

FORT WAYNE SENATE AGENDA
MONDAY
April 15, 2024
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of March 11
3. Acceptance of the agenda – J. Johns
4. Reports of the Speakers of the Faculties
 - a. Deputy Presiding Officer – N. Younis
 - b. IFC Representative – B. Buldt
5. Report of the Presiding Officer – C. Lawton
6. Special business of the day
7. Unfinished business
 - a. Proposal for Revision Senate Bylaws, SD 23-11 – SAC, N. Younis (for action)
 - b. Commencement Ceremony Schedule, SD 23-19 – EPC, S. Hanke (for action)
 - c. Recommendation on Assigned Academic Work During Scheduled Breaks, SD 23-20 – EPC, S. Hanke (for action)
8. Committee reports requiring action
 - a. Amendments to the Bylaws: Restructuring of Senate Committees and Subcommittees, SD 23-30 – EC, J. Johns (for discussion/action)
 - b. Two Updates to SD 14-36 for Campus P&T Committee, SD 23-28 – FAC, W. Sirk (for action)
 - c. Update to SD 19-13 for Campus P&T Committee, SD 23-29 – FAC, W. Sirk
 - d. Updating Academic Regulations 9.4: Notice of Academic Notice, Separation and Readmission, SD 23-21 – EPC, S. Hanke (for action)
 - e. Clarifying Academic Regulations 5.1 and 5.2 Apply to 16-Week Courses, SD 23-23 – EPC, S. Hanke (for action)
 - f. Academic Calendar for 2027-2028, SD 23-24 – EPC, S. Hanke (for action)
 - g. Change to Academic Regulations 10.4: Graduation with Distinction, SD 23-25 – EPC, S. Hanke (for action)
 - h. Updating Resident Credit, SD 23-26 – EPC, S. Hanke (for action)
 - i. English Language Pathway to PFW, SD 23-22 – EPC, S. Hanke (for discussion/action)
9. New business
 - a. PFW Faculty Senate Position on Conflict in the Middle East, SD 23-27 – A. Nasr (for discussion/action)
10. Question time

- a. RE: Budget Shortfall, SR 23-28 – M. Wolf
- b. RE: PFW Debt Collection Practices, SR 23-29 – A. Nasr
- c. RE: FAFSA Issues, SR 23-30 – S. Carr

11. Committee reports “for information only”

- a. Charge to Ask for Self-Removal from Committee, SR 23-31 – J. Johns

12. The general good and welfare of the University

13. Adjournment*

*The meeting will adjourn or recess by 1:15 p.m.

Approved	Opposed	Abstention	Absent	Non-Voting
K. Barker				C. Ortsey
B. Buldt				
J. Johns				
C. Lawton				
A. Nasr				
D. Tembras				
N. Younis				

Attachments:

- “Proposal for Revision Senate Bylaws - MAAS” (SD 23-11)
- “Commencement Ceremony Schedule” (SD 23-19)
- “Recommendation on Assigned Academic Work During Scheduled Breaks” (SD 23-20)
- “Amendments to the Bylaws: Restructuring of Senate Committees and Subcommittees” (SD 23-30)
- “Two Updates to SD 14-36 for Campus P&T Committee” (SD 23-28)
- “Update to SD 19-13 for Campus P&T Committee” (SD 23-29)
- “Updating Academic Regulations 9.4: Notice of Academic Notice, Separation and Readmission” (SD 23-21)
- “Clarifying Academic Regulations 5.1 and 5.2 Apply to 16-Week Courses” (SD 23-23)
- “Academic Calendar for 2027-2028” SD 23-24)
- “Change to Academic Regulations 10.4: Graduation with Distinction” (SD 23-25)
- “Updating Resident Credit” (SD 23-26)
- “English Language Pathway to PFW” (SD 23-22)
- “PFW Faculty Senate Position on Conflict in the Middle East” (SD 23-27)
- “Question Time – re: Budget Shortfall” (SR No. 23-28)
- “Question Time – re: PFW Debt Collection Practices” (SR No. 23-29)
- “Question Time – re: FAFSA Issues” (SR No. 23-30)
- “Charge to Ask for Self-Removal from Committee” (SR No. 23-31)

TO: Fort Wayne Senate
FROM: Stephen Buttes, Chair of the Student Affairs Committee
DATE: 11/17/2023
SUBJ: Proposal for Revision Senate Bylaws

WHEREAS, the Mastodon Athletics Advisory Subcommittee (MAAS) received the below charge from the Senate Executive Committee to consider its membership and composition as stated in the Senate Bylaws; and,

WHEREAS, the MAAS approved the resolution below to change the Senate Bylaws to meet the charge the Senate Executive Committee sent to it; and,

WHEREAS, the MAAS, as a subcommittee of the Student Affairs Committee (SAC), sent their resolution to the SAC for review; and,

WHEREAS, the members of the SAC requested no revisions to the MAAS resolution;

BE IT RESOLVED, that the Senate consider the proposed change in membership composition outlined in the MAAS resolution; and,

BE IT FURTHER RESOLVED, that the Senate's approval of this resolution shall be considered an approval of the MAAS resolution below.

Approve:
Stephen Buttes
Modinat Moshood
Wylie Sirk
Kylie Stultz Dessent
Kristina Surface
Nashwan Younis

Against:

Abstain:
Noor Borbieva (on sabbatical)
Matthew Perkins Coppola (on sabbatical)

MEMORANDUM

To: Michelle Parker;
Chair, Mastodon Athletics Advisory Subcommittee

And

Stephen Buttes;
Chair, Student Affairs Committee

From: Jay Johns
Chair, Executive Committee of the Fort Wayne Senate

Date: October 2nd, 2023

Subj: Charge to Consider CSSAC Representation on Mastodon Athletics Advisory Subcommittee

Dear Mastodon Athletics Advisory Subcommittee:

The Campus Support Staff Advisory Committee (CSSAC) has asked the Senate Executive Committee to consider adding a seat to the Mastodon Athletics Advisory Subcommittee so they can have representation. It is noted that the Administrative & Professional Staff Advisory Council (APSAC) already has a standing seat on the Mastodon Athletics Advisory Subcommittee.

The Executive Committee hereby asks you to work on the following charges:

- (1) Consider adding a CSSAC seat to the Mastodon Athletics Advisory Subcommittee.
- (2) Report the decision to the Student Affairs Committee (SAC) by the end of November 2023. The SAC will notify the Senate Executive Committee. If the decision is to add a CSSAC seat to the Mastodon Athletics Advisory Subcommittee, the Senate Executive Committee can start the process of updating the Bylaws of the Senate.

Sincerely,



Jay Johns

Chair, Senate Executive Committee

MEMORANDUM

To: Stephen Buttes;
Chair, Student Affairs Committee

From: Michelle Parker
Chair, Mastodon Athletics Advisory Subcommittee (MAAS)

Date: October 19th, 2023

Subj: Charge to Consider CSSAC Representation on Mastodon Athletics Advisory Subcommittee

Dear Student Affairs Committee:

The Mastodon Athletics Advisory Subcommittee (MAAS) received a charge from the Senate Executive Committee on October 2, 2023 to consider adding a Campus Support Staff Advisory Committee (CSSAC) seat to MAAS so they can have representation. MAAS unanimously (7-0) agreed to add a CSSAC seat to MAAS at our meeting on October 6, 2023. We ask that Student Affairs notify the Senate Executive Committee to start the process of updating the Bylaws of the Senate. I have included the resolution in a separate document.

Sincerely,



Michelle R. Parker
Chair, Mastodon Athletics Advisory Sub-committee

TO: Stephen Buttes, Chair of the Student Affairs Committee
 FROM: Michelle Parker, Chair of the Mastodon Athletics Advisory Subcommittee
 DATE: 10/06/2023
 SUBJ: Proposal for Revision Senate Bylaws

WHEREAS, the Senate Bylaws currently state in Section 5.3.4.3.1 under the Mastodon Athletics Advisory Subcommittee heading:

5.3.4.3.1.	<p>Membership: The Mastodon Athletics Advisory Subcommittee shall consist of eight Voting Faculty and lecturers elected by the Senate in such manner that at least four of the Major Units shall be represented; two students selected by the Student Government; the Faculty Athletics Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one PFW alumnus/alumna appointed ex officio by the Chief Administrative Officer in consultation with the administrator of alumni relations; an administrative/professional staff member; the senior women’s athletic administrator; and the administrator of athletic programs (nonvoting).</p> <p>The Presiding Officer of the Senate shall annually request the Student Government to select the student representatives and the Administrative Council to select the administrative/professional staff representative. Student representatives shall serve staggered two-year terms with the terms to commence one week before the beginning of regular fall classes. The administrative/professional staff representative shall serve for one year. The Faculty Athletics Representative shall serve as the chair of the committee.</p>
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WHEREAS, to gain perspective from multiple areas of the campus, the Mastodon Athletics Advisory Subcommittee would like to change the Senate Bylaws and add a Campus Support Staff Advisory Committee (CSSAC) representative to the subcommittee.

WHEREAS, the Mastodon Athletics Advisory Subcommittee already has representation from each unit on campus, including the Administrative & Professional Staff Advisory Council (APSAC)

BE IT RESOLVED, that section 5.3.4.3.1 of the Senate Bylaws is updated to state:

5.3.4.3.1.	<p>Membership: The Mastodon Athletics Advisory Subcommittee shall consist of eight Voting Faculty and lecturers elected by the Senate in such manner that at least four of the Major Units shall be represented; two students selected by the Student Government; the Faculty Athletics Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one PFW</p>
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	<p>alumnus/alumna appointed ex officio by the Chief Administrative Officer in consultation with the administrator of alumni relations; an administrative/professional staff member; the senior women’s athletic administrator; and the administrator of athletic programs (nonvoting).</p> <p>The Presiding Officer of the Senate shall annually request the Student Government to select the student representatives and, the Administrative Council to select the administrative/professional staff representative, and the Campus Support Staff to select a Support Staff representative. Student representatives shall serve staggered two-year terms with the terms to commence one week before the beginning of regular fall classes. The administrative/professional staff representative and the Support Staff representative shall serve for one year. The Faculty Athletics Representative shall serve as the chair of the committee.</p>
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In Favor

Against

Abstain

- Michelle Parker
- Troy Tonner
- Barton Price
- Farah Combs
- Kate White
- Talia Bugel
- Tamara Cummins

MEMORANDUM

TO: Fort Wayne Senate
 FROM: Steven A. Hanke, Chair of the Education Policy Committee
 DATE: 2/12/2024
 SUBJ: Commencement Ceremony Schedule

WHEREAS SD 22-25 charged the Education Policy Committee (EPC) to complete its information-gathering process related to scheduling an alternative weekend date for the commencement ceremony,

WHEREAS the EPC discussed the issue with Jerry Lewis (VC Communications & Marketing) and Marcus Weemes (Executive Director of Housing),

WHEREAS the EPC believes that the information provided indicates the net benefits (e.g., utilized venue, operational demands on PFW employees, minimizing scheduling conflicts, housing costs) by Jerry Lewis and Marcus Weemes on the following pages supports maintaining the current commencement ceremony schedule of the Wednesday following the conclusion of finals week,

BE IT RESOLVED that PFW maintain its current commencement ceremony schedule of the Wednesday following the conclusion of final exams.

Approved
 Stephen Buttes
 Patricia Eber
 Steven Hanke
 Andres Montenegro
 Erik Ohlander

Opposed

Abstention

Absent
 Promotes Saha

Non-Voting
 Chris Huang
 Teri Swim

Information provided by Jerry Lewis

PFW COMMENCEMENT ATTENDANCE

The 2022 Commencement marked the first ceremony following the Indiana University teach out. In other words, 2022 marked the first ceremony featuring only PFW graduates.

Participation among graduating students increased significantly in 2023, which corresponded with a more than 50 percent increase in overall attendance (graduating students and guests).

2023 Commencement Attendance

Undergraduate Students	806
Graduate Students	<u>218</u>
Total Graduating Students	1,024

Total Attendance (including guests) 7,949

2022 Commencement Attendance

Undergraduate Students	595
Graduate Students	<u>112</u>
Total Graduating Students	707

Total Attendance (including guests) 5,136

VENUE / LOCATION ISSUES

- The Coliseum and Expo Center is the only venue that is large enough to accommodate both the Commencement Ceremony (main arena) and the Commencement Celebration (Expo Center). There is no other suitable venue in Fort Wayne, as is evidenced by the fact that so many universities and high schools use the Coliseum for their commencement ceremonies.
- The Coliseum is also the only venue that has the dozen or so large breakout rooms and spaces that can accommodate the undergraduate lineup area, graduate hooding area, faculty robing area, platform party/VIP robing area, luncheons, alumni dinner, and staff/tech areas.
- The Coliseum has robust catering facilities capable of meeting all of the catering required for the various events and activities related to commencement.
- Having adequate parking and traffic flow is essential, and the Coliseum is equipped to meet the university's needs.
- The university stores a significant volume of Commencement-related staging and infrastructure in PFW's on-campus warehouse. Additional time and cost would be incurred in transporting these materials back and forth to a different location.

SCHEDULING ISSUES

- The Commencement Ceremony and related functions currently require a minimum of two full days of space rental at the Coliseum. Load-in and set-up begin early morning the day before Commencement and often the night before (pending whether Komets are in the playoffs, and the space is available).

- In order to have a Ceremony there on a Sunday, this setup would ideally have to begin on a Friday evening; a Saturday ceremony would require setup to begin on a Thursday evening. These are prime rentable days and nights for the Coliseum and Expo Center for concerts, trade shows, and other events. Even if we could find weekends in future years that the space is available, it would be at a premium price.
- The Sunday following the current Wednesday Commencement Ceremony dates is usually Mother's Day. That would be a very unpopular weekend to schedule a Commencement Ceremony.

STAFFING ISSUES

- A weekend Commencement Ceremony would require having a significant number of university staff work off hours and beyond their normal work schedules. It's already a challenge to adequately staff for the setup, ceremony, and celebration/after-party.
- Additionally, a large number of staff and volunteers are hourly employees who would need to be paid overtime, thus resulting in additional expense.

IMPACT ON GRADUATING STUDENTS AND THEIR FAMILIES

- Moving the Commencement Ceremony to a weekend would impact students and families of various religious faiths who have observances, services, and gatherings on Saturdays and Sundays.
- Moving the Commencement Ceremony to a weekend would impact families with children who have sporting events and club activities that meet on Saturdays and Sundays.
- Having the Commencement Ceremony at a later date than currently scheduled could have an impact on international students who might incur additional costs to extend their stay in the country.

Information provided by Marcus Weemes

- Housing Operational Costs would increase (utilities and extra staffing due to having additional students in all buildings) creating also a shorter period of time for summer camps, conferences and summer interns that help offset the costs for students during the academic year by delaying the arrival by over a week and a half from the current ceremony. This could also add additional costs for having vendors come in to flip and prepare rooms for summer and fall.
- We are already providing all graduating students 5 nights of free housing beyond their housing contract which is at least ~\$135 per student.
- In an ideal world for operations if Graduation could be the weekend of finals that would create the least friction on our operations and actually improve our ability to serve students (preparing for transition to summer housing/interns/summer camps). This has been my first institution that has had graduation beyond Sunday of Finals Week.

MEMORANDUM

TO: Fort Wayne Senate
 FROM: Steven A. Hanke, Chair of the Education Policy Committee
 DATE: 2/12/2024
 SUBJ: Recommendation on Assigned Academic Work During Scheduled Breaks

WHEREAS the Executive Committee of the Faculty Senate tasked the Educational Policy Committee to create a proposal to address the assignment of academic coursework and exams over scheduled breaks such as Fall Break, Thanksgiving Break, and Spring Break.

WHEREAS the aforementioned scheduled breaks are placed throughout the academic year intentionally to provide students rest and a break from coursework.

BE IT RESOLVED that it is best practice and it is strongly recommended that faculty not schedule a graded exam, quiz, or other graded assignment that is only available to students and due solely over a scheduled break; and

BE IT FURTHER RESOLVED that students be made aware (via the syllabus and/or other instructional materials) of course-level assignment schedules, requirements and expectations, including the expectation that students be prepared for exams and/or assignments on the scheduled dates following a break.

Approved
 Stephen Buttes
 Patricia Eber
 Steven Hanke
 Andres Montenegro
 Erik Ohlander

Opposed

Abstention

Absent
 Promotes Saha

Non-Voting
 Chris Huang
 Teri Swim

Recommendation on Assigned Academic Work During Scheduled Breaks

The Educational Policy Committee considers it best practice and strongly recommends that instructors not schedule a graded exam, quiz, or other graded assignment that is only available to students and due solely over a scheduled break. While students should always be prepared for class, framing assignments in such a way that requires academic work over Fall Break, Thanksgiving Break, and Spring Break is strongly discouraged. Students should be given sufficient time to carry out assignments without being required to devote their breaks to such coursework.

The following exceptions may apply:

- Students are expected to be prepared for class sessions that meet immediately after scheduled breaks, for example, by keeping up with reading assignments during scheduled breaks as normally expected;
- Students who have been granted extensions through scheduled breaks for graded academic coursework may find it necessary to complete such coursework or prepare for such assessments over break;
- Courses with a travel/field or clinical component may expect students to conduct such academic coursework during scheduled breaks.

MEMORANDUM

TO: Fort Wayne Senate
FROM: Fort Wayne Senate Executive Committee
DATE: April 8, 2024
SUBJ: Amendments to the Bylaws: Restructuring of Senate Committees and Subcommittees

WHEREAS, the Executive Committee charged the Subcommittee Task Force in SR 21-32 to review, and propose necessary changes to, the structure of the Senate's committees and subcommittees for the reasons outlined in that resolution; and

WHEREAS, the members of the Subcommittee Task Force have worked since September 2022 to produce a set of suggestions along these lines; and

WHEREAS, the Executive Committee has received this set of proposed amendments to the Bylaws and wishes to place it before the entire Senate;

BE IT RESOLVED, that the Senate approve the Bylaws amendments contained within this resolution; and

BE IT FURTHER RESOLVED, that these amendments go into effect immediately upon their adoption by the Senate.

