

Board Meeting  
January 24, 2013

APPROVE PROPOSED AMENDMENTS TO THE UNIVERSITY OF ILLINOIS  
*STATUTES AND THE GENERAL RULES CONCERNING UNIVERSITY  
ORGANIZATION AND PROCEDURE*

**Action:** Approve Proposed Amendments to the University of Illinois *Statutes* and *The General Rules Concerning University Organization and Procedure*

**Funding:** No New Funding Required

The Board of Trustees recommends amendments to the University of Illinois *Statutes (Statutes)* and *The General Rules Concerning University Organization and Procedure (General Rules)* to revise certain administrative titles.

In November 2010, the Board of Trustees amended the *Statutes* and *General Rules* to, among other amendments, change the titles of the chancellors to “Vice President/Chancellor at the (Urbana-Champaign, Chicago, or Springfield) Campus.”

It is recommended at this time to reverse the order of the titles from “Vice President/Chancellor at the (Urbana-Champaign, Chicago, or Springfield) Campus” to “Chancellor at the (Urbana-Champaign, Chicago, or Springfield) Campus/Vice President” to signify that each chancellor has primary responsibility for the campus while also serving as a member of the University of Illinois leadership team.

Accordingly, the following amendments to the University of Illinois *Statutes* and *General Rules* are proposed. It is anticipated that upon approval of these

recommendations, certain ministerial changes may be needed to clarify meaning throughout these documents. These will be made expeditiously and need not delay the implementation of the substantive changes recommended by the following proposed amendments.

Pursuant to the requirements of the *Statutes* and *General Rules*, the President has consulted with the University Senates Conference regarding these proposed amendments.

The Board action recommended in this item complies in all material respects with applicable State and federal laws, University of Illinois *Statutes*, *The General Rules Concerning University Organization and Procedure*, and Board of Trustees policies and directives.

**PROPOSED AMENDMENTS TO THE UNIVERSITY OF ILLINOIS *STATUTES***

[Bracketed text to be removed.] Underlined text to be added.

**ARTICLE I. UNIVERSITY ADMINISTRATION**

**Section 3. The University Officers**

The university officers are identified in *The General Rules Concerning University Organization and Procedure*. Prior to recommending to the Board of Trustees the initial appointment of any university officer, except the president and the **[vice presidents/]chancellor/vice president**, the president shall seek the advice of the University Senates Conference. On the occasion of the reappointment of any university officer, the University Senates Conference may submit its advice if it so elects.

**Section 5. [Vice Presidents and Campus] Chancellors and Vice Presidents**

There shall be a **[vice president, University of Illinois and]** chancellor at each campus of the University **[vice president/ chancellor] who shall also be a vice president of the University (chancellor/vice president)**. The **[vice president/]chancellor/vice president**, under the direction of the president, shall serve as the chief executive officer for the campus. The **[vice president/]chancellor/vice president** shall perform such duties as may be delegated and assigned by the president and may be consistent with the *Statutes* of the University, *The General Rules*, and actions of the Board of Trustees.

The **[vice president/]chancellor/vice president** shall be appointed annually by the Board of Trustees on the recommendation of the president. On the occasion of the appointment of a new **[vice president/]chancellor/vice president**, the president shall have the advice of a committee selected by the senate of the campus concerned. On the occasion of a reappointment, the president shall have the advice of a committee selected by the senate of the campus concerned. On the occasion of a reappointment, the senate may submit its advice if it so elects.

**ARTICLE II. LEGISLATIVE ORGANIZATION**

**Section 1. Campus Senates**

**g.** Each senate shall adopt bylaws which shall govern except as otherwise provided in these *Statutes* its procedures and practices, including such matters as committee structure and duties, calling meetings and establishment of agenda, and selection of officers. The bylaws of each senate shall provide for committees or other

bodies to exercise those statutory duties specified in other sections of these *Statutes*, e.g., academic freedom and tenure, student discipline, and student affairs. The bylaws and any changes thereto shall be reported to the Board of Trustees through the [**vice president/**]chancellor/**vice president** and the president.

### **Section 3. Faculty Role in Governance**

a. (1) The faculty of the University and any of its units except for the Graduate College consists of those members of the academic staff with the rank or title in that unit of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure, and those administrators in the direct line of responsibility for academic affairs (persons who hold the title of director or dean in an academic unit, provost or equivalent officer, [**vice president/**]chancellor/**vice president**, and president). Administrative staff members not in the direct line of responsibility for academic affairs are members of the faculty only if they also hold faculty appointments. The bylaws of any academic unit may further mandate a minimum percent faculty appointment in that unit for specified faculty privileges, such as voting privileges.

### **Section 4. Faculty Advisory Committee (paragraph 4)**

The committee shall elect its own chair at its first meeting of each academic year. The committee shall adopt its rules of procedure, copies whereof shall be sent to all members of the academic staff (as defined in Article IX, Sections 4a and 3c) and to the [**vice president/**]chancellor/**vice president** and the president. The committee shall make such reports to the [**vice president/**]chancellor/**vice president**, the president, the senate, and the faculty as it deems appropriate at least once a year.

### **Section 4 Faculty Advisory Committee (paragraph 6)**

In performing its functions, the committee upon the request of the [**vice president/**]chancellor/**vice president**, the president, or any member of the academic staff (as defined in Article IX, Sections 4a and 3c) or upon its own initiative shall make such investigations and hold such consultations as it may deem to be in the best interest of the University. A member of the academic staff (as defined in Article IX, Sections 4a and 3c), or upon its own initiative shall make such investigations and hold such consultations as it may deem to be in the best interest of the University. A member of the academic staff (as defined in Article IX, Sections 4a and 3c) or a retired member shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee.

### **Section 5. Professional Advisory Committee**

At each campus, the academic professional staff whose appointments as academic professionals require at least 50 percent (50%) of full-time service shall elect a professional advisory committee. The academic professional staff consists of those staff members on academic appointment whose positions have been designated by the president and the **[vice president/]**chancellor/**vice president** as meeting specialized administrative, professional, or technical needs in accordance with Article IX, Sections 3a, 3c, and 4a.

