

Wonsook Kim School of Art

By-Laws

April 1992

Revised April 1995, April 2006, May 2013, May 2019, December 2020, April 2021

The Wonsook Kim School of Art operates within the framework of the Illinois State University Constitution and the general guidelines of the University, including the Faculty, Appointment, Salary, Promotion and Tenure Policies. These by-laws describe the organization, policies and procedures by which the School of Art conducts its affairs.

Article I – School Governance Structure

For administrative and academic purposes, the disciplines taught in the Wonsook Kim School of Art are divided into five areas as follows:

Art Education Area – all disciplines involving specific training in pedagogical issues and methods at the elementary, middle, and secondary levels.

Art History Area – all disciplines involving specific training in the history of art, including associated issues of aesthetics, art theory, and visual culture.

Graphic Design Area – all disciplines involving specific training in graphic design, including computer-assisted applications.

3-D Area – studio arts disciplines including ceramics, glass, wood and metal design, sculpture, and expanded media

2-D Area – studio arts disciplines including drawing, printmaking, photography, painting, and video.

Article II – Faculty/Staff Membership, Voting Rights, and Area Assignment

- A. Membership: The faculty of the Wonsook Kim School of Art is defined as those individuals who hold at least half-time (50%) instructional contracts in the school. The staff of the Wonsook Kim School of Art is defined as those individuals who hold at least halftime (50%) contract assignments in the school. All individuals meeting this criterion, including those who have their locus of tenure in the Wonsook Kim School of Art, have voting rights within the school.
- B. Voting rights: General motions* brought before the faculty/staff meetings will be voted upon by the membership of the school.

1. In the case of a disagreement with the voting constituency for a motion

If any individual determines a motion does not support the voting constituency, they will contact their advisory council representative** and provide rationale.

If advisory council representative determines the dispute holds, they will advise the director no fewer than four days before the scheduled vote.

2. Advisory council members and director meet to discuss the disagreement
Director will mediate a conversation prior to the meeting with the advisory council faculty representative and advisory council staff representative to discuss the disagreement. If objections remain, the matter will go to the school membership for a vote as the first order of business in the meeting.

3. In meeting determination of voting constituency to resolve disagreement
Before the general motion at hand is opened, a vote will take place to determine voting constituents. This vote will occur at the same meeting during which the original matter is presented. The majority vote will be the final determination of the voting constituency on the original matter. This vote is specific to the general motion on the agenda only and does not set precedence for other motions.

* Voting processes described elsewhere in the by-laws are not included in the description of general motions therefore sections 1, 2, and 3 would not apply.
** Faculty and staff members of the Advisory Council as described in Article V Section E will each choose their representative for the purpose of Director consultation to determine a limited poll.

C. Area Assignment: The Wonsook Kim School of Art Director (Director) shall assign each faculty member to an area according to their specialization and major teaching assignment. Where ambiguities exist, assignment shall be made in consultation with the faculty and areas concerned. Part-time faculty shall be assigned to areas in the same manner.

Faculty who teach foundation courses and other courses common to all areas of the school shall be assigned to an area at the discretion of the school director.

Article III – Policies Relating to Non-Tenure Track Faculty

1. The hiring of non-tenure track faculty is the prerogative of the director. Whenever possible, the director shall hire full-time rather than part-time non-tenure track faculty.
2. Wonsook Kim School of Art students are ineligible for non-tenure track faculty positions.
3. Consistent with University policy, a full-time teaching load for a non-tenure track faculty member is four courses per term. Non-tenure track faculty are encouraged, but not required, to participate in service and research activities.
4. The director shall seek faculty input from available members of the School Faculty Status Committee (SFSC) and faculty members in the area(s) affected before making final non-tenure track staffing decisions.
5. Full-time positions shall be advertised to allow timely hiring.