Approved	Opposed	Abstention	Absent	Non-Voting
K. Barker				C. Ortsey
B. Buldt				
J. Johns				
C. Lawton				
A. Nasr				
D. Tembras				
N. Younis				

MEMORANDUM

TO Senate Executive Committee,
Fort Wayne Senate

FROM: Bernd Buldt, Chair
Subcommittee Task Force

DATE: 09/04/2024

SUBJ: Amendments to the Bylaws of the Fort Wayne Senate

WHEREAS, the Senate Executive Committee had charged the Subcommittee Task Force to conduct a “review of the Senate’s committee structure ... and ... the Bylaws and Constitution to suggest to the Executive Committee potential amendments” (see SD 21-32); and

WHEREAS, the Subcommittee Task Force met weekly throughout the AY 2022–23, conducted one faculty survey and one Senate (sub-)committee chair survey, and solicited feedback on a first draft from administrators, managerial/professional staff, Senate (sub-)committee chairs as well as the Student Government Association, the All Professional Staff Advisory Committee, and the Clerical and Service Staff Advisory Committee; and

WHEREAS, the proposed amendments to the Bylaws are tracked and documented in the attached document;

BE IT RESOLVED, that the Executive Committee make this resolution its own and bring the proposed amendments to the Senate for a vote, and that the Fort Wayne Senate approve the revised Bylaws; and

BE IT FURTHER RESOLVED, that any elected member serving on a Senate committee or subcommittee that, when these Bylaws amendments go into effect, continues to exist (according to the attached chart) shall be able to complete their term even if that means there are temporarily more individuals serving on those bodies than the amended Bylaws would ordinarily mandate; and

BE IT FURTHER RESOLVED, that any elected member serving on a Senate subcommittee that, when these Bylaws amendments go into effect, ceases to exist in name but whose charges are continued in a new or merged subcommittee (according to the attached chart) shall be able to complete their term in the successor committee even if that means there are temporarily more individuals serving on those bodies than the amended Bylaws would ordinarily mandate.

Chart

Committee Structure Old and Proposed

<i>number of committees and faculty seats</i>	<i>#Com</i>	<i>#Fac</i>	<i>#Com</i>	<i>#Fac</i>
Grand Total	24	175	18	108
		reductions	-6	-67
A. Service Committees:				
1. Executive Committee	2	9	1. Executive Committee	2
2. Nominations and Elections Committee		7	2. Nominations and Elections Committee	7
B. Policy Committees:	22	159	B. Policy Committees	10
1. Academic Personnel Grievance Board (=> Boards: 9.1)		15	3. Educational Policy Committee	49
2. Educational Policy Committee		6	3.1. Advising Program Council	7
2.1. Advising Subcommittee (=> 3.1)		6	3.2. Curriculum Subcommittee	0
2.2. Campus Appeals Board (=> Boards: 9.2)		6	3.3. Programs Subcommittee	5
2.3. Givies Literacy Subcommittee (=> 3.3 new)		4	3.4. Honors Program Subcommittee	5
2.4. Curriculum Review Subcommittee (=> 3.2 new)		7	4. Faculty Affairs Committee	7
2.5. General Ed. Subcommittee (=> 3.3 new)		7	4.1. P&T Subcommittee	7
2.6. Grade Appeals Subcommittee (=> Boards: 9.3)		9	5. Student Affairs Committee	5
• 2.7. Graduate Subcommittee (=> 3.2 new)		5	5.1. Mastodon Athletics Advisory Subcom.	3
2.8. Honors Program Council (=> 3.4; name change)		7	6. Senate Task Force	5
2.9. International Edu. Subcom. (=> 8; name change)		5	C. Advisory Committees	3
3. Faculty Affairs Committee		6	7. University Resources Advisory Committee	13
3.1. Professional Development Sub (=> 4 new)		7	7.1. Information Subcommittee	7
3.2. Promotion and Tenure Subcommittee		7	8. International Education Advisory Board	3
4. Student Affairs Committee		6	D. Boards	3
4.1. Mastodon Athletics Advisory Subcommittee		8	9.1. Academic Personnel Grievance Board	30
5. University Resources Policy Committee (name change)		10	9.2. Campus Appeals Board	15
5.1. AGHHS (=> 7.1 new)		7	9.3. Grade Appeals Board	6
5.2. Budgetary Affairs Subcom. (=> 7 new)		8		9
5.3. Library Subcommittee (=> 7.1 new)		8		
5.4. University Advancement Subcom. (=> 7 new)		10		
6. Subcommittee Task Force (name change)		6		
C. Representatives		7	E. Representatives	7

Purdue University Fort Wayne
BYLAWS OF THE FACULTY SENATE
— Contents —

I. GENERAL PROVISIONS

- A. General provisions regarding Senate and its meetings
- B. General provisions regarding Senate committees

II. SERVICE COMMITTEES

- A. The Executive Committee (EC)
- B. The Nominations and Election Committee (N&E)

III. POLICY COMMITTEES

- A. The Educational Policy Committee (EPC)
 - The Advising Program Council (Ad Council)
 - The Curriculum Subcommittee (C-sub)
 - The Programs Subcommittee (P-sub)
 - The Honors Program Subcommittee (H-sub)
- B. The Faculty Affairs Committee (FAC)
 - The P&T (Campus) Committee (P&T)
- C. The Student Affairs Committee (SAC)
 - The Mastodon Athletics Advisory Subcommittee (M-sub)
- D. The Senate Task Force (STF)
- E. Ad Hoc Committees

IV. ADVISORY COMMITTEES

- A. The University Resources Advisory Committee (URAC)
 - The Information Subcommittee (I-sub)
- B. The International Education Advisory Committee (IEAC)

V. OTHER COMMITTEES

- A. The Academic Personnel Grievance Board (APGB)
- B. The Campus Appeals Board (CAB)
- C. The Grade Appeals Board (GAB)
- D. Non-Senate Committees

VI. REPRESENTATIVES

- A. Representatives to PFW Bodies
- B. Representatives to system-wide Bodies

VII. FINAL PROVISIONS

- A. Recall or expulsion of senators
- B. Enablement
- C. Amendments

BYLAWS OF THE FORT WAYNE SENATE

I. GENERAL PROVISIONS

A. GENERAL PROVISIONS REGARDING SENATE AND ITS MEETINGS

- 1. Rules of Order.** Except as otherwise provided herein, *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the Senate, assemblies and convocations of the Faculty, and proceedings of committees and subcommittees established by the Senate or by Senate committees.
- 2. Definitions and References.** In these Bylaws,
 - 2.1. Purdue University Fort Wayne shall be referred to as “the University” or “PFW,” and all references to titles, roles, offices, or committees refer, unless otherwise stated, to those of the University or the Senate;
 - 2.2. the PFW Faculty Senate shall be referred to as “the Senate,” and the Executive Committee shall be that of the Senate and Constitution that of the PFW Faculty;
 - 2.3. the words “major unit” shall mean “college, school, or the library;”
 - 2.4. the words “Voting Faculty” shall be read inclusively and mean “Voting Faculty and/or Senators;”
 - 2.5. the word “lecturer” shall be read inclusively and mean “lecturer and/or senior lecturer;”
 - 2.6. the word “Faculty” shall be read inclusively and mean “Voting Faculty and/or lecturer;” and
 - 2.7. cross-references that refer to other items at the same level of subdivision omit mention of higher levels (e.g., “Section 3” instead of “Section II.B.3”). Language rendered in italics is either taken from the Constitution or, if bracketed by superscript ‘S,’ the Statement on Government of Colleges and Universities (1966, rev. 1990).
 - 2.8. In these Bylaws, and in all existing and future Senate documents and references that make reference to departments, those references shall be understood to also apply to schools within colleges, unless otherwise stated in a document or reference (see SD 17-10).

3. Meetings of the Senate

3.1. Scheduling

3.1.1. Regular meetings of the Senate shall be held on the second Monday of each month, September through April, except that the date of a regular meeting may be moved by not more than one week in either direction by action of the Executive Committee announced at least one week in advance of the actual date of the meeting. The beginning and ending of Senate meetings shall conform to the pattern for the scheduling of classes. If the agenda for a regular meeting is not exhausted during this session, the meeting will continue for a second session, at the same time one class week thence. The Senate shall not schedule regular meetings for on average more than two such sessions per month.

3.1.2. Special meetings of the Senate shall be held upon petition by twenty percent of the Voting Faculty, by forty percent of the Senate, or by action of the Executive Committee. Meetings that are the result of petition shall be scheduled in a timely manner, but in no case shall they be scheduled for later than one week after receipt of the petition by the chairperson of the Executive Committee. Special meetings, whether the result of petition or decision of the Executive Committee, require written notice to the membership at least forty-eight hours in advance of the meeting, and only those resolutions circulated with the agenda distributed with the meeting notice may be considered.

3.2. **Agendas and minutes.** The Clerk shall distribute agendas of regular meetings and convocations one week in advance and post agendas and minutes of all Senate meetings, convocations, and assemblies on the Senate's webpage.

3.3. **Attendance.** Except as provided herein, meetings of the Senate will be open to all members of the PFW community, as observers, and to other persons invited to attend by the Executive Committee. Representatives of the press will normally be invited to be present. At any meeting, the Senate may, by a majority vote of the Senators present, exclude all observers. Once excluded, certain observers may be permitted to return; at the request of the Presiding Officer approved by a majority vote of the Senators present, or by a majority vote of the Senators present.

3.4. **Quorum.** A majority (i.e., more than half) of the Senate membership shall constitute a quorum.

3.5. **Order of business.** The order of business at each regular meeting of the Senate shall be as follows:

3.5.1. Call to order

3.5.2. Approval of the minutes of the previous meeting

3.5.3. Acceptance of the agenda

- 3.5.4. Reports of the Faculty Chairs. They shall report in order of their seniority in office.
- 3.5.5. Special business for the day. This includes memorial resolutions.
- 3.5.6. Unfinished business
- 3.5.7. Committee reports requiring action. Every agenda item shall be labelled as “for discussion,” “for action,” or “for information.” Unless the Executive Committee decides otherwise, the default shall be that no item is designated as “for action” that was not designated as “for discussion” on a previous agenda.
- 3.5.8. New business. No formal business may be conducted, nor action taken on any motion or resolution, after the close of new business.
- 3.5.9. Question time. At this time, the University administration will respond to written questions submitted in advance through the Executive Committee unless the administration gave a written response in advance of the meeting that was included as a Senate Reference to the agenda.
- 3.5.10. Committee reports “for information only.” Time permitting, a representative of the originating body of the report should give a brief summary and answer any questions from the floor.
- 3.5.11. The general good and welfare of the University
- 3.5.12. Adjournment

3.6. Speaking privileges

- 3.6.1. Members. Senators shall obtain the floor by raising a hand to seek recognition.
- 3.6.2. Nonmembers.
 - 3.6.2.1. The PFW Representative in the Purdue University Senate shall have speaking privileges (see Section VI.B.1).
 - 3.6.2.2. Upon request prior to a meeting, any nonmember, Faculty or member of the administration, may be invited by the Executive Committee to participate without vote in the meeting. On its own initiative, the Executive Committee may invite any nonmember to participate in the discussion of matters of particular interest to the observer.
 - 3.6.2.3. Any such invitation shall be subject to the exercise by the Executive Committee of its responsibility for taking varied points of view into account and for the efficient management of the Senate’s time.
 - 3.6.2.4. The Clerk shall ensure that all observers are seated apart from Senators.
- 3.6.3. Affiliates. Affiliates identified below are encouraged to participate, without vote, in Senate meetings.

- 3.6.3.1. The Faculty of Indiana University Fort Wayne shall be accorded one Senate affiliate.
- 3.6.3.2. The Registrar's Office shall be accorded one Senate affiliate.
- 3.6.3.3. The Office for Student Conduct and Care shall be accorded one Senate affiliate.
- 3.6.3.4. Students shall be accorded representation by an affiliate who shall be the President of the Student Government Association (SGA) or that person's designee.
- 3.6.3.5. The All Professional Staff Advisory Committee (APSAC) shall be accorded representation by an affiliate who shall be the President of APSAC or that person's designee.
- 3.6.3.6. The Clerical and Service Staff Advisory Committee (CSSAC) shall be accorded representation by an affiliate who shall be the Chair of CSSAC or that person's designee.

3.7. **Majority.** A majority shall be more than half of the votes cast.

3.8. **Alternates and proxy voting.** Neither alternates for members nor proxy voting shall be permitted. A member who will be absent from a meeting may present views in a letter to the Presiding Officer or request that the Executive Committee invite a person named by the member to speak on a particular issue.

3.9. **Roll-call votes.** Upon request of 20% of the Senators present and voting by a show of hands, a roll-call vote shall be taken on the pending motion, and the minutes shall record the names of those voting aye, no, and present.

3.10. **The elected Representative of the Lecturers.** The Representative of the Lecturers (see Subsection V.A.1 below) shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and/or tenure for tenured, tenure-track, or clinical faculty or professors of practice in the Senate or its committees.

3.11. **Rights and duties of a Senator**

3.11.1. The privileges of a Senator shall include the right to:

3.11.1.1. receive meeting materials one week prior to regularly scheduled meetings;

3.11.1.2. be treated with respect and decorum by the Presiding Officer and fellow-Senators during Senate proceedings;

3.11.1.3. vote on all matters according to one's best judgment; and to

3.11.1.4. shape Senate proceedings by bringing motions to the floor, appealing rulings of the Presiding Officer, or interrupting proceedings by urgent, time-sensitive points of order.

3.11.2. The duties of a Senator shall include the obligation to:

- 3.11.2.1. attend meetings of the Senate prepared, ready to discuss and vote;
- 3.11.2.2. treat the Presiding Officer and fellow-Senators with respect and decorum during Senate proceedings;
- 3.11.2.3. serve as a two-way conduit of information between Senate and the unit they represent (i.e., informing the unit and soliciting its input to inform Senate discussions and voting decisions); and to
- 3.11.2.4. contribute to the work of the Senate by running for or serving on at least one Senate committee.

4. CONVOICATIONS

4.1. **Quorum.** At convocations of the Faculty, twenty percent of the Voting Faculty shall constitute a quorum.

B. GENERAL PROVISIONS REDARDING SENATE COMMITTEES AND SUBCOMMITTEES

1. **Scope.** In this section, provisions stated for committees shall equally apply to subcommittees unless otherwise stated.

2. **Types of Committee.** To aid in its functioning, the Senate may establish five types of committees:

- 2.1. **service committees**, which shall be standing committees charged with assisting in the routine operations of the Senate;
- 2.2. **policy committees**, which shall be standing committees charged with crafting policy and advising the Senate and the administration on substantive matters, and which may establish subcommittees to assist in their efforts;
- 2.3. **advisory committees**, which shall be standing committees charged with advising the Senate and the administration on substantive matters, and which may establish subcommittees to assist in their efforts;
- 2.4. **ad-hoc committees**, which shall be established by the Senate for special purposes; and
- 2.5. **boards**, which, while being committees populated (mostly) by Faculty and subject to review by the Senate, operate outside the usual reporting structure of the Senate.

3. Composition, Elections, and Appointments

3.1. **Composition.** Except as otherwise provided in these Bylaws,

- 3.1.1. Committees and subcommittees shall be composed of Faculty, with Voting Faculty comprising at least two-thirds (2/3) of its voting membership and at least one of them being a Senator.
- 3.1.2. Committee members designated as “ex-officio” may send a designee when unable to attend the meeting of a committee they are on.

3.2. **Elections.** Except as otherwise provided in these Bylaws,

3.2.1. Voting Faculty shall appoint or elect committee members, and elect representatives, in April, using the preferential voting system and with terms to commence one week before the beginning of regular fall classes following election.

3.2.2. Committees shall have the power to fill vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in this document (see subsections 3.1.1 and 4.1).

3.3. **Appointments and nominations.** Affiliate members of the Senate, representatives on and nominations for Senate committees from the All Professional Staff Advisory Committee (APSAC), the Clerical and Service Staff Advisory Committee (CSSAC), and the Student Government Association (SGA) shall be appointed or nominated, and their names communicated to the Clerk, each April, with terms to commence one week before the beginning of regular fall classes that same year.

4. Membership, Terms, and Voting Rights

4.1. **Membership.** No one may serve on more than two standing committees in a given academic year, and no one may be nominated to serve on any standing committee such that the results of the relevant election could lead that nominee to serve on more than two standing committees in a given academic year.

4.2. **Terms.**

4.2.1. Senators and Faculty. Except as otherwise provided in these Bylaws,

4.2.1.1. all committee terms shall be staggered;

4.2.1.2. the terms of Faculty who are not Senators shall be for three years;

4.2.1.3. the terms of Senators shall continue for the remainder of the Senator's elected term; and

4.2.1.4. becoming a Senator during one's term on a committee shall not affect one's membership in that committee.

4.2.2. Sabbatical Replacement. A member of the Faculty who goes on a sabbatical leave shall resign at the end of the semester before their sabbatical leave begins but give advance notice of their plans so that the committee can fill the vacancy in due time; or, if they serve on the Faculty Affairs Committee, they shall resign at the end of the semester that precedes the review of their sabbatical application.

4.2.3. Representatives. Except as otherwise provided in these Bylaws, administrative/professional staff representatives (APSAC), clerical/service staff representatives (CSSAC), and student representatives (SGA) shall serve for one year.

- 4.3. **Voting Rights.** Except as otherwise provided in these Bylaws, all members of a committee, except for student representatives, shall have voting rights in that committee.
- 4.4. **Majority.** When voting in a committee, it is considered a majority, or a majority decision, if it includes more than half of all votes cast, but also includes more than half of all votes from Faculty.

5. General Responsibilities of Senate Committees

5.1. First Meeting of a committee

- 5.1.1. At the beginning of each academic year, preferably during the week before the beginning of regular fall classes (also known as “on-duty week”), committees shall be convened for a first time by the senior committee member designated by the Presiding Officer, with assistance from the Clerk, to do so. The Clerk shall send out this information after the elections have to come to a close in April.
- 5.1.2. At this meeting, except as otherwise provided in these Bylaws or the Constitution; committees shall select their own chairs from the ranks of Faculty. If no one volunteers at this meeting, the most senior faculty member shall serve as acting chair until a chair has been elected.
- 5.1.3. At this meeting, committees shall collectively review their charges and set a preliminary agenda for the academic year.

