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 linking translation to the humanities. CTS is also committed to public engagement that models best practices, raises awareness of the translation and interpretation profession and demonstrates how the profession serves a critical need in the United States and the world.

   2. Academic Programs
      CTS offers courses and programs at the undergraduate and graduate levels through collaboration with other units in SLCL and across campus.

   3. Institutional linkages
      CTS develops and maintains linkages with partner institutions in the United States and around the world to offer and promote relevant translator and interpreter education and collaborative research initiatives.

III. Center Faculty
   1. Center Faculty are faculty who teach courses in CTS and/or who participate in CTS research projects.
   2. Unit meetings will be called once per semester via email announcements from the Director. Additional meetings will be called as needed.

IV. Administration
   1. Director. The CTS is administered by a Director, who serves as chief Executive Officer for the unit.

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

The Director, in consultation with the CEC, shall recommend individuals for academic appointment in the Center. In consultation with the CEC or as specified in the Center bylaws, the Director may invite other persons who are not members of the Center faculty to attend meetings of the Center faculty, but such persons shall have no vote.

2. Staff. Additional staff of the Center, consistent with its mission, may be appointed by the Director, in consultation with the CEC, for the purposes of instruction, outreach, grant administration or other CTS activities.

3. Reviews. The Director of CTS shall be reviewed at least every five years by a panel recommended by the CEC and appointed by the Dean of LAS after consultation with the School Director and Executive Committee.

4. Standing Committees

4.1 Executive Committee

The CEC shall function in accordance with University Statutes, Article III, section 3. It shall work with the Director to develop and execute policy and transact such business as may be delegated to it by the teaching faculty in the Center, the standing committees or by the Director. It shall advise the Director on financial commitments of the Center, the appointment of individuals to academic positions in the Center, and on the appointment of all standing and ad hoc committees.

4.1.1 Membership

a. The CEC shall have six members. No unit may have more than one member on the committee. By a random process, each Unit of the School shall be assigned a number. In the initial year of the Center, one member from each of first three units shall be selected by those units, to serve a one-year term. At the same time, one member from each of next three units shall be selected to serve a two-year term.

In the second year, those members selected for a one-year term shall be replaced by members of each of three other units (units 7-9). These new members shall serve two-year terms.
Subsequently membership in the CEC shall rotate through all the Units, changing three members each year.

b. A member of the CEC may not succeed himself/herself.

c. At the beginning of each academic year, each unit with a seat on the CEC shall designate its member through internal processes to be determined by the unit.

d. The Director is an ex officio member of the CEC and its Chair.

4.1.2. Meetings

a. The CTS Executive Committee shall meet at least one time and as needed each semester. A meeting of CEC 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 used for the discussion of personnel issues) shall be made available to the Faculty. The Director shall not have a vote in the recorded votes of the CEC.

b. No meeting of the CEC shall be held absent a quorum of four or more members.

4.2 Additional standing committees of CTS include the Curriculum Committee, Admissions Committee, and Events Committee. Members of these committees are appointed by the CTS Director.

a. The Curriculum Committee will coordinate and approve courses and curriculum associated with CTS programs.

b. The Admissions Committee will review applications for admission to the CTS MA program and regularly review application criteria.

c. The Events Committee will plan events for CTS, including conferences, speaker programs, and colloquia.

d. Other ad hoc committees as necessary to advise the Director of CTS on Center programs and activities.

Members of these committees shall change every two years and be drawn from units across campus so that different disciplinary and professional perspectives are represented.

5. Grievance Procedures. In the case of a formal grievance regarding the actions or policies of CTS, the CEC shall serve as the Grievance Committee.
6. Acceptance and Amendment Procedures

1. Amendments to these By-laws may be proposed by the Center Director or by any member of the CEC.

2. For amendments of these By-laws to be adopted, they have to be approved by a two-thirds majority of the CEC.

3. These By-laws are to be reviewed at least once every five years by the CEC.