

THE CONSTITUTION  
of the FACULTY OF  
INDIANA UNIVERSITY PURDUE UNIVERSITY COLUMBUS

ARTICLE I. THE FACULTY

A. Faculty Composition

The faculty of Indiana University Purdue University Columbus, hereafter referred to as “the Faculty,” shall be composed of the Vice Chancellor and Dean and individuals holding full-time rank at Indiana University Purdue University Columbus (hereafter referred to as “IUPUC”). This definition shall include all persons holding full-time faculty appointments as tenured and tenure-eligible faculty and librarians, lecturers, clinical and visiting appointments.

B. Presiding Officer

1. The presiding officer of the Faculty shall be a President. To be elected, the President must receive a plurality of the votes cast, provided at least 50 percent of the ballots are returned. Any non-visiting member of the Faculty not holding an administrative appointment shall be eligible to serve as President of the Faculty. The President or delegate shall represent the Faculty to administrators of IUPUC, IUPUI, Purdue University, Indiana University and to other appropriate bodies.
2. The President shall be elected for a term of two years. The President shall be elected in the Spring semester of even years.

C. Certification of the Faculty

As appointments by the Trustees occur, the Vice Chancellor and Dean shall communicate to the President of the Faculty the name, rank, and tenure status of each person holding an academic appointment at IUPUC.

## ARTICLE II. LEGISLATIVE AUTHORITY OF THE FACULTY

### A. General Sources of Authority of the Faculty

In accordance with the laws of the State of Indiana, and subject to the authority of the Boards of Trustees of Indiana University and Purdue University duly delegated to the Faculty, this constitution confirms and establishes in the Faculty the general power and responsibility to adopt policies and regulations, and to determine procedures for their implementation in order to achieve the educational objectives of IUPUC and the general welfare of those involved in its educational objectives.

Nothing in this constitution shall be interpreted as abrogating the agreement for the management of Indiana University Purdue University at Indianapolis executed by the two Boards on February 1, 1971, unless or until such time as that agreement is modified or terminated.

### B. Specific Legislative Authority of the Faculty

The Faculty shall retain and exercise legislative and consultative authority pertaining to IUPUC regarding:

1. IUPUC's academic mission;
2. IUPUC's structure of faculty governance, consistent with University faculty standards;
3. determination of faculty status at IUPUC;
4. creation, reorganization, merger, and elimination of academic programs and units within IUPUC;
5. authority of academic units within IUPUC, and the relation between them;
6. the development of the IUPUC curriculum, and of course content and instructional and examination procedures, and the scheduling of classes, subject to the interests of the University;
7. academic calendar, with only such deviation from University calendars made necessary by special curricular or accreditation requirements, or local circumstances;
8. nomination of candidates for degrees, and the conferring of degrees;
9. standards of admission, academic placement, and retention within IUPUC;

10. standards for student academic performance at IUPUC;
11. IUPUC student conduct and discipline, consistent with University standards;
12. service with other bodies of the University to recommend standards and procedures for appointment, promotion and tenure, compensation, conduct and discipline, and grievances of IUPUC faculty, consistent with University standards;
13. IUPUC facilities and budgets;
14. appointment and review of IUPUC academic officers (except the dean of IUPUC) and administrative officers affecting IUPUC's academic mission, consistent with University standards;
15. advising the trustees and administrative officers on all matters concerning other privileges and the general welfare of the IUPUC Faculty;
16. the recommendation of standards and procedures for Faculty participation in appointment of academic administrative officers of IUPUC;
17. the regulation of intercollegiate and intramural athletics and other extracurricular activities at IUPUC;
18. other matters affecting the academic mission of IUPUC.

### ARTICLE III. FACULTY CONVOCATIONS

Meetings of the Faculty as a whole shall be known as Faculty Convocations. A Faculty Convocation shall be convened by the Executive Committee of the Senate at least once each academic year, immediately before or after a regular Faculty Senate meeting. Business may be transacted by a quorum of fifty percent of the certified faculty.

### ARTICLE IV. LEGISLATIVE BODY OF THE FACULTY

The Faculty delegates and conveys its legislative and policy-making powers to a representative body of the Faculty known as the IUPUC Faculty Senate, hereafter referred to as the "Senate". The Faculty may invite one or more representatives of the adjunct faculty to membership in the Faculty Senate.

