

BYLAWS FOR THE DEPARTMENT OF VETERINARY PATHOBIOLOGY

University of Illinois at Urbana-Champaign

01/14/2019

OUTLINE OF VP DEPARTMENT BYLAWS

	Page
Preamble	1
I. Head	1
II The Faculty	2
A. Membership	2
B. Voting Rights	2
C. Non-Department Faculty Seeking Adjunct Appointments	2
D. Non-Department Faculty Seeking 0% or Greater Joint Appointments ..	3
III. Department Divisions	3
A. Divisions	3
1. Comparative Pathology	3
2. Microbiology and Immunology	3
3. Parasitology	3
4. Epidemiology and Preventive Medicine	3
B. Division Chairpersons	3
IV. Department Committees	4
A. Advisory	4
B. Promotion and Tenure	4
C. Capricious Grading	5
D. Courses and Curriculum	5
E. Seminar Committee	5
F. Teaching Assessment Committee (amended 10/13/98)	6
G. Creation of Additional Committees	6
H. Faculty Grievance Committee	6
I. Ad Hoc	7

V.	Meetings	7
A.	Presiding Officer	7
B.	Secretary	7
C.	Regular Meetings	7
D.	Special Meetings	7
E.	Emergency Meetings	7
F.	Quorum	7
G.	Procedure	7
H.	Executive Session	8
VI.	Interpretation and Amendments	8
A.	Interpretation.	8
B.	Amendments.	8

BYLAWS FOR THE DEPARTMENT OF VETERINARY PATHOBIOLOGY

University of Illinois at Urbana-Champaign

As amended October 6, 1987, January 29, 1988, May 4, 1990,
May 25, 1991, October 23, 1991, April 24, 1996, August 12, 1997, October 28, 1998,
April 22, 2004, March 25, 2015, and January 14, 2019

PREAMBLE

The Department of Veterinary Pathobiology is dedicated to excellence in the education of professional and graduate students of veterinary medicine and related fields, in applied and basic research, and in continuing education and public service. The purpose of these Bylaws is to provide an operational framework for expediting the efforts of the VP 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 his/her 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 of the departmental staff for explanation and discussion of educational procedures, research programs and 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, as well as 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 recruiting

activities in consultation with properly appointed search committees and with the Dean of the College.

- C.
 - 1. The Head may, at his/her option, appoint an Assistant Head from among the Departmental faculty members who hold an appointment with indefinite tenure.
 - 2. The Assistant Head shall discharge the duties of the Head whenever the Head is unable to do so because of absence from the Campus or any other reason.
- D.
 - 1. The Head may, at his/her option, appoint a Teaching Coordinator from among the departmental faculty members who hold an appointment with indefinite tenure. The Teaching Coordinator shall serve for renewable two-year terms.
 - 2. The Teaching Coordinator shall Chair the Teaching Assessment Committee, advise the Head in respect to the professional curriculum, and serve as *ex officio* member of the Courses and Curriculum Committee and the Seminar Committee.

II. 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.

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 appointment with the rank of assistant professor, associate professor or professor, that are specified as Faculty in Article II.3a. (1) of the University Statues. Namely, those members of the Pathobiology Department academic staff who hold the rank or title in the department of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure. If the definition of "Faculty" changes in the University Statues, the definition of "Faculty" shall change in these Bylaws accordingly.
 - b. Specialized Faculty as specified in Provost's Communication No. 25, include faculty in the non-tenure-system who are focused on teaching, research or clinical/service responsibilities. Specialized Faculty with at least twenty percent (20%) appointment within the department, are encouraged to attend faculty meetings and have a voice in all issues before the group but shall not have voting rights nor the ability to make or second motions. Specialized Faculty with at least a 50% appointment in the department and the rank or title of professor, associate professor, assistant professor, instructor, or lecturer modified by the terms "research," "adjunct," "clinical," "visiting," may be granted temporary voting privileges on specific issues by a 2/3 majority vote of the Departmental Faculty defined in a. above.

- c. Emeritus and other faculty members who have less than a half-time appointment in the Department, and are specified as Faculty in Article II.3.a.(1) of the University Statues, shall be accorded voice, and may be granted temporary voting privileges on specific issues by a 2/3 majority vote of the Departmental Faculty defined in a. above.

