PROPOSAL TO THE SENATE EDUCATIONAL POLICY COMMITTEE

PROPOSAL TITLE:

Proposed reorganization of the Departments of Comparative Biosciences and Pathobiology into the Department of Comparative Biomedical Sciences in the College of Veterinary Medicine

SPONSORS:

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COLLEGE CONTACT:

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BRIEF DESCRIPTION:

Reorganization of two departments (Comparative Biosciences and Pathobiology) in the College of Veterinary Medicine into one department with the title of Department of Comparative Biomedical Sciences. This title was selected because it encompasses the research areas of faculty and is consistent with the name of our proposed College-wide doctoral graduate program (Doctor of Philosophy in Veterinary Medical Science – Comparative Biomedical Sciences). The three departments in the College of Veterinary Medicine have already submitted a proposal to the Senate Educational Policy Committee to combine their doctoral graduate programs into one College-wide doctoral graduate program. The veterinary curriculum has always been College-wide, and there will be no changes in other programs currently offered through the existing units. The organizational structure and draft by-laws for the proposed reorganized unit are attached in Appendix A.
JUSTIFICATION:

After discussions over the past three years focused on reorganization of the University of Illinois College of Veterinary Medicine (CVM), we propose the creation of a new department that will coalesce basic and applied research activities in the College and that will replace the current departments of Comparative Biosciences and Pathobiology. We have structured this reorganization based on the principles that it:

- Results in a department with a well-focused mission, recognized for nationally competitive strengths
- Complements the focus of the existing Department of Veterinary Clinical Medicine
- Retains successful research and instructional activities underway in the current Departments of Comparative Biosciences and Pathobiology
- Provides opportunities to identify and support new research foci that are currently less well defined, but are priorities for the future
- Increases economic and organizational efficiencies gained through shared resources, clearer organization structures, and better academic focus

The new Department will significantly enhance the ability of the College to develop a critical mass of research-oriented faculty to achieve excellence in research and graduate education. The reorganization will increase the College's ability to initiate new interdisciplinary scholarly communities and collaborations that are focused on critical and complex biomedical and environmental health challenges. A renewed clarity of purpose, with a clear focus on increasing research capacity will increase the potential to identify and recruit new faculty, making the College's research program more competitive as we compete for external and internal resources. The College will also realize efficiencies through integration of shared resources, including departmental leadership positions, administrative support, and shared space and equipment.

The current structure of the CVM includes two basic science departments: Comparative Biosciences and Pathobiology, and one clinical department: the Department of Veterinary Clinical Medicine. The College also includes three units: the Veterinary Teaching Hospital and the Veterinary Diagnostic Laboratory in Urbana, and the Medical District Veterinary Clinic in Chicago. Upon the inception of the new Department, the two basic sciences departments will close. At the same time, the College will review faculty appointments in all units to ensure that appointments are optimal to achieve the research, teaching, and service missions of the College, and that the new Department will be structured to support sponsored research activities.

Due to the diverse areas of research encompassed by the new department, we recognize a benefit to the establishment of subgroups and special research focus areas. The proposed organizational structure of the new department will include separate divisions to organize groups around the themes of: Developmental and
Reproductive Biology, Infectious Diseases, Pharmacology and Neurobiology, and Population Health.

The new department will help achieve the College mission of research, education, service and outreach, but the primary focus moving forward will be to support excellence in research. The core research faculty in the new department will have appointments that are at least 50% research. The core research faculty will be expected to contribute to the needs of teaching basic sciences in the DVM professional program, building and maintaining vigorous research programs, and better enabling translational and outreach programs. In areas where clinical expertise is needed to fulfill teaching functions, faculty lines in Veterinary Clinical Medicine and the Veterinary Diagnostic Laboratory will be considered as priority for those functions.

Reorganization will positively impact the College graduate students in multiple ways. Recruitment and retention of increased faculty numbers will help attract top tier graduate students. The reorganized unit will expand opportunities for funding graduate education through increasing the amount of externally funded research. Additionally, reorganization will allow for a stronger application for securing graduate student training grants. The funding currently available to graduate students in the existing units (i.e., fellowships and graduate assistantships) will remain available following reorganization. Reorganization will provide the numbers and diversity necessary for increased synergy as we continue to explore ways to generate new opportunities for graduate students and as we move forward with a parallel proposal titled; Restructuring Doctoral Education in the College of Veterinary Medicine.

