

# **CONSTITUTION OF THE FACULTY: School of Education, Indiana University**

## **Preamble**

In order to discharge more effectively its responsibility to conduct quality programs of professional education, and research and development, and to provide professional services and leadership for its statewide, national, and international clientele, the Faculty of the School of Education at Indiana University in Bloomington and Indianapolis/Columbus draws this constitution.

## **ARTICLE I. THE FACULTY**

### **Section 1. Source of Powers**

Subject to the authority of the laws of the State of Indiana, the Indiana University Board of Trustees, the President of the University, and the University faculty constitution, this constitution confirms and establishes in the Faculty of the Indiana University School of Education the powers and duties herein specified.

### **Section 2. Voting Membership**

The voting members of Faculty shall include all persons holding tenured, tenure-probationary, research rank, clinical, or lecturer appointments in the School of Education.

## **ARTICLE II. OFFICERS OF THE FACULTY**

### **Section 1. Presiding Officer**

The Dean of the School of Education shall be presiding officer of the Faculty. In his/her absence, a presiding officer shall be designated by the Dean.

### **Section 2. Secretary of the Faculty**

The Chair of the Policy Council shall serve as the Secretary of the Faculty.

### **Section 3. Duties of the Secretary**

The Secretary of the Faculty of the School of Education shall keep minutes of all faculty meetings and distribute minutes of each meeting to all members of the Faculty.

## **ARTICLE III. MEETINGS OF THE FACULTY**

### **Section 1. Regular Meetings**

There shall be at least two regular meetings of the School of Education Faculty. The first shall occur at a time no later than four weeks before the end of the Fall Semester. The second meeting will be held within four weeks before the end of the Spring Semester. The specific dates for the regular meetings will be set by the Dean.

## **Section 2. Special Meetings**

Special meetings of the Faculty of the School of Education may be called: (a) by the Dean of the School of Education, (b) by a majority vote by the Policy Council, or (c) by the Faculty on petition of ten (10) voting members of the Faculty. The specific date for a special meeting of the Faculty will be set by the Dean and will be held within three (3) weeks of the call for a special meeting.

## **Section 3. Report on the State of the School of Education**

A report on the state of the School of Education from the Dean to the faculty shall be presented at a meeting of the Faculty sometime during each year.

## **Section 4. Notice of Meetings**

The presiding officer shall notify each voting member of the Faculty by electronic mail at least two weeks in advance of the date of a special or regular meeting except in the case of an emergency declared by the Dean or his/her designate.

## **Section 5. Quorum**

Twenty-five percent (25%) of the voting members of the Faculty shall constitute a quorum for a faculty meeting.

## **Section 6. Resolutions at Faculty Meetings**

At meetings the Faculty may propose resolutions. All such resolutions supported by a majority vote at meetings of the Faculty will be submitted by electronic mail by the Secretary of the Faculty, within the week following the date of the meeting, to the voting members of the Faculty. Such resolutions will be adopted if they receive approval by a majority of the votes cast.

# **ARTICLE IV. AUTHORITIES OF THE FACULTY**

## **Section 1. Legislative Authority**

The Faculty of the School of Education shall have legislative authority to establish general policies for the School of Education. The Faculty has legislative authority in the following areas:

- A. Standards of admission and retention of students
- B. Determination of the curricula and programs of the School of Education.
- C. Planning, review, and advisement regarding the organizational structure of the School of Education as it relates to curriculum and programs, including those pertaining to service, research and development.
- D. Class scheduling and School calendar.
- E. Standard and procedures for faculty appointments and reappointment.
- F. Creation of faculty governing bodies and determination of their powers.
- G. Standards and procedures concerning faculty promotion, tenure and merit review.
- H. Standards and procedures concerning faculty professional conduct and discipline.
- I. Standards and procedures for the appointment of academic administrative officials.

- J. Standards and procedures concerning student academic and professional conduct and discipline.
- K. The conferring of degrees.
- L. Such other authority that may be subsequently delegated by the Trustees.
- M. Other educational policies of the School.

## **Section 2. Review Authority**

Legislative authority exercised by the Policy Council (see Article VI) is subject to review by the Faculty. Such reviews must be initiated at either a regular or special meeting of the Faculty. Actions taken by the Policy Council may be reversed by a two-thirds majority of the votes cast in an electronic ballot of the Faculty.

