

Illinois State University
BY-LAWS OF THE COUNCIL
OF THE
COLLEGE OF FINE ARTS
December 2014

ARTICLE I. NAME AND PURPOSE

Section 1. The name of the organization participating in the shared governance of the College of Fine Arts will be the Council of the College of Fine Arts, hereinafter referred to as the College Council.

Section 2. The College Council will serve as the primary governance body through which the faculty, administrative professional personnel, civil service personnel, and students of the College of Fine Arts will participate in determining College policy and procedures in accordance with the Illinois State University Constitution, and relevant University policies and procedures.

ARTICLE II. POWERS AND RESPONSIBILITIES

Section 1. The College Council will provide advice and counsel to the Dean of the College of Fine Arts on all major policy issues. The Dean will regularly communicate with the College Council regarding major policy issues. All Council actions are advisory to the Dean who will report his/her acceptance or non-acceptance of these recommendations. Under conditions of non-acceptance, the Dean shall provide rationale to the College Council for the decision.

Section 2. The College Council will ensure the creation of the following standing and special committees with appropriate representation from the units of the College to deal with College-wide issues:

- a College Research Committee
- a College Curriculum Committee
- a College Faculty Status Committee
- a College Recruitment Scholarship Committee
- a College Academic Advisor Committee
- a Budget, Planning and Priorities Sub Committee
- an Elections Sub Committee

The Council shall ensure the creation of other special committees as deemed necessary to assist the College in the development of its policies and procedures. With the exception of the College Faculty Status Committee, the College Council shall determine the method of appointment or election, the powers, duties, and organization of each committee. No provision of this section will be construed to preclude the Dean of the College from creating committees.

(APPENDIX A)

The College Council will establish reporting procedures for each committee. Committees of the College Council and the College Faculty Status Committee

shall report each fall and spring to the College Council Chair. The College Council shall normally consider a matter which is the responsibility of a committee after the committee has reviewed the matter and reported their findings to the Council. (APPENDIX B)

- Section 3. The College Council will be responsible for the following procedures and issues:
- a. Conduct monthly meetings of the Council during the academic year.
 - b. Review and, where appropriate, make recommendations regarding School/Program governance procedures.
 - c. Formulate a membership structure for the selection of search committees for School/Program Directors. (APPENDIX C)
 - d. Formulate annual evaluation instruments for the review of School Directors and the Director of the Arts Technology Program.
 - e. Provide opportunities to participate in College affairs for faculty, administrative professional personnel, civil service personnel, and students .
 - f. Call for an annual meeting of College faculty and staff. The Council and/or Dean may call for special meetings of College faculty, staff and/or students as necessary.
 - g. Ensure nomination of candidates and selection of recipients for College teaching and service awards.
 - h. Establish guidelines within which Schools and Programs shall create bylaws for their own governance. (APPENDIX D)

ARTICLE III. MEMBERSHIP

The twenty voting members of the College Council will consist of:

- Directors of each School and the Arts Technology Program
- two elected tenured and tenure-track faculty members from each School
- one elected non-tenure track faculty member from the College
- one elected administrative professional representative from the College
- one elected civil service representative from the College
- two elected or appointed students from each School
- one elected or appointed student from the Arts Technology Program

The ex-officio and non-voting members of the Council will consist of:

- Dean of the College
- Associate and Assistant Deans
- Director of University Galleries
- General Manager of the Center for Performing Arts
- Academic Senate liaison or representative
- Student Government Association liaison

- Section 1. **Tenured and tenure-track faculty members** of the College Council will be elected by the faculty within each School. The terms of each faculty member within a School will be staggered. Tenured and tenure-track faculty must have an assignment in a School or Program within the College, and must have completed one full semester of service preceding the election. Two academic years will be considered a full term. Faculty members will be eligible for immediate reelection

at the completion of one full term. At least one year of non-service is required following four consecutive years of service. For the purpose of voting the Director of each School/Program will be considered faculty.

