

Bylaws for the Department of Comparative Biosciences
University of Illinois Urbana-Champaign College of Veterinary Medicine

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PREAMBLE

The mission of Comparative Biosciences is: 1) To provide the very best quality of instruction in the basic sciences of gross, microscopic, and developmental anatomy, neurobiology, physiology, pharmacology and toxicology to students in the professional veterinary curriculum and to graduate students from the department, the college, and the campus. 2) To conduct original, state-of-the-art research on critical problems of animal, human, and ecosystem health. 3) To provide clinical services in the areas of pharmacology, toxicology, and environmental/ecosystem health to practicing veterinarians, animal owners, and both governmental and non-governmental agencies. 4) To provide academic service to the department, college, and university as well as to the professional and scientific societies to which our faculty affiliate. The purpose of these Bylaws is to provide an operational framework for facilitating the pursuit of these objectives and to protect the rights and define the responsibilities of those concerned.

These Bylaws are intended to operate within the framework of the University of Illinois Statutes, which states that the college shall be governed in its internal administration by its faculty. They supplement the College Bylaws and the University Statutes which take precedence should any conflict arise.

ARTICLE I. ORGANIZATION

Section A. The Department shall be organized with a Head who is appointed by the Dean of the College in accordance with the Statutes.

Section B. The Department Head.

1. The Head is the chief executive officer of the Department and is responsible for its administration.
2. In the discharge of his/her duties, the Head of the Department shall:
 - a. Be responsible for the execution of Departmental, College and University policies and shall provide general direction to Departmental activities.
 - b. Consult with the Departmental Advisory Committee in the formulation of Departmental policies.
 - c. Regularly call meetings of the Departmental staff for explanation and discussion of educational procedures, research programs, and policies and activities of the Department, College, and University.

- d. Report on the teaching and research of the Department, have general supervision of the work of students in the Departmental curriculum, prepare Departmental budgets in consultation with the Departmental Advisory Committee, be responsible for the distribution and expenditure of Departmental funds and for the care of space and property assigned to the Department.
- e. Be responsible for maintaining high standards of scholarship in the Department and efficient progress in Departmental programs.
- f. Consult at least once annually with each faculty member regarding the nature, scope and evaluation of his/her work.
- g. Consult annually with the appropriate departmental committee regarding faculty promotion and tenure matters.
- h. In consultation with the Advisory Committee, recommend individuals for academic appointment in the Department.
- i. Designate a member of the Advisory Committee to serve as Acting Head in absence of the Head and the Assistant Head.
- j. Appoint the Director of the Graduate Training Program. The Director of the Graduate Training Program shall serve for a three-year term, which may be renewed.

Section C. Assistant Head.

- 1. The Head, with the concurrence of the Advisory Committee, may appoint an Assistant Head from among the Departmental faculty. The Assistant Head shall serve for a two-year term, which may be renewed.
- 2. The Assistant Head shall be at the faculty rank of Full Professor with tenure.
- 3. The Assistant Head shall act on behalf of the Head during his/her absence.
- 4. The Assistant Head shall serve as an ex-officio member on the Department Advisory Committee.

Section E. Advisory Committee.

1. In addition to the Assistant Head, the Advisory Committee shall consist of three senior (Associate Professor or Higher) tenured faculty members, elected by secret written ballot for a three-year staggered term. Elections shall be completed before September 1 of each year. In case of a tied vote, a runoff ballot for those receiving equal numbers of votes shall be conducted during the following week; the faculty of the entire Department shall vote to break the tie.
2. The Head of the Department shall serve as chairperson of the Advisory Committee. If the Advisory Committee is in session to evaluate the Head's performance, the Head shall not be a member and the Committee shall be chaired by a member elected by the Committee for that purpose.
3. The Advisory Committee shall:
 - a. Provide for the orderly voicing of suggestions made for the good of the Department.
 - b. Recommend procedures and committees that will encourage faculty participation in the formulation of policy.
 - c. Represent the faculty by advising the Head on Departmental policy, preparation of the Departmental budget, assignment of space, and the allocation of ICR funds exceeding \$2,000.
 - d. Represent the faculty by advising the Head on the matter of recommendation of individuals for academic appointment in the Department.
 - e. Perform such other tasks as may be assigned to it by the faculty.
 - f. Act as the Department's Committee on Capricious Grading.
 - g. Be involved, in conjunction with the Dean of the College, in an evaluation of the Head by the entire Departmental faculty every five years.
 - h. Review and approve, by vote, the qualifications and appropriateness of the promotion of Academic Professionals to non-tenure track, Research Assistant Professor or Teaching Assistant Professor. This is in furtherance of the departmental policy of promoting Academic Professionals who have, or will soon receive, independent, or path to independence, funding.
4. The Committee will meet at least bimonthly and more frequently, if deemed necessary by the Head.