6. Evaluation of persons filling non-tenure track positions is the responsibility of the director. Performance evaluations are conducted by the director or designee and are due on or before May 1. Full-time, non-negotiated non-tenure track faculty members are evaluated annually. Negotiated non-tenure track faculty evaluations are conducted as outlined in the NTTFA Bargaining Agreement. The director will seek appropriate input from continuing faculty in the discipline whenever possible. See University Policy 3.3.4.

Article IV – Meetings of the Wonsook Kim School of Art Faculty and Staff (Faculty/Staff Meetings)

1. Frequency and Calling of Meetings
 - a. At least two meetings of the full faculty and staff will be held each semester. Committee and area meetings will be called as needed.
 - b. The faculty and staff shall meet in extended session at least once every five years for a discussion and review of long-term goals, school needs and general philosophy.
 - c. Normally the director shall notify faculty and staff of faculty/staff meetings at least one week in advance.
 - d. Special faculty/staff meetings may be called by petition of 25% of the faculty/staff.
2. Quorum

A quorum shall exist when one half plus one of the voting faculty and staff is present. No decision on matters brought before the faculty shall be binding unless decided by such a quorum. Any abstention(s) from a vote reduces the basis to determine the majority needed to pass the motion.
3. Conduct of Business
 - a. Business will be conducted following the spirit of the most current edition of Roberts Rules of Order.
 - b. The director or the director's designee shall preside over faculty/staff meetings.
 - c. Proposals for major policy changes must be submitted in writing (e-version and/or hard copy) to faculty and staff at least one week before any meeting at which formal action can be taken.
 - d. Minutes shall be taken at faculty/staff meetings and made available to faculty and staff for review and approval, then kept on file in the Wonsook Kim School of Art office.

Article V – Wonsook Kim School of Art Officers

- A. Director – Duties and Responsibilities
 1. Develop and articulate short-term, intermediate, and long-range goals and priorities for the school
 2. Support an environment of diversity and inclusion
 3. Develop class and faculty schedules

4. Prepare and monitor annual personnel and non-personnel budgets
5. Initiate the selection and retention of staff members (instructional and non-instructional)
6. Administer a systematic program of instructional and non-instructional staff evaluations
7. Develop and prepare, as requested, periodic reports on activities of the school, including:
 - a. school accomplishments
 - b. use of vacation and sick leave
 - c. staffing use and need
 - d. equipment use and need
 - e. facility use and need
 - f. providing an annual list to faculty of all school officers, committee chairs and members of committees
8. Act upon student petitions pertaining to the unit, including:
 - a. independent study
 - b. waiver of prerequisites
 - c. graduation exemptions
 - d. proficiency credit
 - e. final grade appeal petitions
9. Provide orientation to new faculty members
10. Evaluate faculty performance annually, including:
 - a. recommending release or reappointment
 - b. recommending salary changes
 - c. recommending promotion, tenure, or other changes of status
11. Arrange for and review the results of student opinion forms
12. Review and, when appropriate, approve faculty applications or proposals for funded projects, whether such funds are to be internally or externally provided
13. Review and approve faculty requests for sabbatical and non-sabbatical leave
14. Provide for the development, improvement, and evaluation of instructional programs within the unit, including the processes of university-required program review and accreditation
15. Represent the school to constituencies through press interviews, speeches before civic groups, assistance to community-action groups, and service upon advisory boards
16. Review and disseminate all academic and administrative policies received from the Board of Trustees and the university administration
17. Supervise and direct the operation of the School office
18. Enforce Board of Trustees and university regulations and initiate corrective action within the school
19. Serve as ex-officio member of school committees as appropriate

B. Associate Director

The director appoints the associate director for the nine months of the academic year. Along with administrative responsibilities, the associate director will serve no more than two consecutive three-year terms and will teach twelve to fourteen courses or an

equivalent load in a three-year term. The associate director will also receive a financial attachment for the role with both the financial attachment and the course load to be negotiated with the director.