Any member of the professional advisory committee electorate shall be eligible for membership. University-level administration staff shall be members of the electorate of the campus at which their principal office is located. Each **[vice president/]**chancellor/**vice president** (or the president in the case of university-level administration staff members) after consultation with the body may identify senior administrative officers to be excluded from the electorate.

Bylaws and articles of procedure covering such matters as the name of the body, nomination and election of members and officers, size of the body, and terms of office shall be developed at each campus and after approval by the **[vice president/]**chancellor/**vice president** made available to members of the electorate.

The body shall provide for the orderly voicing of suggestions for the good of the University, afford added recourse for the consideration of grievances, and furnish a channel for direct and concerted communication between the academic professional staff and the administrative officers of the University, its colleges, schools, institutes, divisions, and other administrative units on matters of interest or concern to the academic professional staff or any member of it. The body shall report to the **[vice president/]**chancellor/**vice president**, the president, and the academic professional staff at least once a year.

In performing its functions, the body upon the request of the **[vice president/]**chancellor/**vice president**, the president or any member of the academic professional staff, or upon its own initiative shall make such investigations and hold such consultations as it may deem to be in the best interest of the University. Any member or retired member of the academic professional staff shall be entitled to a conference with the body or with any member of it on any matter properly within the purview of the body.

### **ARTICLE III. CAMPUSES, COLLEGES, AND SIMILAR CAMPUS UNITS**

#### **Section 1. The Campus**

c. The transfer of any line of work or any part thereof from one campus to another shall be made on recommendation of the senates and **[vice**

**presidents/]**chancellors/**vice presidents** of the campuses involved, the University Senates Conference and the president upon approval by the Board of Trustees.

**d.** The [**vice president/]**chancellor/**vice president**, under the direction of the president, shall be the chief executive officer of the campus as provided in Article 1, Section 5.

**e.** There shall be a provost and vice chancellor for academic affairs or equivalent officer at each campus who shall be the chief academic officer under the [**vice president/]**chancellor/**vice president** for each campus and will serve as chief executive officer in the absence of the [**vice president/]**chancellor/**vice president**.

**f.** There may be additional vice chancellors with campus-wide responsibilities and other administrative officers with responsibilities and duties delegated by the [**vice president/]** chancellor/**vice president**.

**g.** Vice chancellors shall be appointed annually by the Board of Trustees on the recommendation of the [**vice president/]**chancellor/**vice president** and the president. The [**vice president/]**chancellor/**vice president** shall on the occasion of each appointment seek the advice of the executive committee on the campus senate. The executive committee may seek the counsel of other campus bodies in preparing its advice.

## **Section 2. The College**

**c.** Subject to the jurisdiction of the senates as provided in Article II, Section 1, the college shall have jurisdiction in all educational matters falling within the scope of its programs, including the determination of its curricula, except that proposals which involve budgetary changes shall become effective only when the [**vice president/]** chancellor/**vice president** has approved them. The college has the fullest measure of autonomy consistent with the maintenance of general university educational policy and correct academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy between the college and the senate, the college shall be entitled to appeal to the [**vice president/]** chancellor/**vice president** for a ruling.

**d.** The transfer of any line of work or any part thereof to or from a college or to or from some other educational or administrative group within a campus shall be made on the recommendation of the appropriate senate and the [**vice president/]** chancellor/**vice president** and on approval of the president.

## **Section 3. The Dean**

a. The dean is the chief executive officer of the college, responsible to the **[vice president/]** chancellor/**vice president** for its administration, and is the agent of the college faculty for the execution of college educational policy.

b. The dean shall be appointed annually by the Board of Trustees on recommendation by the **[vice president/]** chancellor/**vice president** and the president. On the occasion of each recommendation, the **[vice president/]** chancellor/**vice president** shall seek the prior advice of the executive committee of the college concerned. The performance of the dean shall be evaluated at least once every five years in a manner to be determined by the college faculty.

c. On recommendation of the dean and the **[vice president/]** chancellor/**vice president**, the president may appoint annually associate or assistant deans as required.

d. The dean shall (1) call and ordinarily preside at meetings of the college faculty to consider questions of college and departmental governance and educational policy at such times as the dean or the executive committee may deem necessary but not less frequently than once in each academic year; (2) formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; (3) make reports on the work of the college; (4) oversee the registration and progress of the students in the college; (5) be responsible for the educational use of the buildings and rooms assigned to the college and for the general equipment of the college as distinct from that of the separate departments; (6) serve as the medium of communication for all official business of the college with other campus authorities, the students, and the public; (7) represent the college in conferences, except that additional representatives may be designated by the dean for specific conferences; (8) prepare the budget of the college in consultation with the executive committee of the college; and (9) recommend the appointment, reappointment, nonreappointment, and promotion of members of the academic staff. Regarding appointments, reappointments, nonreappointments, and promotions, the dean shall consult with the appropriate departmental chair(s) and executive committee(s), or department head(s) who shall provide the dean with the advice of the advisory committee or other appropriate committee as specified in the department bylaws. Recommendations to positions on the academic staff shall ordinarily originate with the department, or in the case of a group not organized as a department with the person(s) in charge of the work concerned and shall be presented to the dean for transmission with the dean's recommendation to the **[vice president/]** chancellor/**vice president**. In case a recommendation from a college is not approved by the **[vice president/]** chancellor/**vice president**, the dean may present the recommendation to the president, and, if not approved by the president, the dean with the consent of the Board of Trustees may present the recommendation in person before the Board of Trustees in session.

#### **Section 4. The School and Similar Campus Units**

**d. (2)** The school has the fullest measure of autonomy consistent with the maintenance of general college and university educational policy and with appropriate academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy, the school may appeal directly to the dean and the executive committee of the college and shall be entitled to appeal subsequently to the [**vice president/**] chancellor/**vice president**.

### **Section 5. The Dean or Director of a School or Similar Campus Unit**

**a.** In a school or similar campus unit independent of a college, the chief executive officer shall be a dean or director appointed annually by the Board of Trustees on the recommendation of the [**vice president/**] chancellor/**vice president** and the president. On the occasion of each recommendation, the [**vice president/**] chancellor/**vice president** shall seek the prior advice of the executive committee of the faculty concerned. Within the school or similar campus unit, the duties of a director or a dean shall be the same as those of the dean of a college. The performance of the dean or director shall be evaluated at least once every five years in a manner to be determined by the faculty of the unit.