- A. The Senate shall be subject to review and check by the Faculty through either of the following procedures:
  1. Any action taken by the Senate may be referred back to the Senate for mandatory reconsideration if, within two weeks after circulation of the Senate Minutes covering the action, a petition by at least 25 percent of the

certified Faculty stating the objections of the petitioners is received by the presiding officer of the Senate or, in his/her absence, in accordance with the procedures stated in the Bylaws.

2. At any Faculty Convocation, past actions of the Senate may be brought to the floor for discussion. If a majority of those present reject a previous action of the Senate, the Senate must reconsider its action at its next regular meeting.

In either of the above two procedures, if the Senate reaffirms its original action in unamended form, the issue must be submitted along with appropriate documents summarizing the opposing views to a ballot of the Faculty. The decision will be determined by a plurality of votes cast.

- B. The Senate shall act as the agent of the Faculty in all interactions with IUPUC, Indiana University-Purdue University at Indianapolis and the Boards of Trustees and authorities in the official chain from the School to the Boards.
- C. The Senate shall convene regularly during the academic year.

#### ARTICLE V. BOARDS OF THE FACULTY

The Faculty shall establish boards, which shall study, or oversee, and make recommendations regarding those issues that the Faculty believes require continuous monitoring. These boards are subject to review periodically by the Faculty Senate.

#### ARTICLE VI. PROVISIONS FOR AMENDMENT

Amendments to this constitution may be proposed by the Faculty in any one of the following ways:

- A. By presenting a proposal to the Senate as a regular order of business. A two thirds affirmative vote of Senators shall be sufficient to approve it.
- B. By a petition to the Senate, signed by 25 percent of the certified Faculty. The Senate shall receive such petitions and place them on its agenda for action.
- C. By a petition signed by 25 percent of the certified Faculty for direct Faculty vote. A proposed amendment shall be submitted to the Faculty by ballot; any such ballot shall have a return date. Contingent upon receiving at least 50 percent of the ballots issued, a two-thirds affirmative vote of the returned ballots shall constitute adoption.

[Adopted May 7, 2004] [Amended March 17, 2006; April 20, 2012; April 15, 2016; December 9, 2016; December 15, 2017; May 11, 2018]

BYLAWS  
of the FACULTY  
OF INDIANA UNIVERSITY PURDUE UNIVERSITY COLUMBUS

The Faculty of Indiana University Purdue University Columbus set forth the following bylaws:

BYLAW ARTICLE I. Faculty Convocations

- A. The Executive Committee of the Senate shall call at least one Faculty Convocation each academic year, immediately before or after a regular Faculty Senate meeting. The Executive Committee of the Senate shall publicize the specific time and place of such Faculty Convocations and call for agenda items for the Faculty Convocation at least one month in advance of the Faculty Convocation. The Executive Committee of the Senate shall distribute the Faculty Convocation agenda and associated documents at least two weeks in advance of the Faculty Convocation.
- B. The President of the Faculty of Indiana University Purdue University Columbus (hereafter referred to as "IUPUC") shall preside.
- C. A Special Faculty Convocation shall be convened when at least 25 percent of the Faculty so petition the Executive Committee of the Senate. The Executive Committee of the Senate shall distribute the Special Faculty Convocation agenda and associated documents at least two days in advance of the Special Faculty Convocation.
- D. Any item may be brought up for discussion at any Faculty Convocation and the Senate petitioned for action by a majority of the convened faculty.

BYLAW ARTICLE II. Administrative Committees

The Nominations Committee shall assist the Vice Chancellor and Dean in selecting faculty members to serve on Administrative Committees. Administrative Committees are created by administrative action and report to the campus administration rather than to the Faculty Senate. The Faculty shall be informed of the activities, studies, and recommendations of any committee on which faculty members are asked to serve. Any major policy decisions made by Administrative Committees shall be reviewed by the Senate.

