

Charles H. Sandage Department of Advertising
By-Laws
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Preamble

The Bylaws of the Department of Advertising, a unit of the College of Media at the University of Illinois, provide for the administrative organization and procedure of the department. These bylaws derive their authority from the *University Statutes*, which state that each academic unit shall be governed in its internal administration by its faculty, and that the governance of each unit shall be based on bylaws established and amended by the faculty of that unit. The bylaws are an extension of the Statutes and, as such, must accord with them. In case of disagreement, the Statutes shall prevail. Similarly, in cases where the bylaws of departments in the College conflict with College bylaws, the College bylaws shall prevail.

I. Purpose

In accordance with these by-laws, the faculty of the Department of Advertising, a unit of the College of Media at the University of Illinois, shall:

- A. Determine and implement those policies that will best advance the academic aims of the Department.
- B. Make recommendations on matters of educational policy relevant to the Department, but which fall under the jurisdiction of other bodies.

II. Department Membership and Voting

- A. Voting members of the department include all tenure-system and specialized faculty with at least a 50% appointment in the department.
- B. Voice but not vote is accorded to, all visiting, adjunct, and emeritus faculty and academic staff who do not hold a faculty appointment and those holding 49% or less appointment.
- C. For situations not covered by the above provisions, the Department defers to Article II, Section 3 of the University Statutes addressing voting rights.

III. Department Head

The executive officer of the Department shall be the Head. Under the University Statutes (IV.3), the Head shall have general directions of the work of the department, perform the duties described in the Statutes (IV.3.d), and follow the guidelines for shared governance outlined in Provost Communication 27.

IV. Meetings

A. Presiding Officer

1. The presiding officer at meetings of the Department shall be the Department Head or, in his/her absence, the designee of the Department Head.
 - a. The Department Head's assistant or another staff member so charged by the Department Head should act as secretary to the faculty. Duties of the secretary include distributing all notices, calls, and agenda of Department Assembly meetings.
 - b. Electronic recording of College Assembly meetings and preservation of the electronically generated transcriptions of meetings and preparation of meeting minutes.

B. Frequency, Call, and Notice of Regular and Special Meetings

1. There shall be at least one regular meeting each semester, with the dates to be fixed by the Department Head and announced at the beginning of each semester. The Department head may call additional meetings throughout the year as the need arises.
2. Upon written petition by two-thirds of the Members of the Department, the Department Head shall call a special meeting upon giving proper notice. The petition and notice of the meeting shall state the proposed agenda or resolution(s), and debate and action at the special meeting shall be confined to said agenda or resolution(s).
3. The Department members shall receive notice of any meeting at least three working days in advance of the meeting. Notice may be written or oral.
4. Notice of any special meeting or of any rescheduled regular meeting or of any reconvened meeting shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the meeting.

C. Agenda

1. The Department Head shall establish the agenda and order of business for a regular or special faculty meeting.
2. Any committee or Member of the Department may submit an item to the Department Head for inclusion on the agenda for a regular meeting and that item shall go on the agenda.

3. Members of the Department may introduce items not included on the agenda at any regular meeting as new business.
4. For meetings called by petition, the agenda of the meeting will be limited to discussion of the subject(s) stated in the petition.

D. Quorum

Fifty percent of the eligible voters in the Department who are not on sabbatical must be in attendance to constitute a quorum. Quorum requirements apply to synchronous attendance regardless of meeting modality (i.e., in-person, hybrid, or fully online). In the absence of a quorum, the presiding officer may recess and reschedule the meeting. Lacking at a quorum at the second meeting, the Department Head and Advisory Committee shall act on behalf of the Department.

E. Voting Procedure

1. Robert's Rules of Order shall govern the conduct of voting at meetings.
2. Voting privileges shall be extended in accordance with Article II.
3. Voting may occur by voice, paper, or electronic means, as needed. If paper or electronic ballots are to be employed, ballots shall be distributed, returned, and counted by procedures designed to assure a confidential vote.
4. No proxy votes may be cast.
5. Department Head and Assistant or other designated person will count the ballots and certify the vote.
6. A motion to employ a paper ballot in voting on a resolution is not debatable and shall require a simple majority of those present.

V. Committees

All Faculty members are expected to serve in an active and responsible manner on the various committees of the Advertising Department, as committee participation is considered as part of each faculty member's workload. Staff and students who participate on committees will also be expected to serve in an active and responsible manner, as they are accountable to their respective constituencies. The Department's election and appointment procedures should encourage equitable distribution of service responsibilities. Election to one committee shall not exclude a faculty member from eligibility for any other committee. Any voting for membership on a committee shall be by secret ballot.

A. Department of Advertising Advisory Committee

1. Composition and Election

- a. The six-member Advisory Committee shall be composed of those faculty members as follows:

Four Members elected from the tenure track faculty ranks (assistant professor, associate professor, professor) such that

- a) at least one member shall be at the Assistant Professor rank
- b) at least one member shall be at the Associate Professor rank
- c) at least one member shall be at the Professor rank

Exactly two members elected from the specialized faculty, regardless of rank.

