

# BYLAWS to the INDIANA UNIVERSITY EAST FACULTY SENATE CONSTITUTION

## **Introduction**

The Bylaws to the Faculty Senate Constitution represent procedural rules and organizational practices which have been adopted by the Faculty Senate but fall outside the framework of the Constitution. The Bylaws are organized into sections corresponding to the articles of the Constitution. A final section of miscellaneous bylaws contains those bylaws which are not related to a specific article.

## **Section I: The Faculty**

No bylaws have been passed for this section.

## **Section II: Powers and Responsibilities**

No bylaws have been passed for this section.

## **Section III: Officers**

The President of the Faculty Senate shall receive .50 reassigned time to fulfill his/her duties during the academic year and be compensated at the rate of \$3,000 during the summer term. The full summer compensation, however, shall not exceed the limit on summer salaries. The President's compensation for summer is part of the regular allocation from the Academic Affairs budget. During the transition from one President to another, the President and President-Elect shall determine who is to be primarily responsible for the summer responsibilities and that is the person who will receive compensation.  
[Passed: 4/2/96]

## **Section IV: Meetings**

### A. Voting

1. Any voting member of the Faculty Senate who will be unavoidably absent from a meeting of the Faculty Senate may cast an absentee vote provided each of the following conditions is satisfied:
  - a. The motion under consideration is distributed in written form to the faculty at least 48 hours prior to the Faculty Senate meeting.
  - b. A signed written vote is submitted to the President of the Faculty Senate or to the presiding officer clearly indicating the substance of the matter under consideration and the member's vote.

- c. When the motion is voted on during the meeting, no changes, except spelling corrections, have been made to the distributed written versions.
- d. The motion under consideration is to either approve or reject the distributed written statement of the issue.

Submission of an absentee vote does not allow the member to be counted towards a quorum. In addition, in person attendance by the faculty member at the Faculty Senate meeting nullifies any absentee vote by that faculty member.

- 2. Voting to fill vacant seats on the Promotion and Tenure Committee; the Faculty Board of Review; and the Nominating Committee shall be accomplished as follows:
  - a. Nominations: Every faculty member eligible to sit on the Nominating Committee, the Promotion and Tenure Committee, and the Faculty Board of Review are nominees for these elections, unless and until that person removes his or her name from the list of nominees.
  - b. Slate Selection Date: The process of selecting the slate of candidates for an election to fill vacant seats of any of these committees shall occur at the regular Faculty Senate Meeting immediately preceding the regular meeting in which the general election to fill the vacant seats occurs.
  - c. Slate Selection: A list of names of faculty members eligible to serve on each committee will be made available to voting members of the Faculty Senate. Voting members will be instructed to vote for the number of candidates needed to fill each committee vacancy. Using the names receiving the highest numbers of votes, the Nominating Committee will prepare a slate for the general election that contains twice the number of candidates necessary to fill the vacancies for each committee. In no instance will this number be less than four.
  - d. General Election Voting: On election day preprinted ballots, containing the names of the candidates selected during the slate selection process, will be passed out to the voting members of the Senate. Voting members will vote for the number of candidates necessary to fill each vacancy.
  - e. Tabulation of the General Election Ballots: The nominating committee will tabulate the vote and report the results of the election to the President of the Faculty Senate. All vote tallies will be archived by the Faculty Senate

Secretary and will be available for review by any Senate member who wishes to see them. [Passed: 3/2/99, 3/19/02]

#### B. Meeting Attendance

1. Visitors must notify the President of the Senate 24 hours in advance of a meeting of intention to attend the meeting. Visitors may speak on the floor if recognized by the chair or if an individual Faculty Senate member defers to the visitor. The Senate may go into executive session, asking the visitor to leave. The Student Senate may send one permanent visitor by notifying the President near the beginning of the academic year. Persons with PA appointments and Statewide Technology faculty at the Richmond Campus are invited to attend and may do so without notifying the President. [Passed: 2/7/95]

#### C. Agenda

1. The President of the Faculty Senate shall publish the agenda for each Senate meeting in a public place and send a copy to the President of the Student Senate.

#### D. Record of Actions

1. Each motion (and/or amendment) from the floor to be acted upon by the Faculty Senate must be read by the Presiding Officer prior to the vote by the Senate. All items passed by the Senate must be attached to the minutes in final form. [Passed: 10/5/84]

### **Section V: Faculty Board of Review**

#### A. Indiana University East Faculty Board of Review

The review functions of the faculty at Indiana University East shall be exercised by an Indiana University East Faculty Board of Review (hereafter called "Board"). This Board shall consider complaints concerning dismissal, academic freedom, reappointment, tenure, promotion, salary, merit, and the nature or conditions of work. Any member of the faculty or associate faculty at Indiana University East may submit a complaint to the Board.

