

## Appendix B

# By-Laws of the Faculty of Illinois Institute of Technology

### **Article I - Faculty Voting Rights**

- A. The Faculty of the University is defined in Article III.A. of the Constitution (Appendix A).
- B. The *regular voting members* of the Faculty are defined in Article III.B. of the Constitution (Appendix A).
- C. The *regular voting members* of the Faculty may extend the vote, on a fixed-term basis, to other members of the Faculty.
- D. A list of candidates for fixed-term voting membership shall be prepared by the University Faculty Council for action by the Faculty at its regular spring meeting. If there is no vote at the spring meeting due to failure to have a quorum at the meeting, then the recommendation made by the University Faculty Council at its meeting prior to the full faculty meeting is implemented. The term of such membership shall be for the next academic year.
- E. The *regular voting members* of the Faculty, along with fixed-term voting members, shall constitute the *voting members* of the Faculty.
- F. Regular voting faculty shall have the right to vote in faculty committees and in matters of joint governance that arise within an academic unit, as well as on university matters at university faculty meetings. The voting faculty of academic units may also extend academic unit voting rights for fixed terms, on non-tenure related matters, to other ranks of faculty as they see fit. The full faculty may extend voting rights for fixed terms for university matters at faculty meetings, to other ranks of faculty as they see fit.

### **Article II - Officers of the Faculty**

The President of Illinois Institute of Technology shall be the President of the Faculty, and the Secretary of the University Faculty Council shall be the Secretary of the Faculty.

### **Article III - Procedures for Meetings of the Faculty**

- A. The President of the university shall serve as chair of regular meetings of the Faculty. In contemplation of his or her absence the President may designate the Provost or the Chair of the University Faculty Council to chair these meetings.
- B. Absent special circumstances, the regular meetings of the Faculty shall be held in November and in April.

- C. Special meetings of the Faculty may be convened at any time by:
1. the President;
  2. a majority of the University Faculty Council;
  3. the Faculty, when a meeting petition, proposed agenda, and supporting documents have been circulated among the Faculty and the petition has been signed by at least 15 percent of the *voting members* of the Faculty. The petition, agenda, and supporting documents shall be forwarded to the Secretary of the University Faculty Council, who shall transmit them to the Faculty.
- D. The Provost shall chair meetings convened pursuant to subsection C.1 and the Chair of the University Faculty Council shall chair meetings convened pursuant to subsections C.2 and C.3.
- E. The Secretary of the University Faculty Council shall:
1. prepare, with the assistance of the Provost, a current list of the members of the Faculty and their voting status at the beginning of each semester;
  2. assemble and transmit to the Faculty the agenda and supporting documents at least seven days in advance of all Faculty meetings; and
  3. keep the minutes of each faculty meeting and transmit them to the Faculty within 14 days after the meeting, not counting the day of the meeting itself.
- F. Twenty-five percent of the *voting members* of the Faculty constitutes a quorum for Faculty meetings.
- G. Procedures at meetings shall be governed by the latest edition of Robert's Rules of Order.

#### **Article IV - The University Faculty Council**

- A. The University Faculty Council (UFC or Council) shall consist of 25 *regular voting members* of the Faculty.
- B. Each academic unit in which no fewer than three regular voting members of the Faculty hold their primary appointments shall be entitled to at least one seat on the UFC.<sup>1</sup> The remaining seats shall be distributed proportionally among the university's colleges, schools, and institutes according to the following rule: the number of additional representatives from each entity is established by the nearest integer to 25 minus X (X being the number of seats allocated initially) times the ratio of regular voting members in that entity to that of the university as a whole. If the total number of seats determined by this method differs from 25

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<sup>1</sup> A primary appointment shall be determined on the basis of the faculty member's tenure. See Appendix H.

due to the rounding of fractions, the number of seats allocated to the entity or entities with faculty proportion(s) nearest but not over the break point(s) shall be adjusted to bring the total number to 25. In the case of ties, units shall be prioritized for additional members by those AUs with the highest number of full professors, then associate professors, then assistant professors, then active emeriti; then, in the case of a remaining tie, by decision of the current UFC chair. The initial allocation of seats shall be made by the UFC sitting prior to the adoption of this provision. Thereafter, the allocation of seats shall be reviewed no less often than every five years by the UFC.

