

ILLINOIS STATE UNIVERSITY CONSTITUTION

PREAMBLE

Illinois State University was established by the Legislature in 1857 as the first public institution of higher education in the State. Today it operates as a free-standing institution governed by the Board of Trustees, which has adopted this Constitution to provide for the University's internal organization, governance and processes by which representative advice on educational policies is provided to the President. The Board and the University are committed to the students, faculty, and staff who comprise the University community. The University affirms its dedication to the teaching-learning process through which it serves its students, the body of scholars, and the general public.

ARTICLE I.

External Governance and the University Community

Section 1. External Governance

The Illinois General Assembly representing the people of the State, exercises ultimate control over Illinois State University by virtue of its authority to enact and amend laws pertaining to the University and to appropriate funds for the continued operation and expansion of the University.

The Board of Trustees, established by law and appointed by the Governor by and with the advice and consent of the Illinois Senate, is directly responsible to the Governor and the General Assembly for the management, operation control, and Illinois State University. The powers and duties of the Board of Trustees are detailed in the BOARD OF TRUSTEES GOVERNING DOCUMENT. The Board of Trustees is responsible for the governing of the University, but it may properly delegate authority with commensurate responsibility to the President of the University and to the Academic Senate. While it cannot divest itself of ultimate responsibility and reserves to itself the power to act on its own initiative in all matters affecting the University, the Board ordinarily will not act on any matter for which its governing document calls for participation of the University community without first obtaining its advice and recommendations. Such advice shall be obtained from representatives of the Academic Senate and the Campus Communication Committee, and transmitted by the President in accordance with the Board of Trustees Governing Statutes VII.B. When acting on curriculum, instruction, faculty appointment, salary, promotion and tenure procedures, academic freedom issues, faculty ethics and grievance procedures, the Board shall receive and ordinarily follow the advice of the Academic Senate as recommended to it by the President.

The Board of Higher Education exists to facilitate the coordination of the total higher educational system in Illinois. It is authorized to approve or disapprove proposals of major new academic programs and units of instruction. It is directed to analyze and make recommendations to the Governor, the Legislature, and the public regarding institutional requests for operating and capital funds, as prepared by the University and recommended by the Board of Trustees.

Within the framework of statutory provisions of the State of Illinois, with the approval of the Board of Higher Education where applicable, and with the approval of the Board of Trustees, Illinois State University is charged with the responsibility of providing quality higher education programs involving teaching, scholarly productivity, and public service responsive to the needs of the State and the People of Illinois. In fulfilling its assigned mission, the University shall be governed and will operate within the

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framework of this Constitution including such By-Laws and legislation as are later adopted by the Academic Senate as stipulated in the Board of Trustees Governing Document.

Section 2. University Community Membership

The University community shall include faculty and administrative/professional employees, students, civil service, and other employees as defined in the University Policies and Procedures Manual. The academic community shall include students and those holding faculty rank. The University shall maintain personnel files adequate to provide at any time an accurate listing of persons as defined.

Illinois State University is committed to non-discrimination and equal opportunity in programs, activities, and employment for students and employees regardless of race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military or status as a disabled veteran or veteran of the Vietnam Era or other factors prohibited by law. Further, Illinois State University is committed to a comprehensive program of Affirmative Action to insure access, equity and fairness in educational programs, related activities and employment for minorities, women, disabled persons, disabled veterans, and veterans of the Vietnam Era.

ARTICLE II

Students

Any person admitted to the University who is currently enrolled for University academic credit shall be defined as a student.

Section 1. Student Rights and Responsibilities

A. Student Rights

Among the goals of the University are the transmission of knowledge, the pursuit of truth, the development of its members, and improvement of the general well-being of society. Academic freedom in the form of freedom of inquiry and freedom of expression is indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The standards of academic freedom of students detailed in this article are essential to any community of scholars. Student freedom to learn and faculty freedom to teach are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. University students are expected to exercise their freedom with responsibility, but the responsibility to secure and respect students' freedom to learn is shared by all members of the University community.

B. Student Responsibilities

The academic community requires a system of order to support the educational process, which is the purpose of the University. Preservation of the system of order depends on the individuals who make up the group. Implicit in the community's recognition of the rights of students is their obligation to accept their responsibilities toward the community.