As a College, we believe the potential benefits of reorganization outweigh improvements possible by continuing to support the existing departments. By bringing together outstanding scholars into one unit, we can create an organizational structure that is better positioned to respond to emerging issues that can be addressed by biomedical research. Because "the whole is greater than the sum of its parts," we can realign our faculty and disciplinary specializations, and in the process create a powerful academic unit that will be recognized as one of the top Departments in the nation that can aggressively attract the highest quality faculty, students, and staff.

**BUDGETARY AND STAFF IMPLICATIONS:**

A. Additional staff and dollars needed

The proposed reorganization will have minimal budgetary impact on the College. The College already uses shared service centers for its business, human resources, and grants management functions. No additional staff will be required for these centers.

The Departments of Comparative Biosciences and Pathobiology are operating under interim Department Heads since January 2016. Reorganization will require hiring
only one new Department Head instead of two new Department Heads. It is anticipated that the new Department Head will need an Assistant Department Head and a full-time administrative assistant.

Nearly all the faculty offices and research laboratories of research focused faculty in the two basic science departments are located on the 2nd and 3rd floors of the Veterinary Medicine Basic Sciences Building (VMBSB). Faculty in the Department of Pathobiology that have <50% time available for research are located on the 1st and 2nd floors of the VMBSB, an adjacent building (the Veterinary Teaching Hospital), and in Chicago. The close physical proximity of research focused faculty in the VMBSB will facilitate the proposed reorganization and free up one suite of department administrative offices for alternative use.

As a result of the reorganization, there will be costs that come from changing letterhead and departmental materials, including stationery, signs, and the website. We estimate the costs to be modest and the College will assume the costs.

B. Internal Reallocations

We do not anticipate changes in class size or student-faculty ratios as result of the reorganization. We do anticipate that the reorganization of our faculty will increase enthusiasm and attract the highest quality students to our programs.

C. Effect of course enrollment in other units

We do not anticipate an impact on other units.

D. Impact on the University Library

We do not anticipate an impact on the University Library.

E. Impact on computer use, laboratory use, and equipment

We do not anticipate an impact on computer use, laboratory use, and equipment.

**DESIRED EFFECTIVE DATE:**

Target date for implementation January 17, 2017.
STATEMENT FOR PROGRAMS OF STUDY CATALOG:

Graduate Degree Programs

Currently, the Department of Comparative Biosciences and the Department of Pathobiology have Ph.D. programs that are focused on biomedical research. Both of these departments, as well as the Department of Veterinary Clinical Medicine, recently submitted a proposal to restructure the Ph.D. programs within the CVM into one College-wide Ph.D. program. This proposal has been submitted to campus for review and appropriate approvals. The proposed program will continue to focus on training Ph.D. students to conduct biomedical research.

Degrees: D.V.M., M.S., Ph.D.

Off-campus degrees: None

On-line degrees: None

Joint degree programs: D.V.M./Ph.D., M.D./Ph.D. (through the Medical Scholar Programs), and D.V.M./M.P.H. (in collaboration with University of Illinois – Chicago)
CLEARANCES:

Signatures:

David Bunick  
Comparative Biosciences Representative  
09.09.2016  
Date:

Philip Solter  
Pathobiology Representative:  
Sept. 9, 2016  
Date:

Dean Peter Constable  
College Representative:  
Sept. 9, 2016  
Date:
Appendix A

DEPARTMENT OF COMPARATIVE BIOMEDICAL SCIENCES
ORGANIZATIONAL STRUCTURE

Note: The divisions named above are based on current research focus, but it is possible that division names and number will change over time as a result of changes in research strengths. In addition to divisional faculty, the new department will have specialized faculty. Some of these specialized faculty will have a primary role in contributing to the teaching mission of the new department and CVM. Currently, these faculty include Drs. Michael Biehl, David Coleman, Patricia Hoien-Dalen, and Leslie McNeil. Some specialized faculty currently are research associate/assistant professors who have a primary role in conducting research in the department. Such faculty include Drs. Andrea Aguiar, Quanxi Li, Mohamedain Mahfouz, Wenyen Mei, and Sherry Zhou.
DEPARTMENT OF COMPARATIVE BIOMEDICAL SCIENCES BYLAWS

PREAMBLE

The Department of Comparative Biomedical Sciences is dedicated to excellence in biomedical research and the education of professional and graduate students as well as postdoctoral fellows in the biomedical sciences and allied fields. The purpose of these bylaws is to provide an operational framework for expediting the efforts of the departmental faculty and other members of the department in these pursuits and to define the rights and responsibilities of those concerned.

