

*School of Art and Design  
University of Illinois at Urbana-Champaign*

*BYLAWS*

*Amended October 27, 2020*

**I. Preamble**

The name of this organization shall be The School of Art and Design, College of Fine and Applied Arts, University of Illinois at Urbana-Champaign (hereafter referred to as School). The purpose of these bylaws is to promote the orderly conduct of the business of the School. These bylaws supplement the *University Statutes*. If they conflict with the *Statutes* the *Statutes* shall prevail. *Robert's Rules of Order* (Scott Foresman, most recent edition) shall apply to the extent that its provisions are not inconsistent with the *University Statutes* or these bylaws.

**II. Mission**

The School of Art and Design distinguishes itself, as part of a preeminent public research university, through its leadership in visual literacy, design thinking, critical inquiry and material problem solving. As artists, designers, historians, and educators, the School's faculty and staff prepare students to make significant contributions in broad areas of culture, scholarship and professional practice. We value the unique qualities of traditionally-defined disciplines, the exploration of critical frameworks, collaborative processes, and new technologies and media. Central to the School's culture is a commitment to open dialogue among students, faculty, staff, and a global community in an atmosphere of diversity and active inclusion.

**III. Officers**

A. Director of the School

1. Title. The chief executive officer of the School shall be a Director.
2. Appointment. The Director shall be appointed annually by the University of Illinois Board of Trustees on the recommendation of the Dean of the College, the Chancellor, and the President.
  - a. Advice of the Faculty. In recommending persons for the position of Director, the Dean shall seek the advice of the faculty of the School.
3. Evaluation and Tenure. The performance of the Director shall be evaluated at least once every five years in a manner to be determined by the faculty of the School and the College (*University Statutes* Article II, Section 5b). As one component of this evaluation, views shall be solicited from the entire School faculty (*Statutes*, Article IV, Section 3a).
4. Duties. The Director shall:

- a. call meetings of the School faculty to consider questions of School governance and educational policy at such times as the Director or the Executive Committee shall deem necessary, but not less frequently than twice each academic semester;
- b. preside at meetings of the faculty;
- c. formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty;
- d. make reports on the work of the School;
- e. have general supervision of the work of the students of the School;
- f. be responsible for the care and use of School buildings and rooms assigned to the School, and for the equipment of the School;
- g. serve as the medium of communication for all the official business of the School with the College, the students, and the public;
- h. represent the School at conferences, except that additional representatives may be designated by the Director for special conferences;
- i. prepare the budget of the School in consultation with the Executive Committee of the School;
- j. recommend the appointment, reappointment, non-reappointment, and promotion of members of the academic staff. Regarding recommendations of appointments, reappointments, non-reappointments, promotions of the members of the academic staff, the Director shall consult with the subunit's officer, who shall provide the Director with the advice of the appropriate committee(s). Such recommendations shall ordinarily originate with the person(s) in charge of the work concerned, and shall be presented to the Director for transmission with recommendation to the Dean of the College.

5. Administrative Responsibility. In the administration of the office, the Director shall recognize the individual responsibility of other members of the School for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of members of the School.

B. Associate and Assistant Directors. The Director may be assisted in the administration of the School by Associate and Assistant Directors, the duties of each to be determined by the Director in consultation with the Executive Committee. For the annual evaluation of Associate and Assistant Directors, see Article VII, Section A, 3g of these bylaws.

#### **IV. Faculty and Other Members of the School**

A. Faculty. The faculty comprises those members of the academic staff with the rank or title of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure.

- 1. The primary responsibilities of the faculty are to conduct research, to teach and mentor graduate and undergraduate students, and to render service to the academic

community and the public in accordance with current campus guidelines for promotion and tenure.

2. As the responsible body in the teaching and scholarly activities of the School, the faculty has inherent interests and rights in establishing academic policy and governance. Therefore, all faculty members who are not on leave are expected to attend meetings of the School faculty. Each member of the faculty (as defined above in IV, A) has one vote in any and all voting matters that come before the faculty during meetings of the School.

