

BY-LAWS

DEPARTMENT OF ART HISTORY

Amended 04/11/2005
Revised 04/10/2006
Revised 02/24/2011
Revised 03/14/2011
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Article 1. Definition of Department

Section a. The faculty of the Department of Art History consists of those members of the academic staff with the rank or title of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure with at least a 50% appointment in the department. In addition, those members of the academic staff with the rank or title of professor, associate professor, or assistant professor modified by the terms “research,” “clinical,” or “visiting” with at least a 50% appointment in the department are eligible to participate in all votes.

Section b. In accordance with the University of Illinois Statutes, Article II, Section 3a (2)*, the Executive Committee may also grant voting rights on an individual basis to academic staff who are not tenured or receiving probationary credit in the Department and who hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. Individuals granted such rights are expected to attend all faculty meetings and participate fully in the life of the department, and all such grants shall be reviewed annually by the Executive Committee. The entire body of faculty eligible to vote will be referred to as the “voting faculty” in these by-laws.

Section c. The voting faculty shall establish policies and procedures involving the hiring, promotion, and termination of permanent and temporary academic staff in the Department. In addition, the voting faculty shall establish policies and procedures for the organization, administration, and operation of the undergraduate and graduate programs in Art History and the Museum and Exhibition Studies program.

Section d. The Department shall be administered by an Executive Committee, assisted by a Chair, a Director of Undergraduate Studies, a Director of Graduate Studies, and a Director of Museum and Exhibition Studies.

Section e. The Department claims no rights or privileges in these by-laws that are inconsistent with those specified or implied in the Statutes of the University of Illinois.

Article 2. Procedures of Governance

Section a. The Department shall hold at least one meeting each month during the academic year. The Chair shall announce the schedule of meetings for each semester no later than the first day of class.

Section b. A meeting of the Department shall also be called if it is requested in writing by at least twenty-five percent of the voting faculty of the Department. The written request shall state the purpose of the meeting, and the Chair shall call the meeting within ten days of the receipt of the request.

Section c. Written notice of every meeting of the Department shall be given at least one week in advance to all voting faculty of the Department, including those not in residence. The notice shall include an agenda, to which additional items, excluding a call for elections, may be added up to two days in advance of the meeting.

Section d. Special meetings of the Department may be called with less than one week of notice if the Chair and the Executive Committee consider it to be necessary. No election shall be held, however, unless notice has been given at least one week in advance.

Section e. At regular and special meetings of the Department during the academic year, a quorum shall consist of a majority of all the voting faculty of the Department. At meetings held otherwise than during the regular academic year, a quorum shall consist of two-thirds of the voting faculty.

Section f. A quorum being in effect, all decisions shall be made by simple majority of those present and voting. Faculty members participating via telephone or electronic means shall be considered "present." A secret ballot may be called for by any voting faculty member, and it shall be required for all elections. If no candidate receives a majority in an election, run-off elections between the top two candidates shall be conducted. Absentee and proxy votes shall not be accepted in any vote. However, elections may be conducted via email or other electronic means if the Executive Committee determines it to be necessary. In such cases, a departmental staff member will be appointed to collect and tabulate the results of the election.

Section g. Minutes of Department meetings shall be kept by a person designated by the Chair with the expectation that such designation will rotate regularly among all faculty members. The minutes for each meeting will be displayed during the meeting and will record all discussion and any actions taken, including the results of all votes held. The minutes of each meeting will be accessible for review electronically to all voting faculty until the next Department meeting. A motion for approval of the minutes shall be voted on by the voting faculty at the next Department meeting. All minutes will remain confidential.

Section h. Within seven days after each meeting, the Chair shall provide to the members of the Department a draft summary of the meeting, including a listing of all topics discussed, actions taken, and decisions regarding actions to be taken in the future. A motion for approval of the draft summary shall be voted on by the voting faculty at the next Department meeting. All summaries will be made available to the public.

Section i. Each year, the graduate students in the Department shall elect a representative to attend all meetings of the Department as an observer, except during discussions of personnel matters and confidential material relating to graduate students. The election will be organized by the Director of Graduate Studies and the Director of Museum and Exhibition Studies each year prior to the start of the fall semester.

