



## **COLLEGE OF VETERINARY MEDICINE**

Department of Veterinary Clinical Medicine  
242 Small Animal Clinic, MC-004  
1008 W. Hazelwood Drive  
Urbana, IL 61802-4714

### ***VETERINARY CLINICAL MEDICINE BYLAWS***

#### **I. PREAMBLE**

The mission of the Department of Veterinary Clinical Medicine is to provide high quality instruction in the clinical sciences, conduct original, state-of-the-art research on important problems of animal and human health and provide high quality clinical and academic services.

The purpose of these Bylaws is to provide an operational framework for expediting the efforts of the faculty and other members of the Department in these pursuits, while protecting the rights of all concerned.

These Bylaws are intended to operate within the framework of the philosophy of Article III Section 2b of the University Statutes which states that the College shall be governed in its internal administration by its faculty. They supplement the College Bylaws and University Statutes and Regulations which must take precedence should any conflict arise.

#### **II. ORGANIZATION**

- A. The Department will be organized with a Head who will be appointed in accordance with the Statutes.
- B. The Department will be divided into sections, and faculty members will be assigned to sections by the Department Head. The present sections are:

Companion and Zoological Animal Medicine  
Community Outreach, Urgent/Convenient Care, Primary Care, Wildlife Services and Shelter Medicine  
Equine Medicine & Surgery  
Diagnostic Medicine  
Integrated Farm Animal Management Systems  
Surgery, Anesthesia, Neurology, Dentistry and Diagnostic Imaging  
Specialty Medicine

Other sections will be established when deemed desirable by the faculty and sufficient staff is available to provide a fully functional section.

- C. Section Heads will be appointed by the Department Head in consultation with the Veterinary Teaching Hospital Director. Section heads will work closely with the Department Head in the orderly management of the section to ensure that:
  - (1) There is consistent communication between the section, the hospital and the department
  - (2) Meet with the Department Head at least annually to discuss any potential issues with faculty,
  - (3) organize regular meetings (at least quarterly) with their section and
  - (4) provide mentorship for junior faculty members within their section.
- D. A Departmental Advisory Committee will consist of one elected representative from each section and will advise the Department Head concerning departmental policy as outlined under IV.C.

### **III. DEPARTMENT HEAD**

- A. The Department Head is the Chief Executive Officer of the Department.
- B. In the discharge of their duties, the Department Head will:
  - 1. Be responsible for the execution of departmental, College, and University policies and shall have general direction of departmental activities.
  - 2. Consult with the departmental Advisory Committee (AC) in the formation of departmental policies.
  - 3. Regularly call meetings of the departmental staff for explanation and discussion of educational procedures, research programs, policies, and activities of the Department, College, and University. There shall be at least one such meeting in each academic year for consideration of departmental governance and educational policy.
  - 4. Report to the departmental faculty on the teaching and research of the Department.
  - 5. Have general supervision of the students in the departmental curriculum.
  - 6. In consultation with the AC, be responsible for distribution and expenditure of departmental funds.
  - 7. Prepare departmental budgets in consultation with the AC.
  - 8. Be responsible for establishing search committees for faculty hires, identifying a chair and members within the Department as well as a member from outside of the Department.
  - 9. Be responsible for composing draft offer letters to prospective faculty members including the proposed salary and search committee summary draft.
  - 10. Be responsible for assignment and care of departmental space and property in consultation with the AC.
  - 11. Be responsible for maintaining high standards of scholarship in the Department and ensuring efficient progress in departmental programs. These programs will

be in compliance with college, university, state, federal, American Veterinary Medical Association and AVMA recognized Specialty college requirements.

12. In consultation with the AC, the Department Head will evaluate each faculty member's annual report and consult at least once annually with each tenured, tenure-track, and specialty faculty member of the Department regarding the nature, scope, and evaluation of their performance.
13. Consult annually with the departmental Promotion and Tenure Committee regarding faculty promotion and tenure matters.
14. In consultation with the AC the Department Head will appoint departmental committees and appoint and supervise search committees for recruitment of faculty and make recommendations for appointments to the clinical faculty.
15. Appoint an Assistant Department Head to act in their place during a period of absence to expedite departmental matters and to represent the Department.
16. Act as chair of the Advisory Committee.
17. Discharge other duties as described in the University of Illinois Statutes.