B. Other Academic Staff. The other academic staff comprises those persons who hold an appointment in the School as (1) emeritus faculty; (2) specialized faculty as defined in Provost's Communication 25 (3) faculty who are no longer receiving probationary credit toward tenure; (4) School affiliates.

1. Emeritus faculty comprise all faculty who have been granted emeritus status. The emeritus faculty may continue to undertake activities in the School, which shall be negotiated with the Director who may seek ratification at a meeting of the faculty. Emeritus faculty are invited to all meetings of the School faculty and shall be accorded voice but no vote at such meetings.
2. Specialized faculty comprise those outside the tenure system, with the exception of those with professorial titles modified by terms such as Visiting and Adjunct. Specialized faculty shall be recommended by the Director for appointment, or promotion in accordance with Provost Communication no. 26, only after consultation with the faculty of the appropriate Program or subunit. The duties and privileges of specialized faculty shall be specified in the letter of appointment written by the Director. Specialized faculty, regardless of percentages of appointment in the unit, are invited to attend all meetings of the School faculty and shall be accorded voice but no vote at such meetings. All specialized faculty may introduce items to the School faculty meeting agendas. Specialized faculty with 100% appointments, with the exception of those with titles modified by "Visiting" or "Adjunct" shall vote for a representative to serve on the Art+Design Executive Committee. Voting privileges shall be granted to those representatives regarding matters pertaining to the promotion of other Specialized Faculty.
3. Faculty in their terminal year who are no longer receiving probationary credit toward tenure. Such faculty are invited to attend all meetings of the School faculty and shall be accorded voice but no vote at such meetings.
4. School affiliates comprise faculty in units of the University of Illinois at Urbana-Champaign who hold appointments in units other than the School and who have been recommended by the Director for such an appointment, typically on an unpaid (0%) basis, after a favorable vote of the Program or subunits with which they are affiliated. School affiliates are invited to attend all meetings of the School faculty and shall be accorded voice but no vote at such meetings.

C. Academic Professionals are employed by the School to provide a wide variety of administrative, professional, and technical support and services. Academic professionals are invited to attend all meetings of the School faculty and shall be accorded voice but no vote at such meetings.

D. Non-Academic Staff. Non-academic civil service staff comprises all persons employed in the School for fifty percent (50%) or more of full-time service with off-probationary status

or on probationary or nonprobationary status. The duties and responsibilities of the non-academic staff are specified in the job description developed by the Director and that person's supervisor, in accordance with the rules of the State Universities Civil Service System.

- E. Graduate Students. Graduate students comprise all students matriculating in the graduate programs that grant the degrees of Master of Arts, Master of Fine Arts, and Doctor of Philosophy, and non-degree graduate students registered in this capacity. The primary responsibility of the graduate students is to make progress toward the degree for which they are matriculating.
- F. Undergraduate Students. Undergraduate students comprise all students working towards the degrees of Bachelor of Arts and Bachelor of Fine Arts and non-degree undergraduate students registered in this capacity. The primary responsibility of the undergraduate students is to make progress toward the degree for which they are matriculating.

## V. Organization of the School

### A. Programs of Study

1. Definition. Programs of Study (hereafter referred to as Programs) comprise specialized areas of study that have an established curriculum.
2. Participation. After consultation with the Chair and the faculty of a Program, the Director shall assign individual faculty to participate in said Program. Faculty may participate in more than one Program; however, in matters of governance a faculty member may vote in only one Program.
3. Officers
  - a. Title. Each Program is administered by a Program Chair.
  - b. Election. Program Chairs are elected from among the tenured faculty by the faculty of the Program to serve a two-year term. If a Program does not have an eligible tenured faculty member, then tenure-track faculty may serve. Election of said Program Chair is subject to approval of the Director. If approval is denied, the election process shall be repeated.
  - c. Evaluation. The Director shall call for the annual evaluation of the Program Chairs by the faculty currently teaching courses in the Program.
  - d. Duties. The Program Chair shall:
    - (1) be responsible for faculty teaching assignments and the formulation and execution of the curricular concerns of the Program.
    - (2) provide leadership in the long term strategic planning for the Program.
    - (3) represent the Program to other campus units, prospective students and faculty, and others outside the University;

