

# **Bylaws of the Faculty of the Department of Bioengineering in the College of Engineering of the University of Illinois at Urbana- Champaign**

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I. Name

The name of this assembly shall be: "*The Faculty of the Department of Bioengineering in the College of Engineering of the University of Illinois at Urbana-Champaign.*"

II. Purpose

The purpose of this assembly shall be to assume those responsibilities and to discharge those duties ascribed to it by the University of Illinois (henceforth referred to as the *University*) Statutes and the Bylaws of the faculty of the College of Engineering at the University of Illinois at Urbana-Champaign (henceforth referred to as the *College*), and to engage in such other activities as it may take unto itself that are not in conflict with the University Statutes, College Bylaws or with other established policies and procedures of the Urbana-Champaign Campus of the University of Illinois (henceforth referred to as the *Campus*).

III. Faculty

- A. The Faculty of the Department of Bioengineering (henceforth referred to as the *Department*) shall consist of those persons specified in Article II.3.a.(1) of the University Statutes, namely, those members of the academic staff who hold the rank or title of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure, together with the President of the University, the Chancellor and the Provost of the Campus, and the Dean of the College.
- B. The Voting Faculty of the Department shall consist of those members of the Faculty as defined in Article III.A of these Bylaws whose appointment totals at least twenty five percent (25%) within the Department. Teaching Professors holding the rank of Assistant, Associate, or Full Teaching Professor shall have the right to vote, except on those matters involving professorial appointments, promotions, or tenure decisions.
- C. The following members of the academic staff of the Department shall have voice at meetings of the Faculty of the Department but shall not have voting rights or the power to make or second motions.
  - i. Members of the Faculty of the University as defined in Article III.B of these Bylaws whose appointments total less than twenty five percent (25%) within the Department.
  - ii. Specialized faculty who hold the rank of professor, associate professor, assistant professor, lecturer or instructor in the Department but are not tenured or receiving probationary credit towards tenure, or whose titles are modified by one or more of the following words "adjunct", "visiting", "clinical", "research" and "emeritus", regardless of the percent time of their appointment within the Department.
  - iii. Retired members of the Faculty of the Department.
  - iv. Directors of the programs of the Department who are not members of the Voting Faculty of the Department.
- D. Affiliate faculty may be appointed within the department from amongst those persons in other units of the University with the rank of professor, associate professor, assistant professor, lecturer or instructor, including those whose titles are modified by one or more of the following words "adjunct", "visiting", "clinical", "teaching", "research" and "emeritus". Such appointments shall only be made with a majority agreement of the Voting Faculty of the department. These members of the academic staff shall have voice at meetings of the Faculty of the Department only by invitation for purposes specified

and shall not have voting rights or the power to make or second motions. Affiliate appointments shall be for a period of three (3) years and can be renewed by a majority vote by the Voting Faculty of the department.

#### IV. Department Head

- A. The Department shall have a Head.
- B. The Head of the department shall be appointed without specified term by the Board of Trustees on recommendation by the Chancellor/vice president and the President after consultation with the Dean of the College and all members of the department faculty. The head may be relieved of title and duties by the Chancellor/vice president on the recommendation of the Dean of the College.
- C. The Head shall have oversight over the general direction of the work of the department. The Head shall
  - i. Be responsible for the organization of the work of the department, for the quality and efficient progress of that work, for the formulation and execution of departmental policies, and for the execution of University and college policies insofar as they affect the department.
  - ii. Consult with a Departmental Internal Advisory Committee (IAC) in regard to departmental policy.
  - iii. Consult with each member of the department regarding the nature and scope of the work in the charge of that member.
  - iv. Call and preside at meetings of the departmental faculty for explanation and discussion of departmental policies, educational procedure, and research, of which there shall be at least one in each academic year for consideration of departmental governance and educational matters.
  - v. Report on the teaching and research of the department.
  - vi. Have general supervision of the work of students in the department.
  - vii. Prepare the departmental budget in consultation with the IAC.
  - viii. Be responsible for the distribution and expenditure of departmental funds and for the care of departmental property.
  - ix. Recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.
- D. The performance of the head shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty. A committee appointed by the Dean of the College shall conduct this review.
- E. The Head, in consultation with the IAC, shall recommend individuals for academic appointment in the department.
- F. The Head may invite other persons who are not members of the department faculty to attend meetings of the department faculty, but such persons shall have no vote.
- G. The Head shall organize the Department administration so as to best carry out the mission of the Department. S/he may make appointments as Associate Head, Assistant Head, or Assistant to the Head, or other appropriate titles.
- H. The Head shall consult with the Department Faculty Development Committee prior to preparing materials for promotion and tenure of candidates, third year reviews and departmental nominations for awards or other recognitions.
- I. The Head shall present cases for tenure and promotion to the Faculty Tenure and Promotion Committee.

