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ILLINOIS STATE UNIVERSITY
BYLAWS OF THE COUNCIL
OF THE
WONSOOK KIM COLLEGE OF FINE ARTS

October 2020

ARTICLE I. NAME AND PURPOSE

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

Section 2. The College Council will serve as the primary governing body through which the faculty, administrative professional personnel, civil service personnel, and students of the Wonsook Kim College of Fine Arts will participate in determining College policy and procedures.

Section 3. The College Council will operate 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 Wonsook Kim College of Fine Arts on major policy issues including, but not limited to, the areas of governance, curriculum, personnel, and administration. The Dean will regularly communicate with the Council regarding major policy issues and will report acceptance or non-acceptance of the College Council’s 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 committees:

Standing Committees (APPENDIX A):

- College Research Committee (CRC)
- College Curriculum Committee (CCC)
- College Faculty Status Committee (CFSC)
- College Academic Advisor Committee (CAAC)

Special Committees:

- Bylaws Review Committee (APPENDIX B)
- School Director Search Committee (APPENDIX B)

- Dean’s Review Committee (see the university Policy & Procedures [3.2.15](#))

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

Under normal circumstances, the College Council shall not review matters under the purview of other committees until those committees have reviewed and reported on their matters to the College Council.

Section 3.

- The College Council will be responsible for the following:
- a. Conducting monthly meetings of the College Council during the fall and spring semesters
 - b. When appropriate, calling for special meetings of College faculty, staff, and/or students
 - c. Establishing guidelines for the creation and maintenance of School/Program bylaws, and reviewing and making recommendations regarding School/Program bylaws and other documented policies (APPENDIX C)
 - d. Formulating a membership structure for the selection of search committees for School/Program Directors (APPENDIX B)
 - e. Establishing procedures and policies for the selection of associate and assistant deans (APPENDIX D)
 - f. Reviewing and, when appropriate, revising the evaluation questionnaire(s) for the annual review of the Dean (see the university Policy & Procedures [3.2.16](#)) and School Directors (see the university Policy & Procedures [3.2.15](#))
 - g. Ensuring nomination of candidates and selection of recipients for College teaching, research, creativity, and service awards
 - h. Validating elections coordinated by the Dean’s Office

ARTICLE III. MEMBERSHIP

Section 1.

- The twenty-two (22) voting members of the College Council will consist of:
- the Directors of each School (ART, MUS, THD) and the Creative Technologies Program (4)
 - two elected tenured/tenure-track faculty members from each School (ART, MUS, THD) (6)
 - one elected tenured/tenure-track faculty member with more than 50% appointment in the Creative Technologies Program (1)

- 91 • one elected non-tenure track faculty member from the College
- 92 (ART, MUS, THD) (1)
- 93 • one elected administrative professional representative from the
- 94 College (1)
- 95 • one elected civil service representative from the College (1)
- 96 • two students from each School (ART, MUS, THD) and the
- 97 Creative Technologies Program (8)
- 98

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

- 101 • the Dean of the College
- 102 • the Associate and Assistant Deans of the College
- 103 • the Dean’s Business Communications Associate

104
105 Section 2. **Tenured/tenure-track faculty members** of the College Council will be
106 elected by the tenured/tenure-track faculty within each School (ART,
107 MUS, THD)/Program. Tenured/tenure-track faculty must have more than
108 a 50% appointment in the College and must have completed one full
109 semester of teaching preceding the election. Two academic years will be
110 considered a full term. The terms of each faculty member within a School
111 will be staggered. Faculty members will be eligible for immediate
112 reelection at the completion of one full term. At least one year of non-
113 service is required following four consecutive years of service.

114
115 Section 3. **Non-tenure-track faculty members** of the College Council will be
116 elected by all non-tenure-track faculty of the College. Non-tenure-track
117 faculty members must have completed a full semester of teaching within
118 the College before serving on the College Council. Non-tenure-track
119 faculty elections will take place no later than September 1. Two academic
120 years will be considered a full term. Non-tenure-track faculty members
121 will be eligible for immediate reelection at the completion of one full
122 term. At least one year of non-service is required following four
123 consecutive years of service.

124
125 Section 4. **Administrative professional members** of the College Council will be
126 elected by the administrative professional personnel of the College.
127 Administrative professional members must have completed a full
128 semester of employment before serving on the College Council. The
129 terms of the administrative professional member and the civil service
130 member will be staggered. Two academic years will be considered a full
131 term. Administrative professional members will be eligible for immediate
132 reelection at the completion of one full term. At least one year of non-
133 service is required following four consecutive years of service.

