

THE DEPARTMENT OF LATINA/LATINO STUDIES BYLAWS

Article I. Name

The name of the academic unit is the Department of Latina/Latino Studies (LLS), in the College of Liberal Arts and Sciences, at the University of Illinois at Urbana-Champaign.

Article II. Mission

The Department of Latina/Latino Studies is a teaching and research academic unit committed to promoting knowledge of and public engagement with the Latina/Latino experience in the United States. Latina/Latino Studies cultivates a vibrant intellectual environment that stimulates collaborative and interdisciplinary research, provides comprehensive education appropriate for all university students, and generates comparative knowledge of Latina/Latino populations and their significant and historically varied roles in U.S. society. The Unit also fosters a deeper appreciation for the cultural, racial and ethnic diversity of the United States through a wide range of curricular offerings, conferences and lectures on Latina/Latino subject matter.

Article III. Function

The Department of Latina/Latino Studies is an academic unit in the College of Liberal Arts and Sciences. It is the responsibility of the unit to:

- A. Provide comprehensive undergraduate and graduate instruction in Latina /Latino Studies and administer programs that assist in the recruitment and retention of graduate students engaged in Latina/Latino-related research.
- B. Work closely with undergraduate and graduate students to create an intellectually challenging and supportive environment.
- C. Foster a collegial environment that stimulates intellectual collaboration and furthers the professional advancement and development of Latina/Latino faculty.
- D. Promote awareness of faculty and student contributions and accomplishments.
- E. Organize periodic colloquia, speaker's series, seminars, and conferences that examine the state of the field, present and discuss research, and advance opportunities for academic collaboration with other campus units.
- F. Encourage collaboration with other academic units to develop courses and incorporate materials that provide an analysis of the Latina/Latino experience. Strengthen connections between the scholarship and research of Latina/Latino Studies to the public engagement mission of the University of Illinois at Urbana-Champaign.

Article IV. Membership and Community

The Department of Latina/Latino Studies is open to all members of the University community who are committed to Latina/Latino Studies as defined in Article II.

- A. *Faculty* are those members of the faculty who hold an appointment of at least 25% in Latina/Latino Studies. The Faculty is expected to provide academic and intellectual leadership and to represent the Unit's interests on campus and in the wider community, as well as their responsibilities to the Unit as outlined in all other articles of this document.
- B. *Specialized Faculty* are those members who hold instructor, senior instructor, lecturer, and senior lecturer appointments in Latina/o Studies. Specialized faculty are expected to provide academic and intellectual leadership and to represent the Unit's interests on campus and in the wider community. The rights and responsibilities of Specialized Faculty are described in Articles V, VII, VIII, IX and X.
- C. *Faculty Affiliates* are those members who hold 0% non-salaried appointment in Latina/o Studies. Faculty Affiliates are expected to provide academic and intellectual leadership and to represent the Unit's interest within their home department. The rights and responsibilities of Faculty Affiliates are described in Articles V, VII, VIII, IX and X.
- D. *Unit Affiliates* are those members of the University community, including academic professionals, instructors and part-time and adjunct professors who have research, teaching, and/or service commitments in Latina/Latino Studies or are supportive of the Unit in other ways (e.g., advising Latino students).
- E. *Students* are current undergraduate, professional, or graduate students of the University whose research and/or service activities indicate a commitment to Latina/Latino studies.

Article V. Roles and Responsibilities of the Membership

It is the responsibility of all members of the Department of Latina/Latino Studies to advance the mission of the Unit by fostering an inclusive environment that promotes respect, dialogue, and collaboration. In keeping with the history and spirit of the Unit, we are committed to building and sustaining a community that values the contributions of all members.

- A. *Faculty* will represent the Unit's interest on campus and in the wider community. The Faculty will also participate in the Unit's governance by serving on standing committees, including the Unit's Executive Committee. Faculty will be designated as Unit "faculty," have access to Unit resources, develop courses and advise students in the Unit. Faculty will have a voice and vote regarding the Unit's governance, faculty hiring and curriculum.

