

BYLAWS OF THE COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

ARTICLE I. NAME

The name of the organization participating in the governance of the College of Applied Science and Technology shall be the Council of the College of Applied Science and Technology, hereinafter referred to as the "College Council".

ARTICLE II. PURPOSE

The College Council shall serve as the agency through which the faculty and students of the College of Applied Science and Technology shall participate in determining College policy and procedures in accordance with the Constitution of Illinois State University and with the bylaws of the Academic Senate.

ARTICLE III. POWERS AND DUTIES OF THE COLLEGE COUNCIL

Section 1. The College Council shall serve as an advisory body to the Dean of the College of Applied Science and Technology in accordance with the Constitution of Illinois State University and the Bylaws of the Academic Senate.

Section 2. The College Council shall conduct the evaluation of the Dean of the College according to *ISU Policies, Procedures, and Guidelines*.

Section 3. The College Council shall adopt guidelines and procedures which shall provide for a College Curriculum Committee, consisting of faculty members and students. The College Council shall approve detailed policy, functions, and procedures of the College Curriculum Committee (CCC) (Refer to: *Appendix 1*).

Section 4. The College Council shall approve bylaws or procedures providing for the governance of each department within the college.

Section 5. The College Council shall adopt guidelines and procedures which shall provide for a College Research Committee consisting of faculty members (Refer to: *Appendix 3*).

Section 6. The college council shall approve guidelines and procedures which shall provide for a College Technology Committee (Refer to: *Appendix 4*).

Section 7. The College Council may create such standing and special committees and boards as it deems useful to the exercise of its powers. The College Council shall determine the powers, duties, and organization of each College committee and board. The Council shall not normally consider a matter which is usually the responsibility of a committee or board until the committee or board has reported on the matter to the Council. No provision of this section shall be construed to preclude administrative officers from creating administrative committees and boards, assigning them to such duties and powers as they desire, and appointing members to serve on them.

Section 8. The College Council shall approve all proposals that are identified and disseminated as policies formulated by or for the College of Applied Science and Technology.

Section 9. The College Council may call regular or special meetings of the College membership or of any part thereof. For meetings which it calls, the College Council shall establish the rules and the agenda, which rules shall not contravene these Bylaws.

ARTICLE IV. MEMBERSHIP OF THE COLLEGE COUNCIL

Section 1. The College Council shall consist of the following:(1) the Dean of the College who is an ex officio, non-voting member; (2) three faculty members elected by the faculty from the College-at-large; (3) one faculty member from each department elected by the faculty of that department; (No more than two faculty representatives may be from the same department); (4) two students representing two departments, (Departments shall select students on a rotating four year schedule) with the exception of Military Science.

Section 2. Other than Military Science, faculty eligible for membership on the College Council will include tenured or probationary tenure full-time faculty members who have a major assignment in the College and who have been full-time faculty members as defined in the University Constitution at Illinois State University for at least one semester preceding the election. Eligible faculty in Military Science shall have contractual full-time teaching assignments in that unit. Faculty who are on leave at the time of election, or have been granted a leave for three months or more of the following academic year, exclusive of summer sessions, or are on disability leave under the University Retirement System shall not be eligible for election.

Section 3. One-third of the elected faculty members of the Council shall be chosen by the faculty each year for three-year terms. No elected faculty Council member may serve more than six consecutive years. A person who has served six consecutive years, however, may again be eligible after having vacated the position for one year.

Section 4. Faculty serving on the College Council or College Committees at the time of a sabbatical or other leave shall resign from all College Committees.

Section 5. Full-time students who have completed thirty (30) semester hours, including at least fifteen (15) at Illinois State University and not on academic probation, shall be eligible for appointment to the College Council. Each shall serve for one year and be eligible for re-appointment. Student members shall be appointed by the department according to procedures determined by the department. Students are non-voting members of the College Council.

ARTICLE V. ELECTIONS OF COLLEGE COUNCIL MEMBERS

Section 1. The College shall maintain personnel files adequate to provide at any time an accurate listing of persons eligible to vote.