**b.** In a school or similar campus unit included within a college, the chief executive officer shall be a director appointed annually by the Board of Trustees on the recommendation of the dean of the college, the [**vice president/**] chancellor/**vice president**, and the president. On the occasion of each recommendation, the dean shall seek the prior advice of the executive committee of the unit. The director shall (1) call and ordinarily preside at meetings of the school faculty to consider questions of school and subunit governance and educational policy at such times as the director or the executive committee may deem necessary but not less frequently than once in each academic year; (2) formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; (3) make reports on the work of the school; (4) have general supervision of the work of students in the school; (5) be responsible for the educational use of the buildings and rooms assigned to the school and for the general equipment of the school as distinct from that of the separate subunits; (6) serve as the medium of communication for all official business of the school with the college, the students, and the public; (7) represent the school in conferences except that additional representatives may be designated by the director for specific conferences; (8) prepare the budget of the school in consultation with the executive committee of the school; and (9) recommend the appointment, reappointment, nonreappointment, and promotion of members of the academic staff. Regarding recommendations of appointments, reappointments, nonreappointments, and promotions of the members of the faculty, the director shall consult with the department's or subunit's executive officer who shall provide the director with the advice of the appropriate committee(s). Such recommendations shall ordinarily

originate with the subunit or in the case of a group not organized as a subunit with the person(s) in charge of the work concerned and shall be presented to the director for transmission with the director's recommendation to the dean of the college. The performance of the director shall be evaluated at least once every five years in a manner to be determined by the faculty of the school and college.

## **ARTICLE IV. DEPARTMENTS**

### **Section 1. The Department**

**b.** The department has the fullest measure of autonomy consistent with the maintenance of general college and university educational policy and correct academic and administrative relations with other divisions of the University. Should a dispute arise between the department and another unit of the campus concerning the proper limits of this autonomy, the department may appeal for a ruling directly to the dean and the executive committee of the college and, when the [**vice president/**] chancellor/**vice president** considers it proper, to the [**vice president/**] chancellor/**vice president**, who shall make a decision after appropriate consultation.

### **Section 2. Department Organized with a Chair**

**a.** The chair shall be appointed annually by the Board of Trustees on recommendation of the [**vice president/**] chancellor/**vice president** and the president after consultation with the dean of the college and with the executive committee of the department concerned. The performance of the chair shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty.

### **Section 3. Department Organized with a Head**

**a.** The head of a department shall be appointed without specified term by the Board of Trustees on recommendation by the [**vice president/**] chancellor/**vice president** and the president after consultation with the dean of the college and all members of the department faculty. The head may be relieved of title and duties as head of the department by the [**vice president/**] chancellor/**vice president** on the recommendation of the dean of the college. The performance of the head shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty.

### **Section 4. Change of Departmental Organization**

On the written request of at least one-fourth of the faculty of the department, as defined in Article II, Section 3a(1), and in no case fewer than two faculty members that

the form of the organization of the department be changed, the dean shall call a meeting to poll the departmental faculty by secret written ballot. The names of those making the request shall be kept confidential by the dean. The dean shall transmit the results of the vote to the departmental faculty and to the [**vice president/**] chancellor/**vice president** together with the dean's recommendation. If a change of organization is voted, the [**vice president/**] chancellor/**vice president** shall thereupon transmit this recommendation to the president for recommendation to the Board of Trustees. Faculty of the department may communicate with the Board of Trustees in accordance with Article XIII, Section 4 of these *Statutes*.

## ARTICLE V. GRADUATE COLLEGES

### Section 1. The Campus Graduate College

**c.** The faculty of the Graduate College consists of the president, the [**vice president/**] chancellor/**vice president**, the provost or equivalent officer, the dean, and all those who on the recommendation of the departments or of other teaching or research divisions have been approved by the executive committee and the dean of the Graduate College to assume appropriate academic responsibilities in programs leading to graduate degrees. Other administrative staff are members of the faculty of the Graduate College only if they also hold faculty appointments and have been recommended and approved as provided above.

**d.** An executive committee shall be the primary advisory committee to the dean of the Graduate College. It shall advise the dean on the formulation and execution of policies and on other activities of the Graduate College. The executive committee consists of fourteen members holding office for staggered two-year terms: eight elected members, four elected annually for two-year terms by the faculty of the Graduate College and six members, three appointed each year for two-year terms by the [**vice president/**] chancellor/**vice president** on the recommendation of the dean of the Graduate College in consultation with the members elected that year. The dean of the Graduate College is *ex officio* a member and chairs the committee. When meeting to give advice on the appointment of the dean, the senior faculty member (in terms of service at the University) on the executive committee shall be chair and the dean shall not be a member of the committee.

**f.** On the recommendation of the dean of the Graduate College and the [**vice president/**] chancellor/**vice president**, the president may appoint annually associate or assistant deans of the Graduate College as required.

**h.** On a campus without a Graduate College, the provost or equivalent officer shall be responsible for the functions of the graduate dean.

## Section 2. Special Units of the Graduate College

a. On the recommendation of the Campus Research Board, the executive committee and the dean of the Graduate College with approval by the president and the **[vice president/]** chancellor/**vice president**, the Board of Trustees may create special units of the Graduate College for the purpose of carrying on or promoting research in areas which are broader than the responsibility of any one department. Any such unit may be abolished by similar action.

b. Persons shall be appointed to the staff of such special units by the Board of Trustees on the recommendation of the unit concerned, the dean of the Graduate College, the **[vice president/]** chancellor/**vice president**, and the president. Appointments of persons who already have academic rank and title indicative of departmental association shall be made only after consultation with the department concerned. Appointments which carry academic rank and title indicative of departmental association of persons who do not already have departmental association shall be made only after concurrence of the department concerned.

