

# INDIANA UNIVERSITY KOKOMO FACULTY SENATE CONSTITUTION

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Preamble

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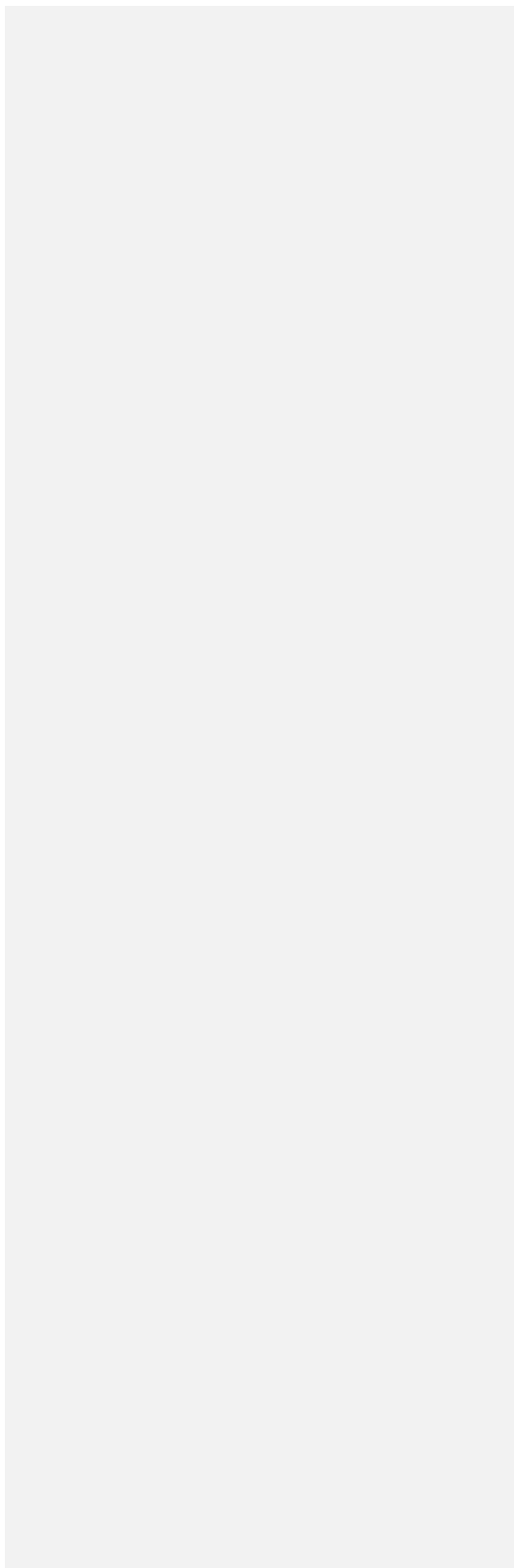
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44 Subject to the approval of the Board of Trustees of Indiana University by the virtue of the  
45 authority granted them by the Acts of the Indiana General Assembly, we the faculty of Indiana  
46 University Kokomo, in order to serve more effectively the students and administration of Indiana  
47 University Kokomo do hereby organize the Faculty Senate and adopt the following document.

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51 **ARTICLE 1 Faculty Status and Rights**

52 **ARTICLE 1 Section 1: The Faculty**

- 53 1. All persons on the campus of Indiana University Kokomo who are full-time instructional,  
54 research, or administrative appointees holding Indiana University appointments to the  
55 rank of Lecturer or above are hereinafter referred to collectively as "the faculty" and  
56 individually as "faculty members."
- 57 2. Librarians appointed by Indiana University to this campus shall be faculty members of  
58 the Faculty Senate and shall be accorded the same privileges as the faculty.
- 59 3. All persons on the campus of Indiana University Kokomo who are full-time instructional,  
60 research, or administrative appointees holding Purdue University appointments to the  
61 rank of Lecturer or above are hereinafter referred to collectively as "Purdue faculty" and  
62 individually as "Purdue faculty members."
- 63 4. All persons on this campus who are part-time instructional, research, or administrative  
64 appointees holding academic appointments to the rank of Lecturer or above from either  
65 Indiana University or Purdue University are hereinafter referred to collectively as  
66 "adjunct faculty" and individual as "adjunct faculty members."
- 67 ~~5. Emeritus members of the faculty and faculty members on sabbatical or leave of absence  
68 shall have the same voting privileges as Purdue faculty members. The same rights shall  
69 apply to emeritus members of the Purdue faculty and to Purdue faculty members on leave  
70 of absence.~~
- 71 ~~6.5.~~ The Chancellor shall certify to the secretary of the Faculty Senate the names of all  
72 academic appointments and their membership classification. The certification shall be  
73 made by September 1 each year, and thereafter as appointments occur.