5.2. Committee chairs. Except as otherwise provided in these Bylaws or the Constitution,

- 5.2.1. The committee chair’s main responsibility shall be to thoroughly prepare, facilitate, and preside over regular meetings of the committee and to coordinate the work done both within the committee as well as its subcommittees or its parent committee, respectively.
- 5.2.2. The committee chair must not do the majority of the committee work but rather ensure that the work is distributed and carried out as equitably as possible among all committee members.
- 5.2.3. The committee chair shall report out of the committee and communicate, unless delegated, with people or units outside the committee on its behalf.
- 5.2.4. The committee chair, assisted by the Clerk of the Senate, shall keep timely minutes and maintain the committee’s activity log on the Senate webpage, available to all members of the Faculty.

5.3. Committee members

- 5.3.1. Committee members shall assume an active role in the work of the committee and be willing to pull their weight.

5.3.2. Committees, with the majority vote of their members, shall have the power to remove members who fail to attend unexcused two consecutive meetings and/or fail to contribute to the work of the committee; this includes chairs who fail to do their duties. In case a committee member gets removed, the vacancy shall be filled as soon as possible (as per Subsection 3.2.2 above).

5.4. **Report and review.** Committees shall report to and be subject to review by the Senate.

5.4.1. Committees shall report to the Senate at the Senate's request, as requested by the Executive Committee, or on their own initiative.

5.4.2. Committees may give information concerning their activities to the campus administration, to any academic unit, or to any PFW committee, subcommittee, or council (but see Subsection 5.2.4 above).

5.5. **Shared Governance.** Committees shall conduct their work in the spirit of shared governance as outlined in the Constitution, Section VI.A.

II. SERVICE COMMITTEES

A. THE EXECUIVE COMMITTEE

1. Membership. The Executive Committee shall have the membership established in the Constitution, Subsection C.3.a: *the Chair, the Chair-Elect, and the Past Chair of the Senate, the Parliamentarian of the Senate as an ex officio, non-voting member; and four senators elected by the Senate* in such manner that each is from a different major unit.

2. Responsibilities

2.1. **Constitutional Charges.** The Executive Committee shall exercise powers and the responsibilities as specified in the Constitution, subsections C.3.a.i–vii, and

2.1.1. *shall, at the beginning of the academic year, establish and publicize twenty dates during that academic year to be reserved for the conduct of Senate business;*

2.1.2. *shall formulate the agenda for each Senate meeting and shall be responsible for the circulation of the meeting agenda at least one week prior to a regular Senate meeting;*

2.1.3. *may, with the approval of the Senate, recommend a procedure for the efficient conduct of items of business on the agenda;*

2.1.4. *shall maintain online a list of Senate documents that are currently under deliberation in the various Senate committees, along with document status and name of committee and committee chairperson;*

2.1.5. *shall serve as a clearing house for all Faculty matters that concern policy, shall help coordinating the work of all other Senate committees, and shall liaise with the administration;*

2.1.6. *shall periodically review the committee structure of the Faculty to ensure the effectiveness of Senate and to encourage efficient Faculty participation;*

2.1.7. *shall formulate and submit for Senate approval the Bylaws for the Senate. Amendments to the Bylaws may be proposed by this Committee and must be promptly reported to the Senate if proposed by a senator.*

2.2. **Specific Responsibilities.** In carrying out its responsibilities, the Executive Committee shall:

2.2.1. Receive proposals for consideration by the Senate from any member of the Faculty, or have the power to initiate such proposals unprompted. The Executive Committee shall either place any such proposal on the agenda for the next Senate meeting, or, if that agenda is full, on the agenda for the following Senate meeting; or may send the proposal to a Senate committee or subcommittee. If the latter course is followed, the text of the proposal, and its immediate disposition, shall be distributed “for information only” with the agenda of the next Senate meeting; and the ultimate disposition of the proposal shall consist of a report on the proposal from that committee or subcommittee to the Senate. If the Executive Committee decides not to do any of the above, then it should promptly state its reason for non-action to the initiator in writing.

2.2.2. Receive written questions, for response by the campus administration, from any member of the Faculty. The Executive Committee shall ensure that these questions are routed to the appropriate University office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first. If the Executive Committee decides not to do any of the above, then it should promptly state its reason for non-action to the initiator in writing.

2.2.3. Review the attendance record of Senators. If a Senator is frequently absent, the Executive Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.

B. NOMINATIONS AND ELECTIONS COMMITTEE

1. Membership. The Nominations and Elections Committee shall consist of two Senators, elected by the Senate in such manner that each is from a different major unit.

2. Responsibilities

2.1. **Responsibilities in respect to the Senate.** The Nominations and Elections Committee shall, except as otherwise provided herein,

2.1.1. nominate elective members for all Senate committees;

2.1.2. solicit annually from the Faculty information concerning preferences and qualifications for committee assignments;

2.1.3. establish, in cooperation with the Clerk, the procedure for, and conduct, such votes as are required among the Senators and/or the Faculty;

2.1.4. establish, in cooperation with the Presiding Officer and the Clerk, the procedures for and solicit candidate names from

2.1.4.1. the All Professional Staff Advisory Council (APSAC) for their representatives on select committees;

2.1.4.2. the Campus Support Staff Advisory Committee (CSSAC) for their representatives on select committees ;

2.1.4.3. the Student Government Association (SGA) for their representatives on select committees; and

2.1.4.4. various administrative units for their representatives on select committees.

2.2. **Responsibilities in respect to the Faculty.** The Nominations and Elections Committee shall, except as otherwise provided herein,

2.2.1. nominate members, after consultation with the appropriate Senate committee or the Faculty Chairs, to administrators for their consideration for appointment to other committees.

(Appendix A, while not being a proper part of the Bylaws, lists all committees that require representatives.)

III. POLICY COMMITTEES

A. THE EDUCATIONAL POLICY COMMITTEE (EPC)

1. **Membership.** The Educational Policy Committee shall consist of ten (10) members, namely,

1.1. three (3) ex-officio members:

1.1.1. the Chief Academic Officer;

1.1.2. the Registrar;

1.1.3. the Director of Student Conduct and the Care Team; and

1.2. seven (7) Faculty, elected in such manner that at least five of the major units shall be represented.

2. Responsibilities

2.1. **Constitutional Charges.** The Educational Policy Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.1–2, 3.a, and 4.a) and:

2.1.1. determine through legislative authority:

2.1.1.1. *the academic calendar;*

2.1.1.2. the policies for class scheduling; and

2.1.2. review and approve through operational authority:

2.1.2.1. the titles of the academic degrees conferred at PFW;

2.1.2.2. the general requirements for the curricula leading toward academic degrees or certificates;

2.1.2.3. the nomination of all candidates for degrees and certificates; and

2.1.3. set policies through joint effort concerning:

2.1.3.1. the admission and academic placement of students; and

2.1.4. make formal recommendations through established processes of consultation before the University reaches decisions concerning:

2.1.4.1. changes in academic organization.

2.2. Additional Responsibilities. In carrying out its responsibilities, the Educational Policy Committee shall be concerned with, but not limited to,

2.2.1. maintaining accurate and current Catalog information (e.g., standards for admission-and academic placement, grades and grading, academic notice, separation, and reinstatement as well as aligning PFW Catalog language with that of Purdue WL where appropriate);

2.2.2. the academic calendar and class scheduling policies;

2.2.3. the Honors Program, the Civics Literacy Proficiency Program, the General Education Program, the Advising Program, the military training and continuing education programs;

2.2.4. general education policies and curriculum standards as well as the coordination of interdepartmental education programs and of Fort Wayne curricula with those of West Lafayette; and

2.2.5. the improvement of instruction in general and the general academic organization.

2.3. Subcommittees. In order to exercise more effectively its rights and responsibilities, the Educational Policy Committee shall establish one council and three subcommittees:

2.3.1. the Advising Program Council, which is concerned with the academic Advising Program;

2.3.2. the Curriculum Subcommittee, which is concerned with both undergraduate and graduate education;

2.3.3. the Programs Subcommittee, which is concerned with the programs for general education and civics literacy as well the military training and continuing education programs; and

2.3.4. the Honors Program Subcommittee, which is concerned with the Honors Program.

3. The Advising Program Council

3.1. **Membership.** The Advising Program Council shall consist of ten (10) members, namely,

3.1.1. two (2) ex-officio members:

3.1.1.1. the Chief Academic Officer;

3.1.1.2. the Director of Academic Accountability and Student Success; and

3.1.2. five (5) representatives:

3.1.2.1. three (3) professional advisors, each representing a different major unit and appointed by the Director of Academic Accountability and Student Success to staggered three-year terms;

3.1.2.2. two (2) students, each appointed by the Student Government Association (SGA); and

3.1.3. three (3) Faculty from the Educational Policy Committee.

3.2. Responsibilities

3.2.1. Responsibility for administering the Advising Program shall reside with the Director of Academic Accountability and Student Success, assisted by the Advisory Council, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

3.2.2. Specifically, the Council shall:

3.2.2.1. analyze assessment data from the Office of Academic Accountability and Student Success;

3.2.2.2. recommend to the Senate and to the Chief Academic Officer policies related to the campus advising program; and

3.2.2.3. conduct an ongoing review of the goals and operations of the program, with annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer each fall.

4. The Curriculum Subcommittee

4.1. **Membership.** The Curriculum Subcommittee shall consist of fourteen (14) members, namely,

4.1.1. four (4) ex-officio members:

4.1.1.1. the Chief Academic Officer (†/‡):

4.1.1.2. the Associate Vice Chancellor for Academic Programs (‡);

- 4.1.1.3. the member of the Faculty who serves as Director of Graduate Studies (‡, voting), who may vote only to break or create tie votes;
- 4.1.1.4. the member of the Faculty who serves as the liaison with the Purdue Graduate School (‡, voting);
- 4.1.2. five (5) representatives:
 - 4.1.2.1. a representative of the Registrar's Office (†/‡);
 - 4.1.2.2. two undergraduate student representatives (†), appointed by the Student Government Association (SGA);
 - 4.1.2.3. two graduate student representatives (‡), elected annually by the members of the Subcommittee named under 4.4.1 below from among nominations, solicited by the Nominations and Election Committee and submitted by departments or other units responsible for graduate degree programs; and
- 4.1.3. five (5) Faculty (†/‡), elected in such manner that at least four of the major units shall be represented. and at least two are from a department that offers a graduate degree and who holds membership on the graduate faculty.
- 4.2. **Definitions.** In this subsection, “academic program” or simply “program” shall mean any group of courses constituting a major, minor, degree, degree option, concentration, certificate program, or similar entity.
- 4.3. **Responsibilities in respect to undergraduate curricula.** The Curriculum Subcommittee shall advise the Senate concerning the exercise of the Faculty's right of review of the undergraduate curricula and report to the Faculty and submit any documents through the Educational Policy Committee.
 - 4.3.1. Only members of the Subcommittee indicated by the dagger symbol ‘†’ shall participate in the activities listed in this subsection.
 - 4.3.2. Review of new programs. The Curriculum Subcommittee shall examine and report on proposals for new academic programs prior to their approval by the Chief Academic Officer or, if such approval is not required, prior to final approval at the highest possible level of campus review.
 - 4.3.2.1. During this examination, the Subcommittee shall evaluate: (i) the rationale for the proposed program; (ii) the use of PFW resources; (iii) the relationship among proposed and existing programs; (iv) other effects on PFW and on PFW's constituencies of the proposed program.
 - 4.3.2.2. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate “for information only” its finding that the new program requires no Senate review; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.

4.3.3. Review of existing programs. Upon a request from the Senate, an academic unit, or the Chief Academic Officer, the Curriculum Subcommittee shall examine and report on existing academic programs and new or proposed courses.

4.3.3.1. Such examinations shall be requested only when one of the following circumstances occur: (i) significant questions of proper sponsorship or academic quality arise; (ii) there are administrative or Faculty-led initiatives to reorganize, merge, reduce, or eliminate academic programs or units; (iii) there is a University-wide effort to ensure the periodic review of academic programs by a body functioning above the department level.

4.3.3.2. Procedures for carrying out these responsibilities can be found in Senate Document SD 19-24.

4.3.3.3. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate “for information only” its finding that no Senate review is appropriate; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.

4.4. **Responsibilities in respect to graduate curricula.** The Curriculum Subcommittee shall advise the Senate concerning the planning and any policy as well as the exercise of the Faculty’s right of review of all graduate curricula, subject to the rules established by Purdue University and its Graduate School, and report to the Faculty and submit any documents through the Educational Policy Committee.

4.4.1. Only members of the Subcommittee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this article.

4.4.2. Planning and policy functions. To encourage and coordinate the development of graduate education at PFW, the Subcommittee shall:

4.4.2.1. foster program coordination among PFW units and among PFW and the Purdue Graduate School;

4.4.2.2. evaluate and make recommendations concerning the need for new programs;

4.4.2.3. advise on policies for admission procedures and standards; and

4.4.2.4. advise on policies for fellowships, assistantships, and other forms of financial assistance.

4.4.3. Review of new programs. The Curriculum Subcommittee shall examine and report on proposals for new graduate programs prior to the formal transmission of these documents to off-campus bodies charged with further review. In so doing, it shall follow the steps specified in 4.3.2 above.

4.4.4. Review of existing programs. Upon a request from the Senate, an academic unit, or the Chief Academic Officer, the Curriculum Subcommittee shall

examine and report on existing academic programs and new or proposed courses. In so doing, it shall follow the steps specified in 4.3.3. above.

5. The Programs Subcommittee

5.1. **Membership.** The Programs Subcommittee shall consist of thirteen (13) members, namely,

5.1.1. four (4) ex-officio members:

5.1.1.1. the Chief Academic Officer (†);

5.1.1.2. a representative of the Office of Academic Affairs who serves as Director of the Civics Literacy Proficiency Program (‡, voting) and who may vote only to break or create tie votes;

5.1.1.3. the Director of Continuing Studies (*);

5.1.1.4. the Director of Military Student Services (*); and

5.1.2. four (4) representatives:

5.1.2.1. a representative of the Registrar's Office (†/‡);

5.1.2.2. a representative of the Division of Enrollment Management and the Student Experience (†/‡);

5.1.2.3. two (2) undergraduate student representatives (†/‡), each from a different major unit and appointed by the Student Government Association (SGA); and

5.1.3. five (5) Faculty (†/‡/*), elected in such manner that at least four of the major unit shall be represented.

5.2. Responsibilities in respect to the General Education Program (GenEd)

5.2.1. Only members of the Subcommittee indicated by the dagger symbol '†' shall participate in the activities listed in this subsection.

5.2.2. Responsibility for administering the General Education Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

5.2.3. Specifically, the Subcommittee shall:

5.2.3.1. recommend to the Senate all policies related to the program;

5.2.3.2. approve courses for incorporation in the areas of the-program; and

5.2.3.3. conduct an ongoing review of the goals and operations of the program, with annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer each fall.

5.3. Responsibilities in respect to the Civics Literacy Proficiency Program (CLPS)

- 5.3.1. Only members of the Subcommittee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this subsection.
- 5.3.2. Responsibility for administering the Civics Literacy Proficiency Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.
- 5.3.3. Specifically, the Subcommittee shall:
 - 5.3.3.1. Establish, review, and revise the learning objectives of the program.
 - 5.3.3.2. Review and approve courses for the course path annually. The review should consider prerequisites, capacity of course offerings, impact on the PFW General Education Program, degree-specific curriculum maps, potential for student success, and other issues deemed appropriate by the Subcommittee.
 - 5.3.3.3. Develop a Civics Literacy Module for voluntary use in “Freshman Success” courses. The Civics Literacy Module will include links to the test, events, recordings, and resources.
 - 5.3.3.4. Recruit faculty to produce recordings specific to the required exam and to programs on campus, and approve events and broadcasts for inclusion in the program.
 - 5.3.3.5. Establish the assessment plan for the program.
 - 5.3.3.6. Work with relevant offices at PFW to ensure methods for verifying attendance, development and administration of artifacts that can be used for assessment, and completion of the requirement.
 - 5.3.3.7. Review the annual assessment report and make recommendations based on that report to the Director of the Civics Literacy Proficiency Program and the Educational Policy Committee each fall.

5.4. Responsibilities in respect to the military training and continuing education program

- 5.4.1. Only members of the Subcommittee indicated by the asterisk symbol ‘•’ shall participate in the activities listed in this subsection.
- 5.4.2. While the responsibility for administering the military training and continuing education program reside outside Senate, the Subcommittee shall annually review both programs and report its findings and recommendations to the Faculty through the Educational Policy Committee each fall.

6. The Honors Program Subcommittee

- 6.1. **Membership.** The Honors Program Subcommittee shall consist of twelve (12) members, namely,

6.1.1. two (2) ex-officio members:

6.1.1.1. the Chief Academic Officer;

6.1.1.2. the Director of the Honors Program, who may vote only to break or create tie votes;

6.1.2. five (5) representatives:

6.1.2.1. three (3) members of the Honors Faculty, appointed jointly by the Chief Academic Officer and the Director of the Honors Program to staggered three-year terms;

6.1.2.2. two (2) undergraduate students, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course and each appointed by the Student Government Association (SGA); and

6.1.3. five (5) Faculty, elected in such manner that at least four of the major units shall be represented.

6.2. **Special regulations**

6.2.1. Student members shall participate and vote in all matters concerning the Honors Program, except questions of student admission, scholarships, retention, and satisfaction of program requirements.

6.3. **Responsibilities**

6.3.1. Responsibility for administering the Honors Program shall reside with its Director, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

6.3.2. Specifically, the Subcommittee shall carry out the functions described in Senate Document SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

B. THE FACULTY AFFAIRS COMMITTEE (FAC)

1. Membership. The Faculty Affairs Committee shall consist of nine (9) members, namely,

1.1. two (2) ex-officio members:

1.1.1. the Chief Academic Officer;

1.1.2. the Director of the Center for Excellence in Learning and Teaching (voting);
and

1.2. seven (7) Faculty, elected in such manner that at least five of the major units shall be represented.

2. Special regulations

- 2.1. Unless the Director of the Center for Excellence in Learning and Teaching is a member of the Faculty, they shall participate only in matters concerning teaching (grants, awards, training) as per Section 4 below.
- 2.2. During their term on the committee, its Faculty members shall be eligible to submit grant proposals and sabbatical leave requests but must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal and resign in case they submit a sabbatical application (see Section I.B.4.2.2).