- b. Members are elected by secret ballot to one-year terms. The ballot shall list all eligible members of the department, which shall not include persons on sabbatical for the elected term.
- c. Voting members will cast 4 votes: 1 specialized faculty member, 1 assistant professor, 1 associate professor, 1 full professor. The two specialized faculty members with the highest vote totals in that category will be elected. The tenure-track faculty member with the highest vote total in their respective category/rank will be elected. The tenure-track faculty receiving the next highest number of votes, regardless of rank or title, will be elected as the 4th tenure-track representative.
- d. All members of the Advisory Committee will be elected for one-year terms during the spring semester of each academic year to serve for the succeeding year. Committee members may be reelected to serve with a maximum limit of three consecutive years. In the case of a tie, the Department Head will break the tie.
- e. 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 and who also meets the distributional requirements discussed above..
- f. Members of the Advisory Committee must have an appointment in the Department of Advertising of 50% or more for the academic year of service. Associate Deans are not eligible.

2. Duties

- a. The Department Advisory Committee must meet at least once per semester during the regular academic year.

- b. The functions of the Advisory Committee shall be to: Advise the Head concerning departmental policies and activities, general policies on budgetary matters, on Annual Review and hiring matters, regarding other university matters that might be referred to the committee by other groups or individuals within the department, or which one or more members on the committee wish to have considered by the committee, and dealing with matters as requested by the Head.

B. Promotion and Tenure Committee

1. Committee A shall comprise all tenured members of the voting faculty at the rank of full professor.
 - a. Committee A deliberates, votes and reports to the Head regarding all proposals for tenure and promotion to the rank of full professor.
 - b. Committee A annually advises the Head regarding the progress of faculty working toward promotion to full professor.
2. Committee B shall comprise all tenured members of the voting faculty at the rank of associate professor or above.
 - a. Committee B deliberates, votes and reports to the Head regarding all proposals for tenure and promotion to the rank of associate professor.
 - b. Committee B annually advises the Head regarding the progress of faculty receiving probationary credit toward tenure.
3. Committee C shall comprise all tenured members of the voting faculty and all senior specialized members of the voting faculty (i.e. Senior or Principal Lecturer, Associate or Full Clinical, Teaching or Research Professor).
 - a. Committee C deliberates, votes and reports to the Head on all proposals for promotion of specialized faculty.
 - b. Committee C advises the Head regarding the progress of specialized faculty toward promotion.
4. Review Committees for Promotion
 - a. A Review Committee of three shall be constituted for each candidate for tenure and promotion to the rank of associate professor. This Review Committee shall be composed entirely of tenured faculty members and whenever possible include at least one person in the field of specialization of the candidate being reviewed. The

membership of the Review Committee shall be appointed by the Head in consultation with the tenured faculty. If there are fewer than three faculty members eligible to participate, the Head may appoint faculty members from outside the Department. Review Committees shall prepare written reports on the fitness of a candidate for promotion and tenure, addressing the criteria set out in Provost Communication 9

- b. A Review Committee of three shall be constituted for each candidate for tenure and promotion to the rank of full professor. This Review Committee shall be composed entirely of full professors and whenever possible include at least one person in the field of specialization of the candidate being reviewed. The membership of the Review Committee shall be appointed by the Head in consultation with the tenured faculty. If there are fewer than three faculty members eligible to participate, the Head may appoint faculty members from outside the Department. Review Committees shall prepare written reports on the fitness of a candidate for promotion and tenure, addressing the criteria set out in Provost Communication 9
- c. A Review Committee of three shall be constituted for each candidate for promotion to a senior specialized faculty rank (i.e. Senior or Principal Lecturer, or Associate or Full Clinical, Teaching or Research Professor). This Review Committee shall be composed of two tenured faculty members and one senior specialized faculty members. If there are no specialized faculty members eligible to participate, the Head may appoint specialized faculty from outside the Department. Review Committees shall prepare written reports on the fitness of a candidate for promotion and tenure, addressing the criteria set out in Provost Communication 26.

5. Review Committee for Third-Year Reviews for Specialized Faculty

- a. After a specialized faculty member's third year of employment, Committee C will provide the Head with feedback specifically pertaining to the faculty member's progress toward promotion.

6. Review Committee for Third-Year Reviews for Assistant Professors

- a. While annual reviews take place for all faculty, the University requires a formal third-year review for tenure track assistant professors, as set out in Provost Communication 13. This review will be prepared by a two-member Review Committee, appointed by the Head.
- b. The third-year Review Committee evaluates the faculty member's strengths and weaknesses in research, teaching, service and (when applicable) public engagement and prepares a written report for the Head, according to the guidelines in Provost Communication 13. The Head shares the report with Committee B, writes a letter summarizing the review committee's evaluation, and meets with the faculty member to convey feedback.