## V. Committees

The department committees shall be standing committees and ad hoc committees. The Standing Committees of the Faculty of the Department shall be the Internal Advisory Committee, the Promotions and Tenure Committee, the Undergraduate Curriculum Committee, Space, Equipment, and Facilities Committee, Colloquia Committee, Faculty Development and Awards Committee, Faculty Search Committee, Promotion and Tenure Committee and the Grievance Committee. In areas not falling within the purview of the Standing Committees, the Faculty of the Department may appoint such ad hoc committees as it deems necessary. The graduate program of the department will be included in the Bioengineering Graduate Program (BGP) that shall be governed by a set of bylaws dedicated to the program.

### A. Departmental Internal Advisory Committee (IAC):

- i. The IAC is the primary advisory committee to the Head. Further, the IAC shall act on behalf of the Faculty on those matters of faculty concern for which the Faculty has delegated to the IAC the specific authority to act.
- ii. The IAC shall consist of five (5) members with three-year terms. Each year new members shall be elected to the committee from amongst the Voting Faculty to replace those that are rotating off.
- iii. The Department shall elect the IAC by secret written ballot. All members of the Voting Faculty of the Department shall be eligible for election to the IAC except:
  - a. Those whose titles contain the words “President”, “Chancellor”, “Provost”, or “Dean” possibly modified by one or more of the following words: “Interim”, “Acting”, “Vice-“, “Associate”, and “Assistant.”
  - b. The Department Head
  - c. Those who shall be completing two consecutive three-year terms at the time of election.
- iv. If a member assumes a title in article V.A.iii.a,b of these bylaws, he/she shall cease to be a member of the IAC and an election shall be held as soon as feasible for the remainder of the member’s term.
- v. The IAC shall meet at least once every semester. From amongst its newly elected and continuing members, the committee shall elect a Chair for the upcoming year by secret written ballot after the annual election. The Chair will preside over the meetings of the committee. The Chair shall appoint a member of the committee to record and circulate minutes of the Committee’s meetings.
- vi. Subjects for discussion by the IAC may be suggested by the Head, by any member of the IAC, or by any member of the academic or administrative staff or student of the department. The chair shall include suggested topics in the agenda of the next meeting.
- vii. Non-members of the IAC shall not be present at meetings of the IAC unless expressly invited to attend by the Chair.
- viii. The IAC may invite the Head to its meetings to communicate its recommendations and obtain input for its deliberations. The Head shall not be present when the committee deliberates matters pertaining to the performance of the Head, including advice to the Dean on members of the committee for the evaluation of the Head. The Head may not vote on matters under consideration by the IAC.
- ix. Any member of the department shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee.

B. Undergraduate Curriculum Committee

- i. The committee shall consist of at least five members consisting of faculty and academic staff of the department appointed by the Head.
- ii. The committee shall be responsible for the design, management and evaluation of the department curriculum as well as preparation of the department for ABET review.
- iii. Overall plans and policies, curriculum design, significant changes to the department curriculum that may affect one or more courses shall only be approved by the voting faculty at a scheduled meeting.
- iv. The committee shall meet at least once a semester.
- v. The committee shall circulate a report of its activities annually to the department faculty.
- vi. The Head shall serve as an ex-officio member of the committee.

C. Space, Equipment, and Facilities

- i. A three member committee shall be appointed by the Head from amongst the academic and administrative staff of the department to address matters of space allocation, departmental equipment and matters related to the facilities of the department.
- ii. The chair of the committee shall be appointed by the Department Head.
- iii. The chair of the committee may invite any persons with necessary expertise in matters of the committee to meetings of the committee. Such visitors to the committee shall not participate in any votes of the committee for recommendations to the Head.
- iv. The committee shall meet at least once a semester.
- v. The committee shall circulate a report of its activities annually to the department faculty.

D. Colloquia Committee

- i. A colloquia committee, with up to three members, shall be appointed by the Head from amongst the department faculty.
- ii. In consultation with the department faculty, the Colloquia Committee shall invite and host speakers for departmental seminars.
- iii. The committee may be charged with invitation and hosting other visitors by the Head.
- iv. The committee shall circulate a report of its activities annually to the department faculty.

E. Department Development and Awards Committee

- i. The Department Development Committee shall consist of at least three members appointed by the Head from amongst the faculty and academic staff of the department in consultation with the IAC.
- ii. The Chair of the committee will be a faculty member holding the rank of Professor
- iii. The Committee shall evaluate and prepare nominations of departmental personnel for awards (internal and external) for consideration by the Head.
- iv. The committee will help in developing programs for career development of members of the department.
- v. A secret written ballot will record votes for each case for awards. No mechanism may be used for voting that could potentially associate a member of the committee with their vote.