BYLAW ARTICLE III. IUPUC Faculty Senate

A. Membership of the Senate

1. Composition. The Senate shall be composed as follows:

- a. Two full-time Faculty members elected from each IUPUC academic division and the Library (referred to hereafter as “academic units”).
- b. Two adjunct faculty members, as determined by the Faculty, selected by a vote of the adjunct faculty.
- c. The Vice Chancellor and Dean of IUPUC, who shall be an ex officio non-voting member of the Senate.
- d. If not already an elected member of the Senate, academic unit heads shall be ex officio non-voting members of the Senate.
- e. If not already an elected member of the Senate, the IUPUC representative to the IUPUI Faculty Council shall be an ex officio non-voting member of the Senate.
- f. Two at-large Faculty members, elected by the Faculty.

2. Election of Senators

- a. The normal term of an elected Senator shall be two years, beginning at the start of the academic year following election. Half of the Senators will be elected each year.
- b. Annual elections shall take place in the month of April. The President of the Faculty may not concurrently serve as an elected Senator or alternate representing her/his academic division.
- c. Elected Senators representing the divisions shall be chosen by vote within academic units.
- d. Each division will elect two alternate members, one each year, who may represent the division in the absence of an elected Senator. Alternates will have the full rights of a Senator for that meeting.
- e. Two at-large Senators shall be chosen, one each year, by vote of the Faculty. The Faculty will also elect two alternate members, one each year, who may represent the Faculty in the absence of an elected at-large Senator. These persons will have the full rights of

a Senator for that meeting. In both cases, the two candidates who receive the largest number of the votes cast shall be elected, provided that at least fifty percent of the ballots are returned.

- f. Adjunct faculty shall elect two Senators, one each year, and two alternates, one each year, from their ranks. In both cases, the two candidates who receive the largest number of the votes cast shall be elected, regardless of how many ballots are returned. If any adjunct Senator is not under contract with IUPUC for a given semester, the alternate shall serve in place of that Senator for the period of time that the elected adjunct Senator is not under contract. If in a given semester there is no adjunct Senator or alternate under contract; the adjunct faculty shall elect Senators to serve for that semester only.

### 3. Vacancies

In the case of a vacancy in a Senate position, one of the two alternates elected by the appointing body will be selected by the body to assume the Senator position representing that constituency for the remainder of the original Senator's term. That body will elect another faculty member to serve as alternate Senator for the remainder of the year.

### 4. Recall

- a. In the case of a Senator who is unduly absent, the Senate may petition the appointing body from which he/she is serving to recall the Senator and require the appointing body the senator represented to elect another. To pass a recall petition, the affirmative vote by secret ballot of two-thirds of the Senators present at a regular meeting shall be required.
- b. An appointing body may recall any of its Senators by a majority vote of the appointing body at any time.

## B. Meetings and Operation of the Senate

### 1. Meetings

- a. By the end of the first week of the Fall academic semester, the Senate shall, in consultation with the Vice Chancellor and Dean, determine a schedule of monthly meetings, September through May. The schedule shall then be distributed to the Faculty. The date of the monthly meeting may under unusual circumstances be changed by action of the Executive Committee. Changes are to be

announced at least one week in advance of the actual date of the meeting.

- b. The Senate may be convened for special sessions
  - (1) by the Vice Chancellor and Dean of IUPUC, or
  - (2) by the Executive Committee, or
  - (3) upon petition of 25 percent of the Senate, or
  - (4) in the case of request for reconsideration of a Senate action, when 25 percent of the Faculty so petition.

## 2. Operation

- a. Presiding Officer. The presiding officer of the Senate shall be the President of the Faculty. In the absence of the President, the Secretary shall preside. If neither the President nor the Secretary is present, the meeting will be postponed.
- b. Secretary. The Secretary shall be elected from the voting faculty membership of the Senate. The Secretary's duties shall be to keep and distribute accurate minutes of Senate meetings.
- c. Quorum. Fifty percent of the voting members of the Senate shall constitute a quorum. During the absence of a Senator, only the alternate member of the division shall be permitted to serve and be included in the quorum count.
- d. Attendance at Meetings. Meetings of the Senate will be open to all faculty members, as observers, and to other persons invited to attend by the Executive Committee or the presiding officer. The presiding officer, at any time, may grant a faculty member who is not a Senator the privilege of the floor upon his or her request.
- e. Order of Business. The normal order of business at each regular meeting of the Senate shall be as presented in Robert's Rules of Order.
- f. Agenda. The agenda for a regular meeting of the Senate, as prepared by the Executive Committee, shall be distributed to the members of the Faculty at least five days before that meeting. In the case of special meetings, the agenda shall be available to members of the Faculty at least two days before that meeting. The agenda shall indicate what Senate documents are to be dealt with,



what committees are to report, and what petitions or motions are to be presented. Allotments of time for presentation of reports or documents may be indicated at the discretion of the Executive Committee. The agenda prepared by the Executive Committee may be modified by the Senate by consent or by a majority vote.