##### 1. Organization of the Faculty Board of Review

- a. Membership. The Board shall consist of five tenured members of the faculty as the Indiana University East Faculty Board of Review. Consideration should be given to representation across academic ranks, and among

divisions of the University. The Chancellor and Vice Chancellors are ineligible to serve on the Board.

- b. Operating Procedures. The members of the Board shall select their own presiding officer. The Board will devise its mode of operation consistent with existing policies and procedures.
- c. Term of office. The members shall be elected at the October Senate meeting. The term of office will be two years with three members elected in one year and two members elected in the alternate year. Members will serve from the first day of January for two years. At least two years shall elapse between terms of office. Members and alternates shall complete the review of any case which they have begun to consider.
- d. Types of cases. In cases dealing with dismissal (B.1.) the Board shall meet as a full body; in all other cases (B.2.) the Board shall constitute itself as three members, selected by lot, from the eligible members who shall elect their own presiding officer.
- e. Alternate members. Alternates shall be elected by the Indiana University East Faculty Senate, when necessary, to replace temporarily those members of the Board who may not be able to serve on a particular case or during a particular period of time.
- f. Disqualification. If a member of the Board is involved in a case before the Board or is a member of a division from which a case arises, he or she shall be disqualified to hear or to investigate the case. A member of the Board shall recuse himself or herself from hearing or investigating a case whenever the member or the Board believes it would be difficult for that individual to render an impartial judgment.
- g. Permanent Replacement. Whenever a member of the Board is permanently disqualified or is no longer a member of the faculty, the Indiana University East Faculty Senate shall elect a new member to fill the vacancy.

## 2. Policies

The policies governing the operation of the Indiana University East Faculty Board of Review shall be established by the Indiana University East Faculty Senate.

## 3. Purpose of the Faculty Board of Review

The Indiana University East Faculty Board of Review has the responsibility to review and render judgment in cases involving actions of dismissal,

academic freedom, reappointment, tenure, promotion, salary, merit, and the nature or conditions of work and concerning complaints brought to it in writing by members of the faculty or associate faculty. The Board must first determine that a complaint concerns a matter that is properly within its jurisdiction. Once information has been gathered and reviewed, the Board determines if the complaint is a case. The complaint may then become a case before the Board.. In all of its proceedings the Board shall be governed by principles of due process and orderly procedures. The Board shall examine all pertinent facts impartially following all appropriate University policies and procedures, including University Faculty Council policies. Upon completion of the hearing, the Board shall render a judgment and communicate it in writing to the complainant, to the appropriate administrative officers, and to the President of the Indiana University East Faculty Senate. A judgment by the Board shall consist of its principal findings and conclusions concerning the validity of the underlying complaint and, when called for, recommendations of procedures to be undertaken by the appropriate administrator(s) to achieve appropriate remedies.

#### 4. Complaint Procedures

- a. According to Indiana University Faculty Council policy, a faculty member or librarian denied reappointment "may petition the Faculty Board of Review...for a review of the procedures employed in the decision not to recommend reappointment." In all other cases, including those of dismissal, the Board may review the decision or action grieved against as well as the procedures by which it was taken.
- b. A faculty member of a multi-campus unit may bring his or her complaint to the Board of Indiana University East or the home campus of the multi-campus unit. Once the choice is made by the faculty member, only that Board may consider the case. The Board shall use its regular procedures and give its recommendations to the administrative officer with supervisory responsibility for the program in which the faculty member is employed. A librarian shall have the choice to bring his or her complaint to the campus Board or to the All-University Librarians Review Board. That Board shall use its stated operating procedures.
- c. In cases of non-reappointment, salary adjustment, or any other action of which specific notice is given, the faculty member shall submit his or her written complaint to the Board with reasonable promptness but not later than 120 days after the date of receipt of the notice (For cases of dismissal see Section B.1.a). The Board may, at its option, waive this time limit.

## 5. Publicity

- a. Public statements either by faculty members or by administrative officials about cases before the Board should be avoided. If any announcement of the final decision is to be made, it should include either the complete statement or a fair abridgment of the recommendation of the Board.
- b. No member of the Board, except its chairperson, shall talk or write about a case to any of the parties involved in it or their counsel. All requests by members of the Board for information relevant to the case shall be made through the chairperson; all inquiries and statements concerning the case received by members of the Board shall be referred immediately to the chairperson.