3. Responsibilities

- 3.1. **Constitutional Charges.** The Faculty Affairs Committee shall exercise powers and responsibilities as specified in the Constitution, Subsection VI.B.3.e, and

- 3.1.1. *set policies through joint effort concerning:*

- 3.1.1.1. *the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the Faculty; and*

- 3.1.2. *make formal recommendations through established processes of consultation before the University reaches decisions concerning:*

- 3.1.2.1. *the screening and selecting of academic and chief academic or administrative officers.*

- 3.2. **Additional Responsibilities.** In carrying out its responsibilities, the Faculty Affairs Committee shall also be concerned with, but not limited to,

- 3.2.1. setting policies through joint effort and overseeing procedures relating to the professional development of the Faculty, including:

- 3.2.1.1. research and teaching grants;

- 3.2.1.2. research and teaching awards;

- 3.2.1.3. sabbatical leaves;

- 3.2.1.4. general research policies; and

- 3.2.1.5. helping to provide opportunities for all persons who hold academic appointment at PFW for their professional growth in teaching, research, and/or creative endeavor;

- 3.2.2. setting policy through joint effort and in consultation with the Information Subcommittee concerning academic priorities, policies, and procedures for Helmke Library, its collections, facilities, operations, and other educational and research support facilities and aids;

- 3.2.3. making formal recommendations before, and exercising the right to review after, the University reaches decisions concerning accreditation activities or other matters that pertain to the Faculty, its powers and responsibilities; and

3.2.4. the morale of the Faculty and its associate members, both as defined in Constitution, collectively and as individuals.

3.3. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Faculty Affairs Committee shall establish one subcommittee:

3.3.1. the Promotion and Tenure Subcommittee.

4. The Promotion and Tenure Subcommittee (also known as the “Campus Committee”)

4.1. **Membership.** The Promotion and Tenure Subcommittee shall have the membership established in Senate Documents SD 14-36 and SD 19-13, subsections 2.5.2 and 2.6.2, respectively.

4.2. **Responsibilities.** The Promotion and Tenure Subcommittee shall have the responsibilities and follow the procedures established in Senate Documents SD 14-36 and SD 19-13.

C. THE STUDENT AFFAIRS COMMITTEE (SAC)

1. Membership. The Student Affairs Committee shall consist of thirteen (13) members, namely,

1.1. four (4) ex-officio member:

1.1.1. the Chief Student Affairs Officer;

1.1.2. the Chief Diversity Officer;

1.1.3. the Director of Student Conduct and Care;

1.1.4. the Director of Student Housing; and

1.2. four (4) representatives:

1.2.1. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);

1.2.2. one representative of the All Professional Staff Advisory Council (APSAC);

1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

1.3. five (5) Faculty, elected in such manner that at least four of major units shall be represented.

2. Responsibilities

2.1. **Constitutional Charges.** The Student Affairs Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.1.c and 3.b+c) and

2.1.1. determine through legislative authority

2.1.1.1. *the policies for student participation in athletic affairs;*

2.1.2. set policies through joint effort concerning:

2.1.2.1. *student conduct and discipline; and*

2.1.2.2. *student participation in group extracurricular activities.*

2.2. **Additional Responsibilities.** In carrying out those its responsibilities, the Student Affairs Committee shall

2.2.1. work closely with the Student Government Association (SGA)

and be concerned with all ^s*aspects of student life which relate to the educational process^s*, which may include

2.2.2. the general social, cultural, and practical welfare of all PFW students; and

2.2.3. any other matter that would enhance the student's campus environment for their learning, living, and flourishing, during their time on campus and thereafter.

2.3. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Student Affairs Committee shall establish one subcommittee:

2.3.1. the Mastodon Athletics Advisory Subcommittee.

3. The Mastodon Athletics Advisory Subcommittee (MAAS)

3.1. **Membership.** The Mastodon Athletics Advisory Subcommittee shall consist of twelve (12) members, namely,

3.1.1. four (4) ex-officio member:

3.1.1.1. the Director of Athletics;

3.1.1.2. the Senior Woman Administrator;

3.1.1.3. the Director of Compliance;

3.1.1.4. the Faculty Athletics Representative; and

3.1.2. five (5) representatives:

3.1.2.1. one PFW alumnus/alumna appointed by the Chief Administrative Officer in consultation with the Director of Alumni Engagement;

3.1.2.2. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);

3.1.2.3. one representative of the All Professional Staff Advisory Council (APSAC)

3.1.2.4. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

3.1.3. three (3) Faculty, elected in such manner that each is from a different major unit.

3.2. **Special regulations**

3.2.1. The Faculty Athletics Representative shall serve as the chair of the subcommittee.

3.2.2. Representatives shall serve staggered two-year terms.

3.3. **Responsibilities.** The Mastodon Athletics Advisory Subcommittee shall:

3.3.1. monitor and advise regarding schedules for intercollegiate athletics;

3.3.2. establish eligibility requirements for participation in intercollegiate athletics;

3.3.3. approve intercollegiate sport additions or deletions;

3.3.4. approve participation in post-season activities beyond conference tournaments;

3.3.5. propose, for the approval of the Senate, membership in athletic conferences;

3.3.6. advise the ex-officio members;

3.3.7. when requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer;

3.3.8. serve on ad hoc compliance committees;

3.3.9. make recommendations with respect to procedures and policies to assist in student-athlete academic success;

3.3.10. participate and be consulted within University-wide discussions and decisions regarding the Athletic Department.

D. **THE SENATE TASK FORCE**

1. Rationale. In order to ensure the efficient and timely operation of the service and policy committees of the Senate, Faculty shall be elected to the Senate Task Force. The Senate Task Force shall be called into service by the Executive Committee when a service or policy committee is not able to complete work that is deemed to be important and not already the responsibility of an existing subcommittee. A service or policy committee may request that the Executive Committee call the Senate Task Force into service. The Executive Committee shall respond to such requests within two weeks. When the Senate Task Force is called into service, the Executive Committee shall issue an enabling memo.

2. Membership. The Senate Task Force shall consist of five (5) Faculty elected in such manner that at least four of the major units shall be represented. A service or policy committee requesting that the Senate Task Force be called into service shall recommend to the Executive Committee the administrators, clerical/support staff, administrative/professional staff, or student representatives it deems appropriate. The Executive Committee shall be responsible for inviting such non-Faculty members.

3. Responsibilities. The Senate Task Force shall limit its activities and timeline to those detailed in the enabling memo from the Executive Committee.

E. AD HOC COMMITTEES

1. Rationale. Ad hoc committees shall be established by the Senate to carry out work that (a) does not clearly fall under the purview of an existing Senate (sub-)committee, or that (b) Senate feels would be better conducted by a group specially appointed for the purpose.

2. Membership

2.1. All Faculty are eligible to serve on an ad hoc committee, and so are all administrators, administrative/professional staff, clerical/support staff, or student representatives who are deemed appropriate for stated charge.

2.2. A Senate document establishing an ad hoc committee shall specify the membership and the voting membership of the committee. It is desirable to have Voting Faculty constitute two-thirds (2/3) of its voting membership (see Subsection I.B.3.1.1).

2.3. A Senate document establishing an ad hoc committee shall specify how the members of the committee will be appointed, nominated, or elected. For this, the document may call unto the help of one or both of the service committees.

3. Responsibilities. A Senate document establishing an ad hoc committee shall specify:

3.1. the task to be carried out by the committee, including deliverables to the Senate; and

3.2. the date by which the committee should complete its work; and

3.3. through which other Senate committee the ad hoc committee will report to the Faculty.

4. Special Regulations. Ad hoc committees cannot be carried over to a new academic year without special authorization by the Senate.

IV. ADVISORY COMMITTEES

A. UNIVERSITY RESOURCES ADVISORY COMMITTEE (URAC)

1. Membership. The University Resources Advisory Committee shall consist of eighteen (18) members, namely,

1.1. seven (7) ex-officio members:

1.1.1. the Chief Academic Officer (†);

1.1.2. the Chief Financial Officer (†);

1.1.3. the Chief Officer of Facilities (†);

1.1.4. the Chief Officer for Communications and Marketing (†/‡);

1.1.5. the Chief Officer for Development and Alumni Engagement (‡);

- 1.1.6. the Director of Alumni Engagement (†);
- 1.1.7. the Director Development Services (†); and
- 1.2. four (4) representatives:
 - 1.2.1. two (2) student representatives (†/‡), each from a different unit and appointed by the Student Government Association (SGA);
 - 1.2.2. one representative of the All Professional Staff Advisory Council (APSAC, (†/‡);
 - 1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC, (†/‡); and
- 1.3. seven (7) Faculty (†/‡), elected in such manner that at least five of the major units shall be represented.

2. Responsibilities

- 2.1. Only members of the committee indicated by the dagger symbol ‘†’ shall participate in the activities listed in subsections 2.2–2.4.1 and 2.4.3 below.
- 2.2. **Constitutional Charges.** The University Resources Advisory Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.4.c–e) and *make formal recommendations through established processes of consultation before the University reaches decisions concerning*:
 - 2.2.1. *the determination and management of the budget and ^sits short- and long-range priorities^s*;
 - 2.2.2. *the planning, maintenance, and optimal utilization of ^sexisting or prospective^s physical facilities*; and
 - 2.2.3. *staff needs, utilization and planning, that is, increases and decreases in staff.*
- 2.3. **Additional Responsibilities.** In carrying out those its responsibilities, the University Resources Advisory Committee shall also be concerned with making formal recommendations concerning
 - 2.3.1. *^sthe framing and execution of long-range strategic plans^s*, including
 - 2.3.2. short- and long-range strategies and priorities for research, recruitment, scholarships and grants, as well as communication and marketing.

2.4. Specific Responsibilities

- 2.4.1. **Budgetary Affairs.** The University Resources Advisory Committee shall:
 - 2.4.1.1. advise the administration and the Senate on budgetary and revenue matters pertaining to the needs of the University, which shall include:
 - (i) paying particular attention to (a) the ways the budget and the budgetary process as well as (b) trends in revenue can affect the University’s ability to carry out its mission to provide excellence in

higher education, and (ii) giving advice on financial matters which affect the work of other Senate committees; and

2.4.1.2. make annual recommendations on: (i) sources of revenue; (ii) annual campus operating budgets and legislative budget requests; (iii) financial needs of new programs and of new facilities proposed for the University; (iv) the annual athletic budget and supportive activities after review and comment in the fall semester each year; and

2.4.1.3. work with other Senate Committees and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs (see Senate Documents SD 15-26, SD 19-1, and SD 19-24).

2.4.2. **Advancement**

2.4.2.1. Only members of the committee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this subsection.

2.4.2.2. The University Resources Advisory Committee shall: (i) advise the Senate and the Chief Advancement Officer on all matters that affect advancement; (ii) serve as a forum for discussion about plans for advancement and advancement issues in general; (iii) make recommendations regarding major fund-raising efforts for the campus.

2.4.3. **Oversight**

2.4.3.1. The University Resources Advisory Committee shall oversee the Faculty Representative to the Campus Space Committee (see Subsection VI.A.2 below).

2.5. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the University Resources Advisory Committee shall establish one subcommittee:

2.5.1. the Information Subcommittee

3. The Information Subcommittee

3.1. **Membership.** The Information Subcommittee shall consist of twelve (12) members, namely,

3.1.1. five (5) ex-officio members:

3.1.1.1. the Chief Student Affairs Officer;

3.1.1.2. the Chief Information Technology Officer;

3.1.1.3. the Director of the Center for the Enhancement of Teaching and Learning;

3.1.1.4. the Director of Continuing Studies;

3.1.1.5. the Director of Helmke Library; and

3.1.2. four (4) representatives:

3.1.2.1. two (2) student representatives, each from a different unit and appointed by the Student Government Association (SGA);

3.1.2.2. one representative of the All Professional Staff Advisory Council (APSAC);

3.1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

3.1.3. three (3) Faculty, elected in such manner that each is from a different major unit.

3.2. Responsibilities. The Information Subcommittee shall:

3.2.1. advise the Senate, through the University Resources Advisory Committee, as well as the Chief Academic Officer and the Chief Information Technology Officer on any and all matters that affect present and evolving information technology in support of the mission of the University, including on how Information Technology Services communicate with faculty, staff, and students;

3.2.2. serve as a forum for discussion and as an advocate for acquisition and use of information technology for the University and plans for its use, support, and evaluation:-

3.2.3. advise, in consultation with the Faculty Affairs Committee, the Senate, through the University Resources Advisory Committee, as well as the Chief Academic Officer and the Director of Helmke Library concerning administrative and budgetary priorities, policies, and procedures for Helmke Library, its collections, facilities, and operations, and other educational and research support facilities and aids.

B. THE INTERNATIONAL EDUCATION ADVISORY COMMITTEE

1. Membership. The International Education Advisory Board shall consist of eight (8) members, namely,

1.1. two (2) ex-officio members:

1.1.1. the Director of International Education;

1.1.2. the Director of Study Abroad; and

1.2. three (3) representatives:

1.2.1. two students, at least one of whom shall be at or beyond the second-year level in International Education and each appointed by the Student Government Association (SGA) in consultation with the Director of International Education;

1.2.2. one representative of the Office of Enrollment Management and the Student Experience; and

1.3. three (3) Faculty, elected in such manner that each is from a different major unit.

2. Responsibilities. The International Education Advisory Board is charged with:

2.1. advocating for and steering efforts across the University to enhance and foster opportunities for international cooperation, international education, and immersion for students, faculty, and the broader community;

2.2. being a liaison between the Faculty and the Director of International Education and Director of Study Abroad;

2.3. advising on policies relating to international services, international education, and Study Abroad and recommending related policies and goals to the Senate.

V. OTHER COMMITTEES

A. THE ACADEMIC PERSONNEL GRIEVANCE BOARD

1. Rationale. The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda (see Academic and Research Affairs Policy I.B.1 on Faculty Grievances and related documents).

2. Membership. The Board shall be composed of fifteen (15) tenured members of the Voting Faculty. The Nominations and Election Committee shall solicit nominations from which members get elected to staggered two-year terms. Ten members shall be regular members, and the remaining five shall be alternate members.

3. Special Regulations. At the time the Board elects its chair, it shall also elect a secretary.

4. Responsibilities. When it is necessary to compose a grievance committee, that committee shall be selected from the ten regular members of the Board according to the procedures and restrictions in Purdue University Executive Memoranda. If a need for additional members should arise in the formation of any grievance committee, they shall be selected from the five alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other tenured members of the Voting Faculty.

B. THE CAMPUS APPEALS BOARD

1. Membership. In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, the Faculty portion of the Campus Appeals Board shall consist of a total of six (6) elected members of the Faculty, including three members and three alternates.

2. Special Regulations. In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, Faculty terms on this Board shall be for two years commencing one week before the beginning of regular fall classes following election. No member of the Faculty may serve more than two consecutive terms.

3. Responsibilities. The responsibilities of the Faculty portion of the Campus Appeals Board shall be those explained in the PFW Code of Student Rights, Responsibilities, and Conduct.

C. THE GRADE APPEALS BOARD

1. Membership. The Grade Appeals Board shall consist of nine (9) members of the Faculty, elected in such manner that no more than two shall be from the same major unit.

2. Responsibilities. The responsibilities of the Grade Appeals Board shall be those explained in the campus grade appeals policy. If a case is to be heard, a five-member panel drawn from the Board membership shall hear the appeal. The panel shall act for the Board, and its decisions shall be final and not subject to review by other Faculty bodies.

D. NON-SENATE COMMITTEES

1. Rationale. To assure that the Senate and the Faculty are informed of the activities, studies, and recommendations of any PFW committee upon which members of the Faculty serve by virtue of appointment thereto, certain reports shall be issued.

2. Definitions

2.1. A committee subject to these reporting procedures shall:

2.1.1. consist of a group of persons, at least one of whom is a member of the Faculty appointed to the committee by a University administrator;

2.1.2. function above the major-unit level;

2.1.3. has been established to perform a task or group of tasks related to the powers and responsibilities of the Faculty; and

2.1.4. not necessarily have the word “committee” in its name.

2.2. A report shall consist minimally of written notice to the Faculty through the Executive Committee that written information concerning a committee is available in a specified, accessible location.

3. Procedures

3.1. Initial reports shall be written and caused to be distributed by the person establishing a new committee, within thirty days of the establishment of said committee. They shall contain the committee’s name, membership, and full charge. If that person fails to do so, one of the Faculty members on the said committee should do so in their place.

3.2. Progress reports shall be written and caused to be distributed by the chair of a committee, or a designee, in a timely fashion. They shall make known all significant committee activities, studies, and recommendations, and all changes in the name, membership, or charge of a committee. The disestablishment of a committee shall also be made known in a progress report. If the chair fails to do so, one of the Faculty members on the said committee should do so in their place.

VI. REPRESENTATIVES

A. REPRESENTATIVES TO PFW BODIES

1. The Elected Representative of the Lecturers to the Senate

1.1. **Eligibility.** All lecturers are eligible to vote for, and be elected to, the position of elected Representative of the Lecturers.

1.2. Election and Term

1.2.1. The term of office of the elected Representative of the Lecturers shall be three years, beginning one week before the start of regular fall classes following election. When necessary, the Nominations and Elections Committee shall conduct this election among the lecturers so that the name of the incoming elected Representative of the Lecturers shall be transmitted to the Clerk of the Senate on the same schedule as that of incoming Senators.

1.2.2. Should a vacancy in the position of the elected Representative of the Lecturers occur, the Nominations and Elections Committee shall immediately hold an election among the lecturers for any remaining time in that term.

1.3. **Representation.** The elected Representative of the Lecturers shall be considered a member of the academic department to which the most service is assigned, and the major unit to which that academic department is assigned. If the Representative of the Lecturers serves in more than one unit, the representative shall be counted as a member of the unit to which the most service is assigned; an elected Representative of the Lecturers who serves equally in two or more units shall inform the Chief Academic Officer, prior to the annual certification, of the unit in which the representative wishes to be counted.

1.4. **Apportionment.** As stated in the Constitution, Subsection III.A 4, the elected Representative of the Lecturers does not count toward an academic unit's apportionment.

1.5. **Rights.** See Subsection I.A.3.9 above.

