

# BYLAWS

## Department of Speech and Hearing Science University of Illinois at Urbana-Champaign

Department of Speech and Hearing Science *Bylaws*  
University of Illinois at Urbana-Champaign

### NAME

The name of this department shall be the “Department of Speech and Hearing Science at the University of Illinois at Urbana-Champaign.”

### PURPOSE

The *Bylaws* provide for the administrative organization and procedures of the Department of Speech and Hearing Science (hereinafter called the “department” or “SHS”). They are supplementary to the *Statutes* of the University of Illinois, the *Bylaws* of the College of Applied Health Sciences, and other specific actions of the Board of Trustees, which have priority if any conflict on substance or interpretation arises with the departmental *Bylaws*.

### MISSION STATEMENT

Enhancing communication across the lifespan by integrating research and clinical practice from the biological, behavioral, and social sciences.

### VISION STATEMENT

Serve as a global leader for interdisciplinary research, education, clinical practice, and public engagement in human communication and its disabilities across the lifespan.

## ARTICLE I. MEMBERSHIP IN THE DEPARTMENT

### Section 1. Definitions of Rank/Titles and Voting Privileges

- a. **Tenure-Track Faculty** - Consistent with University of Illinois Statutes (Article II, Section 3), the faculty of the department consists of those members of the academic staff with a rank or title in Speech & Hearing Science of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure. These individuals have the right and responsibility to attend department meetings and have a voice in all issues before the department, including

full voting rights except as otherwise specified for promotion and tenure (see Article III, section 6).

- b. Specialized Faculty** - Specialized faculty are appointed by the Head in consultation with faculty. Following guidelines set forth in the College of Applied Health Sciences Bylaws (Article IX) and consistent with Provost’s Communication No. 25, specialized faculty include faculty outside the tenure system who are focused on teaching, research, or clinical responsibilities. All specialized faculty with at least 70% work effort in the department have the right and responsibility to attend department meetings and have a voice in all issues before the group, including full voting rights in the department except with respect to revision of the departmental bylaws (see Article V, section 2) and the promotion and tenure decisions of tenure-track faculty (see Article III, section 6). Specialized faculty with less than 70% work effort in the department have the right to attend department meetings and have a voice in all issues, but they do not have voting rights in the department except within the standing committees to which they have been appointed.

  - i. Adjunct Faculty** – Appointed by the Head, adjunct faculty refer to specialized faculty who are less than .50 FTE (cumulative of all their university appointments) as specified in Provost’s Communication No. 25. Such faculty are typically appointed for one year or less. Adjunct faculty have the right but not the responsibility to attend department meetings and have a voice in all issues related to their appointment, but they do not have voting rights in the department.
  - ii. Visiting Professors** – Appointed by the Head in consultation with the faculty, fulltime professors (assistant, associate, full) who are broadly involved in all three of the University’s missions of teaching, research, and service but who are here for a limited time period should be designated as “visiting” professor (see Provost’s Communication No. 25). Visiting professors can be invited to attend department faculty meetings and provide input on relevant issues; however, they do not have voting rights in the department.
- c. Affiliate (Zero-Time Appointments)** – The Head, in consultation with the full faculty of the department, may offer affiliate zero-time appointments to tenure-track and specialized faculty in other units in the University, and to individuals outside of the University who hold a doctoral or master’s degree, who have common areas of research, teaching, and service with the department. Zero-time affiliate appointments in the department may also be offered to university and campus administrators. All such appointments will be reviewed every two years for renewal by the Head in consultation with faculty. Affiliate faculty members do not have voting rights in the department.

## **Section 2. Student Representatives**

Undergraduate and graduate students shall be elected by their respective student bodies each fall to serve as a liaison between faculty and students for the upcoming academic year. As such, student representatives shall be invited to attend faculty meetings (undergraduate and graduate student representatives) and standing committee meetings as specified in Article 3: Awards Committee meetings (PhD student representative), Program Policy Committee meetings (graduate student in a clinical program), and Educational Policy Committee meetings (graduate or undergraduate representative depending on the specified curriculum under review). Students will be required to recuse themselves as directed by the Head or committee chair when issues requiring confidentiality are discussed. Student representatives shall have full voting privileges for all standing committees for which they serve as members and shall serve as ex-officio nonvoting members at faculty meetings.