Section 2. All full-time tenured or probationary tenure faculty members who are attached by the conditions of contract to one of the departments in the College of Applied Science and Technology and adjunct faculty with full time appointment within the Department of Military Science shall be eligible to vote in the election of faculty representatives to the College Council. Each department shall establish procedures for the elections of departmental faculty to the College Council, subject to the approval of the College Council. The elections rules shall provide for nomination by petition.

Section 3. The College Council shall have an Elections committee. This Committee shall establish policy for the election of at-large faculty members of the College Council, faculty to fill unexpired terms on the College Council, and the faculty representatives to the Academic Senate. The Council shall approve rules for the conduct of elections of College Council members and Academic Senators.

ARTICLE VI. OFFICERS OF THE COLLEGE COUNCIL

Section 1. At the first regular meeting after the election of new members, the Council shall choose by majority vote from its elected members present a Chairperson, a Vice Chairperson, and a Secretary for one-year terms. These officers shall assume their duties immediately upon election. The Chairperson of the Council shall be a

faculty representative. In the absence of the Chairperson, the Vice Chairperson shall assume the functions of the Chairperson.

Section 2. These officers shall constitute the Executive Committee of the Council. The Executive Committee, in consultation with the Dean, shall prepare the agenda for each Council meeting and shall perform such other functions as the Council assigns to it.

ARTICLE VII. MEETINGS OF THE COLLEGE COUNCIL.

Section 1. At least once each month during the academic year the Council shall hold regular meetings. Meetings shall be held on an "as needed" basis during the summer months.

Section 2. Special meetings may be called by the Chairperson, or in his/her absence, by the Vice Chairperson, and must be called upon the written request of at least three members of the Council.

Section 3. A majority (one more than one half) of the faculty membership of the Council shall constitute a quorum. No business shall be acted on or approved unless a quorum is present. A simple majority of a quorum is required to approve any motion.

Section 4. Minutes of the Council meetings must be mailed to all members of the College Council and Department chairpersons within ten days of each meeting and made available to all faculty and students of the College. At least one permanent file of minutes shall be kept in the Office of the Dean of the College of Applied Science and Technology.

Section 5. All faculty and students of the College may attend all meetings of the Council except executive sessions, but may participate in the discussion only with the consent of the Council.

Section 6. There shall be no limits on the subjects open to discussion by the Council. Faculty and students desiring to bring specific matters to the attention of the Council shall communicate them to the Secretary. Such requests shall be presented to the Council for its consideration.

Section 7. All faculty who are members of the College Council are eligible to vote on matters pertaining to the Council. Any member of the Council can request use of the secret ballot.

Section 8. In cases of disagreement as to procedure, the parliamentary authority for use in Council meetings shall be Robert's Rules of Order (most recent edition).

ARTICLE VIII. ADMINISTRATION AND ACADEMIC ORGANIZATION

Section 1. COLLEGE DEAN

A. Responsibilities of the Dean

The Dean of the College of Applied Science and Technology is the chief academic and administrative officer of the College, and the principal intermediary between the College and the University. The Dean is accountable to the Vice President and Provost for every aspect of the conduct and development of the College over which he/she has authority. The Dean shall serve at the pleasure of the President and shall be accountable to the Vice President and Provost (refer to: *ISU Policies and Procedures: Academic Dean, Responsibilities, Appointment, Compensation, Terms, Evaluation*).

B. Selection of College Dean (refer to: *ISU Policies and Procedures: Academic Dean, Responsibilities, Appointment, Compensation, Terms, Evaluation*).

C. College Faculty Meetings

The Dean of the College shall convene a meeting of the college faculty at least once each academic semester and shall chair such faculty meetings. In his/her absence, the Chairperson of the College Council, or designee, shall preside. A special meeting of the faculty shall also be convened at any time the Dean of the College so designates, or upon petition of ten percent of the College faculty or ten percent of the CAST students. Except in cases of emergency declared by the Dean, each member of the faculty shall be notified by mail at least one week in advance of a regular or special meeting of the faculty, together with an agenda. One-third of the College faculty constitutes a quorum for a faculty meeting. At least once each year at appropriate times, the Dean of the College shall report to the faculty on the "State of the College".