2. Faculty Representative to the Campus Space Committee

2.1. Election and term

2.1.1. This representative shall be an elected member of the Faculty and serve a three-year term beginning one week prior to the start of regular fall classes following election.

2.1.2. The University Resources Advisory Committee shall fill any vacancy in this position for the remainder of the academic year, in which case, subject to Senate ratification, a special election among the Faculty shall be held to select a member of the Faculty to complete that term.

2.2. Responsibilities

- 2.2.1. The University Resources Advisory Committee shall oversee the Faculty Representative to the Campus Space Committee.
- 2.2.2. The Faculty Representative to the Campus Space Committee shall periodically report on its activities to the Faculty through the University Resources Advisory Committee, which shall update the Senate on those activities at least once each academic year.

B. REPRESENTATIVES TO SYTEM-WIDE BODIES

1. Purdue West Lafayette Senate

1.1. **Eligibility.** The PFW Representative in the Purdue University Senate (hereinafter referred to as the “Purdue Senator”) shall be a tenured member of the Voting Faculty whose teaching schedule must allow for attendance at the monthly meetings of the Purdue University Senate.

1.2. Election and term

- 1.2.1. The Purdue Senator shall be elected to a three-year term with the term of office to commence with the fall classes following election. The Purdue Senator may not serve more than two consecutive terms.
- 1.2.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a tenured member of the Voting Faculty to complete that term.

1.3. Responsibilities

- 1.3.1. The Purdue Senator shall represent the PFW Faculty in the Purdue University Senate. In doing so, the Purdue Senator should disseminate information about the deliberations and activities of the Purdue University Senate to the PFW Faculty, take steps to understand the views of PFW Faculty on these deliberations and activities, and present views of PFW Faculty to the Purdue University Senate.
- 1.3.2. The Purdue Senator shall periodically report, but at least once per semester, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Purdue University Senate.
- 1.3.3. The Purdue Senator may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.
- 1.3.4. The Purdue Senator shall represent the PFW Faculty on the Intercampus Faculty Council (IFC).

2. Intercampus Faculty Council (IFC)

2.1. **Assuming office.** The two PFW representatives to the Intercampus Faculty Council shall be the PFW Senator (see Subsection 1.3.3 above) and one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4+ii.3).

2.2. Responsibilities

2.2.1. The two representatives shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Intercampus Faculty Council.

2.2.2. The representatives may also seek guidance from the (other) Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

3. University Policy Committee (UPC)

3.1. **Assuming office.** The PFW representative to the University Policy Committee shall be one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4+ii.3).

3.2. Responsibilities

3.2.1. The representative shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the University Policy Committee.

3.2.2. The representative may also seek guidance from the other Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

4. Liaison to the Purdue Graduate School

5. Purdue University Advisory Committee on Equity

5.1. **Appointment and term.** The Vice-President for Ethics and Compliance of Purdue University appoints, upon the nomination of the PFW Chancellor, a member representing PFW to a three-year term.

5.2. **Nomination.** A shortlist of candidates for nomination by the Chancellor shall be selected by the Faculty Chairs from a panel of nominees solicited by the Nominations and Elections Committee.

5.3. **Responsibilities.** The representative shall have the responsibilities as specified in the Procedures for Resolving Complaints of Discrimination and Harassment of Purdue University.

6. Representatives to the Purdue University Sustainability Committee

6.1. Faculty representative

6.1.1. Election and term

6.1.1.1. The PFW Faculty representative to the Purdue University Sustainability Committee shall be a member of the Voting Faculty elected to a three-year term starting on the first day of the fall semester following election.

6.1.1.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.

6.1.2. Responsibilities

6.1.2.1. The Faculty representative shall periodically report, but at least once per academic year, to the Faculty through the Executive Committee on the activities of the Sustainability Committee.

6.1.2.2. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

6.2. Student representative

6.2.1. Election and term

6.2.1.1. The PFW student representative to the Purdue University Sustainability Committee shall be selected by the PFW Student Government Association (SGA) to serve a one-year term dating from the first day of regular fall classes.

6.2.1.2. Vacancies in this position shall be filled by the PFW Student Government Association at the request of the Presiding Officer of the PFW Senate.

6.2.2. **Responsibilities.** The student representative shall periodically report, but at least once per academic year, to the PFW Student Government Association on the activities of the Sustainability Committee.

7. Undergraduate Curriculum Council

7.1. Election and term

7.1.1. The PFW representative to the PFW Undergraduate Curriculum Council shall be a member of the Voting Faculty elected to a three-year term starting on the first day of the fall semester following election.

7.1.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.

7.2. Responsibility

7.2.1. The representative shall periodically report, but at least once per academic year, to the Faculty through the Educational Policy Committee on the activities of the Undergraduate Curriculum Council.

7.2.2. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

VII. MISCELLANEOUS PROVISIONS

A. RECALL OR EXPULSION OF SENATORS

1. For Excessive Absence

1.1. In the case of an elected Senator or the Representative of the Lecturers, who is absent excessively, the Senate may petition the Senator's unit to recall the Senator or the Representative of the Lecturers and elect another. To pass a recall petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.

1.2. In the case of an ex-officio member, who is absent excessively, the Senate may petition the Presiding Officer of the Faculty to reprove the offender. To pass a reproof petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.

2. For Obstructing the Senate

2.1. The Senate may unseat, by a two-thirds majority of its membership voting by secret written ballot, any member whose actions or behavior habitually obstructs normal parliamentary procedures. Any member so unseated shall be ineligible to be returned to the Senate during the academic year, and in the case of an elected Senator the unit shall elect a replacement for the remainder of the elected term.

B. ENABLEMENT

1. Upon acceptance of these Bylaws, the Senate shall cause timely elections to be held for all committees, subcommittees, and boards named above. Initial terms on these bodies shall expire at the scheduled times.

C. AMENDMENTS

1. Amendments to these Bylaws may be proposed to the Executive Committee by any Senator (see II.A.2.1.7) or Senate committee or subcommittee.

2. If any committee or subcommittee report requires amendment of these Bylaws to become effective, then the report shall incorporate a proposal for such amendment. Such proposals shall be submitted to the Executive Committee in order to ensure that they are placed in the proper form.

3. Amendments to the Bylaws of the Senate, consistent with the Constitution of the PFW Faculty, may be adopted by vote of two-thirds of those Senators present and voting at a meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting under the title "Amendment(s) to the Bylaws of the Senate." If the proposed amendment is approved by a simple majority of those voting, but not by

two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.

4. Amendments to these Bylaws become effective immediately upon their successful adoption by the Senate, unless the text of the resolution containing those amendments indicates otherwise.
5. The Clerk, after consultation with and the approval of both the Parliamentarian and the Executive Committee, may correct, provided they do not change the intended meaning, minor clerical mistakes in this document without Senate approval. If the Clerk, Parliamentarian, and Executive Committee do, they must give written notice to the Senate, detailing the changes.

Purdue University Fort Wayne
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BYLAWS OF THE FORT WAYNE SENATE

I. GENERAL PROVISIONS

A. GENERAL PROVISIONS REGARDING SENATE AND ITS MEETINGS

1. **Rules of Order.** Except as otherwise provided herein, *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the Senate, assemblies and convocations of the Faculty, and proceedings of committees and subcommittees established by the Senate or by Senate committees.
2. **Definitions and References.** In these Bylaws,
 - 2.1. Purdue University Fort Wayne shall be referred to as “the University” or “PFW,” and all references to titles, roles, offices, or committees refer, unless otherwise stated, to those of the University or the Senate;
 - 2.2. the PFW Faculty Senate shall be referred to as “the Senate,” and the Executive Committee shall be that of the Senate and Constitution that of the PFW Faculty;
 - 2.3. the words “major unit” shall mean “college, school, or the library;”
 - 2.4. the words “Voting Faculty” shall be read inclusively and mean “Voting Faculty and/or Senators;”
 - 2.5. the word “lecturer” shall be read inclusively and mean “lecturer and/or senior lecturer;”
 - 2.6. the word “Faculty” shall be read inclusively and mean “Voting Faculty and/or lecturer;” and
 - 2.7. cross-references that refer to other items at the same level of subdivision omit mention of higher levels (e.g., “Section 3” instead of “Section II.B.3”). Language rendered in italics is taken from the Constitution or, if postfixed by “[S],” the Statement on Government of Colleges and Universities (1966, rev. 1990).
 - 2.8. In these Bylaws, and in all existing and future Senate documents and references that make reference to departments, those references shall be understood to also apply to schools within colleges, unless otherwise stated in a document or reference (see SD 17-10). ~~See Senate Document SD-17-10 for background.~~

3. Meetings of the Senate

3.1. Scheduling

3.1.1. Regular meetings of the Senate shall be held on the second Monday of each month, September through April, except that the date of a regular meeting may be moved by not more than one week in either direction by action of the Executive Committee announced at least one week in advance of the actual date of the meeting. The beginning and ending of Senate meetings shall conform to the pattern for the scheduling of classes. If the agenda for a regular meeting is not exhausted during this session, the meeting will continue for a second session, at the same time one class week thence. The Senate shall not schedule regular meetings for **on average** more than two such sessions ~~in any~~ **per** month.

3.1.2. Special meetings of the Senate shall be held upon petition by twenty percent of the Voting Faculty, by forty percent of the Senate, or by action of the Executive Committee. Meetings ~~that~~ **which** are the result of petition shall be scheduled in a timely manner, but in no case shall they be scheduled for later than one week after receipt of the petition by the chairperson of the Executive Committee. Special meetings, whether the result of petition or decision of the Executive Committee, require written notice to the membership at least forty-eight hours in advance of the meeting, and only those resolutions circulated with the agenda distributed with the meeting notice may be considered.

3.2. **Agendas and minutes.** The **Secretary Clerk** shall distribute agendas of regular meetings and convocations one week in advance and **post agendas and minutes** of all Senate meetings, convocations, and assemblies **on the Senate's webpage**.

3.3. **Attendance.** Except as provided herein, meetings of the Senate will be open to all members of the PFW community, as observers, and to other persons invited to attend by the Executive Committee. Representatives of the press will normally be invited to be present. At any meeting, the Senate may, by a majority vote of the Senators present, exclude all observers. Certain observers may be permitted to return, at the request of the Presiding Officer approved by a majority vote of the Senators present, or by a majority vote of the Senators present.

3.4. **Quorum.** A majority (**i.e., more than half**) of the Senate membership shall constitute a quorum.

3.5. **Order of business.** The order of business at each regular meeting of the Senate shall be as follows:

3.5.1. Call to order

3.5.2. Approval of the minutes of the previous meeting

3.5.3. Acceptance of the agenda

- 3.5.4. Reports of the ~~Speakers of the~~ Faculty Chairs. ~~The Speaker in the second year of his/her term~~ They shall ~~will~~ report ~~first~~ in order of their seniority in office.
~~e.— Report of the Presiding Officer~~
- 3.5.5. Special business for the day. This includes memorial resolutions
- 3.5.6. Unfinished business
- 3.5.7. Committee reports requiring action. Every agenda item shall be labelled as “for discussion,” “for action,” or “for information.” Unless the Executive Committee decides otherwise, the default shall be that no item is designated as “for action” that was not designated as “for discussion” on a previous agenda.
- 3.5.8. New business. No formal business may be conducted, nor action taken on any motion or resolution, after the close of new business.
- 3.5.9. Question time. At this time, the ~~U~~niversity administration will respond to written questions submitted in advance through the Executive Committee unless the administration gave a written response in advance of the meeting that was included as a Senate Reference to the agenda.
- 3.5.10. Committee reports “for information only.” Time permitting, a representative of the originating body of the report should give a brief summary and answer any questions from the floor.
- 3.5.11. The general good and welfare of the University
- 3.5.12. Adjournment

3.6. Speaking privileges

- 3.6.1. Members. Senators shall obtain the floor by raising a hand to seek recognition.
- 3.6.2. Nonmembers.
- 3.6.2.1. The PFW Representative in the Purdue University Senate shall have speaking privileges (see Section VI.B.1).
- 3.6.2.2. Upon request prior to a meeting, ~~Voting Faculty, lecturers~~ any nonmember, Faculty or a member of the administration, may be invited by the Executive Committee to participate without vote in the meeting, ~~subject, however, to the exercise by the Executive Committee of its responsibility for taking varied points of view into account and for the efficient management of the Senate’s time~~. On its own initiative, the Executive Committee may invite any nonmember to participate in the discussion of matters of particular interest to the observer.
- 3.6.2.3. Any such invitation shall be subject, ~~however,~~ to the exercise by the Executive Committee of its responsibility for taking varied points of view into account and for the efficient management of the Senate’s time.

3.6.2.4. The ~~Secretary~~ Clerk shall ensure that all observers are seated apart from Senators.

3.6.3. ~~Affiliates~~. Affiliates identified below are encouraged ~~will be permitted~~ to participate, without vote, in Senate meetings.

~~Faculties WHAT IS THIS ABOUT? If Lecturer (but see below) or Adjunct, can we say so? which are resident on the Fort Wayne campus but which include no members of the Voting Faculty shall be accorded representation by Senate affiliates. Each such faculty shall select annually one of its number to serve as Senate affiliate.~~

3.6.3.1. The ~~f~~Faculty of Indiana University Fort Wayne shall be accorded one Senate affiliate.

3.6.3.2. The Registrar's Office shall be accorded one Senate affiliate.

3.6.3.3. The Office for Student Conduct and Care shall be accorded one Senate affiliate.

3.6.3.4. Students shall be accorded representation by an affiliate who shall be the President of the Student Government Association (SGA) or that person's designee.

3.6.3.5. The ~~Administrative and~~ All Professional Staff Advisory Committee (APSAC) shall be accorded representation by an affiliate who shall be the President of APSAC or that person's designee.

3.6.3.6. The Clerical and Service Staff Advisory Committee (CSSAC) shall be accorded representation by an affiliate who shall be the Chair of CSSAC or that person's designee.

3.7. **Majority.** A majority shall be more than half of the votes cast.

3.8. **Alternates and proxy voting.** Neither alternates for members nor proxy voting shall be permitted. A member who will be absent from a meeting may present views in a letter to the Presiding Officer or request that the Executive Committee invite a person named by the member to speak on a particular issue.

3.9. **Roll-call votes.** Upon request of 20% of the Senators present and voting by a show of hands, a roll-call vote shall be taken on the pending motion, and the minutes shall record the names of those voting aye, ~~nay~~ no, and present.

3.10. **The elected ~~r~~Representative of the ~~l~~Lecturers.** The ~~r~~Representative of the ~~l~~Lecturers (see Subsection V.A.1 below) shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and/or tenure for tenured, ~~and~~ tenure-track, or clinical faculty or professors of practice in the Senate or ~~in~~ its committee.

~~Unless explicitly stated otherwise, all references to "lecturers" in these Bylaws shall apply to both lecturers and senior lecturers.~~

Moved to Article V

~~All lecturers are eligible to vote for, and be elected to, the position of elected representative of the lecturers.~~

~~The term of office of the elected representative of the lecturers shall be three years, beginning one week before the start of regular fall classes following election. When necessary, the Nominations and Elections Committee shall conduct this election among the lecturers so that the name of the incoming elected representative of the lecturers shall be transmitted to the Secretary-Clerk of the Senate on the same schedule as that of incoming Senators. Should a vacancy in the position of the elected representative of the lecturers occur, the Nominations and Elections Committee shall immediately hold an election among the lecturers for any remaining time in that term.~~

~~The elected representative of the lecturers shall be considered a member of the academic department to which the most service is assigned, and the Major Unit to which that academic department is assigned. If the representative of the lecturers serves in more than one unit, the representative shall be counted as a member of the unit to which the most service is assigned; an elected representative of the lecturers who serves equally in two or more units shall inform the Chief Academic Officer, prior to the annual certification, of the unit in which the representative wishes to be counted.~~

~~As stated in the Constitution (VIII.A 4.), the elected representative of the lecturers does not count toward an academic unit's apportionment.~~

~~The elected representative of the lecturers shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and tenure for tenured and tenure-track faculty in the Senate or in committee.~~

3.11. Rights and duties of a Senator

3.11.1. The privileges of a Senator shall include the right to:

3.11.1.1. receive meeting materials one week prior to regularly scheduled meetings;

3.11.1.2. be treated with respect and decorum by the Presiding Officer and fellow-Senators during Senate proceedings;

3.11.1.3. vote on all matters according to one's best judgment; and to

3.11.1.4. shape Senate proceedings by bringing motions to the floor, appealing rulings of the Presiding Officer, or interrupting proceedings by urgent, time-sensitive points of order.

3.11.2. The duties of a Senator shall include the obligation to:

3.11.2.1. attend meetings of the Senate prepared, ready to discuss and vote;

- 3.11.2.2. treat the Presiding Officer and fellow-Senators with respect and decorum during Senate proceedings;
- 3.11.2.3. serve as a two-way conduit of information between Senate and the unit they represent; and to
- 3.11.2.4. contribute to the work of the Senate by running for or serving on at least one Senate committee.

4. CONVOICATIONS

- 4.1. **Quorum.** At convocations of the Faculty, twenty percent of the Voting Faculty shall constitute a quorum.

~~AGENDA AND MINUTES~~

Moved to, amended, and merged into 3.2

~~The Secretary shall distribute agendas and minutes of all Senate meetings and convocations to all members of the Faculty. Agendas of regular meetings and convocations shall be distributed one week in advance.~~

B. GENERAL PROVISIONS REGARDING SENATE COMMITTEES AND SUBCOMMITTEES

1. **Scope.** In this section, provisions stated for committees shall equally apply to subcommittees unless otherwise stated.
2. **Types of Committee.** To aid in its functioning, the Senate may establish ~~three~~ five types of committees:
 - 2.1. **service committees**, which shall be standing committees charged with assisting in the routine operations of the Senate;
 - 2.2. **policy committees**, which shall be standing committees charged with **crafting policy** and advising the Senate **and the administration** on substantive matters, and which may establish subcommittees to assist in their efforts;
 - 2.3. **advisory committees**, which shall be standing committees charged with advising the Senate and the administration on substantive matters, and which may establish subcommittees to assist in their efforts;
 - 2.4. **ad-hoc committees**, which shall be established by the Senate for special purposes; ~~and Service and policy committees in addition to those provided herein must be established by amendment of these bBylaws; ad-hoc committees may be established by Senate legislation.~~
 - 2.5. **boards**, which, while being committees populated (mostly) by Faculty and subject to review by the Senate, operate outside the usual reporting structure of the Senate.