ARTICLE II. THE DEPARTMENT

Section A. Faculty.

1. The voting faculty of the Department shall include the following:
 - a. Those who hold an academic appointment within the Department, with at least a 50% appointment and the rank of assistant professor, associate professor, or professor and who are tenured or receiving probationary credit toward tenure.
 - b. Those who hold an academic appointment within the department, with at least a 50% appointment and the rank of assistant professor, associate professor, or professor modified by the term "Teaching", "Research", or "Clinical", voting rights would extend to all issues except those pertaining to the promotion and/or tenure of tenure-track faculty.
 - c. Others who have at least a 50% appointment within the department who are approved by a 2/3 majority vote of the Department faculty as provided for in the University Statutes.
 - d. Note: Emeritus and other faculty members of the Department shall be accorded voice but no vote in faculty meetings.
2. As the responsible body in the teaching, research and scholarly activities of the Department, the faculty has inherent interests and rights in academic policy and governance. Accordingly, faculty members are expected to attend all Departmental meetings.
3. The Department shall be governed in its internal administration by its faculty who shall have full voting rights.
4. An Annual Review of each faculty member will occur each academic year, distinct from the promotion and tenure process. [*These changes are mandated by additions to Communication #21 from the Provost's office.*]
 - a. Documentation: Early during the Spring semester of each year, every faculty member will complete and submit an annual activities report. This report will include the mission statement of the department. The faculty member will provide an accounting of didactic teaching activity, graduate student and post-doctoral fellow mentoring activity, scholarly activity, and service activity. Each of these four sections of the activities report will include an estimation of actual time spent in that particular activity and a calculation of the percentage that time represents of total effort for the year.

- b. Definition of roles: The Department Head, the Assistant Department Head, and the CB Faculty Advisory Committee will independently complete a standardized evaluation form for each faculty member based on the activity reported by that faculty member. This evaluation shall be completed on a standard form prepared by the Department Head, in consultation with the Departmental Advisory Committee. The form shall include each of the activity areas: didactic teaching, professional and graduate student and post-doctoral fellow mentoring, scholarly activity, and service activity. The form will contain an evaluation scale, clearly defined, and measures of effectiveness for each of the activity areas. An evaluation score will be generated for each of the four areas by multiplying the score awarded by the percent effort. The evaluation may also include the awarding of additional points for such things as the importance of the faculty member's contributions to the department, difficulty of replacing the faculty member because of unique training or skills, success at participation in all aspects of the departmental mission, and other similar subjective criteria.

The Departmental Advisory Committee will meet with the Department Head for a compilation of scoring for each faculty member. They will engage in a frank and open discussion for each of the four areas of activity for each faculty member. If significant discrepancies in the scoring exist for any faculty member, a consensus score will be agreed upon before the discussion continues.

- c. Annual meeting with the Department Head with feedback to the faculty member: Following completion of the scoring process, the Department Head will schedule an interview and meet with each faculty member. During this interview, the Department Head will report on the results of the annual review and discuss with the faculty member relative strengths and weaknesses as perceived by the Faculty Advisory Committee during the review process. Where deficiencies are identified, a plan will be discussed to correct the problem(s). Following the interview, the Department Head will provide the faculty member with a written summary of the discussions held, including an evaluation of how well the faculty member is meeting expectations. The faculty member will be encouraged to append comments to this document if there is any disagreement about the substance of the meeting, the points of discussion, or any agreed upon course of action. The written summary, with all appended comments by both parties will be placed in the faculty member's permanent file.

