

INDIANA UNIVERSITY KOKOMO FACULTY SENATE BYLAWS

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Commented [CRD1]: Added.

1. Structure of Faculty Committees

1.1 Standing and Special Committees

The Faculty Senate shall have standing committees as set forth in these Bylaws. The Faculty Senate may from time to time establish special committees. The Faculty Senate shall charge every special committee with well-defined tasks to be completed within a specified period of time. The committee shall report to the Faculty Senate by the time specified and shall be discharged.

44 **1.2 Composition of Committees**

45
46 Faculty Committees shall be composed as follows: the Library, the Division of Allied Health, the
47 School of Business, the School of Education, the School of Nursing, and the School of Sciences
48 shall have one representative each; the School of Humanities and Social Sciences shall have two.
49 Anyone who is a faculty member without an administrative appointment* or a half-time
50 instructional appointee holding Indiana University appointment to the rank of Lecturer or above
51 shall be eligible to serve as a representative on any faculty committee. Any faculty committee
52 may, at its discretion, invite members of the Indiana University Kokomo community to
53 participate in its deliberations. Only faculty members elected to a committee, as provided for in
54 this Section, may vote.

55 A representative from each academic unit shall be elected by majority vote of faculty members
56 of the unit. Two-thirds of faculty members of the unit shall constitute a quorum for the purpose
57 of electing representatives to faculty committees. If a vacancy should occur, it is the
58 responsibility of the unit wherein the vacancy occurs to elect a member to complete the
59 unexpired term.

60 Members of standing committees shall serve two-year staggered terms with half the committee
61 elected each year. This is to ensure continuity and consistency in the use of criteria and
62 procedures. The term of office of new members of standing committees shall commence on the
63 first day of July following their election. For new committees, at least half the members shall be
64 elected for a one-year term. Members of special committees shall serve until the committee is
65 discharged.

66 **1.3 Faculty Committee Chairpersons**

67 The President of the Faculty Senate shall appoint a chairperson of each faculty committee for
68 one year. The appointment shall be subject to ratification by a majority of voting members of the
69 faculty committee.

70 The chairperson of a faculty committee shall file a copy of the faculty committee's minutes or a
71 written summary of the activities of the faculty committee with the secretary of the Faculty
72 Senate by the first day of June each year.

73 **1.4 Quorum for Faculty Committees**

74 A majority of voting members of a faculty committee shall constitute a quorum for the
75 conducting of all faculty committee business.
76

77 **2. Nominations and Elections**

78 **2.1 Officers and Representatives**

79 The Faculty Senate shall have officers, as provided in the Constitution, and representatives, as
80 provided in these Bylaws, assigned to specific tasks on behalf of the faculty. Faculty members

81 without administrative appointments shall be eligible to serve as officers and representatives of
82 the Faculty Senate. No faculty member shall be elected to more than one office. Elected officers
83 and representatives shall serve for one year and assume their duties on the first of July.

84 **2.2 Nominating Committee**

85 The Faculty Senate shall have a Nominating Committee. Notwithstanding Bylaws Section 1.2,
86 the Nominating Committee shall be composed of five (5) members appointed by the President of
87 the Faculty Senate. There shall be no more than one member from each academic unit. The
88 appointment shall be ratified by majority vote of the Faculty Senate.

89 The Nominating Committee shall submit the names of at least two nominees for each of the
90 positions of Faculty Senate Officers and Representatives. The Nominating Committee shall
91 submit the names of nominees for the Board of Review, as provided in ~~the Constitution~~these
92 bylaws.

93 **2.3 Elections**

94 A list of the Nominating Committee's nominees for Faculty Senate Officers and Board of
95 Review members shall be included on the agenda for the Faculty Senate meeting at which the
96 election will occur. The elections shall take place no later than the first of April. The presiding
97 officer shall call for nominations from the floor. The Nominating Committee shall distribute
98 ballots for voting and shall tabulate the votes and certify the results to the President. A majority
99 of those present shall be necessary for election of officers, and voting shall continue until a
100 majority is reached. Procedures and rules for electing Board of Review members are specified in
101 Bylaws Section 3.14.