- Section 2. **Non-tenure-track faculty members** of the College Council will be elected by the non-tenure-track faculty. All Non-tenure track faculty are eligible to vote and serve. Non-tenure track faculty elections will take place no later than the beginning of September. Two academic years will be considered a full term. Faculty members will be eligible for immediate reelection at the completion of one full term. At least one year of non-service is required following four consecutive years of service.
- Section 3. **Administrative professional members** will be elected by the administrative professional personnel from the College. The terms of the administrative professional member and the civil service member will be staggered. Two years will be considered a full term. Administrative professional members will be eligible for immediate reelection at the completion of one full term. At least one year of non-service is required following four consecutive years of service.
- Section 4. **Civil service members** will be elected by the civil service personnel from the College. The terms of the civil service member and the administrative member will be staggered. Two years will be considered a full term. Civil service members will be eligible for immediate reelection at the completion of one full term. At least one year of non-service is required following four consecutive years of service.
- Section 5. **Student members from each School** will consist of one undergraduate student and one graduate student, and will be elected or appointed by Directors of each School with the input of faculty and students. Students will be eligible for appointment following one year of enrollment as a major in the College of Fine Arts. One year will be considered a full term. Student members will be eligible for immediate reelection or reappointment at the completion of one full term. At least one year of non-service is required following two consecutive years of service. In the event that a student's classification changes, the student may be considered for another term.
- Section 6. **Student members from the Arts Technology Program**, who may be an undergraduate or graduate student, will be elected or appointed by the Director of the Arts Technology Program with the input of faculty and students. Students will be eligible for appointment following one year of enrollment as a major in the College of Fine Arts. One year will be considered a full term. Student members will be eligible for immediate reelection or reappointment at the completion of one full term. At least one year of non-service is required following two consecutive years of service. In the event that a student's classification changes, the student may be considered for another term.
- Section 7. Two consecutive absences of a College Council member may allow the College Council to replace the absent member in accordance with the procedures outlined in Article IV, Section 6

ARTICLE IV. ELECTIONS AND SERVICE

- Section 1. The Elections Committee will oversee the Office of the Dean in conducting elections for the College Council, the College Faculty Status Committee, the College of Fine Arts representatives for the Academic Senate and other College-wide elections. All College-wide elections will follow the same guidelines, and will be conducted in accordance with University rules and procedures.
- Section 2. Prior to each election, the Office of the Dean of the College of Fine Arts will provide the Elections Committee with lists of eligible voters and candidates separated into voting constituencies. The Committee will make copies of these lists available to all faculty members, administrative professional personnel, and civil service personnel. This process may be modified by the College Council to allow voting by electronic means, if available.
- Section 3. All faculty and staff who are eligible for service on the College Council are automatically nominated and may remove their names from the ballot by request to the Office of the Dean. All faculty and staff are eligible to vote. The voting members of the tenured and tenure-track faculty of each School will elect representatives to the College Council. The voting members of the non-tenure-track faculty, administrative professional personnel and civil service personnel of the College will elect representatives to the College Council.
- Section 4. Election results should be tallied no earlier than ten days following ballot distribution. The Committee will declare elected the candidates receiving the highest number of votes. For any election in which members are to be elected to terms of differing lengths, the Elections Committee will assign both full and partial terms according to the number of votes received. Those receiving the highest number of votes serve the longer terms. In the case of a tie, the decision will be made by lot. The Elections Committee will announce the results after balloting. (APPENDIX E)
- Section 5. The following people are ineligible to be elected to serve on the College Council:
- faculty and staff who will be on leave for the whole or part of the following academic year.
 - faculty and staff who are on disability leave under the State Universities Retirement System.
 - members of the College Faculty Status Committee.
- Section 6. A College Council member unable to serve will be replaced by the election runner-up. If the runner-up is not available, a special election will be held. The College Council will determine when a vacancy occurs and notify the Elections Committee when a replacement is needed.
- Section 7. College Council elections should be conducted following the College Faculty Status Committee elections, and should be concluded prior to the last day of

classes in the spring semester. Non-tenure track faculty elections will take place no later than the beginning of September.

Section 8. Membership must be in place no later than the first College Council meeting of the academic year. New members of the College Council will be seated at the first meeting of the academic year for which the election was held.

Section 9. Elections for College of Fine Arts representatives to the Academic Senate should be concluded prior to the seating of the new Senate, but no later than April 15th.

ARTICLE V. OFFICERS

Section 1. After the new members of the College Council are seated, the College Council will elect from its elected members a Chairperson (who must be faculty/civil service/administrative professional, a Vice Chairperson, and a Secretary for one-year terms. These officers will assume their duties immediately upon election.

Section 2. These officers and the Dean of the College will constitute the Executive Committee of the College Council. The Executive Committee will prepare the agenda for each College Council meeting and will perform such other functions as the College Council or the College Dean assigns it.

Section 3. The Chairperson will preside over College Council meetings and perform other duties as needed. The Vice Chairperson will serve in the absence of the Chairperson. The Secretary will take minutes for College Council meetings and prepare them for distribution.

ARTICLE VI. MEETINGS

Section 1. The College Council should hold regular meetings during the academic year once each month and as otherwise necessary. The agenda for regular and special meetings will be published and distributed to the College at least three days before each meeting. Meetings will be open to any member of the College who wishes to observe.

Section 2. There are three ways to call a special meeting.