- B. *Specialized Faculty* will represent the Unit's interests on campus and in the wider community. Specialized Faculty may, if they chose, participate in the Unit's governance by serving on standing committees, specifically the Curriculum Committee and the Program and Community Activities Committee. Specialized faculty will have an advisory voice regarding the Unit's governance, faculty hiring and curriculum. Specialized Faculty will have access to Unit resources, develop courses and advise students in the Unit.
- C. *Faculty Affiliates* will represent the Unit's interests within their respective home departments, on campus and in the wider community. Faculty Affiliates will participate in the Unit's governance by serving on standing committees with the exception of the Executive Committee. Faculty Affiliates will have an advisory voice regarding the Unit's governance, faculty hiring and curriculum. Faculty Affiliates will be designated as unit "faculty affiliate," have access to Unit resources and the right to develop and crosslist courses with the Unit.
- D. *Unit Affiliates* will represent the Unit's interest within their respective university programs and support the Unit, through student organizations, program activities and providing guest lectures in Latina/Latino courses. Unit Affiliates may be invited to participate as ex-officio members of Unit committees.
- E. *Students* are invited to participate as active members in the Unit by taking courses, developing programming, and providing service on Unit committees as permitted by University Statutes.

Article VI. Administration

The Chair will function as the executive officer of the Unit. The Chair shall be appointed by the Dean of the College of Liberal Arts and Sciences, in consultation with LLS Faculty and Faculty Affiliates and in accordance with appropriate University Statutes. The Chair shall consult the Executive Committee regarding faculty recruitments and appointments and major curricular revisions. The Faculty Affiliates', Program Affiliates' and Students' roles in the above matters are advisory, consistent with University Statutes.

- A. The Chair shall report directly to the Dean of the College of Liberal Arts and Sciences. The performance of the Chair shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire "Faculty."
- B. The respective duties of the Chair and executive committee are laid in general terms by the University Statutes. All matters not detailed in the Statutes or the Bylaws shall lie within the province of the Chair.
- C. The Chair shall:
 1. Be an ex officio member of the Executive Committee and a voting member of the faculty.

2. The Chair shall call and preside at meetings of the Executive Committee and Faculty meetings. There shall be no less than one meeting each academic year for consideration of departmental governance and educational policy. Consult the Executive Committee regarding faculty recruitments and appointments and major curricular revisions.
 3. Prepare the budget for Executive Committee approval and be responsible for the expenditure of funds approved by the Executive Committee.
 4. Oversee faculty reviews, faculty hiring, promotion, recruitment, and retention.
 5. Recognize the individual responsibility of Unit staff and academic professionals and shall allow proper scope to the ability and initiative of all members of the Unit. The Chair shall evaluate Unit staff once a year in accordance with the rules and regulations of the University.
 6. Represent the Unit in relations with other Units, University officials and the general public.
- D. The Associate Chair and Director of Curriculum and Instruction shall:
1. Be a voting member of the faculty and appointed to a 25 % administrative appointment by the Chair in consultation with the Executive Committee to serve a term determined by the Chair.
 2. Call and preside as an ex officio member at the meetings of the Executive Committee when the Chair is in absentia.
 3. Call and preside as Chair of the Curriculum Committee.
 4. Oversee and guide the development of the undergraduate and graduate curriculum, course development, course enrollments, and academic scheduling.
 5. Oversee the hiring, training, and assessment of the instructional staff inclusive of teaching assistants, instructors, and visiting professors.
- E. The Academic Advisor and Administrative Coordinator shall:
1. Be an academic professional appointed by the Chair in consultation with the Executive Committee and approved by the Dean of the College of Liberal Arts and Sciences.
 2. Assist the Chair and Associate Chair in the administration of the unit.
 3. Be a full-time advisor for LLS undergraduate and graduate students.

