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 section IV (Evaluation) of ISU Policies and Procedures: Academic Dean, Responsibilities, Appointment, Compensation, Terms, Evaluation.

Section 3. The College Council shall adopt, by a majority of voting members present, guidelines and procedures which shall provide for a College Curriculum Committee, consisting of faculty members and students. The College Council shall approve, by a majority of voting members present, detailed policy, functions, and procedures of the College Curriculum Committee.

Section 4. The College Council shall adopt, by a majority of voting members present, guidelines and procedures which shall provide for a College Faculty Status Committee (CFSC) whose organization, policies, and procedures shall comply with Appointment, Salary, Promotion, and Tenure Policies of Illinois State University.

Section 5. The College Council shall adopt, by a majority of voting members present, guidelines and procedures which shall provide for a College Elections Committee consisting of faculty members (Refer to: Article V., Section 2 for election policies).

Section 6. The college council shall adopt, by majority of voting members present, guidelines and procedures which shall provide for a College Research Committee consisting of faculty members (Refer to: Article V., Section 2 for election policies).

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, by a majority of voting members present, 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; (4) each department has the right to have a student as an additional member, with the exception of Military Science. No more than two faculty representatives may be from the same department.

Section 2. Other than Military Science, faculty eligible for membership on the College Council will include 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 (Article III, Section 2. B; Article I, Section 2. B, 1a) 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 faculty members holding the position of adjunct faculty, lecturer, instructor or tenure track assistant professors, associate professors, and professors who are attached by the conditions of contract to one of the departments in the College of Applied Science and Technology 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 (refer to: The Operating Procedures for the CAST Elections Committee.)

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 of the faculty membership of the Council shall constitute a quorum. No business shall be acted on or approved unless a quorum is present.

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. He/she 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.

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 (refer to: *The Civil Service Statutes* and *The ISU Administrative Professional Personnel Manual*).

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, which indicates numbers of faculty within each of the salary merit categories as indicated in the ASPT document, 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.

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.

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 faculty member 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, tenure track or full-time faculty members in the College of Applied Science and Technology, a referendum must be held.

Section 3. When a referendum is held, the proposal must 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 three 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.