- C. The terms of UFC members shall be for three years.<sup>2</sup> If a seat becomes vacant before the end of its normal term, the college or school that elected the member shall hold a special election as soon as possible to elect a replacement member to serve out the remainder of the term.
- D. Elections at the academic unit level for seats on the UFC shall be held no later than April 15. The voting faculty of each academic unit shall determine the method and criteria for electing its representatives.
- E. The UFC's session is the twelve-month period commencing on August 15 of each year.
- F. The UFC shall elect a chair for a two-year term from among its members. If the elected chair is in the third year of his or her UFC membership term, and is not reelected from his or her unit, then he or she will become an *ex officio* voting member of the council during his or her second year as chair. The UFC shall elect a vice-chair and a secretary from among those individuals who will be UFC members in the forthcoming session of the Council to serve one-year terms. The regular election of officers shall be held in May, and the officers shall take office with the commencement of the next session of the Council on August 15.
- G. Absent special circumstances the UFC shall meet at least once each month during the regular school year, and it shall publish by e-mail or otherwise its agenda at least one week prior to each regularly scheduled meeting. The Council also may meet in special session, in which case a copy of its agenda shall be distributed to the Faculty in advance of the meeting to the extent feasible.
- H. A majority of the UFC shall be a quorum for the conduct of business. The Council may adopt such rules of procedure as are deemed necessary or useful to the orderly conduct of its affairs, provided that such rules are not in conflict with these by-laws.
- I. Minutes of UFC meetings shall be distributed broadly throughout the university. All meetings shall be open to the Faculty.

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<sup>2</sup> At the first meeting of the UFC following the first election under these by-laws, a lottery system shall be used to establish one-third of the membership as having three-year terms, one-third as having two-year terms, and the remainder as having one-year terms.

The UFC shall conduct part of its work through standing and ad-hoc committees, as identified in Article V below, the members of which shall be appointed by the UFC Chair, subject to the advice and consent of the Council, except as otherwise provided in Article V.

- J. The UFC shall choose from among its members the chairs of each of the committees of the Council, except as provided in these by-laws.
- K. The Secretary of the UFC shall compile and distribute to the entire Faculty during the fall semester a roster of Council committees together with their respective charges and memberships.
- L. No later than April 1 of the year in which the term of the Chair of the Faculty Senate expires, the UFC shall nominate a new Chair of the Faculty Senate. The UFC will inform the Faculty Senate of the nomination no later than April 7 of that year. If no more than fifteen members of the Faculty Senate object to the nomination, the nominee is accepted by the Faculty Senate as its Chair for a term of two years. If fifteen members of the Faculty Senate express objections to the nominee, then the UFC shall conduct an election by members of the Faculty Senate to elect a new Chair.
- M. The University Archivist shall preserve minutes of Council and Faculty meetings and all committee reports and other reports received, accepted and/or approved by the Faculty and/or the UFC. The Archivist also shall keep for public reference up-to-date copies of the Constitution and by-laws of the Faculty.
- N. The university administration shall make available on an ongoing basis administrative support to the UFC.

#### **Article V - Committees**

- A. There shall be an Academic Affairs Committee consisting of no fewer than three faculty members, at least two of whom shall be UFC members. This committee shall recommend procedures and policies concerning education and research, academic freedom and privilege, tenure, and criteria for faculty and administrative appointments and promotions. In addition, the committee shall conduct studies and make recommendations in areas related to academic affairs, as deemed appropriate for assignment to it by the UFC.
- B. There shall be an Academic Freedom and Tenure Committee consisting of no fewer than three faculty members, at least two of whom shall be University Faculty Council members. This committee shall serve as a preliminary review committee for faculty grievances according to the procedures described in this Faculty Handbook (Appendix I).
- C. There shall be a Financial Affairs Committee consisting of no fewer than three faculty members, at least two of whom shall be UFC members. This committee shall have three primary responsibilities: (i) it shall monitor university finance and budget matters and make an annual report regarding such matters to the Faculty; (ii) it shall prepare an annual faculty salary survey; and (iii) it shall periodically review and, if appropriate, make recommendations regarding policies on faculty salary and fringe benefits.

- D. There shall be an Undergraduate Studies Committee (UGSC) that shall review and recommend to the UFC and the university faculty new programs and the financial support needed to implement them. The UGSC shall formulate policy and recommend to the UFC and the university faculty general education and graduation requirements as well as admission standards. The UGSC shall review, approve, and inform the UFC of course and program modifications, including ancillary university-wide academic policies related to undergraduate programs, such as testing, placement, proficiency, and grading. The UGSC shall review, as needed, existing degree programs, particularly those not subjected to external accreditation review, and report its findings to the UFC.
1. Each spring, the UFC will appoint a chair of the UGSC for the coming academic year. The person appointed need not be a member of the UFC but must be a member of the IIT faculty with voting rights.
  2. Each Academic Unit (AU) offering one or more continuing undergraduate degree programs shall annually elect a voting member to the UGSC. AU representatives to the UGSC may succeed themselves without limit.
  3. The ROTC Group shall annually elect one voting member of the UGSC. There shall be one student voting member of the UGSC, chosen annually by the UFC based on criteria established by the UFC, and a recommendation made to the UFC by the Undergraduate Student Government.
  4. Each AU that offers undergraduate programs or courses, but does not offer an undergraduate degree program shall annually elect a non-voting member to the UGSC. Elected members may succeed themselves without limit.
  5. Ex-officio, non-voting members of the UGSC are: the Vice Provost for Academic Affairs, the Dean of Students, the Dean of Libraries, the Associate Vice Provost for Undergraduate Affairs, the Director of Undergraduate Admissions, , the Director of the Academic Resource Center, the Director of the Office of Technology Services, the Registrar, the Vice Provost for Admissions and Financial Aid, and the Vice Provost for Student Access, Success and Diversity Initiatives.
- E. There shall be a Graduate Studies Committee which shall consider and recommend to the University Faculty Council changes in the graduate program and minimum entrance requirements to the graduate school. In addition, it shall periodically review the graduate programs offered by each Academic Unit.
1. The Chair of the committee shall be the Vice Provost for Academic Affairs.
  2. Each Academic Unit program that offers a graduate degree shall annually elect a member to the committee. Elected members may succeed themselves without limit. Any Academic Unit may send additional non-voting representatives to any meetings of the committee.