#### **IV. DEPARTMENTAL ADVISORY COMMITTEE**

- A. Each section shall elect one of its voting faculty to a three-year term on this committee. The voting members shall be an elected representative from each of the sections of the department. Ex-officio members of the Committee include the Assistant to the Head, Administrative Assistant to the Head, Director or Assistant Director of the Veterinary Diagnostic Lab (VDL) Director of the Clinical Skills Learning Center and Director of the Veterinary Teaching Hospital.
- B. The Department Head will serve as Chair of the Committee
- C. The Advisory Committee will:
  1. Provide for the orderly voicing of suggestions for the good of the Department.
  2. Recommend procedures and committees that will encourage faculty participation in the formulation of policy.
  3. Represent the faculty in advising the Department Head on appointments and reappointments and annual evaluation of the faculty.
  4. Represent the faculty in preparation of the departmental budget and consultation on capital expenditures.
  5. Perform such other duties as may be assigned to it by the Department Head or a quorum of the faculty.

6. Be involved, in conjunction with the Dean of the College in an evaluation of the Department Head and Director of the by the entire departmental faculty every five years.
- D. The Committee will meet approximately quarterly and as deemed necessary by the Department Head or two or more members of the Committee.

## **V. THE FACULTY**

- A. The Membership of the Department will consist of all persons appointed to the faculty at the level of teaching associate 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 will include those who hold an academic appointment of 50% time or greater within the department or a combination of service unit (VTH, VDL) and Department and have the title of:
    - a. Instructor, Senior Instructor, Lecturer, Senior Lecturer.
    - b. Assistant Professor, Associate Professor, or Professor and who are tenured or receiving probationary credit for tenure.
    - c. Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.
    - d. Research Assistant Professor, Research Associate Professor, of Research Professor.
    - e. Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor.
  2. In special circumstances voting privileges may be extended to faculty of the above ranks who have less than a 50% appointment in the Department combination of service unit and Department. Recommendations for such action will be discussed by the Department Head and Advisory Committee and a recommendation will be made to the faculty for vote at a regular meeting of the faculty. A two-thirds vote in favor by those present at the meeting will be required.
    - a. Retired faculty shall have all privileges of the floor but not the right to vote.
  3. The Department Head, in consultation with the Advisory Committee, may invite other persons who are not members of the department faculty to attend meetings of the department faculty and accord them privileges of the floor, but such persons shall have no vote.

4. The voting rights of Clinical, Research and Teaching faculty do not extend to voting on issues related to the awarding of tenure or promotion of tenure-track or tenured faculty but do extend to voting on issues related to promotion of specialized faculty as listed above.

## **VI. MEETINGS**

- A. Presiding officer--The presiding officer of departmental meetings will be the Department Head or Assistant Head. In case of absence of both of the above, the Head will appoint a temporary presiding officer.
- B. Recorder--The administrative assistant of the Department Head will act as recorder for the departmental meetings and provide minutes of the meetings for the departmental faculty.
- C. Regular meetings--Regular meetings of the Department will be held at approximately monthly intervals during the academic year. At least two weeks prior to the initial meeting of each semester, a tentative time and date for all meetings that semester will be distributed to all faculty. A written notice and agenda will be distributed to the faculty prior to each meeting.
- D. Special meetings--Special meetings of the Department may be called by the Department Head, the Advisory Committee, or by resolution adopted in a regular meeting of the Department. Also, upon receipt of a written petition of five or more voting members of the Department, the Head will call a special meeting within three working days. The discussion and action at a special meeting shall be confined to the item listed in the call.
- E. Emergency meetings--Emergency meetings may be called by the Department Head, their designee, or the Advisory Committee without written notice. The discussion and action at an emergency meeting shall be confined to the items listed in the call.
- F. Quorum--A quorum at meetings of the Department will consist of at least one-third of eligible voting members.
- G. Meetings of the Department will be conducted informally, but if formal motions are under consideration, Robert's Rules of Order Revised will apply.