74 **ARTICLE 1 Section 2: The Faculty Senate**

- 75 1. Members of the Faculty Representative Senate with full voting privileges are the  
76 elected representatives of degree-granting schools, divisions, and the Library
- 77 2. Members of the Faculty Representative Senate with the right to vote on all issues  
78 before the Faculty Senate except for the election of officers and standing committees of  
79 the Faculty Senate include:
- 80 a. President of the Adjunct Council  
81 b. President of the Student Body  
82 c. Representative of Emeritus Faculty
- 83 ~~1. The faculty, Purdue faculty and adjunct faculty when sitting in formal assembly pursuant  
84 to these Articles shall collectively be known as the "Faculty Senate."~~
- 85 ~~2. The Faculty Senate is hereby created by the vote of the faculty as confirmed in this  
86 constitutional document, and as authorized by the Trustees of Indiana University.~~
- 87 ~~3. All faculty members shall have the right to vote. Purdue faculty members shall have the  
88 right to vote on all issues before the Faculty Senate except for the election of officers and  
89 standing committees of the Faculty Senate. Adjunct faculty members may attend  
90 meetings of the Faculty and participate therein but shall not vote.~~
- 91 ~~4. The president of the Adjunct Faculty Council and the President of the Indiana University  
92 Kokomo Student Body shall have the same voting rights as members of the Purdue  
93 faculty.~~

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94 **ARTICLE 1 Section 3: Adjunct Faculty Council**

95 In early ~~September~~ April of each year the Adjunct Faculty shall elect an Adjunct Faculty Council  
96 composed of five (5) members. The Council shall elect a President and a Secretary. The Faculty  
97 Senate President Vice Chancellor for Academic Affairs shall organize and supervise the  
98 elections ~~and inform the President of the Faculty Senate on the outcome of the elections.~~ The  
99 Council shall discuss issues of concern to Adjunct Faculty and make recommendations to the  
100 Faculty Senate or to the Administration as appropriate. The President of the Council shall attend  
101 the Faculty Senate meetings as a voting member, place items of concern to adjunct faculty with  
102 the Faculty Agenda Committee, and present those items to the Faculty Senate for discussion and  
103 action.

104 ARTICLE 1 Section 4 Emeritus Faculty

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106 Emeritus Faculty interested in serving as a voting member of the Faculty Senate shall make  
107 themselves known to the Vice Chancellor of Academic Affairs by ~~September~~ April 1<sup>st</sup>. If more  
108 than one Emeritus Faculty wish to serve, an election will be held amongst Emeritus Faculty. In  
109 case of a tie, the VCAA ~~will~~ shall choose the representative.

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111 **ARTICLE 2 Powers**

112 **ARTICLE 2 Section 1: Legislative Authority**

- 113 1. Legislative authority means the power to establish policies and to determine procedures  
114 for their implementation subject to the Board of Trustees, the laws of the State, and the  
115 University Faculty Council.
- 116 2. As specified in the All-University Faculty Constitution, the faculty has legislative  
117 authority in the following areas:
- 118 1. Standards of admission and retention of students.
  - 119 2. Determination of curriculum.
  - 120 3. Class scheduling and University calendar.
  - 121 4. Determination of faculty status.
  - 122 5. Standards and procedures for faculty appointments.
  - 123 6. Standards and procedures concerning faculty promotion and tenure.
  - 124 7. Standards and procedures for faculty conduct and discipline.
  - 125 8. Standards and procedures for the appointment of academic administrative  
126 officials.
  - 127 9. Standards and procedures concerning athletics.
  - 128 10. Standards and procedures concerning student conduct and discipline.
  - 129 11. The conferring of degrees.
  - 130 12. Such other authority as may be subsequently delegated by the Trustees.
  - 131 13. Other educational policies of the University.

132 **ARTICLE 2 Section 2: Consultation of the Faculty**

- 133 1. University administrative officials should consult with the faculty concerning:  
134 1. Decisions regarding the University's existing or prospective physical resources.  
135 2. Allocations of the University's resources among competing demands (i.e.,  
136 budgeting).  
137 2. This consultation may take a variety of forms, chief among which should be consultation  
138 with elected faculty representatives in the Faculty Senate and with the faculty in any  
139 affected division.  
140 3. University administrative officials should keep the faculty adequately informed in an  
141 appropriate manner concerning all policies.