1. The primary responsibility of students is to advance their own education.
2. The obligation of students to fellow students requires conduct which shows respect for the opinions and rights of all. In seeking to effect change, students rely on reasoned argument and utilize procedures which do not interfere with the opportunity of other students to pursue their education.
3. Students' responsibilities toward their instructors include the obligation to fulfill assignments, to participate in discussion and other activities, to increase their scholarly competence in the discipline being studied, and to work creatively and independently. Through fairness and courtesy, they invite respect for themselves and the entire student community.
4. The obligation of students to the University is to be effective participants in the teaching-learning process. They observe the rules of the University, yet guard their right to criticize. They speak or act on their own behalf, not as a representative of the University. They accept their share of responsibility for the University governance.
5. The responsibility of students to the community beyond the University is to be good citizens. While recognizing that complying with laws and rules cannot of itself make one good, students should obey national, state, and local laws. If the processes of the law have been exhausted without achieving substantial justice, then those who have violated the law in the name of justice must be prepared to accept the consequence of their violation.

Section 2. Student Admission Policy

Consistent with the University's commitment to diversity, equal opportunity, and affirmative action, admission to Illinois State University shall not be denied because of race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era, or other factors prohibited by state or federal law. The University's stance on diversity, equal opportunity, and affirmative action extends beyond the scope of state and federal legislation

Section 3. Classroom Relationships

A. Protection of Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. The professor in learning environments and in conference shall encourage free discussion, inquiry, and expression.

B. Protection Against Improper Academic Evaluation

Students shall have the protection through established procedures against prejudiced or capricious academic evaluation. Students' performance shall be evaluated in a course solely on the basis of success in meeting reasonable standards established and communicated by the instructor for that course. When called upon to participate in rating faculty, students are under an obligation to rate with the same degree of fairness to which they are entitled as students.

C. Protection Against Improper Disclosure

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While judgments of an individual student's ability and character may be provided under appropriate circumstances, information about student views, beliefs, and political associations which members of the academic community acquire in the course of their work as instructors, administrators, advisors, and counselors shall be considered confidential. Improper disclosure of such confidential information about students shall be considered a breach of professional ethics. The Academic Senate shall recommend policy concerning student permanent educational records and students disciplinary records which shall specify the conditions of disclosure of information contained in these records.

Section 4. Student Activities and Affairs

A. Freedom of Association

Students are free to organize and join associations to promote their common interests.

B. Freedom of Inquiry and Expression

Students are entitled to academic freedom as it relates to student activities as well as in the classroom.

1. Students individually and collectively are free to examine and to discuss all questions of interest to them including questions relating to University policies and to express opinions publicly and privately. They are free to support causes by an orderly means which do not disrupt the operations of the University. They may participate, through regularly established channels, in the formulation and application of the regulations which govern them. It shall be understood and made clear to the University and larger community that in their public statements or demonstrations, students or groups of students speak only for themselves and not the total University community.

2. Students shall be allowed to invite and hear any person of their own choosing. Routine procedures required by the University before a guest speaker is invited to appear on campus shall be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is to be conducted in a manner appropriate to an academic community. It shall be made clear to the University and larger community that the presence of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

C. Student Participation in Academic Governance

As essential constituents of the academic community, student members shall be free to express their views on issues of institutional policy and on matters of special interest to the students. Students shall be provided a voice in the formulation of University policy by representation on the Academic Senate.

D. Student Communications Media

The Academic Senate shall recommend policy concerning the principles and procedures governing student publications and other communications media. Editorial freedom shall be guaranteed to all student publication and other communications media.

Section 5. Student Citizenship

A. Student Exercise of Rights of Citizenship

University students enjoy the same freedom of speech, peaceful assembly, and right to petition that any other citizen enjoys. As members of the academic community, they are subject to the special responsibilities of the student.

Faculty members and administrative officials shall not employ institutional powers to inhibit such intellectual and personal development of students as may be promoted by the exercise of their rights of citizenship both on and off campus.

B. University Authority and Civil Penalties

At all times and places a student is subject to public laws. In addition, University regulations apply to students whenever they are on University property. The University assesses penalties only for violation of its own regulations.

Section 6. Student Code and Procedural Standards in Disciplinary Proceedings

Recognizing its obligations to formulate and communicate clearly and in advance standards of behavior which are considered essential to its educational mission and community life, the University shall publish a student code which shall be reviewed periodically by the Academic Senate and made available to all students.

ARTICLE III.

Faculty

Section 1. Faculty Rights and Responsibilities

A. Faculty Rights

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect members of the academic community against influences, from within or without the University, which would restrict them in the exercise of these freedoms. The University exists for the common good and not for the promotion of the narrow interests of a segment of the faculty, the institution as such, or any given orthodoxy of content or method. The University shall ensure that each member of the faculty and instructional staff has freedom in teaching, research and publication as well as in the expression of opinion on University affairs. Academic freedom carries with it responsibilities correlative with rights. A concomitant of academic freedom is the faculty's adherence to standards of professional ethics which define its highest ideals of conduct.