## **ARTICLE II. ADMINISTRATIVE ORGANIZATION**

### **Section 1. General**

The department will be organized with a Head, Director of Graduate Studies, Director of Undergraduate Studies, an elected Advisory Committee, and appointed standing committees.

### **Section 2. Department Head**

- a. **Responsibilities.** Consistent with University of Illinois Statutes (Article IV, section 3.b,c,d,e), the head of the department shall have general direction of the work of the department and have the power to determine such matters that do not affect other departments or properly come under the supervision of larger administrative units. Specifically, the head shall
  - i. Recommend individuals for academic appointment within the department, in consultation with the Advisory Committee;
  - ii. Direct departmental policies, in consultation with the departmental Advisory Committee;
  - iii. Consult with each member of the department regarding the nature and scope of the work in the charge of that member;
  - iv. Call and preside at meetings of the departmental faculty for explanation and discussion of departmental policies, educational procedure, and research, of which there shall be at least one in each academic semester for consideration of departmental governance and educational policy;
  - v. Be responsible for the organization of the work of the department, for the quality and efficient progress of that work, for the formulation and execution of departmental policies, and for the execution of University and college policies insofar as they affect the department;
  - vi. Report on the teaching, research, and outreach of the department;

- vii. Have general supervision of the work of students in the department;
  - viii. Prepare the departmental budget in consultation with the departmental Advisory Committee;
  - ix. Be responsible for the distribution and expenditure of departmental funds and for the care of departmental property;
  - x. Recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and allow proper scope to the ability and initiative of all members of the department;
  - xi. Appoint a Director of Graduate Studies and Director of Undergraduate Studies from the tenured faculty within the department;
  - xii. Appoint Program Director(s) from eligible faculty
  - xiii. Appoint members of the faculty to serve on standing committees of the department, appoint a faculty member to serve as chair of each standing committee, and provide standing committees with charges each fall to be completed during the upcoming academic year;
  - xiv. Meet regularly with the unit administrators, the Advisory Committee, the chairs of departmental committees, the faculty, and the staff to expedite the work of the department. The Head may invite other administrators, faculty, students, and others to such meetings to discuss particular problems or issues, but such persons will have no vote. The Head shall set and distribute, prior to such meetings, the agenda for each meeting and maintain a record of matters discussed;
  - xv. Oversee review and revision of the fall, spring, and summer term course schedules, in consultation with faculty, the Director of Graduate Studies, and the Director of Undergraduate Studies;
  - xvi. Make teaching assignments each semester in consultation with faculty;
  - xvii. Coordinate annual faculty teaching evaluations in consultation with the Advisory Committee.
- b. **Appointment.** Consistent with University of Illinois Statutes (Article IV, section 3.a), the head of a department shall be appointed without specified term by the Board of Trustees on recommendation by the chancellor/vice president and the president after consultation with the dean of the college and all members of the department faculty. The head may be relieved of title and duties as head of the department by the chancellor/vice president on the recommendation of the dean of the college. The performance of the head shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty.