# **ARTICLE V. AMENDMENTS TO THE CONSTITUTION**

## **Section 1. Method of Amending**

By majority vote of the Faculty at a regular or special meeting, or by majority vote of the Policy Council, or by petition of ten or more voting members of the Faculty, amendments can be initiated. In cases where an amendment is initiated by action of the Policy Council or by petition of the Faculty, a special Faculty meeting shall be called for the purpose of discussing the proposed amendment. The date for the special meeting shall be set by the Dean to be held within three weeks of the amendment call. Within thirty days of the Faculty meeting at which the amendment was discussed, the Secretary of the Faculty shall circulate the proposed amendment with an electronic ballot to all voting Faculty.

## **Section 2. Vote Required for Adopting Amendments**

A two-thirds majority vote of the votes cast shall be required for adoption of an amendment.

# **ARTICLE VI. POLICY COUNCIL**

## **Section 1. Purpose**

General policy-making authority for the Faculty of the School of Education shall be vested in a Policy Council, which shall represent the total Faculty. It shall be the responsibility of the Policy Council to decide on matters of general policy and report its decisions to the Dean and to the Faculty at large. Implementation of adopted policies is the responsibility of the Dean.

## **Section 2. Governing Rules of the Policy Council**

### **A. Membership**

The Policy Council shall consist of voting members as follows:

1. Twelve of the voting members shall be elected tenured, tenure-probationary, research rank, clinical, or lecturer faculty members from the School of Education. (:) At least three of these twelve voting members shall be Indianapolis/Columbus-based faculty and at least 8 of the 12 must be tenured or hold tenure-probationary status.
2. Three of the voting members shall be students from the School of Education, at least one undergraduate and one graduate chosen according to a procedure determined by the students and reviewed and approved by Policy Council;

3. One voting member shall be staff from the School of Education chosen according to a procedure determined by the staff and reviewed and approved by Policy Council.

B. Term

1. Policy Council members, representing the School of Education faculty, shall be elected for a term of two years and such terms shall commence at the conclusion of the last meeting of the academic year. Terms are to be staggered so that six are elected each year. A member, having served one term, is not eligible for re-election until one year has lapsed.
2. Student and staff members shall serve a one-year term with no restriction on additional terms.

C. Eligibility of Faculty Members

Eligible for election to the Policy Council as representatives of the School of Education faculty, are persons holding tenured, tenure-probationary, research rank, clinical, or lecturer appointments in the School of Education. Members of the Dean's staff and line administrators reporting to the Dean's Office and university line administrators are not eligible to election of the Policy Council.

D. Chair

The Council shall elect one of its tenured or tenure-probationary faculty members to serve as Chair of the Policy Council and of the Agenda Committee. The Chair is a voting member of the Council. The Chair or his/her designate shall preside at meetings of the Policy Council. The Dean shall have the authority to place on the agenda items of his/her concern but may vote only in cases of a tie.

E. Last Meeting

The continuing members of the Policy council will meet with the new Policy Council members at the last meeting of the year.

F. Committees

The Policy Council shall be assisted in its work through operating and standing committees. The Agenda Committee will organize immediately after the conclusion of the Policy Council's last meeting of the academic year. All standing committees will organize at the beginning of the following academic year. The ex-officio member will call the first meeting of the year. In addition, ad hoc committees may be authorized in response to special needs.

1. Operating Committees

- a. Agenda Committee. The Agenda Committee shall consist of three persons, the Chair of the Council and two faculty members who are voting members of the Policy Council and who are elected by the Council to serve on the Agenda Committee. At least one member of the Agenda committee should be from Bloomington and at least one from Indianapolis/Columbus. The Chair of the Policy Council shall also serve as Chair of the Agenda Committee. A non-voting representative of the Dean's staff selected by the Dean shall meet with the Committee. The Agenda Committee shall be responsible for:
  - i. Preparing and distributing the agenda for each Policy Council meeting.
  - ii. Serving as the input vehicle for all matters referred to the Policy Council.
  - iii. Deciding whether matters for consideration are matters of policy or administration and report same to the Council.
  - iv. Referring matters concerning policy to the Policy Council or the appropriate committee, and referring matters concerning administration to the appropriate administrative official of the School. It shall report to the Policy council the disposition of all matters referred to it.

