

BYLAWS OF THE COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

ARTICLE I. COLLEGE LEGISLATIVE BODY

Section 1. NAME

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

Section 2. PURPOSE

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

Section 3. POWERS AND DUTIES OF THE COLLEGE COUNCIL

A. The College Council shall serve as an advisory body to the Dean of CAST in accordance with the Constitution of Illinois State University and the bylaws of the Academic Senate.

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

C. The College Council shall conduct the evaluation of the Dean of the College according to *ISU Policies, Procedures, and Guidelines (Policy 3.2.15 Administrator Evaluation)*. The College Council will forward both the College of Applied Science and Technology dean evaluation instrument and chair evaluation instrument to the Academic Senate if changes are made to these documents.

D. The College Council shall adopt guidelines and procedures that shall provide for a College Curriculum Committee. The College Council shall approve detailed policy, functions, and procedures of the College Curriculum Committee (CCC), and incorporate them into the College bylaws (Refer to: *Appendix 1*).

E. The College Council shall adopt guidelines and procedures that shall provide for a College Research Committee consisting of faculty and incorporate them into the College bylaws (Refer to: *Appendix 2*).

F. The College Council shall adopt guidelines and procedures that shall provide for a College Diversity, Equity, Belonging, and Inclusion Committee, and incorporate them into the College bylaws (Refer to: *Appendix 3*).

G. 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.

H. The College Council shall approve all proposals that are identified and disseminated as policies formulated by or for CAST.

I. 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.

Section 4. MEMBERSHIP OF THE COLLEGE COUNCIL

A. The College Council shall consist of the following: (1) the Dean of the College who is an ex officio, non-voting member; (2) one tenured/tenure track faculty member from each department/school elected by the faculty of that department/school; (3) one non-tenure track faculty member from the College-at-large; (4) one Administrative-Professional/Civil Service member from the College-at-large; (5) one student from each department/school.

B. Other than Military Science, faculty eligible for membership on the College Council will include tenured or tenure-track full-time faculty members who have a major assignment in the College and who have been full-time faculty members 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, shall not be eligible for election.

C. Administrative-Professional/Civil Service member and non-tenure track faculty members serving on the College Council are voting members of the Council and shall serve for a three-year term.

D. Approximately 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 the lapse of one year.

E. Tenured/tenure track faculty serving on the College Council or College Committees at the time of a sabbatical or other leave will be temporarily replaced by an alternate faculty member designated by the chair or director of the unit creating the vacancy.

F. Full-time students in good academic and disciplinary standing, 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 or school according to procedures determined by the department or school and are voting members of the College Council.

Section 5. ELECTIONS OF COLLEGE COUNCIL MEMBERS

A. All full-time tenured or probationary tenure track faculty members who are in one of the departments in CAST 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.

B. Non-tenure-track and Administrative Professional/Civil Service members of the College Council shall be elected by their respective constituencies within the College.

Section 6. OFFICERS OF THE COLLEGE COUNCIL

A. 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.

B. The Duties of the Officers shall be:

1. Chairperson

- a. Prepare the agenda for each Council meeting, in consultation with the Dean.
- b. Preside over all Council meetings.
- c. Assist with certifying College elections.
- d. Enforce the by-laws of the Council.

2. Vice Chairperson

- a. In the absence of the Chairperson, the Vice Chairperson shall assume the functions of the Chairperson.
- b. Coordinate all necessary College Elections. Specific duties include:
 1. Seek nominees for specified vacancies by the CAST Council, Academic Senate, URC, UAC, CFSC, and by other University entities deemed appropriate.
 2. Work with the Dean's office to establish election procedures prior to an election.
 3. Oversee electronic distribution of ballots to eligible voters.
 4. Declare elected, candidate(s) receiving the highest number of votes, with second highest vote recipient named as alternate.
- c. Work with the Chairperson and a representative from the Dean's office to certify and announce election results.

3. Secretary

- a. Maintain attendance records for each Council meeting.
- b. Act as the recorder of all business brought before the Council and take accurate minutes of each meeting.

C. These officers shall constitute the Executive Committee of the Council. The Executive Committee shall perform such functions as the Council assigns to it.

Section 7. MEETINGS OF THE COLLEGE COUNCIL.

A. 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.

B. Special meetings may be called by the Chairperson, or in their absence, by the Vice Chairperson, and must be called upon the written request of at least three members of the Council.