### Section 3. Director of Graduate Studies

- a. **Responsibilities.** The Director of Graduate Studies shall oversee the implementation of the departmental clinical graduate programs (MA, AuD) in conjunction with the Program Director(s) and the PhD program and serve as a direct liaison between the department and the Graduate College. Specifically, the Director of Graduate Studies shall
- i. Advise graduate students on graduate program requirements together with faculty advisors;
  - ii. Oversee implementation of the graduate curriculum in conjunction with the Program Director(s);
  - iii. Plan and organize events for prospective PhD students as the vice-chair of the Graduate Admissions Committee;
  - iv. Liaise with the Graduate Admissions Committee and the Awards Committee, as applicable, to select graduate students for fellowships, scholarships, and awards;
  - v. As the vice-chair of the Graduate Admissions Committee, organize the tenure-track faculty review of PhD applications and a meeting to discuss the applications;
  - vi. Organize and oversee the annual review of graduate students and reporting to the Graduate College;
  - vii. Organize fall graduate orientation for all incoming graduate students;
  - viii. Coordinate with the chair of the Graduate Admissions Committee on efforts to recruit graduate students from diverse backgrounds in conjunction with the Graduate College (e.g., ASPIRE program);
  - ix. Oversee updates to the department webpage regarding the graduate programs;
  - x. Coordinate with the Director of Undergraduate Studies to review applications for departmental funding (Teaching Assistantships) of graduate students (fall, spring, and summer) and make recommendations to the Head;
  - xi. Complete Learning Outcomes Assessment for graduate programs in collaboration with the Education Policy Committee;
  - xii. Assume responsibilities of the executive officer of the department when the Head is absent and/or unable to assume that role;
  - xiii. Oversee election of graduate student representatives to departmental committees.
- b. **Appointment.** The Head shall appoint a Director of Graduate Studies from the tenured faculty within Speech & Hearing Science.

### Section 4. Director of Undergraduate Studies

- a. **Responsibilities.** The Director of Undergraduate Studies shall oversee the

implementation of the undergraduate program(s), including SHS minor, ASL, and all Study Abroad/Student Exchange Programs.

Specifically, the Director of Undergraduate Studies shall

- i. Assist the undergraduate advisor as needed in advising current and prospective undergraduate students regarding program requirements;
  - ii. Oversee implementation of the Study Abroad/Student Exchange programs together with the college and Study Abroad Office;
  - iii. Oversee implementation of the undergraduate curriculum;
  - iv. Oversee updates to the department webpage regarding the undergraduate programs;
  - v. Coordinate course articulations in conjunction with the Undergraduate Admissions office;
  - vi. Together with the undergraduate advisor, review student requests to transfer into the undergraduate SHS program;
  - vii. Oversee course substitutions in regard to the SHS major and minor in consultation with the undergraduate academic advisor;
  - viii. Oversee election of undergraduate student representatives to departmental committees;
  - ix. Coordinate with the Director of Graduate Studies to review applications for departmental funding (Teaching Assistantships) of graduate students (fall, spring, and summer) and make recommendations to the Head;
  - x. Assume responsibilities of the executive officer of the department when the Head and Director of Graduate Studies are absent and/or unable to assume that role;
  - xi. Serve as a liaison for faculty including adjunct instructors in the undergraduate curriculum;
  - xii. Oversee/Coordinate college and campus-wide undergraduate events (e.g., AHS Fall Welcome, IlliniFest, etc.);
  - xiii. Complete Learning Outcomes Assessment for undergraduate program in collaboration with the Education Policy Committee.
- b. **Appointment.** The Head shall appoint a Director of Undergraduate Studies from the tenured faculty within Speech & Hearing Science.

### **Section 5. Program Director(s)**

- a. **Responsibilities.** The Program Director(s) shall implement the professional program(s) by the accreditation standards and requirements of the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).

Specifically, the Program Director(s) shall

- b. Assign academic advisors for the clinical graduate students;

- c. Prepare and share advising information for clinical graduate students in fall, spring, and summer;
  - d. Coordinate with the Chair of the Graduate Admissions Committee to organize spring open house for admitted graduate students;
  - e. Carry out the responsibilities of Program Director for accreditation by the Council on Academic Accreditation in Speech-Language Pathology and Audiology (CAA) including review of MA and AuD student certification requirements (together with the Director of Graduate Studies) and annual meetings with graduate students to collect feedback regarding their satisfaction with the graduate programs.
- b. **Appointment.** The Head shall appoint the Program Director(s) in Audiology and Speech-Language Pathology who must hold a graduate degree in audiology (AuD), speech-language pathology (SLP), or speech, language and hearing science.

