

NORTHERN ILLINOIS UNIVERSITY

CONSTITUTION AND BYLAWS

DEPARTMENT OF TECHNOLOGY

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PREAMBLE

This constitution has been established in compliance with, and as an endorsement of the principles, guaranteed rights, and responsibilities referred to in the Policy Manual of the Illinois Board of Higher Education, the Northern Illinois University Constitution and Bylaws, and the Bylaws and Personnel Policies and Procedures of the College of Engineering and Engineering Technology, in order to sustain the Department of Technology as an academic community of learned persons free to govern their own affairs in the context of the university community.

The Department of Technology has a firm commitment to achieving excellence in teaching at the undergraduate and graduate levels and maintaining the highest standards in the preparations of professionals. The department is also committed to making a significant contribution to the body of research and development being conducted in technological fields on a national/international basis.

The governance of the Department of Technology shall be a process conducted with active faculty participation in all decisions regarding the establishment of department policy and operations. The faculty shall predominate especially in all policy-making decisions relating to the faculty personnel process, to the recruitment and appointment of all department faculty and administrative officers, to the department curriculum and budget, and to student admissions and academic standards, as well as faculty oversight over administrative decision-making processes relating to these same areas.

In keeping with all of the above, the faculty shall predominate in the governance of the internal affairs and policies of the Department of Technology through faculty meetings called or scheduled in conformity with the provisions contained herein.

ARTICLE I: The Faculty

- 1.1 The faculty of the Department of Technology with full voting powers and right to serve in either elected or appointed positions as faculty representatives, or in professional or administrative capacities requiring released time from teaching, must meet both the following criteria:
 - 1.11 hold a full-time faculty appointment within the university which is not classified as being temporary or adjunct.
 - 1.12 hold within the department the academic rank of professor, associate professor, assistant professor, or instructor.
- 1.2 Individuals meeting ABET's basic credentials, (three years of relevant industrial experience and a master's degree in engineering or engineering technology), may be employed in tenure-track positions provided at least 50% of the faculty in each program hold earned doctorates.
- 1.3 Faculty shall not be eligible to vote in more than one department within the university.
- 1.4 Faculty shall have primary responsibility for determining department policy through direct participation in department and college faculty meetings and through duly sanctioned representation.
- 1.5 The graduate faculty of the Department of Technology shall consist of those faculty of the department who, in keeping with the policies and procedures set forth by the department and the Northern Illinois University Graduate Council, have fulfilled qualifications for graduate faculty membership.
- 1.6 The associate faculty of the Department of Technology are those members of the department designated as lecturer, adjunct professor, professor emeritus, or faculty assistant, as well as those persons on part-time or temporary appointment to the department.
- 1.7 Paid released time from on-load teaching assignments other than released time positions specified in this document, or funded by grants, shall receive approval for each occurrence by the Faculty Executive Committee.

ARTICLE II: Administration

2.1 Department Chair

The chair, as chief executive officer of the Department of Technology, in consultation with the Faculty Executive Committee and other department committees initiates, implements and administers policies legislated or defined by the various university governance units and including those duties of the chair described in Section 2.12 and pursuant to conditions specified by the departmental bylaws.

The chair of the department is expected to maintain currency in his/her field of expertise and continue to develop and share knowledge in his/her discipline through professional activities. The chair shall teach at least one graduate or upper-division undergraduate regular course during each fall or spring semester.

2.11 Search, Selection, and Appointment

- 2.111 The Department Elections Committee shall implement the election of a department search committee composed of four voting faculty members.

The Student Advisory Committee shall select a student from the department student organizations to serve as an additional voting member.

The committee shall be chaired, as an ex officio, nonvoting member, by the dean of the college or by his/her designee to be selected from the department faculty.

- 2.112 The Faculty Executive Committee shall initiate a review of the position of department chair and shall provide, with faculty approval, a current description of and a statement of qualifications for the position of chair to the search committee, the dean of the college, and the provost.

- 2.113 In keeping with university and college regulations, the candidates shall be reviewed and rated by the search committee.

- 2.114 Following review and rating, the candidate(s) recommended by the search committee shall receive the approval of the department faculty. Such approval is to be determined by a referendum of secret ballots of which the candidate(s) shall receive the support of at least a simple majority of the department faculty eligible to vote. The resulting recommendation will be forwarded to the dean of the college by the search committee.

- 2.12 Duties The duties of the chair of the Department of Technology include, but are not limited to:

- 2.121 serving as the chief spokesperson and representative beyond the Department of Technology, advocating and representing policies established by faculty vote to all levels of the university community, and serving as a liaison to the faculty;

- 2.122 providing information appropriate for faculty and staff use in performance of their usual duties and for use in deliberation by committees;

- 2.123 submitting an annual report to the faculty by May 1 of the concluding academic year which includes a full budget statement based on priorities as approved by the Faculty Executive Committee.