B. Faculty Responsibilities

Faculty members, guided by a deep conviction of the worth and dignity of their service to the advancement of knowledge, recognize the special responsibilities placed upon them. They accept the obligation to exercise critical self-discipline and judgment in gathering information, in using it, and in transmitting it.

1. Faculty members' primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies in developing and improving their scholarly competence. They

practice intellectual honesty and shun irrelevancy. They avoid conflict of interest that may restrict their freedom of inquiry and teaching.

2. Faculty members' responsibility to their students is to teach them according to the best scholarly standards of their discipline. By rigorous self-scrutiny, by fairness and courtesy, and by attention to the details of their professional conduct, they strive for a department that will invite respect for themselves and their profession. In their teaching they maintain an atmosphere of free and unhampered inquiry and they encourage independence and originality of thought. They adhere closely to their role as intellectual guide and counselor, avoid exploitation of students for their private advantage, acknowledges significant assistance from students, and protects student academic freedom.

3. Faculty members' obligations to their professional colleagues derive from common membership in the community of scholars. They seek to be supportive in their diverse relations with colleagues. In exchange of criticism and ideas they show respect for the opinions of others. They acknowledge their academic debts and their professional judgments of colleagues are impartial. They accept their share of faculty responsibility for University governance.

4. The faculty members' responsibilities to the University are teaching, scholarly productivity and service. They are encouraged to participate actively in the shared governance of the University. Faculty members observe stated rules and regulations of the University, yet guard rigorously their right of criticism. When they speak or act as a private person, they avoid creating the impression that they speak or act for their department, college, or the University. They determine the amount and character of work they do outside the University with due regard to their paramount responsibilities within the institution and in case it is for remuneration, with the knowledge of the University. When considering the interruption or termination of their service, they weigh the effect of their decision upon the academic program of the University.

5. The faculty members' obligations to the community, like their rights within the community, cannot be less than those of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, and to their University. As a citizen engaged in a profession that depends upon freedom, the professor has a special obligation to promote conditions of free inquiry and to further, in the civil community, the understanding of academic freedom.

Section 2. Terms and Conditions of Faculty Appointments

A. Statement of Terms of Appointments

The terms and conditions of faculty appointments are governed by written contract between the Board of Trustees of Illinois State University as employer and the faculty member as employee. Any extension of or change in the terms and conditions of employment will be achieved through an addendum to contract or through a subsequent contract of employment. The Board of Trustees of Illinois State University has delegated to the President full authority to act on its behalf in all matters relating to faculty appointments, promotion and tenure (see ASPT document January 1, 2000, Section I. A., page 5).

B. Types of Faculty Appointments

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All full time appointments for faculty holding academic rank shall be one of two types (1) tenure appointments, (2) probationary tenure track appointments. Non-tenure-track appointments do not hold academic rank. The continuation of all appointments shall be contingent upon the availability of appropriated funds. The definition of the three types of faculty appointments is included in the University Policies and Procedures web site. The Appointment, Salary, Promotion and Tenure (ASPT) document contains relevant policy and procedure for tenure and probationary tenure-track faculty.

Tenure appointments shall be for an indefinite term and may be terminated only by (1) retirement, (2) acceptance of resignation, (3) demonstrable financial exigencies, (4) discharge for cause, or (5) the reduction or elimination of a department or program. No appointment shall entail tenure unless the appointment explicitly so states.

Appointments to a faculty position at Illinois State University shall be made without regard to race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era or other factors prohibited by state or federal law.

Section 3. Academic Freedom and Tenure

A. Academic Freedom

All members of the faculty have academic freedom in conformance with nationally recognized standards. Dismissal of a faculty member with tenure at any time and of a faculty member on probationary tenure or non-tenure-track appointment before the end of the specified term of appointment shall be in substantial conformity with the procedure for handling faculty academic freedom and tenure cases as outlined in the University ASPT Document. If a faculty member on probationary appointment alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him or her, the case shall be considered in accordance with the procedure for handling faculty academic freedom and tenure cases as outlined in the University ASPT Document. If a non-tenure track faculty member alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him or her, the case shall be considered in accordance with the procedure for handling faculty academic freedom cases as outlined in the Academic Freedom, Ethics and Grievance Document.