C. A majority (one more than one half) of the voting membership of the Council shall constitute a quorum. No business shall be acted on or approved unless a quorum is present.

D. Minutes of the Council meetings must be distributed to all members of the College Council in advance of the subsequent monthly 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 CAST. The agenda for Council meetings will be distributed to all members of the College Council and posted publicly on the CAST website and near the Council's meeting location at least forty-eight (48) hours in advance of the meeting.

E. Anyone may attend all meetings of the Council, but may participate in the discussion only with the consent of the Council. Attendees desiring to address the Council may do so during the portion of the meeting allotted for public comment. Public comments will be limited to a maximum of ten percent of the scheduled meeting time, with a maximum of three minutes allowed per speaker.

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

G. All faculty, staff, and students who are members of the College Council are eligible to vote on matters pertaining to the Council.

H. 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 II. COLLEGE ADMINISTRATION AND ACADEMIC ORGANIZATION

Section 1. COLLEGE DEAN

A. Responsibilities of the Dean

The Dean of CAST 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 for Academic Affairs and Provost for every aspect of the conduct and development of the College over which they have authority. The Dean shall serve at the pleasure of the Vice President for Academic Affairs and Provost (Refer to: *ISU Policies and Procedures: Academic Dean, Responsibilities, Appointment, Compensation, Terms, Evaluation (3.2.16)*).

B. The College Dean shall be selected according to the Illinois State University Policy 3.2.13 Administrator Selection.

C. College Meetings

The Dean of the College shall convene a meeting of the college faculty and staff at least once each academic semester and shall chair such meetings.. A special meeting of the faculty and staff shall also be convened at any time the Dean of the College so designates, or upon petition of ten percent of the College faculty and staff or ten percent of the CAST students. Except in cases of emergency declared by the Dean, each member of the faculty shall be notified at least one week in advance of a regular or special meeting of the faculty, together with an agenda. One-third of the full-time College faculty and staff constitutes a quorum for a 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".

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. 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, students, and staff members shall be involved in the determination of the need for

and in the selection process of college leadership positions. Details for the procedures established for hiring Chairs/Directors, Assistant Deans, and Associate Deans are outlined in Appendix 4. Interim administrator appointments will be made at the discretion of the Dean in consultation with the Provost and college stakeholders.

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. ADMINISTRATIVE PROFESSIONAL AND CIVIL SERVICE STAFF

The rights and responsibilities of members of the Administrative Professional and Civil Service staff members 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 Provost, and with the advice of the College Council, is responsible for developing and maintaining a viable academic organizational structure, including departments and schools. CAST, 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/schools within or outside CAST.

B. Responsibilities of Committees

1. College Faculty Status Committee (CFSC)

The CFSC shall submit an annual report to the College Council, including data for departments and schools and for the entire College, as described in the University ASPT Policies, that indicates the recommendations for performance evaluated salary increments, numbers of faculty recommended and rejected for tenure and for promotion, shown rank by rank (without inclusion of faculty names or confidential information). The annual report shall also include the numbers of departures from department or school faculty status committee recommendations. (*Refer to Appendix 6 College Faculty Status Committee (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 Research Committee

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

4. College Diversity, Equity, Belonging, and Inclusion (DEBI) Committee

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

C. Departments and Schools

Each department and school shall formulate and adopt bylaws or procedures providing for the governance of the department or school. 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. Strategic Planning

The Dean, with the involvement of the College Council, shall be responsible for the formulation and periodic review of The Strategic Plan for the College, which outlines the college's major goals and priorities.

ARTICLE III. AMENDMENTS AND REVIEW OF BYLAWS

Section 1. AMENDMENTS OF BYLAWS

A. Proposed amendments to these bylaws may be submitted in writing by any tenured or probationary tenure full-time faculty member or full-time AP/Civil Service staff member in the academic units of CAST, or any full time adjunct faculty member within the Department of Military Science, or five percent of the students currently enrolled in CAST to the Chairperson of the College Council who shall report the proposal to the College Council at its next regular meeting.

B. The College Council shall determine whether a referendum of the faculty and AP/Civil Service staff on the proposed amendment should be held. If the proposal for an amendment is accompanied by a petition bearing agreement by at least one-third of the tenured and probationary tenure full-time faculty members in CAST, a referendum must be held.