- (4) report on the teaching and research of the faculty currently teaching courses in the Program;
- (5) have general oversight of the work of students in the Program;
- (6) assist in the administrative and budgetary matters of the Program. Collaborate with the Executive Committee of the School in the preparation of the budget and be responsible for the expenditure of Program funds for the purposes approved by the Executive Committee;
- (7) recognize the individual responsibility of other participants of the Program for the discharge of the duties committed to them by their appointments and allow proper scope to the ability and initiative of all participants of the Program;
- (8) assist the School in matters regarding promotion and tenure and the assembling of all relevant recommendations and documents for submission to the Executive Committee.

4. Program Meetings

- a. The Program Chair shall schedule regular meetings of the faculty of the Program, but not less frequently than twice each academic semester.
- b. Any faculty member in the Program may request a meeting.
- c. Minutes of Program meetings shall be recorded.

5. Establishing New Programs

After consultation with the Director and Program Chairs, a faculty member may be released from an established Program to develop an area of special study intended to lead to the formation of a new Program. The assignment of faculty to such areas shall be evaluated annually by the Director in consultation with the Executive Committee.

VI. General Faculty Meetings

- A. Frequency. There shall be at least two regular general meetings of the School faculty each semester, with the dates to be fixed by the Director and announced at the beginning of each academic year. Meetings shall be held between the first and last official days of instruction of the regular academic year on days when classes are in session.
- B. Call and Notice
  - 1. Regular meetings shall be called by the Director.
  - 2. The Vice-Chair of the Executive Committee shall provide faculty members with written notice of, and the agenda for, each meeting at least seven calendar days prior to the date of the meeting.

- C. Presiding Officer. The Director shall be the presiding officer. In the Director's absence, the designee of the Director, normally the Vice-Chair of the Executive Committee, shall preside.
- D. Quorum. At a regularly scheduled meetings or special meetings of the faculty a quorum shall consist of fifty percent (50%) of the voting faculty of the School.
- E. Agenda and Order of Business
1. Items may be placed on the agenda by the Director, by the Executive Committee, or by any member of the faculty.
  2. The order of business for a regular meeting shall be determined by the Director.
  3. The meeting shall be conducted according to *Robert's Rules of Order*.
- F. New Business. Items introduced as new business at any regular meeting shall be introduced in the form of a resolution. In introducing the proposal, the sponsor may speak for not more than ten minutes in explanation of the purpose of the resolution. Items introduced from the floor as new business shall be held over for action until the next regular meeting.
- G. Votes at Regular Meetings
1. Right to Vote. The right to vote shall be limited to those present and entitled to vote under Section III of these bylaws.
  2. No Proxy or Absentee Votes. Resolutions shall be passed and elections determined by the vote of those present and eligible to vote. There shall be no vote by proxy or absentee ballot.
  3. Majority Requirement. Motions and resolutions shall be passed by a simple majority vote of those present and eligible to vote.
  4. Manner of Voting. Voting ordinarily shall be by voice vote of "yeas" and "nays." A vote count may be ordered by the presiding officer or when requested by a faculty member who is present and eligible to vote.
  5. Secret Ballots. Voting on any issue shall be by secret ballot when requested by any faculty member entitled to vote.
  6. Ballots in Contested Elections. Elections in which a tie or contest exists shall be voted by paper ballot.
- H. Parliamentary Authority. Disputes regarding procedural matters shall be settled by reference to *Robert's Rules of Order*, except that if those rules are in conflict with these *Bylaws* or with the *University Statutes*, the latter two sources shall prevail.
- I. Minutes
1. Recording and Circulation. The Director shall appoint a secretary from among the staff or faculty at the beginning of each meeting. The Director shall be responsible for ensuring that the minutes of every regular and special faculty meeting are distributed within one week of the meeting.

2. Approval. Approval of the minutes of the most recent meeting shall be the first order of business at the following meeting.