134
135 Section 5. **Civil service members** of the College Council will be elected by the civil
136 service personnel of the College. Civil service members must have

137 completed a full semester of employment before serving on the College
138 Council. The terms of the civil service member and the administrative
139 professional member will be staggered. Two academic years will be
140 considered a full term. Civil service members will be eligible for
141 immediate reelection at the completion of one full term. At least one year
142 of non-service is required following four consecutive years of service.
143

144 Section 6. **Student members** of the College Council will consist of one
145 undergraduate student and one graduate student from each
146 School/Program (ART, MUS, THD, CTK) recruited through an all-call
147 process. Student members will be selected by the Director of their
148 School/Program (ART, MUS, THD, CTK). Student members must have
149 completed a full semester of studies as a major in the College and be in
150 good academic standing before serving on the College Council. One
151 academic year will be considered a full term. Student members will be
152 eligible for immediate reappointment at the completion of one full term.
153 At least one year of non-service is required following two consecutive
154 years of service.
155

156 Section 7. With the exception of ex officio members and School/Program (ART,
157 MUS, THD, CTK) Directors, two consecutive absences of a College
158 Council member may allow the Council to replace the absent member.
159 Faculty, administrative professional, and civil service members will be
160 replaced by special election. Student members will be replaced by the
161 aforementioned process outlined in Article III. Section 6..
162

163 ARTICLE IV. ELECTIONS AND SERVICE

164
165 Section 1. All College-wide elections will be conducted in accordance with
166 University rules and procedures.
167

168 Section 2. The College Council will ensure that the Dean's Office conducts
169 elections for the College.
170

171 Section 3. The College Council will ensure that the Dean's Office communicates
172 procedures and a reasonable timeline for each phase of the election
173 process. The Dean's Office will announce the results after balloting.
174

175 Section 4. All faculty and staff who are eligible for service on the College Council
176 are automatically nominated and may remove their names from the ballot
177 by request to the Dean's Office. The following people are ineligible to be
178 elected to the College Council:

- 179 • individuals on leave for part of the elected term
 - 180 • members of the College Faculty Status Committee
- 181

182 Section 5. Elections for College Council faculty should be conducted following the
183 College Faculty Status Committee elections and should be concluded
184 prior to the last day of classes in the spring semester. See Article III,
185 Section 3 for timing of elections for non-tenure track faculty.
186

187 Section 6. Membership should be in place by the first College Council meeting of
188 the academic year.
189

190 ARTICLE V. OFFICERS

191
192 Section 1. After the new members of the College Council are seated, the College
193 Council will elect, from its elected members, a Chair and Vice Chair
194 (who must both be faculty/administrative professional/civil service)
195 and a Secretary for one-year terms. These officers will assume their
196 duties immediately.
197

198 Section 2. These officers, along with the Dean, Associate Dean(s), and Assistant
199 Dean(s) will constitute the Executive Committee. The Executive
200 Committee will prepare meeting agendas and perform other duties.
201

202 Section 3. The Chair will preside over College Council meetings and perform
203 other duties as needed. The Vice Chair will serve in the absence of the
204 Chair. The Secretary will take meeting minutes and prepare them for
205 distribution.
206

207 ARTICLE VI. MEETINGS

208
209 Section 1. The College Council will hold monthly regular meetings during the fall
210 and spring semesters, and as needed. Meetings will be open to anyone
211 who wishes to observe.
212

213 Section 2. The Chair will request possible agenda items from the College Council
214 ten business days prior to the meeting. Proposed agenda items shall be
215 submitted to the Chair no later than five business days prior to the
216 meeting. Proposed agenda items will be evaluated for inclusion by the
217 Executive Committee. If a proposed agenda item is rejected, the Chair
218 will explain the decision to the requestor. The agenda for regular and
219 special meetings will be published and distributed to the College at least
220 forty-eight hours before the meeting.
221

222 Section 3. Faculty, staff, and students not serving on the College Council can
223 communicate proposed agenda items in writing to an Executive
224 Committee member no later than ten business days prior to a meeting. If
225 a proposed agenda item is rejected, the Chair will explain the decision to
226 the requestor.
227

228 Section 4. Special meetings may be necessary to address pressing or complex
229 matters outside of regular meetings. Special meetings may be called by
230 any of the following:

- 231 a. the Dean, the Chair, or, in the absence of the Chair, the Vice
232 Chair
- 233 b. written request of at least five voting members of the College
234 Council
- 235 c. written petition from ten percent of either of the following
236 College constituencies: (1) students or (2) faculty/staff

237 Special meetings shall occur in a timely manner and are limited to the
238 subject of the written request or petition.