- 2.124 presiding at Faculty Executive Committee meetings;

- 2.125 presiding at department faculty meetings;

- 2.126 maintaining adequate level of contact with the department Student Advisory Committee and the faculty advisors of the student organizations;

- 2.127 generating support for department programs beyond that provided by normal budgetary funding and other usual resources. This includes projection of future needs of the department and possible means of meeting them;
 - 2.128 managing the administrative and academic policies and support activities required for the continued sustenance and growth of the department; supervising, directing, and being responsible for the work of the departmental office staff; administering budgetary matters; and with the approval of the Faculty Executive Committee determine, coordinate, and schedule faculty assignments;
 - 2.129 appointing, in consultation with and approval by the Faculty Executive Committee, the assistant chair, and other administrative and support staff positions as may be referred to in this document or the College of Engineering and Engineering Technology bylaws.
- 2.13 Term of Office
- 2.131 The appointment of a department chair shall be for a term not to exceed three years, as determined by the dean and the search committee.
- 2.14 Review, Reappointment, and Recall
- 2.141 The evaluation of the chair of the department shall be conducted annually by the Department Personnel Committee, giving substantive consideration to an annual review by the departmental faculty. All full-time, regular faculty shall have the opportunity to participate, using a prescribed form. The forms distributed to the faculty members shall be accompanied by a copy of "Responsibilities of Department Chairpersons" excerpted from the Academic Procedures Manual. The department Personnel Committee shall tabulate and summarize the review data, and the chair of the committee shall forward the results, both the original forms and the summary, to the Dean of the College. Prior to submission to the Dean, a summary of the review shall be given in writing to the department chair.
 - 2.142 Within the first thirty days of the spring semester of the chair's penultimate year of the term of appointment, the dean of the college is, through the chair, to notify the Department Personnel Committee as to whether or not the dean and the chair agree on the feasibility of an additional term of office for the chair.

If an additional term is not feasible, the chair of the Personnel Committee shall inform the Faculty Executive Committee to proceed with Section 2.112 above and notify the Elections Committee to initiate action specified in Section 2.111.

If an additional term is feasible, the Personnel Committee in collaboration with the dean shall develop procedures for an evaluation of the chair which will ensure maximum involvement of the department faculty.
 - 2.143 The reappointment evaluation for an additional term shall be conducted by the Department Personnel Committee and be completed by the end of the spring semester.

- 2.144 If the faculty evaluation of the chair is positive, the chair may be appointed for an additional term of office not to exceed three years, subject to such a decision being approved by a faculty referendum of secret ballots of which the chair must receive the support of a simple majority of the faculty eligible to vote.

If the support is less than a simple majority, the dean of the college, as chair of the search committee, shall initiate the search process as in Section 2.11

- 2.145 If, at any time the university is in fall or spring session, two-fifths or more of the Department of Technology faculty eligible to vote submit a written request to the Department Personnel Committee for a change of leadership in the position of chair, the Personnel Committee shall honor this request by conducting an inquiry and instructing the Elections Committee to poll all voting faculty of the department by means of a secret ballot referendum regarding such a change. If three-fifths of the faculty eligible to vote support the referendum for a change in leadership, the Personnel Committee shall ask the dean of the college to honor the referendum by initiating procedures as described in Section 2.11.

2.2 Assistant Chair

The assistant chair of the department is accountable to the chair of the department.

The assistant chair shall be a tenured member of the department.

The assistant chair is expected to maintain currency in his/her field of expertise and continue to develop and share knowledge in his/her discipline through professional activities. The assistant chair may negotiate for appropriate compensation for his/her duties with the department chair.

2.21 Selection and Appointment

- 2.211 The Faculty Executive Committee shall determine the need for the position of assistant chair. If such need exists, the Faculty Executive Committee shall serve as a search committee to select candidates for assistant chair.

- 2.212 The Faculty Executive Committee shall forward the names of acceptable candidates to the department chair who will appoint the assistant chair from the list presented.

2.22 Duties

In addition to those duties assigned by the chair or specified in the bylaws, the assistant chair:

- 2.221 serves as acting chair at department, college senate, or other meetings in the absence of the chair and when otherwise assigned by the chair;
- 2.222 serves as acting chair in other capacities when assigned by the chair or in the event of the chair's long-term absence.

2.23 Term of Office

2.231 The term of office of the assistant chair will be determined by the chair in consultation with the Faculty Executive Committee but should not, under ordinary circumstances, extend beyond the term of the chair.

2.232 The executive committee may offer a one-year extension if the chair's position is vacated or is not to be renewed.

2.24 Annual Evaluation

2.241 Within the time period of the regular personnel process, the department chair shall submit to the Personnel Committee an evaluation of the assistant chair's administrative performance during the applicable year.

2.242 The Personnel Committee shall evaluate the assistant chair using the same criteria as those used for other regular faculty taking into account the effort expended and accomplishments made in the position of assistant chair.