The faculty at any meeting may take action advisory to any committee of the College, the College Council, or the Dean of the College, but legislative authority shall be exercised or delegated only by the College Council, subject to faculty or student petition according to the petitioning procedures outlined in Article IX for review by the Council.

Section 2. COLLEGE ADMINISTRATIVE ORGANIZATION

A. Organizational Structure of Administration

The Dean is responsible for developing and maintaining a viable organizational structure of College Administration, including the designation of administrative positions and the responsibilities of administrative officers. The Dean shall be obligated to inform the College Council and seek its advice before effecting a major change in the structure of administration.

B. Faculty/Student Participation in Selection of Administrators

While the Dean shall be responsible for the nomination of all administrative officers to the Vice President and Provost, faculty members and students shall be involved in the determination of the need for and in the selection process of administrators.

C. Responsibilities of Administrative Ad-hoc Committee/Boards

The College Ad-hoc committees/boards should keep the college council advised of their activities on an annual basis or as needed. Each committee/board shall provide an annual report to the College Council.

Section 3. PROFESSIONAL AND CIVIL SERVICE STAFF

The rights and responsibilities of members of the professional and Civil Service staffs shall be identical to those provided in Article IV, Section 3, A and B of the ISU Constitution.

Section 4. COLLEGE ACADEMIC ORGANIZATION

A. Academic Organization and Self-Governance

The Dean of the College, in consultation with the Vice President and Provost, and with the advice of the College Council, is responsible for developing and maintaining a viable academic organizational structure including departments. The College of Applied Science and Technology, in accordance with the ISU

Constitution, the Bylaws of the Academic Senate and these Bylaws, shall be entitled to exercise a degree of self-government which does not infringe upon other departments within or outside CAST.

B. Responsibilities of Committees

1. College Faculty Status Committee

The CFSC shall submit an annual report to the College Council, including data for departments and for the entire College, as described in the University ASPT Policies that indicates the recommendations for performance evaluated salary increments (without inclusion of faculty names), numbers of faculty recommended and rejected for tenure and for promotion shown rank by rank. The annual report shall also include the numbers of departures from department faculty status committee recommendations. (*Refer to Appendix 5 CFSC Standards*)

2. College Curriculum Committee

The College Curriculum Committee shall submit an annual summary report to the College Council including data on all curricular additions, deletions, and revisions.

3. College Elections Committee

The College Elections Committee shall submit an annual summary report to the College Council concerning the committee's activities.

4. College Research Committee

The College Research Committee shall submit an annual summary report to the College Council concerning the committee's activities.

5. College Learning Technology Advisory Committee

The College Learning Technology Advisory Committee shall submit an annual summary report to the College Council concerning the committee's activities.

C. Departments

Each department shall formulate and adopt Bylaws or procedures providing for the governance of the department. These Bylaws or procedures shall become effective after they are approved by a majority of the appropriate faculty and subsequently approved by the College Council.

D. Academic Programs

The Dean, with the advisement of the College Council, shall be responsible for the formulation and periodic review of an academic plan for the College, which charts the direction of future academic plans and programs. 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. In order to ensure that the academic programs and units of the College remain viable, the Dean of the College shall require their periodic review.

ARTICLE IX. AMENDMENTS OF BYLAWS

Section 1. Proposed amendments to these Bylaws may be submitted in writing by any tenured or probationary tenure full-time faculty member or any full time adjunct faculty member within the Department of Military Science, or five percent of the students currently enrolled in the College of Applied Science and Technology to the Chair of the College Council who shall report the proposal to the College Council at its next regular meeting.

Section 2. The College Council shall determine whether a referendum of the faculty on the proposed amendment should be held. If the proposal for an amendment is accompanied by a petition bearing at least one-third of the signatures of the tenured or probationary tenure full-time faculty members in the College of Applied Science and Technology, a referendum shall be held.

