

BYLAWS

**Department of Speech and Hearing Science
University of Illinois at Urbana-Champaign**

**Revised April 14, 1983
Revised May 11, 1999
Revised May 11, 2007
Revised March 6, 2008**

Department of Speech and Hearing Science *Bylaws*
University of Illinois at Urbana-Champaign

NAME

The name of this department shall be the “Department of Speech and Hearing Science at the University of Illinois at Urbana-Champaign.”

PURPOSE

The *Bylaws* provide for the administrative organization and procedures of the Department of Speech and Hearing Science (hereinafter called the department or SHS). They are supplementary to the *Statutes* of the University of Illinois, the *Bylaws* of the College of Applied Health Sciences, and other specific actions of the Board of Trustees, which have priority if any conflict on substance or interpretation arises with the departmental *Bylaws*.

MISSION STATEMENT

The research, teaching, and service programs of the Department of Speech and Hearing Science are committed to further understanding of the entire spectrum of communication. The undergraduate curriculum offers a broad background in the theoretical, basic, and applied aspects of biological, behavioral, linguistic, and social foundations of human communication, to educate students who intend to pursue careers and/or graduate studies in many fields related to communication, health, and medicine. The graduate program focuses on research and clinical education in communication, its disabilities, and the treatment and prevention of communicative disabilities. To these ends, the department:

- (1) educates the students of the state, nation, and world regarding the nature of communication and communication differences and disabilities;
- (2) investigates health, development and aging, and disability related to speech, language, deglutition, and hearing across the life span;
- (3) develops methods to prevent, identify, assess, and treat disabilities of human communication;
- (4) prepares students to investigate communication and its disabilities as scientists and educators, and
- (5) prepares students to prevent and treat communicative disabilities as speech-language pathologists and audiologists.

ARTICLE I. MEMBERSHIP IN THE DEPARTMENT

Section 1. Faculty (Reference: *Statutes* Article II, Section 3)

- a. The faculty of the department consists of those members of the full-time academic staff with the rank or title in the department of professor, associate professor, or assistant professor, as well as instructor or lecturer, whose appointment in the department is full-time.
- b. The Head of the department (hereinafter referred to as the Head) in consultation with the faculty of the department may extend faculty privileges (as described in Article I, Section 2.d) to members of the full-time academic staff of the department who have the rank or title of teaching associate.
- c. The Head in consultation with the faculty of the department may extend faculty privileges (as described in Article I, Section 2.e) to members of the academic staff of the department who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer modified by the term “visiting” (e.g., “visiting instructor”).
- d. The Head in consultation with the faculty of the department may extend faculty privileges to members of the academic staff of units other than SHS. These individuals may be offered the rank or title of affiliate faculty, as described in Article I, Section 2.f.
- e. The Head in consultation with the faculty of the department may extend faculty privileges to individuals who hold a doctoral or master’s degree outside of the University who have common areas of research and teaching interest with the department. These individuals may be offered the rank or title of affiliate faculty, as described in Article I, Section 2.f.

Section 2. Definitions of Rank or Titles, and Voting Privileges

- a. Tenure-Track Faculty Members – Full-time members of the academic staff of the department who carry the title of assistant professor, associate professor, or professor who are tenured or receiving probationary credit toward tenure, are tenure-track faculty members. These individuals have the right to attend department meetings and have a voice in all issues before the group, and have full voting rights in the department.
- b. Instructors – Academic staff members in the department who have the rank or title of instructor, and who hold a master’s or a doctoral degree, have the right to attend department meetings and have a voice in all issues before the group, and have voting rights except with respect to personnel decisions, budgetary matters, and revisions of the *Bylaws*.

c. Lecturers – Academic staff members in the department who have the rank or title of lecturer, and who hold a master’s or a doctoral degree, have the right to attend department meetings and have a voice in all issues before the group, and have voting rights except with respect to personnel decisions, budgetary matters, and revisions of the *Bylaws*.

d. Teaching Associate – Academic staff members in the department who have the rank or title of teaching associate shall have the right to attend department meetings and have a voice in all issues before the group. These individuals have no voting rights in the department.