C. Non-Department Faculty Seeking Adjunct Appointments

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.

1. There must be a department faculty sponsor from the division in which the candidate seeks an affiliate appointment.
2. Prior approval by a majority of the entire faculty of the division in which the non-department faculty member is being considered for adjunct appointment.
3. The division chair will present the candidate in writing for consideration by the Department Head. If an adjunct appointment is granted the faculty member will be reviewed annually during the normal annual review process.

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

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. Occasionally it is appropriate for persons who are fully salaried as academic professionals also to be granted 0% faculty appointments. Usually such a faculty appointment is associated with a position that carries teaching responsibilities along with the operational or administrative duties of the academic professional component.

1. There must be a department faculty sponsor from the division in which the candidate seeks an affiliate appointment.
2. Prior approval by a majority of the entire faculty of the division in which the non-Department faculty member is being considered for 0% or greater joint appointment. The candidate will present a seminar that is open to the entire department.
3. The division chair will present the candidate in writing for consideration by the Department Head.
4. Following consideration by the Department Head, the candidate's nomination will be presented to the entire faculty at the next available faculty meeting for vote. A 2/3 present vote in favor of appointment will be required.
5. Zero percent or greater appointments will be yearly renewable terms and will be evaluated during the annual review process.

III. Department Divisions

A. The Department shall be divided into the following four divisions and faculty members will be assigned to a division by the Department Head.

1. Comparative Pathology
2. Microbiology and Immunology.
3. Parasitology.
4. Epidemiology and Preventive Medicine

B. Division Chairpersons

1. The chairperson of each division shall be elected from the salaried faculty on indefinite tenure by the voting members of the respective divisions.
2. The election shall be conducted in the month of May of the appropriate year by written ballot.
3. The Department Head or his/her designated representative shall assign tellers, call for, and supervise the elections.
4. The length of term for the chairpersons shall be two years, beginning at the start of the school year. Chairpersons may succeed themselves. Each division shall 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.
5. The division chairperson shall consult with his/her division members on departmental policies and programs and convey their wishes to the Department Head.

IV. Department Committees

A. Advisory

1. The Advisory Committee shall consist of the elected division chairpersons and other persons the department head wishes to appoint.
2. The responsibility of the Advisory Committee shall be to consult with and advise the Department Head on matters of policy, budget, and such items of an administrative nature.

B. Promotion and Tenure

1. The Committee shall consist of three faculty members appointed by the Department Head. A separate committee will be appointed for each candidate. An eligible faculty member may serve on more than one committee.

2. The three appointed Committee members will be selected for each candidate according to their ability to advise the Department Head on that candidate's suitability for promotion and/or tenure. Familiarity with the candidate's performance in teaching, research, and/or service; knowledge of the field of the candidate's research; and similar factors will be taken into consideration by the Department Head in making the appointments. The appointed Committee members will hold a faculty rank higher than that of the candidate.
3. The Department Head shall appoint a Chairperson for each committee and shall assure that meetings of the committee are held at appropriate times. The Department Head's activities in the P&T committee meetings will revolve around three main points:
 - a. He/she will be a resource person and provide the committee with appropriate documentation and answers to the committee's queries;
 - b. He/she will correct errors of fact or misinterpretations that may arise during the committee's deliberations;
 - c. He/she will elicit from the committee appropriate advice and information to be used in promotion papers and in communications with the candidate.
4. The Committee shall make its written recommendations to the Department Head. The Committee's recommendation shall become part of the promotion papers for the person being considered for promotion and/or tenure.
5. Upon recommendation from the Committee, the Chairperson of the Committee and/or Department Head will present the candidate's promotion and/or tenure document to all eligible faculty (see 6.a.) of the Department for review and discussion and a formal vote will be held.
6. Voting
 - a. Faculty eligibility to attend and cast a vote in faculty promotion and tenure meetings is as follows:
 - i. A faculty member must hold a non-visiting faculty appointment with a half-time (50%) appointment or greater in the Department.
 - ii. A faculty member must hold a rank higher than the individual recommended for promotion and/or tenure.
 - b. Voting will be done by closed vote.
 - c. Votes will be cast as either "in favor of" or "opposed to" or "abstained".
 - d. Individuals casting opposing votes or abstaining from the vote will be required to provide a reason on the ballot for the dissension or abstinence.