2.25 Review and Reappointment

2.251 In the fall of the last year of the assistant chair's term, if he/she desires and the department chair concurs, the Faculty Executive Committee shall conduct a review regarding reappointment. The chair may not reappoint the incumbent assistant chair unless a majority of the Faculty Executive Committee favors such reappointment.

2.252 In the event of non-reappointment, the executive committee shall immediately conduct a search for his/her replacement, (see Section 2.21).

2.253 If the assistant chair does not wish to complete a full term, or does not want to be considered for an additional term, a search to fill the position shall begin in a timely fashion.

ARTICLE III: Standing Committees

3.0 Faculty members eligible for membership on department standing committees shall be limited to those having at least a half-time, (50%), appointment within the Department of Technology.

3.1 Faculty Executive Committee

The Faculty Executive Committee is the primary authority representing the faculty concerning academic and administrative functions within the Department of Technology. Subject to ratification by the faculty, the Executive Committee formulates policies and procedures for the establishment, maintenance, and accomplishment of duly constituted initiatives in all areas of faculty predominance. It is also the primary advisory committee to university, college, and department administrative officers.

The Executive Committee works with the department chair to establish policies that provide for the efficient handling of routine day-to-day functions of the university, college, and department so as to maximize the amount of time available to faculty for teaching, research, and service.

3.11 Membership and Composition

- 3.111 The Faculty Executive Committee is composed of four voting members, elected at large, and insofar as possible, each from the four academic ranks of Professor, Associate Professor, Assistant Professor and Instructor. The department chair and assistant chair act as ex officio, non-voting members.
- 3.112 The term of office shall be four years. All full-time, regular faculty members of the department shall be eligible for membership. The terms of office for each committee member shall not run consecutively with an election held each year to elect a new member.
- 3.113 The chair of the Faculty Executive Committee shall be the elected member who has served on the committee for the longest period of time.
- 3.114 In the case that one or more of the four academic ranks are not represented in the faculty, an at-large representative(s) will be elected to bring the committee to four. In the case that a committee member is unable to complete his/her term due to promotion in rank or by leaving the department, an election will be held to fill the remainder of the term.
- 3.115 In case of a short-term absence, a committee member shall select a designee to serve in his/her place. In case of an absence of a semester or more, or in case of a resignation, an election will be held to fill the term of the committee member.

3.12 Duties

The duties of the Faculty Executive Committee are to:

- 3.121 provide, in consultation with the department chair, an agenda for Executive Committee meetings. The committee may convene special meetings, with the chair absent, when a majority of committee members agree that unusual circumstances necessitate such a meeting;
- 3.122 provide, in consultation with the department chair, an agenda and schedule for faculty meetings;
- 3.123 work with faculty to initiate, approve, and coordinate mission and planning priorities;
- 3.124 approve budgetary priorities and coordinate them with mission and planning decisions;
- 3.125 advise the department chair in determining, coordinating, and scheduling faculty assignments;

- 3.126 arbitrate grievances between program areas or individuals not within the jurisdiction of other standing committees;
- 3.127 recommend for faculty approval the formation of standing committees and establish ad hoc committees as may be necessary for the discharge of its responsibilities; define the membership, jurisdiction, mandate, and authority of such committees; resolve disputes among such committees, act on the reports submitted by these committees; and direct issues to the appropriate program area, committee, faculty or authority for review;
- 3.128 have the responsibility of carrying out the annual assessment of departmental programs.
- 3.129 meet regularly each semester.

3.13 Accountability

- 3.131 An accurate record of all deliberations and decisions by the Faculty Executive Committee, except those where the confidentiality of personnel matters is involved, shall be maintained by the department chair and shall be available to the faculty.
- 3.132 Members of the Faculty Executive Committee are to represent accurately the consensus of their constituencies on matters considered by the committee and are to promptly provide comprehensive results of the committee's deliberations to their constituencies.
- 3.133 Decisions determined by faculty vote shall take precedence over those of the Faculty Executive Committee where matters of jurisdiction are in question.

3.2 Personnel Committee

The Personnel Committee shall be the mechanism of evaluating the professional competence and achievements of faculty members of the Department of Technology.

The major purpose of the Department of Technology is learning. The teaching, research, and public service aspects of the department are the primary means of accomplishing this purpose. To ensure this purpose, as well as the integrity of the department, the professionalism of its faculty and the pursuit and use of knowledge in each curriculum must be made accountable.

Moreover, University Bylaws uphold that faculty review criteria should reflect careful evaluation of (1) effectiveness of teaching; (2) scholarly performance in research and development, creative production, publication, and/or professional public service; and (3) service to the university community and profession.

Therefore, in conjunction with both University and College policy and objectives, the evaluation procedures and criteria described herein have been established.