~~*Membership.* No one may serve on more than four Senate committees and/or subcommittees in a given academic year.~~

~~*Terms.* All committee and subcommittee terms shall be staggered.~~

3. Composition, Elections, and Appointments

3.1. **Composition.** Except as otherwise provided in these ~~b~~Bylaws,

3.1.1. Committees and subcommittees shall be composed of Faculty, with Voting Faculty comprising at least two-thirds (2/3) of its voting membership and at least one of them being a Senator.

3.1.2. Committee members designated as “ex-officio” may send a designee when unable to attend the meeting of a committee they are on.

~~Committees shall report to and be subject to review by the Senate; shall select their own chairs at the first meeting of each academic year (but see Constitution B.1.b.ii); this meeting to be convened by the committee member designated by the Senate Secretary Clerk of the Senate to do so and by a date set by the Executive Committee; and shall keep minutes on the Senate homepage available to all members of the Faculty.~~

3.2. **Elections.** Except as otherwise provided in these Bylaws,

3.2.1. ~~Committees shall have their members appointed or elected~~ Voting Faculty shall appoint or elect committee members, and elect representatives, in April, using the preferential voting system; and with terms to commence one week before the beginning of regular fall classes following election. ~~The terms of Senators shall continue for the remainder of the Senator’s elected term. The terms of Voting Faculty who are not Senators shall be for three years except as otherwise provided in these Bylaws. In the event that a committee member who is not a Senator should subsequently be elected to the Senate, their term on the committee shall come to an end. If the new Senator wishes to serve on the committee, they must be elected in April or appointed to fill a vacancy.~~

3.2.2. Committees shall have the power to fill ~~committee~~ vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in subsections 3.1.1 and 4.1 ~~5.1.2. and 5.1.4~~

3.3. **Appointments and nominations.** Affiliate members of the Senate, representatives on and nominations for Senate committees from the All Professional Staff Advisory Committee (APSAC), the Clerical and Service Staff Advisory Committee (CSSAC), and the Student Government Association (SGA) shall be appointed or nominated, and their names communicated to the Clerk, each April, with terms to commence one week before the beginning of regular fall classes that same year.

~~Except as otherwise provided in these bylaws, Senate subcommittees shall be composed of Voting Faculty and lecturers, who need not be members of the establishing committee or of the Senate; Voting Faculty must comprise at least 2/3 of the voting membership of any subcommittee. Subcommittees shall report to and be subject to review by the Senate and by the relevant Senate committee; shall select their own chairs at the first meeting of each academic year, this meeting to be convened by the subcommittee member designated by the Senate Secretary of the Senate to do so and by a date set by the Executive Committee; and shall keep minutes available to all members of the Faculty.~~

~~Senate subcommittees shall have their members appointed or elected by the preferential voting system in April, with terms to commence one week before the beginning of regular fall classes following election. Except as otherwise provided in these Bylaws, the terms shall be three years. Senate subcommittees shall have the power to fill subcommittee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2. and 5.1.5.~~

4. Membership, Terms, and Voting Rights

- 4.1. **Membership.** No one may serve on more than ~~four~~ two **Senate** standing committees ~~and/or four subcommittees~~ in a given academic year, and no one may be nominated to serve on any standing committee such that the results of the relevant election could lead that nominee to serve on more than two standing committees in a given academic year.
- 4.2. **Terms.**
 - 4.2.1. Senators and Faculty. Except as otherwise provided in these Bylaws,
 - 4.2.1.1. all committee ~~and subcommittee~~ terms shall be staggered;
 - 4.2.1.2. the terms of Senators shall continue for the remainder of the Senator's elected term;
 - 4.2.1.3. the terms of ~~Voting~~ Faculty who are not Senators shall be for three years; ~~except as otherwise provided in these Bylaws. All student representatives and all shall serve for one year, with the term to commence one week before the beginning of regular fall classes.~~
{UP&DOWN}
 - 4.2.1.4. becoming a Senator during one's term on a committee shall not affect one's membership in that committee.
 - 4.2.2. Sabbatical Replacement. A member of the Faculty who goes on a sabbatical leave shall resign at the end of the semester before their sabbatical leave begins but give advance notice of their plans so that the committee can fill the vacancy in due time; or, if they serve on the Faculty Affairs Committee, they shall resign at the end of the semester that precedes the review of their sabbatical application.
 - 4.2.3. Representatives. Except as otherwise provided in these Bylaws, administrative/professional staff representatives (APSAC), clerical/service staff representatives (CSSAC), and student representatives (SGA) shall serve for one year.
- 4.3. **Voting Rights.** Except as otherwise provided in these Bylaws, all members of a committee, except for student representatives, shall have voting rights in that committee.

4.4. **Majority.** When voting in a committee, it is considered a majority, or a majority decision, if it includes more than half of all votes cast, but also includes more than half of all votes from Faculty.

5. General Responsibilities of Senate Committees

5.1. First meeting of a committee

- 5.1.1. At the beginning of each academic year, preferably during the week before the beginning of regular fall classes (also known as “on-duty week”), committees shall be convened for a first time by the senior committee member designated by the ~~Senate Secretary~~ Presiding Officer, with assistance from the Clerk, to do so. The Clerk shall send out this information after the elections have to come to a close in April.
- 5.1.2. At this meeting, except as otherwise provided in these Bylaws or the Constitution; committees shall select their own chairs from the ranks of Faculty. If no one volunteers at this meeting, the most senior faculty member shall serve as acting chair until a chair has been elected.
- 5.1.3. At this meeting, committees shall collectively review their charges and set a preliminary agenda for the academic year.

5.2. Committee chairs

~~shall select their own chairs at the first meeting of each academic year (but see Constitution B.1.b.ii);~~

- 5.2.1. Except as otherwise provided in these Bylaws or the Constitution,
- 5.2.2. The committee chair’s main responsibility shall be to thoroughly prepare, facilitate, and preside over regular meetings of the committee and to coordinate the work done both within the committee as well as its subcommittees or its parent committee, respectively.
- 5.2.3. The committee chair shall report out of the committee and communicate, unless delegated, with people or units outside the committee on its behalf.
- 5.2.4. The committee chair, assisted by the Clerk of the Senate, shall keep timely minutes and maintain the committee’s activity log on the Senate ~~home~~ webpage, available to all members of the Faculty.
- 5.2.5. The committee chair must not do the majority of the committee work but rather ensure that the work is distributed and carried out as equitably as possible among all committee members.

5.3. Committee members

- 5.3.1. Committee members shall assume an active role in the work of the committee and be willing to pull their weight.

- 5.3.2. Committees ~~and subcommittee chairs~~, with the majority vote of their members ~~committee/subcommittee~~, shall have the power to remove ~~committee/subcommittee~~ members who fail to attend unexcused two consecutive meetings and/or fail to contribute to the work of the ~~committee/subcommittee~~; this includes chairs who fail to do their duties. In case a committee member gets removed, the vacancy shall be filled as soon as possible (as per Subsection 3.2.2 above)
- 5.4. **Report and review.** Committees shall report to and be subject to review by the Senate.
- 5.4.1. Committees shall **also** report to the Senate at the Senate's request, as requested by the Executive Committee, or on their own initiative, ~~and If any committee or subcommittee report requires amendment of these bBylaws to become effective, then the report shall incorporate a proposal for such amendment. Such proposals shall be submitted to the Executive Committee in order to ensure that they are placed in the proper form.~~
- 5.4.2. Committees may give information concerning their activities to the campus administration, to any **Faculty** academic unit, or to any ~~Fort Wayne campus~~ PFW committee, subcommittee, or council (but see Subsection 5.2.2 above).
- 5.4.3. **Shared Governance.** Committees shall conduct their work in the spirit of shared governance as outlined in the Constitution, Section VI.A.

~~Senate committees and subcommittees shall provide to the Secretary Senate, for attachment to the agenda of the last regular meeting of each academic year, a brief report on committee activities and actions during the year.~~

II. SERVICE COMMITTEES

A. THE EXECUIVE COMMITTEE

1. **Membership.** The Executive Committee shall have the membership established in the Constitution, Subsection C.3.a: *the Chair, the Chair-Elect, and the Past Chair of the Senate, the Parliamentarian of the Senate as an ex officio, non-voting member; and four senators elected by the Senate*, elected by the Senate in such manner that each is from a different major unit.
2. **Responsibilities**
- 2.1. **Constitutional Charges.** The Executive Committee shall **have** exercise powers and the responsibilities as specified **established** in the Constitution, subsections C.3.a.i–vii, and
- 2.1.1. *shall, at the beginning of the academic year, establish and publicize twenty dates during that academic year to be reserved for the conduct of Senate business;*

- 2.1.2. *shall formulate the agenda for each Senate meeting and shall be responsible for the circulation of the meeting agenda at least one week prior to a regular Senate meeting;*
 - 2.1.3. *may, with the approval of the Senate, recommend a procedure for the efficient conduct of items of business on the agenda;*
 - 2.1.4. *shall maintain online a list of Senate documents that are currently under deliberation in the various Senate committees, along with document status and name of committee and committee chairperson;*
 - 2.1.5. *shall serve as a clearing house for all Faculty matters that concern policy, shall help coordinating the work of all other Senate committees, and shall liaise with the administration;*
 - 2.1.6. *shall periodically review the committee structure of the Faculty to ensure the effectiveness of Senate and to encourage efficient Faculty participation;*
 - 2.1.7. *shall formulate and submit for Senate approval the Bylaws for the Senate. Amendments to the Bylaws may be proposed by this Committee and must be promptly reported to the Senate if proposed by a senator.*
- 2.2. **Specific Responsibilities.** In carrying out ~~these~~ its responsibilities, the Executive Committee shall:
- 2.2.1. Receive proposals for consideration by the Senate from any member of the ~~Voting Faculty and lecturers~~. or have the power to initiate such proposals unprompted. The Executive Committee shall either place any such proposal on the agenda for the next Senate meeting, or, if that agenda is full, on the agenda for the following Senate meeting; or may send the proposal to a Senate committee or subcommittee. If the latter course is followed, the text of the proposal, and its immediate disposition, shall be distributed “for information only” with the agenda of the next Senate meeting; and the ultimate disposition of the proposal shall consist of a report on the proposal from that committee or subcommittee, to the Senate. *If the Executive Committee decides not do any of the above, then it should promptly state its reason for non-action to the initiator in writing.*
 - 2.2.2. Receive written questions, for response by the campus administration, from any member of the ~~Voting Faculty and lecturers~~. The Executive Committee shall ensure that these questions are routed to the appropriate University office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first. *If the Executive Committee decides not do any of the above, then it should promptly state its reason for non-action to the initiator in writing.*

2.2.3. Review the attendance record of Senators. If a Senator is frequently absent, the Executive Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.

~~Group multiple requests, for Senate approval for filling committee vacancies for the remainder of an academic year, into a single agenda item, subject to the right of the Senate to separate those items.~~

B. NOMINATIONS AND ELECTIONS COMMITTEE

1. Membership. The Nominations and Elections Committee shall consist of two Senators, elected by the Senate in such manner that each is from a different major unit ~~two Major Units shall be represented.~~

2. Responsibilities

2.1. **Responsibilities in respect to the Senate.** The Nominations and Elections Committee shall, except as otherwise provided herein,

2.1.1. ~~N~~nominate elective members for all Senate committees;

~~Nominate members, after consultation with the appropriate Senate committee, to administrators for their consideration for appointment to other committees;~~

2.1.2. ~~S~~solicit annually from the ~~Voting Faculty and lecturers~~ information concerning preferences and qualifications for committee assignments;

2.1.3. ~~E~~establish, in cooperation with the Clerk, the procedure for, and conduct, such votes as are required among the Senators; and/or the ~~Voting Faculty, and the lecturers;~~ ~~The Nominations and Elections Committee shall place at least two names in nomination for each vacancy on the Executive Committee.—~~

2.1.4. establish, in cooperation with the Presiding Officer and the Clerk, the procedures for and solicit candidate names from

2.1.4.1. the All Professional Staff Advisory Council (APSAC) for their representatives on select committees;

2.1.4.2. the Campus Support Staff Advisory Committee (CSSAC) for their representatives on select committees;

2.1.4.3. the Student Government Association (SGA) for their representatives on select committees; and

2.1.4.4. various administrative units for their representatives on select committees.

2.2. **Responsibilities in respect to the Faculty.** The Nominations and Elections Committee shall, except as otherwise provided herein,

2.2.1. ~~N~~nominate members, after consultation with the appropriate Senate committee or the Faculty Chairs, to administrators for their consideration for appointment to other committees.

(Appendix A, while not being a proper part of the Bylaws, lists all committees that require representatives.)

III. POLICY COMMITTEES

A. THE EDUCATIONAL POLICY COMMITTEE (EPC)

1. Membership. The Educational Policy Committee shall consist of ten (10) members, namely,

1.1. three (3) **ex-officio** members:

1.1.1. the Chief Academic Officer (~~nonvoting~~), ~~who may send a designee, when unable to attend committee meetings, a designee to serve as a nonvoting member;~~

1.1.2. the Registrar (~~nonvoting~~);

1.1.3. the Director of Student Conduct and the Care Team (~~nonvoting~~); and

1.2. ~~six~~ seven (7) ~~Senators and Faculty~~, elected ~~by the Senate~~ in such manner that at least ~~four~~ five of the ~~M~~major ~~U~~units shall be represented.

2. Responsibilities

2.1. **Constituional Charges.** The Educational Policy Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.1–2, 3.a, and 4.a) and:

2.1.1. determine through legislative authority:

2.1.1.1. *the academic calendar;*

2.1.1.2. *the policies for class scheduling;* and

2.1.2. review and approve through operational authority:

2.1.2.1. *the titles of the academic degrees conferred at PFW;*

2.1.2.2. *the general requirements for the curricula leading toward academic degrees or certificates;*

2.1.2.3. *the nomination of all candidates for degrees and certificates;* and

2.1.3. set policies through joint effort concerning:

2.1.3.1. *the admission and academic placement of students;* and

2.1.4. make formal recommendations through established processes of consultation before the University reaches decisions concerning:

2.1.4.1. *changes in academic organization.*

2.2. **Additional Responsibilities.** In carrying out ~~those~~ its responsibilities, the Educational Policy Committee shall be concerned with, but not limited to,

- 2.2.1. maintaining accurate and current ~~Bulletin~~ **Catalog** information (e.g., standards for admission, and academic placement, grades and grading, ~~scholastic probation, dismissal separation for academic reasons~~ academic notice, separation, and reinstatement as well as aligning PFW Catalog language with that of Purdue WL where appropriate);
- 2.2.2. the academic calendar and ~~policies for scheduling classes~~ class scheduling policies; ~~library and other learning resource policies [FAC]~~;
- 2.2.3. ~~the h~~Honors ~~p~~Programs, the Civics Literacy Proficiency Program, the General Education Program, the Advising Program, the military training and continuing education programs;
- 2.2.4. general education policies, ~~general research policies [FAC]~~ **general** and curriculum standards, ~~and~~ as well as the coordination of interdepartmental education programs and of Fort Wayne curricula with those of West Lafayette; and
- 2.2.5. ~~the improvement of instruction in general and the general academic organization, interdepartmental and interinstitutional research and education programs [FAC & Up], and continuing education programs [moved up].~~

~~Academic Calendar. In developing the academic calendar, the Educational Policy Committee shall:~~

~~Study those regulations of the Purdue University System and Indiana University Fort Wayne which bear upon the Purdue University Fort Wayne calendar.;~~

~~Develop and propose a formula for the establishment of an academic calendar, after considering starting dates, examination schedules, reading days, official holidays, vacations, and the number of weeks in the semester.;~~ Poll the Faculty and student body from time to time regarding preferences for an academic calendar.;

~~By January 1 of each year, develop, discuss, and evaluate the formula or specific dates for the academic year calendar (and following summer) beginning in the fall of the calendar year two years thence (i.e., the academic year beginning approximately 2 1/2 years thence).;~~

~~By February 1 of each year, present to the Senate the above formulas or calendars.;~~

~~By March 1 of each year, present to the Senate for adoption the specific dates of the academic year calendar (and following summer).~~

~~A calendar shall be considered adopted when it has been accepted by the Senate. Once a calendar has been adopted, it may not be modified or rescinded except by 2/3 vote of the Senate.~~

- 2.3. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Educational Policy Committee shall establish one council and three subcommittees:
- 2.3.1. the Advising Program Council, which is concerned with the academic Advising Program;
 - 2.3.2. the Curriculum Subcommittee, which is concerned with both undergraduate and graduate education;
 - 2.3.3. the Programs Subcommittee, which is concerned with the programs for general education; and civics literacy as well the military training and continuing education programs; and
 - 2.3.4. the Honors Program Subcommittee, which is concerned with the Honors Program.

3. The Advising Program Council

3.1. **Membership.** The Advising Program Council shall consist of ten (10) members, namely,

3.1.1. two (2) ex-officio members:

3.1.1.1. the Chief Academic Officer;

3.1.1.2. the Director of Academic Accountability and Student Success (~~nonvoting~~); and

3.1.2. five (5) representatives:

3.1.2.1. three (3) professional advisors (~~nonvoting~~), each representing a different major unit and appointed by the Director of Academic Accountability and Student Success to staggered three-year terms;

3.1.2.2. two (2) students, each appointed by the Student Government Association (SGA); and

3.1.3. three (3) Faculty from the Educational Policy Committee.

3.2. Responsibilities

3.2.1. Responsibility for administering the Advising Program shall reside with the Director of Academic Accountability and Student Success, assisted by the Advisory Council, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

3.2.2. Specifically, the Council shall:

3.2.2.1. analyze assessment data from the Office of Academic Accountability and Student Success;

3.2.2.2. recommend to the Senate and to the Chief Academic Officer policies related to the campus advising program; and

- 3.2.2.3. conduct an ongoing review of the goals and operations of the program, with ~~biennial~~ annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer ~~as appropriate~~ each fall .