Section 3. When a referendum is held, the proposal shall be submitted in writing to the College of Applied Science and Technology faculty at least one week prior to the election. If a majority of those voting in the referendum vote in favor of the proposal, the proposal shall be adopted and become effective when approved by the Academic Senate.

ARTICLE X. REVIEW OF THE BYLAWS

Section 1. An ad hoc review committee appointed by the Executive Committee of the College Council shall be established every five years to review the substance of the Bylaws of the College of Applied Science and Technology.

Section 2. The review committee shall submit its report to the Secretary of the College council who shall place it on the agenda for the College Council at its next regular meeting. If the review committee has suggested revisions in the Bylaws, the College Council shall provide for action in accordance with Article IX.

Edited and Amended February 1976; February 23, 1977; December 2, 1980; January 28, 1983, April 8, 1992.
Revised March 19, 1999, February 17, 2006.

AMENDED AND APPROVED BY THE COLLEGE COUNCIL ON November 10, 2006.
APPROVED BY THE ACADEMIC SENATE ON April 25, 2007.

APPENDIX 1

College Curriculum Committee Policies, Functions and Procedures

Policies, Functions and Procedures of the CAST Curriculum Committee

I. ORGANIZATION, MEMBERSHIP AND OFFICERS

- A. Number of Members. The College of Applied Science and Technology Curriculum Committee shall consist of faculty members from each academic unit and three student members selected from academic units of the College, according to the procedure stated herein.
- B. Faculty Members; Election. Each academic unit shall elect one faculty person to take office in April for a three-year term. Elections shall be conducted to permit 33 percent of the Curriculum Committee members to take office each year, according to the following schedule:

	<i>ELECTION YR</i>			
<i>ACADEMIC UNIT</i>				
AGR	2005	2008	2011	2014
CJS	2005	2008	2011	2014
FCS	2005	2008	2011	2014
HSC	2006	2009	2012	2015
ITK	2006	2009	2012	2015
KNR	2006	2009	2012	2015
TEC	2007	2010	2013	2016
MSC	2007	2010	2013	2016

- C. Faculty Members; Eligibility. Eligible faculty persons shall be tenure or probationary tenure track faculty whose major assignment is in one of the academic units of the College of Applied Science and Technology, consistent with the Governing Policies for the Board of Trustees. (NOTE: A member of the University Curriculum Committee may not serve simultaneously on the College Curriculum Committee.)

Eligible faculty *in the Military Science unit* shall have contractual fulltime teaching assignments in that unit.

- D. Alternate Faculty Members. One standing alternate may be designated by the faculty of the unit to attend committee meetings as a full voting member in the absence of the regular member. Alternate members shall meet the eligibility requirements specified in C above.
- E. Consecutive Terms. A faculty member elected by an academic unit may be re-elected; however, no member may serve on the committee more than two consecutive terms. A faculty person may be re-elected after an interval of one year.
- F. Student Members. A student member shall be designated by each of three academic units within the College, Military Science excepted, according to the following rotation scheme, and shall take office in September for a one-year term. Academic units designating student members shall be determined as follows:

UNIT	ELECTION YEAR		
AGR	2005	2007	2010
CJS	2005	2007	2010
FCS	2006	2008	2011
HS	2006	2008	2011
ITK	2007	2009	2011
KNR	2006	2008	2011
TEC	2005	2007	2010

Each academic unit will be represented three times in each seven-year cycle.
No academic unit will elect a student member for two consecutive years.

