

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE  
COMMITTEE ON UNIVERSITY STATUTES AND SENATE PROCEDURES  
(Final; Action)

SP.19.15 Proposed Revisions to the *Statutes*, Article IV, Section 1 – The Department, Section 2 – Department Organized with a Chair, Section 3 – Department Organized with a Head, and Section 4 – Change of Departmental Administrative Organization

**BACKGROUND**

Currently, *Statutes* Article IV (Departments), Sections 1 (The Department), 2 (Department Organized with a Chair), 3 (Department Organized with a Head), and 4 (Change of Departmental Administrative Organization), especially Sections 2 and 3, are unclear, incoherent, not parallel, and generally confusing. Proposed revisions put current items, all of which have been retained or revised, in a more logical, consistent, and coherent order, and strengthens shared governance in academic and research matters that directly affect faculty.

The department is the primary unit of education and administration (*Statutes*, Article IV, Section 1a). A proposed change in Section 1a would provide an additional opportunity for faculty participation. Specifically, any academic appointment in a department would be made with the prior advice of the faculty.

A department may be organized administratively either with a chair or with a head (Section 1c). Current *Statutes* provide for the annual appointment of a chair (Section 2a) and for the appointment of a head (Section 3a) without specified term, but do not provide a consultative process for the initial appointment of a chair or head.

Proposed changes to Sections 2 and 3, therefore, would provide an opportunity to strengthen shared governance and promote diverse representation. Specifically, proposed changes in the initial appointment of a chair (Section 2) or head (Section 3) would require the dean to seek advice of a committee selected by the faculty of the department. These changes align with the current procedure for the initial appointment of a chancellor/vice president, in which a committee is selected by the senate to advise the president (*Statutes*, Article I, Section 5). Similar to that procedure, and to the recently senate-approved proposal regarding the initial appointments of a dean, director, and campus librarian (SP.19.14), this proposal does not specify the composition of the advisory committee or the advisory process. Instead, it provides an opportunity for faculty from the department to participate in the search carried out by the dean, which typically involves other interested parties.

Other proposed changes to Sections 2 and 3 would provide transparency to avoid potential conflicts of interest. Specifically, a) the chair or head of the department would continue to be

an *ex officio* member of the departmental executive or advisory committee, but not chair that committee; rather, the chair of the committee would be chosen by and from elected members (Sections 2 and 3); b) the executive committee would advise on the annual appointment of the chair (Section 2); c) the performance of the head would be reviewed annually, while still being evaluated formally at least once every five years (Section 3).

A proposed change to Section 4 would provide another opportunity for faculty to vote on a change of the administrative organization of the department. Specifically, the revision would add the initial appointment of a department chair or head to the circumstances in which the administrative organization of the department may be changed from a chair to a head or from a head to a chair.

### **RECOMMENDATION**

The Senate Committee on University Statutes and Senate Procedures recommends approval of the following revisions to the *Statutes*, Article IV, Section 1, Section 2, Section 3, and Section 4.

Text to be deleted is ~~struck through~~ and text to be added is underscored.

### **PROPOSED REVISIONS TO THE STATUTES, ARTICLE IV, SECTION 2, SECTION 3, AND SECTION 4**

1 **ARTICLE IV. DEPARTMENTS**

2 **Section 1. The Department**

- 3 a. Within the University of Illinois System, the department is the primary unit of education and  
4 administration. It is established for the purpose of ~~carrying on~~ conducting programs of  
5 instruction, research, and public service in a particular field of knowledge. The staff of a  
6 department includes ~~persons~~ individuals of all ranks who, upon the recommendation of its chair  
7 or head or chair, are appointed or assigned to it. The faculty of a department shall be as  
8 specified in Article II, Section 3a of these *Statutes*. ~~All~~ Any appointments ~~which that carry carries~~  
9 academic rank, ~~title~~, or tenure indicative ~~in any way~~ of departmental association shall be made  
10 ~~only~~ with the ~~concurrence~~ prior advice of the ~~department(s) concerned~~ faculty.
- 11 b. The department has the fullest measure of autonomy consistent with the maintenance of  
12 general college and university educational policy and of correct academic and administrative  
13 relations with other divisions of the university. ~~Should~~ If a dispute arises between the  
14 department and another unit of the university concerning the proper limits of this autonomy,  
15 then the department may appeal for a ruling directly to the dean and the executive committee  
16 of the college and, when the chancellor/vice president considers it proper, to the

17 chancellor/vice president, who shall make a decision after appropriate consultation with  
18 interested parties.