g. Voting

- (1) Decisions of the Senate shall be determined by a majority vote of those Senators present and voting, unless contrary requirements are specified elsewhere in these Bylaws or in the Constitution of the Faculty.
- (2) Upon all occasions when a majority vote is not apparent after oral voting, any Senate member may call for a vote by show of hands, and the presiding officer shall honor that request.
- (3) When two or more persons have been nominated for the same elective position, the vote shall be by written ballot.

h. Implementation of Senate Actions. The Vice Chancellor and Dean of IUPUC shall be responsible for taking the immediate actions called for by decisions of the Senate. He/she shall report actions taken at the next meeting of the Senate.

i. Minutes. The minutes of each meeting shall be distributed to members of the Faculty within ten (10) days after the date of the meeting at which the minutes are approved.

BYLAW ARTICLE IV. Committees and Boards

A. The following committees and boards are permanent committees and boards of the Faculty and are subject to periodic review by the Faculty:

1. Unit Promotion and Tenure Committee

The tenured faculty of the IUPUC academic divisions and the Library (referred to hereafter as “academic units”) shall, in full consultation with the Vice Chancellor and Dean, Associate Dean for Academic Affairs, academic unit heads, and the Faculty Senate, determine the policies and procedures of a Unit Promotion and Tenure Committee. The membership, term of membership, and the duties and responsibilities of the Unit Promotion and Tenure Committee shall be presented for information of the Faculty.

2. Primary Promotion and Tenure Committee

The permanent full-time faculty of each IUPUC academic unit shall, in full consultation with the Vice Chancellor and Dean, the Associate Dean for Academic Affairs, and the Faculty Senate, determine the policies and procedures of a Primary Promotion and Tenure Committee for that division. The membership, term of membership, and the duties and responsibilities of the divisional Primary Promotion and Tenure Committee shall be presented for information of the Faculty.

3. Grievance Board

- a. Membership. Each academic unit shall elect a representative to serve as a member of the Grievance Board. That representative shall be a tenured faculty member; in the event that a division has no tenured faculty member, it may elect a non-tenured faculty member. All grievance or tenure-related concerns may be voted on only by faculty holding equal or higher rank. The Chair of the Grievance Board must be a tenured faculty member and shall be elected annually by the members of the Board.
- b. Terms. Members shall be elected for two year terms. Approximately half of the members shall be elected each year.
- c. Duties and Procedures.
  - (1) The Grievance Board shall promptly hear any grievance case brought to it by any member of the Faculty. The grievances may relate to individual rights, benefits, working conditions, appointment, tenure, promotion, reassignment, but shall not be limited to these.
  - (2) Faculty in Core schools may follow the grievance process of the Core school or the IUPUC process.
  - (3) After hearing the case, the Board shall recommend action on the matter to appropriate persons or bodies. A report on the Board's recommendations shall be sent to the grievant, with copies to the Vice Chancellor and Dean and the President of the Faculty.
  - (4) IUPUC faculty have the right to appeal the IUPUC grievance findings through the IUPUI Faculty Council grievance process.

4. IUPUC Mentoring Board

The IUPUC Mentoring Board is charged with overseeing the IUPUC Faculty Mentoring Program. Program oversight includes ensuring the administration of the program and ensuring that the program reflects current best practices in faculty mentoring. The Board will include one representative from each division. The chair of the committee shall be elected annually by the Senate from the members of the committee.