B. Faculty Tenure

Tenure status confers on its holder: (1) protection against arbitrary dismissal through abrogation of their freedom in teaching, scholarly productivity and service and (2) a sufficient degree of economic security to make the profession of college teaching in general and a teaching career at Illinois State University in particular attractive to persons of ability. Freedom and economic security as provided by tenure, are indispensable to the success of the University in fulfilling its obligations to its faculty members and students and to society. After the completion of a successful probationary period faculty shall have permanent or continuous tenure under the terms and conditions set forth in the University ASPT document.

No administrative assignment, including that of department chairperson or head, entails tenure. All persons serve in administrative posts at the pleasure of the President. While serving in an administrative post, however, a person shall not sacrifice the rank and tenure they held as a faculty

member. Upon leaving an administrative post and provided that they are deemed qualified by their department, faculty members with tenure may resume a teaching research faculty position in the department where they hold rank. Upon the recommendation of an academic department for good reasons stated in writing, the President may recommend to the Board of Trustees that a new faculty appointment at either of the two higher professional ranks be made with tenure.

Section 4. Termination of Faculty Appointments

A. Termination of Appointment by the Faculty Member

Faculty members may terminate their appointments effective at the end of an academic year, provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or thirty days after receiving notification of their appointment for the coming year, whichever date occurs later. Faculty members may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

B. Termination of Appointment by the University

Termination by the University of a faculty member's appointment shall be accomplished only under the following conditions:

1. Termination of a tenure appointment, or of a probationary or non-tenure track appointment before the end of a specified term, may be effected by the University for adequate cause. Cause for dismissal shall be related, directly and substantially, to the fitness of faculty members in their professional capacity as teachers or researchers, and may be deemed to exist when faculty members can no longer be relied upon to perform their University duties and functions in a manner consonant with professional standards. These standards are set forth in Section 1 of this Article and in legislation enacted by the Academic Senate. If termination takes the form of dismissal, it shall be pursuant to the procedures specified in Section 5 of this article.

2. Where termination of appointment is based upon demonstrable financial exigency, or bona fide reduction or elimination of a program or department, Section 5 will not apply, but faculty members shall be able to have the issue reviewed by the Academic Senate, the President or both. In all such cases the faculty member being displaced will be given notice as soon as possible after the decision to reduce or eliminate has been made. Such notice shall be given to tenured faculty at least twelve months before the end of the academic year in which the faculty member is to be terminated. Notice for non-tenure appointments shall be given according to the dates established in Article III, Section 2. B. 2. Before terminating an appointment because of the bona fide reduction or elimination of a program or department, the University will make every effort to place affected faculty members in another suitable position or one in which they may become professionally qualified. If an appointment is terminated before the end of a period of appointment, because of demonstrable financial exigency, or because of the bona fide reduction or elimination of a program or department, the released faculty member's position will not be filled by a replacement within a period of two years, unless the replaced faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

3. Termination for medical reasons for a tenured appointment, or a probationary appointment before the end of the period of appointment, will be based on clear and convincing medical evidence which shall, if the faculty member so requests, be reviewed by the Faculty Review Committee before a final

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decision is made by the Board of Trustees on the recommendation of the President.

Section 5. Procedural Standards in Faculty Ethics, Grievance, Academic Freedom and/or Due Process Tenure Procedures

A. Faculty Grievance Procedures

The Academic Senate shall adopt legislation which shall provide for faculty grievance committees and procedures.

B. Faculty Academic Freedom and Tenure Procedures

The Academic Senate shall adopt a procedures for handling faculty academic freedom, tenure, and dismissal cases, which guarantee academic due process and which conform to nationally recognized standards.

Section 6. Faculty Activities and Affairs

A. Faculty Participation in Academic Governance

As essential constituents of the academic community, faculty members are free to express their views on academic processes and procedures, other issues of special interest for which faculty have expertise, and matters of institutional policy. Faculty members shall be provided a voice in the formulation of University policy by representation on Academic Senate.

B. Faculty Assembly

A Faculty Assembly may be established by a referendum of the faculty.

C. Faculty Meetings

A meeting of the faculty will be convened at any time the President, the Provost, or the Chairperson of the Academic Senate so designates, or upon petition of five per cent of the members of the faculty. Except in case of emergency declared by the President, or in his or her absence the Provost, each member of the faculty will be notified by mail at least two weeks in advance of a meeting of the faculty. Such notice will include information on the purpose of the meeting. Ten per cent of the members of the faculty constitutes a quorum for a faculty meeting. The Chairperson and the Secretary of the Academic Senate serve the same offices for meetings of the faculty. The faculty at any meeting may take action advisory to any committee of the University, the Academic Senate, the President, or the Board of Trustees, but legislative authority shall be exercised or delegated only by the Academic Senate.

