Approved by the Faculty of the College, effective October 25, 1988

Last revised May 19, 2016
These bylaws were approved by the faculty of the College Business, University of Illinois at Urbana-Champaign, at Champaign, Illinois on October 25, 1988, and became effective on that date. They have been revised by faculty vote on September 25, 1989, April 12, 1993, September 6, 1996, September 30, 1998, June 7, 2002, and May 19, 2016.
BYLAWS
of the
COLLEGE OF BUSINESS
University of Illinois at Urbana-Champaign

ARTICLE I. NAME
The name of this assembly shall be the Faculty of the College of Business, University of Illinois at Urbana-Champaign (UIUC).

ARTICLE II. PURPOSE
The purpose of these bylaws is to promote the orderly conduct of the business of the college. These bylaws supplement the University Statutes. If they conflict with the Statutes, the Statutes shall prevail. In addition, Robert’s Rules of Order, Revised shall apply to the extent that its provisions are not inconsistent with the University Statutes or these bylaws.

ARTICLE III. FACULTY
1. For governance purposes the members of the college’s academic staff who are college faculty, as used in these bylaws, include the dean and those individuals who are tenured or receiving probationary credit toward tenure in the college. College faculty have several rights including: 1. The right to vote in elections, 2. The right to speak, to make or second motions, and to vote on matters raised in faculty meetings, and 3. The right to serve on college committees.

2. The following additional members of the academic staff of the College shall have voice at meetings of the faculty of the College (as defined in Article III, 1) but, at such meetings, shall not have voting rights or the power to make or second motions. They may also, at the pleasure of the dean, serve on certain college standing committees other than the Research Committee and the College Executive Committee.
   a. Specialized faculty as defined by the Office of the Provost Communication #25, Employment Guidelines for Specialized Faculty Holding Non-Tenure System Positions (hereafter Communication #25).
   b. Assistant and Associate Deans of the College who are not members of the faculty of the College.
   c. Retired faculty of the College.

ARTICLE IV. CHAIR
The chair of the faculty meetings shall be the dean of the College of Business or the dean’s designated representative. In addition to presiding at faculty meetings, the dean or the dean’s designated representative shall be the official custodian of all minutes and other records of faculty meetings.

ARTICLE V. MEETINGS
1. Regular Meetings
   a. The chair shall call at least one regular meeting of the faculty during each academic semester.
   b. The agenda for each meeting shall be prepared by the dean or the dean’s designated representative. Any member of the faculty may request that specific items of business be placed on the agenda. Omission of such an item from the agenda shall not prevent its introduction from the floor as new business. Items
introduced from the floor as new business shall be held over to the next meeting, regular or special, for action.
c. At least ten working days before each meeting, written notice of the meeting including the tentative agenda shall be sent to each member of the faculty as defined in Article III. At least five working days before the meeting, the final agenda shall be distributed to each member of the faculty and a copy shall be posted in the office of the dean.

2. Special Meetings

A special meeting of the faculty may be called by the chair or by the Executive Committee and shall be so designated. A notice including the agenda of the meeting shall be sent to each member of the faculty at least five working days before the meeting, and only items specifically identified on the agenda may be considered.

3. Quorum

Any number of faculty members present at a regularly scheduled meeting shall constitute a quorum. The quorum for a special meeting shall be fifty faculty members.

4. Attendance and Participation at Faculty Meetings

Faculty meetings shall be open to the public.

5. Voting

At regular or special meetings of the faculty, only those present may vote. Voting shall be by secret ballot when requested by any faculty member.

ARTICLE VI. COMMITTEES

1. Enumeration and Classification of Committees

The college committees include:
a. The elected Executive Committee,
b. The elected standing committees, including the Academic Integrity Committee, the Business Career Services Committee, the College Faculty Grievance Committee, the College and Senate Elections Committee, the Development and Alumni Affairs Committee, the Educational Policy Committee, Equal Opportunity Committee, the Executive Education Committee, the Information Technology Committee, the International Studies Committee, the Library Committee, and the Research Policy Committee,
c. Special committees that the Executive Committee shall from time to time create by resolution,
d. Ad hoc committees created by resolution of the faculty or by action of the chair,
e. Individuals may be appointed ex-officio members of college standing committees by resolution of the faculty or by action of the chair.

