

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 \$5,000 during the summer term, to be adjusted annually by the percentage increase determined for full-time faculty. 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 duties and that is the person who will receive compensation. [Passed 3/4/08]

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 Lecturer Long-Term Contract Review 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, the Lecturer Long-Term Contract Review 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, Amended: 10/3/06]

- f. Exceptions: The Faculty Senate may suspend the rules of the Bylaws IV.A.2 when an election cannot be reasonably and fairly accomplished as specified. [Passed: 10/4/11]

B. Meeting Attendance

1. Non-members 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 presiding officer 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 governance organization may send one permanent representative for that academic year 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, Amended 2/3/09]

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 governance organization. [Revised 2/3/09]

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 Schools of the University. For the purposes of membership on the Board, the Library shall be considered a School. The Chancellor, Executive Vice Chancellor for Academic Affairs, and Vice Chancellors, Associate and Assistant Vice Chancellors, Deans, and members of the Promotion and Tenure and Lecturer Long-Term Contract Review Committees are ineligible to serve on the Board. [Amended 5/6/08, 2/3/09]
- 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. Members and alternates shall complete the review of any case which they have begun to consider. [Revised 10/4/11]
- 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 School 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 Executive 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, Edited 2/3/09]

Section VI: Committees

A. Membership

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

2. When a vacancy occurs on a standing committee, the vacancy will not be filled unless the committee requests it, or unless these bylaws specify otherwise [5/6/08]. 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; Policy and Procedure for appointment of associate members to standing committees stricken 5/6/08]

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), the Faculty Senate Parliamentarian, Chairpersons of the Curriculum, Budgetary Affairs, Faculty Affairs, and Admissions and Academic Affairs Committees, the Executive Vice Chancellor for Academic Affairs, ex-officio 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 on the agenda. [Passed: 11/1/94, Amended 5/6/08]
3. Budgetary Affairs Committee:
This shall be concerned with financial and budgetary matters. Each member shall represent a different School but shall not be Dean of that School. The Library shall be considered a School for the purposes of membership on this committee. 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. Prior to the end of the spring semester, each School with an anticipated vacancy shall select a School nominee for the next two academic years. The name of that nominee shall be forwarded to the Nominating Committee for inclusion in elections. In addition, the elected or appointed faculty representatives to the budget-related committees of the University Faculty Council 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. [Amended 2/3/09, 5/5/09; 8/25/11]

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 sets 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). [Amended 5/6/08]
- c. The Curriculum Committee confirms that units affected by curricular changes have been consulted prior to the Committee's approval of the changes. [Amended 5/6/08]
- d. 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.
- e. The Curriculum Committee will review assessment plans according to the following guidelines: All proposals for academic degrees (including Master's, Baccalaureate), minors and certificates should have an

assessment plan that is in accordance with the current campus assessment plan and the program's assessment plan.

[Passed: 5/6/97, 4/6/99, Amended 2/3/09]

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 Executive Vice Chancellor for Academic Affairs and School Deans. [Passed: 11/2/99]

Review of School Deans - Procedures

How Frequently Should Review Be Completed?

A review will be completed at least once every three years. Deans will also have the opportunity to request annual reviews to aid in their preparation for promotion and tenure or to receive feedback on School operations. At the first Faculty Senate meeting of the academic year, the Executive Vice Chancellor for Academic Affairs will report the names of each Dean that will be reviewed during that year.

Who Should Participate?

All full-time School personnel reporting to the Deans should participate in the evaluation. Part-time staff who report to the Deans also participate, using the same evaluation instrument. If adjunct faculty are included in the Deans' evaluation a separate and appropriate instrument must be developed for that purpose.

How Should the Evaluation Process be Administered?

The Executive Vice Chancellor of Academic Affairs will notify the Deans of the pending evaluation and will designate his/her choice of one of two peer evaluation facilitators (peer reviewers), the other to be chosen by the Deans to be evaluated. The peer reviewers 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, faculty and staff should deliver their completed instrument to the peer reviewers (or an appointed designee) for tabulation.

The original copies of the Faculty Affairs approved instrument shall be destroyed by the peer reviewers upon the successful completion of the peer review process.

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. The peer reviewers will keep the tabulated results and verbatim listing of comments in a secure location until the successful completion of the peer review process, at which time they will be destroyed by the peer reviewers. 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 School Dean. The person being reviewed will be allowed fourteen (14) days to provide an optional response to this report. In the meantime, the report and subsequently the Dean's response (should she or he elect to provide one) will be sent to the Chancellor and Executive Vice Chancellor for Academic Affairs. Peer reviewers will call a meeting of the Dean's School. At that School meeting, with the Dean absent, peer reviewers will present an oral report, which summarizes the ratings and synthesis of written comments produced by the review. The Executive Vice Chancellor for Academic Affairs will subsequently meet with the School in order to discuss the report. The EVCAA will meet with the Dean in order to discuss the report and the Dean's optional response (if applicable). The discussion will include how the report will affect the EVCAA's annual evaluation of the Dean.

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 Dean's performance was perceived unsatisfactory and those areas where the activity is perceived to be satisfactory. [Passed: 11/19/96, 11/2/99, Amended 3/3/09]

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. At any time, at least two (2) of the members must hold the rank of Professor.

The Committee should contain representatives from at least three different Schools of the University. For the purposes of membership on this Committee, the Library shall be considered a School.

- b. Ineligibility. Except in cases of reconsideration of prior decisions, each faculty member and/or administrator may participate only once in any given case.

Therefore, the Executive Vice Chancellor for Academic Affairs, and the Chancellor are ineligible to serve on the Promotion and Tenure Committee.

Deans (or immediate supervisors) of candidates are ineligible to serve during years when such a candidate is being considered for promotion or tenure.

