

BYLAWS
Department of Speech Communication
University of Illinois at Urbana-Champaign

Adopted by the Speech Communication Faculty
May 1, 1974
(And amended on November 11, 1975, December 2, 1994, and May 12, 2003)

Article I: Name

The name of this department shall be the Department of Speech Communication.

Article II: Purpose

The purpose of the Department of Speech Communication is to conduct programs of teaching, research, and public service in speech communication.

Article III: Membership

The faculty of the department shall consist of all persons at the professorial ranks who hold an appointment in the Department of Speech Communication. The voting members of the department shall be those faculty members whose major appointment is in the Department of Speech Communication. Visiting faculty, emeritus faculty, and faculty holding an appointment in the department for less than 50% time shall be accorded voice but not vote.

Article IV: Departmental Officers

Section A. The department shall be organized under a Head, appointed by the Board of Trustees in accordance with the University Statutes. The duties and responsibilities of the Head are those described in the University Statutes and outlined in these Bylaws. The Head may appoint an Associate Head with the advice of the Advisory Committee.

Section B. The Head, with the advice of the Advisory Committee, shall appoint a Director of Graduate Study and a Departmental Honors Adviser.

Article V: Departmental Meetings

Section A. Regular meetings of the Faculty of the Department of Speech Communication shall be called by the Head at least once each semester and additionally as needed to conduct the business of the department.

Section B. Special meetings of the department may be called by the Head. Special meetings of the department shall be called by the Head or the Head's representative, if requested in writing by one-third of the voting members of the department. Such a requested special meeting shall be called within ten days of receipt of the request.

A call or request for a special meeting shall state the purpose of the meeting and the agenda of the meeting shall be limited to the purpose stated in the call or request.

Section C. At regular and special meetings of the department, a quorum shall consist of a majority of the voting members of the department.

Section D. For all meetings of the department, the Head shall appoint a recording secretary to be responsible for maintaining an accurate record of the minutes of each meeting. The minutes of all departmental meetings shall be maintained in the departmental office available for inspection by the faculty.

Article VI: Committees

Section A. The Standing Committees of the department shall be those listed below. The Head may also appoint such ad hoc committees as are necessary to perform tasks not otherwise provided for in these Bylaws or in regular departmental procedures.

Except where otherwise required by the University Statutes or by these Bylaws, the electorate for determining faculty membership on departmental committees shall consist of all voting members of the faculty. Insofar as practicable, and insofar as it is consistent with their responsibilities, committees shall be open in their membership to all members of the faculty of the department.

Insofar as practicable, and insofar as it is consistent with their responsibilities, committees shall include representation of appropriate student groups.

Section B. Advisory Committee. The Advisory Committee shall consist of four members elected from among the faculty on indefinite tenure. They shall be elected for two-year terms, and after serving a full term a member shall not be immediately eligible for re-election.

The Head shall serve as presiding officer of the Advisory Committee. If the department has an Associate Head, he or she shall serve on the Advisory Committee, ex officio.

The Advisory Committee shall advise the Head on major policy matters including the operating budget and long-range planning, appointments of departmental officers and committee members as prescribed in these Bylaws, and other matters on which the Head may seek the committee's advice.

The Advisory Committee shall serve as a departmental grievance committee to hear and respond to grievances raised by members of the faculty.

The Head shall call meetings of the Advisory Committee as needed to conduct the business of the department. Meetings shall also be called at the request of any two elected members.

A summary record of all actions taken by the Advisory Committee shall be kept. That record, excluding actions taken regarding personnel, shall be maintained in the departmental office available for inspection by the faculty.

For a first election establishing this committee, four members shall be elected. They shall draw lots to determine which two shall serve for two years and which two for one year. Thereafter, two shall be elected each year. Special elections shall be held as necessary to fill unexpired terms.

Section C. Personnel Committee. The Personnel Committee shall consist of all associate professors and professors whose major appointment is in the Department of Speech Communication.

The Personnel Committee shall advise the Head regarding matters of personnel including promotions, appointments, and merit increases in salary.

The Personnel Committee shall conduct annual reviews of the progress of all faculty members who have not achieved the rank of professor, detailed reviews of assistant professors who are in the third year of their probationary period, reviews of the candidacy of faculty members for promotion, and other reviews as needed. The committee shall devise and make known to the members of the faculty procedures and criteria employed in the committee's reviews. The committee's deliberations concerning personnel matters shall be confidential. The result of each review shall be communicated in writing by the Head to the faculty member involved.

The Personnel Committee shall devise and make known to the members of the faculty a procedure whereby appeals from their decisions may be made.

In all matters affecting associate professors, only the professors on the committee shall recommend. Recommendations regarding professors shall be made by the Head.

Section D. Committee on Graduate Admissions and Financial Aid. The Committee on Graduate Admissions and Financial Aid shall consist of three or four faculty members appointed by the Head with the advice of the Advisory Committee. They shall be appointed for one-year terms and may be reappointed. The Director of Graduate Study shall serve as a member of the committee, ex officio, and as chair.

The committee shall consider applications for admission to graduate study in the department and for financial aid and shall make recommendations on those matters to the Head. The committee shall be guided in its decisions by policies established by the Graduate Policy Committee. The deliberations of the committee shall be confidential.

Section E. Graduate Policy Committee. The Graduate Policy Committee shall consist of all faculty members who hold an appointment to the Graduate College Faculty, and one graduate student member and one alternate elected by the Speech Communication Graduate Student Association. Student members shall serve for one-year terms and are eligible for re-election. The Director of Graduate Study shall serve as chair of the committee and shall maintain a summary record of its actions.

The committee shall be responsible for the broad range of policy and procedures related to graduate study in the department, including: supervision and periodic review of graduate courses and curricula; standards and procedures for graduate admissions and financial aid; standards and procedures for comprehensive and preliminary examinations, and for theses and dissertations; and annual review of the progress of all graduate students in the department.

Section F. Awards Committee. The Awards Committee shall consist of four members of the teaching staff appointed by the Head, at least three of whom must be members of the faculty. Members shall be appointed for one-year terms and may be reappointed. The Head shall designate the chair of the committee.

The committee shall be responsible for administering the department's program of awards for undergraduate and graduate students, including: soliciting nominations, selecting recipients, and arranging for the presentation of the awards. The committee shall also be responsible for identifying awards on campus and in professional organizations for which our students, staff, and faculty might qualify and for soliciting and/or developing nominations for these awards. When it deems appropriate, the committee may invite undergraduate and graduate students of its choosing to meet with it for deliberations concerning nominees for particular awards.

Section G. Committee on Alleged Capricious Grading. The Committee on Alleged Capricious Grading shall consist of two faculty members elected from among the ranks of professor and associate professor, two faculty members elected from among other ranks, and one graduate teaching assistant elected by the Speech Communication Graduate Student Association. Members shall be elected for one-year terms, and shall not be immediately eligible for re-election. The faculty member who is elected with the largest number of votes shall chair the committee.

The committee shall be responsible for considering cases of alleged capricious grading, as defined by, and in accordance with the rules of, the Urbana-Champaign Senate.

Article VII: Parliamentary Authority

The parliamentary authority for all departmental business shall be the most recent edition of Roberts' Rules of Order.

Article VIII: Amendments

Any member of the faculty may propose amendments to these Bylaws by presenting them to the Head, or by presenting them at a meeting of the faculty of the department. A proposed amendment shall be voted upon by a mail ballot, no sooner than two weeks, and no later than four weeks, after it has been presented to the faculty. An amendment shall carry upon receiving a favorable vote of two-thirds of those casting a mail ballot.