I. Head

A. The Head is the chief executive officer of the Department and is responsible for its administration.

B. In the discharge of her/his duties, the Head of the Department shall:

1. Be responsible for the execution of departmental, college, and university policies and shall have general direction of the departmental activities.

2. Consult with the departmental Advisory Committee in formulation of departmental policies.

3. Regularly call meetings (at least monthly during the fall and spring semesters) of the departmental faculty and staff for explanation and discussion of educational procedures, research programs, policies, and activities of the Department, College and University.

4. Report to the departmental faculty on the teaching and research of the Department, have general supervision of the students in the departmental curriculum, prepare departmental budgets, and be responsible for the distribution and the expenditures of departmental funds and for the care of departmental space and property.

5. Be responsible for maintaining high standards of scholarship in the Department and efficient progress in departmental programs.

6. Meet annually with each faculty member of the Department for the purpose of evaluation, and discussion of the nature and scope of the faculty member's work.

7. Consult annually with the appropriate departmental committee regarding faculty promotion and tenure matters.

8. Be responsible for initiating and supervising the departmental faculty recruiting activities in consultation with properly appointed search committees and with the Dean of the College.

9. Ensure that decisions on faculty lines within the department are made taking into account the research focus as well as the
professional and graduate instructional missions and needs of the department.

II. Assistant Head

A. The Assistant Head is appointed by the Head and must hold an associate or full professor appointment with indefinite tenure in the department.

1. The Assistant Head shall serve for a two-year term beginning at the start of the academic year. The Assistant Head may succeed themselves.

2. The Assistant Head shall be responsible for representing the Head and act as a liaison to the faculty.

3. The Assistant Head shall help the Head carry out the duties of the department and shall substitute for the Head in her/his absence.

III. Department Divisions

A. The Department is organized according to the following divisions, and faculty members are assigned to a division by the Head. Divisional assignment will be based on research focus of the faculty member and mutual agreement between the faculty member and Head.

1. Developmental & Reproductive Biology
2. Infectious Diseases
3. Pharmacology & Neurobiology
4. Population Health

B. Division Chairs

1. The chairperson of each division is elected from the salaried faculty with the rank of associate or full professor and indefinite tenure by the voting members of the respective divisions.

2. The election is conducted every other year in the month of May by secret written ballot of the faculty with voting rights (see section IV B below for explanation of faculty voting rights).

3. The Head or her/his designated representative calls for and supervises the elections.

4. The length of term for the chairpersons is two years, beginning at the start of the academic year. Chairpersons may succeed themselves. Each division will establish a policy by majority vote whether its chairperson may serve successive terms. This policy may be changed by a majority of voting members in each division (see section IV B below for explanation of faculty voting rights).

5. The division chairperson shall consult with her/his division members on departmental policies and programs and convey their
wishes to the Head.

IV. The Faculty

A. Membership

1. The membership of the Department consists of all persons with a terminal degree appointed to the faculty at the level of instructor or above, whether on a full-time, part-time, joint appointment, or visiting appointment basis,

2. All future tenured and tenure-track faculty hires shall require a 50% or greater research appointment.

B. Voting Rights

1. The voting faculty of the Department shall include the following:
   a. Those who hold an academic appointment within the Department, with at least a half-time salary and the rank of assistant professor, associate professor, or professor and who are tenured or receiving probationary credit toward tenure.
   b. Specialized faculty who hold a non-visiting academic appointment within the department, with at least a half-time salary and the rank of assistant professor, associate professor, or professor, voting rights would extend to all issues except those pertaining to the promotion and/or tenure of tenure-track faculty and research-related activities.
   c. Others who have at least a half-time appointment within the department who are approved by a 2/3 majority vote of the Department faculty as provided for in the University Statutes.
   d. Emeritus and other faculty members of the Department shall be accorded voice but no vote in faculty meetings.