- a. Special meetings may be called by the Chairperson, or in his/her absence by the Vice Chairperson, or by the Dean of the College.
- b. Special meetings may also be called by written request of at least twenty percent (four) of the voting members of the College Council.
- c. The Dean of the College will call a meeting upon petition of ten percent of any one of the following College constituencies: undergraduate students, graduate students, tenured and tenure-track faculty, non-tenure-track faculty, administrative professional personnel, or civil service personnel.

The agenda of a special meeting is limited to the subject of the written request or petition.

- Section 3. Fifty-percent plus one of the voting membership of the College Council will constitute a quorum.
- Section 4. Approved minutes of College Council meetings will be available within ten days of approval. At least one permanent file of agendas and minutes will be kept in the office of the Dean of the College.
- Section 5. Faculty, administrative professional personnel, civil service personnel or students desiring to bring specific matters to the attention of the College Council will communicate them in writing to an Executive Committee member.
- Section 6. College Council meetings will be held informally. However, on voting issues, the parliamentary authority for use in College Council meetings will be the most recent edition of *Robert's Rules of Order*.

ARTICLE VII. REFERENDA

- Section 1. The College Council may call for a referendum vote on any pending matter, decision or action from the following College constituencies: tenured and tenure-track faculty, non-tenure-track faculty, administrative professional personnel, civil service personnel, undergraduate students, or graduate students. A referendum vote on any College Council recommendation or formal action must be requested by submitting to the Executive Committee a petition signed by at least ten percent of any one of the following College constituencies: undergraduate students, graduate students, tenured and tenure-track faculty, non-tenure-track faculty, administrative professional personnel, or civil service personnel. Such petition will be presented within ten days after the minutes reporting the decision or action have been distributed.

The Elections Committee will conduct a vote on the question within one month of the day the Elections Committee receives the petition. Voting will be done by secret ballot conducted by the Elections Committee. The Elections Committee in cooperation with the Office of the Dean, will circulate referenda to all constituent groups at least ten business days prior to the election.

- Section 2. Approval of general referenda will be determined by a simple majority of those casting a ballot.

ARTICLE VIII. BY-LAWS REVIEW AND AMENDMENTS

- Section 1. A sub-committee from the membership of the College Council will be established five years past the approval by the Senate to review these By-Laws. This committee will consist of one faculty and one student from each School/Program, one administrative professional or civil service staff, and the Dean of the College or his/her designee, who will serve as chairperson. Proposed revisions from the By-Laws committee will be approved by a simple majority of the College Council before being put to a referendum vote.

Section 2. Proposed amendments or proposed new By-Laws may also be made by any voting member of the College. Proposals will be submitted in writing to the Executive Committee of the College Council who will report the proposal to the Council at its next regular meeting. A proposal will be put to a referendum vote if the College Council agrees with the proposal or if the proposal is accompanied by a petition bearing the signature of at least ten percent of the voting members of the College faculty, staff and students.

Section 3. Procedures for approval of amendments to these By-Laws will follow those outlined in Article VII Referenda. Approval of By-Laws referenda will be determined by a two-thirds vote of those casting a ballot. By-Laws referenda when passed will be adopted and become effective when approved by the Academic Senate.

APPENDIX

APPENDIX A. Committees

College Research Committee

- Section 1. The membership of the College of Fine Arts Research Committee (CRC) will consist of two faculty members on regular appointment from each School within the College as appointed by the Dean with the approval of the College Council. No faculty member may serve concurrently on both School and College research committees.
- Section 2. The CRC's charge will be to promote research activity in the College and to administer the research awards for the College. The committee will also establish and revise its policies and procedures.

College Curriculum Committee

- Section 1. The membership of the College of Fine Arts Curriculum Committee (CCC) will consist of two faculty members from each School within the College, one student representative from each School (an upperclassman or a graduate student), and one representative chosen by the Dean from faculty or administrative ranks. School representatives will be appointed by the Dean with the approval of the College Council. Members should be seated prior to May 1st for the subsequent academic year.
- Section 2. The charge of this committee will be to evaluate School/Program proposals for course and program additions, revisions or deletions. The committee will also establish and revise its policies and procedures.

College Faculty Status Committee

The College Faculty Status Committee's membership and charge is outlined in the University's ASPT document. The members must be elected by April 15th for the subsequent academic year as dictated by the ASPT document.

College Recruitment Scholarship Committee

- Section 1. The College Recruitment Scholarship Committee's membership will be formed with equal representation from members of each School and the Arts Technology Program as appointed by the Dean with the approval of the College Council.
- Section 2. The charge of this committee will be to coordinate recruitment activities and allocate scholarship funds among the College's four primary academic programs. The committee will select recipients of College-level scholarships on behalf of the Dean of the College. The committee will also establish and revise its policies and procedures.