Section j. In accordance with the University of Illinois Statutes Article IV, Section 2b: "With the consent of the Executive Committee, or as specified in the Department by-laws, persons who are not members of the department faculty may be invited by the Chair to attend meetings of the Department faculty, but such persons shall have no vote."

Section k. All grievance procedures shall be handled in accordance with the established practices and procedures of the University. Matters relating to grievances and the assessment of professional competence deemed by the faculty to be injurious to the faculty member in question shall be considered private information.

Article 3. The Chair

Section a. The Chair shall be selected in accordance with Article IV, Section 2a, of the University of Illinois Statutes. The Executive Committee shall transmit to the Director of the School of Art & Art History, for appointment as Chair, the name of the person who has received a majority from the voting faculty. The Executive Committee shall make provisions for such election in the Spring Semester prior to the expiration of the Chair's term at a specific time fixed in consultation with the Director of the School and with at least three weeks prior notice given to the Department.

Section b. Only tenured members of the faculty are eligible for the post of Chair. The Chair shall serve a term of two years and may stand for reelection once. The Department expects that the position of Chair shall rotate regularly among all eligible faculty.

Section c. The Chair shall be responsible for the execution of Department by-laws and Guidelines and the execution of University and College statutes and policies insofar as they affect the Department. The Chair of the Department of Art History, as part of her/his normal and expected duties,

- 1) acts as the chief administrator of the Department and, as such, serves as both a facilitator and an advocate for the faculty of the Department;
- 2) leads the efforts of the Department in planning, developing, and maintaining an outstanding faculty and Department programs;
- 3) leads the efforts of the Department in promoting its activities and strengthening its relations with internal and external communities, including alumni;
- 4) acts as liaison between the Department and the School, College, and University, and represents the Department at official functions;
- 5) calls and chairs meetings of the Department and Executive Committee;
- 6) prepares the agenda for meetings of the Department and Executive Committee;
- 7) in consultation with the Executive Committee, prepares, submits, and supervises the annual Department budget;
- 8) coordinates with School administration the keeping of records on all faculty, staff, and students in the Department;
- 9) advocates for the Department with School administration by setting operational priorities and monitoring the timely completion of clerical and staff operations;
- 10) performs other appropriate duties as requested and voted upon by the Executive Committee or the faculty as a whole.

Article 4. The Executive Committee

Section a. The Executive Committee shall consist of all voting faculty in the Department. The Department Chair shall serve as the chair of the Executive Committee with the right to vote on all matters.

Section b. The Executive Committee of the Department of Art History, as part of its normal and expected duties:

- 1) with the advice of the Chair, supervises all Department budgets;
- 2) establishes and directs administrative policy, where such policy directly relates to budgetary considerations;
- 3) conducts a yearly review of the Chair's performance in regard to her/his administrative performance. As one component of this review, views shall be solicited from the entire Department faculty;
- 4) evaluates the teaching of all faculty members through classroom visitation. Each faculty member shall be so evaluated in accord with University policies;
- 5) prepares the schedule of classes and room assignment requests for each semester;
- 6) supervises the Director of Undergraduate Studies, the Director of Graduate Studies, and the Director of Museum and Exhibition Studies in the execution of their responsibilities and the administration of their respective programs;
- 7) with the advice of the Director of Undergraduate Studies, the Director of Graduate Studies, and the Director of Museum and Exhibition Studies, develops the curricula and long-term plans for the three programs in the Department;
- 8) with the advice of the Chair, the Director of Undergraduate Studies, the Director of Graduate Studies, and the Director of Museum and Exhibition Studies makes recommendations to the Director of the School regarding all permanent and temporary academic staff appointments in the Department;
- 9) deals with emergency situations and with situations that fall outside the purview of the Chair, the Director of Undergraduate Studies, the Director of Graduate Studies, and the Director of Museum and Exhibition Studies.

Section c. The Executive Committee shall meet in accordance with the policies for Department meetings laid out in Article 2 of these by-laws.

Section d. Every academic staff member has the right to appear before the Executive Committee and present any information the individual feels is relevant to any decisions made by the Executive Committee.

Section e. Any academic staff member may, at any time, request an evaluation of himself or herself by the Executive Committee by applying to the Chair of the Committee.

Article 5. Director of Undergraduate Studies

Section a. The Director of Undergraduate Studies shall be elected by the voting faculty of the Department in accordance with the policies laid out in Article 2, Section f of these by-laws. The Executive Committee shall make provisions for such election in the Spring Semester prior to the expiration of the term of the current Director of Undergraduate Studies.