C. Non-Department Faculty Seeking Adjunct Appointment

1. The use of "adjunct" as a prefix to a faculty rank indicates that the position is not the individual's primary position. "Adjunct" may be used in the title of a faculty appointment when the individual to be appointed is expected to have some sort of long-term, peripheral association with the University or when the individual holds a non-faculty salaried appointment as a primary position with the University.

2. There must be a department faculty sponsor from the division in which the candidate seeks an adjunct appointment.

3. At least 2/3 of the entire faculty of the division in which the non-department faculty member is being considered for adjunct appointment must approve the appointment.
4. The Division Chair will present the candidate in writing for consideration by the divisional faculty.

5. Following consideration by the Department Head, the candidate's nomination will be presented to the entire departmental faculty at the next available faculty meeting for vote. A 2/3 present vote in favor of appointment will be required.

6. Final approval of the adjunct appointment will rest with the Department Head and Dean of the College.

7. Adjunct appointments will be for 5-year renewable terms and will be evaluated annually during the annual review process.

D. Non-Department Faculty Seeking 0% or Greater Joint Appointment

Most 0% appointments are extended by academic departments to members of the tenure track faculty who are fully budgeted in one or two other units. Tenure will not be approved for any new 0% appointment.

1. There must be a departmental faculty sponsor from the division in which the candidate seeks an affiliate appointment.

2. The Division Chair will present the candidate in writing for consideration by the Divisional faculty. The divisional faculty must approve by a 2/3 majority the non-Department faculty member that is being considered for 0% or greater joint appointment in the division.

3. After the division approves the candidate, the candidate will present a seminar that is open to the entire department.

4. The candidate's nomination will be presented to the entire departmental faculty at the next available faculty meeting for vote. A 2/3 present vote in favor of appointment will be required.

5. Final approval of the joint appointment will rest with the Department Head.

6. Zero percent or greater appointments will be yearly renewable terms and will be evaluated during the annual review process.

E. Annual Review of each faculty member each academic year (distinct from the promotion and tenure process)

1. Documentation: Early during the spring semester of each year every faculty member will complete and submit an annual activities report. The faculty member will provide an accounting of didactic teaching activity, graduate student and post-doctoral fellow mentoring activity, scholarly activity, and service activity. Each of these four sections of the activities report will include an estimation of actual time spent in that particular activity and a calculation of the percentage that time represents of total effort for the year.
2. Definition of roles: The Department Head, in consultation with the Assistant Department Head, and the Faculty Advisory Committee (as defined below) will complete a standardized evaluation form for each faculty member based on the activity reported by that faculty member. The form shall include each of the activity areas: didactic teaching, professional and graduate student and post-doctoral fellow mentoring, scholarly activity, and service activity. The form will contain a clearly defined evaluation scale and measures of effectiveness for each of the activity areas. An evaluation score will be generated for each of the four areas by multiplying the score awarded times the percent effort using the departmental score sheet for evaluation (provided by the Department Head). The evaluation may also include the awarding of additional points for items such as the importance of the faculty member’s contributions to the department, difficulty of replacing the faculty member because of unique training or skills, success at participation in all aspects of the departmental mission, and other similar subjective criteria.

The Faculty Advisory Committee (as defined below) will meet with the Department Head for a compilation of scoring for each faculty member. They will engage in a frank and open discussion for each of the four areas of activity for each faculty member. If significant discrepancies in the scoring exist for any faculty member, a consensus score will be agreed upon before the discussion continues.

3. Annual meeting with the Department Head with feedback to the faculty member: Following completion of the scoring process, the Department Head will schedule an interview and meet with each faculty member. During this interview, the Department Head will report on the results of the annual review and discuss with the faculty member relative strengths and weaknesses as perceived by the Faculty Advisory Committee during the review process. Where deficiencies are identified, a plan will be discussed to correct the problem(s). Following the interview, the Department Head will provide the faculty member with a written summary of the discussions held, including an evaluation of how well the faculty member is meeting expectations. The faculty member will be encouraged to append comments to this document if there is any disagreement about the substance of the meeting, the points of discussion, or any agreed upon course of action.
4. Record keeping: A summary of each year’s evaluation forms, the activity report, and a copy of the annual evaluation document and all appended comments will be placed in the permanent file for each faculty member. The department head will meet with each faculty member annually to discuss the evaluation procedures and summary.