Duties and Responsibilities:

1. Preside as school administrator in the absence of the director
2. Support an environment of diversity and inclusion
3. Assist in dealing with staff and faculty issues
4. Assist in designing course schedules, as well as coordinating space and facilities needs
5. Work with the school director, assistant to the director, and undergraduate advisor on enrollment management, screening of transfer students and review processes
6. Participate in the Wonsook Kim School of Art Advisory Council
7. Perform other duties as assigned, including but not limited to efforts in program review, assessment, and accreditation

C. Graduate Coordinators

There are three graduate coordinators in the Wonsook Kim School of Art: studio program coordinator, education program coordinator and visual culture program coordinator. The director appoints the graduate coordinators. The graduate coordinators serve three-year terms and shall serve no more than two consecutive terms. The studio coordinator teaches 12-14 courses per term, and the art education coordinator receives one course reassignment per year in a term. The visual culture coordinator teaches 18 courses per term.

Duties and Responsibilities for all Coordinators:

1. Represent the Wonsook Kim School of Art at meetings of school/department graduate coordinators
2. Support an environment of diversity and inclusion
3. Collect and consolidate admission application materials (portfolios, scholarly writing, etc.) from the graduate school and the Wonsook Kim School of Art in a centralized location for review, in a timely fashion, by faculty in the respective disciplines
4. Facilitate graduate recruitment and admissions process:
 - a. corresponding with applicants and potential applicants, as well as establishing communication with appropriate area/discipline faculty
 - b. signing off on all applications for admissions
 - c. informing university graduate admissions of school actions
 - d. completing follow-up correspondence with all applicants and return materials as appropriate
5. Provide orientation for new graduate students
6. Work with admitted students in the development of their first semester course schedule
7. Supervise, verify, and approve the completion of various stages of individual graduate programs. Ensure proper program counseling/advising about

requirements and important dates that are necessary to keep the process up-to-date including:

- a. coordinating the creation of final plans of study for forwarding to the Graduate School
 - b. verifying committee formation, completion of candidate reviewing, and documenting students' satisfactory/unsatisfactory progress through the graduate program
 - c. verifying completion of exhibition requirements, oral exams, and thesis requirements
 - d. collecting supportive statements from graduate committees and forwarding them to Milner Library for binding and filing
 - e. notifying the graduate school of completion results
 - f. notifying the graduate school of comprehensive examination results
 - g. approving declarations of residency
8. Make recommendations to the director concerning the distribution and assignment of graduate assistantships, in consultation with the areas.
 9. Assist the Graduate Student Association (GSA) in the election of school representatives and support GSA activities
 10. Run for election to represent the Wonsook Kim School of Art on the Graduate Council to formulate graduate school policies and procedures
 11. Develop and execute school recruitment procedures as they apply to graduate programs. Effectively use graduate school recruitment funding
 12. Facilitate fellowship applications for recruited students
 10. Collect and collate curriculum and catalog recommendations for the graduate programs and organize materials for program reviews, accreditations, etc.
 11. Work collaboratively to update graduate catalog as required
 12. Develop and maintain graduate handbook for the area
 13. Conduct regular meetings with current students
 14. Service on the Wonsook Kim School of Art Advisory Council will rotate among the three coordinators with the appointee representing all three graduate components.

Additional duties of the Studio Coordinator:

1. Schedule and coordinate MFA reviews
2. Maintain records of faculty decisions regarding progress of MFA students toward degree candidacy
3. In consult with the director, distribute available assistantships among studio areas
4. Coordinate recruitment strategies with the studio areas. Facilitate the production of recruitment materials and electronic communications with University Marketing
5. Coordinate with studio areas for campus visits by potential and admitted applicants

Additional Duties of the Education Graduate Coordinator:

1. Advise admitted students in the required courses to meet licensure based upon individual transcripts and history
2. Facilitate the process of the comprehensive exam or thesis research
3. Maintain records of faculty decisions toward degree candidacy

Note: Graduate coordinators receive support and assistance from the Wonsook Kim School of Art Office Administrator who serves as office support for graduate programs.