C. Advertising Faculty Grievance Committee (FGC)

1. Composition and Election

- a. There shall be a standing Faculty Grievance Committee (FGC), consisting of two Full Professors. Members of the unit elected annually, by an electronic ballot by and from the voting faculty, to address complaints from faculty Members of the Department concerning actions and policies of the Department, its officers, committees, or support staff. The committee is advisory to the Head.

2. Duties

- a. As the Faculty Grievance Committee (FGC), the Advisory Committee addresses complaints from faculty members of the Department of Advertising, as defined in Article II of these bylaws, concerning actions and policies of the Department, its officers, committees, or faculty.
 - i. Grievances related to discrimination by reasons 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 shall be made to the Office of Equal Opportunity and Access or its successors.
 - ii. If a union contract specifies other grievance procedures, those will supersede Department procedures.
- b. The Department Head will appoint one of the elected members of the Committee to chair the FGC. The Committee shall be advisory to the Head. Committee members who are parties to the action upon which a grievance is based and committee members with a stake in the outcome shall recuse themselves from that case, and the Head will appoint replacements.
- c. The grievant and the FGC shall pursue informal resolution before a formal grievance is initiated.
- d. Procedures
 - i. Formal grievances concerning the actions or policies of the unit or of another individual are to be submitted in writing to the Department Head, who will transmit them to the FGC. The respondent(s) shall be notified of the grievance at that time by the chair of the FGC and be given the opportunity to reply in writing to the written grievance.

- ii. Both the grievant and the respondent(s) have the right to choose and be accompanied by an advisor at any and all stages of the grievance process.
- iii. The FGC shall convene to consider the grievance, soliciting whatever information and testimony it deems appropriate to gather and receive. All FGC deliberations shall be held in strict confidence.
- iv. All grievance investigations will function in a timely manner, specifying reasonable time frame for each step in the process, and a known point at which the process shall be considered completed.
- v. The findings of the FGC will be communicated in writing to the grievant, respondent(s), and the Head (or if the Head is a respondent, to the Dean). All parties have the opportunity to respond to the findings.
- vi. The Head (or Dean) will determine the appropriate disposition of the matter and communicate it to all parties in writing, along with information regarding any available further avenues of appeal established by the campus administration or faculty governance structure.

D. Courses and Curriculum Committee

1. The Courses and Curriculum committee reviews and advises on the curricula of the academic programs in the Department, reporting to the faculty on College and University matters affecting curriculum and policy; and monitoring the curriculum including assessment procedures.
2. The Department Courses & Curriculum Committee will be composed of three members of the Department, without regard to rank, and appointed by the Department Head.

E. Academic Appeals Committee

1. The Department's Academic Appeals Committee will be composed of three members of the Department with tenure, not including the Department Head, and appointed by the Department Head for a one-year term. The Head will appoint a member of the committee as chair.
2. The Academic Appeals Committee will hear appeals of alleged infractions of Academic Integrity and allegations of Arbitrary and Capricious Grading. Hearings required to be held at the department level regarding alleged infractions of Academic Integrity shall be conducted in accord with Article 1, Part 4, section 1-404 of the Student Code and consistent with procedures in section 1-405 covering appeals at the college level, except that the composition of the department

committee will be governed by the election provisions of the department bylaws, "DEO" shall replace references to the "dean" in section 1-405 where appropriate, and there will be no appeal from the committee decision. Hearings required to be held at the department level regarding alleged Arbitrary and Capricious Grading shall be conducted in accord with Article 3, Part 1, section 3-107 of the Student Code.

VI. Annual Review of Faculty

- A. The Members of the Department and Department Head shall establish written procedures for annual faculty review, consistent with campus guidelines (Provost Communication #21).
- B. Elements of the annual faculty review shall include: Statement of the unit's mission and expectations of faculty Members' contribution to that mission. Written documentation of accomplishments and professional activities during the time period of the review; and plans for the upcoming academic year.
- C. The performance of each member of the Department will be reviewed annually in line Department guidelines and Provost communication #21 Annual Review procedures.
- D. The Department Head will provide feedback to each faculty member in a letter.
- E. The written self-assessment, together with a summary of the feedback provided by the Department head in the letter, will be placed in the Faculty member's personnel file. The faculty member may append a written response to any document in the file.

VII. Records Access and Retention

These bylaws, together with the current Department policies and procedures shall be posted online in a place easily accessible to faculty in the Department. Minutes of faculty meetings and committee reports, including any important supporting documents, shall be posted and archived in a place easily accessible to faculty in the Department. Records of confidential committee actions shall be archived, with appropriate access controls.

VIII. Amendments or Additions to Bylaws

- A. Any Members of the Department may make proposals for amendments or additions by submitting the proposal to the Department head who shall then include the proposal on the agenda for the next regular meeting.
- B. Proposals for amendments or additions to the bylaws shall be presented to the Members in writing, at least five working days prior to the faculty meeting.

C. Approval of amendments or additions requires a 2/3 vote of those voting among the Members of the Department faculty. All voting will be by an electronic ballot.

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