5. Option for periodic broader review of the post-tenure faculty: The Department Head or the faculty member may initiate action to broaden the annual review process to include, but not be limited to, such things as solicitation of additional insight and information from selected external reviewers. Issues appropriate for a broadened review might include uniqueness of training and skill, importance to the mission of the department, and quality of scholarly activity when a close peer group is not available in the department. This option for a broadened review process cannot be invoked more frequently than once every five years.

V. Department Committees

A. Advisory

1. The Faculty Advisory Committee consists of the Assistant Head, elected division chairpersons, and up to two tenured faculty members elected by the departmental faculty.

2. The Faculty Advisory Committee shall:
   a. Provide for the orderly voicing of suggestions made for the good of the Department.
   b. Recommend procedures and committees that will encourage faculty participation in the formulation of policy.
   c. Represent the faculty by advising the Head in regard to Departmental policy, preparation of the Departmental budget, assignment of space, and the allocation of ICR funds exceeding $2,000.
   d. Perform such other tasks as may be assigned to it by the faculty.
   g. Be involved, in conjunction with the Dean of the College, in an evaluation of the Head by the entire Departmental faculty every five years.
   h. Review and approve, by vote, the qualifications and appropriateness of the promotion of Academic Professionals to non-tenure track, visiting research assistant professor. This is in furtherance of the departmental policy of promoting Academic Professionals who have, or will soon receive, independent, or path to independence, funding.
3. The Advisory Committee and the Department Head should meet regularly (at least once per month during the fall and spring semesters).

VI. Departmental Faculty Meetings

1. The presiding officer of Departmental meetings shall be the Head of the Department or Assistant Head. In the event that both of the above individuals will be absent, the Head will appoint a member of the Faculty Advisory Committee as temporary presiding officer.

2. The administrative assistant to the Department Head will serve as recorder at Departmental meetings and will provide minutes of the meeting to the Departmental faculty.

3. Retired faculty and other members of the academic staff with half-time or greater appointment, may attend and voice their opinions at meetings, but shall not vote.

4. Regular meetings shall be called at least monthly during the fall and spring semesters, but may be held more frequently at the discretion of the Head.

5. Special meetings may be called by the Head, the Faculty Advisory Committee, or upon petition by five or more faculty. The discussion and action at a special meeting shall be confined to the item or items listed in the call.

6. Emergency meetings may be called by the Head of the Department or the Advisory Committee without written notice, but an attempt shall be made to notify all Departmental faculty members.

7. A written summary of topics discussed and actions taken must be distributed by the Secretary within three calendar days of special or emergency meetings or seven calendar days of regular meetings.

8. A quorum at meetings of the Department shall consist of a simple majority of the eligible voting members.

9. Robert's Rules of Order, Revised, shall govern the conduct of all meetings of the Department.

VII. Grievance Procedures

1. The Faculty Grievance Committee shall be advisory to the Department Head. The Committee shall consist of three members at large elected by the faculty. In addition to electing three members, two alternates will be elected from those faculty receiving the next highest number of votes. Only faculty with indefinite tenure are eligible to serve. The current faculty members of the Faculty Advisory Committee may not serve.

2. Initial members will serve one-, two-, or three-year terms by lottery. Subsequent elections of members will occur every year. The member whose term has expired each year will serve as an alternate.
for two years.

3. If a committee member cannot participate in a grievance proceeding due to conflict of interest or other reason, she/he will be replaced by the alternate.

4. Before filing a formal grievance with the Committee, the faculty member should first try to resolve the problem informally with the individual(s) against whom the grievance is being made. The Department Head may be asked to assist (if mutually agreed upon).

5. In the event that resolution via such means is not possible, a formal grievance, explicitly stated in writing, should be presented to the Committee, detailing the facts relating to the matter and the resolution sought by the grievant. Within 10 working days of receipt of the grievance, the Committee will acknowledge receipt of the grievance and 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 from the grievant to the respondent’s rejoinder.

6. The Committee will convene to address the grievance and to solicit whatever information it deems appropriate to consider.