4. Call and preside as Chair of the Programming Committee and be a voting member of the Curriculum Committee.
5. Assist the Associate Chair and Director of Curriculum and Instruction with the undergraduate and graduate curriculum, course development, course enrollments, and academic scheduling.
6. Have primary responsibility for on campus and community outreach and programming activities.

Article VII. Executive Committee

- A. The Executive Committee will collaborate with the Chair in matters regarding the Unit, including the formation of policy, faculty hiring, promotion, recruitment, retention, academic Unit development and governance. Executive Committee recommendations regarding departmental policy, governance, hiring and recruitment are subject to the majority approval of the faculty. The Chair of the Unit is the chair and an ex officio member of the Executive Committee.
- B. There shall be an Executive Committee elected in April by and from the Unit “*Faculty*” by a confidential written ballot for a term to begin in August of the following academic year. Members of the Executive Committee shall be elected for staggered two-year terms. The Executive Committee will meet as often as necessary as determined by the Chair. If two members of the Executive Committee so request in writing, the Chair shall convene the committee within five days after receipt of the request. No more than one member of the Executive Committee in a given term may hold a 25% appointment.
- C. Until the Unit has a tenured Faculty of five or more members, the Executive Committee shall consist of a quorum of the “*Faculty*” as a whole. After that critical mass is achieved, the Executive Committee shall be composed of 3 elected tenured “*Faculty*” members, with two-year staggered terms. When the Executive Committee is in session to evaluate the Chair’s performance, the Chair shall not be present and the Committee shall be chaired by a Committee member elected by the Committee for that purpose.
- D. Any faculty member shall be entitled to a conference with the Executive Committee or with any member of the Executive Committee on any matter properly within the purview of the committee.
- E. The Chair or Executive Committee member(s), with the majority approval of the Executive Committee, may invite other persons who are not members of the Executive Committee to report at its meetings. The Chair and Executive Committee shall recommend individuals for academic appointment in the Unit after deliberations with Faculty and Faculty Affiliates, and a majority confidential written vote of the Faculty.

- F. Unless there are exigent circumstances, Faculty Executive Committee members shall not serve two consecutive terms. Faculty on leave cannot serve on the Executive Committee. In the case that an Executive Committee faculty member goes on leave after he or she has already begun the term of office, the Executive Committee may decide to appoint a replacement. Substantive minutes of each meeting of the Executive Committee shall be circulated to department faculty within one week of meeting.
- G. The following Standing Committees report to the Executive Committee:
 - a. Curriculum Committee
 - b. Program and Community Activities Committee
 - c. Research and Scholarly Affairs Committee
 - d. Promotion and Tenure Committee

Article VIII. Standing Committees

All Department of Latina/Latino Standing Committees are advisory and are required to report to the Executive Committee. Appointments to the Standing committees will be made in the Fall semester. The Academic Advisor and Administrative Coordinator, acting on behalf of the Executive Committee, will canvas Faculty and Faculty Affiliate members for nominations and volunteers for committee service in the upcoming year. At the next meeting of the Executive Committee, this information will be discussed and recommendations will be made to the Chair. The Chair will appoint the members and chairs of the committees.

Except for the Promotion, Tenure and Faculty Review Committee, which will be comprised exclusively of tenured Faculty, each committee shall be chaired by a Faculty member and include as members Faculty, Faculty Affiliates, and Students. On the advice of the committee, Program Affiliates with expertise in the work of the committees may be invited to serve as ex-officio members of the committee. Each committee shall include one graduate student and one undergraduate student as members. But if students are not available to participate, the committees will continue to work until students are located.

A. Curriculum Committee

The Committee will advise and recommend proposals and policies dealing with the curricular life of the Unit, including the Unit minor, major, graduate minor certificate and graduate program. Among its functions, the Committee shall:

1. Advise the Chair and Academic Advisor in the supervision of the minor;
2. Advise the Chair and Academic Advisor in the supervision and design of a major, graduate certificate and graduate program;

3. Recommend new courses and cross-listed courses;
4. Review and recommend individual student petitions;
5. Recommend program curriculum priorities;
6. Assist the Chair and Academic Advisor in identifying faculty, lecturers, and teaching assistants to staff the courses.

