

BYLAWS to the INDIANA UNIVERSITY EAST
FACULTY SENATE CONSTITUTION

[These revisions have been approved by the Faculty Affairs Committee and have been disseminated throughout the IUE schools. The revisions are indicated by strike-throughs and underlining. Explanatory comments are italicized within square brackets. Only the affected Bylaws sections have been included in this document.]

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 divisions of the University. 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.

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Section VI: Committees

A. Membership

- ~~1. Policy and procedures for the appointment of associate members to standing committees.~~
- ~~a. Policy~~

- ~~i. Associate members may be appointed to the Faculty Affairs Committee, Admissions and Academic Affairs Committee, or Curriculum Committee and such appointment may begin in either fall or spring semester.~~
- ~~ii. Committee appointment for an associate member shall terminate at the end of the academic year or at the end of his/her teaching appointment if it is not renewed for the next semester, whichever comes first.~~
- ~~iii. Associate members shall have full voting rights in Faculty Senate standing committees.~~

~~b. Procedure~~

- ~~i. Notice sent to all associate members by the first week of classes describing committee and explaining appointment procedure.~~
- ~~ii. Request for appointment received by Nominating Committee chairperson no later than one (1) week before the first faculty meeting after the start of classes.~~
- ~~iii. Associate member nominations presented by the Nominating Committee at the first faculty meeting after the start of classes for approval.~~
- ~~iv. Approved appointees notified by appropriate committee chairperson regarding appointment and next meeting date.~~
- ~~v. Rejected nominees notified by Nominating Committee chairperson.~~
- ~~vi. Any appeal presented by the associate member directly to the Faculty Senate at its next meeting.~~

[Comment: FAC questions the logic of having associate faculty members (for example, part-time, visiting, emeriti faculty) serve on Senate standing committees when they do not have the right to vote in Senate. Associate faculty may still be asked to attend meetings in order to serve as consultants.]

- ~~2-1.~~ Faculty Senate standing committees are limited to seven members.
- ~~3- 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. 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]

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), ~~and~~ 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 ~~of~~ on the agenda. [Passed: 11/1/94]

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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~~ ~~has adopted~~ 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). ~~Details of the new procedure and a copy of the SAF appear in the policies section.~~
- c. The Curriculum Committee confirms that units affected by curricular changes have been consulted prior to the Committee's approval of the changes. [*Comment: This sentence was approved by the Curriculum Committee in March 2008.*]
- 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: [*no proposed changes to what follows*]

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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 with continuity and rotation guaranteed by filling only the vacancies that exist at the start of each academic year. Each year three (3) tenured faculty of which at least one (1) will be of the rank of professor will be elected. The Committee must contain representatives from at least three different academic divisions of the University. These primary ballots will be tabulated by the nominating committee and the number of candidates needed who receive the highest vote count will assume positions as candidates on the general election ballot. On election day preprinted ballots containing all of the names of the candidates will be passed out to the voting members of the Senate. ~~The junior faculty member elected each year shall serve as that year's alternate; seniority will be determined by time at IUE.~~ 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. [*Comment: this revision's purpose is to eliminate the misunderstanding that "junior faculty member" signifies an untenured faculty member.*] The alternate member will have all committee rights and responsibilities except the

- vote, but will replace any voting member who is absent or becomes disqualified. 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.
- b. 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.
- c. Ineligibility. Members of the Faculty Review Board, the Executive Vice Chancellor for Academic Affairs, and the Chancellor are ineligible to serve on the Promotion and Tenure Committee. Immediate supervisors of promotion and tenure candidates will be ineligible to serve during the year a candidate is being considered. [Passed: 3/6/01, 3/19/02]

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8. Lecturer Long-Term Contract Review Committee

- a. Composition: The ~~senior~~ Lecturer Long-Term Contract Review Committee will consist of 6 faculty members ~~holding long term contracts of at least 5 years or tenure who have each served at least two years as faculty at Indiana University east.~~ 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. [Comment: This revision is for clarity only.] 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 academic divisions of Indiana University East. The faculty member elected each year with the lowest vote shall serve as that year's alternate. 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.

- 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, the Executive Vice Chancellor for Academic Affairs, and the Chancellor are ineligible to serve.

[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]

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Section VII: Miscellaneous

A. Academic Faculty 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.

*~~2. Responsibility for IU East Academic Handbook *~~*

~~The Faculty Handbook is a compilation of material which comes from many sources. Hence, the responsibility for the material rests in many places. This statement will identify the persons or offices that are responsible for each section of the I.U. East Faculty Handbook. This statement will serve as a formal record of who is responsible for each section. This statement can be amended or revoked at any time. This statement is intended solely for communication and to facilitate the work of keeping the I.U. East Faculty Handbook current and accurate.~~

~~The material in the Handbook can be classified according to its source.~~

~~Faculty Sections contain material which deal with the processes used for governance by the Faculty of Indiana University East. The Faculty Constitution and Promotion and Tenure Procedures are examples. Such matters are under the jurisdiction of the Faculty.~~

~~Administrative Sections include relevant material which is beyond the control or reasonable concern of the Faculty. Some material in the Handbook reflects policies that are effective on a University wide basis or national or state laws. Other material reflects decisions which are presented in the Handbook to inform the faculty about current administrative policies and procedures which are under the control of the local administration.~~