7. All deliberations of the Committee will be kept in strictest confidence. The findings of the Committee will be communicated in writing to the grievant, to the respondent(s), and to the Department Head including any further avenue of appeal. 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. The process should be concluded within 3 months of filing the grievance.

8. A written appeal of a grievance decision to the Dean must be initiated by the faculty member within 2 months after notification of an adverse decision.

VIII. Committees

A. Annual Review Evaluation Committee

The Annual Review Evaluation Committee shall consist of the Department Head, the Assistant Head, and the Faculty Advisory Committee. They shall evaluate each faculty member annually at the departmental level. The Committee shall prescribe and derive the faculty annual review dossier format and set Department Third-Year Review and Promotion and Tenure Calendars that are synchronous with the College of Veterinary Medicine (CVM) Third-Year Review and Promotion and Tenure Calendars.
B. Promotion and Tenure Committee

1. Composition of Mentoring Committee
   a. The Head of Department shall constitute a Mentoring Committee for each entry-level tenure-track faculty during the first probationary year.
   b. The Mentoring Committee shall constitute 3-4 faculty members at a rank higher than the faculty under consideration and shall be familiar with the candidate’s research, teaching, and service.
   c. For specialized faculty, the Head of Department shall constitute a Mentoring Committee made of 3-4 faculty during the first year of the appointment and will constitute faculty members of a higher rank, including not only tenured faculty, but also specialized faculty.
   d. Entry-level tenure track and specialized faculty shall be accorded the opportunity to make suggestions to the Department Head on member composition for their Mentoring Committee.
   e. Three members of the Mentoring Committee shall be requested to write research, teaching, and service evaluations for the Third-Year Review dossier as well as for the Promotion and Tenure dossier. The faculty under consideration shall be given the opportunity to suggest the lead-author for each of the evaluations to facilitate preparation of an accurate package for external evaluators.
   f. There shall be a provision for changing (addition/replacement) the composition of the Mentoring Committee members based on evolving needs (research, teaching, and service) of the faculty under consideration. The faculty member in consultation with the Department Head can request changes to the mentoring committee.

2. Promotion and Tenure Review Process
   a. Every tenure track faculty shall be reviewed in the third year by the Department and College, and at the end of the fifth year by the Department, College and University.
   b. Specialized faculty will be reviewed annually for progress toward promotion and will be reviewed for promotion by the Department, College, and University no sooner than five years after the start of their appointment in the department.
   c. Submission of the Third-Year Review package shall follow the Department Promotion and Tenure Calendar, which shall be synchronous with the CVM Third-Year Review/Final promotion calendar (see below).
d. For the Third-Year Review outcome, tenure-track faculty shall be provided with an official letter outlining both the strengths and weaknesses. The letter shall include suggested areas in which the faculty needs improvement to progress towards tenure.

e. Tenure track and specialized faculty due for promotion and tenure review will submit their dossier to the department for review on or before the set date prescribed in the Department’s Promotion and Tenure Calendar.

f. Once the final dossier including letters of external evaluators is obtained, the Head of Department shall consult with the candidate for any clarifications deemed necessary to build an accurate package.

g. The final modified dossier, including the external letters, shall be sent to all the voting members of appropriate rank of the Department by the Head of Department at least one week before the final voting.

h. The Department Head and the Mentoring Committee shall lead the discussion on the completed dossier, after which voting by secret ballot shall be conducted.

i. The faculty member shall be notified of the final Department evaluation at least one week before submission of the Promotion and Tenure documents to the CVM Dean’s office.

j. Decisions of the Department Promotion and Tenure Committee can be appealed by following the policies as outlined in Communication No. 10, Guidelines and Procedures for Notice of Non-reappointment for Non-tenured Faculty Members. A copy of Communication No. 10 must be sent with the official letter of notification of the action by the Departmental Promotion and Tenure Committee.

k. Members of the Departmental and CVM Promotion and Tenure Committees can only vote at one level.