D. Area Coordinators

Only full-time, continuing faculty who have been in the school at least one year are eligible to serve as area coordinator. Individuals may serve as area coordinators for only the areas to which they are assigned. Area coordinators will serve two-year terms and are chosen by their faculty.

Education and graphic design area coordinators will be selected in the fall semester of odd-numbered years; art history, 3-D and 2-D area representatives will be selected in the fall semester of even-numbered years.

The area coordinator is responsible for overseeing day-to-day activities of the area and for calling, presiding over, and setting agenda for meetings of the area faculty, including the recording of minutes.

The area coordinator serves as liaison between the director and members of the area. Area coordinators also serve on the Wonsook Kim School of Art Advisory Council.

The area coordinator is responsible for:

1. Sharing budget information provided by the director with the area
2. Collecting and submitting recommendations for scheduling and staffing of classes and lab hours as determined by the disciplines within the area
3. Working with area members to determine committee assignments
4. Working with area members to collect and prioritize equipment requests
5. Signing off on all equipment requests
6. Leading discussions regarding curricular issues as needed. In discussion of studio curriculum, a discipline area faculty member will spearhead conversation in consultation with the area coordinator
7. Gathering feedback from area faculty about changes to/maintenance of the Wonsook Kim School of Art website and communicating these to the instructional technician
8. Facilitating the unique needs of the area
9. Assist in writing reports concerning the area, such as program reviews and accreditation reports

Additional duties for the Education Area Coordinator:

1. Attend all College of Education Program Coordinator meetings and represent the art education area in meetings related to licensure, testing, and accreditation

2. In consultation with area faculty, complete the Annual Assessment Review Report, a required ISU teacher education-wide internal assessment system that could be used to inform teacher education at ISU, determine resource needs and priorities, and fulfill external accountability measures
 3. Annually review Teacher Performance Assessment (edTPA) scores and clinical teaching feedback reports and meet with the area faculty to discuss programmatic implications and course alignment
 4. Supervise graduate assistant(s) in charge of all area supplies and maintain supply and equipment requests
 5. In consultation with the director, recruit and manage adjunct instructors to maintain alignment with accreditation requirements
- E. The Wonsook Kim School of Art Officers will constitute the advisory council. Additional membership will include the assistant to the director, the administrative aide, and the instructional technician. On issues of faculty research, development, and service, only tenured and tenure track faculty will deliberate and vote.

Article VI – Release Time for Research, Creative Activity, and Service

Requests for release time for exceptional research and/or creative activities or service opportunities are submitted to the director. Final responsibility for granting release time rests with the director, who has the option of consulting the advisory council.

These opportunities are limited to extraordinary projects with specific time restrictions.

Requests should outline in detail the nature of the project being proposed, the outcome expected from it, the value of the project to the faculty member and to the school, and the amount of release time being sought, including the specific classes that would be affected by the faculty member's absence. Whether release time can be granted depends on the merit of the proposal, the impact it will have on programmatic needs, and budgetary considerations. It should be kept in mind that the character and accomplishments of release time projects would be considered in the merit evaluation process for the year in which the release time is granted. The faculty member will submit a follow-up report to the director at the end of the semester in which the release is granted and include a copy of the report in the annual dossier.

Release time is available only to continuing faculty.

Article VII – Search Committees for Faculty Appointments

Search committees shall consist of an odd number of voting members, totaling five or more and including:

1. At least two full-time, continuing faculty members from the area, and preferably from the discipline, in which the position exists
2. At least one member from the SFSC

3. At least one full-time, continuing faculty member from outside the area in which the position exists. In the case of interdisciplinary searches, including Creative Technology searches, college faculty membership is encouraged.
4. At least one non-voting student from the area of the position (optional)
5. A faculty member, with appropriate expertise, from outside the college (optional)

The director shall appoint all members of the committee. The coordinator of the committee shall be from within the discipline of the position.