## 6. Report to the Indiana University East Faculty Senate

The Board shall report annually to the Indiana University East Faculty Senate the number and types of complaints brought to the Board, shall provide a brief summary of each complaint, and shall indicate the number of cases in which it was recommended that the faculty member be sustained.

## B. Complaint and Review Procedures

### 1. Cases Involving the Dismissal of a Faculty Member

- a. Dismissal from the faculty means the involuntary termination of a tenured faculty member's appointment prior to retirement or resignation or the termination of a nontenured faculty member's appointment prior to the expiration of its term. When dismissal has been decided and the faculty member has been given a statement of the grounds of the decision, the Chancellor shall inform the faculty member of the opportunity for a hearing before the Board. Within 30 days from the date of the receipt of this statement, the faculty member shall inform the Board if he or she desires a hearing. In setting the date of the hearing, sufficient time shall be allowed for the faculty member to prepare the case. The faculty member, no fewer than seven days before the specified date, should state whether he or she wishes to appear and/or to be represented at the hearing. The faculty member also may answer in writing the statement of grounds proposed for the dismissal.
- b. In the hearing before the Board, the faculty member shall have the right to counsel of his or her choice, shall be permitted to present witnesses or other evidence, shall be entitled to the cooperation of the Board in securing the

- attendance of witnesses, and shall have the right to hear and to question all witnesses and to examine all evidence presented in support of the termination of his or her appointment. The hearing shall be open to the public unless either party in the dispute objects.
- c. The Senate President shall make available to the Board a listing of all prior cases with open hearings. These cases will be kept in the Vice Chancellor for Academic Affairs' office. The Senate President, in consultation with the Chair of the Board, will determine the relevancy of the cases and which portions can be used from prior cases. Confidential material shall be treated in adherence with the policies and principles set forth by Indiana University and Indiana University East.  
*N.B., Closed cases become a part of the complainant's personnel file and can not be opened at any time without the complainant's consent.*
  - d. On the completion of the hearing, the Board shall proceed with reasonable promptness to decision. The recommendation of the Board shall be supported by explicit findings with respect to each of the grounds of dismissal proposed. The Board shall deliver its decision to the Chancellor and the faculty member promptly.
  - e. A full written record of the hearing and all Board documents shall be provided to the faculty member and the campus Chancellor. Any of the parties in the case must notify the Board of errors of fact within five working days of receipt of the written record. Parties may correct these matters of fact referred to in the Board's decision with a statement of reasons, and these corrections shall be provided to all involved in the case. The Board then shall reconsider its decision, taking into account the corrected matters of fact.
  - f. The findings and recommendations of the Board of Review shall be communicated promptly in writing to the affected faculty member and to the Chancellor of Indiana University East. The final decision of the Chancellor of Indiana University East shall be made with reasonable promptness, and it shall be communicated by the Chancellor to the affected faculty member in a registered letter, with a copy to the Faculty Board of Review. Faculty wishing to appeal this final decision of the Chancellor should consult the Indiana University Academic Handbook.
  - g. A recording of the hearing and all Board documents shall be kept in a secured file in the Indiana University East Archives. Upon request a copy of this recording and all Board documents will be provided to the faculty

member and the University administrator(s) who are to examine the case subsequently.

## 2. Cases Other Than Dismissal

- a. Before bringing a complaint to the Board, a faculty member ordinarily will seek resolution through appropriate channels. A faculty member's written notice bringing a complaint to the Board shall document as fully as possible whether the matter has been considered through the appropriate channels and, if not, what alternative counseling and mediation assistance has been obtained. The Board may, in its discretion, defer proceedings on the complaint pending appeals, counseling or mediation.
- b. If a faculty member wishes to bring a complaint before the Board, he or she shall notify the chairperson of the Board in writing of that fact, specifying the nature of the complaint and the redress desired. A copy of the complaint and cover memo shall be sent to the party (-ies) grieved against, who shall submit a response to the Board within 30 days of the receipt of the complaint. No other communication from the complainant or the party (-ies) grieved against may be given to the Board prior to the Board determining whether the complaint is a case. Any documents received from other sources by the Board prior to its decision to hear the case must be in written form. If the Board decides to convene a hearing, it shall be scheduled within 30 days after the receipt of the response of the party (-ies) grieved against on a date agreed to by the complainant and the party (-ies) grieved against.
- c. The time limits set forth for the Board may be extended by mutual consent of the parties. If the party (-ies) grieved against do(es) not transmit an adequate response within these time limits, the Board is to notify the President of the Indiana University East Faculty Senate of the delay and its reason; likewise, if the Board decides to convene a hearing and does not do so within the time limits, the complainant is to notify the President of the Indiana University East Faculty Senate.. At this point the President of the Indiana University East Faculty Senate shall call upon the parties involved to take appropriate action within 15 days and to notify the Indiana University East Faculty Senate at its next regular meeting that the appeal was made.
- d. In the hearing before the Board, the faculty member and the relevant party (-ies) shall have the right of counsel or a representative of his or her choice and shall be permitted to present witnesses and other evidence relating to the case, and to hear and to question all witnesses. Before and