3. Department Calendar for Third-Year Review for Tenure-Track Faculty

   a. Submission of Third-Year Review package shall follow the Department Third-Year Review Calendar that is synchronous with the College of Veterinary Medicine Third Year Review calendar:
<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1:</td>
<td>Head of Department identifies candidates entering third year of probationary period.</td>
</tr>
<tr>
<td>June 1:</td>
<td>Send candidates the Third-Year Review instructions from Communication No. 13 and from the College. Instruct candidates that they should prepare their dossier in the format required and send it to the department office. Candidate may work on document until January 20th.</td>
</tr>
<tr>
<td>January 20:</td>
<td>Final dossier is due to Department office. The Department Head requests the Mentoring Committee members to write summaries of teaching, research and service. Consult the faculty under consideration regarding corrections to the dossier.</td>
</tr>
<tr>
<td>February 15:</td>
<td>Department Head determines list of internal reviewers (tenured faculty with higher ranks only will be included in this evaluation process).</td>
</tr>
<tr>
<td>February 28:</td>
<td>Final dossier is prepared and sent to internal reviewers.</td>
</tr>
<tr>
<td>March 15:</td>
<td>Department Head finalizes dossier.</td>
</tr>
<tr>
<td>April 1:</td>
<td>Dossier is due in CVM Dean’s Office.</td>
</tr>
</tbody>
</table>

4. Department Calendar for Final Review for Tenure and Promotion to Associate or Full Professor Level
   a. Submission of Promotion and Tenure package shall follow the Department Promotion and Tenure Calendar that is synchronous with the College of Veterinary Medicine Promotion and Tenure calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
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<tbody>
<tr>
<td>January 15:</td>
<td>The Head of Department will review all faculty and identify those due for Tenure Review and for Promotion, and have them begin development of all parts of dossier including teaching, research and service statements.</td>
</tr>
<tr>
<td>April 1:</td>
<td>Preliminary stage for preparation of dossier: Ask faculty due for Tenure and Promotion to compile names/addresses for 4-5 references, and identify 4-5 representative publications. Mentoring Committee for candidates seeking promotion from assistant to associate professor needs to separately develop a list of 4-5 names and provide to the Department Head. Full professors need to separately develop a list of 4-5 references for candidates seeking promotion from associate to full professor and provide the reference names to the Department Head. Request ICES report from Division of Management Information. Email: <a href="mailto:dmi@illinois.edu">dmi@illinois.edu</a>.</td>
</tr>
<tr>
<td>May 30:</td>
<td>Send out dossier materials to Mentoring Committee, if not already done.</td>
</tr>
<tr>
<td>June 15:</td>
<td>Department sends out formal request for external letters of reference with dossier and representative publications.</td>
</tr>
<tr>
<td>August 16:</td>
<td>Letters of reference due. Follow-up on tardy letters.</td>
</tr>
<tr>
<td>September 1:</td>
<td>First draft of Promotion and Tenure document ready for review by Department Head. Summaries complete from the Mentoring Committee members. Consult the faculty under consideration regarding corrections.</td>
</tr>
<tr>
<td>September 15:</td>
<td>Second draft of Promotion and Tenure document ready for review by Department Head. Schedule Department Promotion and Tenure meeting.</td>
</tr>
<tr>
<td>October 1:</td>
<td>Send draft of Promotion and Tenure document to Department Promotion and Tenure Committee.</td>
</tr>
<tr>
<td>October 15:</td>
<td>Department Promotion and Tenure Committee vote by secret ballot at scheduled meeting.</td>
</tr>
<tr>
<td>October 30:</td>
<td>Department Head writes final evaluation for document.</td>
</tr>
<tr>
<td>November 16:</td>
<td>Promotion and Tenure document due in CVM Dean’s office.</td>
</tr>
<tr>
<td>December 15:</td>
<td>Promotion and Tenure document due in Provost’s office.</td>
</tr>
</tbody>
</table>

C. Standing Committees

1. Standing committees shall consist of three faculty members nominated by the Faculty Advisory Committee and elected by the faculty for 3-year staggered terms. The election shall be for 1, 2, or 3-year terms to initiate the rotation. The most senior member shall serve as chair. A faculty member may serve consecutive terms.