## Section 6. Advisory Committee

- a. **Responsibilities.** Consistent with the University of Illinois Statutes (Art. IV, section 3.f) all eligible voting faculty (see Art. I, section 1a.b.) shall elect an Advisory Committee to provide for the orderly voicing of suggestions for the good of the department, to recommend procedures and committees that will encourage faculty participation in formulating policy, and to perform such other tasks as may be assigned to it. Specific concerns which come under purview of the Advisory Committee include
- i. Advising the head on new personnel appointments, budgetary matters, committee appointments, issues of teaching effectiveness, departmental policy, and space utilization within the department;
  - ii. Conducting annual reviews of full-time tenure-track and specialized faculty, including unofficial recommendations to consider promotion;
  - iii. Addressing complaints from members of the department; serving as the department Grievance Committee (see Art. IV).
- b. **Specified Membership.** The Advisory Committee, chaired by the Head of the department, shall be elected annually by and from the faculty of the department by anonymous written ballot. The senior faculty member elected to the committee (the highest professorial rank with the greatest seniority in that rank) shall serve as Vice-Chair. Membership shall consist of four tenured faculty members, one tenure-track assistant professor, and one full-time nontenure-track faculty member (Art. III, Sec. 2.b). The tenure-track assistant professors shall serve for one-year terms, and an untenured assistant professor shall not be elected in consecutive years. All other elected members shall serve for staggered two-year terms and may be re-elected. Vacancies on the committee will be filled by the nominee who received the next highest number of votes in the most recent election of the faculty to the Advisory Committee, with due regard for appropriate representation.

- c. **Voting Privileges.** All elected members shall have voting rights on the committee, with the exception that nontenured members shall be excluded from voting on personnel issues regarding tenure-track faculty. The Head is ex-officio members without vote.
- d. **Meetings.** At least one Advisory Committee meeting shall be held each month, excluding summer sessions. Additional meetings may be called (1) at the request of the Head, (2) on the initiative of the Vice-Chair of the committee, or (3) at the written request of any remaining Advisory Committee member. A faculty member in the department shall be entitled to confer with the Advisory Committee or a member of the Advisory Committee on any matter properly within the purview of the Committee. No Advisory Committee member may refuse such a conference, and shall upon request of the faculty member report on the content of the conference to the Advisory Committee for consideration. The Head will not attend portions of Advisory Committee meetings that include review of and commentary about their respective performances.

### **ARTICLE III. STANDING COMMITTEES**

#### **Section 1. General Information**

- a. **General Membership.** All members of standing committees shall be appointed by the Head and must be employed with a minimum of 50% FTE in the department. Members shall serve two-year staggered terms so that one half of the positions will be filled each year. In cases where not enough faculty members with clinical certification are available in any given year to meet committee membership specifications, substitution will be made at the Head's discretion.
- b. **Chairs/Charges.** Ordinarily, chairs of standing committees shall be held by tenured SHS faculty who do not hold administrative appointments within the department, if feasible based on the number of full and associate professors in the department. Early in the fall semester of each academic year, the Head shall provide the standing committees with charges to be completed by the committee during the academic year.
- c. **Meetings.** Each standing committee shall meet at least once a month during the fall and spring semesters to accomplish the work involved in completing its charges. A quorum will consist of two-thirds of voting members.
- d. **Minutes.** The chair of each standing committee shall provide, in a timely manner, current minutes of the committee's progress in completing its charges and recommendations to the Head and Advisory Committee to be reviewed in each convened Advisory Committee meeting. Minutes of each standing committee meeting will be recorded, copies will be distributed to the committee members with reasonable promptness, and official copies of the minutes of all meetings will be stored in a location that is available to any member of the faculty.
- e. **Reports.** Each standing committee shall file with the Head a written report of the committee's activities for the past academic year no later than May 15. The report must document the progress of the committee in accomplishing its charges for the

academic year and make recommendations for committee charges for the subsequent academic year. These reports shall be stored in a location that is available to any member of the faculty.