Section b. The Director of Undergraduate Studies shall serve a term of two years and may stand for reelection following each term. Only tenured members of the faculty are eligible for the post of Director of Undergraduate Studies.

Section c. The Director of Undergraduate Studies is the person with primary responsibility for the undergraduate program in Art History, just as the Director of Graduate Studies and Director of Museum and Exhibition Studies are responsible for the graduate program in Art History and the Museum and Exhibition Studies program respectively.

Section d. The Director of Undergraduate Studies of the Department of Art History, as part of her/his normal and expected duties,

- 1) supervises and directs all aspects of the undergraduate program, including overseeing the curriculum, proposing and approving new courses, and leading the Executive Committee in preparing the schedule of undergraduate courses and classroom assignments for each semester;
- 2) leads and advises the Executive Committee in long-term planning for the undergraduate program, including course offerings, teaching policies, and faculty course assignments;
- 3) identifies both short-term and long-term hiring needs for the undergraduate program and advises the Executive Committee on meeting such needs;
- 4) organizes and leads the admission and recruitment of new students as well as the retention of continuing students;
- 5) in consultation with the Executive Committee, supervises and directs all special funding and awards for undergraduate students in the Department such as travel funds and the McNee Award;
- 6) organizes and directs all events and activities aimed at undergraduate students;
- 7) acts as liaison between the Art History Undergraduate Student Association and the Department;
- 8) liaises with staff in the office of the School as necessary for the performance of her/his duties;
- 9) constitutes, as necessary, ad-hoc committees to assist in the performance of the above duties;
- 10) reports regularly to the Executive Committee on the operation of the undergraduate program and the above responsibilities.

Article 6. Director of Graduate Studies

Section a. The Director of Graduate Studies shall be elected by the voting faculty of the Department in accordance with the policies laid out in Article 2, Section f of these by-laws. The Executive Committee shall make provisions for such election in the Spring Semester prior to the expiration of the term of the current Director of Graduate Studies.

Section b. The Director of Graduate Studies shall serve a term of two years and may stand for reelection following each term. Only tenured members of the faculty are eligible for the post of Director of Graduate Studies.

Section c. The Director of Graduate Studies is the person with primary responsibility for the graduate program in Art History, just as the Director of Undergraduate Studies and Director of

Museum and Exhibition Studies are responsible for the undergraduate program in Art History and the Museum and Exhibition Studies program respectively.

Section d. The Director of Graduate Studies of the Department of Art History, as part of her/his normal and expected duties,

- 1) supervises and directs all aspects of the graduate program in Art History, including overseeing the curriculum, proposing and approving new courses, and leading the Executive Committee in preparing the schedule of graduate courses and classroom assignments for each semester;
- 2) leads and advises the Executive Committee in long-term planning for the graduate program in Art History, including course offerings, teaching policies, and faculty course assignments;
- 3) identifies both short-term and long-term hiring needs for the graduate program and advises the Executive Committee on meeting such needs;
- 4) organizes and leads the admission and recruitment of new students;
- 5) organizes and leads the retention of continuing students, including directing the annual student evaluation process and monitoring student progress toward degree completion;
- 6) in consultation with the Executive Committee, supervises and directs all funding and awards for graduate students in the Art History, including assistantships and waivers;
- 7) organizes and directs all events and activities aimed at graduate students in Art History;
- 8) acts as liaison between the Art History Graduate Student Association (AHGSA) and the Department;
- 9) organizes annual elections for graduate student representatives to the Graduate Student Council and Department meetings;
- 10) liaises with staff in the office of the School as necessary for the performance of her/his duties;
- 11) constitutes, as necessary, ad-hoc committees to assist in the performance of the above duties;
- 12) reports regularly to the Executive Committee on the operation of the graduate program and the above responsibilities.

Article 7. Director of Museum and Exhibition Studies

Section a. The Director of Museum and Exhibition Studies is the person with primary responsibility for the Museum and Exhibition Studies program, just as the Director of Undergraduate Studies and Director of Graduate Studies are responsible for the undergraduate and graduate programs in Art History respectively.