F. Faculty Search Committee

- i. In consultation with the Faculty, the Head shall appoint a Search Committee from amongst the departmental faculty to evaluate applicants and recruit candidates as new Department Faculty Members. From amongst the members of the search committee, the Head shall appoint a chair of the committee.
- ii. For each opening, the Search Committee will select one or more candidates for consideration by Department Faculty.
- iii. Department Faculty shall meet each candidate under consideration and review their records prior to a discussion at a faculty meeting. The faculty meeting shall be scheduled at least a week in advance, and the consideration of each candidate must be specified on the agenda at such time.
- iv. The voting Faculty shall vote on each case by written secret ballot.
- v. The vote shall advise the Head, but the Head shall make final decisions regarding appointments.
- vi. If an appointment is not made, the opening will remain in the domain of the Faculty Search Committee until the position is re-assigned by the Head.

G. Promotions and Tenure Committee

- i. The Promotions and Tenure Committee of the Department shall consist of all Voting Faculty of the Department holding the rank of Professor.
- ii. A meeting of the Committee shall be called with at least 1 week notice, with agenda and a complete copy of nomination papers for all candidates being included in the call for meeting.
- iii. The Head shall present the promotion documents for consideration of each candidate to the committee.
- iv. A secret written ballot will record votes for each case. No mechanism may be used for voting that could potentially associate a member of the committee with their vote.
- v. Oral or written comments may be provided to the Head for consideration for inclusion in the written comments of the executive officer.
- vi. Tenured faculty of the department can help and coordinate the preparation of tenure evaluations and promotion packages of the department faculty.
- vii. Specific, written comments from Specialized Faculty of the department in the course of other evaluations may be included in promotion and tenure nomination papers.
- viii. In addition to Promotion and Tenure Committee members, all Research Full Professors will be invited to discuss appointment or promotion of any Research track faculty. Similarly, all Teaching/Clinical Full Professors will be invited to discuss appointment or promotion of any Teaching/Clinical track faculty. However, only Voting Faculty shall vote on any case before the Committee.

H. Grievance Committee

- i. The IAC shall serve as the Grievance Committee of the Department to consider written grievances from academic staff that cannot be resolved by the involved parties or by grievance procedures within the Department.
- ii. The Grievance Committee shall elect one of its members to serve as the Chair of the Grievance Committee. The Grievance Committee normally meets only during the academic year.
- iii. The grievance shall be submitted in writing by the Grievant to the Chair of the Grievance Committee and a copy of the grievance shall be submitted to the Head. In

- cases in which the Head is a party to the grievance, the grievance shall be submitted to the Dean and the Dean shall appoint a Grievance Committee to consider that grievance in accordance with University Statutes.
- iv. The Grievance Committee shall inform, in writing, the individual(s) against whom the grievance is made (henceforth the "respondent(s)") of the matter under dispute, including the identity of the grievant within two weeks of the receipt of the grievance. The respondent(s) shall then be given the opportunity to reply in writing to the written grievance within four weeks of being so informed. The grievant may then reply in writing to the respondent's letter within four weeks. The Grievance Committee may, at its option, meet with the grievant and respondent(s), and may choose to receive and seek such other information as the Committee considers valuable and necessary to its deliberations.
  - v. The Grievance Committee shall proceed with its deliberations in a timely manner, and shall recommend, in writing, a course of action to the Head within 90 days of the receipt of the grievance. The grievant and respondent(s) shall receive copies of the recommendation. The recommendation shall include further avenues of appeal of the Committee's findings in accordance with the bylaws of the College.
  - vi. Grievance Committee members shall recuse themselves in cases in which they have a conflict of interest, or cannot render impartial judgment because of their prior involvement in the case. In particular, Grievance Committee members who have been participants in the decision or action upon which the grievance is based shall recuse themselves. The Chair of the IAC shall appoint replacements from among the voting faculty of the department members to serve on the Grievance Committee for the purpose of consideration of that particular case. If the Chair of the Grievance Committee is one of those recusing themselves in a case, the Grievance Committee shall elect one of its members to serve as Chair for the purpose of consideration of that case.
  - vii. All materials and information received by the Grievance Committee, all deliberations of the Grievance Committee, and its recommendation to the Head (or Dean), shall be confidential, and shall not be disclosed to any party except as provided for in College bylaws.
  - viii. The grievant and each respondent shall have the right to be accompanied by one advisor of his/her choice at any meetings of the Grievance Committee in which that grievant or respondent is invited by the Grievance Committee to participate with that meeting.