J. Special Meetings

1. Method of Calling. Special meetings of the faculty may be called between the first and last official days of instruction of the regular academic year on days when classes are in session. Special meetings may be called by:
  - a. the Director;
  - b. the Executive Committee;
  - c. upon receipt by the Director of a written and signed petition of ten or more faculty members eligible to vote.
    - (1) Nature of the Petition. Petitions for a special meeting shall include the proposed agenda and/or resolution(s) to be proposed, together with any supporting documentation.
2. Procedures. All procedures for a special meeting shall be the same as those for a regular meeting, including those of notice, agenda, quorum, and the recording of minutes.

K. Open Meetings

1. Faculty meetings shall ordinarily be open to the public. However, a meeting may be closed by a vote of the faculty during a discussion of any matter that would be adversely affected by the presence of others.
2. Visitors may speak at the pleasure of the faculty eligible to vote as defined in Section III of these bylaws.

**VII. Elected Committees**

A. Executive Committee

1. Membership
  - a. The Director is an *ex-officio* member.
  - b. The Executive Committee shall consist of one faculty member elected from each degree-granting Program with more than one faculty member. All degree-granting Programs with one faculty member and all faculty members not in a degree-granting Program shall, as a group, elect a representative to the Executive Committee. If a Program or electoral group does not have an eligible tenured faculty member, then tenure-track faculty may serve. The Executive Committee shall also include a representative elected by the Specialized Faculty and who will not have voting privileges other than in matters pertaining to the promotion of other Specialized Faculty.
  - c. Members shall be elected in the spring to serve two-year terms beginning on August 16. Elections for roughly half the membership will be held

annually to ensure staggered terms among the members. Elections to replace members serving less than two years may also be held, at the direction of the Director, to ensure staggered membership.

- d. It shall be the responsibility of the elected candidate to represent fully and fairly the interests of the members of all disciplines within the Program or electoral group and to serve as a liaison between the Program or electoral group and the Executive Committee by communicating the activities of the Program or electoral group to the Committee and vice versa.
  - e. In the event that a committee member cannot attend a meeting of the Executive Committee, the committee member shall designate a representative from his or her Program or electoral group. The designee shall have voice and vote in the meeting.
  - f. A member who resigns shall be replaced for the remainder of that term by the same procedure by which the member was elected.
  - g. Members of the Executive Committee may not serve concurrently as members of the Grievance Committee.
2. Officers and their Responsibilities
- a. Chair
    - (1) The Director shall serve as Chair of the Executive Committee, except when the Committee meets to advise the Dean on the appointment or reappointment of the Director or to review the Director's performance, or when the committee is considering promotion and tenure cases.
    - (2) The Chair shall have voice but no vote, except in the case of a tie.
    - (3) The Chair shall prepare an agenda for each meeting of the Executive Committee, except when the committee is considering promotion and tenure cases.
    - (4) The Chair shall provide the Executive Committee with the necessary information and data so that its members may fulfill its statutory obligation.
  - b. Vice-Chair
    - (1) The Vice-Chair shall be elected by the Executive Committee from among its members at the first meeting of the academic year.
    - (2) The Vice-Chair shall preside in the Director's absence.
    - (3) The Vice-Chair shall oversee the preparation of ballots for all elected School committees, including the Executive Committee. The ballots shall include the names of all members of the Program or electoral group eligible to serve. Votes shall be tallied by the Vice-Chair and Secretary of the Executive Committee. The Vice-Chair shall oversee the announcement of the election results.

c. Secretary

- (1) A member of the Executive Committee or a designate of the Chair, shall serve as Secretary. The Secretary shall be selected at the beginning of each meeting.
- (2) The Secretary shall record the minutes of each meeting and oversee the dissemination of the minutes to all members of the faculty within one week of the meeting. Minutes shall not be taken or distributed when the committee is hearing promotion and tenure cases.