2. Attendance at Meetings of College Committees

Members of college standing committees can be college faculty or other college academic staff (see Article III), but the Executive Committee and Research Policy Committee shall be comprised only of college faculty. Committees shall ordinarily hold their meetings open to members of the faculty but may close a meeting by a majority vote of the committee while discussing and acting on items that would
otherwise be seriously and adversely affected by the presence of others. Faculty members who visit an open meeting of a committee may speak at the pleasure of the committee.

3. **Annual Reports**

Each committee shall report its activities annually to the faculty. Written copies of their reports shall be submitted by committee chairs to the dean by August 20.

4. **Executive Committee**

   a. The Executive Committee shall be composed of the dean and six elected members.
      1. The dean is the chair but need not be present at every meeting. In the absence of the dean, the dean’s designated representative shall chair the committee.
      2. Members of the Executive Committee must be faculty (as defined in Article III) with tenure and with appointments of more than fifty percent time in the college; they must be on duty in residence and not be administrative officers of the college during the period in which they serve as members of the Executive Committee. They are to be elected by the voting faculty as defined in Article III. Administrative officers are defined as faculty with the rank of dean, associate dean, department head, department chair, and any faculty member with an administrative assignment of 50 percent or more time.
      3. Of the six elected members of the Executive Committee, no more than two and no fewer than one shall be chosen from any one of the college’s departments.

   b. Among the functions of the Executive Committee are the following:
      1. Serve as the primary advisory committee to the dean,
      2. The Executive Committee as a whole serves as the Dean Evaluation Committee (DEC) and advises the Provost concerning the annual reappointment of the dean. The DEC is also responsible for conducting the statutory evaluation of the dean at least once every five years. For this statutory evaluation, the chair of the DEC shall be appointed by the Provost and shall be a faculty member holding the rank of professor whose primary appointment is in a different academic unit.
      3. On its own initiative or when requested by the dean, schedule a faculty meeting and prepare the agenda,
      4. Advise the dean on the preparation of the budget,
      5. Coordinate the work of the standing committees,
      6. Appoint or nominate members of the faculty for the standing policy committees,
      7. Review recommendations for promotion and tenure submitted by the departments of the college and make recommendations to the dean, including evaluations of each individual and of departmental compliance with existing policies.
         (a) This committee is not required to review recommendations for promotion of Specialized Faculty. Primary responsibility for College review of such cases is conducted by the dean with the advice of the department unit executive officers and associate deans of the College. The dean, however, can ask the Executive
Committee to provide advice regarding the promotion of Specialized Faculty, as per 4.b.1 above.

8. Act on other business delegated to it by the faculty.

c. Procedures

1. Preparation of the agenda for each Executive Committee meeting is the responsibility of the dean. A quorum for meetings shall be a majority of the committee.
2. Faculty members may submit agenda items for committee consideration by directing them to the dean.
3. Minutes of each Executive Committee meeting shall be placed on file in the dean’s office and made accessible to any faculty member of the college upon request.

5. **Standing Committees** of the College may include but are not limited to the following:

5.1 Academic Integrity

a. Composition: The committee shall be composed of one faculty or specialized faculty member from each department, one graduate student, and one undergraduate student.

b. Among the functions of the committee are the following:

1. Serve as the academic disciplinary committee required by the Rule on Academic Integrity of the Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students,
2. Seek ways to encourage the observance of the highest standards of academic integrity by the faculty and graduate and undergraduate students.

5.2 Business Career Services

a. Composition: The committee shall be composed of one faculty member or specialized faculty member from each department, one graduate student, and one undergraduate student. The assistant dean of career services and directors of undergraduate and graduate career services of the Business Career Services Office shall serve as ex officio members.

b. Among the functions of the committee are the following:

1. Advise on the adequacy of the placement services provided by the Business Career Services Office,
2. Review ways of attracting interviewing companies to Campus,
3. Review written material to be used by the Business Career Services Office as part of its functions,
4. Advise on the development of a program of career guidance including use of the Business Career Services Office, independent job search, personal preparation for the interview, and behavior during the interview.