Section b. The Director of Museum and Exhibition Studies of the Department of Art History, as part of her/his normal and expected duties,

- 1) supervises and directs all aspects of the Museum and Exhibition Studies program, including overseeing the curriculum, proposing and approving new courses, and leading the Executive Committee in preparing the schedule of courses related to the program and classroom assignments for each semester;
- 2) leads and advises the Executive Committee in long-term planning for the Museum and Exhibition Studies program, including course offerings, teaching policies, and faculty course assignments;

- 3) identifies both short-term and long-term hiring needs for the Museum and Exhibition Studies program and advises the Executive Committee on meeting such needs;
- 4) organizes and leads the admission and recruitment of new students;
- 5) organizes and leads the retention of continuing students, including directing the annual student evaluation process and monitoring student progress toward degree completion;
- 6) in consultation with the Executive Committee, supervises and directs all awards and funding for students in the Museum and Exhibition Studies program, including assistantships and waivers;
- 7) organizes and directs all events and activities aimed at students in the Museum and Exhibition Studies program;
- 8) liaises with staff in the office of the School as necessary for the performance of her/his duties;
- 9) constitutes, as necessary, ad-hoc committees to assist in the performance of the above duties;
- 10) reports regularly to the Executive Committee on the operation of the Museum and Exhibition Studies program and the above responsibilities.

Article 8. Promotion and Tenure

Section a. All decisions about Promotion and Tenure for faculty in the Department are made by the Promotion and Tenure Committee of the School of Art & Art History. The policies and norms of the School on this subject are attached as Appendix A.

Section b. Every academic staff member has the right to appeal denial of reappointment, promotion, or tenure, in accordance with University procedures.

Article 9. Academic Staff Recruitment

Section a. All permanent and temporary academic staff hiring for the Department of Art History shall be made by the Director of the School of Art & Art History, acting with the advice and consent of the Executive Committee based on the procedures outlined below (sections b, c, and d for permanent staff and sections e and f for temporary staff).

Section b. Upon notification of an available permanent position the Executive Committee shall recommend to the faculty an appropriate job description.

Section c. A Search Committee shall be formed of three members of the faculty elected in a Department meeting by a majority vote of the faculty. The Chair will serve on the Committee as an ex-officio member, unless the Chair has been duly elected as one of the three voting members. One member of the faculty of another academic unit may also be invited to join the Search Committee, as well as up to two students from the Department. Those students may or may not be granted voting rights on the Search Committee by the Executive Committee. The tenure of a Search Committee will be the period required to discharge its duties. The Department faculty may choose to form separate committees for each faculty position for which recruitment procedures are being initiated.

Section d. A Search Committee shall be responsible for advertising the position(s) to be filled, determining screening and interview procedures, screening all applicants and applicant credentials, issuing invitations and conducting all interviews, and making a final recommendation, which may include ranking candidates, to the Executive Committee. A Search Committee shall elect its own Chair, who will officially represent the Committee and the Department in the candidate screening process.

Section e. As part of their regular duties outlined in Articles 5, 6, and 7, the Directors of Undergraduate Studies, Graduate Studies, and Museum and Exhibition Studies shall notify the Executive Committee of temporary academic staffing needs for their respective programs.

Section f. The Executive Committee shall oversee the search for temporary academic staff and approve the terms of employment for temporary academic staff. The Directors of Undergraduate Studies, Graduate Studies, and Museum and Exhibition Studies shall be responsible for leading the search for temporary academic staff for their respective programs.

Article 10. Lectures and Events Committee

The Lectures and Events Committee shall consist of three members, elected by the Department, for a two-year term. This Committee will create events as necessary to enhance the intellectual life of the Department and bring visibility to our programs in the Chicago area and nationwide.

Article 11. Suspending the By-laws

Under exceptional circumstances, the by-laws may be suspended by a two-thirds vote of the voting faculty..

Article 12. Amending the By-laws

These by-laws may be amended at any meeting of the Department. Amendments may be proposed by any member of the Department, and shall be circulated to all voting members of the Department at least two weeks before consideration at a Department meeting. Amendments to the by-laws shall not be adopted unless approved by a majority of the voting faculty of the Department.

*Sections and/or portions of sections revised to conform with language contained in the October 10, 1997 revision to the University of Illinois Statutes.

Appendix A. Policies and Norms for Promotion and Tenure from the School of Art and Art History

(To be attached)