- G. Student Members; Eligibility. Eligible student members shall have junior, senior, or graduate standing, shall be declared major in a program within the College, and shall be in academic good standing.
- H. Alternate Student Members. A standing alternate student member may be designated by the academic unit to attend committee meetings as a full voting student member in the absence of the regular student member. The alternate student member must meet the eligibility requirements of regular student members, including academic good standing.
- I. Vacancies in Membership. Vacancies in unexpired terms may be filled by election in the corresponding academic units for the duration of the term.
- J. Replacement of Absentee Members. A regular faculty or student member who is absent from three consecutive meetings of the committee may be replaced by the corresponding academic unit. The committee may consider the circumstances of absence and waive this requirement by majority vote.
- K. Dean of the College. The Dean of the College, or a designated representative of the Office of the Dean, shall service as a non-voting ex officio member.
- L. Officers. The Chair and a Vice Chair of the College Curriculum Committee shall be faculty members of the committee elected by the committee for a one-year term and shall have voting privileges. The Vice Chair shall preside in the absence of the Chairperson.
- M. Quorum. A quorum shall consist of five members, at least four of whom are faculty members.

II. FUNCTIONS OF THE COMMITTEE.

- A. To coordinate curricula development and change within guidelines established by the College Curriculum Committee, the University Curriculum Committee, the Graduate Curriculum Committee, the Council on Teacher Education and the Associate Provost, and the Illinois Board of Higher Education.
- B. To participate in curriculum policy-making, in program planning, and to suggest solutions to curricular problems that cut across academic units within the College and within the University, when requested by the chairs of the academic units or by the Dean of the College.

- C. To identify areas of commonality among the various curricula in the academic units within the College and external to the College, and to suggest a review among appropriate faculty so the existing and proposed courses may serve more than one academic unit.
- D. To achieve a properly conceived course consistent with University policy and guidelines, and a clear statement of course descriptions and objectives, requirements and evaluation measures.
- E. To facilitate the preparation of proposals for review at the higher review levels (graduate, university, or assistant provost).
- F. To review and evaluate, in accordance with established guidelines, proposals for new courses, programs, revision of standing courses and programs of the academic units within the College, and to recommend changes if necessary, prior to endorsement and referral to higher review levels, or to reject proposals.
- G. To seek critical examination and suggestions from the academic units within the College, and/or relevant consultants, with respect to proposals submitted to the committee.
- H. To maintain a record and minutes of committee meetings and to issue an annual report to the CAST Council on the accomplishments of the committee.

III. PROCEDURES FOR HANDLING COURSE PROPOSALS AND PROGRAMS, AND CHANGES SUBMITTED TO THE COMMITTEE.

- A. Course proposals or programs may be initiated by an academic unit or faculty within one or more academic units; proposals must be approved by the curriculum committee and chair of the originating academic unit.
- B. A copy of the proposal shall be submitted to the College Curriculum Committee member (faculty) corresponding to the originating unit, who will review it for technical and editorial correctness and request corrections when necessary.

The College Curriculum Committee (CCC) has the expectations that courses presented to the Committee are in the appropriate format to be forwarded to the University Curriculum Committee (UCC). The chairperson of the department curriculum committee is responsible to see that this criteria is met. The department representative on the CCC should be consulted for help in meeting criteria. Furthermore, the department representative on the CCC must complete the appropriate checklist prior to submitting the proposal to the CAST office.

- C. Upon completion of the technical and editorial review and requested corrections, the signed original and the required number of copies of the proposal shall be transmitted to the Dean's Office for distribution to the CCC.
- D. The Dean's Office will record the receipt of the proposal and distribute a copy to each curriculum committee member not less than 5 days prior to the scheduled review date. The Chair of the CCC shall designate a primary and secondary reviewer to discuss the proposal within the guidelines and criteria adopted by the committee; the reviewer shall not be affiliated with the originating academic unit.