## ARTICLE VI. THE CAMPUS LIBRARY

b. The campus library shall be in the charge of the campus librarian who, as the chief executive officer of the library, is responsible to the **[vice president/]** chancellor/**vice president** for its administration and service.

d. With the approval of the **[vice president/]** chancellor/**vice president**, the campus librarian may establish branches on the campus when efficiency in reference work, circulation, cataloging, ordering, and other matters of library service and administration, and the general welfare of the campus, college, school, department, or other unit will thereby be promoted. Appointments to the academic staff of branch libraries established under this subsection and the advancement of such staff will be recommended to the **[vice president/]** chancellor/**vice president** with the advice of the executive officer(s) of the unit(s) served by such libraries.

e. The campus librarian shall be appointed annually by the Board of Trustees on the recommendation of the **[vice president/]** chancellor/**vice president** with the concurrence of the President of the University. On the occasion of each such appointment, the **[vice president/]** chancellor/**vice president** shall seek the advice of the library committee of the campus senate and of the library executive committee. The performance of the campus librarian shall be evaluated at least once every five years in a manner to be determined by the faculty of the campus library and the library committee of the campus senate. As part of the evaluation, views shall be solicited from the library committee of the campus senate, from other concerned faculty, and from the entire faculty of the campus library.

## ARTICLE VII. SPECIALIZED UNITS

### Section 1. General Considerations

In addition to the campus units described in the previous Articles, there are special purpose educational and administrative units whose responsibilities and roles extend substantially beyond one campus. The organization and mission of such units, including clearly defined lines of responsibility to University or campus officers, shall be specified in these *Statutes*, in *The General Rules Concerning University Organization and Procedure*, or in such other documents as shall be deemed appropriate by the president. These specialized units may include but need not be limited to organizations designated as bureaus, councils, departments, divisions, institutes, and services. The staffs of these units shall have campus membership and status upon recommendation of the appropriate **[vice president/]** chancellor/**vice president** or **[vice presidents/]** chancellors/**vice presidents** subject to the *Statutes* and *The General Rules* governing the campus operations.

### Section 3. Councils on Teacher Education

**a.** At each campus engaged in teacher education, there shall be a Council on Teacher Education composed of the deans and directors of the respective colleges, schools, and similar units at that campus which offer curricula in the preparation of teachers for the elementary and secondary schools. The chair of the council shall be named by the **[vice president/]** campus chancellor/**vice president**.

## ARTICLE VIII. CHANGES IN ACADEMIC ORGANIZATION

### Section 1. Formation of New Units

**a.** *Departments.* The formation of a new department or similar academic unit within a school or college may be proposed by the faculty or executive officer of that school or college. The president shall submit the proposal for the new unit together with the advice of the faculty of the school or college of each higher unit, of the appropriate senate and **[vice president/]** chancellor/**vice president**, and of the University Senates Conference to the Board of Trustees for action.

**b.** *Intermediate Units.* An academic unit of intermediate character, such as a school organized within a college, may be proposed by the faculty or the executive officer of the higher unit. The president shall submit the proposal for the intermediate unit together with the advice of the higher unit, of the appropriate senate and **[vice president/]** chancellor/**vice president**, and of the University Senates Conference to the Board of Trustees for action.

c. *Colleges and Independently Organized Campus Units.* A college or other independently organized campus unit, such as a school, institute, center, or similar campus unit not within a school or college, may be proposed by the appropriate senate or **[vice president/]** chancellor/**vice president**. The president shall submit the proposal for the unit together with the advice of the senate and **[vice president/]** chancellor/**vice president** and the University Senates Conference to the Board of Trustees for action.

d. *Units Organized at the University Level.* Units organized at the university level, such as institutes, councils, and divisions, may be formed for the development and operation of teaching, research, extension, and service programs which are statewide or intercampus in their scope and which cannot be developed under a campus administration. Such an organization may be proposed by a senate, a **[vice president/]** chancellor/**vice president**, the University Senates Conference, or the president. The president shall submit the proposal for the new organization together with the advice of the senates and **[vice president/]** chancellor/**vice president** and the University Senates Conference to the Board of Trustees for action.

e. *Campuses.* The formation of a new campus may be proposed by the president, by a senate, or by the University Senates Conference. The president shall submit the proposal for the new campus together with the advice of the senates and **[vice president/]** chancellor/**vice president** and the University Senates Conference to the Board of Trustees for action. If the proposal is adopted, the University Senates Conference shall serve as an advisory body to the president in developing procedures to implement the action of the board.

## **ARTICLE IX. ACADEMIC AND ADMINISTRATIVE STAFFS**

### **Section 2. Employment of Relatives**

No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence, etc.) to a member of the individual's immediate family. "Immediate family" includes an individual's spouse, ancestors and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Each **[vice president/]** chancellor/**vice president** shall develop for the approval of the president campus procedures to insure against such conflict of interest.

### **Section 3. Appointments, Ranks, and Promotions of the Academic and Administrative Staff**

a. All appointments, reappointments, and promotions of the academic staff, as defined in Article IX, Section 4a, shall be made by the Board of Trustees on the

recommendation of the [**vice president/**] chancellor/**vice president** concerned and the president. All appointments, reappointments, and promotions of the administrative staff shall be made by the Board of Trustees on the recommendation of the [**vice president/**] chancellor/**vice president** concerned if a campus-level officer is involved and the president.

c. The following ranks, and only these ranks, of the academic staff as defined in Article IX, Section 4a, are subject to the provisions of Article X, Section 1: professor, associate professor, and assistant professor. Modifying terms such as "research," "adjunct," "clinical," and "visiting" may be used in conjunction with these academic ranks (e.g., "research professor," "adjunct assistant professor," "clinical associate professor," "visiting professor"); but no appointment for an indefinite term may be made in which a modifying term is used in the academic rank. Furthermore, an appointment in which a modifier is used in the title will not count toward completion of the probationary period, as provided in Article X, Section 1, unless specially recommended by the executive officer of the unit and approved by the dean and by the [**vice president/**] chancellor/**vice president** or an officer authorized to act for the [**vice president/**] chancellor/**vice president**.

d. Recommendation to positions on the academic staff shall ordinarily originate with the department or in groups not organized as departments with the officers in charge of the work concerned and shall be presented to the dean of the college for transmission with the dean's recommendation to the [**vice president/**] chancellor/**vice president**. Whenever the appointment or promotion of members of the academic staff is involved, the dean before making a recommendation shall consult the chair or the head of the department after confirming that intra-departmental consultation procedures have been satisfied; if the college has no departments, the dean shall consult the executive committee of the college. If the appointment involves a person who may be expected to offer courses carrying graduate credit, the dean of the college shall consult the dean of the Graduate College, who shall have the right to make an independent recommendation to the [**vice president/**] chancellor/**vice president**, and to the president.