19 c. A department may be organized either with a chair or with a head. A reorganization of the  
20 administration ~~structure~~ of a department from a chair to a head, or a head to a chair, may be  
21 accomplished only by Section 4 of this Article.

22

## 23 **Section 2. Department Organized with a Chair**

24 a. The chair shall be appointed annually by the Board of Trustees on recommendation ~~of~~ by the  
25 chancellor/vice president, with the concurrence of the president, after confidential  
26 consultations with the dean of the college, ~~and with~~ the executive committee of the  
27 department, and the faculty of the department concerned. Prior to the initial appointment of a  
28 department chair, a committee that is selected by the faculty of the department, according to  
29 its bylaws, shall advise the dean on the appointment. The performance of the chair shall be  
30 evaluated formally at least once every five years in a manner to be determined by department,  
31 school, or college bylaws. As one component of this evaluation, views shall be solicited from the  
32 entire department faculty in such a way as to preserve confidentiality. The chair may be  
33 relieved of title and duties as chair of the department by the chancellor/vice president on  
34 recommendations by the dean of the college and the executive committee of the department.

35 ~~d.b. In each department organized with a chair, there~~ There shall be an executive committee  
36 elected annually by and from the faculty of the department by secret written ballot. At least  
37 one-half of the members of the departmental executive committee shall be elected from those  
38 faculty members who have at least a 50-percent salaried appointment in the ~~U~~ university of  
39 ~~Illinois system~~. ~~The faculty may choose to elect members of the executive committee for~~  
40 ~~staggered two or three year terms~~. ~~The chair of the department is ex officio a member and~~  
41 ~~chair of the executive committee~~. ~~The chair and the executive committee are responsible for~~  
42 ~~the preparation of the budget and for such matters as may be delegated to them by the faculty~~  
43 ~~of the department~~. In a department ~~which~~ that has a faculty of not more than five members,  
44 the executive committee shall consist of the entire faculty. In all other cases, ~~the size of the~~  
45 ~~executive committee shall be determined by the faculty of the department~~. the faculty of the

46 department shall determine the size of the executive committee. The faculty may choose to  
47 elect members of the executive committee for staggered two- or three-year terms. A chair of  
48 the committee shall be chosen by and from elected members by secret written ballot. The chair  
49 of the department is an *ex officio* member of the executive committee. If the executive  
50 committee is in session to advise on the initial or annual appointment of the chair of the  
51 department or to evaluate formally the chair's performance, the chair shall not be a member  
52 and the committee shall be chaired by a committee member elected by the committee for that  
53 purpose.

54 The functions of the executive committee shall be to provide for the orderly voicing of  
55 suggestions for the good of the department, to recommend procedures and committees that  
56 will encourage faculty participation in formulating policy, and to perform such other tasks as  
57 may be assigned to it. Any member of the executive committee may request the chair of the  
58 committee to convene a meeting on any matter properly within its purview. Any faculty  
59 member shall be entitled to a conference with the executive committee or with any member of  
60 the committee on any matter properly within its purview.

61 ~~e.(3)~~ c. The chair shall collaborate with the executive committee in the preparation of to prepare  
62 the departmental budget. The chair shall be responsible for the distribution and expenditure of  
63 departmental funds for purposes approved by the executive committee, and for the care of  
64 departmental property.

65 ~~e. d. In each department organized with a chair, that officer~~ The chair shall be responsible for  
66 the formulation and execution of departmental policies and for the execution of system,  
67 university, and college policies, insofar as they affect the department. ~~The chair shall have the~~  
68 ~~power to act independently in such matter as are delegated to the chair by the executive~~  
69 ~~committee.~~ The chair and the executive committee are responsible for the organization and  
70 general direction of the work of the department, and for the quality and efficient progress of  
71 that work. The faculty may delegate to the chair other such matters for which the chair shall be  
72 responsible. The executive committee may delegate to the chair such matters for which the  
73 chair shall have the power to act independently.