D. University Review Committee

The Academic Senate shall adopt legislation which shall provide for a University Review Committee to recommend detailed policies on the handling of faculty appointment, promotion, salary and tenure matters with such policies being approved by the Academic Senate and the President.

Report on Faculty Status -- Specific promotion, salary and tenure recommendations shall be reviewed

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by the faculty members of the Academic Senate in Executive Session and forwarded to the President.

E. Faculty Political Activities

Faculty members, as citizens, are free to engage in political activities. When necessary on timely application, and for a reasonable period of time, leaves of absence may be given for the duration of an election campaign or a term of office. The terms of such a leave shall be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

F. Sabbatical Leave and Leave Policy

The bylaws of the Academic Senate shall provide for faculty participation in the formulation of policies on sabbatical and other forms of faculty leave.

ARTICLE IV

Administration and Academic Organization

Section 1. University President

A. Presidential Responsibilities

The President is the chief academic and administrative officer of the University, the Executive Officer of the Board of Trustees in the University, and the principal intermediary between the University and its Board. The President is accountable to the Board for every aspect of the conduct and development of the University over which he or she has authority. The President shall serve at the pleasure of the Board and shall be accountable to the Board for the operations of the University and the achievement of its mission. Members of the university community consider the following responsibilities to be those of the President:

1. Conduct of the University in accordance with the BOARD OF TRUSTEES GOVERNING DOCUMENT, relevant statutes and the provisions of this Constitution.
2. Implementation of protections afforded faculty and administrators, students, civil service and other employees in this Constitution and provision of administrative structures to serve those needs.
3. Effective communication between the Board of Trustees and the University community.
4. Preparation of University budgets as may be necessary for proper planning and reporting.
5. Transmission to the Board, with his or her recommendations, of proposals initiated within the University, including actions of the Academic Senate.
6. Recruitment and retention of a competent faculty of scholar-teachers and administrators.
7. Development of educational programs, in accordance with a flexible and evolving academic master plan for the University.

8. Development of democratic leadership within the University community.
9. Development of rapport between the University and the community in which it is located.
10. Interpretation to the public of the University and its mission.
11. Presentation of an annual "State of the University" report.

B. Selection of University President

When a vacancy arises in the position of University President, the Board of Trustees shall establish a Presidential Search Committee to provide assistance and advice to the Board in selecting a new President of the University.

Section 2. University Administration Organization

A. Organizational Structure of Administration

The President under authority granted by the Board of Trustees is responsible for a viable organizational structure of University administration including the designation of administrative positions and the responsibilities of administrative officers. The President shall inform and seek the advice of the Academic Senate regarding changes in administrative positions, functions, or structure.

B. Faculty-Student Participation in Selection of Administrators

The President shall be responsible for all appointments of administrative officers. Faculty, staff members and students shall be involved in the search process for principal administrators, including college and library deans and department chairs. The Academic Senate shall recommend procedures for the selection and appointment of administrators and forward them to the President for consideration. The President has the authority to accept, amend or reject the procedures recommended by the Academic Senate.

Section 3. Administrative/Professional and Civil Service Staff

A. Administrative/Professional Employees

Professional employees are essential members of the University. The definition of this employee group is included in the University Policies and Procedures Manual.

1. Administrative/Professional Employees Rights

As employees of Illinois State University Administrative/Professional employees have rights similar to those of students and faculty in the pursuit of learning and in the creation of a civil and collaborative campus environment. Administrative/Professional employees have the right to express opinions as they relate to the strengthening of the campus environment, institutional policy and procedures and activities

of special interest to this group. Administrative/Professional employees participate through regularly established governance channels in the formulation and application of the regulations which govern

them.

2. Administrative/Professional Employees Responsibilities

a. The freedom to learn and teach are inseparable facets of the academic enterprise and as such must be supported by all employees in the university environment. Administrative/Professional employees have a critical role to ensure that the campus environment is maintained in support of these freedoms. Administrative/Professional employees are essential for developing and implementing efforts to enhance

the campus environment so that learning and the acquisition of knowledge can take place within multiple campus experiences.

b. Administrative/Professional employees work to support the university mission. In this commitment to service to the institution, Administrative/Professional employees recognize the special responsibilities placed on them. They accept the obligation to exercise critical self-discipline and judgment in gathering, using, and transmitting information and providing service in support of the University mission.

c. The Administrative/Professional employees' responsibilities to the university community are productivity and service. They are encouraged to participate in the shared governance of the University. Administrative/Professional employees are full members of the University community and as such share responsibilities similar to others in the community to support and maintain the goals of their units and the University.