#### **Section 4. Principles Governing Employment of Academic and Administrative Staffs**

a. The academic staff which conducts the educational program shall consist of the teaching, research, scientific, counseling, and extension staffs; deans and directors of colleges, schools, institutes, and similar campus units; editors, librarians, and such other members of the staff as are designated by the president and the [**vice president/**] chancellor/**vice president**.

e. The academic year shall consist of that period of the year so determined by the appropriate senate and approved by the appropriate **[vice president/]** chancellor/**vice president**, the president, and the Board of Trustees.

### **Section 5. Services Rendered the University**

a. No person employed on a full-time basis on the instructional or administrative staffs of the University shall be assigned any other university work which does not naturally come within the scope of that person's duties and for which additional compensation is to be paid without the prior approval of the **[vice president/]** chancellor/**vice president**.

c. Full-time employees shall not receive compensation for services with the University in excess of a normal schedule except for a reasonable amount of instruction in continuing education and public service programs or for the grading of special examinations (outside regular course work) stipulated by the University, all to be done at a time that does not conflict with other university duties. Exceptions may be made to this rule in special cases which are approved by the dean of the college of which the employee is a member provided that if such additional payments exceed a nominal amount the advance approval of the **[vice president/]** chancellor/**vice president** shall be secured. These exceptions shall be held to a minimum.

### **Section 6. Severe Sanctions Other Than Dismissal for Cause for Members of the Faculty**

a. Severe sanctions other than dismissal for cause may be imposed on a member of the faculty, as defined in Article II, Section 3a (1) of the *Statutes*, provided that procedures on a campus adopted by the **[vice president/]** campus chancellor/**vice president** in consultation with that campus senate are followed. In all cases, the **[vice president/]** chancellor/**vice president** or the **[vice president/]** chancellor/**vice president**'s designee shall exercise the duties assigned to the president for academic staff who are members of campus units, and in all cases the process to be followed will be that of the campus on which the unit resides.

b. (1) A determination by the provost or equivalent campus officer, in consultation with a committee identified by the senate, that cause exists to initiate proceedings that may result in the imposition of serious sanctions,

b. (5) The opportunity for the faculty member to file an appeal with the **[vice president/]** chancellor/**vice president** within 20 days following the provost's or equivalent officer's decision to impose sanctions,

b. (7) A process wherein the [**vice president/**] chancellor/**vice president** 's decision on the merits of an appeal is final.

### **Section 7. Leaves of Absence for Members of the Faculty**

a. On the recommendation of the head or chair of a department with the concurrence of the dean of the college or on recommendation of the dean or director of an independent campus unit and subject to approval by the [**vice president/**] chancellor/**vice president**, the president, and the Board of Trustees a member of the faculty who has the rank of professor, associate professor, or assistant professor and who has served the University for the periods indicated below on full-time appointment as an assistant professor or in higher rank since the faculty member's original appointment or since the termination of that faculty member's last leave on salary is eligible to apply for and may be granted a sabbatical leave of absence with pay for the purpose of study, research, or other pursuit, the object of which is to increase the faculty member's usefulness to the University. The following options are available:

c. Service credit for leave of absence with pay is not cumulative unless otherwise provided for in special cases. Each person who has been on leave of absence shall on the termination of the leave make a report through the usual official channels of communication to the [**vice president/**] chancellor/**vice president** concerning the nature of the studies, research, or other work undertaken during the period of absence.

e. Leaves of absence granted in accordance with the foregoing terms and conditions, with the privileges pertaining thereto, are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields. No one to whom a leave of absence with pay has been granted shall be permitted while on such leave to accept remunerative employment or engage in professional practice or work for which pecuniary compensation is received. This prohibition, however, shall not be construed to forbid a faculty member while on leave from giving a limited number of lectures or doing a limited amount of work. But, in such cases, the approval of the [**vice president/**] chancellor/**vice president** to the giving of the lectures or the doing of other work shall be required. Nor shall the prohibition be interpreted to forbid the acceptance by a faculty member, while on leave, of a scholarship or fellowship carrying a stipend for the purpose of study, research, or scientific investigation or the acceptance of a grant of money made for such purposes, provided that the acceptance of the grant does not impose on the recipient duties and obligations the performance of which would be incompatible with the pursuit of the general purpose for which leaves of absence are granted.

g. Leaves of absence without pay. On the recommendation of the head or chair of a department with the concurrence of the dean of the college or on the recommendation of the dean or director of an independent campus unit, a member of the

faculty may be granted a leave of absence without pay by the **[vice president/]** chancellor/**vice president** for a period of one year or less. Such a leave may be renewed in special circumstances ordinarily for not more than one year. As recommended and agreed upon in advance, time spent on a leave of absence without pay under circumstances which allow for the pursuit of academic activities ordinarily counts toward the probationary period of a faculty member on definite tenure, while time spent on a leave of absence without pay under circumstances which do not allow for the pursuit of academic activities does not ordinarily count toward the probationary period of a faculty member on definite tenure. As recommended and agreed upon in advance, time spent on a leave of absence without pay under circumstances which do not provide service to this University does not ordinarily count in establishing eligibility for a sabbatical leave with pay.

### **Section 9. Privileges of Retired Members of the Academic Staff**

**a.** A retired staff member who is provided with research assistance shall at the end of each academic year report to the **[vice president/]** chancellor/**vice president**, in at least general terms, on the work accomplished during the year. In no case may a research assistant be provided to a retired staff member for a longer period than one year at a time and such assistant may be continued only if the annual report of work shows progress or promise.