- E. The review date shall be determined by the College Curriculum Committee chair who shall notify the Chair and Curriculum Committee of the originating academic unit.
- F. The College Curriculum Committee member from the academic unit submitting the proposal shall be prepared to respond to questions about the proposal or shall arrange for a representative of the academic unit to be present at the curriculum committee meeting on the scheduled review date.
- G. The College Curriculum Committee will take one of the following actions by vote of the members present at the meeting:
 - 1. Disapprove and return to the curriculum committee of the originating academic unit.
 - 2. Return to the curriculum committee of the originating academic unit for revision and resubmission for College Curriculum Committee review.
 - 3. Approve, conditioned upon requested changes, for submission to the College Curriculum Committee chair for review and endorsement.
 - 4. Refer to the next meeting for further review.
 - 5. Approve and forward to the Dean.
- H. The Chair of the College Curriculum Committee shall ensure notification that the Chair and Curriculum Committee of the originating academic unit, in writing within one week of the action, of the action taken.
- I. All actions and recommendations shall be recorded in minutes and distributed to Chairs and Curriculum Committees of all academic units within the College.
- J. Proposals, when approved, shall be endorsed by the College Curriculum Committee chair and forwarded to the Dean of the College for endorsement, and upon endorsement, shall be forwarded to the next review level; the Chair of the academic unit shall be notified, in writing, upon the approval by the Dean. The academic unit shall supply the required number of copies for the University Curriculum Committee or the required number of copies for the Graduate Curriculum Committee at the time of referral to the Dean for signature.
- K. Proposals for Selected Studies (89)/Workshop (93)/Institute (97) courses shall be subject to the review functions and procedures prescribed for regular proposals.

Adopted by the CAST Curriculum Committee, April 14, 1982. Amended September 11, 1987.
Reviewed and approved by the CAST Council, October 25, 2002. Reviewed and approved by the
CAST Council, September 17, 2004.

APPENDIX 2

College Elections Committee Guidelines and Procedures

Operating Procedures for the CAST Elections Committee

(Approved by CAST Council, April 2, 2004)

A. Membership

- a. Three or more Council members.
- b. Follow CAST Council procedures for filling CAST Council standing committees.

B. Terms

- a. One year or as prescribed by CAST standing committee terms.

C. Function

- a. Seek nominees for specified vacancies.
- b. Conduct elections as specified by CAST Council, Academic Senate, URC, UAC, CFSC, and by other University entities deemed appropriate.

D. Functional Guidelines

- a. Three committee members are to certify an election.
- b. Establish election procedures prior to an election.
- c. Oversee distribution of ballots to eligible voters.
- d. Place locked, empty ballot boxes at appropriate locations near academic centers one day prior to an election.
- e. Retrieve marked ballots from ballot boxes within 24 hours after balloting.
- f. Declare elected, candidate(s) receiving the highest number of votes, with second highest vote recipient named as alternate.
- g. Break tie(s) by drawn lot.

Forward certified election results to CAST Council and CAST Dean's office.

APPENDIX 3

College Research Committee Guidelines and Procedures

CAST RESEARCH COMMITTEE

Membership: 7 appointed faculty and the CAST Associate Dean for Research

One voting member appointed from each department/school in CAST (excluding Military Science) by the respective chairpersons/directors for two year terms. Typically, this appointee is a senior faculty member and experience researcher.

The Associate Dean for Research chairs the Committee and serves an ex officio member.

A secretary is elected annually from among the appointed members.

Functions: The CRC serves as an advisory board to the Associate Dean for Research in the evaluation and formation of CAST policies related to research.

CRC members will serve as research leaders/advocates within their respective departments/schools and for the College.

CRC members will serve as mentors to support the research and scholarship efforts of less experienced faculty.

The CRC will assist the Dean and Associate Dean to promote and carry out the goals of the Research Mission of the College.

The CRC will establish procedures for monitoring and evaluating competitive research programs in CAST, and make recommendations to the relative merits of proposals submitted to these programs.

On behalf of the CRC, the Associate Dean for Research provides CAST Council with an Annual Summary Report.

Specific advisory duties include:

1. Analyze and evaluate the relative merits of proposals submitted by CAST faculty via the University Research Grant Program. Each member shall rank order and provide written evaluation commentary for each proposal submitted.
2. Analyze and evaluate the relative merits of Research Related Travel and Instructional Scholarship Presentation applications submitted in response to the CAST Travel grant program.
3. Analyze and evaluate faculty application for the annual CAST Outstanding Researcher, University Outstanding Researcher and Research Initiative Awards.
4. Analyze and evaluate the relative merits of CAST Outstanding Students Researcher Award applications. Each member shall rank order submitted proposals.