5.3 College Faculty Grievance Committee

a. Composition: The Committee shall be composed of two faculty or specialized faculty members from each department, but at least one member from each department must not be a specialized faculty member. In the event that a committee member cannot, for whatever reason, render an impartial decision on a grievance, the dean shall appoint another faculty member from that individual's department to replace him or her.

b. Among the functions of the committee are the following:
1. Address complaints from faculty members of the college, as well as from other members of the academic staff of the college, including specialized faculty as defined by Communication #25, concerning actions and policies of the college, its officers, committees, faculty, academic professionals or staff. Before filing a formal grievance with the College Faculty Grievance Committee, the faculty member should first try to resolve the problem informally with the individual(s) against whom the grievance is being made. In the event that informal resolution is not possible, the faculty member should next file a formal grievance with the department with which he or she is affiliated. If the department has no bylaws-based grievance committee, or if a resolution is not possible after the Department Grievance Committee has considered the grievance, a formal grievance should be explicitly stated in writing and presented to the College Faculty Grievance Committee. This grievance should include the facts relating to the matter and the resolution sought by the grievant.

2. The committee will inform, in writing, the individual(s) against whom the grievance is made of the matter under dispute, including the identity of the grievant. The respondent(s) will then be given the opportunity to reply in writing to the written grievance, followed by a written reply to the respondent’s rejoinder from the grievant.

3. The committee will convene to address the issues raised in the grievance and to solicit whatever information it deems appropriate to consider including input from other college academic staff; all deliberations of the committee will be kept in strictest confidence. The findings of the committee will be communicated in writing to the grievant, the respondent, and the dean. The dean will then communicate in writing his or her conclusions about the case to the grievant and to the respondent(s), including any further avenue of appeal.

4. All grievance investigations will function in a timely manner, specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete.

5.4 College and Senate Elections
   a. Composition: The committee shall be composed of one faculty or specialized faculty member from each department, one graduate student, and one undergraduate student.
   b. Among the functions of the committee are the following:
      1. Perform the necessary college duties delegated by the Campus Senate Elections and Credentials Committee,
      2. Design and monitor the nominating and final ballots for the election of the College Executive Committee.

5.5 Development and Alumni Affairs
   a. Composition: The committee shall be composed of one faculty or specialized faculty member from each department. The Associate Dean for Development and Alumni Affairs shall serve as an ex officio member.
   b. Among the functions of the committee are the following:
      1. Advise and help develop policies relating to the generation of external funds,
2. Seek ways to communicate the mission of the college to its alumni and instill a sense of loyalty to the college.

5.6 Educational Policy
   a. Composition: The committee shall be composed of two faculty or specialized faculty members from each department, one graduate student, and one undergraduate student. The individuals in charge of the college graduate programs and the college undergraduate programs shall serve as ex officio members.
   b. Among the functions of the committee are the following:
      1. Propose policy guidelines on the educational programs of the college,
      2. Develop appropriate measures to evaluate the quality of teaching in the college, improve communications concerning teacher evaluation procedures in the college, and develop programs to assist the faculty in the improvement of teaching,
      3. Review and rank faculty members nominated by the departments for college and campus teaching awards,
      4. Review course offerings of the college and make recommendations to the faculty for additions, deletions, and changes in the curricula to improve the quality of the educational program,
      5. Review and act on new course proposals and the revision or deletion of existing courses,
      6. Review and suggest policies to advance and improve the honors program of the college,
      7. Serve as the college representatives at the commencement exercises.

5.7 Equal Opportunity
   a. Composition: The committee shall be composed of one faculty member or specialized faculty member from each department, one graduate student, and one undergraduate student. The Equal Opportunity Officer of the college shall serve as an ex officio member.
   b. Among the functions of the committee are the following:
      1. Become familiar with the equal opportunity requirements of the University and advise the college and departments of their proper applications,
      2. Advise the college Equal Opportunity Officer as to the approval of offers of faculty positions by the departments,
      3. Seek ways to encourage departmental action to increase the number of minority undergraduate and graduate students and promote the hiring of minority and women academic and support staff personnel.