3. Responsibilities of the Executive Committee

- a. To advise the Director on School policy, strategic planning, recommend procedures and committees that encourage faculty participation in formulating policy, and voice suggestions for the good of the School;
- b. To review specific budgetary proposals originating in academic subunits and in the office of the Director, and provide the Director with advice and suggestions concerning the financial priorities of the School;
- c. To serve as the School's Committee on Committees and make nominations for members and chairs of all standing and ad hoc committees, including search committees;
- d. To review all curricular proposals;
- e. Communicate regularly with the faculty of the Programs or electoral group on the business of the committee;
- f. Make an annual recommendation to the Dean on the reappointment of the Director and oversee the evaluation of the performance of the Director at least every five years in accordance with the College policy and procedure on such evaluation;
- g. Make an annual recommendation to the Director on the reappointment of the Associate and Assistant Directors;
- h. Meet with any member of the faculty on any matter within its purview;
- i. To coordinate the meeting calendars of the Executive Committee and general faculty meetings.
- j. To serve as the School's Promotion and Tenure Committee.
  - (1) Election of Chair. The Promotion and Tenure Committee shall elect its own chair at the first meeting of each academic year. The Chair shall be responsible for confirming deadlines and informing candidate of those dates.
  - (2) Recommendations. The committee shall receive and review recommendations regarding promotion and tenure action to be taken by the School, shall act independently to formulate its conclusions, and shall submit its recommendations to the Director of the School.

- (3) Appeals. The committee shall also hear all appeals relating to advancement in rank and tenure which deal with questions concerning content but not procedure.

#### 4. Meetings

- a. The Executive Committee shall meet at least four times each academic semester.
- b. The agenda shall be distributed to all faculty one week before the meeting.
- c. Meetings of the Executive Committee shall be open to all faculty, unless the meeting is declared closed.
- d. The first order of business shall be to approve the minutes of the preceding meeting.
- e. A quorum shall be five members.
- f. The Executive Committee may meet in Emergency Session without one week's notice or a pre-published agenda to deal with business requiring immediate action. A pre-published agenda shall be distributed if possible. Minutes of an Emergency Session shall be recorded and disseminated in the same manner as a regular meeting.

#### B. Grievance Committee

1. Membership. The committee shall be composed of three tenured faculty elected by the general faculty for two-year, nonconsecutive terms. Because members cannot serve on this committee if there is a conflict of interest, alternate members to the committee shall be defined as the following three tenured faculty receiving the next highest number of votes in descending order. The committee shall elect a chair from among its members at its first meeting each year. Alternate members shall serve for the specific grievance only and are eligible for reelection the following election cycle.
2. Responsibilities
  - a. To hear faculty grievances that are within the purview of the committee and to make recommendations to the faculty involved, the Director, the Dean, or other appropriate university authorities (see grievance procedures in the School's "Guide to Policies and Procedures").
  - b. Meetings. The committee will follow the procedures as defined in the School's "Guide to Policies and Procedures" and conduct its duties in a timely manner.
  - c. To function as the School's Capricious Grading Committee. Student and other representatives may join the committee for the sole purpose of hearing capricious grading cases, as needed to comply with the provisions of the University's *Student Code*. This committee shall elect a chair from among its members at its first meeting.

#### C. Bylaws and Policies and Procedures Committee

1. Membership.
  - a. The Bylaws Committee shall consist of one faculty member elected from each degree-granting Program with more than one faculty member.
  - b. All degree-granting Programs with one faculty member and all faculty members not in a degree-granting Program shall, as a group, elect a representative to the Bylaws Committee. If a Program or electoral group does not have an eligible tenured faculty member, then tenure-track faculty may serve.
2. Responsibilities.
  - a. To review periodically the Bylaws and the Guide to Policies and Procedures of the School;
  - b. To supervise the amendments and additions to the Bylaws and the Guide to Policies and Procedures of the School.
3. Meetings. The committee shall meet at least once each academic semester. The committee shall elect a chair from among its members at its first meeting.
4. The Guide to Policies and Procedures supplements the Bylaws. If the guide conflicts with the Bylaws the Bylaws shall prevail.
5. Amendments or Additions to the Bylaws. See Article IX of these Bylaws.