B. Standing Committees of the Faculty

Members of committees shall be recommended by the Nominations Committee for confirmation by the Senate. Membership of committees will be confirmed at a special meeting of incoming Senators, to be convened in late April or early May, by call of the President-Elect or continuing President of the Faculty. Election of new committee chairs shall take place at the special meeting. Election of the new Secretary shall take place at the special meeting. Terms of outgoing senators, the outgoing President of the Faculty (when applicable), and the outgoing Secretary shall expire at the commencement of this meeting, and terms for incoming senators, the new President (when applicable) and the new Secretary shall commence with this meeting. At the conclusion of the special meeting, terms of outgoing committee members and chairs will expire, and those of incoming committee members and chairs will commence.

In the case of a vacancy in the position of Chair of a Faculty Senate Committee, the Executive Committee will name a replacement Chair who will serve in that capacity until the next election cycle. Committee members will be replaced by the unit they were elected to represent or if elected by the faculty will be replaced by the Executive Committee until the next election cycle.

Each standing committee shall report to the Senate at the request of the Senate or the Executive Committee. Annually, each standing committee shall submit a written report to be distributed to the Faculty.

1. Executive Committee.

- a. Membership. The Executive Committee shall consist of the President of the Faculty, who shall serve as chair of the committee, the chairs of the standing committees, and the Vice Chancellor and Dean who shall be an ex officio non-voting member. The Secretary of the Senate shall serve as secretary of the committee. When chairs of standing committees are unable to attend meetings of the Executive Committee, they shall designate a member of their committee to attend meetings and act on their behalf.

- b. Meetings. Meetings of the committee may be called by the President of the Faculty, by the Vice Chancellor and Dean, or by petition of a majority of the members of the committee. By majority vote, the Senate may direct the President of the Faculty to call a meeting of this committee.
  
- c. Duties and Responsibilities.
  - (1) The Executive Committee shall propose for Senate approval the agenda for every session of the Senate. It shall insure the distribution of the agenda to each member of the Faculty.
  
  - (2) This committee shall select the dates, publicize, and prepare and distribute the agenda for Faculty Convocations. This committee shall call at least one Faculty Convocation each Fall and Spring academic semester, scheduling a regular Faculty Convocation as part of a regular Faculty Senate meeting for that academic semester. This committee shall publicize the specific time and place of such Faculty Convocations and call for agenda items for the Faculty Convocation at least one month in advance of the Faculty Convocation. This committee shall distribute the Faculty Convocation agenda and associated documents at least two weeks in advance of the Faculty Convocation. The Executive Committee of the Senate shall distribute the Special Faculty Convocation agenda and associated documents at least two days in advance of the Special Faculty Convocation.
  
  - (3) The committee shall schedule annual reports of the standing committees of the Faculty.
  
  - (4) The committee shall receive communications from any Faculty member or group of Faculty members who wish to present any proposal before any meeting of the Senate. The committee shall determine the appropriate venue for addressing faculty concerns.

If a proposal is referred to a Faculty committee or Faculty board for study, the committee(s) or board(s) concerned shall submit their recommendations concerning the proposal, together with the proposal in its proposer's original or amended form, to the Executive Committee within thirty days of referral. This committee will be

required, unless the proposer desires otherwise, to place the proposal and any committee recommendations regarding the proposal on the agenda of the next regular meeting of the Senate.

- (5) This committee may enable representatives of the IUPUC Staff Council or Student Council to present their recommendations at appropriate times to the Senate for consideration and action.
- (6) This committee should arrange for attendance at the appropriate Senate meeting of any person or persons who may have special resources that might aid the Senate in its deliberation on specific agenda issues.
- (7) This committee shall coordinate the activities of the committees of the Faculty on common, related, or interdependent matters.
- (8) This committee shall advise the administration on matters of concern to the University.
- (9) This committee shall assist the Vice Chancellor and Dean in implementing the Senate's decisions.
- (10) This committee shall act for the Senate in emergency situations when time does not permit Senate action.
- (11) This committee shall act for the Senate during the summer when a quorum of the Senate may not be available.

d. Limitations of Duties and Responsibilities.

Decisions of the Executive Committee under the provisions of j and k above shall be held to a minimum, and at the first Senate meeting to follow, the committee shall report such actions to the Senate, which by a majority vote may reverse or alter such decisions.