The director shall work collaboratively with the area to which a position is assigned to develop a position description. The final draft of the position description shall be approved by the SFSC before submission to Human Resources for final approval.

Search committees have the primary responsibility for undergoing search committee training, recruiting, interviewing and evaluating applicants for faculty positions and making recommendations to the director. During the search process, search committees are responsible for screening applicants' credentials; conducting preliminary telephone/skype interviews; contacting those to be invited for an on-campus interview; developing a schedule for candidates being interviewed and communicating this schedule to the faculty. The search committee shall also provide the opportunity for the general faculty and students to give input, in writing, on the applicants interviewed.

Whenever possible, search committees should submit to the director the names of the top three acceptable applicants with the option of expressing an evaluation of each candidate's strengths and weaknesses. In cases when search committees are unable to reach a consensus, they will meet with the director and/or SFSC in an attempt to resolve their differences. After reviewing recommendations from the search committee, the director will recommend one of the candidates for the position to the dean of the Wonsook Kim College of Fine Arts. Note: search committees receive support from the Wonsook Kim School of Art administrative aide.

VIII - Standing Committees

- A. The standing committees of the School of Art are:
1. Advisory Council (See V.E, above)
 2. Studio BFA Committee
 3. Curriculum Committee
 4. Scholarship and Recruitment Committee
 5. Wonsook Kim School of Art Faculty Status Committee (see School of Art ASPT document: Criteria for Promotion and Tenure, May 2018)

Membership:

The majority of the faculty members on standing committees will be full-time, continuing faculty. Participating areas will nominate two faculty members for each committee position, from which the school director will appoint one. The school faculty and

academic advisors will establish a pool of potential student members, majors in good standing, with final appointment made by the director.

All voting faculty will be eligible to serve on all committees with the exception of the Curriculum Committee (see Curriculum Committee, VIII.C). In addition to the voting members, the director may serve as a non-voting, ex-officio member of all committees.

Term of Office:

The term of office for standing committee membership is two years. Education and graphic design area representatives will be elected in the fall semester of odd-numbered years; art history, 3-D and 2-D area representatives will be elected in the fall semester of even-numbered years (BFA committee excepted). Normally, members may not succeed themselves, but may serve on a committee again after a one-year period off the committee.

Replacements:

Any standing committee member who goes on leave during a term of service will be replaced with a substitute for the period of the leave. Any member who should resign from the committee shall be replaced with a member who will complete the term remaining after the resignation. Replacements will be chosen in the same manner as the original selection.

Officers:

A committee coordinator will be elected by the committee members to serve for a period of one year. The coordinator will be responsible for:

1. Establishing the agenda
2. Conducting meetings
3. Establishing sub-committees
4. Delegating specific tasks to other committee members
5. Handling correspondence on behalf of the committee
6. Forwarding approved materials to the appropriate bodies and individuals
7. Communicating with the director as needed
8. When appropriate, providing a brief report to the SFSC and/or director on discussion topics, decisions, attendance and participation in committee responsibilities regularly

A permanent file of semester reports will be maintained in the Wonsook Kim School of Art Office.

Committee Guidelines and Operating Procedures:

Each standing committee shall function under an appropriate set of guidelines and operating procedures.

Meetings:

The announcement of all committee meetings shall be the responsibility of the committee coordinator. Normally, meeting announcements will be given in writing or via e-mail to the membership at least one week in advance.

B. Studio BFA Committee

The Studio BFA committee is a standing committee of the Wonsook Kim School of Art and selection of members will follow procedures described in Article VIII, Section A of the Wonsook Kim School of Art By-Laws.

The voting membership of the committee will consist of at least three faculty members from different disciplines within the studio area. Additional faculty members may participate as needed.

In the case of the 2-D and 3-D areas, each representative should be from a different discipline, when possible. Additional representatives from graphic design, art history or art education may be added when appropriate.