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APPENDIX 4

College Technology Committee Guidelines and Procedures

CAST Learning Technology Advisory Committee

Provost John Presley has established a Campus Technology Policy and Planning Council and charged them with the responsibility of advising the President's Cabinet on issues dealing with university-wide technology issues. In forming the Council, several constituent advisory committees were established with representation from many campus groups, including individual colleges. Each college was charged with forming a "College Learning Technology Advisory Committee" to be chaired by Deans or their designee. Further, several technical advisory committees were formed as a result of this initiative. These include committees with representation from Administrative Systems, Classroom Technology, ICampus Portal, Technical Support, and Web Policy Advisory Committees.

The College advisory committees are charged with recommending budget and security matters.

Other probable functions that may be the purview of a CAST Technology Committee would be to advise the Dean on long term planning for technology; periodically review and suggest revisions to CAST IT policies and procedures; develop and recommend IT standards; periodically review and advise the Dean on major CAST IT initiatives; suggest IT funding priorities; and, suggest IT tactical directions.

The "CAST Learning Technology Advisory Committee" (hereafter, the Committee) would serve as the primary conduit for advising the Dean on appropriate college-wide IT policy and procedures, and reviewing and authoring major IT initiatives. The Committee is made up of representatives from each academic unit within the College using the "Strategic Issues and Planning Subcommittee" of the CAST Council as the core membership. Those departments/schools without representation on the "Strategic Issues and Planning Subcommittee" have the right to nominate a faculty member to represent their academic unit on the Committee. Membership shall be for a period of one year and individuals may serve consecutive terms.

The Dean or their designee shall serve as the chairperson of the Committee and is responsible for taking proposals to the Campus Technology Policy and Planning Council. The CAST Computer Specialist Coordinator and the two academic units within the College that have Computer Support Specialists shall serve as ex officio members of the Committee.

APPENDIX 5

College Faculty Status Committee (CFSC) Standards

ILLINOIS STATE UNIVERSITY
COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY
COLLEGE FACULTY STATUS COMMITTEE STANDARDS
FOR APPOINTMENT, SALARY, PROMOTION, TENURE
Effective January 1, 2006

Overview

The CFSC for the College of Applied Science and Technology (the College) provides herein a statement of standards that further interpret University ASPT Policies. The Department Faculty Status Committees (DFSCs) and School Faculty Status Committees (SFSCs) in the College have, by majority vote, accepted these standards. The standards are subject to on-going revision and interpretation by the CFSC as inquiries and cases come before the Committee.

Composition of CFSC

The six elected members of the CFSC must be tenured and hold the minimum rank of Associate Professor. At least three elected members of the CFSC must hold the rank of Professor.

General Statement on Teaching

Teaching is central to the mission of the College. Documentation submitted for evaluation should provide multiple indicators of teaching quality; one of these must be student reactions to teaching performance. For illustrative examples of teaching activities and evaluation factors that may be used, see pages 46--48 of the *Faculty ASPT Policies, 2005*.

General Statement on Scholarship

Scholarship is a fundamental responsibility for tenure and promotion considerations. Reviews of scholarly and creative productivity by the CFSC, DFSCs, and SFSCs are broadly defined to recognize scholarship that includes discovery, integration, application and outreach. Evaluation materials should document a scholarly approach to the development, performance and communication of these activities. For illustrative examples of scholarly activities that may be recognized see pages 48 & 49 of the *Faculty ASPT Policies, 2005*.

General Statement on Service

Faculty are expected to provide service to their departments, the College, and the University as well as to their professional organizations and practitioners. The applied nature of programs in the College provides multiple opportunities for faculty members to engage in service activities. Service in which faculty members apply their unique expertise to improve professional practice or to enrich community life is highly valued. For illustrative examples of service activities that may be pursued see page 49 & 50 of the *Faculty ASPT Policies, 2005*.