B. Program and Community Activities Committee

The Committee will promote scholarly discussion on the UIUC campus and extend these scholarly discussions to the Latina/Latino community. Among its functions, the Committee shall:

1. Recommend internal and external community outreach projects and activities relevant to Latina/Latino Studies;
2. Facilitate social and intellectual events for the Latina/Latino Studies community at UIUC;
3. Maintain liaison with UIUC programs and resource centers that have shown an on-going interest in making linkages over Latina/Latino issues.

C. Research and Scholarly Affairs Committee

The Committee shall identify specific academic and research priorities within the discipline that would strengthen the Unit. Once the Committee identifies voids to be filled, it will make recommendations to the Executive Committee for appropriate action within the established Bylaws of the Unit and University guidelines.

Among its functions, the Committee shall:

1. Serve as a committee to review applications for the Latina/Latino Studies Postdoctoral Fellowship and make recommendations to the Chair;
2. Recommend guest speakers for the Rolando Hinojosa-Smith Lecture Series academic symposia, brown bag lecture series, and other scholarly events;
3. Propose relevant Latina/Latino Studies research and scholarly events to the Chair and Executive Committee;

D. Promotion and Tenure Committee

The Promotion and Tenure Committee is composed of the Chair and Unit tenured Faculty members with at least a 25% appointment and equal or greater rank of the faculty under consideration for promotion and tenure.

1. The Chair in consultation with the Promotion and Tenure Committee will request materials for promotion and tenure, vote and forward recommendations to the Promotion and Tenure Committee of the College.
2. The Department's Promotion and Tenure procedures will conform to College of LAS regulations, University Statutes and Provost Communication 9.

Article IX. Annual Reviews, Third Year Review, Salary, and Termination

- A. The work, research, service, and teaching contributions of each Unit faculty member (tenure track or tenured) with at least a 25% appointment in the Unit will be reviewed annually. In instances in which a faculty member is undergoing a third year, promotion, or tenure review, that review will also serve as the annual review. For Specialized Faculty, the teaching and service contributions of each member who is appointed for more than 1 year will be reviewed annually.
- B. The Chair will request materials for review. The Chair and Executive Committee will assess those materials. The Chair in collaboration with the Executive Committee will then draft a report of the review to be shared with the faculty.
- C. Relevant feedback resulting from the review will be provided to each faculty member in writing.
- D. The outcome of annual reviews will be used to determine the Executive Committee's recommendation for merit increases.
- E. Procedures for annual reviews, salary increases and terminations shall conform to University Statutes and Provost Communications 9, 13, 21, 22 & 23.

Article X. Faculty Grievance Procedures

The Department of Latina/Latino Studies is committed to providing prompt, fair and effective resolution of grievances. The Unit strongly encourages all who believe that they have a grievance to use all avenues for informal resolution at the lowest administrative levels possible to resolve the dispute.

- A. Faculty members in Latina/Latino Studies may initiate a formal grievance in writing to the Chair concerning actions or policies of the unit or another individual. (Grievances related to discrimination by reason of race, sexual orientation, gender identity, gender expression, nation origin, religion, age, handicap, or status as disabled veteran or veteran of the Vietnam era should be made to the University's Affirmative Action Office.) The grievance must be filed within a month after the termination of the academic year in

which the grievance occurred. The respondent(s) should be given opportunity to reply in writing to the written grievance. The appellant should then be given opportunity to reply to the respondent(s).

