

School of Information Sciences Bylaws

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 and Voting

A. MEMBERSHIP

The Faculty consists of the Dean of the School, and those members of the academic staff of the School with the rank or title of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure and have an appointment of 50% or more in the School. Other administrative staff, including Associate and Assistant Deans of the School, are members of the Faculty only if they also hold faculty appointments.

Full-time academic staff who have the rank or title of professor, associate professor, or assistant professor modified by the terms "research" or "teaching" who are not tenured or receiving probationary credit toward tenure also have a vote as members of the faculty. Members of the academic staff with the rank or title in the School of lecturer, emeritus, visiting, affiliate or adjunct shall have voice but not vote at the meetings of the Faculty. Associate and Assistant Deans of the School who do not hold faculty appointments shall have voice but not vote at meetings of the Faculty. The bachelor's in information sciences, bachelor's in information sciences + data science, master's in library and information science, master's in information management, CAS, and doctoral students shall each nominate one of their number to represent that group at Faculty meetings.

B. VOTING

All members of the Faculty (as defined above) shall have voting privileges at meetings of the Faculty.

All student representatives and non-Faculty members of the administrative staff shall have voice but not vote at meetings of the Faculty.

For purposes of voting, quorum shall be defined as 60% of the faculty with vote, as defined in III.A

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.
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 shall:
 1. Call meetings of the Faculty to consider questions of governance and educational policy at such times as the Dean or the Executive Committee may deem necessary (but not less frequently than two each semester) and preside at such meetings.
 2. Formulate and present policies to the Faculty for its consideration. This shall not be interpreted to abridge the right of any member of the Faculty to present any matter to the Faculty.
 3. Oversee the registration and progress of the students in the School.
 4. Serve as Executive Officer of the School and be responsible for the administration of the office and the supervision of non-faculty staff.
 5. Recommend the appointment, reappointment, non-reappointment, and promotion of the officers and recommend the appointment, non-reappointment, promotion, and tenure of the teaching staff in consultation with the Executive Committee and upon receiving advice from those Faculty choosing to make a recommendation.
 6. Prepare, with advice from the Executive Committee and Associate and Assistant Deans, the budget of the School.
 7. Report on the work affairs of the School.
 8. Serve as the medium of communication for all official business of the School with other campus authorities, the students, and the public.
 9. Represent the School at campus meetings, professional conferences, etc. The Dean may also designate representatives for specific meetings.
 10. Serve as an ex-officio member of all standing committees.
 11. Be responsible for the educational use of the buildings, rooms and general equipment assigned to the School.
4. 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.

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:
 1. 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.
 2. 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.
 3. Preserve and file all documents and papers which belong to the Faculty or which are part of the proceedings.
 4. 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.
 5. 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
 1. Regular meetings of the Faculty shall be called by the Dean.
 2. 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
 1. Agenda. Items may be placed on the agenda in any of the following ways:
 1. By the Dean;
 2. By the Executive Committee of the Faculty;

3. 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.

4. 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

1. 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.
2. 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

1. The right to vote shall be limited to those present and entitled to vote as defined by Article III.
2. Resolutions shall be passed and elections determined by a majority vote of those present and eligible to vote.
3. 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

1. 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.
2. 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:

1. All notices of special meetings shall plainly be marked "Special Meeting."
2. 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.

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.

3. 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:
 1. Assist and advise the Dean in the conduct of School business, including the preparation of agenda for meetings of the Faculty.
 2. The Executive Committee will 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.
 3. Advise upon proposals relating to programs.
 4. Serve as part of the search committee for a new Dean and, chaired by an individual appointed by the Provost from outside the School, serve as the Dean's Evaluation Committee. In accordance with University of Illinois Statutes and Provost's Communication #24, the performance of the Dean shall be evaluated at least once every five years.
 5. Consult with the Dean on the preparation of the budget of the School.
 6. 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 either a) the Assistant to the Dean, or b) members of the Committee on a rotating basis, 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

1. 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.
2. 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

1. 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.
2. 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

1. 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.
2. 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

1. 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.
2. 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

1. 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.
2. 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. Diversity

1. The Diversity Committee oversees all aspects of the efforts by the School to foster a diverse community in support of the campus Diversity Values Statement, subject to the approval of the full Faculty on substantive issues, including but not limited to: policies and procedures as related to representation of the diversity of worldviews, histories, and cultural knowledge across a range of social groups including race, ethnicity, gender identity, sexual orientation, abilities, economic class, religion, and their intersections. 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.
2. Members are elected annually by the Faculty. 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 staff member, either academic professional or civil service. The Associate Dean for Academic Affairs will serve as an ex officio member.

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. Amendment and Revision of Bylaws

A. AMENDMENT

1. If a majority of the voting members present at the meeting where amendments/revisions are proposed approve a secret vote on the proposed revisions, a secret vote may be held. For adoption by secret vote, proposed revisions require approval by two-thirds of all eligible voting members within ten days of the call for a secret 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. Proposal for amendment of or addition to these Bylaws may be made by any voting member.

B. REVISION

1. At least every five years the Dean shall appoint an ad hoc committee to review the Bylaws and propose such revisions as seem advisable.

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