**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 or chair evaluation instrument to the Academic Senate for approval if changes are made to these documents.

D. The College Council shall adopt guidelines and procedures that 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), and incorporate them into the College bylaws (Refer to: *Appendix 1*).

E. The College Council shall adopt procedures that provide for a College Elections Committee, consisting of a minimum of three members of CAST Council, a majority of which shall be faculty and/or staff. Detailed election procedures shall be approved by the full Council, and incorporated into the College bylaws (Refer to: *Appendix 2*).

F. The College Council shall adopt guidelines and procedures that shall provide for a College Research Committee consisting of faculty members, and incorporate them into the College bylaws (Refer to: *Appendix 3*).

G. The College Council shall approve guidelines and procedures that shall provide for a College Learning Technology Advisory Committee, and incorporate them into the College bylaws (Refer to: *Appendix 4*).

H. 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.

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

J. 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 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.

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 be chosen for three-year terms.

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 having vacated the position for one year.

E. Tenured/tenure track faculty serving on the College Council or College Committees at the time of a sabbatical or other leave shall resign from all College Committees.

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

B. All full-time tenured or probationary tenure track faculty members who are attached by the conditions of contract to 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.

C. The College Council shall have an Elections committee. This Committee shall establish policy for the election of non-tenure track and Administrative-Professional/Civil Service members of the College Council, and the faculty representatives to the Academic Senate, including the elections of faculty to fill unexpired terms. The Council shall approve rules for the conduct of elections of College Council members and Academic Senators.

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. 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.

B. 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.

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 his/her 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. A simple majority of a quorum is required to approve any motion.

D. Minutes of the Council meetings must be distributed to all members of the College Council and Department chairpersons or School Directors 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 CAST.

E. Anyone may attend all meetings of the Council except executive sessions, but may participate in the discussion only with the consent of the Council.

F. 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.

G. All faculty, staff, and students 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.

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).

Section 8. DEFINITIONS

A. Throughout this document, the term “faculty” refers to all tenured, tenure track, and full-time non-tenure track faculty.

B. The term “staff” refers to both administrative professional and civil service personnel throughout this document.

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 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 Vice President of 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 Administrator Selection Policy 3.2.13.

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 or email 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 I, section 7, 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, students, and staff members shall be involved in the determination of the need for and in the selection process of permanently appointed administrators, such as associate deans. Details for the procedures established for hiring Chairs and Directors are outlined in Appendix 5. 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. 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 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 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 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. Academic Programs

The Dean, with the advisement of the College Council, shall be responsible for the formulation and periodic review of The 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 CAST remain viable, the Dean of the College shall require their periodic review.

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 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 Chair 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 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 CAST 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.

Section 2. REVIEW OF THE BYLAWS

A. The Strategic Issues and Planning Committee of the CAST Council shall review the substance of the Bylaws of CAST every three years.

B. 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 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**

1. **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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***ELECTION YR*** |  |  |  |
| ***ACADEMIC UNIT*** |  |  |  |  |
| AGR | 2017 | 2020 | 2023 | 2026 |
| CJS | 2017 | 2020 | 2023 | 2026 |
| FCS | 2017 | 2020 | 2023 | 2026 |
| HSC | 2018 | 2021 | 2024 | 2027 |
| IT | 2018 | 2021 | 2024 | 2027 |
| KNR | 2018 | 2021 | 2024 | 2027 |
| TEC | 2019 | 2022 | 2025 | 2028 |
| MSC | 2019 | 2022 | 2025 | 2028 |

1. 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 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.

1. 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:

|  |  |  |  |
| --- | --- | --- | --- |
| ACADEMIC UNIT | ELECTION YEAR |  |  |
| AGR | 2019 | 2021 | 2023 |
| CJS | 2017 | 2019 | 2021 |
| FCS | 2017 | 2020 | 2022 |
| HSC | 2018 | 2020 | 2022 |
| IT | 2018 | 2021 | 2023 |
| KNR | 2018 | 2020 | 2023 |
| TEC | 2017 | 2019 | 2022 |

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.

1. 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.
2. 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.
3. Vacancies in Membership. Vacancies in unexpired terms may be filled by election in the corresponding academic units for the duration of the term.
4. 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.
5. Dean of the College. The Dean of the College, or a designated representative of the Office of the Dean, shall serve as a non-voting ex officio member.
6. 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.
7. 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.
8. Quorum. A quorum shall consist of five members, at least four of whom are faculty members.
9. **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.

1. 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.
2. 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.
3. 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.
4. To facilitate the preparation of proposals for review at the higher review levels (graduate, university, or assistant provost).
5. 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.
6. 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.
7. 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.
8. **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 University Curriculum Committee in conjunction with the Office of the University Registrar must be completed.

B. The proposal shall be submitted to the on-line proposal system (Curriculum Forms) 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 Chair or Director of the originating academic unit.

1. 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.

1. 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.
2. 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.
3. 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.
4. 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 on-line proposal system.
5. 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.
6. 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 on-line proposal system upon the approval by the Dean.
7. 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.