e. Visiting Faculty – “Visiting” may be used in the title of faculty appointments for individuals being placed on appointments of one year or less. These appointments may be renewed for a period generally not longer than three years, although exceptions to this time limit may be made on an individual basis. Visiting appointments may or may not require the performance of services to the University and therefore may or may not be salaried. These individuals have the right to attend department meetings and have a voice in all issues before the group, but have no voting rights in the department.

f. Affiliate (Zero-Time Appointments) – The Head in consultation with the faculty of the department may offer affiliate zero-time appointments to tenure-track faculty, lecturers, or instructors in other units in the University, and to individuals outside of the University who hold a doctoral or master’s degree, who have common areas of research and teaching interest with the department. Zero-time faculty affiliate appointments in the department may also be offered to university and campus administrators. All such appointments will be reviewed annually and may be renewed. Affiliate faculty members have no voting rights in the department.

Section 3. Student Representatives

a. Six student representatives – one each from the three concentrations in the undergraduate program (speech-language pathology, audiology, and human communication science), and one each from the graduate degree programs (the speech-language pathology master’s program, the Doctor of Audiology program, and the Doctor of Philosophy program) - shall be entitled to attend faculty meetings and Advisory Committee meetings as non-voting members when invited by the Head or her/his designee. These student representatives will not attend faculty meetings or Advisory Committee meetings when issues requiring confidentiality are discussed (issues of confidentiality are defined by the Head and the faculty). Selection of these students shall be made at the end of each academic year by the department faculty through an application process.

ARTICLE II. ORGANIZATION

Section 1. General

The department will be organized with a Head, Associate Head, Program Director for accreditation by the Council on Academic Accreditation in Speech-Language Pathology and Audiology (CAA), an elected advisory committee, and appointed standing committees.

Section 2. Appointment and Responsibilities of the Department Head (Reference: *Statutes* Article V, Sections 3.a, 3.b, 3.c, 3.d, 3.e)

- a. The Head shall be appointed without specified term by the Board of Trustees on recommendation by the Chancellor and President after consultation with the Dean of the college and all members of the department faculty.
- b. The Head is the chief executive officer of the department and is responsible for its administration and is the agent of the department faculty for the execution of the department's educational policy. In carrying out this role, the Head reports to the Dean of the College of Applied Health Sciences.
- c. The Head shall have the power to determine such matters as do not affect other departments or properly come under the supervision of larger administrative units.
- d. The Head shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.
- e. The Head shall chair all meetings of the departmental faculty, or designate an individual to serve as chair.
- f. The Head shall appoint an Associate Head from the academic members of the faculty who are tenured. The responsibilities of the Associate Head are described in Article II, Sections 3.a, 3.b, 3.c, and 3.d.
- g. The Head shall meet regularly with the Associate Head, the Advisory Committee, the chairs of departmental committees, the faculty, and the staff to expedite the work of the department. The Head may invite to such meetings other administrators, faculty, students, and others to discuss particular problems or issues. The Head shall set and distribute, prior to such meetings, the agenda for each meeting and maintain a record of matters discussed.

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h. In consultation with the Advisory Committee, the Head may invite persons who are not members of the department faculty to attend meetings of the department faculty, but such persons shall have no vote.

i. The Head shall appoint members of the faculty to serve on standing committees of the department, and shall appoint a faculty member to serve as chair of each standing committee.

j. Early in the fall semester of each academic year, the Head shall provide the standing committees with charges to be completed during the academic year.

k. The Head shall have general direction of the work of the department. The Head shall (1) consult with the Advisory Committee in regard to departmental policy; (2) consult with each member of the department regarding the nature and scope of the work in the charge of that member; (3) call and preside at meetings of the departmental faculty, of which there shall be at least two in each semester excluding summers, for explanation and discussion of departmental governance, policies, educational procedure, and research; (4) be responsible for the organization of the work of the department and the quality and efficient progress of that work, for the formulation and execution of departmental policies, and for the execution of university and college policies as they affect the department; (5) report on the teaching and research of the department; (6) have general supervision of the work of students in the department; (7) prepare the departmental budget in consultation with the Advisory Committee; and (8) be responsible for the distribution and expenditure of departmental funds and for the care of departmental property.

