

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 of the Faculty

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

As established above, the Faculty of Indiana University East constitute the Faculty Senate.

Section 2.1 Legislative Authority of the Faculty Senate

- A. Legislative authority means the power to establish policies and to determine standards and procedures for their implementation subject to the Board of Trustees, the laws of the State, University Faculty Council, and the Constitution of the Indiana University Faculty.
- B. The Faculty Senate at Indiana University East has legislative authority 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) Creation, reorganization, merger, and elimination of programs and units affecting more than one academic unit on campus.
 - 5) Standards and procedures for appointment, promotion and tenure, compensation, conduct and discipline, and grievances of campus faculty, consistent with University faculty standards.
 - 6) Standards and procedures for appointment and review of academic officers, consistent with campus and University standards.
 - 7) Curriculum.
 - 8) Standards and procedures for admission and retention of students and maintenance of standards for academic performance of students.
 - 9) Standards and procedures for student conduct and discipline, consistent with University standards.
 - 10) Intercollegiate and intramural athletics.
 - 11) Conferral of degrees.
 - 12) Academic calendar, with only such deviation from the University calendar made necessary by local circumstances.
 - 13) Other matters affecting the academic mission of the campus, subject to the legislative authority of the University.
 - 14) Such other authority as may be subsequently delegated by the Board of Trustees, or the University Faculty Council.

Section 2.2 Legislative Authority of Faculty of Schools at Indiana University East

- A. Schools at Indiana University East are academic units, each headed by a Dean with responsibility for academic programs and courses, and the faculty, staff and resources needed to deliver those programs and courses. The use of the term

Schools at Indiana University East confers authority for the following areas as defined in Section 2.2.B.

- B. The Faculty Senate at Indiana University East delegates the following legislative authority to faculty of Schools at Indiana University East (hereinafter “schools”):
- 1) Recommendations to appropriate campus committees for promotion, tenure and long-term contracts of faculty within the school.
 - 2) Implementation of standards and procedures for resolving issues of school faculty conflict, conduct and discipline, consistent with campus and University policies, in addition to the standards and procedures of the Faculty Senate.
 - 3) Curricular changes that do not affect academic units outside the school.
 - 4) Creation and enforcement of standards of admission and retention of students in academic programs of the school as required by program accreditation or other imposed limits, in addition to standards of the Faculty Senate.
 - 5) Creation and enforcement of standards for academic performance of students in the academic programs and courses in the school, in addition to standards of the Faculty Senate.
 - 6) Creation and enforcement of standards of student conduct and discipline, in addition to standards of the Faculty Senate.
 - 7) Recommendations to Faculty Senate for conferral of degrees to students in the academic programs of the school.
 - 8) Other matters affecting the academic mission of the school, provided that these matters do not affect any other academic unit.
 - 9) Such other authority as may be subsequently delegated by the Faculty Senate.

Section 2.3 Recommending Authority and Consultation of the Faculty

- A. The Faculty Senate has the authority to recommend policies or practices concerning campus operations that affect the academic mission of the campus. Campus administrative officials should consult and keep faculty informed about these policies, practices or operations. Consultation may take a variety of forms, including discussions with the Agenda Committee or Standing Committees, presentations at Senate meetings or special meetings of the Faculty, or written memoranda to the Faculty.
- B. The Faculty Senate may recommend action, and the campus administrative officials should consult with the faculty concerning:
- 1) Decisions regarding the University's existing or prospective physical resources.
 - 2) Allocations of the University's resources among competing demands, including campus facilities and budgets.
 - 3) Establishment of administrative offices affecting the academic mission and appointment and review of administrators filling those offices, consistent with campus and University standards.
 - 4) Campus relationships with the community and the University system.
 - 5) Faculty compensation and benefits.

- 6) Other matters affecting the academic mission of the campus.

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, 12/4/07]