**b.** With the approval of the department head or chair and of the dean of the Graduate College and of the **[vice president/]** chancellor/**vice president**, a retired faculty member may offer conferences with graduate students if such retiree had offered similarly related graduate courses before retirement.

### **Section 11. Employment of Academic Professional Staff**

**b. 6.** Excepted from the above provisions are the following administrative officers: President of the University; **[vice presidents/]** chancellors/**vice presidents**, provosts or equivalent officers, and vice chancellors; officers of the Board of Trustees who are University employees; other university officers; and deans, directors, heads, and chairs of academic units. Academic professional staff whose title includes "visiting," "acting," "interim," or "adjunct" are also excepted from the above provisions.

### **Section 12. Dismissal of Academic Staff with Multi-Year Appointments Under Article X, Section 1(a), Paragraphs (6) and (7)**

**a.** Members of the academic staff with multi-year appointments, as defined under Article X, Section 1(a), Paragraphs (6) and (7), of the *Statutes*, may be dismissed for cause prior to the conclusion of the multi-year appointment in accordance with campus procedures, which shall be adopted by each **[vice president/]** chancellor/**vice**

**president** in consultation with the applicable campus senate. In all cases, the [**vice president/**] chancellor/**vice president** or the [**vice president/**] chancellor/**vice president**'s designee shall exercise the duties assigned to the president for academic staff who are members of campus units, and in all cases the process to be followed will be that of the campus on which the unit resides.

b. Campus procedures shall include, at a minimum, notice and opportunity for a hearing before the campus provost or equivalent officer or the provost's or equivalent officer's designee.

## ARTICLE X. ACADEMIC FREEDOM AND TENURE

### Section 1. Tenure of Academic Staff

a. (paragraph 3) Each [**vice president/ campus**] chancellor/**vice president** shall, with the advice and consent of the local campus senate, develop implementing procedures for multi-year contract appointments governed by this Section. Such implementing procedures shall include, at a minimum, (i) a binding ceiling, on a campus-wide basis, on the proportion of multi-year contract appointments to the sum of multi year contract appointments and appointments that are tenured or earning probationary credit toward tenure; (ii) assignment of oversight responsibility to an appropriate campus senate committee; and (iii) the procedures for dismissal required under Article IX, Section 12(b), above.

b. (1) An appointee receiving a first contract for more than fifty percent (50%) of full-time service at this University as assistant professor enters a probationary period not to exceed seven academic years of service except when, by special written agreement between the appointee, the unit administrator and the [**vice president/ campus**] chancellor/**vice president**, the appointee is granted a one-year interruption of the probationary period before the year in which a decision on the appointment to indefinite tenure is expected to be made. Ordinarily no more than two such interruptions will be granted. Prior academic service at other academic (or equivalent) institutions may be counted up to a maximum of three years toward the fulfillment of the probationary period. The amount of any such service counted may be negotiated as may other terms of the appointment and shall be stated in the first appointment contract, as provided for all contracts for definite terms in subparagraph 1b(5) below. An initial appointment that begins after the eighth week of the academic year ordinarily does not count toward the probationary period of a faculty member on definite tenure nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance.

## ARTICLE XI. STUDENT AFFAIRS AND DISCIPLINE

## **Section 1. Student Affairs**

**b.** Upon recommendation of the [**vice president/**] chancellor/**vice president** and the president, the Board of Trustees may appoint annually a vice chancellor or other officer who shall have general supervision over those services provided on that campus to assist students in their personal and social development. The responsibility and authority of this officer shall be determined by the [**vice president/ campus**] chancellor/**vice president**. On the occasion of each appointment of any such officer, the [**vice president/**] chancellor/**vice president** shall seek the advice of the executive committee of the campus senate. The executive committee shall ensure the opportunity for substantial student involvement in the development of its advice.

## **ARTICLE XII. RESEARCH AND PUBLICATION**

### **Section 1. Campus Research Board**

**a.** The Campus Research Board shall consist of eight to twelve members appointed by the [**vice president/**] chancellor/**vice president** after consultation with the vice chancellor responsible for research, the dean of the graduate college, and with the leadership of that campus's senate. The vice chancellor responsible for research shall chair the committee. The appointment process to and membership on the Campus Research Board may differ in campuses without a graduate college.

**b.** The functions of the board include: (1) making recommendations concerning policies for distribution of research board funds; (2) making assignments of research board funds to individual and group research projects; (3) advising the [**vice president/**] chancellor/**vice president** and the vice chancellor responsible for research on any other matters submitted to the board.

## **ARTICLE XIII. GENERAL PROVISIONS**

### **Section 1. Exchange Professors**

On the recommendation of the head or the chair of a department and with the approval of the dean, the [**vice president/**] chancellor/**vice president**, the president, and the Board of Trustees, a professor, associate professor, or assistant professor may be permitted for a period of not more than one year to exchange positions with a professor of approximately equal rank in another university provided the arrangement does not involve substantial increase in the cost of instruction. The professor with whom the exchange is made shall during the period of service to this University be subject to the rules governing appointments and conditions of service applicable to regular members of the faculty.

## **Section 2. Privileges for Scholars from Other Universities**

The [**vice presidents/**] chancellors/**vice presidents** of the University may extend the privilege of working without charge in the various laboratories or libraries of the respective campus to members of the faculties of other colleges or universities, provided that they are recognized as authorities in their respective fields and come to the campus with written credentials from the faculties of their institutions or from their governments asking that they be received as guests.

## **Section 3. Annual Reports**

On or before the first day of September in each year, each dean and director and the chief executive officer of each department or equivalent unit on each campus shall make to the [**vice president/**] chancellor/**vice president** an annual report, treating fully the work of the college, school, institute, division, or department. Any of these officers may make reports or advance suggestions at any time and shall report to the [**vice president/**] chancellor/**vice president** and to the president whenever requested to do so. Officers of the university-level administration and [**vice presidents/**] chancellors/**vice presidents** shall make such reports as the president shall require.