3. The Provost shall be an ex-officio member of the committee.
  4. The assistant to the Associate Provost for Academic Affairs shall be an ex-officio nonvoting member of the committee.
- F. There shall be a Sabbatical Leaves Committee consisting of no fewer than three regular voting members of the Faculty. This committee shall review requests for such leaves, and it shall make recommendations to the Provost regarding such requests. It also shall review, if it so chooses, the university's sabbatical leave policies and practices and make recommendations to the UFC regarding such.
- G. There shall be a University Library Committee comprised of the Dean of Libraries (*ex officio*), 8 to 10 faculty members broadly representative of the breadth of academic disciplines, and a student representative from both the graduate and undergraduate colleges. Faculty appointments to the University Library Committee shall be nominated by the Dean of Libraries and approved by the UFC. The term of faculty appointments shall be two years. Student representatives from the Government of the Student Body shall be appointed by the President of Student Government. The term of student appointments shall be one year. The committee shall annually elect a chairperson from their faculty representatives. The University Library Committee shall be responsible for advising University Administration on Library affairs, it shall serve as the chief external advisory group to the Dean of Libraries, it shall act as liaison between the University Libraries and faculty and, when appropriate, it shall provide a faculty perspective on strategic, budgetary and policy matters of concern to the Libraries.
- H. There shall be an Academic Computing Committee consisting of no fewer than two faculty members, the Chief Information Officer or his or her designate, and the Director of the Academic Resource Center. Its charge shall be to review computing resources and policy for the University, and make recommendations to the UFC.
- I. There shall be a Student Affairs Committee that shall make recommendations to the University Faculty Council concerning the quality of student and campus life, particularly as it affects academic programs. The committee shall consist of no fewer than three faculty members of which at least two shall be members of the University Faculty Council. There shall be at least one undergraduate student and one graduate student who shall serve as non-voting members of the committee. The UFC shall invite the submission of candidates for non-voting membership by the Student Leadership Council, the Chicago-Kent Student Bar Association, and any other major student governance organization that the Council deems appropriate for representation on the committee. If such organizations fail to designate student representatives by September 15, the committee chair shall seek out student members.
- J. There shall be an Academic Grievance Committee, consisting of no fewer than three faculty members of which at least two shall be members of the UFC, that shall adjudicate alleged student academic violations and substantive student grievances against instructors, but only

to the extent that such grievances give rise to claims recognized in this or other university publications (such as the *IIT Student Handbook* and the *Chicago-Kent Code of Student Conduct*) as appropriate for adjudication by this committee.

- K. There shall be an Interdisciplinary Oversight Committee to provide oversight for university interdisciplinary programs, including the Interprofessional Projects Program (IPRO). This committee, which will curate and guide the development of IPRO, shall consist of the following: one to two Category 1 or Category 2 faculty representatives of each of the colleges with undergraduate students, the IPRO director and the executive director of the Kaplan Institute. At least 50 percent of the committee must consist of Category 1 faculty. The term of service on the committee will be two years, with no term limits. Committee members will be nominated by college faculty in March for each expiring term, and UFC will approve appointments in April of that year.
- L. The UFC Chair may appoint ad hoc committees from time to time.
- M. Each of the foregoing committees shall prepare and distribute at least one written report per UFC session describing its activities and findings. Such reports shall be distributed by e-mail or otherwise to the Faculty prior to the regular spring Faculty meeting, if that is feasible. The preparation and distribution of the reports of all committees shall be the responsibility of the respective committee chairs.

#### **Article VI – Faculty Senate**

- A. The Faculty Senate is comprised of tenured professors, tenured associate professors, and active professors emeriti of the university.
- B. The Faculty Senate shall select a chair for a two-year term, in an election conducted by the UFC pursuant to Article IV.L., above.
- C. The Chair of the Faculty Senate shall serve as a non-voting Senate representative on the UFC if he or she is not already an elected member of the UFC.
- D. Meetings of the Senate are convened upon petition by at least 15 percent of its membership, which petition shall be submitted to the Chair of the Faculty Senate, who promptly shall convene a meeting if the petition has the requisite number of signatures. The petition agenda, and supporting documents, shall be distributed to its members at least one week prior to the meeting.
- E. Twenty-five percent of the Senate membership shall constitute a quorum.
- F. Procedures at Senate meetings shall be governed by the latest edition of *Robert's Rules of Order*.