l. The Head may be relieved of duties as Head by the Chancellor on the recommendation of the Dean of the College of Applied Health Sciences. In addition to annual performance reviews performed by the Dean, the performance of the Head shall be evaluated at least once every five years (*Statutes* Article IV, Section 3.a). As one component of this evaluation, views shall be elicited from the entire department faculty (*Statutes* Article IV, Section 3.a).

Section 3. Appointment and Responsibilities of the Associate Head

a. The Head shall appoint an Associate Head from the academic members of the faculty who are tenured. The Associate Head will serve as the Director of Graduate Studies and carry out other duties determined jointly with the Head. The Associate Head may be relieved of duties as Associate Head by the Head following consultation with the Advisory Committee.

b. The Associate Head as the Director of Graduate Studies will work with the members of the Graduate Admissions Committee and the Student Records Secretary to expedite an effective review of applications to the department's graduate programs. The Associate Head as the Director of Graduate Studies shall

make recommendations of those applicants who should be offered admission based on the reviews of all applications provided by the Graduate Admissions Committee and consultation with members of the faculty and the Head.

c. The Associate Head as the Director of Graduate Studies will make recommendations of graduate student funding in consultation with individual members of the faculty and the Head.

d. When the Head is absent and away from the University campus, the Associate Head will take on the responsibilities of the chief executive officer of the department (see Article II, Sections 2.a through 2.1).

ARTICLE III. COMMITTEES AND MEETINGS

Section 1. Faculty/Department Meetings

a. Ordinarily, the faculty shall meet at least twice during each fall and spring semester, once at the beginning and once at the end of each semester. The Head, or her/his designee (Article II, Section 2.e), shall be the presiding officer of faculty meetings.

b. Additional meetings may be called (1) on the initiative of the Head, (2) at the request of the Advisory Committee, or (3) in response to a written request to the Head signed by one-fourth of the members of the faculty. If the Head does not call a meeting as requested, a written notice from these faculty members announcing the time and place of the meeting, sent to the customary office of each faculty member at least three days before the meeting, will be sufficient to convene the faculty meeting.

c. Notices of all faculty meetings at which votes may be taken are to be issued at least one week prior to the date of the meeting.

d. The meeting agenda shall be prepared by the Head individually or in conference with the Advisory Committee as may be appropriate.

e. All agenda items proposed by a faculty member at least four working days prior to a faculty meeting shall be placed on the agenda.

f. Meeting agendas shall be provided to the faculty at least two working days prior to the date of a meeting.

g. Minutes of the departmental faculty meetings will be recorded, electronic copies will be distributed to the faculty with reasonable promptness, and official copies of the minutes of all meetings will be deposited in a folder in the departmental office where they shall be open to the inspection of any member of the faculty.

h. A quorum for the conduct of departmental business shall consist of a simple majority of voting faculty not on leave.

i. The right to vote at meetings shall be limited to faculty members with voting privileges (Article I, Section 2.a through 2.f) who are present, and voting in faculty meetings shall ordinarily be voice and/or hand vote. Motions receiving a majority positive vote of those faculty members with voting privileges who are present at a faculty meeting presided over by the Head or her/his designee shall be deemed to have passed.

j. The Head has the right to veto any motion.