4. The Curriculum Subcommittee

4.1. **Membership.** The Curriculum Subcommittee shall consist of fourteen (14) members, namely,

4.1.1. four (4) ex-officio members:

- 4.1.1.1. the Chief Academic Officer (†/‡) ~~, nonvoting), who may send a designee, when unable to attend committee meetings, a designee to serve as a nonvoting member;~~
- 4.1.1.2. the Associate Vice Chancellor for Academic Programs (‡, ~~nonvoting~~),
- 4.1.1.3. the member of the Faculty who serves as Director of Graduate Studies (‡, voting), who may vote only to break or create tie votes;
- 4.1.1.4. the member of the Faculty ~~member~~ who serves as the ~~in-charge of~~ liaison with the ~~Purdue G~~graduate ~~S~~school of ~~Purdue~~ University (‡, voting);

4.1.2. five (5) representatives:

- 4.1.2.1. a representative of the Registrar's Office (†/‡);
- 4.1.2.2. two undergraduate student representatives (†), ~~nominated~~ appointed by the Student Government Association (SGA);
- 4.1.2.3. two graduate student representatives (‡), elected annually by the other members of the Subcommittee from among nominations, ~~solicited by the Nominations and Election Committee and submitted by departments or other units responsible for graduate degree programs~~ ; ~~student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.~~; and

4.1.3. five (5) Faculty (†/‡), elected in such manner that at least four of the major units shall be represented, ~~preferably including the Library~~, and at least two are from a department that offers a graduate degree and who hold membership on the ~~appropriate~~ graduate faculty.

4.2. **Definitions.** In this subsection, "~~A~~academic program" or simply "program" ~~in this context~~ shall mean any group of courses constituting a major, minor, degree, degree option, concentration, certificate program, or similar entity.

4.3. **Responsibilities in respect to undergraduate curricula.** The Curriculum ~~Review~~ Subcommittee shall advise the Senate concerning the exercise of the Faculty's right of review of the undergraduate curricula and report to the Faculty and submit any documents through the Educational Policy Committee. ~~Specifically, it shall:~~

- 4.3.1. Only members of the Subcommittee indicated by the dagger symbol ‘†’ shall participate in the activities listed in this subsection.
- 4.3.2. Review of new programs. The Curriculum Subcommittee shall examine and report on proposals for new academic programs prior to their approval by ~~PFW’s~~ the Chief Academic Officer or, if such approval is not required, prior to final approval at the highest possible level of campus review.
 - 4.3.2.1. During this examination, the Subcommittee shall evaluate: (i) the rationale for the proposed program; (ii) the use of PFW resources; (iii) the relationship among proposed and existing programs; (iv) other effects on PFW and on PFW’s constituencies of the proposed program.
 - 4.3.2.2. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate “for information only” its finding that the new program requires no Senate review; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.
- 4.3.3. Review of existing programs. Upon a request from the Senate, an academic unit, or ~~PFW’s~~ the Chief Academic Officer, the Curriculum Subcommittee shall examine and report on existing academic programs and new or proposed courses.
 - 4.3.3.1. Such examinations shall be requested only when one of the following circumstances occur: (i) significant questions of proper sponsorship or academic quality arise. ~~Second;~~ ; (ii) there are administrative or ~~F~~faculty-led initiatives to reorganize, merge, reduce, or eliminate academic programs or units. ~~Third;~~ ; (iii) there is a ~~PFW~~University-wide effort to ensure the periodic review of academic programs by a body functioning above the department level.
 - 4.3.3.2. Procedures for carrying out these responsibilities can be found in Senate Document SD 19-24.
 - 4.3.3.3. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate “for information only” its finding that no Senate review is appropriate; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.
- 4.4. **Responsibilities in respect to graduate curricula.** ~~In matters affecting graduate education at PFW, and subject to the rules established by Purdue University and its graduate school,~~ The Curriculum Subcommittee shall advise the Senate concerning the planning and any policy ~~and as well~~ as the exercise of the Faculty’s right of review of ~~the~~ all graduate curricula, ~~subject to the rules established by Purdue University and its Graduate School,~~ and report to the Faculty and submit any documents through the Educational Policy Committee. ~~Specifically, it shall:~~
 - 4.4.1. Only members of the Subcommittee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this article.

- 4.4.2. Planning and policy functions. To encourage and coordinate the development of graduate education at PFW, the Subcommittee shall:
- 4.4.2.1. foster program coordination among PFW units and among PFW and the **Purdue Graduate Schools**;
 - 4.4.2.2. evaluate and make recommendations concerning the need for new programs;
 - 4.4.2.3. advise on policies for admission procedures and standards; **and**
 - 4.4.2.4. advise on policies for fellowships, assistantships, and other forms of financial assistance.
- 4.4.3. Review of new programs. The Curriculum Subcommittee shall examine and report on proposals for new graduate programs prior to the formal transmission of these documents to off-campus bodies charged with further review. **In so doing, it shall follow the steps specified in 4.3.2 above.**

~~During this examination, the Subcommittee shall evaluate the rationale for the proposed program; the use of PFW resources; the relationship among proposed and existing programs; other effects on PFW and on PFW's constituencies of the proposed program.~~

~~Upon completion of this examination, the Subcommittee shall report to the Senate "for information only" its finding that the new program requires no Senate review; or advise the Senate of its finding that the Senate should exercise its right of review.~~

- 4.4.4. Review of existing programs. Upon a request from the Senate, an academic unit, or **PFW's** the Chief Academic Officer, the Curriculum Subcommittee shall examine and report on existing academic programs and new or proposed courses. **In so doing, it shall follow the steps specified in 4.3.3. above.**

~~Such examinations shall be requested only when one of the following circumstances occur: First, significant questions of proper sponsorship or academic quality arise. Second, there are administrative or faculty-led initiatives to reorganize, merge, reduce, or eliminate academic programs or units that impact graduate-level programs. Third, there is a PFW-wide effort to ensure the periodic review of academic programs by a body functioning above the department level.~~

~~Procedures for carrying out these responsibilities can be found in Senate Document SD-19-24.~~

~~Upon the completion of this examination, the Subcommittee shall report to the Senate "for information only" its finding that no Senate review is appropriate; or advise the Senate of its finding that the Senate should exercise its right of review.~~

5. The Programs Subcommittee

5.1. **Membership.** The Programs Subcommittee shall consist of thirteen (13) members, namely,

5.1.1. four (4) ex-officio members:

5.1.1.1. the Chief Academic Officer (†, ~~nonvoting~~), ~~who may send a designee when unable to attend~~;

5.1.1.2. a representative of the Office of Academic Affairs who serves as Director of the Civics Literacy Proficiency Program (‡, voting) and who may vote only to break or create tie votes;

5.1.1.3. the Director of Continuing Studies (*);

5.1.1.4. the Director of Military Student Services (*); and

5.1.2. four (4) representatives:

5.1.2.1. a representative of the Registrar's Office (†/‡, ~~nonvoting~~);

5.1.2.2. a representative of the Division of Enrollment Management and the Student Experience ~~office of Student Conduct and Care~~ (†/‡, ~~nonvoting~~);

5.1.2.3. two (2) undergraduate student representatives (†/‡, ~~nonvoting~~), each from a different major unit and ~~nominated~~ appointed by the Student Government Association (SGA); and

5.1.3. five (5) Faculty (†/‡), elected in such manner that that at least four of the major units shall be represented.

5.2. **Responsibilities in respect to the General Education Program (GenEd)**

5.2.1. Only members of the Subcommittee indicated by the dagger symbol '†' shall participate in the activities listed in this subsection.

5.2.2. Responsibility for administering the ~~G~~general ~~E~~ducation ~~P~~rogram shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.

5.2.3. Specifically, the Subcommittee shall:

5.2.3.1. ~~R~~ecommend to the Senate all policies related to the ~~general education~~ program;

5.2.3.2. ~~A~~pprove courses for incorporation in the areas of the ~~general education~~ program; and

5.2.3.3. ~~C~~onduct an ongoing review of the goals and operations of the program, with ~~biennial~~ annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer ~~as appropriate~~ each fall.

5.3. Responsibilities in respect to the Civics Literacy Proficiency Program (CLPS)

- 5.3.1. Only members of the Subcommittee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this subsection.
- 5.3.2. Responsibility for administering the Civics Literacy Proficiency Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee.
- 5.3.3. Specifically, the Subcommittee shall:
 - 5.3.3.1. Establish, review, and revise the learning objectives of the program.
 - 5.3.3.2. Review and approve courses for the course path annually. The review should consider prerequisites, capacity of course offerings, impact on the PFW General Education Program, degree-specific curriculum maps, potential for student success, and other issues deemed appropriate by the Subcommittee.
 - 5.3.3.3. Develop a Civics Literacy Module for voluntary use in ~~the~~ “Freshman Success” courses. The Civics Literacy Module will include links to the test, events, recordings, and resources.
 - 5.3.3.4. Recruit faculty to produce recordings specific to the required exam and to programs on campus, and approve events and broadcasts for inclusion in the program.
 - 5.3.3.5. Establish the assessment plan for the program.
 - 5.3.3.6. Work with relevant offices at PFW ~~such as the Registrar’s Office and Student Life and Leadership, and the Assessment Office~~ to ensure methods for verifying attendance, development and administration of artifacts that can be used for assessment, and completion of the requirement.
 - 5.3.3.7. Review the annual assessment report and make recommendations based on that ~~the assessment~~ report to the Director of the Civics Literacy Proficiency Program and ~~Senate based on the assessment report.~~ the Educational Policy Committee each fall.

5.4. Responsibilities in respect to the military training and continuing education program

- 5.4.1. The two members of the Subcommittee indicated by the asterisk symbol ‘*’ shall participate only in the activities listed in this subsection.
- 5.4.2. While the responsibility for administering the military training and continuing education program reside outside Senate, the Subcommittee shall annually review both programs and report its findings and recommendations to the Faculty through the Educational Policy Committee each fall.

6. The Honors Program Subcommittee

6.1. **Membership.** The Honors Program Subcommittee shall consist of twelve (12) members, namely,

6.1.1. two (2) ex-officio members:

6.1.1.1. the Chief Academic Officer (~~nonvoting~~);

6.1.1.2. the Director of the Honors Program (voting), who may vote only to break or create tie votes;

6.1.2. five (5) representatives:

6.1.2.1. ~~two~~ three (3) members of the Honors Faculty (voting), appointed jointly by the Chief Academic Officer and the Director of the Honors Program to staggered three-year terms;

6.1.2.2. two (2) undergraduate students ~~members~~, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course and each appointed by the Student Government Association (SGA), ~~at least one of whom shall have successfully completed, or be enrolled in, at least one honors course, to one-year terms; and who shall participate and vote in all matters before the Council except questions of student admission, scholarships, retention, and satisfaction of program requirements;~~

6.1.3. five (5) Faculty, elected in such manner that at least four of the major units shall be represented.

6.2. **Special regulations.**

6.2.1. Student members indicated by the dagger symbol ‘†’ shall only participate and vote in all matters ~~before the Council~~ concerning the Honors Program, except questions of student admission, scholarships, retention, and satisfaction of program requirements.

6.3. **Responsibilities**

6.3.1. Responsibility for administering the Honors Program shall reside with its Director, assisted by the Subcommittee. which shall report to the Faculty and submit any documents through the Educational Policy Committee.

6.3.2. Specifically, the Subcommittee shall carry out the functions described in Senate Document SD 04-4 and shall exercise the Faculty’s authority with regard to academic matters related to the Honors Program.

B. THE FACULTY AFFAIRS COMMITTEE (FAC)

1. **Membership.** The Faculty Affairs Committee shall consist of nine (9) members, namely,

1.1. two (2) ex-officio members:

- 1.1.1. the Chief Academic Officer (~~nonvoting~~), ~~who may send a designee, when unable to attend committee meetings, a designee to serve as a nonvoting member;~~
- 1.1.2. the Director of the Center for Excellence in Learning and Teaching (voting);
and
- 1.2. ~~six~~ seven (7) ~~Senators and Voting~~ Faculty, elected ~~by the Senate~~ in such manner that at least ~~four~~ five of the ~~M~~major ~~U~~units shall be represented.

2. Special regulations.

- 2.1. Unless the Director of the Center for Excellence in Learning and Teaching is a member of the Faculty, they shall participate only in matters concerning teaching (grants, awards, training) as per Section 4 below
- 2.2. During their term on the ~~Sub~~Committee, its Faculty members shall be eligible to submit grant proposals and sabbatical leave requests but must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal and resign in case they submit a sabbatical application (see Section I.B.4.2.2), ~~including sabbaticals. Members of this Subcommittee shall be eligible to submit proposals and sabbatical leave requests reviewed by the Subcommittee during their term on the Subcommittee. Members must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal including sabbaticals.~~

3. Responsibilities.

- 3.1. **Constitutional Charges.** The Faculty Affairs Committee shall exercise powers and responsibilities as specified in the Constitution (see subsection VI.B.3.e) and
 - 3.1.1. set policies through joint effort concerning:
 - 3.1.1.1. *the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the Faculty;* and
 - 3.1.1.2. make formal recommendations through established processes of consultation before the University reaches decisions concerning:
 - 3.1.2.1. *the screening and selecting of academic and chief academic or administrative officers.*
- 3.2. **Additional Responsibilities.** In carrying out its responsibilities, the Faculty Affairs Committee shall also be concerned with, but not limited to,
 - 3.2.1. ~~recommending~~ setting policies through joint effort and overseeing procedures relating to the professional development of the Faculty, including:
 - 3.2.1.1. research and teaching grants;
 - 3.2.1.2. research and teaching awards ; ~~international travel grant~~
 - 3.2.1.3. sabbatical leaves;

3.2.1.4. general research policies; and

3.2.1.5. helping to provide opportunities for all persons who hold academic appointment at PFW for their professional growth in teaching, research, and/or creative endeavor;

3.2.2. setting policy through joint effort and in consultation with the Information Subcommittee concerning academic priorities, policies, and procedures for ~~the~~ Helmke Library, its collections, facilities, operations, and other educational and research support facilities and aids;

3.2.3. making formal recommendations before, and exercising the right to review after, the University reaches decisions concerning accreditation activities or other matters that pertain to the Faculty, its powers and responsibilities; and

3.2.4. the morale of the Faculty and its associate members, both as defined in Constitution, collectively and as individuals.

3.3. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Faculty Affairs Committee shall establish one subcommittee:

3.3.1. the Promotion and Tenure Subcommittee. ~~;~~ ~~and~~

~~3.4. the Professional Development Subcommittee.~~

4. The Promotion and Tenure Subcommittee (also known as the “Campus Committee”)

4.1. **Membership.** The Promotion and Tenure Subcommittee shall have the membership established in Senate Documents SD 14-36 and SD 19-13, subsections 2.5.2 and 2.6.2, respectively.

4.2. **Responsibilities.** The Promotion and Tenure Subcommittee shall have the responsibilities and follow the procedures established in Senate Documents SD 14-36 and SD 19-13.

C. THE STUDENT AFFAIRS COMMITTEE (SAC)

1. **Membership:** Membership: The Student Affairs Committee shall consist of thirteen (13) members, namely,

1.1. four (4) ex-officio member:

1.1.1. the Chief Student Affairs Officer (~~nonvoting~~), ~~who may send a designee, when unable to attend committee meetings, a designee to serve as a nonvoting member;~~

1.1.2. the Chief Diversity Officer;

1.1.3. the Director of Student Conduct and Care;

1.1.4. the Director of Student Housing; and

1.2. four (4) representatives:

- 1.2.1. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);
- 1.2.2. one representative of the All Professional Staff Advisory Council (APSAC, (†/‡);
- 1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC, (†/‡); and
- 1.3. ~~six~~ five (5) ~~Senators and Voting~~ Faculty, elected ~~by the Senate~~ in such manner that at least four of the ~~M~~major ~~U~~units shall be represented.

2. Responsibilities

- 2.1. **Constitutional Charges.** The Student Affairs Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.1.c and 3.b+c) and

- 2.1.1. determine through legislative authority

- 2.1.1.1. *the policies for student participation in athletic affairs;*

- 2.1.2. set policies through joint effort concerning:

- 2.1.2.1. *student conduct and discipline; and*

- 2.1.2.2. *student participation in group extracurricular activities.*

3. **Additional Responsibilities.** In carrying out those its responsibilities, the Student Affairs Committee shall

- 3.1. work closely with the Student Government Association (SGA)

- and be concerned with all *aspects of student life which relate to the educational process* [S], which may include

- 3.2. the general social, cultural, and practical welfare of all PFW students; and

- 3.3. any other matter ~~which~~ that would enhance the student's ~~university~~ campus environment ~~of the student~~ for their learning, living, and flourishing, during their time on campus and thereafter.

~~Specific non-classroom matters of concern shall include but not be limited to intramural and intercollegiate athletics, counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, recruiting and placement policies, and other matters which would enhance the university environment of the student for learning and living.~~

4. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the Student Affairs Committee shall establish one subcommittee:

- 4.1. the Mastodon Athletics Advisory Subcommittee.

5. THE MASTODON ATHLETICS ADVISORY SUBCOMMITTEE (MAAS)

5.1. **Membership.** The Mastodon Athletics Advisory Subcommittee shall consist of ten (14) members, namely,

5.1.1. four (4) ex-officio member:

5.1.1.1. the Director of Athletics;

5.1.1.2. the Senior Woman Administrator;

5.1.1.3. the Director of Compliance;

5.1.1.4. the Faculty Athletics Representative; and

~~the Administrator of Athletic Programs;~~

~~the Senior Women's Athletic Administrator;~~

5.1.2. five (5) representatives:

5.1.2.1. one PFW alumnus/alumna appointed ~~ex-officio~~ by the Chief Administrative Officer in consultation with the ~~administrator of alumni relations~~ Director of Alumni Engagement;

5.1.2.2. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);

5.1.2.3. one representative of the All Professional Staff Advisory Council (APSAC)

5.1.2.4. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

5.1.3. ~~eight Voting Faculty and lecturers~~ three (3) Faculty, elected ~~by the Senate~~ in such manner that each is from a different major unit ~~at least four of the Major Units shall be represented.~~

5.2. **Special regulations.**

5.2.1. The Faculty Athletics Representative shall serve as the chair of the subcommittee.

5.2.2. ~~Student r~~Representatives shall serve staggered two-year terms.