102 In the event the office of President becomes vacant, the Vice President shall assume the
103 Presidency. In the event of other vacancies for officers or Board of Review members, the
104 Nominating Committee shall nominate new candidates. Elections shall be held within two
105 months after the vacancy occurs and those elected shall assume their duties immediately.

106

107 **3. Faculty Standing Committees**

108 **3.1 Agenda Committee**

109 The Faculty Senate shall have an Agenda Committee. Notwithstanding Bylaws Section 1.2, the
110 Agenda Committee shall be composed of the officers of the Faculty Senate. Notwithstanding
111 Bylaws Section 1.3, the President of the Faculty Senate shall be chairperson of the Agenda
112 Committee.

113 The Agenda Committee is the "administrative committee" of the Faculty Senate. It is responsible
114 for the proper functioning of the faculty government. Normally problems and proposals should
115 first be considered by this committee before being referred to the Faculty Senate or, if necessary,
116 to a standing or special committee.

117 **3.10 Calendar Committee**

118 The Faculty Senate shall have a Calendar Committee. The composition of the Committee shall
119 be based on Bylaws Section 1.2 with the addition of four ex-officio members (one non-voting
120 representative each from Academic Affairs, the Registrar, the Student Body, and Purdue
121 Programs). The Committee shall meet each year to address the following duties and
122 responsibilities:

- 123 A. Periodically review the Indiana University Kokomo Calendar Principles and recommend
124 changes to Faculty Senate.
- 125 B. Ensure that all proposed Indiana University Kokomo Calendars are consistent with other
126 IU campuses and the all-campus guidelines provided by UFC.
- 127 C. Prepare specific calendars to recommend to Faculty Senate. Each year a rolling five-year
128 calendar should be presented for approval.

129 **3.11 Research Affairs Committee**

130 The Faculty Senate shall have a committee on Research Affairs. Notwithstanding Bylaws 1.2,
131 the Faculty Senate President shall choose a minimum of 3 members from different academic
132 units. Its primary goal is to improve the environment for research at Indiana University Kokomo.

133 The committee shall:

- 134 ▪ periodically review research policies and procedures of the Faculty Senate,
- 135 ▪ draft revisions when necessary, and
- 136 ▪ Provide interpretations about these policies and procedures when questions arise.

137 The committee is responsible for recommending to the Faculty Senate policies and procedures
138 dealing with research. The committee shall coordinate its activities with other relevant
139 committees and communicate adopted policies and procedures dealing with research to the
140 administration through the Vice Chancellor for Academic Affairs.

141 **3.12 Graduate Programs Committee**

142 The Faculty Senate shall have a Graduate Programs Committee. Notwithstanding Bylaws
143 Section 1.2, faculty members with administrative appointments are eligible to serve on this
144 committee and each academic unit currently granting graduate programs shall choose one
145 graduate faculty member to serve on the committee. Membership of this committee shall not
146 overlap the Faculty Affairs Committee membership. The Graduate Programs Committee is
147 responsible for recommending to the Faculty Senate policies and procedures dealing with
148 graduate student academic affairs.

149 Duties of the Graduate Programs are:

- 150 ▪ To approve or disapprove new graduate courses at Indiana University which are initiated
151 at Indiana University Kokomo.
- 152 ▪ To approve or disapprove proposed changes in currently offered graduate course at
153 Indiana University Kokomo which require submission of the Course Change Request
154 Form.