Duties and responsibilities:

1. Formulate curriculum and catalog recommendations for the studio BFA program and organize materials for program reviews, accreditations, etc.
2. Conduct informational meetings for students interested in applying for the studio BFA program
3. Evaluate students for admission to the studio BFA program and oversee all other aspects of the program. The review process for admission may be conducted during fall and spring semesters of each academic year. At least one review shall occur each academic year.
4. Notify applicants of their acceptance or rejection in writing. For those students who are rejected, the studio BFA committee may provide comments and suggestions toward the development of the work.
5. Review plans of study which have been created by the studio BFA academic advisor, student, and faculty mentors
6. Organize the studio BFA group shows

C. Curriculum Committee

The Curriculum Committee is a standing committee of the Wonsook Kim School of Art and selection of members will follow procedures described in Article VIII, Section A of the Wonsook Kim School of Art By-Laws. Only full-time, continuing faculty are eligible to serve.

The voting membership will consist of a minimum of three and a maximum of five faculty members from different areas within the school. When feasible, the committee may include one student (graduate or undergraduate) who shall be a non-voting member. An area proposing curricular change shall either have representation on the committee or attend meetings while its curriculum is discussed. Furthermore, any member of the Wonsook Kim School of Art is welcome to attend committee meetings.

Duties and responsibilities:

1. Evaluation of school proposals for course and program additions, revisions, or deletions. Committee actions will follow University procedures (University Policies at <www.ilstu.edu/depts/ucc/>) and include:
 - a. Approval. The committee coordinator and director will sign cover sheets of approved proposals as required by proposal forms. Responsibility for forwarding required documents to the college curriculum committee in a timely manner rests with the coordinator of the committee
 - b. Return to proposal initiator for suggested revision and resubmission
 - c. Conditional approval contingent upon changes requested. The committee's conditional approval will be indicated in writing, with requested changes, and will allow the committee coordinator to sign the proposal's cover sheet when the requested changes have been made.
 - d. Disapproval. Disapproved proposals will be returned to the initiator(s) with comments.
2. Identification of apparent inconsistencies between proposals and the standards and objectives of the Wonsook Kim School of Art
3. Identification of apparent inconsistencies between proposals and the standards and objectives of the college or university
4. Communication of recommendations or actions to appropriate administrators or committees
5. Review of curricular matters related to internal and external reviews at the request of the director
6. Participation in curricular review, program planning and policymaking when requested by the director
7. Recommendations for the initiation of ad hoc groups to study curricular matters or issues affecting the Wonsook Kim School of Art
8. Submission of an annual report to the director at the end of the spring semester

D. Scholarship and Recruitment Committee

The Scholarship and Recruitment Committee is a standing committee of the Wonsook Kim School of Art and election of members will follow procedures described in Article VIII, Section A of the Wonsook Kim School of Art By-Laws.

The voting membership will consist of a minimum of three and a maximum of five faculty members from different areas within the school. When feasible, the committee may include one student (graduate or undergraduate) who shall be a non-voting member. The assistant to the director is an ex-officio voting member. The student members of the scholarship and recruitment committee will not take part in scholarship decisions.

Duties and responsibilities:

1. At the beginning of each fall semester, the committee will develop the new academic-year calendar for activities related to the school's scholarship awards process, including:
 - a. spring application deadline for art majors currently enrolled
 - b. dates for faculty review of application materials and portfolios
 - c. dates for portfolio pick-up
 - d. award notification dates

The calendar will also include application deadlines for school and area scholarships and awards.