3.21 Membership and Composition

- 3.211 Each person eligible for membership on the Personnel Committee shall be a full-time, tenured, regularly appointed faculty member.
 - 3.212 A committee member who wishes to apply for promotion or sabbatical leave must resign from the Personnel Committee. The remainder of the member's term shall be completed by the alternate, (See Section 3.215).
 - 3.213 The Personnel Committee shall be composed of three voting members, elected at large, and insofar as possible, each of the three upper academic ranks (Assistant, Associate, and Full Professor) shall be represented on the committee. The department's representative to the College Council and the department chair shall be ex-officio, non-voting members of the Personnel Committee.
 - 3.214 The chair of the Personnel Committee shall be the elected member who has served on the committee for the longest period of time.
 - 3.215 Three (3) voting members who are present constitute a quorum for a meeting. A meeting may be called by the chair of the committee, the chair of the department, or by two or more members of the committee.
 - 3.216 In cases where a member cannot attend a Personnel Committee meeting, he/she shall be represented by his/her alternate. This alternate shall be the faculty member who received the second-largest number of votes when the committee member was elected.
- 3.22 Term of Office
- 2.221 Each member will serve on the personnel committee for 3 years.
 - 2.222 Within the last 4 weeks of the spring semester, an election will be conducted by secret ballot to elect a person to replace the retiring member.
- 3.23 Duties
- It is the responsibility of the Personnel Committee to carry out the following duties and charges:
- 3.231 to provide the department faculty and the College with departmental personnel policies, procedures, criteria, and compliance dates;
 - 3.232 to take action on personnel matters in the department pertaining to increment, tenure, promotions in rank, salary increases, sabbatical leave, faculty review and merit evaluations, and annual and end-of-term review of the department chair;
 - 3.233 to report such actions to the College Council and the Dean of the College.
- 3.24 Personnel Evaluation Procedures

- 3.241 All eligible members of the committee shall vote, including the committee's chair. Approved motions require acceptance by two (2) of the committee's three (3) elected members.
- 3.242 Personnel Committee members are bound to respect confidentiality in all committee matters. Committee members shall not discuss any committee business with non-committee faculty members unless so designated by the committee itself. Violation of this confidentiality policy is considered a serious offense.
- 3.243 Formal communications to the Personnel Committee from individual faculty members are to be directed to the committee as a whole, through the chair of the committee.

3.25 Annual Faculty Evaluation

- 3.251 The faculty shall be reviewed annually during the time indicated on the university and college schedule for personnel decisions.
- 3.252 The annual faculty review shall be a peer review conducted by the Personnel Committee and the department chair. The review period is to be considered as the previous calendar year.
- 3.253 The personnel committee and the department chair will utilize the "Faculty Service Report" and student evaluations for the purpose of evaluation. The forms will be distributed by the Personnel Committee, and it is the responsibility of the faculty members to return them prior to posted deadlines.
- 3.254 Members of the personnel committee shall submit Faculty Service Reports and be evaluated along with other members of the faculty.
- 3.255 Faculty will be rated, within their respective ranks, on a five (5) point scale in the following three areas: (a) teaching, (b) research, and (c) professional service.

Descriptions for the five-point scale will be as follows:

- 0 No Faculty Service Report submitted
- 1 Unsatisfactory
- 2 Minimally satisfactory
- 3 Satisfactory
- 4 Highly satisfactory
- 5 Outstanding

- 3.256 The Personnel Committee and the department chair will independently rate each faculty member on this five-point scale, and will assign each faculty member an overall point rating, see Appendix of this document for specific evaluation procedures.

- 3.257 The assignment of merit dollars to faculty will reflect faculty merit rating and rank. Each rank shall have a multiplier assigned as follows: Instructor 1.0; Assistant Professor 1.1; Associate Professor 1.2; Professor 1.3.
- 3.258 Prior to the submission of faculty merit ratings to the college, the department chair will apprise each faculty member, in writing, of his/her annual rating and personnel recommendation, as well as provide a distribution of the annual rating of the total faculty of the department.
- 3.259 Prior to sending the merit dollar assignments to the college, the department chair shall receive the Personnel Committee's approval of the method of such assignments.
- 3.26 Reconsideration and Differences of Recommendations
- 3.261 Upon receipt of the recommendation of the personnel committee, a faculty member may request a departmental reconsideration of his/her recommendation. This request must be in writing to the chair of the personnel committee and must state the specific reasons for requesting reconsideration.
- 3.262 New evidence may be introduced for consideration, provided it does not form a substantive rewrite of the Faculty Service Report. It is expected that such evidence would be relevant only to the specific reason for the reconsideration.
- 3.263 Reconsideration must be completed one week before the departmental recommendations are forwarded to the dean of the college. The department chair will inform the applicant for reconsideration in writing of the results of the reconsideration.
- 3.264 Should any discrepancies arise between the recommendation of the personnel committee and that of the department chair, such discrepancy shall be forwarded in writing to the dean of the college. In that case, the faculty member receiving a divided recommendation shall be informed in writing of the area of disagreement by the department chair.
- 3.265 Discrepancies in recommendations will not be forwarded to the college council until every effort has been made to reconcile the differences at the departmental level. If such discrepancies are forwarded, indication of these efforts shall be included in writing.
- 3.27 Promotion and Tenure
- 3.271 All policies, procedures, and criteria herein regarding academic promotion are compatible with university and Board of Regents guidelines.
- 3.272 Faculty members who wish to be considered for academic promotion or tenure shall initiate the procedure by requesting the appropriate request form from the department chair and submitting the completed form in due time to the Personnel Committee. Letters of support or non-support concerning promotion or tenure will be accepted by the Personnel Committee and shall be addressed to the chair of the Personnel Committee. It is the option of the candidate to request such letters from colleagues, professional organizations, chairs of committees upon which they are serving, or

other relevant/related individuals. The absence of such correspondence shall not be construed negatively in personnel decisions.