239
240 Section 5. For the purpose of a vote, a quorum of more than fifty percent
241 of the voting members must be present.

242
243 Section 6. When voting on a motion, the College Council will follow protocol from
244 the most recent edition of *Robert's Rules of Order*. Otherwise, meetings
245 will be conducted informally.

246
247 Section 7. Approved minutes of College Council meetings will be available
248 publicly within ten business days of approval. At least one permanent
249 file of agendas and minutes will be kept in the Dean's Office.

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251 APPENDIX A. STANDING COMMITTEES

252

253 College Research Committee (CRC)

254

255 Section 1. Under the guidance of the Dean’s representative, the committee’s charge
256 is to promote research and creative activity in the College and to
257 administer the research and creative awards for the College. Other
258 responsibilities include selecting the 3-Minute Thesis and James L. Fisher
259 Outstanding Thesis nominees, and reviewing/awarding the College
260 applicants for University Research Grants. The committee will also
261 establish and revise its policies and procedures.

262

263 Section 2. The committee will consist of seven (7) members: two tenured/tenure-
264 track faculty members from each School (ART, MUS, THD) (6), and one
265 (1) from the Creative Technologies Program. Members will be appointed
266 by the Dean in consultation with the Directors.

267

268 Section 3. Two academic years will be considered a full term. The two faculty
269 members representing each School will serve staggered terms. At least one
270 year of non-service is required following two consecutive terms of service.

271

272 Section 4. No members shall simultaneously represent two constituencies. No members
273 may serve concurrently on both School and College Research Committees.

274

275 College Curriculum Committee (CCC)

276

277 Section 1. Under the guidance of the Dean’s representative, the committee’s charge
278 is to evaluate School (ART, MUS, THD)/Program (CTK) curriculum
279 proposals. The committee will also establish and revise its policies and
280 procedures.

281

282 Section 2. The committee will consist of twelve (12) members:

283

284 • two tenured/tenure-track faculty members from each School (ART,
285 MUS, THD) (6) and one (1) from Creative Technologies, each
286 serving three-year terms as appointed by the Dean in consultation
287 with the Directors. These are voting members.

287

288 • one graduate student from each School/Program (ART, MUS,
289 THD, CTK) (4), each serving a one-year term with the possibility
290 of reappointment. These are voting members.

290

291 • one Dean’s representative (1). This is a non-voting member.

292

293 Section 3. The two faculty members representing each School (ART, MUS, THD)
294 will serve staggered terms. At least one year of non-service is required
295 following two consecutive terms of service.

295

296 Section 4. No members shall simultaneously represent two constituencies. No
297 members may serve concurrently on both School and College curriculum

298 committees. Members should be seated prior to May 1 for the subsequent
299 academic year.

300
301 College Faculty Status Committee (CFSC)

302
303 The committee's charge and membership are outlined in the University's
304 Appointment, Salary, Promotion and Tenure (ASPT) document.

305
306 College Academic Advisor Committee (CAAC)

307
308 Section 1. Under the guidance of the Dean's representative, the committee's charge
309 is to serve in an advisory capacity to the Dean while working to provide a
310 forum for each advisor to share their efforts related to advisement issues
311 across the Schools/Program and to identify ways they might be able to
312 improve upon the advising process in the College.

313
314 Section 2. The committee will consist of a Dean's representative, all undergraduate
315 academic advisors whose primary caseload consists of majors within the
316 College (ART, MUS, THD, CTK), and academic advisors from Special
317 Populations and University College.

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326 APPENDIX B. SPECIAL COMMITTEES

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328 Bylaws Review Committee

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330 Section 1. Under the guidance of the Dean’s representative, the committee’s charge
331 is to review College Council bylaws and make recommendations for
332 updating policy as needed.

333

334 Section 2. The committee will be established five years after the current bylaws have
335 been approved by the Academic Senate.