Section 2. Advisory Committee (Reference: *Statutes* Article V, Section 3.f)

a. The Advisory Committee shall be elected annually by and from the faculty of the department by secret written ballot. Tenured members of the Advisory Committee shall be elected for staggered two-year terms so that half of the positions will be filled each year. Untenured assistant professors shall be elected to the Advisory Committee (Article III, Section 2.b) for one-year terms, and an untenured assistant professor shall not be elected in consecutive years.

b. The Advisory Committee shall consist of four tenured faculty members from the department, an untenured assistant professor, and, as an ex-officio member, the Associate Head. The Associate Head will not attend portions of Advisory Committee meetings that include review of and commentary about the Associate Head's performance. The Advisory Committee members shall be elected with at least one member from each of the three specialty areas of the department (audiology/hearing science, speech pathology/speech science, and language pathology/language science), and one untenured assistant professor. To assure such representation, the department may need to certify an individual as being elected though that person did not receive the greatest number of votes for that position. After certification of one tenured individual from each specialty area and one member from the untenured assistant professors, the member of the department's tenured faculty to receive the next highest number of votes will be certified for the remaining elected position on the Advisory Committee regardless of specialty area. Vacancies on the committee will be filled by the nominee who received the next highest number of votes in the most recent election of the faculty to the Advisory Committee, with due regard for appropriate representation.

c. The tenured Advisory Committee members shall have voting rights on the committee. The untenured (assistant professor) Advisory Committee member shall have voting rights on all issues other than those involving personnel. The untenured (assistant professor) Advisory Committee member may be excluded from committee discussions of personnel issues. The ex-officio Associate Head

shall be without vote. The Advisory Committee shall be chaired by the Head who is an ex-officio member without vote. The senior faculty member elected to the committee (the highest professorial rank with the greatest seniority in that rank) shall serve as Vice-Chair.

d. The Advisory Committee shall function to advise the Head, and facilitate faculty involvement in policy issues. The functions of the Advisory Committee shall be to provide the orderly voicing of suggestions for the good of the department, to recommend procedures and committees that will encourage faculty participation in formulating policy, and to perform such other tasks as may be assigned to it by the Head.

e. Specific concerns which come under purview of the Advisory Committee include: (1) third-year review of probationary faculty; (2) the preparation of promotion and tenure documents for probationary faculty from the assistant- to the associate-professor level; (3) advising the Head on new appointments; (4) the preparation of documents for faculty promotions from associate professor to full-professor (only those members who are full professors); (5) advising the Head on budgetary matters; (6) advising the Head on committee appointments; (7) advising the Head on nominations for college and campus committees; (8) advising the Head on the establishment of ad hoc committees; (9) advising the Head on issues of teaching effectiveness; (10) advising the Head on other issues of policy; (11) selecting recipients for student awards; (12) advising the Head on policy for space utilization within the department; and (13) addressing complaints from members of the department concerning actions and policies of the department (see Article IV, Sections 1, 2, and 3) and (14) serving as the department capricious grading/grievance committee. When considering the promotion and tenure committee for promotions from assistant professor to associate professor, the Head may appoint tenured professors from within or outside of the department in addition to those tenured professors elected to the Advisory Committee to serve on the promotion and tenure committee. When considering the promotion committee for promotions from associate professor to full professor, the Head may appoint full professors from within or outside of the department in addition to those full professors elected to the Advisory Committee to serve on the promotion committee.

f. At least one Advisory Committee meeting shall be held each month, excluding summer sessions. Additional meetings may be called (1) at the request of the Head, (2) on the initiative of the Vice-Chair of the committee, or (3) at the written request of any remaining Advisory Committee member.

g. A faculty member in the department shall be entitled to confer with the Advisory Committee or a member of the Advisory Committee on any matter properly within the purview of the Committee. No Advisory Committee member may refuse such a conference, and shall upon request of the faculty member

report on the content of the conference to the Advisory Committee for consideration.

h. Minutes of the Advisory Committee meetings will be recorded, copies will be distributed to the members of the Committee, the Head, and the Associate Head, with reasonable promptness, and official copies of the minutes of all meetings will be deposited in a folder in the departmental office where they shall be open to the inspection of any member of the faculty, and shall be distributed to the faculty by electronic copy, except in matters of confidentiality as deemed by the Head.