- 155 ▪ To evaluate and submit to Faculty Senate, for action on all new graduate degree programs
156 as well as changes in currently existing graduate degree programs which impact more
157 than one division.
- 158 ▪ To reevaluate periodically Indiana University Kokomo graduate degree programs,
159 specific courses, and/or degree requirements.
- 160 ▪ To screen for submission to the Faculty Senate at Indiana University Kokomo any new
161 graduate degree program from another university that is to be offered at Indiana
162 University Kokomo and which intends to use Indiana University graduate courses taught
163 by Indiana University faculty in their role as Indiana University faculty as part of the
164 curriculum of the degree program. The determination is whether it is appropriate to offer
165 the graduate degree program at Indiana University Kokomo, and it is recognized that the
166 university awarding the graduate degree not Indiana University Kokomo is responsible
167 for the curriculum of the degree program.
- 168 ▪ Consult with and advise the Vice Chancellor of Academic Affairs on issues of concern to
169 the graduate faculty.
- 170 ▪ Coordinate with the Educational Policies Committee concerning any issues that include
171 both graduate and undergraduate courses and programs.

172 **3.13 Distance Education Committee**
173

174 The Faculty Senate shall have a Distance Education Committee. Notwithstanding Bylaws
175 Section 1.2, faculty members with administrative appointments are eligible to serve on this
176 committee; however, no more than one-half (1/2) of the Committee shall be comprised of faculty
177 members with administrative appointments. The Distance Education Committee is responsible
178 for recommending to the Faculty Senate policies and procedures dealing with hybrid and online
179 courses.

180
181 This committee represents the IU Kokomo Faculty Senate and administrative interests in courses
182 and programs of distance education, including those that involve collaboration with other
183 campuses and institutions. The Committee coordinates its activities with those of the IU
184 Kokomo IT Department, the Center for Teaching, Learning, and Assessment, The Education
185 Policies Committee, the Library, and individual schools. The Committee considers all matters
186 relating to institutional accreditation guidelines as well as online education initiatives encouraged
187 by IU system-wide.

188
189 **3.14 Board of Review**

- 190 1. Notwithstanding Sections 1.2. and 1.3, the Board of Review shall be constructed and
191 elected according to this section of the Bylaws.
- 192 2. Composition of the Board of Review:
 - 193 a. The Board shall consist of five members, at least three of whom are tenured.
 - 194 b. Faculty members with administrative appointments* shall not be eligible to serve
195 on the Board of Review.
- 196 3. Members shall serve staggered two year terms. Three shall be elected in odd-numbered
197 years, two in even-numbered years.
- 198 4. Elections shall take place by April 1, and shall coincide with the election of the Faculty
199 Senate officers.

Commented [CRD2]: Note: The bylaws specify in section 1.2 that administrators cannot serve on senate committees. (there are exceptions, which are clearly noted, as with EPC)

Commented [CRD3]: We decided that there would be no requirement for non-tenured positions.

- 200 5. Terms of service shall begin July 1 after the election.
201 6. A member whose term expires shall complete the review of any case he or she has begun
202 to consider.
203 7. Elections shall be conducted using the following procedure:
204 a. The Nominating Committee of the Faculty Senate shall nominate nine faculty
205 members, at least five of whom are tenured.
206 b. The presiding officer shall call for nominations from the floor.
207 c. The Nominating Committee shall distribute ballots for voting and shall tabulate
208 the votes and certify the results to the President.
209 d. The highest vote recipients shall become Board of Review members. If a
210 particular faculty member's election would result in the violation of section
211 3.14.2, the next highest vote recipient whose election does not result in such a
212 violation shall become a Board member.
213 e. The remaining nominees shall be listed as alternates in the order of votes
214 received. In the case of a tie vote, re-election will take place between the involved
215 nominees until the tie is broken.
216 8. Once the Board of Review is elected, the ratio of tenured members shall remain constant
217 during that term of office.
218 9. Whenever a vacancy occurs on the Faculty Board of Review, the faculty shall elect a
219 member to fill the vacancy.
220 10. A member of the Faculty Board of Review shall be disqualified from hearing or
221 investigating a case whenever the member has participated in a prior decision on that
222 case, if they are a member of the aggrieved party's School or Division, or ~~or~~ when that
223 member believes he or she cannot render an impartial judgment. Whenever a
224 disqualification creates a vacancy, the individual receiving the next highest number of
225 votes in the previous election, observing the proper requirements of Section 3.14.2, shall
226 serve on this particular Board case. If the list of names on the most recent election ballot
227 has been exhausted, a new election will be called.
228 11. The Petitioner may choose a resource person. The resource person is permitted to enter
229 into the deliberations of the Board but is not permitted to vote.
230 12. The chairperson of the Faculty Board of Review shall be elected by its voting members.
231 13. The procedures for the handling of grievances by the Board of Review shall be approved
232 by the Faculty Senate.

