

BYLAWS

DEPARTMENT OF MOLECULAR AND INTEGRATIVE PHYSIOLOGY

ARTICLE I. Preamble

The Department of Molecular and Integrative Physiology is dedicated to excellence in research and in the training of students in diverse areas of Physiology. 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 University of Illinois Statutes and regulations, which shall take precedence should any conflict arise. These Bylaws are to be evaluated at least once every five years or as needed.

ARTICLE II. Organization

A. The Department shall be organized with a Head, as chief executive officer, who will be appointed by the Director of the School of Molecular and Cellular Biology in consultation with the faculty. The Head's responsibilities and authority are as defined in the University of Illinois Statutes, and include the decisions concerning salaries. The ordinary channel for formal communication beyond the Department shall be via the Director of the School of Molecular and Cellular Biology.

B. There shall be the following standing committees to oversee various departmental functions:

i. **Advisory Committee**

The Advisory Committee shall be chaired by the Head and have two or three additional representatives, one of whom shall be the Associate Head. At the discretion of the Head, the Associate Head may be designated directly by the Head or elected from the tenured faculty by a simple majority. The other member(s) of the Committee shall be elected from the tenured faculty by a simple majority. All faculty members may participate in these elections by voting in a mail ballot. This committee serves various advisory functions as specified in Article III, section C, paragraph 1. The Head shall appoint annually a member of the Advisory Committee as the Associate Head of the Department. Committee members shall serve a three-year term and may continue in a second term whether designated or elected. The terms of committee members shall be staggered so as to ensure continuity of the Committee membership.

ii. **Standing Committees**

Standing committees are advisory to the Head, except as otherwise noted; the members and the chairman of each committee are appointed by the Head.

1. Admissions Committee shall have two members and be responsible for:
 - a. evaluation of applications to the Graduate Program in Molecular and Integrative Physiology and making recommendations for admission to the program.
 - b. activities related to graduate-student recruitment.
2. Courses and Curriculum Committee shall have two members and be responsible for evaluating proposals for new courses or for revision of existing courses, and for the development and assessment of effectiveness of the undergraduate and graduate programs. Ad hoc members may be appointed to the Committee by the Head as appropriate.
3. Qualifying Examination Committee shall consist of three standing committee members plus additional ad hoc committee members and be responsible for evaluation of the overall performance of students in both the written and oral parts of the qualifying examination. The committee shall make recommendations to the faculty whether or not students are qualified to pursue doctoral studies in Molecular and Integrative Physiology.
4. Seminar Committee shall consist of both faculty and student representatives and be responsible for scheduling speakers for the weekly seminar series and their visits to this campus, and for arranging and scheduling special lectures.
5. Promotions Committee shall consist of:
 - a. For promotions from Assistant Professor to Associate Professor, the faculty who hold indefinite tenure ("A" appointees, see Article III. A.) with rank of Associate Professor and Full Professor.
 - b. For promotions from Associate Professor to Full Professor, the faculty who hold indefinite tenure ("A" appointees, see Article III. A.) with rank of Full Professor.

The Promotions Committee shall vote on issues concerning promotions and tenure.

iii. Other Committees

The Head in consultation with the Advisory Committee or upon the recommendation of the faculty shall establish such other committees as may be required to carry out teaching and/or research functions in the Department.

ARTICLE III. Functions of the Department

A. Membership

Membership of the departmental faculty shall be as specified in the University of Illinois Statutes. Members consist of all persons officially appointed to the faculty at the level of instructor or above, whether on a full-time, part-time, joint, or affiliate appointment basis.

Faculty members of the Department who hold indefinite tenure or on tenure track will have full voting rights.

Members of the University faculty who contribute significantly to teaching and/or research in any area related to Physiology and who desire departmental appointment can apply or be nominated, for joint appointment in the Department. These individuals shall be given joint or affiliate appointments (i.e., "N" appointment) in the Department as long as they continue to contribute to departmental functions as established by Communication #1 of the School of MCB; their reappointments shall be evaluated for renewal biannually by the Advisory Committee. The zero-time faculty and faculty affiliates (i.e., "N" appointees) may attend the faculty meetings. They may vote on educational issues, at the discretion of the Head, or by approval of the majority of the faculty with full voting rights.