Section 3. Standing Committees

a. All members of standing committees shall be appointed by the Head. Members shall serve two-year staggered terms so that one half of the positions will be filled each year.

b. Ordinarily, chairs of standing committees shall be held by tenured faculty.

c. Early in the fall semester of each academic year, the Head shall provide the standing committees with charges to be completed by the committee during the academic year.

d. Each standing committee shall meet at least once a month during the fall and spring semesters to accomplish the work involved in completing its charges.

e. The chair of each standing committee shall provide in a timely fashion current minutes of the committee's progress in completing its charges and recommendations to the Head and Advisory Committee to be reviewed in each convened Advisory Committee meeting.

f. Minutes of each standing committee meeting will be recorded, copies will be distributed to the committee members, the Head, and the Associate Head, with reasonable promptness, and official copies of the minutes of all meetings will be deposited in a folder in the departmental office where they shall be open to the inspection of any member of the faculty, and shall be distributed to the faculty by electronic copy.

g. Each standing committee shall file with the Head a written report of the committee's activities for the year no later than May 7. The report must document the progress of the committee in accomplishing its charges for the academic year, and make recommendations for committee charges for the subsequent academic year. These reports shall be distributed to the faculty for review prior to the last faculty meeting at the end of the spring semester.

Section 4 Educational Policy Committee

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a. The Educational Policy Committee shall consist of no less than four faculty members. At least one member will be from each of the specialty areas of the department (audiology/hearing science, speech pathology/speech science, and language pathology/language science). A quorum shall consist of a majority of its members. In addition to carrying out the charges provided each academic year by the Head, the Committee shall assess the undergraduate, master's, Doctor of Audiology (AuD), and Doctor of Philosophy (PhD) curricula, evaluate new and revised program changes, evaluate new and revised course proposals for the undergraduate and graduate curricula, and report the results of the evaluations to the Advisory Committee and Head.

b. Faculty members who wish to develop a new course, significantly modify an existing course, or delete an existing course must consult with the Educational Policy Committee. If the Committee supports the faculty member's suggested action, the Chair of the committee or her/his designee will provide a written report on a recommendation regarding the action to the Head and Advisory Committee in an Advisory Committee meeting. Following appropriate consideration of the recommendation, the Advisory Committee will vote on the suggested action.

Section 5. Program Policy Committee

The Program Policy committee shall consist of the Program Director and one faculty representative from each of the MA Speech Language Pathology, Doctor of Audiology, and undergraduate programs. The Program Director shall serve as the chair of this committee.

a. The Program Policy Committee shall assess whether the master's curriculum adequately reflects the recognized scope of practice in speech-language pathology, and whether the master's curriculum is in compliance with current accreditation standards as well as the standards for the certification required to work in schools in Illinois.

b. The Program Policy Committee shall assess whether the Doctor of Audiology curriculum adequately reflects the recognized scope of practice in audiology, and whether the Doctor of Audiology curriculum is in compliance with current accreditation standards for the CAA.

Section 6. Graduate Admissions and Review Committee

a. The graduate admissions and review committee shall consist of at least four faculty members. A quorum will consist of a majority of its members. This committee shall work with the Associate Head in her/his role as the Director of Graduate Studies to recruit graduate students (e.g., plan and organize an annual

open house for applicants to the graduate program) and review all applications for departmental admission to the graduate programs.

b. The Graduate Admissions and Review Committee shall arrange, monitor, and document evaluation of the progress of master's, Au.D, and PhD students, which must occur once each academic year during the spring semester.

Section 7. Clinic Advisory Committee

The Clinic Advisory Committee shall consist of the Program Director for Council on Academic Accreditation in Speech-Language Pathology and Audiology (CAA) accreditation, the Director of the Audiology Clinic, and the Director of the Speech-Language Pathology Clinic. A quorum will consist of a majority of its members. The Committee shall meet at least once a month to review and develop policy regarding compliance of the Audiology Clinic and the Speech-Language Pathology Clinic with current accreditation standards of the CAA, as well as the standards for the certification required of speech-language pathologists to work in schools in Illinois, and report on these issues to the Advisory Committee and the Head.