C. When a referendum is held, the proposal shall be submitted to full-time CAST faculty and AP/Civil Service staff 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.

Section 2. REVIEW OF THE BYLAWS

A. The appropriate committee of the CAST Council shall review the substance of the Bylaws of CAST every three years.

B. The committee shall submit its report to the Chairperson 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 Section 1.

Edited and Amended February 1976; February 23, 1977; December 2, 1980; January 28, 1983; April 8, 1992; March 19, 1999; February 17, 2006; April 25, 2007.

AMENDED AND APPROVED BY THE COLLEGE COUNCIL ON September 18, 2015; Approved by CAST faculty October 19, 2015;

APPROVED BY THE ACADEMIC SENATE ON December 9, 2015;

AMENDED AND APPROVED BY THE COLLEGE COUNCIL on January 18, 2019; Approved by CAST faculty March 7, 2019;

APPROVED BY THE ACADEMIC SENATE on March 27, 2019.

APPENDIX 1

College Curriculum Committee

Bylaws and Procedures

Bylaws 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 the Dean of the College (or designee), faculty members from each academic unit, and a Student Success Specialist.
- B. Faculty Members; Election. Each academic unit shall elect one faculty person to take office in April for a three-year term.
- C. Faculty Members; Eligibility. Eligible faculty persons shall be tenured 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 Undergraduate Curriculum Committee may not serve simultaneously on the College Curriculum Committee.)

Eligible faculty *in the Military Science unit* shall have contractual full-time 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.

Student Success Specialist. A Student Success Specialist will be selected by the Dean to take office in September for a one-year term as a full-voting member.

- F. Student Success Specialist Eligibility. Eligible faculty and staff shall serve as student success coordinators or academic advisors whose major assignment is in one of the academic units of the College of Applied Science and Technology.
- G. Vacancies in Membership. Vacancies in unexpired terms may be filled by election in the corresponding academic units for the duration of the term.
- H. 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.
- I. Dean of the College. The Dean of the College, or a designated representative of the Dean, shall serve as a voting member.

- J. Officers. The Chair and 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.
- K. Secretary. The CAST Chief Clerk or a designated representative of the Office of the Dean, shall serve as Secretary and shall not have voting privileges.
- L. 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 Undergraduate Curriculum Committee, the Graduate Curriculum Committee, the Council on Teacher Education, the Office of the 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/Directors 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 Office of the 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.

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; appropriate electronic proposal forms provided by the Undergraduate Curriculum Committee in conjunction with the Office of the University Registrar must be completed.
- B. The proposal shall be submitted to the online proposal system and electronically routed to obtain the approval signatures of the chair of the curriculum committee and the Chair or

Director of the originating academic unit. The proposal must be approved by the curriculum committee and the Chair or Director of the originating academic unit.

- C. After the proposal is routed to the CCC, 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.
- D. The review date shall be determined by the College Curriculum Committee Chair, who shall notify the Chair/Director and Curriculum Committee member of the originating academic unit. The academic units are expected to notify the proposal initiators of CCC review date.
- E. 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.
- F. 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 initiator for reconsideration and revision.
 - 2. Approve, conditioned upon requested changes, for submission to the College Curriculum Committee Chair for review and endorsement.
 - 3. Refer to the next meeting for further review.
 - 4. Approve and forward to the Dean.
- G. The initiator, Chair or Director, and Curriculum Committee of the originating academic unit will be notified about the action taken by the College Curriculum Committee through the online proposal system.
- H. All actions and recommendations shall be recorded in minutes and distributed to Chairs or Directors and Curriculum Committees of all academic units within the College.
- I. Proposals, when approved, shall be electronically endorsed by the College Curriculum Committee chair and forwarded to the Dean of the College for endorsement, and upon endorsement, will be forwarded to the next review level; the Chair or Director of the academic unit will be notified through the online proposal system upon approval by the Dean.
- J. 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. Reviewed and approved by the CAST Council,
December 2013. Reviewed and approved by the CAST Council, November 2017.

APPENDIX 2

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 chairs/directors for two-year terms. Typically, this appointee is a senior faculty member and experienced researcher.

The Associate Dean for Research serves as the Committee Chairperson, as well as an ex officio/non-voting member, and maintains minutes of each meeting.