B. Meetings

1. Meetings of the faculty will be called by the Head at least once a month during the academic year. The Head or the Associate Head will preside over meetings. The Head will call a meeting, or include an item that needs to be addressed on the agenda in a meeting, when requested by at least two members of the departmental faculty.
2. Meetings of the Department shall be either formal or informal. Formal meetings shall be for the purpose of resolving important departmental matters; their agenda shall be announced no fewer than three days in advance. Formal meetings shall require a quorum, which is at least one-half of the faculty with full voting rights. Informal meetings shall be primarily for the sake of announcements and general discussion.

C. Advisory Committee

1. The duties of the Advisory Committee shall be
 - a. To make recommendations to the faculty concerning appointments and reappointments to the department of members of the University faculty who have been nominated or applied for joint or affiliate appointment.

- b. To consult with the Head regarding policy, budget, operations, space, faculty workload including teaching and committee assignments, priorities of recruiting, and other concerns of the faculty.
 - c. To review the bylaws at least once every five years and make recommendations for changes to the Head and the faculty.
 - d. To serve as the Departmental Capricious Grading Committee.
 - e. To serve as the Departmental Grievance Committee which shall be chaired by the Head, or the Associate Head. Any member of the Department (i.e., faculty, staff, or student) may appeal to the Grievance Committee regarding all matters with the exception of matters related to promotions (see Article III.D.5.); an appeal must be in the form of a written letter to the Committee outlining in detail the specific reasons for the appeal.
2. The Head, with the approval of the Committee, may invite other members of the departmental faculty to attend Advisory Committee meetings as may be required to consider particular departmental matters.
 3. Meetings of the Advisory Committee shall be chaired by the Head or the Associate Head. The Head shall determine the agenda and time of meetings. However, the Head will call a meeting, or include an item that needs to be addressed on the agenda in a meeting, when requested by one or more members of the Committee.

D. Promotions

1. The quality and standards of performance expected of members of the faculty of the Department shall be reviewed annually by the Head in consultation with the Advisory Committee, and these expectations shall be made explicit to candidates for positions in the Department and, when changes in expectation occur, to each member of the faculty affected.

It is the responsibility of the Head to review the performance and achievements of each member of the faculty and to inform each member when these fall below the standard expected. In the case of non-tenured faculty, each member shall be appraised in writing of his/her perceived performance at least once every three years. Such interim evaluations shall not preempt the recommendation of any Promotions Committee.

2. The Head in consultation with the Advisory Committee shall appoint a Review Committee for an individual who may potentially merit promotion. The Review Committee shall assemble suitable evidence relating to promotion, shall be responsible for obtaining the departmental evaluations of service, teaching and research, and shall

present the material to the Advisory Committee, which shall in turn formally recommend a course of action to the Head.

3. An individual member of the faculty shall have the right to be informed in writing of the guidelines to be followed by the Review Committee at any time, and once so informed these rules may not thereafter be altered without his/her agreement. Guidelines will be consistent with University Guidelines as described in the Provost Communication #9 "Promotion and Tenure".
4. The Head shall forward the course of action recommended by the Advisory Committee to an appropriate Promotions Committee (see Article II. B. 5.). In that case, the Committee members shall have full access to all files and opinions as were gathered for the individual considered for promotion, and a vote shall be taken to determine the final recommendation of the Promotions Committee to the Head.
5. Whenever a negative decision is made by the Head with respect to a recommendation for promotion, procedures will be followed as described in Provost Communication #10 "Guidelines and Procedures for Notice of Non-reappointment for Non-tenured Faculty Members and for Denials of Promotion Not Linked to Tenure Decisions". The faculty member affected must be informed in writing of a decision to recommend that a Notice of Non-reappointment be issued within one week with an explanation of the reasons for the decision. If the faculty member wishes to appeal the decision, the faculty member must inform the Head in writing within ten days of the date of the written notification of the decision. Reconsideration may be by the appropriate Department Promotions Committee or by a special committee. Requests for a special committee should be made directly to the Dean of the College of Liberal Arts and Sciences by the faculty member.

ARTICLE IV. Amendments

Amendments to these Bylaws may be proposed by any five faculty members of the Department. Proposed amendments must be included on the agenda of a formal meeting of the Department, provided that the proposal is submitted at least five days prior to the meeting. Adoption of the amendment will require approval by a two-thirds majority of the departmental faculty voting by written ballot after the meeting at which the proposal is discussed.

Revised April 2008

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