

BYLAWS OF THE
DEPARTMENT OF GEOGRAPHY AND GEOGRAPHIC INFORMATION SCIENCE
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
Approved August 29, 2014

I. The Departmental Faculty

- A. All persons who hold academic appointments with rank of instructor or higher in the Department of Geography and Geographic Information Science at Urbana-Champaign are members of the faculty. The department will use the terms 'Affiliate' and 'Adjunct' faculty in accordance with the campus Communication No. 3. Individuals with an appointment in another academic unit on this campus will receive the title of 'Affiliate', while appropriate individuals not holding an academic appointment on this campus will receive the title of 'Adjunct'. Election of Affiliate and Adjunct faculty will be by approval of the Committee of the Department, and the period of tenure will be three years, with renewal also being by approval of the Committee of the Department.

Scholars visiting the department (those visiting for longer than two weeks, or who plan to be in residence) will be invited by the Head, in consultation with the committee of the Department. Such visitors should have a faculty sponsor, or sponsors, who shall assume a proprietary responsibility for integrating them into the activities of the department. All Visiting appointments by the department will conform to the campus guidelines found in Communication No. 3.

B. Meetings of the Departmental Faculty as a Committee of the Department

1. Meetings of the Committee of the Department will be open to all faculty members of the rank of instructor or higher who may participate in deliberations by voice and vote. Only faculty with appointments of 50% or greater in the Department shall be allowed to vote in meetings of the Committee of the Department. Lecturers in the Department may vote, except in cases regarding promotion and tenure.

Academic professionals, postdoctoral fellows, the map and geography librarian, visiting faculty members, professors emeriti, and adjunct and affiliate professors, may participate but may not vote.

The Geography Graduate Students Association may designate one student representative who must be in residence, to participate in the meeting, without vote, in all matters except the evaluation of faculty and students.

2. It is the duty of the head to convene a meeting of the Committee of the Department from time to time as may be necessary to transact departmental business, but at least once during each semester. Any number of additional meetings may be called by the departmental head or by a petition to the head by at least three faculty members.
- a. Normally, five days' notice must be given before a meeting may be convened.

- b. Written minutes will be kept by a person designated by the head and copies will be distributed to each member of the Committee of the Department after a reasonable period. The minutes will record every action taken, together with the names of the mover and seconder of any motion. Summaries of debate and discussion may, but need not be, included provided that final action on all matters brought to the attention of the Committee is specified, and all actions taken are recorded. Approval of the previous minutes will be sought at every meeting. After approval, the minutes will be signed by the head and will be archived.
3. Agenda: The agenda will be prepared and circulated to members of the Committee of the Department at least one day prior to their meeting. The agenda will be determined by the head, who should be responsive to requests by the members of the Committee of the Department that specific items be included for discussion. When a meeting is called by petition, the agenda will be set by the head or his/her designate in consultation with the respective petitioners.
4. Quorum: A quorum will consist of more than one-half of the voting membership. Announcement will be made by the presiding officer as to whether a quorum is present.
5. Approval of a motion requires the support of a majority of the members present in a properly called quorate meeting of the Committee of the Department. Normally, only the voting members present at the duly scheduled meeting may submit votes on questions which are put to a vote. Proxy votes will be accepted if lodged with the Head of the Department before the meeting, and shall only concern action items detailed on the agenda. If, during the meeting of the Committee of the Department, the action item is amended or changed, such proxy votes will be ineligible.
6. All meetings of the Committee of the Department will be held in an informal but orderly fashion, with the provision that upon motion by a member and agreement by twenty-five percent of the voting members present, the procedures stated in the current edition of Robert's Rules of Order may be invoked.

II. The Department will be organized with a Head

- A. The head will be appointed according to University Statutes.
- B. The head is the executive officer of the department and will have such duties, powers, responsibilities, and term of appointment prescribed by the University Statutes. Nothing in these bylaws shall be construed as negating those stated responsibilities and duties.
- C. The head will preside at all meetings of the Committee of the Department and at meetings of the Advisory Committee. As a member of the faculty, the head may vote in meetings of the Committee of the Department and in meetings of Advisory Committee.
- D. In the execution of his/her duties, it is expected that the head will seek the advice and counsel of the Committee of the Department in matters of major importance to the department that do not involve personnel reviews.
- E. For personnel reviews of faculty, the Head will seek input from the Advisory Committee.

