

# **Constitution**

## **Indiana University East Faculty Senate**

### **Preamble**

We the Faculty of Indiana University East, in order to promote excellence in scholastic and professional attainment, and to maximize participation, influence, and effectiveness of the faculty in the operation and development of Indiana University East, do hereby constitute ourselves as the Faculty Senate.

### **Article 1. The Faculty**

#### **Section 1.1 Source of Powers**

Subject to the limitations imposed by the laws of the state of Indiana, this constitution confirms and establishes in the Faculty the powers and duties herein specified.

#### **Section 1.2 The Faculty**

The Chancellor, the Vice Chancellor for Academic Affairs, and all full-time employees holding academic rank (including full-time professional librarians and lecturers and emeritus faculty) shall constitute the faculty at Indiana University East.

#### **Section 1.3 Associate Members**

Persons who serve as part-time teaching staff and adjunct faculty shall have all rights and privileges in the Senate meetings except the vote.

#### **Section 1.4 Voting Members**

Persons who serve as administrative officers, adjunct faculty, and part-time teaching staff shall have all rights and privileges in the Senate meetings except the vote.

- A. All faculty as defined in Article 1, Section 1.2 shall be voting members of Faculty Senate.
- B. Associate members who are part-time teaching staff with an academic year appointment of at least 50% FTE will be granted the right to vote in the Faculty Senate.
- C. All other associate members may elect a representative(s) to vote in the Faculty Senate. The number of voting members will be established as follows:
  1. The total number of adjunct and part-time teaching staff, excluding those already granted voting rights under Article 1 Section 1.4.B, will be certified to the President of the Faculty Senate by the Vice Chancellor for Academic Affairs within two days of the beginning of each semester.
  2. One voting member may be elected for the first twenty-five members of the certified list or part thereof.
  3. An individual representative's right to vote terminates at the end of one semester.
  4. The President of the Faculty Senate, in conjunction with the nominating committee, will be responsible for seeing that this election is carried out.

### **Article 2. Powers and Responsibilities**

Subject to the limitations imposed by the laws of the state of Indiana and the Board of Trustees of Indiana University, this constitution establishes the following powers and responsibilities for the Senate.

#### **Section 2.1 Legislative Authority**

The legislative and consultative authorities delineated in Sections 2.2 and 2.3 of the Indiana University Faculty Constitution of this article are allocated to the University faculty as a whole (University faculty), to campus faculties, and to school faculties as provided in this section. In matters in which campuses and schools have concurrent interests, conflicts of interest should be accommodated by negotiation. Any standards and procedures for determining the authority of academic units and the relationship between them enacted by the University Faculty Council pursuant to Section 2.2.D of IU Faculty Constitution shall apply.

##### **A. Authority of School Faculties**

School faculties (and campus faculties with regard to academic programs not within the authority of a school faculty) have legislative and consultative authority pertaining to the school regarding:

1. The school's academic mission.

2. The school's structure of faculty governance, consistent with University faculty standards.
3. Creation, reorganization, merger, and elimination of academic programs and units within the school.
4. Authority of academic units within the school and the relation between them.
5. Conferring of degrees.
6. Curriculum.
7. Academic calendar, with only such deviation from University and campus calendars made necessary by special curricular or accreditation requirements.
8. Admission and retention of students in the school.
9. Standards for student academic performance.
10. Student conduct and discipline, consistent with University and campus faculty standards.
11. Appointment, promotion and tenure, compensation, conduct and discipline, and grievances of school faculty, consistent with University and campus faculty standards.
12. School facilities and budgets.
13. Appointment and review of school academic officers (except the dean of the school) and administrative officers affecting the school's academic mission, consistent with campus and University standards.
14. Other matters affecting the academic mission of the school, subject to the legislative authority of the University and campus faculties.

**B. Authority of Campus Faculties**

Campus faculties have legislative and consultative authority pertaining to the campus regarding:

1. The campus' academic mission.
2. The campus' structure of faculty governance, consistent with University faculty standards.
3. Policy and allocation of authority for academic matters affecting more than one school on the campus.
4. Academic calendar, with only such deviation from the University calendar made necessary by local circumstances.
5. Creation, reorganization, merger, and elimination of programs and units affecting more than one school on the campus.
6. Appointment, promotion and tenure, compensation, conduct and discipline, and grievances of campus faculty, consistent with University faculty standards.
7. Appointment and review of campus academic officers and administrative officers affecting the academic mission, consistent with University standards.
8. Campus facilities and budgets.
9. Student conduct and discipline, consistent with University standards.
10. Intercollegiate and intramural athletics.
11. Other matters affecting the academic mission of the campus, subject to the legislative authority of the University and school faculties.

Campus faculties have the authorities listed in Constitution of the Indiana University Faculty Section 2.4.A over academic programs not within the authority of a school faculty.

**Section 2.2 Recommending Authority**

The Senate may recommend policies concerning Indiana University East and its relationship with the community and the University system.