Commented [CRD4]: We altered this in two ways: 1) the faculty member chooses, the senate president does not appoint, 2) the resource person does not need to be from the same unit.

233
234 **3.2 Faculty Affairs Committee**
235

236 The Faculty Senate shall have a Faculty Affairs Committee. Notwithstanding Bylaws Section
237 1.3, the Vice President of the Faculty Senate shall be chairperson of the Faculty Affairs
238 Committee, and will be a non-voting member unless he or she is the only member from his or
239 her unit. Membership of the Faculty Affairs Committee shall not overlap the Educational
240 Policies Committee membership.

241 The Faculty Affairs Committee shall be responsible for recommending to the Senate policies and
242 procedures dealing with faculty promotion, tenure, dismissal, salaries, sabbatical leaves, course

243 loads, academic freedom, faculty conduct and other appropriate matters relating to faculty
244 affairs.

245 **3.3 Admissions Committee**

246 The Faculty Senate shall have an Admissions Committee. Notwithstanding Bylaws Section 1.2,
247 the Admission Committee shall be composed of three (3) to five (5) faculty members appointed
248 by the President of the Faculty Senate. There shall be no more than one member from each
249 academic unit. The Admissions Committee shall be responsible for making final determinations
250 on student requests for exceptions from admissions policies, and on requests for admission as
251 probationary students, in a manner consistent with the University policy.

252 **3.4 Educational Policies Committee**

253 The Faculty Senate shall have an Educational Policies Committee. Notwithstanding Bylaws
254 Section 1.2, faculty members with administrative appointments are eligible to serve on this
255 committee. Membership of this committee shall not overlap the Faculty Affairs Committee
256 membership. The Educational Policies Committee is responsible for recommending to the
257 Faculty Senate policies and procedures dealing with student academic affairs.

258 Duties of the Educational Policies Committee are:

- 259 ▪ To approve or disapprove new undergraduate courses at Indiana University which are
260 initiated at Indiana University Kokomo.
- 261 ▪ To approve or disapprove proposed changes in currently offered undergraduate courses at
262 Indiana University Kokomo which require submission of the Course Change Request
263 Form.
- 264 ▪ To evaluate and submit to Faculty Senate, for action on all new undergraduate degree
265 programs as well as changes in currently existing degree programs which impact more
266 than one division.
- 267 ▪ To reevaluate periodically Indiana University Kokomo undergraduate degree programs,
268 specific courses, and/or degree requirements.
- 269 ▪ To screen for submission to the Faculty Senate at Indiana University Kokomo any new
270 undergraduate degree program from another university that is to be offered at Indiana
271 University Kokomo and which intends to use Indiana University undergraduate courses
272 taught by Indiana University faculty in their role as Indiana University faculty as part of
273 the curriculum of the degree program. The determination is whether it is appropriate to
274 offer the undergraduate degree program at Indiana University Kokomo, and it is
275 recognized that the university awarding the undergraduate degree not Indiana University
276 Kokomo is responsible for the curriculum of the degree program.
- 277 ▪ Coordinate with the Graduate Programs Committee concerning any issues that include
278 both graduate and undergraduate courses and degree programs.