Members of School (or departmental) promotion and tenure committees are eligible to serve during years when a candidate from their School (or department) is considered, but may not vote on cases on which they have previously voted.

Members of the Faculty Board of Review must resign from the Board upon beginning the term of the Promotion and Tenure committee.

- c. Disqualification. Members who feel unable to render impartial judgment on a case must disqualify themselves from that case. A candidate for promotion or tenure 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.
- d. Election process. Each year three tenured faculty are elected to a two-year term on the Promotion and Tenure Committee. At least one of these must hold the rank of Professor. Every effort should be made to ensure that at least three schools are represented on the committee. For the purposes of membership on this Committee, the Library shall be considered a School.
- (i) Primary Election.
Primary ballots will include the names of all eligible candidates, except those who wish not to be considered. Members of the Faculty Board of Review are eligible to be elected. These primary ballots will be tabulated by the Nominating Committee.
- (ii) General Election.
The Nominating Committee will compile a ballot of six candidates, and distribute printed ballots during the election. At least two of the candidates must hold the rank of Professor, and at least three Schools must be

represented. In case of a tie, the number of candidates may be increased. Instructions to voters should ensure that the composition of the committee is as described above.

(iii) By-Elections to fill vacancies.

Should a member of the Promotion and Tenure Committee resign, become ineligible to serve, or otherwise unable to fulfill the term the Nominating Committee shall hold a special election to replace the vacancies. No election needs to be held in cases where there is no business for the committee. The Nominating Committee shall choose election processes that ensure continued compliance of the committee with respect to the composition requirements. In particular, replacements must be chosen so that at least one (full) Professor's term ends at the end of each academic year.

- e. Alternates. The faculty member elected each year who has the least seniority shall serve as that year's alternate; seniority will be determined by time at Indiana University East. The alternate member will have all committee rights and responsibilities except the vote, but will replace any voting member who is absent or ineligible to vote. During the second year of the alternate's term, he/she will become a voting member.

[Passed: 3/6/01, 3/19/02, 5/6/08, 3/2/10]

[Workload Committee Passed: 8/24/95, 5/5/98, Disbanded: 2/6/07]

8. Lecturer Long-Term Contract Review Committee

- a. Composition: The Lecturer Long-Term Contract Review Committee will consist of 6 faculty members who have each served at least two years as faculty at Indiana University East and who hold long-term contracts of at least 5 years or are tenured. Membership will last for two years with continuity and rotation guaranteed by filling only vacancies that exist at the start of each academic year. Each year three (3) faculty with long-term contracts or tenure will be elected with at least one of those elected holding rank as senior lecturer, if a senior lecturer is available and willing to serve. The Committee must contain representatives from at least three different Schools of Indiana University East. For the purposes of membership on this Committee, the Library shall be considered a School. The faculty member elected each year who has the least seniority 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, becomes disqualified, or otherwise becomes unable to serve. 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. [Amended 2/3/09]

- b. Ineligibility and Disqualification: Members who feel unable to render impartial judgment on a case must disqualify themselves from the case. Members of the Faculty Board of Review, and Executive Vice Chancellor for Academic Affairs, and the Chancellor are ineligible to serve. Immediate supervisors of long-term contract candidates will be ineligible to serve during the year a candidate is being considered. [Amended 2/3/09]

[General Studies Committee Passed: Feb. 6, 2001; revised: May 3, 2005; rescinded 04/04/06; Lecturer Long Term Contract Committee Passed: 05/02/06, Amended: 10/03/06, 5/6/08]

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. Academic Handbook

1. Language employed in the IU East Academic Handbook shall be gender neutral. [Passed: 4/30/96]
2. The Indiana University East Academic Handbook consists of
 - a) The Constitution and the Bylaws of the Faculty Senate;
 - b) The collection of all Policies regarding the Academic Appointee;
 - c) The collection of all Faculty Senate Policies regarding Student Academic Affairs and Athletics. [Passed: 3/22/85, Amended 5/6/08]
3. Publication and Distribution of Documents
The Faculty Senate web site (or another appropriate medium) contains the most current version of the Academic Handbook and other materials relevant to the faculty. The Faculty Senate President and the Executive Vice

Chancellor for Academic Affairs have oversight responsibility for updating and maintaining different sections of the Academic Handbook according to whether those sections are under the authority of faculty or administrative officials. (The Constitution of the Indiana University East Faculty Senate and the Constitution of the Indiana University Faculty list areas that are under faculty authority. The Constitutions also explain how administrative officials should consult and inform faculty about policies, practices or operations that are within administrative authority.)

- a. The Faculty Senate President has oversight responsibility for updating those sections of the Academic Handbook that are under faculty authority, for example, what has been approved by Faculty Senate. The Senate President also has oversight responsibility for updating those sections that are under the joint authority of faculty and administrative officials. The Senate President will keep faculty informed about how to access the Senate web site for the most current version of the Academic Handbook. The Senate President will confer with the Executive Vice Chancellor for Academic Affairs to ensure that those sections of the Academic Handbook that are under the authority of administrative officials are updated in a timely manner. The Senate President will also confer with the Executive Vice Chancellor for Academic Affairs to ensure that there is a copy of the current Academic Handbook in a medium that will not be affected by technological failure.
- b. The Executive Vice Chancellor for Academic Affairs has oversight responsibility for updating those sections of the Academic Handbook that are under the authority of administrative officials. The Executive Vice Chancellor for Academic Affairs will confer with the Senate President to ensure that these sections are updated in a timely manner, and to ensure that there is a copy of the current Academic Handbook in a medium that will not be affected by technological failure.

The Academic Handbook will be organized in an understandable way.
[Amended 5/6/08]

[Bylaws amended 3-2-10; 8-25-11; 10-4-11]