2. Nominations Committee

- a. Membership. The Nominations Committee shall consist of four faculty members from IUPUC elected by the Faculty of IUPUC by a plurality of the vote, provided at least fifty percent of the ballots are returned. At any one time, these four faculty members should represent a minimum of three divisions of IUPUC. At least half of

the committee being elected each year, all divisions will be represented every six years. Academic units with fewer than three members have the option to not be included in the membership rotation until they have three or more members. The committee chair will be responsible for maintaining records to ensure proper unit rotation. The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be elected each year.
- c. Recall. In the case of a committee member who is unduly absent, the committee chair may petition the Senate to elect another. To pass a recall petition, the affirmative vote by secret ballot of two-thirds of the Senators present at a regular meeting shall be required. An election of the Faculty will take place to fill the vacancy.
- d. Duties and Responsibilities.
  - (1) This committee shall assist the Vice Chancellor and Dean in selecting faculty to serve on Administrative Committees.
  - (2) This committee shall solicit nominations from the Faculty for positions elected by the Faculty of IUPUC: President of the Faculty, Senators at-large, alternates to Senators at-large, Nominations Committee, and Constitution and Bylaws Committee. This committee shall also solicit nominations from the adjunct faculty for the positions of adjunct Senators and alternates to the adjunct Senators. Further, this committee shall solicit nominations from the Faculty for a tenured or tenure-track faculty member to be elected as the IUPUC representative to the IUPUI Faculty Council.
  - (3) This committee shall establish election procedures and certify the results to the Senate and the Faculty.
  - (4) This committee shall solicit from each academic unit the names of faculty selected by that body to represent that constituency on the Grievance Board, the Faculty Affairs Committee, the Academic Affairs Committee, the Budgetary and Resources Policy Committee, and the Student Affairs Committee.

- (5) This committee shall nominate faculty members to serve as chairs of standing committees for election by the Senate, as provided in Section V, C through F, of these Bylaws.
- (6) This committee shall maintain records of membership of Faculty boards and committees, and establish patterns of rotation of terms.
- (7) The committee will verify in every case that any nomination is made with the prior consent of the person(s) nominated.

3. Faculty Affairs Committee

- a. Membership. The Faculty Affairs Committee shall consist of one faculty member nominated from each IUPUC academic unit. The chair of the committee shall be elected annually by the Senate from the members of the committee.
- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be nominated each year.
- c. Duties and Responsibilities. This committee shall review and advise the Senate on those matters which pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, collectively and individually. These matters include, but are not limited to, policies and procedures related to tenure and academic promotion, insurance and health program planning, academic responsibilities, standards of appointment and retention, professional development, faculty workload, salary policy, and policies regarding outside activities (consulting, intellectual property, patents/royalties, conflicts of interest) and sabbaticals/administrative leaves. In addition, this committee shall conduct regular reviews of faculty development awards and school development awards and make recommendations regarding policies and procedures for these awards.

4. Academic Affairs Committee

- a. Membership. The Academic Affairs Committee shall consist of one faculty member nominated from each IUPUC academic division, the Director of Registrar Services who shall serve ex-officio without vote, and an administrative representative from University College appointed by the Vice Chancellor and Dean who shall serve ex-officio without vote. The chair of the

committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be nominated each year.
- c. Duties and Responsibilities. This committee shall review and advise the Senate on matters such as improvement of instruction, grades and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admission, academic placement, the academic calendar, policies for scheduling classes, honors programs, general educational policy, general research policies, military training programs, and inter-departmental and inter-institutional research and educational programs. The committee shall also review and recommend action on all new course offerings; review and recommend action on all new programs or degrees prior to proper administrative action; review and recommend action on the deletion of any course, program, or degree; and coordinate all curricula at IUPUC, reserving for divisions the right to act on curricular matters and alterations of programs and degrees.

5. Student Affairs Committee

- a. Membership. The Student Affairs Committee shall consist of one faculty member nominated from each IUPUC academic unit, two student members elected by the student governing unit of IUPUC, and an administrative representative appointed by the Vice Chancellor and Dean who shall serve ex-officio without vote. The chair of the committee shall have the option of requesting the Vice Chancellor and Dean to appoint the student members if the student governing unit fails to elect members by the second meeting of the Executive Committee. The chair of the committee shall be elected annually by the Senate from the faculty members of the committee.
- b. Terms. Members of the committee shall serve for two-year terms. Approximately half of the faculty members shall be nominated each year.
- c. Duties and Responsibilities. The committee shall review and advise the Senate on matters having to do with the general social, cultural, and practical welfare of all students of the University. The major responsibility of the committee is to serve as a liaison between the Faculty Senate and the student governing unit of IUPUC. Specific non-classroom matters of concern to this



committee shall include, but not be limited to, student awards and honors (such as the Undergraduate Service Leadership Award), intramural athletics, counseling, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, and any other matters which would enhance the University environment of the student for learning and living.