- v. Seeking faculty preferences and appointing members to Policy Council standing committees. In appointing members to the standing committees, the Agenda Committee shall be mindful of the following guidelines in providing committee compositions which are representative of the faculty:
    - a. men and women
    - b. racial/ethnic majority and minority faculty members
    - c. tenured, tenure-probationary, research rank, clinical, and lecturer faculty members
    - d. various programs and missions
    - e. undergraduate and graduate levels of responsibilities
  - vi. Advising the Policy Council regarding need for an ad hoc committee should the nature of the matter require it.
- b. Nominations and Elections Committee. The Nominating Committee shall consist of at least three members. At least one member shall be a member of the Policy Council; at least one member shall be from Bloomington; and at least one member shall be from Indianapolis/Columbus. The committee members are to be nominated by the Agenda Committee and elected by the Policy Council. It shall assume responsibility for the following:
- i. Elect its own chairperson;
  - ii. During the month of February prepare a slate of tenured, tenure-probationary, research rank, clinical, and lecturer faculty nominees from the School of Education for election to the Policy Council;
  - iii. In preparing the slate of nominees, the Nominating Committee shall be mindful of the following guidelines in providing a slate which is representative of the faculty:
    - a. men and women
    - b. racial/ethnic majority and minority faculty members
    - c. tenured, tenure-probationary, research rank, clinical, and lecturer faculty members
    - d. various programs and missions
    - e. undergraduate and graduate levels of responsibilities
  - iv. Each year six faculty members from the School of Education will be elected for a term of two years. Each vacancy shall be numbered or designated separately with three nominees from like categories designated for each position. The nominee finishing second will be designated as an alternate for the position for which nominated.
    - a. When neither the member nor the designated alternate is able to attend a Policy Council meeting, the member shall ask another faculty member to serve as designated alternate for that meeting.
    - b. When a designated alternate position becomes vacant, the Agenda Committee will select a faculty member who has characteristics similar to those of the elected member according to the guidelines for nominations, to serve the remainder of the term of office.
  - v. When a seat on the Policy Council becomes vacant, the designated alternate will fill that seat for the remainder of the term of office. When there is no designated alternate, the Agenda Committee will select a faculty member who has characteristics similar to those of the elected member according to the guidelines for nominations, to serve the remainder of the term of office.

## 2. Standing Committees

Standing committees serve one or more of the following functions: 1) advise the Policy Council on matters of general policy; 2) initiate consideration of policy; and 3) implement or assist in implementing policies. The Policy Council has the option of creating additional standing committees if there are ongoing functions of the School not being met by present committees. The Dean, in consultation with the Agenda Committee, will choose a representative(s) of the Dean's staff to serve ex-officio on each committee. At the discretion of the Agenda Committee, a member of the Policy Council may be appointed to any committee as needed. Except for the Promotions, Tenure and

Contracts committee, all of the committees shall have at least one student and one staff member. Each committee shall present a summary report to the Policy Council by the Council's last meeting of the year, and each report shall be made available to the faculty of the School of Education.

- a. IUB Faculty and Budgetary Affairs Committee. This committee shall be concerned with policies related to faculty grievances, promotion, tenure, reappointment, recruitment, search and screen, load, merit review, sabbatical leaves, etc. It shall also make recommendations to the Dean regarding sabbatical leaves and shall advise the Dean on budgetary affairs. When dealing with matters of faculty affairs, the student and staff members shall not vote.
- b. IUPUI Faculty and Budgetary Affairs Committee. This committee shall be concerned with policies related to faculty grievances, promotion, tenure, reappointment, recruitment, search and screen, load, merit review, sabbatical leaves, etc. It shall also make recommendations to the Dean regarding sabbatical leaves and shall advise the Dean on budgetary affairs. When dealing with matters of faculty affairs, the student and staff members shall not vote.
- c. Promotions, Tenure and Contracts Committee. The concerns of this committee shall be restricted to reviewing dossiers and making recommendations regarding individual faculty promotion and tenure awards. All members of the Promotions, Tenure and Contracts Committee shall be tenured faculty.
- d. Research, Development and External Partnerships Committee. This committee shall give advice on policies and matters relating to the School of Education Office of Research and Development and Special Partnerships as requested.
- e. IUB Grievance Hearing Committee. This committee shall receive student grievances, conduct hearings, and make recommendations for disposition of the cases in Bloomington to the Dean of the School of Education.
- f. IUPUI Grievance Hearing Committee. This committee shall receive student grievances, conduct hearings, and make recommendations for disposition of the cases in Indianapolis to the Dean of the School of Education.
- g. IUB Committee on Teacher Education. For the Bloomington campus, this committee shall make recommendations regarding program and policy changes related to undergraduate and graduate teacher education and undergraduate curricula, student recruitment and retention, admissions, and programs in the School through initial teacher certification. This committee shall have oversight responsibility with respect to accreditation of teacher education programs and shall advise the Policy Council and Dean (and/or his/her designee) on other matters pertaining to teacher education. The committee shall advise the Dean (and/or his/her designee) on the formation and charge to the Professional Standards Committee (a committee that makes decisions about exceptions to teacher education policies in response to individual student appeals). Committee membership shall be seven Education faculty members, one Education staff member, three IU faculty from outside of Education, three P-12 School representatives, two students, and ex-officio members as appropriate. In identifying new members for this committee each year, Policy Council's agenda committee will consider recommendations sent forward by current members of the Committee on Teacher Education.
- h. The IUPUI Committee on Teacher Education. For the Indianapolis campus, this committee shall make recommendations regarding all aspects of undergraduate teacher education and other undergraduate curricula, student recruitment and retention, admissions, and programs in the School: review and coordinate all graduate level initial teacher certification changes; make recommendations regarding program and policy changes related to teacher education graduate courses and programs; and advise the Policy Council and Dean (and/or his/her designee) on other matters pertaining to teacher education. This committee's membership shall include P-12 School representatives from

Indianapolis Schools involved in teacher education and certification and faculty outside of the School of Education.