## **Section 2. Educational Policy Committee**

- a. **Responsibilities.** In addition to carrying out the charges provided each academic year by the Head, the Educational Policy Committee responsibilities shall include:
  - i. Review of the undergraduate, master's, Doctor of Audiology, Doctor of Philosophy, and certificate (e.g., Information Accessibility Design and Policy) curricula, and development and/or revision of curricula. Each degree program will be reviewed on a rotating basis, at least once every five years. Committee members will prepare proposals for revisions of curricula, and if approved by the Educational Policy Committee, will be forwarded to the faculty for a vote. Any proposed revision of a degree program shall be distributed in writing to the faculty and shall be read at two successive faculty meetings. A vote shall be taken at the second meeting and must be approved by two-thirds of the voting members, provided that a quorum of the faculty is present (see Article III, section 1.d);
  - ii. Evaluation of new and revised course proposals for the undergraduate and graduate curricula, and evaluation of existing courses for elimination. Faculty members who wish to develop a new course or significantly modify an existing course must consult with the Head. If the request is approved, the Educational Policy Committee may decide to pilot a new course under experimental course rubrics (e.g., SHS 593 or SHS 383) or make permanent an experimental course or revisions to an existing course. In this case, the Educational Policy Committee will assist the faculty member with developing a proposal for evaluation by the Committee. If new/revised course proposals are approved by the Educational Policy Committee, the proposal shall be forwarded through university governance and will be announced to the faculty at a faculty meeting;
  - iii. Annual review of general education courses to ensure adherence to general education guidelines;
  - iv. Additional responsibilities include (a) assisting the Director of Undergraduate Studies in monitoring the SHS student exchange programs and (b) assisting the Director of Graduate Studies with orientation of incoming graduate students.
- b. **Specified Membership.** The Educational Policy Committee shall consist of a minimum of four faculty members including the chair, and one student representative with voting privileges. Committee membership should be distributed across diverse areas of academic and clinical expertise for the specified program(s) being reviewed.

Departmental administrators (Director of Graduate Studies and Director of Undergraduate Studies) will serve as ex officio voting committee members, and the undergraduate academic advisor will serve as an ex officio nonvoting member.

### **Section 3. Program Policy Committee**

- a. **Responsibilities.** Committee responsibilities shall include:
- i. Assessment of whether the master's curriculum adequately reflects the recognized scope of practice in speech-language pathology (SLP), and whether the master's curriculum is in compliance with current accreditation standards as well as the requirements for state licensure in Illinois;
  - ii. Assessment of whether the Doctor of Audiology curriculum adequately reflects the recognized scope of practice in audiology, and whether the Doctor of Audiology curriculum is in compliance with current accreditation standards as well as the requirements for state licensure in Illinois;
  - iii. Support the Program Director(s) in conducting annual activities related to program accreditation in SLP and Audiology (e.g., program handbooks, ongoing program improvement such as the alumni and employer surveys, and intervention plans), as well as preparation of the annual reports for the Council on Academic Accreditation;
  - iv. Support the Program Director(s) in completion and review of student records related to professional standards and clinical certification for quality assurance purposes.
- b. **Specified Membership.** Chaired by the Program Director(s) in Audiology and Speech-Language Pathology who must hold a graduate degree in audiology (AuD), speech-language pathology (SLP), or speech, language and hearing science. The Program Policy committee will include a minimum of four total members, including the clinical coordinator of SLP, the clinical coordinator of audiology, one member holding a tenure-track position, and one graduate student representative from the clinical program. In addition, the Department Head will serve as an ex officio nonvoting committee member.

### **Section 4. Graduate Admissions Committee**

- a. **Responsibilities.** Committee responsibilities shall include:
- i. Plan and organize events for prospective graduate students;
  - ii. Pursue initiatives that enhance the diversity of our graduate student body;
  - iii. Review all applications to the MA program;
  - iv. Organize the tenure-track faculty review of PhD applications and a meeting to discuss the applications;

- v. Make recommendations to the Head regarding admissions decisions and nominations for graduate college fellowships and prepare nomination materials for selected students;
  - vi. Update the Graduate Admissions page of the departmental website;
  - vii. Annually review graduate application review criteria and make updates, as needed, to the review criteria and application instructions to reflect a holistic admissions approach.
- b. **Specified Membership.** The Graduate Admissions Committee will consist of an appointed committee chair and the Director of Graduate Studies as the vice-chair with responsibilities specific to PhD program admissions. The committee members will include a minimum of four additional faculty members with at least one representative from the clinical faculty in the MA program and one holding a tenure-track position within the department.