Functions: The College Research Committee (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 in promoting and carrying 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 on 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, with the exception of the associate dean, shall rank order and provide written evaluation commentary for each proposal submitted.
2. Analyze and evaluate faculty applications for the annual CAST and University Researcher Awards.
3. Analyze and evaluate the relative merits of CAST Fellow Applications.

Reviewed and
approved 5/05, 12/13,
11/17

APPENDIX 3

College Diversity, Equity, Belonging, and Inclusion Committee

CAST DEBI COMMITTEE

I. ORGANIZATION, MEMBERSHIP AND OFFICERS

- A. Membership. The College of Applied Science and Technology Diversity, Equity, Belonging, and Inclusion Committee, hereafter referred to as DEBI Committee, shall consist of faculty and staff members appointed by the respective Chairs/Directors from each academic units and Dean's designees appointed by the Dean of the College to serve for a two-year term. The Dean and Associate Dean of the College shall serve as non-voting ex officio members.
- B. Officers. The Chair and a Vice Chair of the College DEBI Committee shall be faculty or staff members elected by the committee for a one-year term. The Vice Chair shall serve as recording secretary and preside in the absence of the Chairperson.
- C. Quorum. A quorum shall consist of 50% plus one of the voting committee members.

II. FUNCTIONS OF THE COMMITTEE

- A. Foster a culture of inclusion and collaboration, monitor existing and future initiatives regarding diversity, equity, belonging, and inclusion, and advance an anti-racist culture in CAST.
- B. Participate in DEBI policymaking and advocacy, in program planning, and to suggest solutions to DEBI problems that cut across academic units and affiliates within the College and within the University.
- C. Advise college leadership on diversity, equity, belonging, and inclusion.
- D. Recommend policies, initiatives, and strategies to promote an inclusive environment.

III. SPECIFIC ADVISORY DUTIES

- A. Review and evaluate the relative merits of CAST Grants for Innovation in DEBI.
- B. Analyze and evaluate applications for the annual DEBI awards and make recommendations to the Dean.
- C. Pursue other DEBI initiatives at the request of the Dean or Associate Dean.

Adopted by the CAST DEBI Committee, April 2025.

APPENDIX 4

Procedures and Policies for Selecting Department Chairpersons/School Directors, Assistant Deans, and Associate Deans

PROCEDURES AND POLICIES
for
SELECTING DEPARTMENT CHAIRPERSONS/SCHOOL DIRECTORS
College of Applied Science and Technology

- I. Vacancy in department chairpersonship/school directorship will exist when:
- A. The position of department chairperson or school director is vacant or will become vacant at a specified date in the future.
 - B. A new department or school has been or will be created.
 - C. An existing department or school has been or will be divided into two or more departments or schools, in which case the chairperson/director of the old department/school does not automatically become chairperson/director of one of the new department/school.
 - D. Two or more existing departments/schools have been or will be combined into one department/school, in which case none of the chairpersons/directors of the old departments/schools automatically become chairperson/director of the new department/school.
 - E. A unit within a department/school has been or will be made into a department/school, in which case the chairperson/director of that unit does not automatically become chairperson/director of the new department/school.

II. THE SELECTION PROCESS

After the Dean of the College has announced to the College Council that a vacancy in the department chairpersonship/school directorship does or will in the near future exist, they shall initiate procedures for filling the vacancy. Such procedures shall include the establishing of qualifications of potential candidates and a position description describing the duties and responsibilities of the person selected to fill the vacancy. The Dean shall seek feedback from the Search Committee regarding the qualifications and position description.

- A. If in the opinion of the Provost upon recommendation of the Dean, the appointment of an interim chairperson/director is necessary, they shall do so in consultation with the department/school in question and the College Council.
 - 1. A person who serves as interim chairperson/director shall be eligible for appointment to the position.
 - 2. If desirable, an interim chairperson/director may be named from among the faculty holding rank in another department.

III. ORGANIZATION OF THE SEARCH COMMITTEE

- A. The Search Committee shall consist of at least seven members to include five full-time faculty (with a majority tenured/tenure-track and at least one NTT faculty member depending upon unit composition), one AP/Civil Service, and one student member. In departments/schools with a significant number of staff positions, the Dean may appoint a second AP/Civil Service staff member to the Search Committee. All members of the search committee are voting members.