- i. Long-Range Planning Committee. This committee shall develop long-range plans, recommend priorities for the School of Education, and monitor and assess progress on attaining the priorities. It shall also handle Core Campus Retreat planning.
- j. Committee on Diversity. This committee shall institutionalize diversity initiatives that become a lasting form of institutional commitment demonstrated to external and internal constituencies of the School of Education. Diversity initiatives target groups that have historically been discriminated against, excluded, or marginalized in school and society. Diversity initiatives in the School of Education address the following three areas: 1) Climate and Culture, 2) Curriculum, and 3) Recruitment and Retention. This committee shall collaborate with other standing committees to carry out its charge.
- k. Graduate Studies Committee / Student Recruitment, Admissions and Financial Aid. This committee shall be concerned with policies and procedures related to graduate programs and graduate courses. Specific duties include: making recommendations regarding all aspects of graduate study, reviewing all graduate level course and program changes and initiatives, providing oversight of the quality of graduate course and program offerings, and advising the Associate Dean for Graduate Studies on matters related to the operation of that office. It shall also provide advice on policies and matters of student recruitment, admissions, fellowships, scholarships and placement.
- l. International Programs Committee. The International Programs Committee shall promote and enhance the international mission of the School of Education by initiating and developing policy recommendations concerning international issues, helping to develop curricula and programs with international emphases, disseminating information pertinent to international scholarship and cooperation; serving as liaison with university wide international committees and offices, supporting international students and visiting scholars, and engaging in other activities pertinent to the international character of the School.
- m. Committee on Faculty Development. This committee shall develop and guide strategies to enhance teaching and scholarship in the School of Education, including new faculty orientations, in-service development, and public lectures. The committee shall make arrangements for at least one special or funded lecture per semester. It shall also participate in the selection of individuals honored for exemplary teaching (e.g. Gorman and AI awards available to Core Campus faculty and students).
- n. Undergraduate Scholarship Committee. This committee is responsible for reviewing all applications and nominations for scholarship, and selecting all undergraduate scholarships that are awarded by the School of Education on the Bloomington campus, ensuring that the qualifications and background of persons receiving the awards match the donors' intent.
- o. Committee on Learning and Teaching with Technology. This committee shall give advice on priorities, policies, and matters related to learning and teaching with technology, including distance education. Tasks include developing a vision for how technology can be used to enhance learning and teaching across disciplines, support efforts for the School of Education to be a learning laboratory for the efficacy of technology for learning and teaching, promote uses of technology to help build relationships with schools, and develop policies for distance education courses. Policies for distance education courses should address but are not limited to matters of review and assessment of the quality of distance education courses, course loads, instructors' qualifications, and intellectual property.

#### G. Operating Guidelines

1. Duties of Council Chair. The functions of the Chair shall include:

- a. Presiding over meetings of the Policy Council.
  - b. Keeping minutes of the proceedings of the Policy Council;
  - c. Distributing minutes of each meeting of the Policy Council to all faculty members in the School of Education as soon as possible following each meeting of the Council;
  - d. Serving as Chair of the Agenda Committee;
2. Policy Council Meetings.
- a. All meetings of the Policy Council are open meetings, except that the Dean and/or a majority vote of the Council may declare the Council to be in executive session.
  - b. Only members of the Policy Council have access to the floor during meetings, except when permission has been granted by consent of the Council or the Agenda Committee.
  - c. A majority of the voting members shall constitute a quorum. Conduct of the meetings shall be governed by Robert's Rules of Order. Meetings will normally be held monthly and cancellation of regular meetings shall be at the discretion of the Agenda Committee.
3. Amending Council Operating Guidelines. An amendment to the Operating Guidelines of the Council may be approved by at least three-fourths of the voting members at two consecutive scheduled meetings of the Council. A petition of objection to the proposed change, if signed by at least ten faculty members and filed with the Agenda Committee prior to a second scheduled meeting, shall mandate, at the discretion of the Policy Council, a special faculty meeting or that a faculty referendum be conducted on the proposal.

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