Section 8. The Research and Grant Writing Initiatives Committee

This committee shall consist of a minimum of four faculty members with at least one member from each of the three areas of speech, language, and hearing. A quorum shall consist of a majority of its members. In addition to carrying out the charges provided each academic year by the Head, the Committee shall (1) plan, schedule, and implement the departmental proseminar offerings each semester and facilitate other department-sponsored research lectures, symposia, seminars and other mechanisms that serve to promote scholarship, productivity and visibility of the department's research and other grant supported programs; (2) suggest research and grant writing missions to the Advisory committee and the Head for faculty members within and outside of the department including those that interface between the department's clinical and research programs; and (3) provide consultation, as appropriate, to faculty who are in the process of developing grant proposals. Facilitation of this activity might include organizing and maintaining a departmental archive of recently funded proposals, identifying or organizing grant proposal workshops that support the needs of departmental faculty, and assisting with informal reviews of grant proposal drafts.

Section 9. Ad Hoc Committees

The Head shall, when appropriate, appoint ad hoc committees to deal with issues not ordinarily under the purview of the Advisory Committee or standing committees.

ARTICLE IV. GRIEVANCE PROCEDURES (Reference: *Bylaws* of the College of Applied Health Sciences, Article IV, and Faculty Advisory Committee Articles of Procedure)

Section 1. Every attempt should be made to resolve faculty grievances within the department.

Section 2. There shall be a standing Grievance Committee to address complaints from members of the department concerning actions and policies of the Department, its officers, committees, or faculty. The Committee shall be advisory to the Head. Only faculty members may hear grievances from faculty members and those members shall be elected by the faculty; in the event that a Committee member cannot, for whatever reason, render an impartial opinion on the grievance, that individual will be replaced by another elected member of the department. Before filing a formal grievance with the committee, the member of the department should first try to resolve the problem informally with the individual(s) against whom the grievance is being made. In the event that informal resolution is not possible, the formal grievance should be explicitly stated in writing and presented to the Committee, including the facts relating to the matter and the resolution sought by the grievant. The Committee will inform, in writing, the individual(s) against whom the grievance is made of the matter under dispute, including the identity of the grievant. The respondent(s) will then be given the opportunity to reply in writing to the written grievance, followed by a written reply to the respondent's rejoinder from the grievant. The Committee will convene to address the grievance and to solicit whatever information it deems appropriate to consider; all deliberations of the Committee will be kept in strictest confidence. The findings of the Committee will be communicated in writing to the grievant and to the respondent(s), including any further avenue of appeal. All grievance investigations will function in a timely manner, specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete. This charge is under the purview of the elected Advisory Committee of the department, unless there is a conflict of interest when the issue will be referred to the College of Applied Health Sciences.

Section 3. Any faculty member may voice a suggestion or request for consideration of a grievance to any member of the Faculty Advisory Committee of the University.

ARTICLE V. REVISION OF *BYLAWS*

Section 1. Proposal of Revisions

a. Revisions of these *Bylaws* may be proposed by the Advisory Committee or by a petition signed by a majority of the faculty members with full voting privileges.

Section 2. Process for Revisions

a. Any proposed revision of these *Bylaws* that meets the conditions in Article V, Section 1.a shall be distributed in writing to the faculty, and shall be read at two successive faculty meetings. A vote shall be taken at the second meeting, and passage of said revision shall require a two-thirds vote of the faculty present who have full voting privileges, provided that a quorum of the faculty is present as defined in Article III, Section 1.h.

Section 3. Schedule for Revisions

a.. These *Bylaws* shall be reviewed by the faculty of the department at least every five years and possible revisions suggested if appropriate.

b. As the administrative and policy issues of the department evolve and change, these *Bylaws* should be revised to be consistent with changing and evolving circumstances.

ARTICLE VI. Nondiscrimination Statement (Reference: Office of Equal Opportunity and Access, University of Illinois Nondiscrimination Statement)

Section 1. The department fully recognizes and endorses the Office of Equal Opportunity and Access, University of Illinois Nondiscrimination Statement.

Section 2. The Office of Equal Opportunity and Access, University of Illinois Nondiscrimination Statement is as follows:

“The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.”

“The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.”

“University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.”

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Revision History of these Bylaws

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