B. Civil Service Staff

Civil Service employees are essential members of the University and are an integral part of Illinois State University's shared governance processes. Civil Service employees are full members of the University community and as such share responsibilities similar to others in the community to support and maintain the goals of their units and the University.

Civil Service employees consist of those personnel whose employment matters fall within the jurisdiction of the State Universities Civil Service System as prescribed by statute. The Board of Trustees is designated by statute as the employing authority for all State University Civil Service System of Illinois (SUCSS) employees of Illinois State University. As a result, all Civil Service employees are employed in accordance with the provision of "An Act to create the University Civil Service System of Illinois and define its powers and duties" approved May 11, 1905, as amended. Civil Service employees are also governed by the rules established by the SUCSS Merit Board.

Resources providing guidance specific to the rights and responsibilities of Civil Service employees can be found on the Human Resources and University Policies website.

Section 4. University Academic Organization

A. Academic Organization and Self-Governance

The Provost, in consultation with the President and with the advice of the Academic Senate, is responsible for developing and maintaining a viable academic organizational structure including academic units (departments, colleges, or other such units) of instruction, research, or public service. The Provost shall inform and seek the advice of the Academic Senate before effecting a reorganization

or change in the academic organization of the University, including the establishment or abolition of any academic unit. Each academic unit of the University shall be entitled to exercise a degree of self-government which does not infringe upon other academic units.

The governance process of each academic unit shall include provisions for faculty and student participation. Such governance units shall be established for the purpose of advising the unit administrator.

B. Colleges and Their Academic Units

Each college of the University shall formulate and adopt By-Laws providing for the governance of the college and its departments or other academic units. For purposes of this Article the University Libraries shall be considered a College. After being adopted by a majority vote of the faculty members of the college participating in the election, College By-Laws shall be subject to approval by the Academic Senate. College By-Laws shall provide for the following:

1. A method of formulating college policy and advising the dean of the college either through an elected college council or by college faculty meetings.
2. A provision for periodic meetings of the college faculty.
3. Procedures for the college council to handle curriculum and appointment-promotion-tenure matters or for college committees on curriculum, appointment-promotion-tenure, and for other committees as necessary.
4. Guidelines within which departments shall provide for their own governance.
5. A procedure for the selection of department chairpersons or heads and for periodic evaluation of academic units.
6. Appropriate representative student participation in college and department affairs.

C. Graduate School

The Dean of Graduate Studies shall have primary responsibility for developing and maintaining a viable graduate academic program. The Graduate School shall formulate and adopt By-Laws providing for an elected Graduate Council responsible for formulating Graduate School policy and advising the Graduate Dean. The By-Laws of the Graduate School shall be subject to approval by the Academic Senate after being adopted by a majority vote of the graduate faculty members participating in the election.

D. Academic Programs

The Provost with the assistance of the Academic Planning committee shall be responsible for drafting and periodically reviewing an Academic Plan for the University which charts the directions of future academic plans and programs. The Provost, with the participation of the Dean of Graduate Studies where graduate programs are involved, shall assist and encourage academic units in the development of plans and proposals to fulfill the objectives of the academic plan. The establishment of new academic programs, disestablishment of existing academic programs, or changes in existing academic programs shall follow procedures established by the Academic Senate and approved by the President, consistent with Board of Trustees policies. In order to insure that the academic programs of the University remain

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viable, the Provost shall require their periodic review.

ARTICLE V.

Academic Governance

Section 1. Academic Senate

The primary governing body at Illinois State University shall be the Academic Senate, which shall provide for faculty and student participation in academic governance. The Academic Senate shall have an Executive Committee.

A. Membership

The voting membership of the Academic Senate shall consist of 29 elected faculty tenure/probationary tenure faculty members, one non-tenure track faculty, one faculty associate, 20 elected student members from the Student Government Association, and the President of the Student Body. The voting membership shall also include a representative of the Administrative Professional Council and a representative of the Civil Service Council.

The ex-officio, non-voting membership shall be: the President of the University, the Vice President and Provost, the Vice President of Student Affairs, the Vice President for Finance and Planning, the Associate Vice President of Graduate Studies, Research and International Studies, the Associate Vice President of Undergraduate Studies, the Chairperson of the Chairs Council, a representative of the Deans Council and the Student Trustee.

To be eligible to serve as a member of the Senate, an undergraduate student shall have been enrolled in the University one full academic term prior to his election and be registered as a full-time student, and a graduate student shall be currently enrolled in graduate school. To be eligible to serve as a member of the Academic Senate, faculty members shall have been faculty members at the University one full academic term prior to their election, and hold a full-time appointment to the rank of instructor, assistant professor, associate professor, or professor. A member of the faculty who has an administrative appointment, other than as a department chairperson or head, is not eligible for election to the Academic Senate.