6. Budgetary and Resources Policy Committee

- a. Membership. The Budgetary and Resources Policy Committee shall consist of one faculty member nominated from each IUPUC academic unit and an administrative representative appointed by the Vice Chancellor and Dean who shall serve ex-officio without vote. The chair of the committee shall be elected annually by the Senate from the faculty members of the committee.
- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be nominated each year.
- c. Duties and Responsibilities. This committee shall inform the Senate on budgeting procedures, points of potential faculty input into budgetary decisions and other appropriate financial matters, and shall advise the Vice Chancellor and Dean through the Senate on budgetary matters affecting the academic mission of IUPUC. This committee shall also review and advise the Vice Chancellor and Dean through the Senate on matters such as: planning and optimal utilization of the physical facilities of the University, including buildings, scientific and other equipment, Library, educational aids, and computing facilities and services.

7. Constitution and Bylaws Committee

- a. Membership. The Constitution and Bylaws Committee shall consist of three faculty members nominated from IUPUC academic units and elected by the Faculty of IUPUC by a plurality of the vote, provided that at least fifty percent of the ballots are returned. The chair of the committee shall be elected annually by the Senate from the members of the committee.
- b. Terms. Members shall serve two-year terms. Half of the members shall be nominated each year.
- c. Recall. In the case of a committee member who is unduly absent, the committee chair may petition the Senate to elect another. To

pass a recall petition, the affirmative vote by secret ballot of two-thirds of the Senators present at a regular meeting shall be required. An election of the Faculty will take place to fill the vacancy.

- d. Duties and Responsibilities. This committee shall review the Constitution and Bylaws of the Faculty from time to time, shall draft amendments to propose to the Senate for approval, shall consult with faculty members who wish to propose amendments, and shall provide interpretation of the Constitution and Bylaws when needed. The committee shall monitor changes in IUPUI and IU faculty governance documents and advise the Senate regarding such changes.

C. Ad Hoc Committees

The President of the Faculty, the Executive Committee, or the Voting Faculty present and voting at a Faculty Convocation may establish such ad hoc committees as they see fit, save that no ad hoc committee shall be established without a specific term and mandate.

BYLAW ARTICLE V. Assurance and Assignment

Any and all members of the Faculty of IUPUC are assured of audience before any committee or board, provided that in addition to the opportunity to express verbally any concern, there is in writing a proposal and/or resolution in proper form to be referred either to a committee, board, or to the Senate.

BYLAW ARTICLE VI. Amendments to the Bylaws

Amendments to the Bylaws of the Faculty consistent with the Constitution of the Faculty may be adopted by vote of a simple majority of those Senators present and voting at a regular meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting.

BYLAW ARTICLE VII. Rules of Order

The Faculty Senate shall be governed by its own particular set of rules known as Bylaws and by Robert's Rules of Order. Any exceptions to such shall be decided by the Faculty Senate.

BYLAW ARTICLE VIII. Administrative Review

The faculty recognize that IUPUC is composed of Divisions brought together by established university procedures. Each Division's faculty shall be responsible for its

own internal academic policies and procedures, subject to the approval of the Academic Affairs Committee.

#### A. Administration

The faculty recognize that the Dean of IUPUC, henceforth known as the Dean, is the chief administrative officer of IUPUC. Associate and Assistant Deans are appointed by, act on behalf of, and are responsible to the Dean. The Dean, together with the Dean's Associate and Assistant Deans, comprise what is referred to herein as the Dean's Administration.

The faculty recognizes that the Division Heads are the chief administrative officers of the Divisions. The Division Heads, together with the faculty and staff who are appointed by, act on behalf of, and are responsible to the Division Head, shall comprise the Division's Administration.