3.273 It shall be the responsibility of the department personnel committee and the department chair to evaluate the candidate's qualifications and eligibility for promotion or tenure.

3.28 Hiring and Non-Reappointment

The Department of Technology subscribes to University and College policies and procedures regarding hiring, non-reappointment, non-renewal of contract, and layoff or termination. For specifics see NIU's current Constitution and Bylaws and the Board of Regents Governance Documents.

3.29 Appeal Procedures

The Department of Technology upholds and complies with NIU Bylaws. "Appeal Procedures for Personnel Decisions," in NIU's current Constitution and Bylaws.

3.3 Curriculum Committee

The Curriculum Committee is responsible for approving all curricular changes proposed by faculty.

3.31 Membership and Composition

3.311 The Curriculum Committee shall be composed of four voting members elected at large from all full-time regular faculty members. The department chair and the college curriculum committee representative shall also serve as ex-officio, non-voting members.

3.312 The chair of the Curriculum Committee shall be the elected member who has served on the committee for the longest period of time.

3.313 In cases where a member cannot attend a curriculum committee meeting, he/she shall be represented by the alternate. The alternate shall be the faculty member who received the second-largest number of votes in the last election.

3.32 Term of Office

3.321 The term of office shall be four years. The terms of office of each committee member shall be staggered. An election shall be held each year to elect a replacement for the retiring member.

3.322 In the case that a committee member is unable to complete his/her term, an election will be held to fill the unexpired term.

3.33 Duties

It is the responsibility of the Curriculum Committee to carry out the following duties and charges:

- 3.331 to provide the department faculty and the College with curricular policies, procedures, criteria, and compliance dates;
 - 3.332 to periodically review curricula in each department program;
 - 3.333 to approve all curricular changes proposed by faculty;
 - 3.334 to interpret accreditation criteria and determine curricular changes which are appropriate to meet such criteria;
 - 3.335 to report action on curricular issues to the College Curriculum Committee and the dean.
 - 3.336 to approve any and all non-traditional course delivery.
- 3.4 Rules Committee
- 3.41 Membership and Composition
- 3.411 The Rules Committee shall consist of three voting members, elected at large, and insofar as possible, each of the three academic ranks of professor, associate professor, and assistant professor.
 - 3.412 The chair of the Rules Committee shall be the elected member who has served on the committee for the longest period of time.
 - 3.413 The term of office of each elected member shall be three years. A staggered pattern of election shall be instituted.
- 3.42 Duties
- 3.421 Rule on any substantive questions referred to it by the faculty or chair involving the interpretation of the bylaws, and including questions relating to the definition or application of academic freedom standards.
- 3.5 Elections Committee
- 3.51 Membership and Composition
- 3.511 The Elections Committee shall consist of three faculty members elected at large.
 - 3.512 The chair of the Elections Committee shall be the elected member who has served on the committee for the longest period of time.
 - 3.513 The term of office of each elected member shall be three years. A staggered pattern of election shall be instituted.
- 3.52 Duties

- 3.521 Administer and supervise elections in the department.
 - 3.522 Make rulings on the eligibility of candidates from the department and all other election matters not specifically covered by these procedures.
 - 3.523 Review, prior to any elections, those faculty members who are eligible to vote.
 - 3.524 At the beginning of the spring semester, list members of each committee which are to be replaced by election during the semester.
- 3.6 Grade Appeals Panel
- 3.61 Membership and Composition
- 3.611 Five tenured faculty members elected at large excluding the department chair. At least four of the five panel members must be graduate faculty.
 - 3.612 Three student members selected by the student advisory committee.
 - 3.613 The term of office for each faculty member shall be two years. The term of office for each student member shall be one year.
- 3.62 Duties
- 3.621 Carry out the grade review process consistent with Procedures for Use in Appealing Capricious Semester Grades of Undergraduate Students.
- 3.7 Student Advisory Committee
- 3.71 Membership and Composition
- 3.711 The Student Advisory Committee shall consist of the president, or his/her designee, from each student organization within the department recognized by the Northern Illinois University Student Association.
 - 3.712 A faculty member shall be appointed by the department chair to serve as the faculty advisor.
- 3.72 Duties
- 3.721 Advise the department chair on all matters of direct concern of students.
 - 3.722 Appoint a student member(s) to represent the department on the College Advisory Committee.
 - 3.723 Recommend student members to department, college, and university committees when required.