## **Section 4. Reports and Communications**

**d.** All communications from members of the staff to be presented as part of the agenda at a meeting of the Board of Trustees or transmitted to the Board of Trustees or any committee thereof shall first be presented to the [**vice president/**] chancellor/**vice president** where appropriate and to the president for their examination, comment, and recommendation. Whenever appropriate, the staff member shall be informed of all such reactions and may respond to them.

# **PROPOSED AMENDMENTS TO THE GENERAL RULES CONCERNING UNIVERSITY ORGANIZATION AND PROCEDURE**

[Bracketed text to be removed.] Underlined text to be added.

## **ARTICLE I. UNIVERSITY ORGANIZATION**

### **Section 2. FUNCTIONS OF THE UNIVERSITY ADMINISTRATION**

(b) In addition to the president, the University officers are the vice presidents, including the vice president for academic affairs, the vice president/chief financial officer, the vice president for research, the vice president for health affairs, the [**vice**

**presidents/]** chancellors/vice presidents, the university counsel, the secretary of the University, all of whom report directly to the president, and such additional administrative officers as shall be designated by the president after consultation with the University Senates Conference. Prior to recommending to the Board of Trustees the initial appointment of any university officer except for the president and the **[vice presidents/]** chancellors/vice presidents, the president shall seek the advice of the University Senates Conference. On the occasion of the reappointment of any University officer, the University Senates Conference may submit its advice if it so elects.

(d) Reporting directly to the president, the vice president for research is the senior officer of the University serving as an advisor to the president on matters of research, intellectual property, technology commercialization, and related economic development activities, and assumes other responsibilities and duties as delegated by the president. The vice president for research is responsible for facilitating and managing the University's research enterprise and its technology commercialization and related economic development initiatives including relevant offices, policies, and programs, and, in so doing, exercises direct line authority over the University's major offices and entities involved in research, technology commercialization, and related economic development. The vice president for research works closely with the president, **[vice presidents/]** chancellors/vice presidents, and vice chancellors for research to facilitate the University's research agenda and activities across all of its campuses and, under the direction of the president, communicates the University's research priorities to local, state, and federal authorities and agencies.

(e) The **[vice president/]** chancellor/vice president, under the direction of the president, is the chief executive officer for the campus. The **[vice president/]** chancellor/vice president has responsibilities and performs duties delegated by the president of the University. Among those responsibilities and duties are: participation in the University's overall planning, allocation, and evaluation operations; application of University-wide policies; review of academic programs and policies; student affairs; and safety of personnel and property.

(f) The vice president for health affairs, under the direction of the president, oversees the University's clinical care enterprise, including the faculty practice plans, Hospital, and clinical operations. The vice president for health affairs works closely with the president and **[vice president/]** chancellor of the Chicago campus/vice president to ensure the integration of the clinical care enterprise with the research and education missions of the health sciences colleges and schools and assumes other responsibilities and duties as delegated by the president.

(g) There may be additional administrative officers with University-wide responsibilities and duties as delegated by the president of the University. The president may make changes in titles and assignment of responsibilities of officers and may

recommend to the Board of Trustees additional administrative positions as provided for in Article I, Section 2 of the University Statutes.

## **ARTICLE II. BUSINESS ORGANIZATION AND POLICIES**

### ***Section 6. RESEARCH GIFTS, GRANTS, AND CONTRACTS***

(a) Research conducted under the auspices of the University may be supported in whole or in part through funds provided by outside entities in the form of research gifts, research grants, or research contracts. Such arrangements must be approved before acceptance by the president or the president's designee. Staff members may conduct preliminary negotiations with prospective supporters of research with the prior knowledge and approval of the department head or other appropriate administrative officer and the dean or director if required by college policy but have no authority to bind the University to enter into a contract. Such research programs shall be controlled and directed by the University and shall be conducted within the appropriate department(s) by members of the University staff. The administrative coordination of such programs shall be under the Agricultural Experiment Station for units in the College of Agricultural, Consumer and Environmental Sciences; and the Engineering Experiment Station for units in the College of Engineering at the Urbana-Champaign campus, and the Campus Research Board for all other units of the Urbana-Champaign campus, and all units of other campuses. On a campus without a Campus Research Board, the Provost or equivalent officer shall be responsible for such administrative coordination.

(e) (1) ***Research Gifts.*** Gifts for research which are limited in amount may be arranged by informal negotiations and correspondence between the sponsor and the staff member who will carry on the research, subject to acceptance as hereinafter provided. The [**vice president/**] chancellor/**vice president** at each campus is delegated by the president to approve and accept such gifts for the University. Financial arrangements for gifts shall be reviewed and approved by the Office of Business and Financial Services. Consideration of the direct and indirect costs to the University accruing on account of the acceptance of gifts shall be made at the time of budgeting the funds to be received.

(f) Gifts, grants, and contracts for research may provide for all or a part of the costs of a research project. When the funds from the sponsor are to cover all or substantially all of the costs, the following items should be considered in the preparation of the budget: salaries and wages, employer's contribution to the State Universities Retirement System, allowance for Worker's Compensation and Occupational Disease liability, expendable supplies, equipment, travel expenses, other direct costs, and an allowance for indirect costs to the University. The amount budgeted for indirect costs in any proposed project shall be reviewed and approved by a committee composed of the vice chancellor for research if such a position exists on the campus, if not, the provost or

equivalent officer; a representative of the appropriate research unit or department carrying on the project; and a representative of the Office of Business and Financial Services. In determining the amount to be budgeted for indirect costs, the committee shall give consideration to the respective benefits which will be received from the investigation by the sponsor, the University, and the public. The expenditure of funds received as reimbursement for indirect costs of research or other University activities, as cost-of-education allowances, as general-support grants ("institutional grants," "general research-support grants," etc.), or as any other category of gift or grant not restricted as to use by the donor or by other regulations of the Board of Trustees requires authorization by the Board of Trustees. This may be done either by: (1) approval as part of the university's annual budgets for operations or for capital improvements, or (2) approval during the fiscal year as an addition to the annual budget for operations or for capital improvements.

