

FAC Operating Procedures

In compliance with the University of Illinois Statutes, the UIS FAC will follow these operating procedures.

- 1) Normally, the FAC will meet monthly or more often as required during the academic year. Additional meetings may be scheduled if warranted by the number or importance of agenda items. The FAC will not convene during the summer, though members may choose to make an exception if there are extraordinary, time-sensitive circumstances that merit such an exception.
- 2) Faculty members or executive officers may ask FAC to consider suggestions for the good of the University, grievances, or disciplinary matters. Requests for consideration should be made in writing (fac@uis.edu). Any member of the committee who receives such a request shall forward it to the chair, who will add it to the agenda for a future meeting. Members of the FAC may also submit agenda items to the chair.
- 3) At the beginning of each meeting, the members of the FAC will review the meeting agenda and will decide on the order in which to consider agenda items. Items that are time-sensitive or that have especially significant bearing on the good of the University will be prioritized.
- 4) Any FAC member may make a motion to act on an agenda item. Proposals will be put to the vote of the committee. A simple majority of the committee will carry the motion.
- 5) In the event that a FAC member goes on leave, the committee member may name a temporary replacement to the committee. Otherwise, the committee chair will solicit names from committee members and a replacement member will be determined by a vote of the committee members.
- 6) The regular election period for the FAC will be in the spring of each academic year.
- 7) A quorum is defined as a simple majority of the committee.

8. The FAC may initiate investigations on its own statutory authority or on behalf of a faculty member who raises an issue with the FAC. In case of the latter, the FAC distinguishes between consultations and cases:

Consultations. Any faculty member may request a meeting with the FAC. This meeting, or series of meetings, is termed a consultation. Whenever practical, at least two members of the FAC take part in the initial consultation. At this stage we collect information pertaining to a suggestion or grievance, and offer advice on how to proceed. Throughout a consultation, the consulting FAC member(s) report to the committee as a whole. After the FAC as a whole has reviewed the matter, the committee may offer further advice or recommend that the faculty member (a) pursue other options or (b) exhaust other avenues of appeal; the committee may also offer additional advice. In some instances the FAC may determine that the matter is outside of its purview and dismiss the matter.

Cases. If the FAC determines the matter to be within its scope, the committee (a) will take up the matter with appropriate University authorities, (b) recommend any action it deems in the best interest of the faculty member involved and of the University, (c) communicate its conclusions to the faculty member and to appropriate administrators and others. Normally recommendations arising from cases are made to the Provost and/or Chancellor.

9. Committee notes and records shall be considered confidential and open to inspection only for reasons satisfactory to the committee and authorized by it in writing, or by court order.
10. A member of the committee shall be recused, either by his/her own initiative or by a majority vote of the committee, from any participation on any matter with elements of conflicting interest. On those occasions when the chair might be deemed to have a conflict of interest, a chair pro tempore shall be designated to conduct official business of the committee.