- F. It will be the responsibility of the head to oversee staffing of the department office and hiring of new office staff.
- G. It will be the responsibility of the head to report at least once per semester to the Committee of the Department on the general business of the office and major decisions reached in carrying out responsibilities on behalf of the department.
- H. The head's performance will be evaluated at least once every five years.
 - 1. During the head's fifth year, but no later than March 1, he or she shall make known to the Dean his or her plans to continue in the position. The Dean and the Advisory Committee will establish a process for evaluating the performance of the head or for selecting a new head. If necessary, the Advisory Committee can elect one of its members as chair for the purpose of initiating contact with the Dean for convening and chairing a meeting of the Committee of the Department to discuss the headship.
 - 2. In the event that the position of head shall have become vacant or when such vacancy is anticipated or projected, the Advisory Committee will elect one of its members to convene and chair a meeting of the Committee of the Department. S/he will then communicate to the dean any advice or counsel which the Committee of the Department may wish to convey regarding the headship succession.
 - 3. In the event of an unusually long absence and/or the long-term disability of the head, a recommendation for an acting head may be made to the dean by the departmental head with the advice and consultation of the Advisory Committee. In the event that the head is not available, the recommendation may be made by the Advisory Committee. The Advisory Committee may seek input from the Committee of the Department and will elect one of its members to chair necessary deliberations.

III. Associate Head

- A. An associate head may be appointed by the head to perform such duties as may be assigned by the head. A description of the duties will be made a matter of record available to faculty and students. At the discretion of the head, the associate head will also serve as Director of Graduate Studies.
- B. Candidates for the position of associate head will be identified through a search process that includes announcement of the position vacancy and job description, and an open request for nominations from among the departmental faculty.
- C. At the discretion of the head, the associate head will preside at meetings of the Advisory Committee not attended by the head.
- D. The associate head will assume the duties of acting head during the normal or routine absences of the head.

- IV. **Director of Graduate Studies:** The Director of Graduate Studies (DGS) provides leadership for and manages the department's graduate programs. The DGS is responsible for a diverse range of activities that support and enhance graduate education in the department. These include:
- A. **Overseeing Graduate Admissions:** The DGS coordinates the Graduate Committee's review of applications for admission, makes admissions and funding offers, and responds to inquiries about the programs;
 - B. **Coordinating Funding Decisions:** The DGS works with the head and appropriate faculty members to make teaching assistant assignments. S/he leads the Graduate Committee in reviewing applications for departmental fellowships and grants, and nominates graduate students for university-wide fellowships and grants;
 - C. **Developing the Graduate Curriculum:** In consultation with faculty, the DGS proposes revisions to the graduate curriculum and submits revisions to the Committee of the Department for approval;
 - D. **Planning orientation and professional development programs for graduate students and coordinating the annual review of graduate students;**
 - E. **Providing advice and information to current and prospective graduate students.**
- V. **Director of Undergraduate Studies:** The undergraduate program will be overseen and led by an officially designated Director of the Undergraduate Program. The Director will be responsible for three principal tasks: constructing the department's list of course offerings for each semester, advising undergraduate majors in geography, and directing outreach in the community to publicize the merits of the major (recruitment of majors).
- A. **Course Offerings:** the Director will help to develop the roster of courses to be offered each semester. Final decision-making on course offerings will be made by the Head in consultation with the Director of Undergraduate Studies.
 - B. **Advising Undergraduate Majors:** the Director will schedule appointments with students at times appropriate for both parties.
 - C. **Directing Outreach:** the Director will work with the head to formulate strategies and options for strengthening and improving the undergraduate program.
- VI. **Committees:** The department has both standing and ad-hoc committees. Standing committees are either elected or appointed. In general, ad hoc committees are appointed by the head. A list of committee assignments normally will be issued at the start of the fall semester. Committee reports will be rendered orally and in writing to the head, to the Advisory Committee, and/or to the Committee of the Department as circumstances require.

A. Standing Committees

1. The Advisory Committee (elected):

- a. The Advisory Committee will consist of four members of the tenure-stream faculty elected in accordance with the University Statutes. The head will arrange for annual elections to this committee by the Committee of the Department. Membership will be for two-year terms and one-half of the members will be elected each year. Should a member of the Advisory Committee resign or become incapacitated, the head will call an election to select a new member who will finish the term vacated;
- b. The associate head may serve as an ex officio member of the committee without voting or floor privileges unless regularly elected to the committee;
- c. The Advisory Committee will meet in group session at the call of the head. If two members of the committee so request in writing, the head will convene the committee within five days after receipt of the request;
- d. Ordinarily, notice of meetings of the committee will be circulated to the members at least two working days in advance;
- e. The Advisory Committee will advise the head on matters of general policy, on new appointments, the renewal or non-renewal of faculty appointments at the rank of lecturer or above and on the appointment of visiting faculty members;
- f. The Advisory Committee performs evaluations of faculty annual reports and presents the evaluations to the head as input to the head's determination of annual merit-based salary increases;
- g. If the Advisory Committee is in session to evaluate the head's performance, neither the head nor the associate head will be present. (see Sec. II, F1.)