College Academic Advisor Committee

- Section 1. The College Academic Advisor Committee's membership will be formed with equal representation from members of each School and Arts Technology as appointed by the Dean with the approval of the College Council.
- Section 2. The charge of this committee will be to serve in an advisory capacity to the Dean of the College of Fine Arts while working to provide a forum for each advisor to share their efforts related to advisement issues across the Schools and to identify ways they might be able to improve upon the advising needs of performing and visual art students.

Budget, Planning and Priorities Sub Committee

- Section 1. The Budget, Planning and Priorities Committee will be appointed annually by the College Council, preferably from its current membership. The committee will consist of three faculty, one from each School, one administrative professional representative, one civil service representative, one undergraduate student and one graduate student.
- Section 2. The charge of this committee will be to meet regularly throughout the academic year to advise the College Council and the Dean on the establishment or modification of future year budgets, plans and priorities for the College.

Elections Sub Committee

- Section 1. The Elections Committee will be appointed annually by the College Council from its current membership. The Elections Committee will consist of three faculty, one from each School, one administrative professional representative, one civil service representative, one undergraduate student and one graduate student.
- Section 2. The charge of this committee will be to supervise the nomination and election of members of the College Council. They will ensure the eligibility of any member of the faculty, administrative professional personnel, civil service personnel and any student to serve on the College Council or to vote in all special and regular elections within the College. Additionally the committee will oversee balloting of the teaching and service awards for the College.

Fall Report to the College Council

College of Fine Arts _____ Committee

Committee Chairperson:

Committee Members (Please list with email addresses):

The College of Fine Arts _____ Committee is scheduled to meet the following dates and times during this academic year:

PLAN OF WORK (Please briefly describe the plan of work for the committee.)

TIMELINES (What timelines must be met by the committee?)

REMINDER – A Report to the College Council will be due in the spring; notification will come from the College Council Chairperson.

Spring Report to the College Council

College of Fine Arts _____ Committee

Committee Chairperson:

Committee Members (Please list with email addresses):

The College of Fine Arts _____ Committee held meetings on the following dates during this academic year:

WORK (Please briefly describe the work completed by the committee.)

Recommendations for Next Year (What are the recommendations of the committee?)

Plan of Work in the First Six Weeks of the Fall Semester:

APPENDIX C. Director Search Committee Membership Structure

Section 1. Nine (9) members comprised of the following:

- a. The Chair of the Committee will be a tenured, full professor, normally a Director, not in the School concerned. The Chair will be appointed by the Dean in consultation with the School Directors.
- b. Three tenured and one probationary (tenure-track) faculty members will be elected by the voting-eligible faculty of the School, as defined in the School's bylaws. These faculty must collectively meet the following criteria:
 - i. No more than one may come from each School governance area (discipline), as defined in the School's bylaws.
 - ii. They must reflect the "broadest possible representation of unit diversity." (University Policy 3.2.13, Article I, Sections E, I)
- c. Two students (one graduate, one undergraduate) will be appointed by the Dean from a slate of six (3 graduate, 3 undergraduate) provided by the School.
- d. One A/P or Civil Service employee appointed by the Dean from a slate of at least three provided by and from the School; and one A/P and/or Civil Service employee appointed by the Dean from outside the School, but within the College.

Section 2. The responsibilities of the Search Committee will be consistent with the University Policies, Procedures, and Guidelines statements about Administrator Selection and Search Policies (Policy 3.2.13, Article I, Sections F, G, I).

APPENDIX D. School and Program By-Laws Guidelines

Each School and the Arts Technology Program shall create By-Laws. These By-Laws shall provide for the following:

1. A method of formulating School/Program policy and advising the Director through faculty/staff meetings and/or advisory groups.
2. A provision for periodic meetings of the School/Program faculty and staff.
3. Establish the membership and charge of standing committees within the School/Program.
4. Procedure for the selection of Faculty appointments.
5. Guidelines for the charge of School/Program officers (i.e. Associate/Assistant Director).
6. Provide appropriate student participation opportunities in School/Program affairs.

APPENDIX E. Sample Ballot Language

Sample Academic Senate Ballot (Date)

In accordance with the by-laws of the Academic Senate and by policy of the College Council, an election needs to be held for the at-large representative serving the College of Fine Arts. **This 3-year term will end in (date).**

- This election is to select a tenured or tenure-track faculty member from the College of Fine Arts.
- All College of Fine Arts tenured and tenure-track faculty members may vote.
- Names of faculty members who are on leave or cannot serve have been removed from the ballot.

Approved by the By-Laws Review Committee:
Approved by the College of Fine Arts Council:
Approved by the College Faculty, Staff and Students:
Approved by the Academic Senate:

April 16th, 2013
April 16th, 2013
May 1st, 2013
December 10th, 2014