during the hearing the Board may request and secure further information in writing from the complainant, the party (-ies) grieved against and others which it thinks to be pertinent to the case. These statements, if they are not presented during the hearing, shall be made available to the complainant and to the party (-ies) grieved against. The Board may also request information and material after the conclusion of the hearing. These requests must be made known to the complainant and to the party (-ies) grieved against. Either party may request that the hearing be reconvened in order to add or respond to such newly solicited material and information. The decision made by the Board and any subsequent decision by University administrator(s) shall be made only on the basis of evidence presented during the hearing or solicited by the Board before, during, or after the hearing.

- e. The University shall make available to the Board all confidential material relevant to the administrative decision or action against which the faculty member brings a complaint, including all records of cases which had open hearings previously heard by any review committee relevant to this issue. The Chair of the Faculty Board of Review, in consultation with the Faculty Senate President, will determine relevancy.. Confidential material shall be treated in adherence with the policies and principles set forth by Indiana University and Indiana University East.
- f. The hearing shall be open to the public unless either party in the dispute objects. A recording of the hearing and all Board documents shall be kept in a secured file in the Indiana University East Archives. Upon request a copy of this recording and all Board documents will be provided to the complainant and the University administrator(s) who are to examine the case subsequently.
- g. Upon completion of the hearing, the Board shall render a decision within 20 working days. This decision, with supporting reasons for it, shall be communicated to the faculty member involved, to the appropriate administrator(s) (including the party (-ies) grieved against), and to the President of the Indiana University East Faculty Senate.
- h. Any of the parties in the case may correct matters of fact referred to in the Board's decision and statement of reasons, and these corrections shall be provided to all parties in the case. Except for the receipt of these corrections, the administrative officer to whom the Board's decision is presented may consider only the Board's statement and appended documents as the ground of his or her decision. Either the decision of the Board shall be sustained by the administrative officer immediately

superior to the respondent whose action is under review, or the proceeding shall be returned to the Board with specific objections within 30 days. The complainant shall be afforded an opportunity to see the objections and to prepare and to present a rejoinder.

- i. The Board then shall reconsider its decision, taking into account the stated objections and the rejoinder. If the Board and the administrative officer superior to the respondent remain in disagreement, the case shall be submitted within 10 days to the next higher administrative officer and this officer shall render the University's final decision within 30 days. This decision shall complete the University's internal complaint and review procedures.
- j. Copies of the decisions of the administrative officer immediately superior to the respondent and of the administrative officer rendering the final decision shall be sent to the parties directly involved in the case and to the President of the Indiana University East Faculty Senate. A copy of the final decision shall be sent to the Board.
- k. Administrative officers shall take no further action inconsistent with the Board's decision unless specifically authorized to do so by the administrative officer making the final decision in the case. In cases in which the Board and the administrative officer immediately superior to the respondent are in agreement or in which the Board has refused to hold a hearing, the faculty member retains the right to appeal to the Chancellor of Indiana University East, or--if the Chancellor has already rendered a decision in the case--to the University President. The faculty member will not acquire any additional right to tenure or to continued term of employment simply as a result of the delay involved in having taken the case before the Board.
- l. The Indiana University's Board of Trustees formally shall be notified of all cases that have been heard by the Board and of their final disposition.  
[Passed: 4/21/98, 4/3/01]

## **Section VI: Committees**

### **A. Membership**

1. Policy and procedures for the appointment of associate members to standing committees.

- a. Policy

- i. Associate members may be appointed to the Faculty Affairs Committee, Admissions and Academic Affairs Committee, or Curriculum Committee and such appointment may begin in either fall or spring semester.
- ii. Committee appointment for an associate member shall terminate at the end of the academic year or at the end of his/her teaching appointment if it is not renewed for the next semester, whichever comes first.
- iii. Associate members shall have full voting rights in Faculty Senate standing committees.