- d. Record keeping: A summary of each year's evaluation forms, the activity report, and a copy of the annual evaluation document and all appended comments will be placed in the permanent file for each faculty member.
- e. Option for periodic broader review of the post-tenure faculty: The Department Head or the faculty member may initiate action to broaden the annual review process to include, but not be limited to, such things as solicitation of additional insight and information from selected external reviewers. Issues appropriate for a broadened review might include; uniqueness of training and skill, importance to the mission of the department, and quality of scholarly activity when a close peer group is not available in the department. This option for a broadened review process cannot be invoked more frequently than once every five years.

Section B. Meetings.

- 1. The presiding officer of Departmental meetings shall be the Head of the Department or Assistant Head. In the event that both of the above individuals will be absent, the Head will appoint a member of the Advisory Committee as temporary presiding officer.
- 2. The Departmental Administrative Aide/Assistant will serve as recorder at Departmental meetings and will provide minutes of the meeting to the Departmental faculty.
- 3. Retired faculty and other members of the academic staff with 50% or greater appointment may attend and voice their opinions at meetings but shall not be entitled to vote.
- 4. Regular meetings shall be called at least twice per semester but may be held more frequently at the discretion of the Head. At least one meeting each academic year will consider matters of Departmental governance and academic policy.
- 5. Special meetings may be called by the Head, the Advisory Committee, or upon petition by three or more faculty. The discussion and action at a special meeting shall be confined to the item or items listed in the call.
- 6. Emergency meetings may be called by the Head of the Department or the Advisory Committee without written notice, but an attempt shall be made to notify all Departmental faculty members.
- 7. A written summary of topics discussed and actions taken must be distributed by the Secretary within three calendar days of special or emergency meetings or seven calendar days of regular meetings.
- 8. A quorum at meetings of the Department shall consist of a simple majority of the eligible voting members.

9. Robert's Rules of Order, Revised, shall govern the conduct of all meetings of the Department.

Section C. Grievance Procedures.

1. Any faculty member has the right to initiate a formal grievance concerning actions or policies of the department or another individual in the department. Informal resolution is strongly encouraged before the formal grievance is initiated.
2. The formal grievance should be explicitly stated in writing. Respondent(s) should be given the opportunity to reply, in writing, to the written grievance. The appellant should be given the opportunity to reply, in writing, to the respondent(s).
3. A committee to address the formal grievance will be convened by the Department Head. The members of this committee must be impartial and unaffected by the outcome and must not have been participants in the decision or actions upon which the grievance is based, nor members of any committee adjudicating the grievance. If the Department Head is a participant in the decision or action, which is the subject of the grievance, the Dean shall convene the impartial committee.
4. All committee deliberations must be confidential.
5. The appellant should have the right to be accompanied by an advisor of his/her own choice all stages of the grievance process.
6. Grievance procedures should function in a timely manner with each Grievance Committee specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete.
7. The findings of the Grievance Committee should be communicated, in written form, to the appellant and to the respondent(s).
8. Appeal of the grievance committee's finding shall be via the Dean of the College. If that does not bring resolution, the next step should be via the Office of the Vice-Chancellor for Academic Affairs.
9. University *Statutes* also provide any faculty member with the option of consulting with the Faculty Advisory Committee of the Faculty Senate.

ARTICLE III. COMMITTEES

Section A. Evaluation Committee.

This committee shall consist of the Department Head, the Assistant Head, and the CB Faculty Advisory Committee. They shall evaluate each faculty member annually.

Section B. Promotion and Tenure Committee.

1. The committee to evaluate faculty members who are eligible for promotion in the tenure-track line shall consist of all tenured faculty of the Department of a rank higher than that of the individual being considered. If a specialized faculty member (Instructor, Lecturer, Teaching, Research, or Clinical Assistant Professor or Teaching, Research, or Clinical Associate Professor) is being considered for promotion, then faculty members of a higher rank, including not only tenured but also those whose titles are modified by the term teaching, research, or clinical are eligible to vote. The Head of the Department chairs this committee.
2. Decisions of the Departmental Promotion and Tenure Committee can be appealed by following the policies as outlined in Communication No. 10, Guidelines and Procedures for Notice of Non-reappointment for Non-tenured Faculty Members, a copy of Communication No. 10 must be sent with the official letter of notification of the action by the Departmental Promotion and Tenure Committee.
3. Members of the Promotion and Tenure Committee can only vote at one level.