- B. The members of the Executive Committee who are impartial and unaffected by the outcome, shall be convened to address the grievance. Members of the Committee shall not be participants in the decision or action upon which the grievance is based. Nor shall any member of the Committee also serve on a body adjudicating the grievance. The Committee shall conduct a preliminary investigation in order to decide whether it will accept the case.
- C. If the case is accepted, the Committee must convene a formal hearing in which both the appellant and respondent(s) are present. It will reach a conclusion within two months of acceptance.
- D. The appellant has the right to be accompanied by an advocate or representative of his/her choice at any and all stages of the grievance process.
- E. All committee deliberations shall be confidential.
- F. When the Committee is satisfied that it has collected and evaluated enough information, the Committee will provide both parties with a written account of its findings and recommendations.
- G. If either party is dissatisfied with the Committee's ruling, they may initiate a formal appeal within the policies of the College of Liberal Arts and Sciences or the college in which a majority of the faculty member's tenure line is housed.
- H. In the case that a grievance is lodged against the Chair, the Associate Director will ask the Executive Committee to conduct a review (following the standard procedures detailed above).

Article XI. Student Grievance Procedures

The Department of Latina/Latino Studies is committed to providing prompt, fair and effective resolution of grievances. The Unit strongly encourages all who believe that they have a grievance to use all avenues for informal resolution at the lowest administrative levels possible to resolve the dispute. Grievance procedures initiated by a student will occur in the same manner as initiated by a faculty member (in Article X above and will adhere to the procedures of the University of Illinois Student Code of Conduct).

- A. Students may initiate a formal grievance in writing to the Chair concerning actions or policies of the Unit or another individual. (Grievances related to discrimination by reason of race, sexual orientation, gender identity, gender expression, nation origin, religion, age, handicap, or status as disabled veteran or veteran of the Vietnam era should be made to the University's Affirmative Action Office.) The grievance must be filed within a

- month after the termination of the academic semester in which the grievance occurred. The respondent(s) should be given opportunity to reply in writing to the written grievance. The appellant should then be given opportunity to reply to the respondent(s).
- B. The members of the Executive Committee, who are impartial and unaffected by the outcome, shall be convened to address the grievance. Members of the Committee shall not be participants in the decision or action upon which the grievance is based. Nor shall any member of the Committee also serve on a body adjudicating the grievance. The Committee shall conduct a preliminary investigation in order to decide whether it will accept the case.
 - C. If the case is accepted, the Committee must convene a formal hearing in which both the appellant and respondent(s) are present. It will reach a conclusion within two months of acceptance.
 - D. The appellant has the right to be accompanied by an advocate or representative of his/her choice at any and all stages of the grievance process.
 - E. All committee deliberations shall be confidential.
 - F. When the Committee is satisfied that it has collected and evaluated enough information, the Committee will provide both parties with a written account of its findings and recommendations.
 - G. If either party is dissatisfied with the Committee's ruling, they may initiate a formal appeal within the policies of the College of Liberal Arts and Sciences or the college in which a majority of the faculty member's tenure line is housed.
 - H. In the case that a grievance is lodged against the Chair, the Associate Chair will ask the Executive Committee to conduct a review (following the standard procedures detailed above).

Article XII. Acceptance and Amendment Procedures

- A. Amendments to any Articles [except for Article VIII Section D (Promotion & Tenure) and Article IX (Annual Reviews, Third Year Review, Salary, and Termination)] of these Bylaws may be proposed by the Executive Committee or any three Faculty and/or Faculty Affiliates. Proposed amendments to these Bylaws must be circulated in writing to all voting Unit members at least one month prior to the Executive Committee meeting at which time they will be discussed.
- B. Notice of the amendment shall be sent to all Units and a meeting called to discuss the proposed revisions.
- C. After Unit faculty discussion, the proposed amendment requires an affirmative written confidential vote by a two-thirds majority of the Faculty.

D. In general, these Bylaws shall be reviewed as the need arises, but no less often than every five years.

Bylaws Approved October 22, 2007

Bylaws Article VII Section 7 Amended March 18, 2008

Bylaws Article VI Amended October 6, 2009

Bylaws Amended and Approved due to Department status September 2010

Bylaws Changes implemented October 2011

Bylaws Revised (to incorporate Specialized Faculty) and Approved May 2, 2018