

**BYLAWS OF THE
GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

I. NAME

The name of this faculty shall be the Faculty of the Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign.

II. POWERS AND DUTIES

The Faculty shall have such powers and duties as may be lawfully delegated to it and which the Faculty has been accustomed to exercise. Among the powers and duties of the Faculty are the following:

1. To establish rules for conduct of its business.
2. To establish the academic policy of the School, exercising jurisdiction in all educational matters falling within the scope of its programs, including the determination of its curricula, and making recommendations on matters of educational policy relevant to the School but which fall under the jurisdiction of other bodies.
3. To establish policies which govern the internal administration* of the school and advise the Dean concerning administrative matters.
4. To elect committees deemed necessary by the faculty to assist the faculty in carrying out their power and duties.

These Bylaws are intended to supplement the University Statutes. Where there are alleged conflicts in the Statutes, an interpretation by the Chancellor on advice of the Campus Legal Counsel must prevail.

*“Internal administration” shall be defined as matters concerned with policies and procedures which are not specifically prescribed by law, University Statutes, or the University administration external to the School.

III. MEMBERSHIP AND VOTING

A. Membership

The Faculty consists of the President of the University, the Chancellor and the Provost Vice-Chancellor for Academic Affairs of the Urbana-Champaign campus, the Dean of the School, and those members of the academic staff with the rank or title of professor, associate professor, assistant professor, or instructor or lecturer who are tenured or receiving probationary credit toward tenure. Other administrative staff, including Associate and Assistant Deans of the School, are members of the Faculty only if they also hold faculty appointments.

The Executive Committee may in exceptional circumstances request faculty approval of annual appointments of other individuals as specified in Article II, Section 3, a2 of the University of Illinois Statutes. The Dean and Executive Committee shall determine the Faculty membership of those members of the academic staff who are not tenured or receiving probationary credit toward tenure. Members of the academic staff with the rank or title in the School of emeritus, visiting, affiliate or adjunct shall have voice but not vote at the meetings of the Faculty. Associate and Assistant Deans of the School who do not hold faculty appointments shall have voice but not vote at meetings of the Faculty. The master's, CAS, and doctoral students shall each nominate one of their number to represent that group at Faculty meetings.

B. Voting

All members of the Faculty (as defined above) shall have voting privileges at meetings of the Faculty.

All student representatives and non-Faculty members of the administrative staff shall have voice but not vote at meetings of the faculty.

IV. OFFICERS

A. The Dean

1. The Dean of the School shall be the presiding officer. In the absence of the Dean, the designee of the Dean, normally the Associate Dean, Vice Chairperson of the Executive Committee, shall preside.

2. As chief executive officer of the School, the Dean is responsible to the Chancellor for its administration and is the agent of the Faculty for the execution of the School's administrative and educational policies.

3. The Dean shall:

- a. Call meetings of the Faculty to consider questions of governance and educational policy at such times as the Dean or the Executive Committee may deem necessary (but not less frequently than two each semester) and preside at such meetings.
- b. Formulate and present policies to the Faculty for its consideration. This shall not be interpreted to abridge the right of any member of the Faculty to present any matter to the Faculty.
- c. Oversee the registration and progress of the students in the School.
- d. Serve as Executive Officer of the School and be responsible for the administration of the office and the supervision of non-faculty staff.
- e. Recommend the appointment, reappointment, nonreappointment, and promotion of the officers and recommend the appointment, nonreappointment, promotion, and tenure of the teaching staff in consultation with the Executive Committee and upon receiving advice from those Faculty choosing to make a recommendation.
- f. Prepare, with advice from the Executive Committee, the budget of the School.
- g. Report on the work affairs of the School.
- h. Serve as the medium of communication for all official business of the School with other campus authorities, the students, and the public.
- i. Represent the School at campus meetings, professional conferences, etc. The Dean may also designate representatives for specific meetings.
- j. Serve as an ex-officio member of all standing committees.
- k. Be responsible for the educational use of the buildings, rooms and general equipment assigned to the School.

4. The Dean's absence.

Specific duties are negotiated between the Dean and Associate Dean with the advice of the Executive Committee. Assistant Dean shall carry out such duties as the Dean may assign.