B. Elections

The Senate shall approve rules for the conduct of elections of representatives, which shall conform to the following provisions:

1. Full time tenure and probationary tenure faculty members with the rank of assistant professor, associate professor and professor shall be eligible to vote in the election of tenure and probationary tenure faculty representatives to the Academic Senate. All full or part time non-tenure-track faculty shall be eligible to vote in the election of the non-tenure-track representative to the Academic Senate. Students in good standing shall be eligible to vote in the election of student representatives to the Student Government Association. The elected students shall also serve as student representatives to the Academic Senate.

2. Tenure and probationary tenure faculty representatives shall be elected in proportion to the number of faculty members in each College of the University. Each College shall have at least one representative on the Academic Senate. There shall be a reapportionment of seats at least every two years. Each College Council or faculty of the College in a case where a College Council does not exist, shall determine the method of nomination and election of its representatives to the Academic Senate. Provisions shall be made for nomination by petition.

3. Nominations or self-nominations for the non-tenure-track faculty representative shall be made by non-tenure-track faculty.

4. Undergraduate and graduate representatives shall be elected according to rules prescribed by the Student Government Association. The ratio of graduate to undergraduate students shall be in reasonable proportion to their current enrollment.

5. Tenure and probationary tenure faculty representatives shall serve three-year terms except that in the first regular election the terms will be staggered for one, two, and three years. The non-tenure-track faculty representative shall serve a one-year term. Student representatives shall serve one-year terms as specified in the Academic Senate Bylaws.

C. Officers

The officers of the Academic Senate shall include a Chairperson, Vice Chairperson, and a Secretary.

1. The Chairperson and Secretary of the Senate shall be elected annually by and from the Academic Senate. The Chairperson and Secretary of the Senate shall be faculty representatives while the Vice Chairperson shall be the President of the Student Body. In the absence of the Chairperson, the Vice Chairperson shall assume the functions of the Chairperson.

2. The Chairperson of the Academic Senate shall designate a Parliamentarian to serve at his or her pleasure.

D. Meetings

The Academic Senate shall meet at least once each month with the exception of June and July. Meetings during June and July are subject to call by the Academic Senate Executive Committee. A quorum shall consist of a majority of the membership. The Chairperson of the Senate may convene a special session of the Academic Senate when necessary and shall be obliged to call a special meeting when requested to do so by the Executive Committee, the President of the University, or in his or her absence the Provost, or a petition signed by one fifth of the members of the Academic Senate. The agenda for meetings of the Academic Senate shall be determined by the Executive Committee.

E. Functions

Within the limits established by legislative statute and the authority delegated thereby to the Board of Higher Education and the Board of Trustees, the Academic Senate shall be the primary body to recommend educational policies of the University, including those described below, and to advise the President on their implementation. Policies recommended by the Academic Senate shall be forwarded to

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the President for consideration. The President may approve or disapprove them, amend them or return them to the Academic Senate for further discussion before final consideration by the President. The Senate shall:

1. Recommend policy for the admission of students to the University.
2. Recommend policy for degree requirements, and the procedures for inaugurating, changing, or terminating degree programs.
3. Recommend policy for the annual calendar of the University.
4. Recommend policy for the adoption and standards of educational and academic conduct common to all elements of the University community.
5. Recommend policy for intercollegiate programs and activities.
6. Recommend policy with respect to student life and conduct.
7. Recommend policy for the evaluation of faculty members including academic administrators in connection with their appointment, promotion, remuneration, and retention.
8. Recommend policy to insure the protection of the rights and privileges of the various elements of the academic community, and establish procedures for the hearing of grievances.
9. Recommend policy and act on report of standing and ad hoc committees of the Academic Senate. Standing Committees shall be established by the By-Laws of the Senate which shall delineate the composition of and the procedures of each committee.
10. Recommend patterns of the academic community's self-government by exercising its authority to delegate responsibility to colleges or departments or committees.
11. Participate in the formulation of capital and operating budgets and requests to be submitted to the Board of Trustees.
12. Participate in the formulation of long range academic plans including those to be submitted to the Board of Trustees.
13. Participate in the formulation of long-range plans for campus buildings and physical facilities.
14. Participate in the formulation of the academic and administrative structure of the University.
15. Advise the President on any matter, at his or her request or on the initiative of the Academic Senate.
16. Participate in the formulation of policies governing the terms under which individuals and groups can use University facilities for out-of-class activities.