279

280 **3.5 Budgetary Affairs Committee**

281 The Faculty Senate shall have a committee on Budgetary Affairs. Notwithstanding Bylaws
282 Section 1.3, the President of the Faculty Senate shall be chairperson of this committee, and will
283 be a non-voting member unless he or she is the only member from his or her unit.

284 The faculty Budgetary Affairs Committee shall act as the representative of the Faculty Senate in
285 offering its continuing advice and recommendations to the Administration on all aspects of the
286 Indiana University Kokomo budget. It shall be involved in the ongoing budget-making process,
287 working closely with the Administration to ensure that the funds available are expended in such
288 a manner that will enhance the academic and economic well-being of the campus. In order to
289 carry out this task, the Committee should have at its disposal all relevant documents and
290 information.

291 Specifically, the Committee shall consider and make recommendations to the Administration on
292 the following issues:

- 293 ▪ The allocation of funds for new programs or reallocation of funds for existing programs.
294 ▪ The priorities in capital spending for the campus.
295 ▪ The general salary policies for the faculty.
296 ▪ Any serious financial situations of the University that require special action, including a
297 state of financial exigency.

298 The Committee shall report regularly to the Faculty Senate on its activities, including any
299 recommendations made to the Administration.

300 **3.6 Administrative Review Committee**

301 The Faculty Senate shall have a campus-wide Administrative Review Committee. The first
302 meeting of the campus-wide Administrative Review Committee shall take place before the first
303 day of October each year. The campus-wide Administrative Review Committee shall be
304 responsible for establishing, implementing and monitoring the guidelines and procedures for
305 faculty review of administrators at both the campus level and at the department/division level,
306 subject to approval by action of the Indiana University Kokomo Faculty Senate.

307 **3.7 Honorary Degree Committee**

308 The Faculty Senate shall have an Honorary Degree Committee. Notwithstanding Bylaws Section
309 1.2, faculty members with administrative appointments are eligible to serve on this committee.

310 The Honorary Degree Committee shall consider candidates for an honorary degree from Indiana
311 University Kokomo. If approved by majority vote of the committee, the candidate's name is sent
312 to the University Faculty Council Honorary Degree Committee, which is the next step in the
313 approval process for honorary degrees from Indiana University.

314

315 **3.8 Assessment Committee**

316
317 The Faculty Senate shall have a campus Assessment Committee. Notwithstanding Bylaws
318 Section 1.2, faculty members with administrative appointments are eligible to serve on this
319 committee; however, no more than one-half (1/2) of the Committee shall be comprised of faculty
320 members with administrative appointments. The Assessment Committee will work with the
321 campus Assessment Director to conduct and oversee assessment activities at Indiana University
322 Kokomo.

323
324 Ultimate responsibility for conducting assessment at Indiana University Kokomo rests with the
325 faculty. The Assessment Committee will work with the Assessment Director and with the faculty
326 who conduct assessment in their units in order to ensure that assessment is conducted
327 systematically and on a continuous basis. Administration of assessment will be overseen by the
328 Office of Academic Affairs in coordination with the Assessment Director.

329
330 The Assessment Director, working closely with the Assessment Committee, will prepare an
331 annual report on assessment activities at Indiana University Kokomo and this report will be
332 communicated to the Vice Chancellor for Academic Affairs, the president of the Faculty Senate,
333 and all faculty by the final Senate meeting of each academic year. The report will highlight
334 strengths and weaknesses in current assessment efforts and recommend improvement, if
335 necessary. When necessary, the report will highlight apparent problems in academic programs
336 revealed by the assessment data.