2. Graduate Committee (elected):

- a. The Graduate Committee will consist of representatives elected from each of the department's areas of specialization, and will be chaired by the Director of Graduate Studies. In addition, two graduate students, one in the Master's program and one in the Ph.D. program, are to be selected by the Geography Graduate Students Association to membership on the committee;
- b. The committee will advise and assist the head and other departmental committees in matters of policy pertaining to the graduate programs, and will be responsible for monitoring the progress of graduate students;
- c. The committee will make recommendations to the head regarding the admission of students and allocation of aid to incoming students;
- d. The committee will review and present for approval to the Committee of the Department all proposed graduate course and curricula changes;

- e. The graduate students who serve on the committee may not participate in discussions on the progress or status of, or allocation of funding and awards to, individual graduate students, nor may they participate in decisions about admission and funding for new students.

3. Undergraduate Committee (appointed):

- a. The Undergraduate Committee will consist of three members of the faculty, including the Director of Undergraduate Studies who will chair the committee. Normally, at least one of the faculty members on the committee will regularly be involved in teaching 100-level courses. Undergraduate students may elect one student representative to the committee. The student representative must be a major in geography in good standing and in residence;
- b. The committee will advise and assist the head or other departmental committees in matters of policy or administration of the undergraduate program. The committee will be responsive to requests from the head, other committees, and/or individuals, or it may, itself, initiate reviews of the program, offerings, requirements, and advising;
- c. Normally, the head will designate one member of the committee as chair who, in consultations with the head, will assign students to advisors, coordinate the activities of individual advisors, develop and oversee internships for students, coordinate student nominations for special recognition at graduation, and proselytize outside the department on behalf of the department's undergraduate programs;
- d. The committee will review and present for approval to the Committee of the Department all proposed undergraduate course and curricula changes.

4. Grievance Committee (elected):

- a. The Grievance Committee will consist of three members of the faculty elected for staggered terms of three years each by the Committee of the Department. The presiding member will be elected annually by the members of the Grievance Committee. In cases of conflict of interest, the head may appoint a substitute committee member(s) from among the faculty;
- b. The committee will receive complaints and queries from members of the faculty, professional staff, and students concerning acts, actions or policies of the department, of its officers, of its committees, or of the faculty which are not appropriately taken up through the Committee of the Department. Appeals concerning masters, departmental, or preliminary examinations must be taken to the Advisory Committee. Appeals concerning grading must be taken to the Capricious Grading committee. Insofar as may be needful and practical, the committee will strive to protect the anonymity of the complainants. Whenever possible, the committee will attempt to reach an amicable settlement of the matter of complaint. Where amicable settlement of the matter proves impossible, the committee will refer the matter to the head or the Advisory Committee with its recommendations for action.

5. Capricious Grading Committee (elected):

- a. The Capricious Grading Committee will consist of three members of the faculty elected for one-year terms. In cases of conflict of interest, the head may appoint a substitute committee member(s) from among the faculty. The committee reviews matters of complaint over grading. In reviewing a complaint, the committee will select either a geography graduate student (if the complainant is a Masters or PhD student) or a geography undergraduate major (if the complainant is an undergraduate) to serve as a voting member of the committee. Student representatives must be in good standing in the department and in residence;
- b. The committee will receive written complaints and queries from student complainants concerning course work. The committee may interview the principals in the review procedure. It will report its findings and recommendations to the head in writing and the head will advise the complainant and the appropriate college dean of the recommendation.

B. Ad Hoc Committees: Ad hoc committees are designated by the head for purposes not delegated to standing committees, and may be formed at any time. They shall consist of three or more members appointed by the head, one being chair.

1. Promotion and tenure committees:

- a. Committees appointed to assess candidates for promotion to tenured positions shall consist of three professors at the rank to be considered for the candidate, or above. At least two of the members shall be departmental faculty with continuing appointments. Such committees and the chair normally shall be designated by the head early in the spring semester. Committees are responsible for peer-review of teaching as one of the evaluative inputs to their report and recommendation.