Granting of Tenure

Probationary tenure-track faculty members are responsible for demonstrating that the granting of tenure is warranted through their performance during the probationary period. An annual Performance Review and Department Chair/School Director oversight, through ongoing supervision and communication, will guide probationary faculty members.

To be granted tenure, faculty must document high-quality professional contributions, throughout the probationary period, in all three areas of performance review. Their work should demonstrate a positive impact on teaching, scholarship, and service in their department and discipline. Faculty must show evidence of developing a focused area of scholarly expertise and demonstrate the ability to function as a contributing colleague within the culture of their Department or School College and

University. An individual who cannot qualify for promotion to Associate Professor at the time of tenure shall ordinarily not be recommended for tenure.

Promotion in Rank

Associate Professor

Except in unusual circumstances, promotion to this rank will not be granted prior to recommendation for tenure. Earning this rank requires a level of accomplishment that is expected to take most entry-level faculty members six years to achieve.

Specifically, promotion to the rank of Associate Professor requires a high level of competence as a teacher. Successful candidates for promotion to Associate Professor will document an ability to teach courses important to the department's mission. They will have a record of high quality teaching. They will have contributed to curriculum development in their department, demonstrated good mentoring of students in and out of the classroom, and/or demonstrated an ability to help students apply theory to practice. Successful candidates for Associate Professor must document scholarly accomplishments that include, among other scholarly and creative activities, peer reviewed publications and a developing, focused area of scholarship. These accomplishments must establish a level of expertise recognized at least at the regional level by their colleagues in higher education and/or industry. Successful candidates for Associate Professor must document significant departmental service and active involvement in College, University and discipline based service activities. Documentation of high quality teaching and scholarly productivity is more critical to being promoted to Associate Professor than service.

Professor

This is the highest rank faculty may earn and it is not attained solely by time as an Associate Professor. Successful candidates for this rank will provide evidence of continuing high quality teaching and significant participation in their department's teaching mission, which may include involving students in their area of scholarship, influencing curriculum development in their department, and/or mentoring junior faculty. Successful candidates for Professor will document that their expertise and scholarship is important to society or to the work of other scholars and/or the practices and policies of their professional area. Successful candidates for Professor will document that their provision of service is meaningful and has had a demonstrable impact to their Department or School, College, University, professional organizations and/or society. Promotion to this rank requires sustained accomplishments across all three areas of performance review over a significant period of time. Successful candidates for Professor must be truly outstanding in at least one area of performance review.

Candidates submitting materials for promotion to Professor are encouraged to include written evaluations from peer evaluators external to ISU who are qualified to comment on contributions to the discipline. The strongest evidence of performance in the area of scholarship and creative activity comes from one's peers within the discipline. Generally, those who can best judge the quality of such work are those who have similar academic interests and work outside of this University. On the other hand, the best evaluations of the quality of a faculty member's teaching and service are peers within the academic department.

Salary Incrementation

Department/School policies must maintain the ability to make significantly different awards for differential performance.

Departments/Schools may not develop policies that circumvent the need to make salary incrementation awards to faculty members based on performance in the three areas of performance review.

Procedures

Faculty members are responsible for submitting their documentation for performance, promotion or tenure evaluation. They must submit their documentation in the CFSC required formats and must

include all files requested and all teaching performance data that is required by the College. DFSC/SFSC reports on each candidate for tenure and promotion are to be submitted on the form provided by the CFSC and should be accompanied by the files requested.

The CFSC, DFSCs, and SFSCs will, in all other matters before them, follow the procedures as described in the *Faculty ASPT Policies, 2005*.

Review of DFSC/SFSC Policies and Procedures

The CFSC is responsible for reviewing and approving the criteria developed by each DFSC/SFSC. At a minimum, these criteria must implement the ASPT Policies as well as the CFSC Standards.

Approved by the CFSC April 4, 2005

Approved by the College DFSCs and SFSCs April 14, 2005

Approved by the URC August 30, 2005