## **VIII. Standing Committees**

A. Graduate Committee. The Graduate Committee comprises the Director and his/her/their designate and a representative from each graduate degree-granting Program. The representative may be the Program Chair or a designee appointed or elected to coordinate the administration of graduate affairs within the Program. Members of the Graduate Committee who are not Program Chairs will be known as Program Graduate Coordinators. The Committee provides oversight and coordination of issues related to all graduate programs, including advising, evaluation, funding, recruitment, and curriculum, as well as issues related to training and evaluation of graduate employees. The Director or his/her/their designate shall serve as chair.

1. Graduate Committee Members duties and responsibilities.

Members of the Graduate Committee shall:

- Report Graduate Committee issues and proceedings to Program faculty;
- Provide leadership in the development and implementation of graduate curriculum within their respective Programs and represent their Program in curriculum matters before the Graduate Committee;
- Facilitate Program contributions to School-wide graduate handbooks, recruitment, training and evaluation materials;
- Manage graduate recruitment, admissions and enrollment within their respective Programs;
- Monitor and advise Program Chair on graduate teaching;

- Provide oversight and coordination of graduate student academic reviews and evaluations within their respective Programs;
  - Have the opportunity to serve on fellowship and travel award ranking sub-committees;
  - Be responsible for graduate assessments and accreditation.
  - Advise graduate students in their program on curriculum, graduate programs and facilities, fellowships, and other matters related specifically to graduate study and support. These vary by program, but may include administration of language exams, use of graduate work spaces, etc.
- B. BFA Exhibition Committee. The BFA Exhibition Committee organizes the exhibition of the work of students graduating with a BFA, which normally occurs at commencement. Members are appointed by the Director in consultation with the Executive Committee of the School. Members of the committee shall serve two-year staggered terms.
- C. Commencement Committee. The Commencement Committee organizes commencement and associated activities. Members are appointed by the Director in consultation with the Executive Committee of the School. Members of the committee shall serve two-year staggered terms.
- D. Recruitment Committee. The Recruitment Committee deals with student recruitment activities and the publicity of the School. Members are appointed by the Director in consultation with the Executive Committee of the School.
- E. Visitors Committee. The Visitors Committee deals with the appointment of visiting artists, designers, and scholars, as well as coordinating applications for funding and sponsorship for visitors to the School. Members are appointed by the Director in consultation with the Executive Committee of the School.
- F. Program Chairs Committee. The Program Chairs Committee is comprised of the Director or his/her designate, the Chair of each degree-granting Program, and the Chair of the Foundations. Additionally, the director may appoint ex officio members. The Committee's primary responsibility is to provide coordinated oversight of all Programs in the School. The Committee is charged with articulating and facilitating a school-wide educational vision and mission, as well as providing oversight of individual Programs of study. Activities of the Committee extend to strategic planning, and review of new course proposals. The Committee provides oversight of curricula for all Programs.
- G. Other Committees
1. The Director, in consultation with the Executive Committee of the School, may create ad hoc committees for matters outside the scope of the committees established above.
  2. The Director, in consultation with the Executive Committee of the School, may appoint student representatives to Standing Committees.
- IX. Amendments or Additions to Bylaws and the Guide to Policy and Procedures
- A. Proposals for amendments or additions may be made by any member of the School by using the following procedures.

1. In order to amend the Bylaws or the Guide to Policies and Procedures, a petition, including the exact wording of the proposed change, and signed by five (5) members of the faculty must be submitted to the Bylaws Committee.
2. The Bylaws Committee will discuss the final version of the petition with the faculty member(s) initiating the proposed changes. The Committee will then forward to the Director of the School the petition for inclusion on the agenda of the next closest School faculty meeting. There shall be two (2) weeks' notice of the meeting to all the faculty, and the notice shall include the exact wording of the proposed amendments.
3. Discussion —At the meeting, the proposed amendment(s) shall be presented as a formal motion which will be open for discussion from the floor.
4. Adoption of Amendments—The motion will require a two-thirds (2/3) affirmative vote for passage, providing a quorum of fifty (50) percent of eligible voting faculty members are present.