5.8 Executive Education
   a. Composition: The committee shall be composed of one faculty or specialized faculty member from each department. The Director of the Executive Development Center and the Director of the Executive MBA Program shall serve as ex officio members.
   b. Among the functions of the committee are the following:
      1. Evaluate existing and proposed non-credit programs of the college,
      2. Propose policy guidelines on programs currently scheduled and future programs,
      3. Recommend long-term directions in the executive programs of the college.
5.9 **Information Technology**

a. **Composition:** The committee shall be composed of one faculty member or specialized faculty member from each department, one graduate student, and one undergraduate student. The Director of the Office for Information Management and the Associate Dean of Faculty shall be ex officio members.

b. **Among the functions of the committee are the following:**
   1. Advise the Educational Policy Committee of the appropriate configuration of computer courses for students majoring in the departments of the college,
   2. Identify the appropriate role of information technology in the graduate and undergraduate programs of the college,
   3. Analyze and recommend the appropriate level of technical support required to operate and maintain the teaching and research missions of the college. This includes defining the nature and extent of such support, estimating the cost, identifying the unit or units responsible, and identifying sources of funding,
   4. Review and specify policies for the use of hardware facilities in the college,
   5. Review and recommend policies on the funding, purchase, and allocation of software, hardware, and data for the college faculty,
   6. Explore opportunities for cross-campus interactions on information technology.

5.10 **International Studies**

a. **Composition:** The committee shall be composed of one faculty member or specialized faculty member from each department, one graduate student, and one undergraduate student. The dean shall serve as an ex officio member.

b. **Among the functions of the committee are the following:**
   1. Review existing college instructional and research efforts in the international area and recommend appropriate changes,
   2. Develop a mission statement and near-term/long-term objectives for international programs,
   3. Be aware of the activities of the Campus Office of International Programs and Studies and assist in informing our students and faculty of international educational opportunities,
   4. Advise the college on the continuing implementation of the general University and college agreements with foreign universities and give advice on other University-to-University agreements that have a bearing on the college,
   5. Support the local chapter of the Association Internationale des Etudiants en Sciences Economiques et Commerciales (AIESEC),
   6. Consider improved procedures to screen applications from foreign students for admission to graduate work and opportunities for financial aid.

5.11 **Library**

a. **Composition:** The committee shall be composed of one faculty member or specialized faculty member from each department, one graduate student, and one undergraduate student. The Commerce Librarian shall serve as an ex officio member.

b. **Among the functions of the committee are the following:**
1. Review the general activities of the Commerce Library and assist the Library in maintaining and strengthening its overall collection.
2. Consult with the Commerce Librarian to determine what areas of advice and special service the committee members may provide. This includes the mutual determination of acquisition priorities.
3. Be alert to opportunities for increased State or Foundation funding for the Library.
4. Report to the faculty on special opportunities and/or problems related to the Library.

5. Research Policy
   a. Composition: The committee shall be composed of one faculty member from each department. The Associate Dean of Faculty shall serve as an ex officio member.
   b. Among the functions of the committee are the following:
      1. Recommend ways to encourage faculty research and recognize faculty research achievements,
      2. Review and recommend policies regarding the role played by research in faculty tenure, promotion and salary decisions,
      3. Recommend allocation of research funds,
      4. Recommend avenues for increasing external support of research,
      5. Review faculty applications for sabbatical leaves of absence,
      6. Review departmental nominations for faculty research awards,
      7. Review faculty requests for research support funded through the college.

5. Specialized Faculty Advisory Committee
   a. Composition: The committee shall be composed at most by two members of the academic staff from each of the College's departments, each of whom must hold specialized titles as defined in Communication #25 except for those modified by terms “adjunct” or “visiting.” Members shall be elected by the specialized faculty within each unit. For purposes of such elections, specialized faculty with appointments in the College but not in any particular department shall be assigned a Departmental affiliation by the Dean.
   b. Among the functions of the committee are the following:
      1. Discuss concerns of specialized faculty in the College.
      2. Develop ideas for professional development
      3. Serve as a conduit for advice to the Dean regarding policy, compensation, and development of specialized faculty.