Section 2. Executive Committee

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The Executive Committee of the Academic Senate shall be established by the Senate to expedite the business of University governance. Any action of the Executive Committee shall be subject to review and confirmation by the Academic Senate.

A. Membership

The Executive Committee shall consist of the President and the Vice President and Provost of the University (non-voting), six faculty members and four students. The faculty and student members shall consist of the Chairperson, Vice Chairperson/Student Body President, and Secretary of the Academic Senate, the President of the Student Body, and seven members elected annually by and from the Academic Senate.

B. Officers

The Chairperson of the Academic Senate shall function as the Chairperson of the Executive Committee and shall preside over its meetings. In the absence of the Chairperson, the Vice Chairperson shall assume the functions of the Chairperson. The Secretary of the Academic Senate shall serve as the Secretary of the Executive Committee.

C. Meetings

The Executive Committee shall meet regularly, and its meetings shall be open to all members of the University community. A quorum shall consist of a majority of the membership. Any member of the Academic Senate may request floor but not voting privileges at meetings of the Executive Committee. Any student or any member of the faculty or administration may submit in writing agenda items which shall be considered by the Executive Committee. The Executive Committee may include such items on the agenda to the Academic Senate or may recommend consideration of the matter to the appropriate University board, committee or administrative officer. The Chairperson of the Academic Senate or the President of the University may convene a special meeting of the Executive Committee when necessary.

D. Functions

The Executive Committee of the Academic Senate shall serve to expedite the business of University governance by establishing the place and time and agenda for all meetings of the Academic Senate, by recommending faculty and administration members of all University committees which are subject to review and confirmation by the Academic Senate, by recommending items for consideration of any University committee and by performing any other duties assigned to it by resolution of the Academic Senate.

Section 3. Campus Communication Committee (CCC)

To facilitate communication between the Board of Trustees and the various campus constituencies, a Campus Communication Committee (CCC) of 8 members shall be established. In accordance with Section A. VII. Part B: Shared Governance of the Board of Trustees Governing Document, the CCC shall consist of:

Three faculty from the Academic Senate: two faculty members nominated and elected by the Senate

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and the Chairperson of the Academic Senate;

One student nominated and elected by the Student Government Association;

Two Civil Service employees nominated and elected by the University Civil Service Council; and

Two Administrative/Professional (A/P) members nominated and elected by the
Administrative/Professional Council.

All elected members shall serve staggered two-year terms.

ARTICLE VI.

Legislation and By-Laws Amendments

Section 1. Definitions

A. Legislation

Legislation is defined as a written policy statement passed by the Academic Senate. All such legislation shall be forwarded to the President for amendment and/or approval or disapproval or returned to the Academic Senate for further discussion before final consideration by the President.

B. By-Laws

By-Laws are defined as rules and regulations governing the structure, procedures, and functions of a University organization. (By-Laws called for in this Constitution, including the By-Laws of the Academic Senate and of each school and college of the University, shall be approved by the Academic Senate and the President.) By-Laws of the administrative/professional and civil service staff councils, including changes, shall be approved by the President of the University.

C. Amendments

Amendments are defined as changes in either this Constitution or in the By-Laws for which it provides. All amendments to the By-Laws shall be subject to the approval of the Academic Senate and the President.

Section 2. Amendments to the Constitution

An Amendment to the Constitution of Illinois State University may be initiated by a petition signed by two percent of the student currently enrolled in the University or ten percent of the faculty of the University or by a petition signed by five members of the Academic Senate. A proposed amendment shall be submitted at a regular meeting of the Academic Senate, be distributed in the Senate minutes, and be voted upon at a regular Senate meeting following distribution of the minutes. If the Academic Senate shall approve the amendment by a two-thirds vote of its members the amendment shall be transmitted to the President for concurrence and recommendation to the Board of Trustees for approval,

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unless within ten days of its promulgation a petition signed by ten percent of the students currently enrolled in the University or ten percent of the faculty of the University shall call for a referendum. All students and all faculty are entitled to vote in a referendum. An amendment approved by a majority of both the students voting and a majority of the faculty members voting shall be transmitted to the President for consideration. If the President approves the amendment, he or she will forward such amendment to the Board of Trustees for final consideration. If the Board of Trustees approves the amendment such amendment shall become a part of the Constitution.

An amendment to the Constitution of Illinois State University may also be initiated by the Board of Trustees. Upon motion, duly seconded and passed, a voting member of the Board of Trustees may introduce an amendment for consideration by the full Board. Such amendment shall then be published for first and second readings at consecutive public meetings of the Board before final action by the Board. The University community shall be afforded the opportunity to comment on any Board initiated amendment to the Constitution before final action by the Board.