### Section 5. Awards Committee

- a. **Responsibilities.** The goal of the committee is to promote the visibility of departmental scholarship and service. The Awards Committee shall:
- i. Coordinate the annual SHS Awards ceremony, including the solicitation and review of applications with resultant recommendations to the Head;
  - ii. Identify and coordinate internal and external award nominations (and related materials) for departmental recognition at all levels: for students, faculty, staff, and alumni;
  - iii. Promote visibility of departmental and alumni scholarship and honors via public affairs and other media outlets, including the departmental website.
- b. **Specified Membership.** Including the chair, the awards committee shall consist of at least three faculty members and one PhD student representative with voting privileges. In addition, the Head will serve as an ex officio nonvoting member of this committee.

### Section 6 Promotion and Tenure Committee

- a. **Responsibilities.** The primary role of this committee is to evaluate professional growth and advancement of both tenure-track and specialized faculty. The functions of the Promotion and Tenure Committee include, but are not limited to the following:
- i. Review all promotion and tenure papers submitted to the Department to ensure that such papers are in compliance with University and College policies and procedures; and

- ii. Conduct reviews of all tenure-track faculty in year three of the probationary period, including recommendations to strengthen the promotion and tenure dossier;
  - iii. Review and recommend changes, as deemed necessary, to the Department's policies and procedures relative to the promotion and tenure decision-making process.
- b. **Specified Membership.** The composition of the Promotion and Tenure Committee will vary depending on the rank and title under consideration.
- i. **Specified Membership for Tenure-track Positions.** The committee will consist of all tenured faculty at or exceeding the rank of the promotion being considered, with the exception of the department head and any faculty members elected to the College Promotion and Tenure Committee. In the case of promotion from associate to full professor, if in any given year there are fewer than four full professors available to serve, the Head of the department in consultation with the candidate and the Advisory Committee will appoint the additional number of tenured full professors from the university faculty on a case-by-case basis.
  - ii. **Specified Membership for Specialized Faculty Promotions.** The committee will consist of all tenured and specialized faculty at or exceeding rank of the promotion being considered, with the exception of the department head and any faculty members elected to the College Promotion and Tenure Committee. In the case of promotion from associate to full professor, if in any given year there are fewer than four full professors available to serve, the Head of the Department in consultation with the candidate and the Advisory Committee will appoint the additional number of tenured full professors from the university faculty on a case-by-case basis. In all cases, there should be at least four tenured faculty on any promotion committee.
- c. **General Procedures regarding both Tenure-track and Specialized Faculty.** The procedures followed in matters related to promotion and tenure shall follow all relevant guidelines established by the Office of the Provost, including Provost's Communications Nos. 9 and 13 related to Tenure-track faculty and Provost's Communications Nos. 25 and 26 related to Specialized faculty. The departmental policies on promotion of specialized faculty are consistent with the guidelines set forth in the College of Applied Health Sciences Bylaws (Article IX).
- i. **Timeline.** The explicit preparation of supportive materials related to tenure and promotion should begin in the spring semester immediately prior to the year in which the evaluation is to occur. For individuals seeking promotion to Full, and for individuals seeking early promotion to Associate, the candidate must indicate their intention in writing to the department head by no later than

January 15 of the calendar year in which the departmental evaluation will take place. It is the responsibility of the Head to communicate such intentions to the committee within a timely fashion by no later than January 30.