- e. The recorded votes will be incorporated into the candidate's tenure and/or promotion document, along with the Department Head's final comments and recommendation.

C. Capricious Grading

1. Those eligible for election to the Committee shall be assistant professors, 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.

D. Courses and Curriculum

1. The Committee will be composed of one member from each departmental division (4).
2. The members of each division shall be elected by the voting members of their respective divisions. The length of term shall be two years; 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 to elect a chairperson.
4. The first election shall be held after the present committee members have served a one-year term. (They were appointed to the Committee in May, 1975.)
5. Departmental representatives on the parent College Committee and the Teaching Coordinator shall be ex officio voting members of the Department Committee.

E. Seminar Committee

The Pathobiology 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 selected by the graduate students in the Department and also will serve 2 year staggered terms. The committee will elect 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 to support the Veterinary Pathobiology seminar series.

F. Teaching Assessment Committee

1. The committee will be composed of eight members. Four of the members shall be appointed by the Department Head and one member will be selected by each division as its' representative. The length of term shall be two years; members may succeed themselves. The first appointed members should serve a three-year term.
2. Terms on the Committee will end in May of each year.
3. The Committee will be chaired by the VP Teaching Coordinator.
4. The Teaching Assessment Committee is responsible for assembling and using appropriate training technology to encourage the assessment and improvement of VP faculty teaching quality through individual, confidential and personalized techniques for any faculty member requesting their services.

G. Creation of Additional Committees

In order to create additional standing committees, it will be necessary to revise these Bylaws.

H. Faculty Grievance Committee

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 VP Advisory Committee may not serve.
2. Following the initial election, each member and alternate will be assigned a one-, two-, or three-year term by lottery. Subsequent elections of members will occur every year. The member who term has expired each year will serve as an alternate for two years.
3. If a committee member cannot, due to conflict of interest or other reason, participate in a grievance proceeding, she/he will be replaced by the longest-serving 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 agrees.
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 30 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. An appeal of a grievance decision must be initiated by the faculty member within 60 working days after notification of an adverse decision.
- I. Ad Hoc
1. The Head may create or terminate ad hoc committees without the need to revise these Bylaws.

V. Meetings

- A. Presiding officer--The presiding officer of departmental meetings shall be the Head of the Department or his/her designee.
- B. Secretary--The administrative secretary of the Head of the Department will act as secretary for the departmental meetings and provide minutes of the meetings for the departmental faculty.
- C. Regular meetings--There shall be two regular meetings of the Department during each academic semester. The Head of the Department shall determine the time and date of each meeting. A written notice and agenda shall be distributed to the faculty prior to each meeting.
- D. Special meetings--Special meetings of the Department may be called by the Head, by the Advisory Committee or by resolution adopted in a regular meeting of the Department. Also, upon receipt of a written petition of 5 or more voting members of the Department, the Head shall call a special meeting within 5 working days. The discussion and action at a special meeting shall be confined to the items listed in the call.
- E. Emergency meetings--Emergency meetings may be called by the Head, his/her designee or the Advisory Committee without written notice.
- F. Quorum--A quorum at meetings of the Department shall consist of at least 1/4 of the voting members.
- G. Procedure--Meetings of the Department shall be conducted informally, but if formal motions are under consideration, Robert's Rules of Order Revised shall apply.

- H. Executive Session--The departmental faculty, by a majority vote by those present at any meeting, may determine that any item on the agenda shall be considered in executive session. Only voting members shall be present in executive session.

VI. Interpretation and Amendments

- A. Interpretation--These Bylaws are intended to supplement and be in accord with the University Statutes and the CVM Bylaws.
- B. Amendments--Any person entitled to vote at the departmental meeting may propose the amendment of these Bylaws. Amendment may be made at any regular meeting of the Department by two-thirds vote of those present and voting, provided that written notice of the proposed amendment has been distributed to those entitled to vote at least seven calendar days before the meeting.