November 2017

**APPENDIX 2**

**College Elections Committee Procedures**

**Operating Procedures for the CAST Elections Committee**

(Approved by CAST Council, April 2, 2004)

1. Membership
   1. Three or more Council members, a majority of which must be faculty or staff.
   2. Membership on the CAST Elections Committee is obtained on a volunteer basis.
2. Terms
   1. One year or as prescribed by CAST standing committee terms.
3. Function
   1. Seek nominees for specified vacancies.
   2. Conduct elections as specified by CAST Council, Academic Senate, URC, UAC, CFSC, and by other University entities deemed appropriate.
4. Functional Guidelines
   1. Three committee members are to certify an election.
   2. 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.
   5. Break tie(s) by drawn lot.

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

March, 2019 **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 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 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, 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 Outstanding Researcher Awards (Pre-Tenure, Tenured), and the University Outstanding Researcher Awards.
3. Analyze and evaluate the relative merits of CAST Outstanding Student Researcher Award applications. Each member shall rank order submitted proposals.

5/05, 12/13,

November 2017

**APPENDIX 4**

**College Learning Technology Advisory Committee Guidelines and Procedures**

**CAST Learning Technology Advisory Committee**

The Campus Technology Policy and Planning Council is responsible for 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**

**Procedures and Policies for Selecting Department Chairperson/School directors**

PROCEDURES AND POLICIES

for

SELECTING DEPARTMENT CHAIRPERSONS/SCHOOL DIRECTORS

College of Applied Science and Technology

1. Vacancy in department chairpersonship/school director 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.

1. A new department or school has been or will be created.
2. 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 departments/school.
3. 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/directors automatically becomes chairperson/director of the new department/school.
4. 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.
5. 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, he/she shall initiate procedures for filling the vacancy. Such procedures shall include the establishing of minimum qualifications of potential candidates and a general statement describing the duties and responsibilities of the person selected to fill the vacancy.

A. If in the opinion of the Dean, the appointment of an acting chairperson/director is necessary, he/she 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.

1. 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. All members of the search committee are voting members.

1. The Dean of the College of Applied Science and Technology shall appoint the Chairperson and the Secretary 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 Secretary of the Search Committee shall be appointed from among the department chairpersons/school directors within the College of Applied Science and Technology.

1. The faculty of each Department/School shall establish procedures for determining the faculty membership of the Search Committee that are consistent with the goal of shared governance. The College Council shall approve these procedures.

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.

2. In the event that a department/school does not have sufficient staff to satisfy this requirement, the required number of faculty will be appointed from other departments/schools in the College by the College Council in consultation with the faculty of the concerned department/school.

1. 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.
2. 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 semester hours at Illinois State University, and be classified as a junior, senior, or graduate student.

2. Procedures for the selection of the student member shall be approved by the faculty of the department/school.

1. If a faculty member of the Search Committee becomes an active candidate for the chairpersonship/directorship, he/she shall resign from the Search Committee and will be replaced by the alternate.
2. 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.

1. The committee shall adhere to the Human Resource policies and guidelines.
2. Prior to making its recommendations to the Dean of the College, the Committee shall arrange for the selected candidates to be interviewed by each of the following: the department chairpersons/school directors of the College; the members of the department/school, excluding on-campus candidates, at a meeting of the department/school announced in advance; student representatives from the department/school invited by the Committee to take part in the evaluative process; the members of the Search Committee; the Dean of the College; the Provost of the University; and the President at his/her discretion.
3. When the Dean of the College and the Search Committee have agreed that there are no additional candidates whom either desires to interview, the Committee shall select the final candidates which it will recommend to the Dean of the College. Prior to making its recommendations, the Committee shall solicit views of the candidates from faculty members and student representatives of the department/school. The Committee shall provide the members of the department with 50% or more assigned time in the department/school with a form prepared by the Committee for evaluating each of the candidates who was interviewed.
4. It is the responsibility of a Search Committee to provide for student participation in the evaluation of candidates for the chairpersonship/directorship. Open forums will be available to all students with an opportunity to evaluate each candidate. Those students whom the committee selects and invites to participate in activities other than the open forums shall be involved in the interviewing and evaluating of all candidates brought to the campus for this purpose.
5. The Search Committee shall ordinarily recommend to the Dean of the College at least three candidates for the chairpersonship/directorship, including at least one who does not presently serve on the University faculty. In making its recommendation to the Dean, the Committee shall communicate fully to him/her the reactions of the department/school members and students to each of the candidates it recommends. The committee shall submit a summary of the qualifications and limitations of each candidate without order of rank.
6. THE FINAL APPOINTMENT

When the Search Committee has submitted a report acceptable to the Dean of the College, he/she shall indicate to the Provost and to the President his/her preference for a department chairperson/school director from among those recommended by the Search Committee. The Dean of the College of Applied Science and Technology may reject all candidates recommended to him/her by the Search Committee, in which case the Dean shall either instruct the committee to continue the search for qualified candidates or he/she may provide for the creation of a new Search Committee in accordance with these procedures. The President after consultation with the Provost shall make the final selection. It shall be the responsibility of the Dean of the College to keep the College Council informed throughout these procedures. Only after the Board of Regents approves the appointment shall it be publicly announced.

CAST Council

September 1975

March 1983

December 2013

November 2015

November 2017

March 2019