C. The Secretary to the Faculty

- 1. The Dean's Administrative Assistant shall act as Secretary to the Faculty.
- 2. The duties of the Secretary shall be to:
 - a. Distribute to members of the Faculty and to such other persons as the Executive Committee may direct all notices, calls, agenda, and minutes of Faculty meetings.
 - b. Record (or appoint someone to record) and preserve minutes of all meetings of the Faculty, the votes taken therein, special reports, and all other official actions. In the absence of the Administrative Assistant, the Dean shall appoint someone to record and preserve minutes of all meetings of the Faculty, the votes taken therein, special reports, and all other official actions.

c. Preserve and file all documents and papers which belong to the Faculty or which are part of the proceedings.

d. Notify committees of all business referred to them, furnish them documents and papers laid before the Faculty relating to such business, and preserve all reports and communication of committees.

e. Conduct any necessary mail votes.

D. Special Officers

The Dean shall have authority to designate coordinators, representatives, tellers, and other officers on a yearly or ad hoc basis when such assistance is deemed necessary.

V. MEETINGS

A. Parliamentary Authority

1. Robert's Rules of Order, New Revised (1970) shall govern meetings of the Faculty in all cases in which they are applicable and not in conflict with these bylaws or the University statutes.

B. Regular Meetings

1. Frequency

There shall be two or more regular meetings of the Faculty each semester, with the dates to be fixed by the Dean and announced at the beginning of each semester academic year.

2. Call and Notice

a. Regular meetings of the Faculty shall be called by the Dean.

b. The Secretary shall furnish members entitled to vote in Faculty meetings written notice of and an agenda prior to the meeting.

3. Agenda; Order of Business

a. Agenda. Items may be placed on the agenda in any of the following ways:

i. By the Dean;

ii. By the Executive Committees of the Faculty;

iii. By any member of the Faculty who requests that an item be included on the agenda of a regular meeting of the School. Such items should be submitted to the Dean at least four calendar days before the scheduled date of the meeting.

The Dean, in consultation with the Executive Committee, shall consider and may schedule inclusion of such items on the agenda or may refer such items to appropriate committees.

This provision shall not abridge the right of any member of the Faculty to present any matter to the Faculty at any regular meeting under the appropriate heading of "old" or "new" business.

iv. By any student representative who requests that an item be included on the agenda of a regular meeting of the School. Such items should be submitted to the Dean at least four calendar days before the scheduled date of the meeting.

The Dean, in consultation with the Executive Committee, shall consider and may schedule inclusion of such items on the agenda or may refer such items to appropriate committees. This provision shall not abridge the right of any student representative to present any matter to the Faculty at any regular meeting under the appropriate heading of "old" or "new" business.

4. New Business

a. Items introduced as new business at any regular meeting shall be introduced in the form of a resolution. Such resolutions may be debated or adopted at the regular meeting of the Faculty at which they are introduced, or may be referred by the Faculty to the appropriate committee.

b. Items submitted to committees by individuals may be reported out at the discretion of the committee, except that any member of the Faculty may introduce a motion under the heading of new business to compel a report on a given matter at the next regularly scheduled meeting.

5. Voting at Faculty Meetings

a. The right to vote shall be limited to those present and entitled to vote as defined by Article III.

b. Resolutions shall be passed and elections determined by a majority vote of those present and eligible to vote.

c. Voting may be by paper ballot, or voice vote, or show of hands, at the discretion of the presiding officer. Any member of the Faculty may request a paper ballot on occasion of any vote. Proxy and absentee ballots shall not be allowed unless approved by the Executive Committee for specific agenda items to be voted on at the next faculty meeting.

C. Special Meetings

1. Call

a. Special meetings of the Faculty may be called by the Dean, by the Executive Committee, by resolution made and approved in a regular meeting of the Faculty, or upon receipt of a written petition of four or more members of the Faculty entitled to vote.

b. A resolution or petition for a special meeting shall include the proposed agenda and/or resolution(s) to be considered, together with supporting

documentation.