- ii. **Preparation of written evaluations.** For each individual case, a subcommittee of four individuals will be selected by the Head in consultation with each candidate and members of the Promotion & Tenure Committee. The subcommittee will then decide amongst themselves who will serve as the subcommittee chair. The subcommittee will prepare the relevant evaluations related to research, teaching, service, and future potential prior to the meeting of the full committee and present the recommendations for tenure or promotion to the voting faculty at the meeting of the full committee.
- iii. **Meetings & Voting.** The full committee, chaired by the Promotion & Tenure Committee Chair, shall meet at least twice to discuss all cases up for consideration: once to discuss the dossier and a second time to vote. Meetings will open with an anonymous straw poll with votes counted by the respective subcommittee chair in the presence of the full committee. Only those committee members who are able to participate fully in the discussions and deliberations will be permitted to vote. The Head and the elected College representative(s) may be present as observers during committee discussions even though they are not voting members.. The final vote shall be coordinated by the subcommittee chair respective to each case. Votes shall be taken anonymously with votes counted by the respective subcommittee chair in the presence of the full Committee. The Committee's numerical vote shall be reported in writing to the Department Head.
- iv. **Request for Reconsideration.** Any request for reconsideration of a promotion and tenure decision must follow the guidelines provided in Provost's Communication No. 10 and all other relevant communications from the Office of the Provost. If the faculty member's written request is to contest the decision and the request is received within 20 working days of written notification, the executive officer initiates a reconsideration of the case. The faculty member's request should include a statement of reasons and/or other information supporting the request for reconsideration. The reconsideration occurs in consultation with the departmental Advisory or executive committee or through a specially-constituted committee.

#### **ARTICLE IV. GRIEVANCE PROCEDURES**

The departmental Advisory Committee shall serve as the department's grievance committee that includes concerns regarding capricious grading. In the event that a Committee member cannot, for whatever reason, render an impartial opinion on the grievance, that member will be replaced by another elected member of the department. If for some reason the entire committee is considered to have a conflict of interest, the issue can be brought before the College of AHS Grievance

Committee (see AHS bylaws Art. V, sec. 5). Before filing a formal grievance with the committee, the member of the department should first try to resolve the problem informally with the individual(s) against whom the grievance is being made. In the event that informal resolution is not possible, the formal grievance should be explicitly stated in writing and presented to the Committee, including the facts relating to the matter and the resolution sought by the grievant. The Committee will inform, in writing, the individual(s) against whom the grievance is made of the matter under dispute, including the identity of the grievant. The respondent(s) will then be given the opportunity to reply in writing to the written grievance, followed by a written reply to the respondent's rejoinder from the grievant. The Committee will convene to address the grievance and to solicit whatever information it deems appropriate to consider; all deliberations of the Committee will be kept in strictest confidence. The findings of the Committee will be communicated in writing to the grievant and to the respondent(s), including any further avenue of appeal. All grievance investigations will function in a timely manner, specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete.

## **ARTICLE V. REVISION OF *BYLAWS***

### **Section 1.** Proposal of Revisions

As the administrative and policy issues of the department evolve and change, these *Bylaws* should be revised accordingly. Revisions of these *Bylaws* may be proposed by the Advisory Committee or by a petition signed by a majority of the faculty members with full voting privileges. It is the responsibility of the Vice-Chair of the Faculty Advisory Committee to ensure that review of the bylaws is considered at least once every five years (see Art. II, sec. 6.b).

### **Section 2.** Process for Revisions

Any proposed revision of these *Bylaws* that meets the conditions in Art. V, Sec. 1 shall be distributed in writing to the faculty, and shall be read at two successive faculty meetings. A vote shall be taken at the second meeting, and passage of said revision shall require a two-thirds vote of the tenure-track faculty present, provided that at least two-thirds of the faculty are present.

## **ARTICLE VI. Nondiscrimination Statement**

The department fully recognizes and endorses the University's Office of Equal Opportunity and Access Non-discrimination Statement:

“The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.”

#### Revision History of these Bylaws

April 14, 1983

May 11, 1999

May 11, 2007

March 6, 2008

April 20, 2016

March 26, 2018

September 18, 2018

April 17, 2020

April 18, 2025