be responsible for all aspects of the PhD program, subject to the approval of the full Faculty on substantive issues, including but not limited to: reviewing the credentials of applicants to the program and recommending admissions to and financial aid for the program; establishing degree requirements, beyond those of the Graduate College, for the PhD program; and proposing courses unique to the program in consultation with the Curriculum Committee.

b. **The PhD Faculty Program Director is the chair of the committee, nonvoting ex officio. Members are elected annually by the Faculty. There shall be at least five faculty members and a PhD student selected by the PhD students.**

3. MSLIS and CAS Committee

a. The MSLIS and CAS Committee shall be responsible for all aspects of the MSLIS and CAS programs, subject to the approval of the full Faculty on substantive issues, including but not limited to: setting admissions policies for applicants to the programs; assisting in review of admission applications as needed; establishing degree requirements, beyond those of the Graduate College, for the programs; and proposing courses unique to the programs in consultation with the Curriculum Committee.
b. The MSLIS and CAS Faculty Program Director is the chair of the committee, nonvoting ex officio. Members are elected annually by the Faculty. There shall be at least five faculty members and an MSLIS student selected by the MSLIS students, and a CAS student selected by the CAS students.

4. MSIM and Bioinformatics Committee

a. The MSIM and Bioinformatics Committee shall be responsible for all aspects of the MSIM and Bioinformatics programs, subject to the approval of the full Faculty on substantive issues, including but not limited to: setting admissions policies for applicants to the programs; assisting in review of admission applications as needed; establishing degree requirements, beyond those of the Graduate College, for the programs; and proposing courses unique to the programs in consultation with the Curriculum Committee.

b. The MSIM and Bioinformatics Faculty Program Director is the chair of the committee, nonvoting ex officio. Members are elected annually by the Faculty. There shall be at least five faculty members and an MSIM student selected by the MSIM students, and a Bioinformatics student selected by the Bioinformatics students.

5. Undergraduate Programs Committee

a. The Undergraduate Programs Committee shall be responsible for all aspects of the BSIS and BSIS+DS, subject to the approval of the full Faculty on substantive issues, including but not limited to: setting admissions policies for applicants to the program; assisting in review of admission applications as needed; establishing degree requirements, beyond those of the University, for the programs; and proposing courses unique to the programs in consultation with the Curriculum Committee.

b. The Undergraduate Programs Faculty Director is the chair of the committee, nonvoting ex officio. Members are elected annually by the Faculty. There shall be at least five faculty members and a BSIS student selected by the BSIS students and a BSIS+DS student selected by the BSIS+DS students.

6. Community & Culture Committee

a. The Committee helps coordinate all aspects of the efforts by the School to foster a supportive community, subject to the approval of the full Faculty on substantive issues. It works with other School committees, the School administration, faculty, staff, and students to identify issues that need to be addressed and to document accomplishments.

b. Members are elected annually by the Faculty. The Dean will present a slate of candidates, developed with the advice of the Executive Committee, to the Faculty at least one week prior to the last regular faculty meeting of the academic year. There shall be at least four faculty members, one of whom shall be a chairperson; four students–one BSIS or BSIS+DS degree student selected by their peers, one MSLIS or CAS student selected by their peers, one MSIM or Bioinformatics student selected by their peers, and one PhD student selected by their peers; one alumni representative; and one academic professional or civil service staff member. The Associate Dean for Academic Affairs and the Associate Dean for Culture, Community, & Engagement will serve as ex officio members.

Standing committees may establish subcommittees on an ad hoc basis to assist the work of any standing committee. Committees may appoint members of their subcommittees, but at least one Faculty member of the committee shall serve as a member of the subcommittee.

B. Special Committees

Special committees may be elected by the Faculty to meet specific needs as they arise. Special Committees and their membership may be proposed by the Dean, by individual Faculty, or by student representatives. Subcommittees may be established to assist the work of any special committee. Committees may appoint members of their subcommittees, but at least one Faculty member of the committee shall serve as a member of the subcommittee.

VIII Promotion and Tenure

Within the School of Information Sciences, the Dean and the designated committees have rights and responsibilities, outlined in IV.A.4.c and VI.B.2, to enact promotion and/or tenure procedures for members of the Faculty, as defined in Section III.A. Promotion and tenure processes are enacted in compliance with Provost's Communication #9 for tenure-stream members of the School. Promotion processes for specialized faculty are enacted in compliance with Provost's Communications #25 and #26.

IX Amendment and Revision of Bylaws

A. Amendment

1. Proposed revisions require approval by two-thirds of all eligible voting members within ten days of the call for electronic vote. Eligibility for voting on amendments/revisions to college bylaws is defined in Article II, Section 3 a (1)-a (2) of the University of Illinois Statutes

2. Any voting member retains voice rights regarding proposals for amendment of or addition to these Bylaws.

B. Revision

1. At least every five years the Dean, in consultation with the Executive Committee, shall appoint a special committee to review the Bylaws and propose necessary and strategic revisions. Membership of the special committee will be voted on by the faculty.

2. In addition to the five-year cycle, a special committee to review the Bylaws may be struck to propose changes.

C. Precedence

Governance and processes, including as defined by the Bylaws, will be in compliance with campus and university system governance; should any conflict arise, the University of Illinois Statutes shall take precedence and a special committee to revise the Bylaws will be struck as per IX.B.2.