2. Notice

The notice provisions for a special meeting shall be the same as for a regular meeting, including the provisions for distribution of the agenda, with the following exceptions:

- a. All notices of special meetings shall plainly be marked "Special Meeting."
- b. Should a situation require immediate action, the Dean, with the consent of a majority of the Executive Committee, may designate a special meeting as an emergency meeting; notices of an emergency meeting must be delivered to the Faculty not less than 24 hours before the hour set for such meeting and must be plainly marked "Emergency Meeting."

3. Agenda

The agenda for special meetings shall be confined to the items listed on the call for the meeting, and the discussions and actions at such a meeting shall be limited thereto.

4. Other Procedural Matters

The provision for a quorum, voting, and balloting shall be the same for special meetings and for regular meetings.

D. All meetings shall be open to the public except executive sessions permitted by the State of Illinois.

VI. EXECUTIVE COMMITTEE

A. Membership and Election

1. The Executive Committee shall consist of the Dean, the Associate Dean and three members of the Faculty with the rank of assistant professor and above, elected annually to twelve month terms by the Faculty. Members may not serve more than two consecutive full terms.

2. Elections for the Executive Committee shall be conducted by paper ballot prior to the last faculty meeting of the spring semester of each academic year, under the supervision of the tellers designated/selected by the Dean/Faculty. The tally of votes will be made available to those Faculty who so request. The three candidates receiving the highest number of votes shall be declared elected. In the event of a tie, the existing committee shall break the tie by secret ballot; if this vote results in a tie, it shall be broken by the Dean. Newly-elected members shall assume office at the beginning of the fall semester of each academic year.

Whenever a vacancy occurs, a new election will be held to complete the term of office. The candidate in the most recent election with the most votes shall assume membership for the remainder of the term.

If needed, newly-elected members may fill vacancies which occur during the prior summer months.

3. Executive Committee business during the summer (outside the academic year) shall normally consist of the outgoing and incoming Executive Committee members who are in residence.

B. Functions

1. The Dean shall serve as Chairperson (ex-officio) of the Executive Committee. The Committee will select a Vice-chairperson to serve as Chairperson in the absence of the Dean. The Vice-chairperson shall also serve as Chairperson of the Committee when it meets to give advice to the Chancellor and President on appointment or reappointment of the Dean.

2. The duties of the Executive Committee shall include those prescribed by the University statutes and these Bylaws. Principally, these are to:

- a. Assist and advise the Dean in the conduct of School business, including the preparation of agenda for meetings of the Faculty.
- b. Advise the Dean on all appointment, reappointment, nonreappointment, and promotion and tenure decisions.
- c. Advise upon proposals relating to programs.
- d. Advise the Chancellor and the President on each recommendation of appointment of the Dean.
- e. Consult with the Dean on the preparation of the budget of the School.
- f. Act as a Faculty Appeals Committee, to assist and advise the Dean in the event of any grievance procedures which might arise in the School.

Preamble:

GSLIS desires to resolve matters of dispute within the school. The purpose of the Internal Procedure for Resolution of disputes is to provide members of the faculty with a framework for collegial resolution of such disputes.

These procedures do not abrogate the right of any individual to bring matters of concern either to the full faculty or appropriate campus-wide committees (e.g., Faculty Advisory Committee, Professional Advisory Committee, or Equal Opportunity/Affirmative Action Office).

Procedure:

Any member of the faculty may present a question, suggestion, or grievance about any school-related issue affecting that individual. Under normal circumstances, it would be expected that the issue will have been discussed directly by all parties concerned before being brought to the executive committee. If no satisfactory resolution is reached, the faculty member may bring a formal grievance before the executive committee. If the grievant is a member of the executive committee, the other members of the committee will determine a replacement for purposes of hearing the grievance. The grievance should be in writing and addressed to the vice-chair of the committee. Within 60 days of receipt of such a grievance, the committee will meet in conference with the grievant(s) and other parties involved and will review appropriate documentation. The committee will, within the next 30 days, deliver a written recommendation to the grievant(s) and administrator. The response of the administrator to any findings will be communicated within 30 days to the grievant(s) and to the executive committee. [Extension of time limits can be negotiated with agreement of both parties.]

g. Act on behalf as interim in the name of the Faculty in an emergency situation, such action to be reported to the Faculty at the next regular meeting.