## **VII. STANDING COMMITTEES**

### **General Rules for Committees:**

1. Advice, recommendations or decisions of the committees shall be secured only through a meeting of the committee duly convened in group session.
2. Committees shall meet at least once each semester.

3. Each committee shall provide the faculty a written report of its activities and meetings of the previous year before October 1.
4. Minutes shall be kept on all meetings and kept on file in the department office. The minutes of all Committee meetings except those of the Promotion and Tenure Committee will be open for review by members of the faculty.

**A. *Promotion and Tenure Committee***

The Promotion and Tenure Committee will consist of all non-visiting tenured full professors with 50% time or greater appointment in the Department of VCM. Non-visiting tenured faculty members holding the title of Associate Professor with a 50% time or greater appointment in the Department of VCM shall participate with the Full Professors on the Promotion and Tenure Committee as voting members of the reviewing body for evaluation of Assistant Professors being evaluated for promotion and tenure by the Department.

The Head of the Department will act as chairperson. This Committee will act as a reviewing body for faculty evaluation, promotion, and tenure in accordance with the current published criteria for promotion and tenure in the Department of Veterinary Clinical Medicine and College of Veterinary Medicine at the University of Illinois, Urbana-Champaign campus. These criteria and written rules of Committee procedures will be provided by the Department Head to all faculty upon initial appointment and whenever the criteria or procedures for evaluation are changed. The Committee will develop rules of procedure which shall be provided to the Departmental Advisory Committee and kept on file in the departmental office.

Clinical, Research and Teaching track full professors with 50% or greater appointment in the Department of VCM, or combination of Department and service unit (VDL, VTH) will join the committee as voting members for evaluation and promotion of specialized faculty holding titles such as instructor, lecturer, teaching assistant/associate professors, research assistant/associate professors, or clinical assistant/associate professors. Clinical, Research and Teaching track associate professors with a 50% time or greater appointment in the Department and a service unit (VDL, VTH) shall participate with the full professors as voting members for evaluation and promotion of specialized faculty holding titles of instructor, lecturer, teaching assistant professor, research assistant professor or clinical assistant professor.

The Department Head is encouraged to share communications concerning the status of candidates with the Committee.

**B. *Courses and Curriculum Committee***

The Department Head, in consultation with the advisory committee, will appoint members and call the first meeting. The Assistant Department Head for Curriculum and Instruction will serve as chairperson. Responsibilities of the committee include

reviewing and approving VCM professional courses, reviewing and approving requests for off-campus credit, advising the Department Head about prioritizing course expenditures, and developing curriculum-associated policies for the department.

The Courses and Curriculum Committee should study the existing VCM curriculum to identify strengths, weaknesses, and obsolete courses, and propose appropriate changes in the direction of the clinical program to the faculty to meet the needs of the veterinary profession and society.

**C. *Intern-oversight Committee***

The Department Head, in consultation with the Advisory Committee, will appoint members and call the first meeting. The Committee will elect its own chairperson at its first meeting. This Committee is charged with the responsibility of oversight of intern training programs in consultation with the section heads. Intern directors will be identified for large animal and small animal programs. The Committee will promote all programs both nationally and internationally. The Committee will be guided by the guidelines developed by the American Association of Veterinary Clinicians, other specialty groups, and colleges in formulating the program.

**D. *Resident and specialty intern oversight committee***

The resident and specialty intern oversight committee will be comprised of all resident and specialty intern directors and meet at least twice per year. The committee will elect its own chairperson at its first meeting. The committee will be responsible for ensuring resident and specialty intern evaluations are performed by the relevant programs and performing exit interviews.