**Article 3. Officers**

**Section 3.1 Presiding Officer**

The President of the Faculty Senate shall be the presiding officer of the Senate. In his or her absence, the President-Elect shall preside, followed by the Chair of the Faculty Affairs Committee, the Chair of the Curriculum Committee, the Chair of the Admissions and Academic Affairs Committee, the Chair of the Budgetary Affairs Committee, then by the senior faculty member present. Seniority shall be determined by rank and date of appointment at Indiana University East. The presiding officer shall conduct meetings according to Robert's Rules of Order and may vote only to break a tie.

### **Section 3.2 President**

A President shall be elected from the Senate members by a majority vote at the February meeting. The President-Elect shall assist the President, attend meetings with the President as possible, and perform other duties as appropriate. At the first Senate meeting of the subsequent fall semester, the President-Elect will assume the position of President. The President may choose to be exempt from all other Senate committee assignments. The rights and responsibilities of the President are:

- A. To serve as Chairperson of the Agenda Committee.
- B. To serve as official spokesperson and corresponding secretary for all Senate affairs.
- C. To keep and circulate minutes of each Senate meeting.
- D. To act as repository of the records and transactions of the Senate and its committees.
- E. To appoint a senate member parliamentarian prior to the first senate meeting.
- F. To preside at Faculty Senate meetings as outlined in Article 3, Section 3.1

## **Article 4. Meetings**

### **Section 4.1 First Meeting**

The President of the Faculty Senate shall call the first meeting of the Senate no later than September of the fall semester.

### **Section 4.2 Schedule**

The Senate shall meet monthly, the time and date to be selected by majority.

### **Section 4.3 Cancellation**

A monthly Senate meeting may be cancelled when the Agenda Committee determines that the present agenda does not require a meeting. The President of the Faculty Senate will notify Senate members of the cancellation.

### **Section 4.4 Quorum**

Fifty percent (50%) of voting members shall constitute a quorum.

### **Section 4.5 Voting**

A majority of voting members present shall constitute legislative authority.

### **Section 4.6 Special Meetings**

Special meetings of the Senate may be called by the President of the Faculty Senate or shall be called when requested by 20 percent of the voting members.

### **Section 4.7 Notice of Meetings**

All regularly scheduled meetings of the Senate shall be publicized at least one week prior to meeting time.

## **Article 5. Faculty Review Board**

### **Section 5.1 Scope**

The Board shall review and express its judgment on issues of dismissal, academic freedom, reappointment, tenure, promotion, salary, merit, professional conduct, and the nature or conditions of work.

### **Section 5.2 Initiation of Review**

The Board may initiate a review of an issue or may have a review requested by any member of the faculty, including associate faculty members.

## **Article 6. Committees**

### **Section 6.1 Authority**

Committees shall make studies, formulate recommendations, and carry out such responsibilities as granted to them by the Constitution or the Senate. Committee action may be initiated from within its membership or by request from the Senate.

### **Section 6.2 Membership**

Membership on committees is open to all voting members of the Senate. Associate members may be appointed or may request membership on committees, but their number shall not constitute more than one third of any standing committee. In addition, the elected faculty representative to the University Faculty Council shall serve as an ex officio member of the Faculty Affairs Committee. This member is not to be included in the calculations of any representational ratio or size limits relating to committee membership unless duly appointed to the Faculty Affairs Committee by the Faculty Senate.

### **Section 6.3 Terms and Elections**

Members of standing committees of the Indiana University East Faculty Senate shall serve two year terms with half of the members being elected each year. Elections shall be held during the April Faculty Senate meeting and new members shall begin service on July 1, unless a different election date or starting date is designated in the Senate by-laws of that committee. The President of the Faculty Senate will call the first meeting of newly elected standing committees within one week of the election. During that meeting the members of each committee shall elect the chair of the committee from those members who have completed at least one year of service.

### **Section 6.4 Annual Reports**

Each year the committee chairperson shall file with the President of the Faculty Senate a report of that committee's actions.

### **Section 6.5 Standing Committees**

The Faculty Senate shall have the authority to create, revise, and eliminate committees as necessary.

### **Section 6.6 Ad Hoc Committees**

The Senate shall create special committees whenever necessary and shall designate their size and jurisdiction. Likewise, the Senate may appoint delegates to represent the Senate at other functions and locations.

## **Article 7. Amendments**

Amendments to the Constitution shall be enacted, with previous notice to the faculty, upon approval by a two-thirds vote of the Senate members attending the meeting. Amendment to the Bylaws of the Constitution shall be enacted, with previous notice to the faculty, upon approval by a majority vote of those attending the meeting.

[Amended: 11/2/82, 1/24/86, 4/9/93, 11/1/94, 4/4/95, 2/17/98, 3/24/98, 4/21/98, 3/6/01, 5/1/01, 8/23/01, 2/26/02]

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