b. Procedure

- i. Notice sent to all associate members by the first week of classes describing committee and explaining appointment procedure.
- ii. Request for appointment received by Nominating Committee chairperson no later than one (1) week before the first faculty meeting after the start of classes.
- iii. Associate member nominations presented by the Nominating Committee at the first faculty meeting after the start of classes for approval.
- iv. Approved appointees notified by appropriate committee chairperson regarding appointment and next meeting date.
- v. Rejected nominees notified by Nominating Committee chairperson.
- vi. Any appeal presented by the associate member directly to the Faculty Senate at its next meeting.

2. Faculty Senate standing committees are limited to seven members.

3. When a vacancy occurs on a standing committee, the vacancy will not be filled unless the committee requests it. The committee may request of the Senate president that an election be held to fill the vacancy. The President will charge the Nominating Committee with filling the vacancy. The Nominating Committee will seek nominations and hold an election. [Passed: 3/19/02]

B. Authority

1. Admissions and Academic Affairs Committee:  
This shall be concerned with student admissions, probation, dismissal, and academic conduct.
2. Agenda Committee:  
Members of this committee shall be the President of the Faculty Senate (as Chairperson), and Chairpersons of the Curriculum, Budgetary Affairs, Faculty Affairs, Admissions and Academic Affairs, and Workload Committees and the Chancellor, ex-officio. It shall prepare and circulate the agenda prior to each Senate meeting. Any member of the Senate may suggest items for inclusion of the agenda. [Passed: 11/1/94]
3. Budgetary Affairs Committee:  
This shall be concerned with financial and budgetary matters. Each member shall represent a different academic division but shall not be chair of that division. The Library shall be considered as an academic division for the purposes of membership on this committee. Prior to the end of the spring semester, each division shall select a divisional nominee for the coming academic year. The name of that nominee shall be forwarded to the Nominating Committee for inclusion in the fall elections. In addition, the elected faculty representatives to the University Fringe Benefits Committee and the University Budgetary Affairs Committee may serve as ex-officio members of the Budgetary Affairs Committee. These members are not included in the calculations of any representational ratio or size limits relating to committee membership unless duly appointed to the Budgetary Affairs Committee by the Faculty Senate.
4. Curriculum Committee:  
This shall be concerned with all programs and courses offering academic credit, changes in existing University offerings, and with degree proposals.
  - a. The following list of occasions necessitate action by the Curriculum Committee:
    - i. New degree and program proposals (approval required)
    - ii. Substantive revisions to existing degrees and programs (approval required)
    - iii. System degree and program proposals for implementation (review and endorsement prior to implementation on this campus)

- iv. Substantive revisions to existing system degrees and programs (review and endorsement prior to implementation on this campus)
  - v. Courses brought forward from the master course list not having been previously taught on this campus (review and comment)
  - vi. New courses not on the master course list (approval required)
  - vii. Any changes to an existing course which require a university course change request form (approval required)
- b. The Curriculum Committee has adopted procedures to be followed for proposing a new course or a new degree proposal. Each new proposal is to be accompanied by a Signature Approval Form (SAF). Details of the new procedure and a copy of the SAF appear in the policies section.
  - c. Units developing a new academic program (academic degree proposal, minor or certificate proposal) will provide, as part of the proposal submitted for Curriculum Committee review, a plan for assessing student learning outcomes. This plan will be shared with the Assessment Committee as well, whose role it is to serve as a resource for the sponsoring unit.
  - d. The Curriculum Committee will review assessment plans according to the following guidelines:
    - i. All Baccalaureate and Associate degree program proposals should have an assessment plan that includes at a minimum the two or three campus learning objectives that will be assessed during the initial two year period after implementation. Then, for each of these objectives, the plan should identify at least two specific means and criteria that are appropriate for the assessment of that objective (see Plan for Assessment of Student Academic Achievement, p. 7). All of the campus learning objectives should be planned to be assessed during a five year cycle. It is expected, given the differences in required credit hours and courses, that the depth and breadth of assessment methods and criteria will differ for associate degree programs compared to baccalaureate programs.
    - ii. All Minor proposals and certificate proposals should have an assessment plan that includes at a minimum the depth of knowledge learning objective and at least two specific means and criteria that are appropriate for the assessment of that objective. If additional student learning objectives are included, the plan should indicate that these will be

assessed within the five year cycle for program assessments. [Passed: 5/6/97, 4/6/99]