3. Minutes will be kept by either a) the Dean's secretary, or b) members of the Committee on a rotating basis, and will be made available to the Faculty.

VII. OTHER COMMITTEES

Committees, both standing and special, are established to perform specific tasks on behalf of the Faculty. Although election of Faculty to each committee may be made by the majority of voting members present and responding to a motion to elect the slate as submitted by the Dean, any Faculty member eligible to vote may place her/his name, or the name of another voting Faculty member, with the approval of that Faculty member, in nomination for a specific committee. If this nomination results in a greater number of nominees than positions on the committee, a vote by paper ballot will be held. Those receiving the greater number of votes shall be elected to the committee. In case of ties, the current Executive Committee will vote to break the tie. The Dean shall convey to each committee any charges given the committee by the Faculty. The chairperson of the committee is responsible for calling the first meeting. The Dean may serve on these committees as a nonvoting ex officio member and may appoint Associate and/or Assistant Deans to the Standing Committees as nonvoting ex officio members.

A. Standing Committees

The standing committees of the School shall be:

1. Curriculum

a. The Curriculum Committee shall be responsible for all aspects of the MS curriculum, subject to the approval of the full faculty on substantive issues, including but not limited to: establishing degree requirements for the undergraduate minor, the MS, and the CAS degrees; working with Faculty in the development of new courses, and monitoring the curriculum as a whole.

b. Members are elected annually by the Faculty. The Dean will present a slate of candidates, developed with the advice of the Executive Committee, to the Faculty at least one week prior to the last regular faculty meeting of the academic year. There shall be three Faculty members, a chairperson, one MS degree student selected by the MS students, one CAS student selected by the CAS students, and one PhD student selected by the PhD students. The Library and Information Science Librarian will be a nonvoting ex officio member of the committee.

2. Admissions

a. The Admissions Committee shall be responsible for reviewing the credentials of applicants to the MS and CAS programs and recommending admissions to and financial aid for the MS and CAS programs.

b. Members are elected annually by the Faculty. The Dean will present a slate of candidates, developed with the advice of the Executive Committee, to the Faculty at least one week prior to the last regular faculty meeting of the academic year. There shall be three Faculty members, a chairperson, the Assistant Dean for Student Affairs, and one member of the University Library Faculty, appointed in consultation with the University Librarian.

3. Doctoral Studies

a. The Doctoral Studies Committee shall be responsible for all aspects of the PhD program, subject to the approval of the full Faculty on substantive issues, including but not limited to: reviewing the credentials of applicants to the PhD program and recommending admissions too and financial aid for the PhD program; establishing degree requirements, beyond those of the Graduate College, for the PhD program; and proposing courses unique to the PhD program in consultation with the Curriculum Committee.

b. Members are elected annually by the Faculty. The Dean will present a slate of candidates, developed with the advice of the Executive Committee, to the Faculty at least one week prior to the last regular faculty meeting of the academic year. There shall be three faculty members, a chairperson, and a PhD student selected by the PhD students.

Subcommittees may be established on an ad hoc basis to assist the work of

any standing committee. Committees may appoint members of their subcommittees, but at least one Faculty member of the committee shall serve as a member of the subcommittee.

B. Special Committees

Special committees may be elected by the Faculty to meet specific needs as they arise. Special Committees and their membership may be proposed by the Dean, by individual Faculty, or by student representatives. Subcommittees may be established to assist the work of any special committee. Committees may appoint members of their subcommittees, but at least one Faculty member of the committee shall serve as a member of the subcommittee.

VIII. AMENDMENT AND REVISION OF BYLAWS

A. Amendment

1. Amendment of or addition to these Bylaws may be made at any regular meeting of the Faculty by two-thirds of the voting members present, provided that the notice and agenda requirements detailed in Article V., Section B.3 and B.4 have been met.

2. Proposal for amendment of or addition to these Bylaws may be made by any voting member.

B. Revision

1. At least every five years the Dean shall appoint an ad hoc committee to review the Bylaws and propose such revisions as seem advisable.

August 1988
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