337
338 **3.9 Promotion and Tenure Committee**

339 The Faculty Senate shall have a campus Promotion and Tenure Committee. Notwithstanding
340 Section 1.2, faculty members without tenure may not be elected to the Campus Promotion and
341 Tenure Committee and if all the tenured faculty members in any unit have an administrative
342 appointment, a tenured faculty member with administrative appointment may represent that unit
343 on the promotion and Tenure Committee provided that the person's administrative position does
344 not make a separate recommendation on promotion or tenure of a candidate from that unit. The
345 Vice Chancellor for academic affairs may participate as an ex-officio, nonvoting member of the
346 committee to manage the paper work and to clarify policies and procedures. This committee
347 shall be responsible for reviewing the dossiers of candidates for promotion or tenure in a manner
348 consistent with the Indiana University Faculty Handbook and any criteria the Faculty Senate
349 establishes for promotion and tenure.

350 **4. Faculty Senate Representatives**

351 **4.1 All-University Faculty Council Representatives**

352 The President (or President-elect) shall serve as a representative to University Faculty Council.
353 The Faculty Senate shall also elect faculty members as faculty representative(s) of this campus to
354 the Indiana University Faculty Council. Notwithstanding Bylaws Section 2.1, the term of office
355 of representatives to the University Faculty Council shall commence on the first of April.

356

357 **4.2 Affirmative Action Faculty Liaison**

358 The Faculty Senate shall elect an Affirmative Action Faculty Liaison who will work with search
359 and screen committees to ensure affirmative action guidelines are met. If the Affirmative Action
360 Officer is a faculty member without administrative appointment, then the Faculty Senate may
361 choose to have this person serve as a Faculty Liaison also.

362 **5. Meetings**

363 **5.1 Motions**

364 All business matters requiring disposition by motion of the Faculty Senate should be submitted
365 in writing to the Agenda Committee at least five days prior to the meeting at which they will be
366 considered.

367 **5.2 Reports**

368 All faculty committee reports should be submitted in writing to the Secretary of the Faculty
369 Senate prior to the meeting at which such reports are to be given.

370 **5.3 Voting**

371
372 Where possible, voting should take place in the Senate's regularly held meetings. Under unusual
373 circumstances, votes may take place by electronic ballot, as determined by the Indiana
374 University Kokomo Faculty Senate Agenda Committee. The motion and ballot must be
375 distributed to all voting faculty at least two weeks prior to the close of voting. For purposes of
376 electronic voting, a quorum is reached if a majority of all eligible Senate members have cast a
377 vote by the predetermined deadline.

378
379 In accordance with Indiana University Kokomo Senate Constitution 6.2, Amendments to the
380 Constitution require a 2/3 majority of the entire faculty. Per Robert's Rules of Order,
381 amendments to the Bylaws require a 2/3 majority of votes cast. All other voting items require a
382 simple majority to be passed.

383
384 **5.4 Adjournments**

385 If the scheduled agenda is not disposed of by sixty (60) minutes after the start of the meeting, the
386 meeting in-progress should be recessed to a specified time indicated by the Agenda Committee.
387 At the continuation meeting the unfinished business shall be the first order of business. Sixty
388 (60) minutes after the start of a meeting, then, no further business shall be in order except a
389 motion to adjourn - unless, of course, the rules be suspended.

390

391 Notes

392 * Administrative appointment: For Senate purposes, administrative appointments include the
393 directors or chairs of the academic units listed in Section 1.2 and the supervisors of these
394 directors/chairs. These include the department chairpersons in the School of Humanities and
395 Social Sciences, deans, vice chancellors, assistant vice chancellors, and chancellor.

396 Amended April 20, 2015; February 23, 2015; January 26, 2015; September 8, 2014; April 22,
397 2013; November 19, 2012; March 26, 2012; February 21, 2011; March 8, 2010; October 20,
398 2008.

399 Ratified by the Indiana University Kokomo Faculty Senate, April 28, 1997.

400 Revised by the Indiana University Kokomo Faculty Affairs Committee (1996-97), April 28,
401 1997.

402 Ratified by the Indiana University Kokomo Faculty Senate, April 29, 1996.

403 Revised by the Indiana University Kokomo Faculty Affairs Committee (1995-96), March 5,
404 1996.