

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, into a more logical, consistent, and coherent order; and strengthen 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 recommendation by 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 search 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, to align with the annual review of the chair, 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.

These proposed revisions first appeared before the Senate at its October 19, 2021 meeting. At the November 15, 2021 Senate meeting, concerns were raised about the language in Article IV, Section 4, which establishes the procedures that govern how a department might change its administrative organization from a head to a chair, or vice versa. The Senate voted to return this item to SP for revisions. SP returned with clarified language for the Senate's consideration at its February 7, 2022 meeting, and received additional comments, which have been addressed via minor changes to the recommended language.

RECOMMENDATION

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

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

PROPOSED REVISIONS TO THE STATUTES, ARTICLE IV, SECTIONS 1-4

- 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~~ by its
- 7 chair 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 recommendation of by 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 to the chair individuals for academic appointment in the department. With the consent of the
98 executive committee, or as specified in the department bylaws, the chair may invite persons
99 individuals who are not members of the department faculty ~~may be invited by the chair to~~
100 attend meetings 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 a head to
198 a chair, the dean shall call a meeting to poll the departmental faculty by secret written ballot
199 whether the form of the administrative organization of the department should be changed
200 from a chair to a head or from a head to a chair. The names of those making the request shall
201 be kept confidential ~~by the dean~~. The dean shall transmit the results of the vote to approve or
202 disapprove a change, along with the dean's own recommendation, to the departmental faculty
203 and to the chancellor/vice president ~~together with the dean's recommendation~~. If a change of
204 administrative organization is ~~voted~~ approved by the departmental faculty, the chancellor/vice
205 president shall ~~thereupon~~ further transmit ~~this~~ the results of the vote of the faculty along with
206 ~~the~~ recommendations ~~of~~ by the dean and ~~of~~ the chancellor/vice president to the departmental
207 faculty and to the president for recommendation to the Board of Trustees. Faculty of the
208 department may communicate with the Board of Trustees with regard to the vote to change
209 the administrative organization of the department, in accordance with Article XIII, Section 4d of
210 these *Statutes*.

UNIVERSITY STATUTES AND SENATE PROCEDURES

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