- 3.724 Participate in the selection of candidates for the excellence in teaching and other faculty awards.

ARTICLE IV: Ad Hoc Committees

Ad hoc committees shall be established as the need arises to accomplish certain tasks not normally covered in the duties of university mandated committees or departmental standing committees. Ad hoc committee actions are limited to fact-finding, making recommendations, directing investigations or deliberations, or other defined objectives, but cannot include policy decisions. So long as the membership reflects the appropriate faculty constituencies, the membership of the committees shall be determined by (a) the appointment by the Faculty Executive Committee, (b) appointment by the department chair, (c) nomination and election by the faculty, or (4) determined on a volunteer basis.

4.1 Department Search Committees

4.11 Membership

Departmental search committees, excluding that for chair (see 2.11), shall consist of three members which shall include at least one tenured faculty member and one faculty member from the departmental specialty area in which the search is being conducted.

- 4.111 The search committee shall select its own chair. All search committee chairs shall be tenured.

4.12 Duties

- 4.121 The duties of the search committee shall be to:

develop a description of the position to be filled;

determine appropriate criteria for selecting the successful candidate;

compose the copy to be used in advertising the vacant position;

review the credentials of all applicants;

check the qualifications and references of prospective candidates;

submit a list of the acceptable candidates, ranked in the order of preference, to the department chair.

ARTICLE V: Faculty Meetings

There shall be regular meetings of the faculty of the department held at least once during the fall and spring semester of the academic year with dates to be fixed by the chair in consultation with the executive committee, and announced at the beginning of each semester.

5.1 Call and Notice

- 5.11 Faculty shall be provided with written notice of the date, place, time and agenda for each meeting at least five consecutive working days prior to the date of the meeting.
- 5.12 The chair of the department shall be the presiding officer. In the absence of the chair, the assistant chair or a designee of the chair shall preside.
- 5.13 Special or additional faculty meetings may be called by the chair, by a majority of the membership of the Faculty Executive Committee, or any standing committee, or by written petition signed by a majority of the faculty eligible to vote. Such petitions shall include the proposed agenda or resolutions to be proposed, with supporting documentation.
- 5.14 The faculty shall be provided with written notice of the date, time, place and agenda of a special or additional meeting at least three consecutive working days prior to the meeting.

5.2 Agenda and Order of Business

- 5.21 The agenda shall be prepared by the chair of the department in consultation with the executive committee. Items may be placed on the agenda by the chair, the majority of the members of the executive committee, or of any standing committee, or by a written petition signed by five or more faculty eligible to vote.
- 5.22 The order of business of the regular faculty meetings shall be:
- call to order
 - adoption of the agenda
 - approval of the minutes of the previous meeting
 - priority announcements
 - reports from department representatives on university and college committees
 - unfinished business
 - new business
 - comments and questions from the floor
 - adjournment
- 5.23 The department chair shall ensure that the minutes of all meetings of the faculty are recorded and distributed to the faculty at least two working days prior to the subsequent meetings, except in those instances when a meeting occurs less than two days after the preceding meeting.
- 5.24 Robert's Rules of Order, Revised shall be applied to settle disputes regarding procedural matters except in cases where those rules are in conflict with the Northern Illinois University Constitution and Bylaws or the Bylaws of the College of Engineering and Engineering Technology.

5.3 Voting and Quorum

- 5.31 A simple majority of the faculty of the department eligible to vote shall constitute a quorum. In the absence of a quorum, binding actions may not be taken.

5.32 Resolutions, motions or amendments regarding policy changes must be submitted in writing to the recording secretary prior to voting on them, and shall be passed by a simple majority vote of the voting members of the department present at a given meeting, except as otherwise provided in this document.

5.33 Normally, final action votes cannot be taken on any policy change at the same meeting at which the proposed change was initially introduced as a formal agenda item.

Final action votes on policy changes may be taken at a meeting held no sooner than ten school days following the meeting at which the change was initially introduced as a formal agenda item; or, by a secret ballot referendum with at least a simple majority of the faculty eligible to vote participating, to be held no sooner than ten school days after the meeting at which the proposed change was introduced as a formal agenda item; or, by approval of three-fourths of the members present and voting, a final action vote may be taken on a proposal in question at the meeting in which it is first presented as a formal agenda item.

5.34 There shall be no use of proxy votes in the Department of Technology.

5.35 The officer presiding at the meeting shall not vote on any action taken except in order to break a tie.

ARTICLE VI: Amendment Procedures

Amendment of the bylaws of the Department of Technology shall be accomplished by the following sequence of procedures:

6.1 Proposed amendments to the bylaws may be submitted, and voted upon by any member of the Department of Technology as defined in Section 1.11.

6.2 Written notice of a proposed amendment shall be distributed to each faculty member at least three working days prior to a preliminary faculty meeting at which the amendment is to be discussed.