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143 **ARTICLE 3 Officers**  
144 **ARTICLE 3 Section 1: Presiding Officer**

- 145 1. The President of the Faculty Senate shall be the presiding officer. In his or her absence  
146 the Vice-President shall preside. In the absence of the President and the Vice-President,  
147 the senior non-administrative faculty member present at the meeting shall preside.  
148 Seniority shall be determined by rank and date of appointment to rank at Indiana  
149 University.  
150 2. All Faculty Senate committees shall file copies of their minutes and a written summary of  
151 activities in the office of the ~~faculty~~ Faculty Senate secretary.

152 **ARTICLE 3 Section 2: Other Officers**

153 The other officers shall be a Secretary and a Parliamentarian.

154 **ARTICLE 3 Section 3: Manner of Election**

- 155  
156 1. Elected members of the Faculty Senate without administrative appointments as defined in  
157 the bylaws shall be eligible to serve as President, Vice-President, Secretary, or  
158 Parliamentarian of the Faculty Senate.  
159 2. Elections will be held by the incoming Faculty Senate before the end of the spring  
160 semester.  
161 3. Nominations and elections shall be conducted by the Nominating Committee in the  
162 manner described in the Faculty Senate bylaws.

- 163  
164 ~~1. The President, Vice President, Secretary and Parliamentarian shall be elected from the~~  
165 ~~members of the faculty by a majority vote.~~  
166 ~~2. A procedure for nominations shall be provided in the Bylaws.~~

167 **ARTICLE 3 Section 4: Term of Office**

168 All elected officers shall serve for one year.

169 ARTICLE 4 Election of Senators  
170 ARTICLE 4 Section 1: Eligibility

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1. Persons eligible to serve as senators for their school, division or library shall be full-time resident faculty with the rank of Professor, Clinical Professor, Associate Professor, Clinical Associate Professor, Assistant Professor, Clinical Assistant Professor, Senior Lecturer, or Lecturer without an administrative appointment as defined in the Faculty Senate Bylaws.

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ARTICLE 4 Section 2: Representation of Schools, Divisions, and Library

1. Individual schools, divisions, and the library will be allotted one Senator for every five resident faculty members eligible to vote. If the school, division, or library has fewer than five resident faculty members, they will be allotted one Senator.

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ARTICLE 4 Section 3: Determination of Number of Senators to be Elected

1. The number of resident faculty eligible to serve as Senators for each school, division, and the library will be determined on September 1<sup>st</sup> from the list of resident faculty described in ARTICLE 1, Section 1, number 5

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2. The president of the Faculty Senate shall notify the administrative heads of each school, division, or library the number of Senators they are entitled to for the next academic year.

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ARTICLE 4 Section 4: Election of Senators

Individual schools, divisions, and the library shall establish their own procedure for the nomination and election of Senators consistent with the following provisions:

1. The administrative head of the school, division, or library shall call for and supervise the election of their units Senators by the fifth week of the spring semester. The administrative head will provided the names of the elected Senators to the President of the Faculty Senate by the end of the fifth week of the spring semester.
2. Should a vacancy occur during the fall or spring semester, the administrative head of the unit will call a special election within one month of the vacancy. If a vacancy occurs during the summer, a special election will be held during the first two weeks of the fall semester.

ARTICLE 4 Section 5: Length of Term

1. Senators shall be elected to two year terms. Senators elected by special election to fill a vacancy shall only serve the remainder of the vacated position.
2. The Senator's term begins on July 1<sup>st</sup> after their election, with the exception of a special session for the purpose of electing Faculty Senate officers for the upcoming year.
3. Upon the initial formation of the representative Faculty Senate, one half of a unit's representatives rounded down will serve a one year term.

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216 [ARTICLE 4 Section 6: Recall](#)

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218 [At any time, a school, division, or library may recall any of their Senators by a two-thirds vote of](#)  
219 [their ~~electing body~~faculty. Vacancies created by recall will be filled by special election as](#)  
220 [described in Article 4 Section 4.](#)

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222 **ARTICLE 4-5 Meetings**

223 **ARTICLE 4-5 Section 1: Regular Meetings**

224 The Faculty Senate shall be required to hold no fewer than three meetings during each academic  
225 year.

- 226 1. The first required meeting shall be held in September.  
227 2. The second required meeting shall be held during the first semester.

228 **ARTICLE 4-5 Section 2: Notice of Meetings**

229 The Secretary shall notify each faculty member, ~~Purdue faculty member~~, adjunct faculty member  
230 and the President of the Indiana University Kokomo Student Senate at least one week in advance  
231 of all required and special meetings of the Senate, except when an emergency exists as  
232 determined by the Chancellor or the President of the Senate.