74 The chair shall ~~(1) report on the teaching and research of the department; (2) have general~~  
75 ~~oversight of the work of students in the department; (3) collaborate with the executive~~  
76 ~~committee in the preparation of the budget and be responsible for the expenditure of~~  
77 ~~departmental funds for the purposes approved by the executive committee; and (4) call and~~  
78 ~~preside at meetings of the executive committee and at meetings of the department faculty of~~  
79 ~~which there shall be not fewer than one in each academic year for consideration of questions of~~  
80 ~~departmental governance and educational policy. (1) represent the department in all matters~~  
81 pertaining to it; (2) consult with the departmental executive committee in regard to  
82 departmental policy; (3) consult with each member of the department regarding the nature and  
83 scope of the work in the charge of that member; (4) report on the teaching and research of the  
84 department; (5) have general oversight of the work of students in the department; and (6) call  
85 and preside at meetings of the department faculty, for explanation and discussion of  
86 departmental policies, educational procedure, and research, of which there shall be at least one  
87 in each academic year for consideration of questions of departmental governance and  
88 educational policy. ~~The chair together with the executive committee is responsible for the~~  
89 ~~organization of the work of the department and for the quality and efficient progress of that~~  
90 ~~work. Any faculty member shall be entitled to a conference with the executive committee or~~  
91 ~~with any member of it on any matter properly within the purview of the committee.~~  
92 ~~f. e. In the administration of the office, the~~ The chair shall recognize the individual responsibility  
93 ~~of other~~ each members of the department for the discharge of the duties committed to them  
94 by their appointments and shall allow proper scope to the ability and initiative of ~~all~~ each  
95 members of the department.  
96 ~~b. f. In each department organized with a chair, the~~ The executive committee shall recommend  
97 individuals for academic appointment in the department. With the consent of the executive  
98 committee, or as specified in the department bylaws, the chair may invite persons ~~persons~~ individuals  
99 who are not members of the department faculty ~~may be invited by the chair~~ to attend meetings  
100 of the department faculty, but such ~~persons~~ individuals shall have no vote.  
101 ~~e. g. The faculty's of the department shall have the power to determine such matters as~~  
102 authority is limited to matters as do not so affect relations with that do not affect other

103 departments or ~~colleges that they~~ properly come under the supervision of larger higher  
104 administrative units.

105

### 106 **Section 3. Department Organized with a Head**

107 a. The head ~~of a department~~ shall be appointed without specified term by the Board of Trustees  
108 on recommendation by the chancellor/vice president, with the concurrence of the president,  
109 after confidential consultations with the dean of the college, ~~and all members~~ the advisory  
110 committee of the department, and the faculty of the department concerned. Prior to the initial  
111 appointment of a department head, a committee that is selected by the faculty of the  
112 department, according to its bylaws, shall advise the dean on the appointment. ~~The head may~~  
113 ~~be relieved of title and duties as head of the department by the chancellor/vice president on~~  
114 ~~the recommendation of the dean of the college.~~ The performance of the head shall be reviewed  
115 annually and evaluated formally at least once every five years in a manner to be determined by  
116 department, school, or college bylaws. As one component of the formal evaluation, views shall  
117 be solicited from the entire department faculty in such a way as to preserve confidentiality. The  
118 head may be relieved of title and duties as head of the department by the chancellor/vice  
119 president on recommendations by the dean of the college and the advisory committee of the  
120 department.

121 f.b. ~~In each department organized with a head, there~~ There shall be an advisory committee  
122 elected annually by and from the faculty of the department by secret written ballot. ~~The~~  
123 ~~department faculty may choose to elect members of the advisory committee for staggered two-~~  
124 ~~or three-year terms~~ At least one-half of the members of the departmental advisory committee  
125 shall be elected from those faculty members who have at least a 50-percent salaried  
126 appointment in the university. In a department ~~which~~ that has a faculty of not more than five  
127 members, the advisory committee shall consist of the entire faculty. In all other cases, ~~the size~~  
128 ~~of the advisory committee shall be determined by the faculty of the department.~~ the faculty of  
129 the department shall determine the size of the advisory committee. The faculty may choose to  
130 elect members of the advisory committee for staggered two- or three-year terms. ~~The functions~~  
131 ~~of the committee shall be to provide for the orderly voicing of suggestions for the good of the~~

132 ~~department, to recommend procedures and committees that will encourage faculty~~  
133 ~~participation in formulating policy, and to perform such other tasks as may be assigned to it.~~  
134 ~~Any faculty member shall be entitled to a conference with the advisory committee or with any~~  
135 ~~member of it on any matter properly within the purview of the committee. A chair of the~~  
136 ~~committee shall be chosen by and from elected members by secret written ballot. The head of~~  
137 ~~the department is an *ex officio* member of the advisory committee. If the advisory committee is~~  
138 ~~in session to advise on the initial appointment or the annual review of the head of the~~  
139 ~~department or to evaluate formally the head's performance, the head shall not be a member~~  
140 ~~and the committee shall be chaired by a committee member elected by the committee for that~~  
141 ~~purpose.~~

142 The functions of the advisory committee shall be to provide for the orderly voicing of  
143 suggestions for the good of the department, to recommend procedures and committees that  
144 will encourage faculty participation in formulating policy, and to perform such other tasks as  
145 may be assigned to it. Any member of the advisory committee may request the chair of the  
146 committee to convene a meeting on any matter properly within its purview. Any faculty  
147 member shall be entitled to a conference with the advisory committee or with any member of  
148 the committee on any matter properly within its purview.