6.3 A preliminary faculty meeting shall be held to discuss the proposed amendment. No final action shall be taken on a proposed amendment until at least ten school days after this preliminary meeting. This waiting period may be waived by a vote of three-fourths of the department faculty members present and voting.

6.4 To become effective, a proposed amendment must be approved by a two-thirds vote of the department faculty members present and voting.

6.5 No amendments to the Constitution and Bylaws can be acted on during summer session.

APPENDIX A Procedure for Assigning Ratings of Faculty by the Personnel Committee

1. Copies of completed Faculty Service Reports, will be distributed to each member of the personnel committee and the department chair.

2. Faculty Service Reports will be separated into groups according to academic rank.
3. Working independently, each elected committee member and the department chair will place each Faculty Service Report in rank order according to information supplied in each of the sub-categories on the Faculty Service Report. A matrix format for this process is enclosed. A separate matrix for each academic rank will be prepared.
4. Student evaluation data will be supplied to be included in the ranking of category Ie.
5. Working as a committee and including the department chair, agreement will be reached regarding the rank order of each faculty member in each Faculty Service Report sub-category.
6. A single rank for each Faculty Service Report major category, (teaching, research, service), will be achieved by adding the sub-category rank values and re-ranking each faculty member.
7. To convert the rank orders into the 1-5 rating scale:
 - a) A comparison is first made among faculty members who rank number 1 in each of the academic ranks. A rating assignment is made which (1) is relative to the committee's perception of how this faculty member compares to what should be accomplished by a top person in his/her rank; and (2) is in the proper relationship to the other academic ranks; i.e. the professor's Faculty Service Report is expected to be superior to that of an associate professor.
 - b) For each of the academic ranks, the Faculty Service Reports which rank at the bottom are assessed to ascertain the perceived competency of that individual. A rating for these faculty members are then assigned.
 - c) The top and bottom of the rating scale for each academic rank has now been established. Ratings are assigned which are in relationship to the relative rank order of each faculty member. At this point in the process, integer ratings are not required.
8. A composite rating is computed by multiplying each category rating by the appropriate weighting factor and summing across the three categories thus arriving at the overall rating which will be used for future salary increments.
9. The composite rating is rounded off to the nearest whole number and reported to the college. Ratings greater than or equal .5 will be rounded upward.
10. All full-time faculty who have been employed for one full academic year must complete a Faculty Service Report. Only the material contained in the Faculty Service Report and student evaluations may be used in the evaluation.
11. The Faculty Service Report shall cover only the past calendar year.
12. Late submissions will not be accepted except for proven emergencies.
13. The faculty will be evaluated on their teaching, research and service separately and the following weighting will be used in assigning the final rating: Teaching 40%, Research 30%, Service 30%.

Appendix B Summer Session Policy

Philosophy:

Allows long range planning for faculty.
Program needs are addressed.
All faculty get summer employment on an equitable basis.

A. Summer Session Stipend

The stipend for faculty for summer services will be no less than that currently paid for over-load extension. Stipends for faculty on full-time temporary appointments will be determined by the current collective bargaining agreement. Summer services may include teaching or other services deemed necessary by the department chair.

B. Procedure for Initial Year

1. Categorize faculty by program area, i.e.
 - a. Industrial Technology
 - b. Electrical Engineering Technology
 - c. Manufacturing Engineering Technology
 - d. MSIM
2. Those eligible for a summer appointment include all full-time department faculty on a nine-month contract.
3. Place faculty on a circular list according to program area. If possible, no two faculty in the same program area will be placed sequentially.
4. Randomly select a starting point on the circular list as the top of the list to begin the initial year.

C. Procedure for Appointing Faculty

1. As soon as departmental funds for summer session are known, the number of faculty positions is determined by dividing the total funds by the amount of the stipend. Remaining funds which are less than one-half stipend will be divided equally among the positions thus increasing the stipend. If the remaining funds are equal to or greater than one-half stipend, additional funds from the department budget will be used to provide one additional stipend.
2. Beginning at the top of the faculty list and continuing until the number of positions available are filled, faculty members are polled regarding their desire for a summer position.
3. If a faculty member declines a summer position or is on leave, he/she forfeits his/her summer position until the next rotation.
4. Faculty are entitled to their turn in the rotation regardless of other internal or external funding.
5. The faculty member next on the list after all positions are assigned becomes the top of the list for the subsequent year.

D. New faculty entering the rotation

A new member joining the faculty is added to the rotation as near as possible to the end of the current cycle in a location compatible with program area.