- B. The Dean of the College of Applied Science and Technology shall appoint the Chairperson and the Leadership Designee of the Search Committee.
1. The chairperson of the Search Committee shall be a regular faculty member not in the department/school concerned.
 2. The Leadership Designee of the Search Committee shall be appointed from among the department chairpersons/school directors within the College of Applied Science and Technology.
- C. The College Dean's Office will manage the election process for identifying faculty and staff members of the Search Committee by first calling for nominations (including self-nominations) and subsequently conducting a vote by secret ballot with faculty in the department/school voting for faculty members of the Search Committee and staff in the department/school electing staff member(s) of the Search Committee.
1. Faculty eligible to serve on the Search Committee shall be limited to full-time faculty members having 50% or more assigned time in the concerned department/school and shall have held such an appointment for at least two regular semesters prior to the election.
 2. In the event that a department/school does not have sufficient faculty to satisfy this requirement, the required number of faculty will be appointed from other departments/schools in the College by the Dean in consultation with the faculty of the concerned department/school.
- D. AP/Civil Service and NTT search committee representatives must have 50% or more assigned time in the concerned department/school and shall have held such an appointment for at least two consecutive regular semesters prior to the election.
- E. One student member shall be selected from the department/school in which the vacancy exists.
1. The student member shall have a declared major in the concerned department/school, completed thirty or more credit hours at Illinois State University, and be classified as a junior, senior, or graduate student.
 2. The Dean of the College will appoint the student member of the Search Committee in consultation with department/school faculty and staff.
- F. . Faculty members serving on the Search Committee are not eligible to apply for the chairperson/director position through the completion of the search process.

IV. RESPONSIBILITIES OF THE SEARCH COMMITTEE

- A. The Committee shall actively seek qualified candidates for the chairpersonship/directorship from among the faculty and from among those not presently serving on the University faculty.
- B. The Committee shall adhere to the Human Resources policies and guidelines and is advisory to the Dean of the College. Consistent with University policy, the Dean is responsible for carrying out the search, and any concerns about the search process should be raised to the attention of the Dean and Human Resources.

- C. The Committee shall arrange for the selected candidates (typically at least three) to be interviewed on campus by each of the following: the department chairpersons/school directors of the College; faculty/staff of the department/school, excluding on-campus candidates, student representatives from the department/school invited by the Committee to take part in the evaluative process, the members of the Search Committee, and the Dean of the College.
- D. It is the responsibility of a Search Committee to provide for student participation in the evaluation of candidates for the chairpersonship/directorship. Forums will be available to students with an opportunity to evaluate each candidate.
- E. Prior to making its recommendations, the Committee shall solicit views of the candidates from faculty and staff members and student representatives of the department/school. The Committee shall provide the members of the department with a form for evaluating each of the candidates who was interviewed.
- F. In making its recommendation to the Dean, the Committee shall communicate fully to them the reactions of the department/school members and students to each of the candidates interviewed on campus. The committee shall submit a summary of the strengths and limitations of each candidate without order of rank.

V. THE FINAL APPOINTMENT

The Dean of the College of Applied Science and Technology, in consultation with the feedback provided by the Search Committee, shall make the final selection of the chairperson/director with approval of the Provost The Dean may reject all candidates recommended to them by the Search Committee, in which case the Dean shall either instruct the committee to continue the search for qualified candidates or they may provide for the creation of a new Search Committee in accordance with these procedures. Following Item II-A, the Dean may also appoint an interim chairperson/director as necessary. Upon completion of the search, the Dean shall announce the outcome to the faculty and staff of the department/school and the College Council-

PROCEDURES AND POLICIES for SELECTING ASSISTANT DEANS AND ASSOCIATE DEANS

VI. ASSISTANT DEANS

The Assistant Deans, as administrative professionals, serve at the pleasure of the Dean. When the Dean determines a need exists, the Dean may fill the position by executing a search process and notifying the College Council regarding the search. When the Dean determines there is a need for an acting or interim Assistant Dean, the Dean may appoint a temporary replacement and will notify the College Council regarding the appointment.

VII. ASSOCIATE DEANS

The Associate Deans, as administrative professionals, serve at the pleasure of the Dean. When the Dean determines a need exists, the Dean may fill the position by executing a search process and notifying the College Council regarding the search. When the Dean determines there is a need for an acting or interim Associate Dean, the Dean may appoint a temporary replacement and will notify the College Council regarding the appointment.

March 1983
December 2013
November 2015
November 2017
March 2019