

University of Illinois
Center for Translation Studies
Bylaws

Revised 2/26/18

I. Name

The name of the unit is the Center for Translation Studies (CTS). CTS is a unit in the School of Literatures, Cultures and Linguistics (SLCL) in the College of Liberal Arts and Sciences (LAS), at the University of Illinois, Urbana-Champaign.

II. Mission

1. CTS serves students, faculty and academic professionals from across the University of Illinois campus, along with communities from across Illinois and the Midwest, by providing world-class translation and interpretation education and training and innovative interdisciplinary research. CTS is also committed to public engagement that models best practices, raises awareness of the translation and interpreting profession and demonstrates how the profession serves a critical need in the United States and the world.
2. CTS offers courses and programs at the undergraduate and graduate levels under its own rubric and through collaboration with other units in SLCL and across campus.
3. CTS develops and maintains partnerships with institutions in the United States and around the world to offer and promote relevant translator and interpreter education and collaborative research initiatives.

III. CTS Faculty

1. CTS Faculty are those members of the academic staff who are tenured or receiving probationary credit toward tenure, hold the rank or title of professor, associate professor, or assistant professor, and also hold at least a 0% formal appointment in CTS.
2. CTS Faculty privileges as specified in Article IV, Sections 4.1.2, 4.2 and 6.2 of these Bylaws will be extended to those who are neither tenured nor receiving probationary credit toward tenure; hold the rank or title of professor, associate professor, assistant professor, instructor, or lecturer; with or without the modification of "research," "adjunct," "clinical," "teaching," and/or "visiting;" and also hold at least a 0% academic appointment in CTS.
3. Meetings of all those holding at least a 0% academic appointment in CTS will be called at least once per semester. An agenda shall be posted prior to each meeting. Minutes of each meeting (except executive sessions held for the discussion of personnel issues) shall be made available to CTS Faculty.

IV. Administration

1. Director. CTS is administered by a Director, who serves as chief Executive Officer for the unit.
 - a. The Director is appointed by the Dean of LAS, in accordance with University of Illinois Statutes, Article IV, Section 3; and with the appropriate procedures of the College.
 - b. The Director shall have general direction of the work of the unit. The Director shall (1) consult with CTS Advisory Committee in regard to CTS policy; (2) be responsible for the organization of the work of CTS, for the quality and efficient progress of that work, for the formulation and execution of CTS policies, and for the execution of University and college policies insofar as they affect CTS; (3) report on the teaching and research of CTS; (4) have general supervision of the work of students in CTS; (5) prepare CTS budget in consultation with CTS Advisory Committee; and (6) be responsible for the distribution and expenditure of CTS funds and for the care of CTS property.

The Director, in consultation with the Advisory Committee, shall also recommend individuals for academic appointment in CTS.

2. Staff. Additional staff of CTS may be recommended for appointment by the Director, for the purposes of instruction, outreach, grant administration or other CTS activities consistent with its mission.
3. Review of the CTS Director. The Director of CTS shall be reviewed at least every five years by a panel appointed by the Dean of LAS after consultation with the School Director and the CTS Advisory Committee.
4. Standing Committees

4.1 Advisory Committee

4.1.1.

The Advisory Committee shall function in accordance with University Statutes, Article IV, section 3 (f). It shall provide for the orderly voicing of suggestions for the good of CTS, recommend procedures and committees that will encourage faculty participation in formulating policy, and perform such other tasks as may be assigned to it. It shall advise the Director on financial commitments of CTS and the appointment of individuals to academic positions in CTS. Any faculty member shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee.

4.1.2.

a. The Advisory Committee shall consist of at least four members of the academic staff holding at least a 0% appointment in CTS, elected by secret ballot. Three members shall be elected by and from among those members of the CTS faculty who are tenured or receiving probationary credit toward tenure

and hold the rank or title of professor, associate professor, or assistant professor. One member shall be elected by and from among those who are neither tenured nor receiving probationary credit toward tenure and hold the rank or title of professor, associate professor, assistant professor, instructor, or lecturer; with or without the modification of “research,” “adjunct,” “clinical,” “teaching,” and/or “visiting.”

b. Elections of all members of the Advisory Committee shall be held by secret ballot.

c. In the initial round of elections to the Advisory Committee, half of the elected members will be designated by lot to serve a one-year term, and the remaining members will serve two-year terms. Beginning in the second year, all members will serve two-year terms, with half of the members being replaced each year.

4.1.3. Meetings

a. The Advisory Committee shall meet at least one time and as needed each semester. A meeting of the Advisory Committee may be called by the Director or by a majority of its members. An agenda shall be posted prior to each meeting. Minutes of each meeting (except executive sessions held for the discussion of personnel issues) shall be made available to CTS Faculty.

4.2 Additional standing committees of CTS advise and are appointed by the Director from among all those holding formal academic appointments in CTS. Standing committees include the Curriculum Committee, the Admissions Committee, the Events Committee, and the Grievance Committee.

- a. The Curriculum Committee will propose or consider proposals related to CTS courses and curricula.
- b. The Admissions Committee will evaluate admissions files and recommend candidates for admission to CTS graduate program(s). The Admissions Committee may also make recommendations regarding application procedures and admissions criteria.
- c. The Events Committee will propose and coordinate events for CTS, including conferences, speaker programs, and colloquia.
- d. The Grievance Committee will consider formal grievances against the actions of any member of the academic staff whose primary appointment is in CTS. In the case of a grievance lodged against a member of the Grievance Committee, that member shall be recused from all arbitration of the grievance.

4.3. The director may appoint *ad hoc* committees as necessary.

5. Grievances against the CTS Director

5.1. Any grievance lodged against the Director of CTS shall be addressed to the Director of the School of Literatures, Cultures, and Linguistics, who shall promptly consult with the elected members of the Advisory Committee

6. Acceptance and Amendment Procedures

6.1 Amendments to these Bylaws may be proposed by the CTS Director or by any of those holding a formal academic appointment in CTS.

6.2. For amendments of these Bylaws to be adopted, they must be approved by a two-thirds majority of all those holding CTS faculty privileges, as defined in Article III, sections 1 and 2 of these Bylaws; except that voting on proposed revisions regarding the provision of faculty privileges is restricted to CTS Faculty, as defined in Article III, section 1 of these Bylaws.

6.3. These Bylaws are to be reviewed at least once every five years by the Advisory Committee.