E. Retiring faculty

1. Prior to the current school year, a faculty member must declare, in writing, to the department chair that he/she intends to retire from the university.
 2. Retiring faculty will be removed from the rotation and given one stipend each summer for up to four consecutive years.
 3. A retiring faculty member who does not leave the university at the end of his/her four-year period is placed at the current end of the rotation and will be eligible for a summer stipend after four subsequent cycles of rotation have been completed.
- F. Selection of Courses to be Taught
1. Faculty receiving a summer appointment may select any course from his/her program area to teach. The selected course must be approved by the department chair.
 2. After all courses are selected and approved by the chair, the proposed summer schedule of classes must be approved by the Curriculum Committee.
- G. Canceled Classes Due to Low Enrollment
- Summer classes which do not enroll sufficient students will be canceled. Faculty assigned to these classes will be assigned other duties by the department chair with the approval of the Faculty Executive Committee. If a faculty member is not assigned other duties by the department chair, he/she will be placed at the top of the rotation for future summer assignments.
- H. When circumstances arise which are not covered by these guidelines or an interpretation of the guidelines are deemed necessary, the circumstance will be resolved by the Faculty Executive Committee.

APPENDIX C Amendments

Date	Section	Amendment
9/16/94	2.142	If an additional term is not feasible, the chair of the Personnel Committee shall inform the Faculty Executive Committee to proceed with Section 2.111 <u>2.112</u> above and notify the Elections Committee to initiate action specified in Section 2.112 <u>2.111</u> .
9/16/94	3.321	The term of office shall be four years. The terms of office of each committee member shall not run consecutively <u>be staggered</u> .
9/16/94	6.2	Written notice of a proposed amendment shall be distributed to each faculty member at least three school <u>working</u> days prior to a preliminary faculty meeting at which the amendment is to be discussed.
9/16/94	6.3	A preliminary faculty meeting shall be held to discuss the proposed amendment. No final action shall be taken on a proposed amendment until at least ten school <u>working</u> days after this preliminary meeting. This waiting period may be waived by a vote of three-fourths of the department faculty members present and voting.

10/7/94 2.111 ~~Eighteen months prior to the conclusion of the final term of an incumbent chair, t~~
The Department Elections Committee shall implement the election of a department search committee composed of four voting faculty members.

~~At this time, t~~ The Student Advisory Committee shall select a student from the department student organizations to serve as an additional voting member.

The committee shall be chaired, as an ex officio, non-voting member, by the dean of the college, or by his/her designee to be selected from the department faculty.

10/7/94 2.112 ~~Also, eighteen months prior to the conclusion of an incumbent chair's final term, t~~
The Faculty Executive Committee shall initiate a review of the position of department chair and shall provide, with faculty approval, a current description of and a statement of qualifications for the position of chair to the search committee, the dean of the college, and the provost.

1/10/95 3.242 Deleted

1/10/95 3.215 Three (3) voting members who are present constitute a quorum for a meeting. A meeting may be called by the chair of the committee, the chair of the department, or by two or more members of the committee.

1/10/95 3.216 Renumbered from 3.215

1/10/95 3.242 Renumbered from 3.243

1/10/95 3.243 Renumbered from 3.244

1/10/95 3.272 Faculty members who wish to be considered for academic promotion or tenure shall initiate the procedure by requesting the appropriate ~~promotion~~ request form from the department chair and submitting the completed form in due time to the Personnel Committee. Letters of support or non-support concerning promotion or tenure will be accepted by the Personnel Committee and shall be addressed to the chair of the Personnel Committee. It is the option of the candidate to request such letters from colleagues, professional organizations, chairs of committees upon which they are serving, or other relevant/related individuals. The absence of such correspondence shall not be construed negatively in personnel decisions.

1/9/96 FROM:

3.412 The chair of the committee shall be elected by its members.

TO:

3.412 The Chair of the Rules Committee shall be the elected member who has served on the committee for the longest period of time.

1/9/96 FROM:

3.512 The chair of the committee shall be elected by its members.

TO:

3.512 The chair of the elections committee shall be the elected member who has served on the committee for the longest period of time.

1/9/96 3.6 Grade appeal ~~Committee~~ Panel

1/9/96 3.611 Five tenured faculty members elected at large excluding the department chair. At least four of the five panel members must be graduate faculty.

1/24/96 Proposal #1

Appendix B. Summer Session Policy

G. Canceled Classes Due to Low Enrollment

Summer classes which do not enroll sufficient students will be canceled. Faculty assigned to these classes will be assigned other duties by department chair with the approval of the Faculty Executive Committee. If a faculty member is not assigned other duties by the department chair, he/she will be placed at the top of the rotation for future summer assignments.

4/1/97 1.11 hold a full-time faculty appointment within the university which is not classified as being temporary ~~or adjunct with at least half-time, (50%), teaching or research appointment within the department.~~

4/1/97 3.0 Faculty members eligible for membership on department standing committees shall be limited to those having at least a half-time, (50%), appointment within the Department of Technology.

12/11/02 Appendix A-3 Working independently, each elected committee member and the department chair will place each Faculty Service Report in rank order according to information supplied in each of the ~~sixteen~~ sub-categories on the Faculty Service Report. A matrix format for this process is enclosed. A separate matrix for each academic rank will be prepared.