336

337 Section 3. The committee will consist of one faculty and one student from each
338 School/Program (8), one administrative professional or civil service staff
339 (1), and the Dean or their designee (1), who will serve as the non-voting
340 chair.

341

342 Section 4. Revisions must be approved by simple majority of the Council.

343

344 Section 5. Outside of the 5-year review cycle, there are three options for revision:
345 1. Revisions proposed by College Council members will be approved
346 by a simple majority of the College Council
347 2. Revisions outside the College Council may be proposed by any
348 member of the College in accordance with Article VI, Section 3,
349 then approved by a simple majority of the College Council
350 3. Revisions rejected by the College Council may still be put to a
351 College-wide vote if the proposal is accompanied by a petition in
352 accordance with Article VI, Section 4, subsection c.

353

354 Section 6. Revisions must be approved by at least a two-thirds majority in a
355 College-wide vote. Bylaws approved by the College-wide vote must be
356 approved by the Academic Senate before adoption.

357

358 School Director Search Committee

359

360 Section 1. The responsibilities of this committee will be consistent with University
361 Administrator Selection and Search Policies ([University Policies and
362 Procedures 3.2.13](#)).

363

364 Section 2. The nine (9) voting members of this committee will be comprised of the
365 following:

366

- 367
- The Chair of the committee will be a School Director from, Art,
368 Music, or Theatre and Dance (1), not in the School concerned. If
369 this condition cannot be met, a tenured full professor from outside
370 the School will be appointed by the Dean in consultation with the
371 Directors.

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- Three tenured (3) and one tenure-track (1) faculty will be elected by the faculty of the School in accordance with the School’s bylaws. Committee members must collectively meet the following criteria:
 - No more than one may come from each School governance area, as defined in the School’s bylaws.
 - They must reflect the “broadest possible representation of unit diversity.” ([University Policy 3.2.13, Article I, Section D](#))
- One undergraduate (1) and one graduate (1) student from the School, appointed by the Dean from a slate of six (three undergraduate, three graduate) provided by the School.
- One administrative professional (1) or civil service employee from the School, appointed by the Dean from a slate of at least three provided by the School.
- One administrative professional (1) or civil service employee appointed by the Dean from outside the School, but within the College.

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392 APPENDIX C. SCHOOL/PROGRAM BYLAWS REVIEW

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394 Each School and the Creative Technologies Program shall create and maintain bylaws.
395 Proposed bylaws will be evaluated by the College Council for inclusion of the following:

396

397 1. The formulation of School/Program policy and advisement of the Director
398 through faculty/staff meetings and/or advisory groups.

399

400 2. Provisions for periodic meetings of the School/Program faculty and staff.

401

402 3. The establishment of the membership and charge of standing and special
403 committees within the School/Program.

404

405 4. Procedures for the selection of faculty appointments.

406

407 5. Guidelines for the charge of School officers (e.g. Associate/Assistant Director).

408

409 6. Opportunities for student participation in School/Program affairs.

410

411 For continuity, Creative Technologies bylaws will also be an addendum in each School's
412 bylaws. Whenever revisions to Creative Technologies bylaws are approved by the
413 College, the approved changes will be updated in the addendum of each School's bylaws.

414

415 APPENDIX D. PROCEDURES AND POLICIES FOR THE SELECTION OF
416 ASSOCIATE AND ASSISTANT DEANS

417

418 1. Associate Deans

419 The Associate Deans, as administrative professionals, serve at the pleasure of the Dean.
420 When an opening occurs, the Dean may fill the position either by appointment or by
421 executing a search process. The Dean will post the position vacancy on the Human
422 Resources site and notice of the position will be sent to all tenure track faculty in the
423 College. The candidate selected will be hired from those who applied through the
424 position posting.

425

426 2. Assistant Deans

427 The Assistant Deans, as administrative professionals, serve at the pleasure of the Dean.
428 When an opening occurs, the Dean may fill the position either by appointment or by
429 executing a search process. The Dean will post the position vacancy on the Human
430 Resources site and notice of the position will be sent to all faculty and staff in the
431 College. The candidate selected will be hired from those who applied through the
432 position posting.

433

434 Approved by the Bylaws Review Committee:
435 Approved by the College of Fine Arts Council:
436 Approved by the College Faculty, Staff and Students:
437 Approved by the Academic Senate:

February 12, 2020
~~April 16, 2013~~
~~May 1, 2013~~
~~December 10, 2014~~

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