#### I. Special Ad hoc Committees

The Head may appoint ad hoc committees as needed upon his/her own accord or the recommendation of the IAC to address matters of the Department.

#### VI. Meetings

##### A. Officers

- i. The Presiding Officer at meetings of the Department Faculty shall be the Head of the Department, or in the Head's absence, the Chair of the IAC.
- ii. A secretary to the meeting may be appointed by the Presiding Officer to record meeting minutes.

##### B. Procedures for Conduct of Meetings

- i. Meetings of the Department Faculty shall be conducted in accordance with the current edition of Robert's Rules of Order, when not in conflict with these Bylaws, College Bylaws or the University Statutes.
- ii. A quorum for the transaction of business at meetings shall be fifty percent (50%) of those defined in Article III.B of these Bylaws as being members of the Voting Faculty.
- iii. Items for action at any meetings of the Department Faculty shall only be those that are identified as action items in the published agenda of the meeting. No item listed as a discussion item on the agenda of a meeting or introduced as New Business at a meeting shall become an action item and be voted on at that meeting.
- iv. Frequency of Meetings: The meetings will be called as needed by the Head, at least once a semester. The head shall call a meeting of the Department Faculty when requested by the IAC, or when requested by a written petition to the Head, signed by at least twenty five percent (25%) of members of the Voting Faculty of the Department. Notice of each such meeting shall be issued by the Head no more than ten (10) working days after receipt of such a request, the meeting shall be scheduled to be held within thirty (30) calendar days after receipt of such a request and the agenda of the meeting shall include the items stated in the request for the meeting.

#### C. Call of meetings

- i. Notice of each meeting of the Department Faculty shall be issued by the Head so as to be received by the Faculty at least seven days prior to the date of the meeting. Notice of each meeting shall include the agenda for the meeting.
- ii. The agenda for meetings of the Faculty that are called by the Head in accordance with these Bylaws may include items proposed by the Head, and must include any items that are submitted to the Head at least five days prior to the issue of the Notice of Meeting by (i) the IAC, or (ii) the Voting Faculty by means of written petition signed by at least three (3) members of the Voting Faculty.
- iii. All items to be acted on at a meeting shall be clearly identified as action items on the agenda.

#### D. Attendees and Votes

- i. All members of the department faculty are eligible to attend faculty meetings.
- ii. Each member of the Voting Faculty shall have one vote.
- iii. Written authorization to cast a proxy vote on any specified item (or items) on the agenda may be granted to a member of the Voting Faculty by another member of the Voting Faculty if he/she is unable to attend the meeting. Any faculty member may cast at most one proxy vote. Proxy votes do not count toward a quorum.
- iv. A majority of votes, not including abstentions, will determine an issue in departmental voting unless specified differently in these bylaws.
- v. A secret written vote shall be taken on any issue at the request of two of the attending voting faculty.
- vi. Guests may be invited with the approval of the Head as needed for conduct of departmental business.

### VII. Elections

A secret written ballot will record votes for each election required by these bylaws or for those specified in the College bylaws to be held by the Department. No mechanism may be used for voting that could potentially associate a faculty member with their vote.



### VIII. Amendments of Bylaws

#### A. Meeting Requirements for Amendment of Bylaws

- i. Amendment of these Bylaws may be made at any meeting of the Department Faculty by two-thirds vote of the Voting Faculty present and voting, provided that a quorum is present as defined for faculty meetings and the written text of the proposed amendment(s) has been provided to the Faculty at least fourteen (14) days before the meeting on whose agenda the proposed amendment(s) appear as action items.
- ii. Each proposed amendment shall be voted on as it appears on the agenda of the meeting. If the Faculty attending the meeting agree that a proposed amendment needs modification before it can be voted on, then such modifications may be made at the meeting, but the modified amendment shall not be voted on at that meeting of the Faculty, but shall be placed as an action item on the agenda of a future meeting in accordance with meeting requirements for amendment of bylaws.

#### B. Proposals for Amendments

- i. Proposals for amendments of these Bylaws may be made by the IAC on its own initiative. Subject to meeting the fourteen-day notice requirements, the IAC may at its option request the Head to call a meeting of the Faculty with its proposals as action items on the agenda of the meeting, or place the proposals as action items on the agenda of the next meeting of the Faculty.
- ii. Two or more members of the Voting Faculty may consult with the IAC and submit a written request to the IAC proposing amendments to these Bylaws. The IAC shall request the Head to place all such proposals, together with its recommendations on the proposals, as action items on the agenda of the next meeting of the Faculty that meets the fourteen-day notice requirement of these Bylaws.