#### 5. Faculty Affairs Committee:

This shall be concerned with the Academic Handbook and general welfare, working conditions, and professional development. The Faculty Affairs Committee shall have oversight responsibility for the systematic faculty review of the Vice Chancellor for Academic Affairs and Division Chairs and Deans. [Passed: 11/2/99]

#### Review of Division Chairs and Deans - Procedures

##### How Frequently Should Review Be Completed?

A review will be completed at least once every two years. Division chairs and/or deans will also have the opportunity to request annual reviews to aid in their preparation for promotion and tenure or to receive feedback on divisional operations. At the first Faculty Senate meeting of the academic year, the Vice Chancellor for Academic Affairs will report the names of each division chair or dean that will be reviewed during that year.

##### Who Should Participate?

All full-time divisional personnel reporting to the Division Chairs and Deans should participate in the evaluation. If adjunct and other part-time personnel are included in the Division Chairs and Deans evaluation a separate and appropriate instrument must be developed for that purpose.

##### How Should the Evaluation Process be Administered?

The Vice Chancellor of Academic Affairs will notify the Division Chairs and Deans of the pending evaluation and will designate his/her choice of one of two peer evaluation facilitators, the other to be chosen by the Division Chairs and Deans to be evaluated. The peer evaluators should provide a copy of the Faculty Affairs approved instrument to each full-time faculty member and staff with a deadline for returning the instrument. Upon completion by faculty and staff, they should hand deliver their completed instrument to the peer evaluator for tabulation.

##### What Should the Tabulated Results Include?

The tabulated results will normally include a frequency distribution and the median rating for each scale item and a verbatim listing of comments edited by the peer evaluator to preserve anonymity as necessary. Division Chairs and Deans may request additional information as they see necessary.

## Who Should Receive the Summary of Tabulated Results?

A report, which consists of a written summary of the tabulated numerical results and a synthesis of the written comments, produced by the review and compiled by the peer reviewers, will be presented to the academic division head. The person being reviewed will be allowed seven (7) days to provide an optional response to this report. The report and the division chair or dean's response (should she or he elect to provide one) will be sent to the Chancellor and Vice Chancellor for Academic Affairs. Peer reviewers will call a meeting of the Division Chairs or Dean's division. At that division meeting, with the chair or dean absent, peer reviewers will present an oral report, which summarizes the ratings and synthesis of written comments produced by the review.

In producing their report, peer reviewers will attempt to communicate the essence of the written comments. However, exact wording of the comments will not be included in the synthesis. The summary of tabulated numerical ratings will indicate areas in which the division chair or dean's performance was perceived unsatisfactory and those areas where the activity is perceived to be satisfactory. [Passed: 11/19/96, 11/2/99]

### 6. Nominating Committee:

This shall consist of three members elected by the Senate during the April Senate meeting from a ballot of all eligible faculty members. It shall present to the Senate, at the April Senate meeting of the following year, a list of nominees for committee membership on all other standing committees. Members of ad hoc committees created by the Senate shall also be nominated by this committee, unless the Senate makes other provisions.

### 7. Promotion and Tenure Committee:

- a. **Composition.** The Promotion and Tenure Committee will consist of six (6) tenured faculty holding the rank of Professor or Associate Professor who have each served at least two years as faculty at Indiana University East. Membership will last for two years with continuity and rotation guaranteed by filling only the vacancies that exist at the start of each academic year. Each year three (3) tenured faculty of which at least one (1) will be of the rank of professor will be elected. The Committee must contain representatives from at least three different academic divisions of the University. These primary ballots will be tabulated by the nominating committee and the number of candidates needed who receive the highest vote count will assume positions as candidates on the general election ballot. On election day preprinted ballots containing all of the names of the

candidates will be passed out to the voting members of the Senate. The junior faculty member elected each year shall serve as that year's alternate; seniority will be determined by time at IUE. The alternate member will have all committee rights and responsibilities except the vote, but will replace any voting member who is absent or becomes disqualified. During the second year of the alternate's term, he/she will become a voting member. If for any reason, a member is unable to fulfill his/her two-year term, the Senate will elect a replacement for the unexpired term.