2. Mentoring Committees:

- a. A mentoring committee will be appointed for each non-tenured faculty member. The committee shall comprise three faculty at equal or higher rank drawn from fields related to the faculty member's expertise. The mentoring committee has two principal tasks: 1) to provide advice and mentoring to guide the faculty member in constructing a strong record of scholarly accomplishment prior to the promotion and tenure review and in developing as a successful professional in his/her field; 2) to conduct an annual evaluation during the spring semester of the faculty member's progress and performance in the areas of research, teaching and service. The committee will prepare the annual evaluation in the form of a letter or memo which will be given to the department head as input to the head's preparation of the faculty member's annual review. Both evaluative statements and constructive recommendations will be included in the letter.
- b. Each faculty member whose appointment is outside the tenure system, termed "specialized faculty" in Provost's Communication #25, and whose appointment is not visiting status or temporary, will be assigned a mentoring committee comprising three faculty members. The principal task of this committee is to review and evaluate the faculty member's performance in the roles and responsibilities that are central to his or her position. This review will be conducted during years in which the faculty member is eligible for

reappointment. The committee will summarize its evaluation in a letter to the department head for consideration in the head's recommendation on reappointment. In addition to this review task, the mentoring committee will provide advice and guidance to the faculty member to support his/her professional development.

VII. Reappointment, Promotion and Annual Review of Tenure-System Faculty: The department is guided by the University Statutes and by policy statements of the College of Liberal Arts and Sciences concerning reappointment, tenure, and annual review procedures.

- A. Reappointment. It will be the responsibility of the head to seek the advice of members of the Advisory Committee and all other faculty members before making a recommendation regarding the reappointment of any faculty member. S/he may also consult with others at his or her own discretion.
- B. Promotion and Tenure: It will be the responsibility of the head to seek the advice of members of the Advisory Committee and all other faculty members of higher rank before making a recommendation regarding tenure. The head may also consult with others at her or his own discretion.
- C. It will be the responsibility of the head, members of the Advisory Committee, and other faculty members of the appropriate rank to make evaluations in matters of reappointment, tenure, and promotion based on the quality of performance and professional development of the candidate in the areas of teaching, research, and service from the viewpoint of the profession, the University, and the department.
- D. Annual Review of Non-Tenured Faculty
 - 1. It will be the joint responsibility of the head and each non-tenured faculty member to confer in the spring semester of each academic year regarding the relationships between the non-tenured faculty member and the University.
 - 2. A general statement of teaching, research, and service activities will be entered in the faculty member's departmental file for future reference when candidacy for promotion is entertained.
 - 3. Third-year Review. During the third year of the probationary period, a formal evaluation will be conducted of each tenure-track faculty member's progress in research, teaching and service. The Department Head, in consultation with the Advisory Committee, will constitute a committee consisting of two to three faculty members at the rank of Associate or Full Professor to conduct the evaluation. Results of this evaluation will be communicated to the tenure-track faculty member by the Department head in the form of a written letter and oral discussion. The third year review will conform to guidelines set forth in Provost Communication 13 and Executive Committee-approved policies published by the College in the LAS Policy Manual for Faculty and Staff.
- E. Annual Review of Tenured Faculty Members below the Rank of Professor
 - 1. It will be the joint responsibility of the head and each tenured faculty member below the rank of professor to confer each spring semester to discuss the faculty member's progress toward promotion and her or his general role in the department and University.

2. A general statement of teaching, research, and service activities will be entered in the faculty member's departmental file for future reference when candidacy for promotion is entertained.
- F. Annual Report of Tenured Faculty Members at Professor Rank. Faculty members at the Professor rank must submit an annual report of teaching, research and service activities in the spring semester, and the report will be evaluated by the Advisory Committee and head.
- G. Procedures for Promotion and Tenure Review: Committees to review candidates for promotion to associate professor with indefinite tenure or to full professor are appointed by the head in the spring semester of the year preceding submission of the dossier to the college and university. Committees consist of three professors at the rank to be considered for the candidate or above. After an initial review of the candidate's credentials (in Communication 9 format) in the spring, a recommendation is brought by the Promotion and Tenure Committee to a meeting of all faculty members in the department at or above the rank under consideration for promotion. If a majority of faculty vote in favor of initiating the promotion process, the Promotion and Tenure Committee solicits external letters and assembles the Communication 9 dossier. The completed dossier is then voted upon in the fall by the faculty at or above the rank under consideration for promotion.
- H. Criteria for Promotion and Tenure Decisions: The Department of Geography and Geographic Information Science criteria for promotion and tenure embrace the overall criteria established by the University of Illinois at Urbana-Champaign. (See Provost Communication #9: <http://www.provost.uiuc.edu/provost/Communications/comm9/comm9.htm>) The Department expects faculty being considered for promotion and tenure to demonstrate the following:
1. Research
 - a. Strong evidence of research productivity, generally measured by publications in leading specialty, disciplinary, and interdisciplinary journals relevant to the candidate's research interests and/or by the publication of an important, widely-recognized monograph;
 - b. Significant impact of the candidate's work on knowledge as evidenced by comments from external evaluators that indicate the candidate is emerging as a leader in his/her research area, that his/her scholarship is of high quality, and that work by the candidate is innovative and important;
 - c. Development of a coherent intellectual and professional identity through the establishment of a cohesive body of research;
 - d. Success in grantsmanship to support and sustain a productive research program. The department recognizes and embraces the diverse scope of scholarship conducted by geographers, ranging from the natural sciences to the humanities. Opportunities for and levels of external funding vary among different areas of scholarship and expectations of what constitutes success in grantsmanship also vary accordingly;
 - e. Recognition of scholarly contributions through receipt of major awards, election as a fellow or member of a prestigious professional organization, invited talks at universities and professional societies, and invited keynote presentations.