233 **ARTICLE 4-5 Section 3: Special Meetings**

234 Special meetings of the Faculty Senate may be called as follows:

- 235 1. When the Chancellor or the President of the Faculty Senate deems such a meeting is  
236 desirable.  
237 2. When any five members of the [faculty Senate](#) are agreed that a Faculty Senate meeting is  
238 desirable, and present a signed petition to the Secretary calling for such meetings.

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240 **ARTICLE 4-5 Section 4: Quorum**

241 A majority of the faculty-elected representatives who are not teaching when the Faculty Senate  
242 meets shall constitute a quorum for the conducting of all Senate business.

243 **ARTICLE 4-5 Section 5: Record of Meetings**

244 The Secretary shall duplicate the minutes of all Faculty Senate action. He or she shall retain the  
245 original and shall distribute copies within the following three weeks to all faculty members,  
246 Purdue faculty members, adjunct faculty members and the President of the IUK Student Senate.  
247 Each outgoing Secretary shall be responsible for transferring the complete file of official minutes  
248 to the Indiana University Kokomo Archives.

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250 **ARTICLE 5-6 Academic Due Process**

251 The intent of this article is to enable Indiana University Kokomo to produce academic freedom  
252 and tenure and to ensure the requirements of academic due process, for instance, as outlined in  
253 the IU Kokomo Due Process Procedures, are adhered to for the benefit of all who are involved  
254 with or affected by the policies and programs of the institution.

- 255 1. The Faculty Board of Review shall express its judgment on issues of academic freedom,  
256 dismissal, discipline, reappointment, tenure, promotion, salary adjustment, annual review,  
257 and any other issue that affects the nature or conditions of work/employment, including  
258 issues protected by the IU Kokomo Due Process Procedures and any other relevant Due  
259 Process polices passed by the Faculty Senate or University Faculty Council. This  
260 procedure applies to any faculty member including faculty members who have an  
261 administrative role/appointment. The Board is specifically allowed to review the  
262 underlying actions and decisions by administration and issue its judgment as to whether  
263 the Board believes such action was reasonable under the circumstances and warranted  
264 under policy. Action by administration that is not supported by evidence will not be  
265 sustained by the Board.
- 266 2. In the course of a review, the Board shall request reconsideration of a decision or  
267 recommendation when it finds that inadequate consideration was given to the faculty  
268 member's qualifications, that specified procedures were not observed, or that erroneous  
269 information substantially affected an appealed decision. If procedures as outlined in the  
270 IU Kokomo Due Process policy are not followed as prescribed, the Board will  
271 recommend the reversal of the administrative action without further review.
- 272 3. The Board of Review shall be a standing Senate Committee and shall be set forth in the  
273 Faculty Senate Bylaws.
- 274 4. The Faculty Senate shall establish procedures governing the operation of the Board of  
275 Review.

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280 **ARTICLE 6-7 Bylaws and Amendments**  
281 **ARTICLE 6-7 Section 1: Adoption of Bylaws**

282 The Faculty Senate may, by majority vote, adopt such bylaws as are necessary for the governing  
283 thereof.

284 **ARTICLE 6-7 Section 2: Method of Amendment**

285 When an amendment to these articles is proposed, the procedure shall be as follows: A motion  
286 which identifies the proposal as an amendment to these articles shall be presented in either a  
287 regular or special meeting of the Faculty Senate. Debate on the proposed amendment shall be a  
288 special order of business at a special or regular meeting of the Senate at least one week after the  
289 introduction of the amendment. Consideration of the amendment shall take precedence over all  
290 other business. The vote on the proposal shall be by mail ballot or electronic ballot where the  
291 voter is not identified, as determined by the Indiana University Kokomo Faculty Senate Agenda  
292 Committee, within one week after the Senate has voted in special or regular meeting that  
293 discussion on the proposal is closed.

294 The Amendment shall be considered adopted when voted for by two-thirds of the total of all of  
295 the faculty plus such other members that vote.

296 (all faculty + other members voting) (2/3) = Votes needed for ratification

297 **ARTICLE 6-7 Section 3: Rules of Order**

298 Robert Rules of Order prevail unless contrary to the express provisions of these Articles of  
299 Government or the Bylaws.

300 Ratified by the Indiana University Kokomo Faculty Senate, April 22, 1985.

301 Amended November, 2008.

302 Amended March, 2016

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