- b. Disqualification. Members who feel unable to render impartial judgment on a case must disqualify themselves from that case. A candidate for Promotion may not serve on the P & T Committee during the year of his/her candidacy. If the number of voting members falls below five (5) on any case, the Senate will elect an additional member(s) to serve on that case.
- c. Ineligibility. Members of the Faculty Review Board, the Vice Chancellor for Academic Affairs, and the Chancellor are ineligible to serve on the Promotion and Tenure Committee. Immediate supervisors of promotion and tenure candidates will be ineligible to serve during the year a candidate is being considered. [Passed: 3/6/01, 3/19/02]

8. Workload Committee:

This committee shall be concerned with faculty workload. Each member shall represent a different academic division but shall not be chair of that division.

- a. The Faculty Senate Workload Committee will review and make recommendations in matters regarding faculty workload, including teaching, service and professional development.
- b. The Workload Committee will articulate criteria and guidelines for assigning and assessing all reassigned time, including time for professional development, service and administrative activities. More specifically the committee will:
  - i. Evaluate and make recommendations to the Vice Chancellor for Academic Affairs on applications for additional reassigned time for professional development.
  - ii. Provide a yearly report to Faculty Senate regarding all campus reassigned time.

iii. Develop and articulate criteria for assignment of campus reassigned time.

iv. Develop and articulate guidelines for assessment of campus reassigned time. [Passed: 8/24/95, 5/5/98]

9. The General Studies Committee shall consist of at most 9 faculty members representing at least 3 academic divisions. Members of the General Studies Committee shall be elected to serve 3-year terms, with one third of the committee being elected each year. While serving as a member of the General Studies Committee, the faculty shall be nominated to the School of Continuing Studies for appointment as Adjunct- (rank) – Professor of General Studies. The request for this appointment shall be forwarded to the Indiana University School of Continuing Studies for approval. This is a rank which carries with it neither tenure nor salary, but has significance in terms of teaching, service and professional development. The committee shall report to the Director of Extended Studies, who shall be a member of the Academic Affairs Council, and as a group provide “divisional” structure for the General Studies Program. The chairperson of the committee shall serve as a member of the Indiana University Council for Extended Studies. At least one member of the committee shall serve as a member of the Assessment Committee.

The General Studies Committee shall:

- Oversee curriculum development and delivery of the threshold and the capstone courses for the General Studies programs.
- Conduct assessment of the General Studies programs.
- Review applications for and approve admissions and provide advising for the General Studies programs.
- Review applications for and approve the awarding of academic credit for life experience and certify the fulfillment of the AGS or BGS degree requirements following the guidelines of the Indiana University School of Continuing Studies.
- Make recommendations to the Faculty Senate regarding priorities of and policies in the General Studies programs.
- Communicate with the Director of Extended Learning regarding priorities of and policies in the General Studies programs.

[Passed: Feb. 6, 2001; revised: May 3, 2005]

### C. Records

All Faculty Senate committees shall maintain archive materials consisting of minutes, all proposals forwarded to the Faculty Senate, annual reports, and

other relevant documents. At the end of the academic year, each committee shall submit a copy of these materials to the President of the Faculty Senate to be included in the campus archives. Each committee shall retain a second copy for its own record and use by the committee the following year. Each committee's annual report shall be reported to the Faculty Senate at the first Senate meeting of the fall semester. [Passed: April 21, 1998]

## **Section VII: Miscellaneous**

### **A. Faculty Handbook**

1. Language employed in the IU East Academic Handbook shall be gender neutral. [Passed: 4/30/96]

#### *2. Responsibility for I U East Academic Handbook \**

*The Faculty Handbook is a compilation of material which comes from many sources. Hence, the responsibility for the material rests in many places. This statement will identify the persons or offices that are responsible for each section of the I.U. East Faculty Handbook. This statement will serve as a formal record of who is responsible for each section. This statement can be amended or revoked at any time. This statement is intended solely for communication and to facilitate the work of keeping the I.U. East Faculty Handbook current and accurate.*

*The material in the Handbook can be classified according to its source.*

*Faculty Sections contain material which deal with the processes used for governance by the Faculty of Indiana University East. The Faculty Constitution and Promotion and Tenure Procedures are examples. Such matters are under the jurisdiction of the Faculty.*

*Administrative Sections include relevant material which is beyond the control or reasonable concern of the Faculty. Some material in the Handbook reflects policies that are effective on a University wide basis or national or state laws. Other material reflects decisions which are presented in the Handbook to inform the faculty about current administrative policies and procedures which are under the control of the local administration.*

*Joint Sections include academic policies and procedures. Such sections describe or define the particular way of life or environment of I. U. East.*