2. Teaching: Success in teaching is assessed based on a variety of metrics, including:
 - a. Strong ICES scores;
 - b. Inclusion on the List of Teachers Ranked as Excellent by Their Students;
 - c. Positive peer evaluations of classroom performance, course organization, and instructional techniques. These evaluations are conducted by the Promotion and Tenure Committee;
 - d. Positive feedback from Master's and PhD students for whom the candidate is serving as an advisor;
 - e. Contributions to curriculum development or revision, including the development of new courses;
 - f. Affirmations from current or former students in the form of interviews, surveys, or letters;
 - g. Evidence of student learning in the form of student awards or recognition and the successful completion of advanced degrees.
 3. Service (Public, professional/disciplinary, and university): While the primary basis for promotion and tenure will be evidence of high quality both of research and teaching, consideration is also given to evidence of valuable service. Evaluations of service include consideration of:
 - a. Service to the department, college, and campus through participation on committees;
 - b. Service to the profession/discipline through participating in conference organizing or scientific committees, serving as a journal editor or on journal editorial boards, reviewing articles for journals and proposals for funding agencies, and engaging in activities related to professional or scholarly associations;
 - c. Service to the public, including providing professional advice to, or participating in the activities of government and public agencies. Activities might include policy briefs, consultancy reports, policy commentaries, talks to policy audiences, talks to popular audiences, films for popular diffusion of research results and for educational purposes, and participation in public hearings.
 4. Ideally, the department would prefer that all faculty members excel in each of the general areas of teaching, research, and service. However, the department recognizes that the talents and inclinations of individuals differ and that it is unrealistic to expect such versatile performance in all cases. Nevertheless, the criteria outlined above shall be applied consistently in all reappointment, tenure and promotion decisions.
- I. Reappointment, Review, and Promotion for Specialized Faculty. Specialized faculty have appointments that are not within the tenure system, as described in Provost's Communication #25. Specialized faculty represent diverse types of appointments and appointment circumstances, and it is not possible to address each of these distinctive circumstances in this document. This section

identifies the rights of specialized faculty members and procedures for reappointment and advancement that may apply for some specialized faculty.

1. At the time of appointment, a specialized faculty member will be informed of the term and conditions of employment. While recognizing that appointments of specialized faculty are often constrained by budgetary factors and departmental needs, the department head will keep the faculty member apprised of opportunities for reappointment and advancement, if available.
2. Specialized faculty members will have access to departmental grievance procedures.
3. Expectations and responsibilities for those specialized faculty members who are eligible for reappointment will be detailed by the department head in a memorandum to the specialized faculty member. The memorandum will be given to the specialized faculty member during the first semester of his or her appointment in the department, and it will be shared with the mentoring committee for use in preparing the annual review.
4. Evaluation of specialized faculty. A performance review will be undertaken annually for specialized faculty in accordance with Communication #25.
5. For specialized faculty whose appointments permit advancement to higher rank, the department head, in consultation with the mentoring committee, will provide the faculty member with a set of departmental criteria and procedures to be used in evaluating the faculty member for promotion. These criteria and procedures will be consistent with those specified in any relevant Provost's communications.

VIII. Amendment to the Bylaws

- A. These bylaws may be amended at any meeting of the Committee of the Department.
 - B. Amendments may be proposed by any voting member of the Committee of the Department and will be submitted in writing to the head. The head will circulate proposed bylaws to all voting members of the department at least one week before their consideration in departmental meetings. The proposed bylaws will be voted on by ballot and they will not be adopted unless approved by two-thirds of the voting members of the Committee of the Department that are present.
- B. No less frequently than once every five years, the head will appoint an ad hoc committee for the review of the bylaws, which will study these bylaws and recommend to the head for submission to the Committee of the Department any amendments or revisions of these bylaws which may seem to the committee needful and prudent.