#### B. Duties and Responsibilities of the Dean's Administration

The faculty request of the Dean that he/she shall:

1. be the chief administrative officer of IUPUC,
2. allocate budgetary resources to the Divisions and the Dean's Office,
3. approve or disapprove of all faculty appointments and reappointments,
4. collaborate with the Associate Dean for Academic Affairs in the appointment of an ad hoc committee to revise IUPUC Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment as necessary,
5. in the Fall of each year, articulate to the faculty the major issues to be considered by the Dean's Administration over the coming year,
6. request that the Executive Committee add agenda items for Faculty Convocations,
7. communicate to the faculty all matters concerning the responsibilities, duties and academic and professional welfare of the faculty that come before IUPUC and the university,
8. communicate to the Secretary of the Faculty the name, rank, tenure and voting status of each person holding an academic appointment as appointments by the Trustee occur,

9. represent, or designate a representative to, standing committees of the faculty as directed in the Constitution and Bylaws, and
10. appoint a member of the Dean's staff to serve as Staff Aide for a one-year term.

The faculty recognize the responsibilities and duties of the Dean's Administration as including but not limited to:

1. carrying out the policies adopted by the Voting Faculty within its authority to act,
2. proposing procedures to the faculty for implementing each policy,
3. obtaining from the faculty of each Division certification of students who are to graduate,
4. proposing policies to the faculty for its consideration, and
5. communicating to the faculty through the President of the Faculty and the Executive Committee all administrative decisions that have an academic impact.

#### C. Evaluation of Dean's Administration

The Dean's Administration shall be evaluated on behalf of the faculty in prescribed academic years by an ad hoc committee appointed by the Executive Committee of the Faculty, which will consist of the Division Committee Representatives, the President of the Faculty, and the Secretary of the Faculty. This committee will work with the Dean's Administration on the administration, collection, and storage of evaluation data. While the mechanism for this evaluation may vary, the mechanism must:

1. be approved by the Executive Committee of the Faculty,
2. be based on input from the Faculty,
3. evaluate the Dean's Administration in the context of the tasks for which it is responsible, and
4. be able to produce a deidentified summary of the results by July 1 at the end of the prescribed academic year.

The Dean's Administration will be reviewed by the Voting Faculty in the Dean's first full academic year in the role of Dean and in each successive year during his or her term. Because the University conducts a campus-level review of the Dean on a five-year cycle,

the ad hoc committee will actively promote faculty involvement in the campus-level reviews of the Dean.

The IUPUC reviews will consist of both a quantitative and a qualitative component. The Executive Committee will determine the most appropriate means for analyzing the data and for communicating the results in a constructive and collaborative manner. If subgroup analyses are deemed appropriate by the Executive Committee, then reasonable steps must be taken to preserve anonymity, especially for small demographic subgroups within the respondent sample.

The Executive Committee shall provide a deidentified summary of the evaluation of the Dean's Administration to the Dean and to the faculty.

The ad hoc committee appointed by the Executive Committee will meet during the fall semester to formulate and modify the review instruments; however, an attempt should be made to minimize changes in order to allow comparisons of faculty responses over time. The ad hoc committee appointed by the Executive Committee may consult each administrator under review for items that he or she would like to add to the evaluation (e.g. to obtain feedback on specific initiatives or roles that are unique to that person's position).

Following each review, one copy of the final report for each administrator will be archived in a secure manner in the Dean's Office by the Dean's designee. Archived reports of the Dean and of Assistant and Associate Deans will be available to all faculty.

#### D. Evaluation of Division's Administration

Each Division's Administration will also be evaluated in prescribed academic years by the faculty of the respective Divisions. While the mechanism for this evaluation may vary, the mechanism must:

1. be approved by the faculty members of the respective Divisions,
2. be based on input from the Faculty of the respective Divisions,
3. evaluate the Division Head's Administration in the context of the tasks for which it is responsible, and
4. be able to produce a deidentified summary of the results to the Division Head and respective faculty by July 1 at the end of the prescribed academic year.

Division's Administration will be reviewed in the first full academic year in their administrative posts and in each successive year of their terms in the Dean's Administration.

Archived reports of Division Heads will be available to faculty of the respective Divisions and to the Division's Administration.

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