Section C. Standing Committees.

1. Standing committees shall consist of three faculty members nominated by the Advisory Committee and elected by the faculty for 3-year staggered terms. The election shall be for 1, 2, or 3-year terms to initiate the rotation. The most senior member shall serve as chair. A faculty member may serve consecutive terms.
2. The standing committees are:
 - a. The Educational Policy Committee. This committee will make recommendations to the Comparative Biosciences faculty on issues concerned with educational policy. The committee, following consultation with appropriate departmental faculty, will: (1) review all new course outlines; (2) evaluate any experimental courses after they have been given the first time; (3) review any major substantive changes to existing courses; (4) provide recommendations to the faculty regarding the structure and organization of the professional and graduate curriculum. Members of the departmental Educational Policy Committee also serve on the college Educational Policy Committee. If the departmental Educational Policy committee has more members than the number of departmental representatives that can serve as voting members on the college Educational Policy Committee, the Advisory Committee nominates and the faculty elects the departmental Educational Policy Committee members who serve as departmental representatives on the College Educational Policy Committee to facilitate communication.

- b. The Graduate Studies Committee. This committee will: (1) evaluate all materials required for admission to the graduate program and make specific recommendations to the Departmental Head and Director of Departmental Graduate Programs; (2) determine the admissibility of applicants for the graduate program including recommendations for probation; (3) assist the Director of the Graduate Training Program in placing graduate students with advisors; (4) advise the Departmental Head and Director of the Departmental Graduate Program on matters related to Department-sponsored graduate research fellowships and other forms of financial assistance; (5) recommend Departmental policies for the graduate program; (6) provide an annual evaluation of the progress of graduate students in the Department by assessing timely progress toward completion of graduate programs; sending out forms to enable students and their advisor(s) to report activities, progress and problems; reviewing activity reports of graduate students and evaluations by their advisors; and writing to students advising them of their progress, including any suggestions for overcoming problems or hindrances to completion of their programs; and (7) respond to petitions by graduate students to the Department of Comparative Biosciences concerning acceptance of coursework or modification of requirements for graduate degrees or residency programs within the Department.
 - c. The Safety Committee. This committee will: (1) make recommendations to the Departmental Head concerning equipment, personal protection devices, safety and health procedures and adherence to safety regulations; (2) plan and coordinate health and safety training within the Department; and (3) coordinate or conduct internal inspections of Departmental facilities to assure safe and healthful conditions.
- 3. General procedures.
 - a. Advice, recommendations or decisions of committees shall be secured only through a meeting of the committee that is duly convened in a group session with a majority of its members in attendance.
 - b. Committees shall meet at least once a semester.
 - c. Each committee shall provide the faculty with a report of its activities and meetings held during the previous year by September 15 of the new academic year.
- 4. Additional standing committees may be created by amendment of these Bylaws.

Section D. *Ad hoc* committees may be appointed and dismissed by the Head but such committees shall not duplicate or infringe upon the activities of any of the elected committees described above.

ARTICLE IV. INTERPRETATION AND AMENDMENTS

Section A. Ratification and implementation.

These Bylaws shall become effective after adoption by at least two-thirds of the Departmental faculty who submit ballots and after review and approval by the Executive Committee and Dean of the College. Copies shall then be distributed to each faculty member and electronic copies shall be retained in the Departmental office for inspection by any employee of the Department.

Section B. Interpretation.

Interpretation shall reside with the Departmental faculty. However, these Bylaws are intended to supplement and be in accord with the University Statutes and the College Bylaws, which shall take precedence in the event of conflicts.

Section C. Amendments.

1. May be introduced as agenda items of a regular or special meeting by any three Departmental faculty.
2. Shall be distributed to Departmental faculty at least three working days prior to the meeting.
3. Shall be voted upon by mail or electronic ballot not earlier than seven days nor later than twenty-one days after introduction at the faculty meeting.
4. Shall require the approval of two-thirds of the faculty to be incorporated into these Bylaws.

Section D. Revision.

The text of these Bylaws may be re-written. Revision shall require the same presentation and action as for Amendments described in Article IV, Section C.