ARTICLE VII. ELECTIONS

1. General Rules
   a. Balloting for membership on the Executive Committee shall be completed and results announced to the faculty by April 30 preceding the academic year in which the members are to serve on the committee.
   b. Mechanics of elections shall be handled by the staff of the dean’s office under the supervision of the dean. Ballot counting shall be supervised by the College and Senate Elections Committee and results reported to the Executive Committee.
c. The College and Senate Elections Committee shall determine the eligible voters and eligible nominees in accordance with Article III and the appropriate sections of Article VII.
d. Service on the Executive Committee shall be limited to two consecutive years. Any person who serves for such a period is then ineligible to serve on the committee for the next two years.
e. The College and Senate Elections Committee shall ascertain that each candidate whose name is to appear on the election ballot intends to be on campus for at least nine months during the term of office and is willing to serve if elected.
f. Ties shall be broken by the toss of a coin supervised by the College and Senate Elections Committee.
g. Upon the receipt of a letter of resignation or other evidence satisfactory to the College and Senate Elections Committee that there is a vacancy on the Executive Committee, the College and Senate Elections Committee shall fill the vacancy by naming the eligible candidate who received the next highest number of votes in the most recent election subject to the constraint that there be at least one and no more than two members from each department. If no candidate fulfills the requirements, a new election shall be called to fill the vacancy. When a faculty vacancy occurs on a standing committee, the Executive Committee shall appoint a replacement from the same department to serve the remainder of the term of the member being replaced.
h. A full report of nomination and election results shall be made by the College and Senate Elections Committee to the dean. Those nominated or elected shall be announced to the faculty, and complete results shall be available for inspection by any faculty member.

2. Executive Committee Elections
a. The Executive Committee shall be elected by secret ballots, which shall consist of a preliminary (nominating) and final ballot.
b. Ballots shall be mailed to campus addresses only, including those sent to faculty members on sabbatical or other leave.
c. A list of eligible candidates by department shall be distributed to the faculty for making nominations. Each faculty member may vote for up to four individuals from his or her department. Persons whose appointments to the faculty will not be effective until the following academic year are not eligible to be on the ballot.
d. The final ballot shall include twelve candidates representing the four receiving the highest number of nominating votes in each department. Each faculty member may vote for up to six persons, no more than two from any one department. Voting shall not be cumulative. The six individuals with the highest number of votes on the final ballot shall serve as the committee for the following academic year, provided that no more than two and no fewer than one shall be chosen from any one department.

3. Standing Committee Elections
a. Faculty or specialized faculty members of the standing committees shall serve staggered two-year terms with half of these members being elected each year.
b. The Executive Committee shall nominate in consultation with the head or chair of each department one faculty member for each department position in which there is a vacancy.
c. The nominees of the Executive Committee shall be presented to the faculty for election at the first faculty meeting of the fall semester. Nominations will be
accepted from the floor. In the cases of contested positions, the faculty member with the most votes is elected.

d. Graduate student members of the standing committees shall be appointed by the individual(s) in charge of the graduate programs in the college, in consultation with the head or chair of each department.

e. Undergraduate student members of the standing committees shall be elected by the Commerce Council.

f. The chair of each standing committee shall be elected by the committee from between or among the faculty or specialized faculty members whose terms expire at the end of the current academic year. It shall be the responsibility of the senior member of each standing committee to call a meeting of the committee within two weeks of the election of the committee for purposes of electing the chair of the committee. Results of the election should be reported to the dean.

g. Department heads and chairs shall not be eligible for membership on standing committees.

ARTICLE VIII. AMENDMENTS

These bylaws may be amended by a two-thirds majority of members voting, except that the standing committee structure of the college may be modified by a simple majority vote. Proposed changes shall be published and distributed to the faculty with the written notice and agenda of the faculty meeting at which the changes shall be discussed and possibly modified. The vote on the changes shall be by secret ballot of all faculty in residence with a minimum of five working days to respond.