~~Joint Sections include academic policies and procedures. Such sections describe or define the particular way of life or environment of I. U. East.~~

~~Occasionally, circumstances will require changes in the Faculty Handbook materials. Different procedures will be used for changes of each kind of material.~~

~~Faculty Sections will be changed only by action of the Faculty Senate. However, the administration may present proposed changes for consideration by the appropriate Faculty Senate Committee.~~

~~Administrative Sections will be changed at the discretion of the administration. However, faculty may initiate a change by discussion with the administration. The administration will make the change through the following steps:~~

- ~~— i. Distribution of a copy of the change to all faculty members.~~
- ~~— ii. Provision for discussion at a Faculty Senate meeting.~~

~~When a change is mandated by action beyond the control of the local campus, the change will become effective immediately. The administration will inform the faculty of the change as soon as possible and will provide an opportunity for discussion at the next Faculty Senate meeting.~~

~~Changes in Joint Sections may be initiated by either the faculty or administration. Joint Sections deal with matters that are most important to the entire academic community. Therefore, all materials in the Joint Sections must have the consent and approval of both faculty and administration.~~

~~The Faculty Handbook will be kept in loose leaf form with sections constructed and numbered in a way that will facilitate substitution of approved changes. The date of approval of each policy will be typed on each page. The Vice Chancellor for Academic Affairs' office will be responsible for typing and distributing revisions. The President of the Faculty Senate will appoint a member of the faculty who will expedite the aforementioned revision process~~

and who will report at least annually to the Faculty Senate. (Passed: 3/22/85)

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. [Comment: "another appropriate medium" allows for an electronic or other medium that may supersede web sites in future.] 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.

Academic Handbook Index

On the basis of the above definition, the sections of the Handbook are classified as follows:

~~*FacAdm Joint*~~

~~*A I (all) Administrative Officers*~~

~~*A II (all) Academic Personnel*~~

~~*A III (all) Administrative Boards and Councils*~~

~~*A IV (all) University Governance*~~

~~*A V (all) Position Descriptions*~~

~~*A VI (all) Administrative Organization: Campus Committees and Councils*~~

~~*F VII 1 Constitution: Indiana University East Faculty Senate*~~

~~*J VIII 1 The Academic Appointee: Academic Status*~~

~~*VIII 2 The Academic Appointee: Responsibilities and Privileges*~~

~~*(see specific subsections below)*~~

~~*FacAdm Joint*~~

~~*F (1) Faculty Meetings*~~

~~*F (2) Academic Freedom*~~

~~*J (3) Code of Academic Ethics*~~

~~*J (4) Political Meetings*~~

~~*J (5) Outside Commitments*~~

~~*J (6) Conflict of Interest*~~

~~*J (7) Faculty Teaching Load*~~

~~*J (8) Guidelines for Special Instructional Program Assignments*~~

~~*J (9) Faculty Requested Reassigned Time*~~

~~*VIII 3 The Academic Appointee: Promotion and Tenure (see specific subsections below)*~~

~~*FacAdm Joint*~~

~~*J (1) Preamble*~~

~~*J (2) Rights and Responsibilities of the Candidate*~~

~~*J (3) Process for Promotion Decisions*~~

~~*J (4) Process for Tenure Decisions*~~

~~*J (5) Joint and/or Dual Appointment*~~

~~*F (6) Promotion and Tenure Committee*~~

- ~~F (7) Procedures for Promotion and Tenure Committee~~
- ~~F (8) Criteria for Promotion~~
- ~~F (9) Criteria for Tenure~~

- ~~J VIII-4 The Academic Appointee: Additional Academic Procedures~~
- ~~J VIII-5 The Academic Appointee: Remuneration and Benefits~~
- ~~J VIII-6 Merit and Salary Policies~~

- ~~F IX-1 Promotion and Tenure: General Information – Guidelines for Promotion and Tenure Dossiers~~
- ~~J X (all) The Faculty and The Student~~
- ~~XI Miscellaneous Policies and Procedures (see specific subsections below)~~
- ~~FacAdm Joint~~

- ~~J (1) Full Time Non Faculty Employees and Part Time Faculty Rank~~

- ~~A (2) Indiana University Affirmative Action Plan and Complaint Procedure Guidelines~~
- ~~A (3) Campus Safety~~
- ~~A (4) Medical/Health Emergency~~
- ~~A (5) Crime/Emergencies~~
- ~~A (6) Fire Emergency~~
- ~~A (7) Adverse Weather~~
- ~~J (8) Communication Policy~~
- ~~J (9) Newsletters~~

- ~~A (10) Requesting Funds from IU East Accounts in the IU Foundation~~
- ~~A (11) Collections, Donations and Solicitations~~
- ~~A (12) Driving and Parking Regulations~~
- ~~A (13) Identification Cards~~
- ~~A (14) Mail~~
- ~~A (15) Office and Keys~~
- ~~A (16) Smoking~~
- ~~A (17) Typing, Copying and Duplicating~~
- ~~A (18) University Vehicles~~
- ~~A (19) Access to and Maintenance of Academic Employee Records~~

~~* Note: Section VII.A.2 is being revised to describe the academic (faculty) handbook, its construction and composition. As a recommendation is ready it will be brought to the Faculty Senate.~~