149 ~~d(7, 8) c.~~ The head shall consult with the advisory committee to prepare the departmental  
150 budget in consultation with the departmental advisory committee. The head shall be  
151 responsible for the distribution and expenditure of departmental funds, in accordance with the  
152 general purposes established by the advisory committee, and for the care of departmental  
153 property.

154 ~~d. In each department organized with a head, the head shall have general direction of the work~~  
155 ~~of the department. The head shall be responsible for the formulation and execution of~~  
156 ~~department policies and for the execution of system, university, and college policies, insofar as~~  
157 ~~they affect the department. The head, in consultation with the faculty, is responsible for the~~  
158 ~~organization and general direction of the work of the department, and for the quality and~~  
159 ~~efficient progress of that work. The faculty may delegate to the head other such matters for~~

160 which the head shall be responsible. The advisory committee may delegate to the head such  
161 matters for which the head shall have the power to act independently.  
162 The head shall (1) represent the department in all matters pertaining to it; (2) consult with the  
163 departmental advisory committee in regard to departmental policy; (3) consult with each  
164 member of the department regarding the nature and scope of the work in the charge of that  
165 member; (4) call and preside at meetings of the departmental faculty for explanation and  
166 discussion of departmental policies, educational procedure, and research, of which there shall  
167 be at least one in each academic year for consideration of departmental governance and  
168 educational policy; (5) be responsible for the organization of the work of the department, for  
169 the quality and efficient progress of that work, for the formulation and execution of  
170 departmental policies, and for the execution of University and college policies insofar as they  
171 affect the department; (6) report on the teaching and research of the department; (7) (5)  
172 have general oversight of the work of students in the department; and (8) call and preside at  
173 meetings of the departmental faculty, for explanation and discussion of departmental policies,  
174 educational procedure, and research, of which there shall be at least one in each academic year  
175 for consideration of departmental governance and educational policy. (9) prepare the  
176 departmental budget in consultation with the departmental advisory committee; and (10) be  
177 responsible for the distribution and expenditure of departmental funds and for the care of  
178 departmental property.

179 e. ~~In the administration of the office, the~~ The head shall recognize the individual responsibility  
180 of ~~other~~ each members of the department for the discharge of the duties committed to them  
181 by their appointments and shall allow proper scope to the ability and initiative of ~~all~~ each  
182 members of the department.

183 b. f. ~~In each department organized with a head, the~~ The head in consultation with the advisory  
184 committee shall recommend individuals for academic appointment in the department. In  
185 consultation with the advisory committee, or as specified in the department bylaws, the head  
186 may invite ~~other persons~~ individuals who are not members of the department faculty ~~may be~~  
187 ~~invited by the chair~~ to attend meetings of the department faculty, but such ~~persons~~ individuals  
188 shall have no vote.



189 ~~e.g.~~ The head's of the department shall have the power to determine such matters as authority  
190 is limited to matters that do not affect other departments or properly come under the  
191 supervision of ~~larger~~ higher administrative units.

192

193 **Section 4. Change of Departmental Administrative Organization**

194 Prior to the initial appointment of a department chair or department head, or ~~On~~ on the  
195 written request of at least one-fourth of the faculty of the department, as defined in Article II,  
196 Section 3a(1), and in no case fewer than two faculty members, ~~that the form of the~~  
197 ~~administrative organization of the department be changed from a chair to a head or from a~~  
198 ~~head to a chair,~~ the dean shall call a meeting to poll the departmental faculty by secret written  
199 ballot whether the form of the administrative organization of the department should be  
200 changed from a chair to a head or from a head to a chair. The names of those making the  
201 request shall be kept confidential ~~by the dean.~~ The dean shall transmit the results of the vote  
202 along with the dean's own recommendation to the departmental faculty and to the  
203 chancellor/vice president ~~together with the dean's recommendation.~~ If a change of  
204 administrative organization is voted approved, the chancellor/vice president shall ~~thereupon~~  
205 ~~transmit this vote~~ the results of the vote of the faculty along with ~~the~~ recommendations ~~of~~ by  
206 the dean and ~~of~~ the chancellor/vice president to the departmental faculty and to the president  
207 for recommendation to the Board of Trustees. Faculty of the department may communicate  
208 with the Board of Trustees in accordance with Article XIII, Section 4d of these *Statutes*.

UNIVERSITY STATUTES AND SENATE PROCEDURES

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