2. The committee will oversee and participate in the process for reviewing portfolios and other materials submitted by scholarship applicants. With input from appropriate areas the committee will forward its recommendations for scholarship and award recipients to the director or designee, who determines the number and amount of awards to be given annually. The director is responsible for procedures regarding the notification of recipients and the announcement of awards.
3. The committee will foster an environment of diversity and inclusion.
4. The committee will ensure that policies, procedures, and activities related to scholarship and recruitment remain consistent with school and college goals. For this purpose the committee will carry out an annual review of application and recruitment materials and related policies and procedures. Recommendations for change or revision will be made to the director.
5. The committee will work with the director to devise appropriate recruitment strategies and initiate and coordinate recruitment efforts consistent with school enrollment management goals, budgets, and programmatic priorities. Recruitment strategies may include: the use of talent admissions; developing print, media and visual recruitment materials; visits to high schools and junior colleges; placement of appropriate advertisements; participation in portfolio review days; developing and maintaining relationships with high school and community college art teachers and advisers; and other outreach activities.
6. Each committee member will attend at least two recruitment events per academic year, either on or off campus.
7. Generate regular reports on recruitment activities and enrollment for distribution to the school and the college

E. Ad Hoc Committees

Ad Hoc Committees may be created for specific purposes and for defined and limited periods of time when deemed necessary by the director or by a majority of the faculty.

Article IX – Belonging and Equity (BE) Committee (standing committee)

Membership:

The Belonging and Equity (BE) Committee may be comprised of 11 members. One member from each of the following groups may represent their peers as voting committee members:

- Art Teacher Education faculty, T/TT or NTT (50% or more)
- Art History/Visual Culture faculty, T/TT or NTT (50% or more)
- Graphic Design/Creative Technologies faculty, T/TT or NTT (50% or more)
- 2D Area faculty, T/TT or NTT (50% or more)
- 3D Area faculty, T/TT or NTT (50% or more)
- Wonsook Kim School of Art staff
- University Galleries staff

Additionally, two representatives from Wonsook Kim School of Art's broad and diverse student body may act as voting members on the BE committee.

One member from the following groups may represent their peers as ex-officio (non-voting) committee members:

- Wonsook Kim School of Art alumni
- Bloomington-Normal community

If no one from a group can commit to membership, the group should not be represented. If a group does not feel they have the capacity to participate, someone from another group may substitute on a limited, volunteer basis.

Coordinators:

The BE coordinator communicates with sub committees, represents the BE committee at faculty/staff meetings, represents the school on the Wonsook Kim College of Fine Arts Diversity, Equity, and Inclusion committee, and communicates with the director as needed. The BE associate coordinator fills in for coordinator as needed. The BE secretary or co-secretaries take/s notes for regular standing meetings. If one secretary is absent, the other will take notes. If both are absent, the associate director, director, or committee volunteer takes notes. Minutes are closed but may be accessed by non-members with permission from the standing committee.

Terms of Office:

The term of office for standing committee membership is two years. Terms are rolling. The BE coordinator is a voting member who is nominated and elected by the committee and serves a two-year term with the option to extend their term to three years by nomination and a vote of the committee members. The BE associate coordinator is a voting member who is nominated and elected by the committee and serves a two-year term with the option to extend their term to three years by nomination and a vote of the committee members. The role of the BE secretary/co-secretaries rotates through willing voting members.

Replacements:

Any standing committee member who goes on leave during a term of service will be replaced with a substitute for the period of the leave. Any member who resigns from the committee shall be replaced with a member who will complete the term remaining after

the resignation. Replacements will be chosen in the same manner as the original selection.

Duties and responsibilities:

- Cultivate an environment of welcome, belonging, and equity within the Wonsook Kim School of Art and the Center for Visual Arts
- Provide representation (one member) on the Wonsook Kim School of Art School Faculty Status Committee
- Provide representation (one member) on Wonsook Kim School of Art faculty search committees

Article X – Amendment Procedure

Amendments to these by-laws require a two-thirds majority of the voting membership of the Wonsook Kim School of Art. Amendments may be proposed at a faculty/staff meeting, or through a memorandum, and must be acted on at a subsequent faculty/staff meeting(s). Written copies of the proposed changes must be provided to the faculty and staff two weeks in advance of a revision vote.

Review of the by-laws will be conducted every five years.