**E. *Graduate Program Advisory Committee***

Six graduate faculty members and one VCM graduate student representative serve on the Graduate Program Advisory Committee (GPAC). The Department Head, in consultation with the Advisory Committee, will appoint six graduate faculty members to the GPAC. The committee will be composed of four members from VCM, one member from Comparative Biosciences, and one member from Pathobiology, and chaired by the VCM Assistant Head for Research & Graduate Studies (appointed by the Department Head of VCM). Nominations of departmental representatives shall originate from the Department Head of the department they represent. Members of the committee will serve two-year terms with the option for reappointment. Terms are staggered so that up to three new members could be appointed annually and commence in accordance with the beginning of the academic calendar year.

The VCM graduate student representative serves a one-year term and is elected by all VCM graduate students. The graduate student representative must have completed at least

two semesters of course work, must have full graduate standing, and cannot be a faculty member of VCM. The election for the student representative will be conducted by secret ballot before the start of the academic calendar year, and the student with the most votes will be given the opportunity to serve. Ties will be resolved by coin toss. In the event that no graduate student chooses to serve, the VCM department head, in consultation with the Assistant Head for Research and Graduate Studies, will have the option to waive the requirement for a VCM graduate student for the academic year.

The GPAC duties are as follows:

1. Recommend to the Department Head candidates for acceptance into the department graduate program.
2. Development of a procedure manual and guide for VCM graduate students.
3. Act as the graduate courses and curriculum committee for VCM.
4. If requested, provide an annual evaluation of the VCM program and present the findings to a meeting of departmental faculty.
5. Communicate with the Graduate College on matters pertinent to the VCM program.

#### **E. *Grievance Committee***

The Grievance Committee shall consist of two tenure track faculty members and one specialized faculty member elected by the Department voting faculty. Following the initial election, each member will be assigned a one-, two-, or three-year term by lottery. Subsequent elections of members will occur every three years. Any vacancy on this committee due to resignation or retirement will be filled for the unexpired length of that term of membership by Departmental election. The Chair of the Committee will be the Department Head.

The Grievance Committee shall be responsible for addressing grievances from members of the faculty concerning actions and policies of the department and the officers, committees or faculty. The committee shall be advisory to the Department Head.

A grievance must be initiated by the faculty member within 90 working days after perceived inappropriate treatment or decisions. All faculty members within the Department, including those with administrative appointments, have the right to file grievances. Faculty members have the right to initiate a formal grievance procedure at the level of the Departmental Grievance Committee, the College Grievance Committee, or the campus Faculty Advisory Committee. 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. If this is not successful, the grievant should consider seeking input from the Department Head when conflict of



interest is not an issue.

When a grievance is not resolved informally, a formal grievance, explicitly stated in writing, can be presented to the Departmental Grievance Committee, detailing the facts relating to the matter and the resolution sought by the grievant. When deemed necessary, a formal grievance, explicitly stated in writing, can be either directly initiated at the level of, or appealed to, the College Grievance Committee, detailing the facts relating to the matter and the resolution sought by the grievant.

**F. *Elections and Credentials Committee***

The Department Head, in consultation with the Advisory Committee, will appoint one member each year to serve a three-year term on this Committee. The senior member will serve as chairperson. The Department member of the College Elections and Credentials Committee will serve as an ex officio member of this Committee. This Committee is responsible for determining voting eligibility and conducting all departmental elections.

**G. *Capricious Grading Committee***

Each section will elect one member and one alternate for three-year terms. The alternate member will serve if a member of the Committee is unable to attend the meeting or involved in alleged capricious grading. The Department Head will call the first meeting at which time the Committee will elect their own chairperson. The chair of the committee will provide a written report of the committee's findings to the Department Head, the Instructors involved and the student. This Committee will follow the procedures in reviewing a case of alleged capricious grading as outlined in the Code on Campus Affairs and Regulations.

**H. *Ad Hoc Committees***

The Department Head, in consultation with the Advisory Committee, may create or terminate ad hoc committees as deemed necessary.

**I. *Additional Standing Committees***

Additional Standing Committees may be created by a revision of these Bylaws.

**VIII. INTERPRETATION AND AMENDMENT OF BYLAWS**

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

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