*Occasionally, circumstances will require changes in the Faculty Handbook materials. Different procedures will be used for changes of each kind of material.*

*Faculty Sections will be changed only by action of the Faculty Senate. However, the administration may present proposed changes for consideration by the appropriate Faculty Senate Committee.*

*Administrative Sections will be changed at the discretion of the administration. However, faculty may initiate a change by discussion with the administration. The administration will make the change through the following steps:*

*i. Distribution of a copy of the change to all faculty members.*

*ii. Provision for discussion at a Faculty Senate meeting.*

*When a change is mandated by action beyond the control of the local campus, the change will become effective immediately. The administration will inform the faculty of the change as soon as possible and will provide an opportunity for discussion at the next Faculty Senate meeting.*

*Changes in Joint Sections may be initiated by either the faculty or administration. Joint Sections deal with matters that are most important to the entire academic community. Therefore, all materials in the Joint Sections must have the consent and approval of both faculty and administration.*

*The Faculty Handbook will be kept in loose leaf form with sections constructed and numbered in a way that will facilitate substitution of approved changes. The date of approval of each policy will be typed on each page. The Vice Chancellor for Academic Affairs' office will be responsible for typing and distributing revisions. The President of the Faculty Senate will appoint a member of the faculty who will expedite the aforementioned revision process and who will report at least annually to the Faculty Senate. (Passed: 3/22/85)*

#### *Academic Handbook Index*

*On the basis of the above definition, the sections of the Handbook are classified as follows:*

##### *FacAdm Joint*

*A I (all) Administrative Officers*

*A II (all) Academic Personnel*

*A III (all) Administrative Boards and Councils*

*A IV (all) University Governance*

*A V (all) Position Descriptions*

*A VI (all) Administrative Organization: Campus Committees and Councils*

*F VII-1 Constitution: Indiana University East Faculty Senate*

*J VIII-1 The Academic Appointee: Academic Status*

*VIII-2 The Academic Appointee: Responsibilities and Privileges*

*(see specific subsections below)*

*FacAdm Joint*

*F (1) Faculty Meetings*

*F (2) Academic Freedom*

*J (3) Code of Academic Ethics*

*J (4) Political Meetings*

*J (5) Outside Commitments*

*J (6) Conflict of Interest*

*J (7) Faculty Teaching Load*

*J (8) Guidelines for Special Instructional Program Assignments*

*J (9) Faculty Requested Reassigned Time*

*VIII-3 The Academic Appointee: Promotion and Tenure (see specific subsections below)*

*FacAdm Joint*

*J (1) Preamble*

*J (2) Rights and Responsibilities of the Candidate*

*J (3) Process for Promotion Decisions*

*J (4) Process for Tenure Decisions*

*J (5) Joint and/or Dual Appointment*

*F (6) Promotion and Tenure Committee*

*F (7) Procedures for Promotion and Tenure Committee*

*F (8) Criteria for Promotion*

*F (9) Criteria for Tenure*

*J VIII-4 The Academic Appointee: Additional Academic Procedures*

*J VIII-5 The Academic Appointee: Remuneration and Benefits*

*J VIII-6 Merit and Salary Policies*

*F IX-1 Promotion and Tenure: General Information - Guidelines for Promotion and Tenure Dossiers*

*J X (all) The Faculty and The Student*

*XI Miscellaneous Policies and Procedures*

*(see specific subsections below)*  
*FacAdm Joint*

*J (1) Full-Time Non-Faculty Employees and Part-Time Faculty Rank*

*A (2) Indiana University Affirmative Action Plan and Complaint Procedure Guidelines*

*A (3) Campus Safety*

*A (4) Medical/Health Emergency*

*A (5) Crime/Emergencies*

*A (6) Fire Emergency*

*A (7) Adverse Weather*

*J (8) Communication Policy*

*J (9) Newsletters*

*A (10) Requesting Funds from IU East Accounts in the IU Foundation*

*A (11) Collections, Donations and Solicitations*

*A (12) Driving and Parking Regulations*

*A (13) Identification Cards*

*A (14) Mail*

*A (15) Office and Keys*

*A (16) Smoking*

*A (17) Typing, Copying and Duplicating*

*A (18) University Vehicles*

*A (19) Access to and Maintenance of Academic Employee Records*

\* Note: Section VII.A.2 is being revised to describe the academic (faculty) handbook, its construction and composition. As a recommendation is ready it will be brought to the Faculty Senate.