2. The standing committees are:
   a. The Courses and Curriculum Committee will make recommendations to the Department faculty on issues concerned with educational policy. The committee, following consultation with appropriate departmental faculty, will: (1) review all new course outlines; (2) evaluate any experimental courses after they have been given the first time; (3) review any major substantive changes to existing courses; and (4) provide recommendations to the faculty regarding the structure and organization of the professional and graduate curriculum. One of the committee members should be nominated by the department to serve as one of the departmental representatives on the College Courses and Curriculum Committee to facilitate communication.
   b. The Graduate Studies Committee, which will: (1) evaluate all materials required for admission to the graduate program and make specific recommendations to the department Head and Director of Departmental Graduate Programs; (2) determine the admissibility of applicants for the graduate program including recommendations for probation; (3) assist the Director of the Graduate Training Program in placing graduate students with advisors; (4) advise the Departmental Head and Director of the Departmental Graduate Program on matters related to Department-sponsored graduate research fellowships and other forms of financial assistance; (5) recommend Departmental policies for the graduate program; (6) provide an annual evaluation
of the progress of graduate students in the Department by assessing timely progress toward completion of graduate programs; sending out forms to enable students and their advisor(s) to report activities, progress and problems; reviewing activity reports of graduate students and evaluations by their advisors; and writing to students advising them of their progress, including any suggestions for overcoming problems or hindrances to completion of their programs; and (7) respond to petitions by graduate students to the Department concerning acceptance of coursework or modification of requirements for graduate degrees or residency programs within the Department.

c. The Safety Committee, which will: (1) make recommendations to the Departmental Head concerning equipment, personal protection devices, safety and health procedures and adherence to safety regulations; (2) plan and coordinate health and safety training within the Department; and (3) coordinate or conduct internal inspections of Departmental facilities to assure safe and healthful conditions.

d. Capricious Grading: (1) Those eligible for election to the Committee shall be associate professors and professors. (2) The Committee shall be composed of three members and one alternate. The alternate shall replace an absent member and/or a member whose grading procedures have been challenged. The person with the fourth highest number of votes shall be the alternate member. The length of term shall be one year; members may succeed themselves. (3) The election shall be conducted in the month of May by written ballot and shall be supervised by the Head of the Department. The Head shall call the first meeting of the Committee to elect a chairperson.

e. Seminar Committee: The seminar committee shall consist of 1 faculty member from each division and 2 graduate students. The faculty members will be selected by the Divisions to stagger 2-year terms. Students will be elected by the graduate students in the Department and also will serve 2 year staggered terms. The committee will elect a chair of the committee from the two faculty members in their second year of service to the committee. The committee will be responsible for the organization of the seminars. A list of speakers and topics should be completed and distributed to the Department within the first 2 weeks of the semester. The committee is responsible for local arrangements for the seminar including: arranging travel, housing, and itineraries for the speakers, and arranging for honoraria and travel
expense reimbursement. A budget will be provided by the Department Head in June prior to the start of the seminar series to support the seminar series.

f. Creation of Additional Committees: Additional standing committees may be created by amendment of these Bylaws. Ad hoc committees may be appointed and dismissed by the Head but such committees shall not duplicate or infringe upon the activities of any of the elected committees described above.

3. General procedures
a. Advice, recommendations or decisions of committees shall be secured only through a meeting of the committee that is duly convened in group session with a majority of its members in attendance.

b. Committees shall meet at least once each fall or spring semester.

c. Each committee shall provide the faculty with a report of its activities and meetings held during the previous year by September 15 of the new academic year.

VIII. INTERPRETATION AND AMENDMENTS

A. Ratification and implementation

These Bylaws shall become effective after adoption by at least two-thirds of the Departmental faculty who submit ballots and after review and approval by the Executive Committee and Dean of the College. Copies shall then be distributed to each faculty member and made available on the college intranet for download.

B. Interpretation

Interpretation shall reside with the Departmental faculty. However, these Bylaws are intended to supplement and be in accord with the University Statutes and the College Bylaws, which shall take precedence in the event of conflicts.

C. Amendments

1. May be introduced as agenda items of a regular or special meeting by any three Departmental faculty.

2. Shall be distributed to Departmental faculty at least three working days prior to the meeting.

3. Shall be voted upon by mail ballot not earlier than seven days nor later than twenty-one days after introduction at the faculty meeting.
4. Shall require the approval of two-thirds of the faculty to be incorporated into these Bylaws.

D. Revision

These Bylaws may be re-written and shall require the same presentation and action as for Amendments described in Article VIII, Section C.