***Section 7. OTHER GIFTS AND GRANTS, SCHOLARSHIPS AND ENDOWMENTS, NONMONETARY GIFTS***

(b) ***Scholarships and Fellowships.***(paragraph 2) The president is authorized to accept funds for scholarships and fellowships. The president may delegate authority for accepting scholarships and fellowships to the [**vice presidents/**] **chancellors/vice presidents** or to the [**vice presidents'/**] **chancellors'/vice presidents'** designees.

(c) ***Endowment Gifts.*** (paragraph 2) The terms of an offer of a gift to create an endowment shall be reviewed by the department concerned, the appropriate campus administrator, the university counsel, and the vice president/chief financial officer. The president may accept offers of endowment funds, reporting the gift when received to the Board of Trustees as the trustees may direct. The president may delegate authority to act on such offers to the [**vice presidents/**] **chancellors/vice presidents**. No endowment fund money may be accepted under terms which require prohibited discrimination.

(d) ***Nonmonetary Gifts.*** Every offer of a nonmonetary gift shall be reported by the unit involved to the [**vice president/**] **chancellor/vice president** of the campus concerned who is authorized to accept the gift on behalf of the president and who shall report it to the president, who shall report it to the Board of Trustees as the trustees may direct.

**ARTICLE III. INTELLECTUAL PROPERTY**

***Section 7. INTELLECTUAL PROPERTY ADMINISTRATION***

(k) **Administrative Responsibility.** The president has ultimate authority for the stewardship of intellectual property developed at the University. Pursuant to Article I, Section 2, Paragraph (d) the vice president for research has direct line authority for

University offices and entities involved in technology commercialization and related economic development. With the advice of the [**vice presidents/**] chancellors/**vice presidents**, and in consultation with the vice president for academic affairs and the campus vice chancellors for research, the vice president for research [technology and economic development] shall establish operational guidelines and procedures for the administration of intellectual property, including but not limited to determination of ownership, assignment, protection, licensing, marketing, maintenance of records, oversight of revenue or equity collection and distribution, approval of individual exceptions, and resolution of disputes among creators and/or unit executive officers.

#### **ARTICLE IV. EMPLOYMENT POLICIES**

##### ***Section 1. TERMS OF EMPLOYMENT OF ACADEMIC AND ADMINISTRATIVE STAFF***

(d) Procedures for the determination of compensation for services for periods less than the full academic year shall be approved by the appropriate [**vice president/**] chancellor/**vice president** and by the president.

(e) Members of the staff required to render services during the academic year may be employed in the summer session or to perform research or other services during a period not exceeding two months and receive for each month of such service additional compensation at the monthly rate of one-ninth of the full-time rate paid for services required during the preceding academic year. Such employment may be for longer periods during the summer only upon the advance approval of the [**vice president/**] chancellor/**vice president**. Staff members required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered during the summer. For staff members rendering services partly on a twelve-month basis and partly on an academic-year basis, this regulation applies only to the twelve-month portion.

(f) Full-time employees shall not receive compensation for services in excess of a normal schedule within the University except for a reasonable amount of instruction in continuing education courses or grading of special examinations (outside regular course work), all to be done at a time that does not conflict with other university duties. Exceptions may be made to this rule only with advance approval of the [**vice president/**] chancellor/**vice president**. These exceptions should be held to a minimum.

##### ***Section 3. WAGES OF STUDENT EMPLOYEES***

All student employees are to be paid on the basis of classification and scale of wages approved by the [**vice president/**] chancellor/**vice president** at each campus.

***Section 4. RETIREMENT, DEATH, SURVIVOR, DISABILITY, AND SICK LEAVE BENEFITS***

(b) (2) (paragraph 7) After an academic or administrative staff member has exhausted the 12 days of cumulative earned sick leave, the 13 days of noncumulative extended sick leave in an appointment year, the unused sick leave accumulated before January 1, 1984, the unused sick leave accumulated after January 1, 1998, and the sick leave accumulated between January 1, 1984 and December 31, 1997, and subject to the approval of the president, or [**vice president**/] chancellor/**vice president** as appropriate, a staff member who has completed at least three full years of service may be granted noncumulative sick leave with full pay for a period (including the annual and extended leaves and accumulations described above) not to exceed one-half of the staff member's appointment year. (In the case of staff members of university administration offices, the president will act.)

**ARTICLE V. UNIVERSITY PROPERTY**

***Section 1. UNIVERSITY PROPERTY***

(b) The use of University premises and facilities by individuals other than in connection with University educational or research programs will be permitted only under regulations formulated and administered by the appropriate [**vice president**/] chancellor/**vice president** and approved by the president. A facilities use agreement, articulating the terms of use, should reflect the conditions deemed most likely to advance the development and acceptance of the intellectual property.

(c) The president is authorized to make such traffic and parking regulations and such changes therein as conditions may warrant and may delegate such authority to the [**vice presidents**/] chancellors/**vice presidents**.

***Section 2. CUSTODIANSHIP OF PROPERTY***

(a) Under the State Property Control Act, the president is accountable to state officials for the supervision, control, and inventory of all University property subject to that act. In discharging these and other responsibilities, the president is authorized to specify or to deputize the [**vice presidents**/] chancellors/**vice presidents** and other University officers to specify procedures and responsibilities for the supervision, control, and inventory of all University property.

***Section 3. PRIVATE USE OF UNIVERSITY PROPERTY FORBIDDEN***

No one connected with the University in any capacity shall use for any personal purpose any University property of whatever description, and no one shall be permitted to

remove from the buildings or grounds any property belonging to the University, even though it may seem to be of no value, unless it be temporarily removed pursuant to some well-established regulation, or with the approval of the appropriate [**vice president/** chancellor/**vice president**] or the vice president/chief financial officer in the instance of University-level property.

***Section 4. NAMING OF UNIVERSITY FACILITIES AND PROGRAMS;  
COMMEMORATIVE PLAQUES AND TABLETS***

(e) (2) Donors of funds (or an honoree designated by the donor) where the contribution was substantial in financing the renovation or remodeling of said spaces. Any such plaque or tablet must be approved by the appropriate [**vice president/** chancellor/**vice president**] but does not require Board approval.

(f) The [**vice presidents/**] chancellors/**vice presidents** may develop for their respective campuses procedures for internal review and approval prior to the submission of items to the Board for its consideration.