5.3. **Responsibilities.** The Mastodon Athletics Advisory Subcommittee shall:

5.3.1. ~~M~~onitor and advise regarding schedules for intercollegiate athletics;

5.3.2. ~~E~~establish eligibility requirements for participation in intercollegiate athletics;

5.3.3. ~~A~~pprove intercollegiate sport additions or deletions;

5.3.4. ~~A~~pprove participation in post-season activities beyond conference tournaments;

- 5.3.5. ~~P~~propose, for the approval of the Senate, membership in athletic conferences;
- 5.3.6. ~~A~~advise the ex-officio members;
- 5.3.7. ~~W~~when requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer;
- 5.3.8. ~~S~~serve on ad hoc compliance committees;
- 5.3.9. ~~M~~make recommendations with respect to procedures and policies to assist in student-athlete academic success;
- 5.3.10. ~~P~~participate and be consulted within ~~U~~niversity-wide discussions and decisions regarding the Athletic Department.

D. ~~SUBCOMMITTEE~~ THE SENATE TASK FORCE

1. **Rationale.** In order to ensure the efficient and timely operation of the service and policy committees of the Senate, Faculty shall be elected to the ~~Subcommittee~~ Senate Task Force. The ~~Subcommittee~~ Senate Task Force shall be called into service by the Executive Committee when a service or policy committee is not able to complete work that is deemed to be important and not already the responsibility of an existing subcommittee. A service or policy committee may request that the Executive Committee call the ~~Subcommittee~~ Senate Task Force into service. The Executive Committee shall respond to such requests within two weeks. When the ~~Subcommittee~~ Senate Task Force is called into service, the Executive Committee shall issue an enabling memo.
2. **Membership.** The ~~Subcommittee~~ Senate Task Force shall consist of ~~six~~ five (5) Faculty elected ~~by the Senate~~ in such manner that at least four of the ~~M~~major ~~U~~nits shall be represented. A service or policy committee requesting that the ~~Subcommittee~~ Senate Task Force be called into service shall recommend to the Executive Committee the administrators, clerical/support staff, administrative/professional staff, or student representatives it deems appropriate. The Executive Committee ~~is~~ shall be responsible for inviting such ~~non-Faculty~~ members.
3. **Responsibilities.** The ~~Subcommittee~~ Senate Task Force shall limit its activities and timeline to those detailed in the enabling memo from the Executive Committee.

E. AD HOC COMMITTEES

1. **Rationale.** Ad hoc committees shall be established by the Senate to carry out work that
 - (a) does not clearly fall under the purview of an existing Senate (sub-)committee ~~or subcommittee~~, or that
 - (b) Senate feels would be better conducted by a group specially appointed for the purpose.
2. **Membership.**
 - 2.1. All Faculty are eligible to serve on an ad hoc committee, and so are all administrators, administrative/professional staff, clerical/support staff, or student representatives who are deemed appropriate for stated charge.

- 2.2. A Senate document establishing an ad hoc committee ~~shall~~ ~~should~~ specify ~~(a)~~ the membership and the voting membership of the committee. It is desirable to have Voting Faculty constitute two-thirds (2/3) of its voting membership (see Subsection I.B.3.1.2).
- 2.3. A Senate document establishing an ad hoc committee shall specify how the members of the committee will be appointed, nominated, or elected. For this, the document may call unto the help of one of both of the service committees.
3. **Responsibilities.** A Senate document establishing an ad hoc committee ~~should~~ shall specify ~~(2)~~:
 - 3.1. the task to be carried out by the committee, including deliverables to the Senate; and ~~(3)~~
 - 3.2. the date by which the committee should complete its work; and
 - 3.3. through which other Senate committee the ad hoc committee will report to the Faculty.
4. **Special Regulations.** Ad hoc committees cannot be carried over to a new academic year without special authorization by the Senate.

IV. ADVISORY COMMITTEES

A. UNIVERSITY RESOURCES ~~POLICY~~ ADVISORY COMMITTEE (URAC)

1. **Membership.** The University Resources ~~Policy~~ Advisory Committee shall consist of eighteen (18) members, namely,
 - 1.1. seven (7) **ex-officio** members:
 - 1.1.1. the Chief Academic Officer (†) ~~or designee~~;
 - 1.1.2. the Chief Financial Officer (†) ~~or designee~~;
 - 1.1.3. the Chief Officer of Facilities (†);
~~the chief officer in charge of space allocation (nonvoting);~~
~~the chief officer in charge of campus planning (ex officio, nonvoting);~~
 - 1.1.4. the Chief Officer for Communications and Marketing (†/‡);
 - 1.1.5. the Chief Officer for Development and Alumni Engagement (‡);
 - 1.1.6. the Director of Alumni Engagement (‡);
 - 1.1.7. the Director Development Services (‡); and
 - 1.2. four (4) **representatives**:
 - 1.2.1. two (2) student representatives (†/‡), each from a different unit and appointed by the Student Government Association (SGA);

- 1.2.2. one representative of the ~~Administrative and~~ All Professional Staff Advisory Council (APSAC, †/‡);
- 1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC, †/‡); and
- 1.3. ~~ten~~ seven (7) ~~Senators or Voting Faculty~~ (†/‡), elected ~~by the Senate~~ in such manner that at least ~~four~~ five of the ~~M~~major ~~U~~units shall be represented.

2. Responsibilities.

- 2.1. Only members of the committee indicated by the dagger symbol ‘†’ shall participate in the activities listed in subsections 2.2–2.4.
- 2.2. **Constitutional Charges.** The University Resources ~~Policy~~ Advisory Committee shall exercise powers and responsibilities as specified in the Constitution (see subsection VI.B.4.c–e) and *make formal recommendations through established processes of consultation before the University reaches decisions concerning:*
 - 2.2.1. *the determination and management of the budget and its short- and long-range priorities* [S];
 - 2.2.2. the planning, maintenance, and optimal utilization of *existing or prospective* [S] physical facilities ~~of the university, including architecture, buildings, landscaping, student housing, parking and traffic, the library, scientific and other equipment, and educational aids;~~ and
 - 2.2.3. staff needs, utilization and planning, that is, *increases and decreases in staff.*
- 2.3. **Additional Responsibilities.** In carrying out those its responsibilities, the University Resources Advisory Committee shall also be concerned with, ~~but not limited to,~~ making formal recommendations concerning
 - 2.3.1. *the framing and execution of long-range strategic plans* [S], including
 - 2.3.2. short- and long-range strategies and priorities for research, recruitment, scholarships and grants, as well as communication and marketing.

~~interdepartmental and interinstitutional cooperation for improved facilities and staff utilization; and~~

~~nonacademic planning, including architecture, landscaping, parking, and traffic.~~
- 2.4. **Specific Responsibilities**
 - 2.4.1. **Budgetary Affairs.** The University Resources ~~Policy~~ Advisory Committee ~~is concerned with the PFW budget. Specifically, the Budgetary Affairs Subcommittee~~ shall:
 - 2.4.1.1. *Advise the administration* and the Senate on budgetary and revenue matters pertaining to the needs of the ~~campus~~ University; which shall include: (i) ~~P~~paying particular attention to (a) the ways the budget and

the budgetary process as well as (b) trends in revenue can affect the University ~~this institution~~'s ability to carry out its mission to provide excellence in higher education ~~for northeastern Indiana~~; and (ii) giving advice on financial matters which affect the work of other Senate committees; and

~~Pay particular attention to the trends in revenue and how this can affect this institution's ability to carry out its mission to provide excellence in higher education for northeastern Indiana;~~

2.4.1.2. ~~M~~make annual recommendations on: (i) sources of revenue; (ii) annual campus operating budgets and legislative budget requests-
~~Additionally, the Subcommittee may consider requests for advice on financial matters which affect the work of other Senate committees;~~ (iii) financial needs of new programs and of new facilities proposed for the University ~~campus~~; (iv) the annual athletic budget and supportive activities after review and comment in the fall semester each year; and
~~review and comment on the annual athletic budget and supportive activities in the fall semester each year;~~

2.4.1.3. ~~W~~ork with other Senate Committees and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs. (see ~~Procedures can be found in~~ Senate Documents SD 15-26, SD 19-1, and SD 19-24).

2.4.2. Advancement

2.4.2.1. Only members of the committee indicated by the double dagger symbol '‡' shall participate in the activities listed in this subsection.

2.4.2.2. The University Resources ~~Policy~~ Advisory Committee ~~is concerned with the PFW budget. Specifically, the Budgetary Affairs Subcommittee~~ shall: (i) ~~A~~advise the Senate, ~~through the University Resources Policy Committee~~, and the Chief Advancement Officer on ~~any and~~ all matters that affect advancement; ~~Advise the Chief Advancement Officer on matters of advancement~~; (ii) ~~S~~serve as a forum for discussion about plans for advancement and advancement issues in general; ~~Consult on plans for all areas of advancement~~; (iii) ~~M~~make recommendations regarding major fund-raising efforts for the campus.

2.4.3. Oversight

2.4.3.1. The University Resources ~~Policy~~ Advisory Committee shall oversee the Faculty ~~r~~Representative to the ~~e~~Campus Space Committee (see subsection VI.A.2 below).

2.4.4. **Subcommittees.** In order to exercise more effectively its rights and responsibilities, the University Resources Advisory Committee shall establish one subcommittee:

2.4.4.1. the Information Subcommittee

3. THE INFORMATION SUBCOMMITTEE

3.1. **Membership.** The Information Subcommittee shall consist of twelve (12) members, namely,

3.1.1. five (5) ex-officio members:

3.1.1.1. the Chief Student Affairs Officer;

3.1.1.2. the Chief Information Technology Officer ~~or designee~~;

3.1.1.3. the Director of the Center for the Enhancement of Teaching and Learning;

3.1.1.4. the Director of Continuing Studies;

3.1.1.5. the ~~Dean~~ Director of Helmke Library; and

3.1.2. four (4) representatives:

3.1.2.1. two (2) student representatives, each from a different unit and appointed by the Student Government Association (SGA);

3.1.2.2. one representative of the ~~Administrative and~~ All Professional Staff Advisory Council (APSAC);

3.1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

3.1.3. ~~ten~~ three (3) ~~Senators or~~ Faculty, elected ~~by the Senate~~ in such manner that each is from a different major unit ~~at least four of the Major Units shall be represented.~~

3.2. **Responsibilities.** The Information Subcommittee shall:

3.2.1. ~~A~~advise the Senate, through the University Resources ~~Policy~~ Advisory Committee, as well as the Chief Academic Officer and the Chief Information Technology Officer on any and all matters ~~which~~ that affect present and evolving information technology in support of the mission of the University, including on how Information Technology Services communicate with faculty, staff, and students;

~~Advise the Chief Academic Officer and the Information Technology Policy Committee on the matters listed in the above paragraph paragraph;~~

3.2.2. ~~S~~serve as a forum for discussion and as an advocate for acquisition and use of information technology for the University and plans for its use, support, and evaluation;

~~Develop plans for the use, support, and evaluation of academic computing resources;~~

~~Advise Information Technology Services on how to communicate with faculty.~~

- 3.2.3. Advise, in consultation with the Faculty Affairs Committee, the Senate, through the University Resources Policy Advisory Committee, as well as the Chief Academic Officer and the Director of Helmke Library concerning administrative and budgetary priorities, policies, and procedures for Helmke Library, its collections, facilities, and operations, and other educational and research support facilities and aids.

B. THE INTERNATIONAL EDUCATION ADVISORY BOARD SUBCOMMITTEE

1. **Membership.** The International Education Advisory Board shall consist of eight (8) members, namely,

1.1. two (2) ex-officio members:

1.1.1. the Director of International Education;

1.1.2. the Director of ~~a representative from~~ Study Abroad; and

1.2. three (3) representatives:

1.2.1. two students, at least one of whom shall be at or beyond the second-year level in International Education and each appointed by the Student Government Association (SAG) in consultation with the Director of International Education;

1.2.2. one representative of ~~staff member appointment by~~ the Office of ~~the Vice-Chancellor of~~ Enrollment Management and the Student Experience; and

1.3. three (3) Faculty, elected in such manner that each is from a different major unit.

2. **Responsibilities.** The International Education Advisory Board Subcommittee is charged with:

2.1. advocating for and steering efforts ~~on-campus~~ across the University to enhance and foster opportunities for international cooperation, international education, and immersion for students, faculty, and the broader community;

2.2. being a liaison between the Faculty and the Director of International Education and ~~a representative from~~ Director of Study Abroad;

2.3. advising on policies relating to international services, international education, and Study Abroad and recommending related policies and goals to the Senate.

V. OTHER COMMITTEES

A. THE ACADEMIC PERSONNEL GRIEVANCE BOARD

1. **Rationale.** The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda (see Academic and Research Affairs Policy I.B.1 on Faculty Grievances and related documents).
2. **Membership.** The Board shall be composed of fifteen (15) tenured members of the Voting Faculty, ~~nominated and elected~~. The Nominations and Election Committee shall solicit nominations from which members get elected to staggered two-year terms. Ten members shall be regular members, and the remaining five shall be alternate members.
3. **Special Regulations. Organization.** ~~Within two weeks of the beginning of each fall term, the Board shall meet to review its charge and to elect a chair and~~ At the time the Board elects its chair, it shall also elect a secretary.
4. **Responsibilities. Grievance Committees.** When it is necessary to compose a grievance committee, that committee shall be selected from the ten regular members of the Board according to the procedures and restrictions in Purdue University Executive Memoranda. If a need for additional members should arise in the formation of any grievance committee, they shall be selected from the five alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other tenured members of the Voting Faculty.

B. THE CAMPUS APPEALS BOARD

1. **Membership.** In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, the Faculty portion of the Campus Appeals Board shall consist of a total of six (6) elected members of the Faculty ~~members~~, including three members and three alternates, ~~elected by the Senate~~. ~~In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, the members shall be elected by the Senate from among the Voting Faculty and lecturers.~~
2. **Special Regulations.** In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, Faculty terms on this Board shall be for two years commencing one week before the beginning of regular fall classes following election. No member of the Faculty ~~member~~ may serve more than two consecutive terms.
3. **Responsibilities.** The responsibilities of the Faculty portion of the Campus Appeals Board ~~are~~ shall be those explained in the PFW Code of Student Rights, Responsibilities, and Conduct. ~~The Campus Appeals Board shall not consider appeals that fall within the jurisdiction of the Grade Appeals Subcommittee.~~

C. THE GRADE APPEALS BOARD SUBCOMMITTEE

1. **Membership.** The Grade Appeals Board Subcommittee shall consist of nine (9) members ~~elected from the Voting Faculty and lecturers~~ of the Faculty, elected ~~by the Senate~~ in such manner that no more than two shall be from ~~one~~ the same ~~M~~major ~~U~~unit.
2. **Responsibilities.** The responsibilities of the Grade Appeals Board Subcommittee shall ~~consider cases that come before it under~~ be those explained in the campus grade appeals policy. If a case is to be heard, a five-member panel drawn from the Board Subcommittee

membership shall hear the appeal. The panel shall act for the **Board Subcommittee**, and its decisions shall be final and not subject to review by other Faculty bodies.

D. **OTHER NON-SENATE COMMITTEES**

1. **Rationale.** To assure that the Senate and the Faculty are informed of the activities, studies, and recommendations of any PFW committee upon which members of the **Voting Faculty and lecturers** serve by virtue of appointment thereto, certain reports shall be issued.

2. **Definitions**

2.1. A committee subject to these reporting procedures shall:

2.1.1. consist of a group of persons, at least one of whom is a member of the **Voting Faculty or a lecturer** appointed to the committee by a University administrator;

2.1.2. function above the **Mmajor-Uunit** level;

2.1.3. **have** been established to perform a task or group of tasks related to the powers and responsibilities of the Faculty; and

2.1.4. not necessarily have the word “committee” in its name.

2.2. A report shall consist minimally of written notice to the Faculty **through the Executive Committee** that written information concerning a committee is available in a specified, accessible location. ~~Such notice may be published separately, as part of a campus newsletter, or in any other appropriate form.~~

3. **Procedures**

3.1. Initial reports shall be written and caused to be distributed by the person establishing a new committee, within thirty days of the establishment of said committee. They shall contain the committee’s name, membership, and full charge. **If that person fails to do so, one of the Faculty members on the said committee should do so in their place.**

3.2. Progress reports shall be written and caused to be distributed by the chair of a committee, or a designee, in a timely fashion. They shall make known all significant committee activities, studies, and recommendations, and all changes in the name, membership, or charge of a committee. The disestablishment of a committee shall also be made known in a progress report. **If the chair fails to do so, one of the Faculty members on the said committee should do so in their place.**

VI. ~~PFW REPRESENTATIVES TO PURDUE WEST LAFAYETTE (PWL) INSTITUTIONS~~

A. **REPRESENTATIVES TO PFW BODIES**

1. **The Elected Representative of the Lecturers to the Senate**

~~Unless explicitly stated otherwise, all references to “lecturers” in these Bylaws shall apply to both lecturers and senior lecturers.~~

1.1. **Eligibility.** All lecturers are eligible to vote for, and be elected to, the position of elected ~~R~~Representative of the ~~L~~Lecturers.

1.2. Election and Term

1.2.1. The term of office of the elected ~~R~~Representative of the ~~L~~Lecturers shall be three years, beginning one week before the start of regular fall classes following election. When necessary, the Nominations and Elections Committee shall conduct this election among the lecturers so that the name of the incoming elected ~~R~~Representative of the ~~L~~Lecturers shall be transmitted to the ~~S~~ecretary ~~C~~lerk of the Senate on the same schedule as that of incoming Senators.

1.2.2. Should a vacancy in the position of the elected ~~R~~Representative of the ~~L~~Lecturers occur, the Nominations and Elections Committee shall immediately hold an election among the lecturers for any remaining time in that term.

1.3. **Representation.** The elected ~~R~~Representative of the ~~L~~Lecturers shall be considered a member of the academic department to which the most service is assigned, and the ~~M~~ajor ~~U~~nit to which that academic department is assigned. If the ~~R~~Representative of the ~~L~~Lecturers serves in more than one unit, the representative shall be counted as a member of the unit to which the most service is assigned; an elected ~~R~~Representative of the ~~L~~Lecturers who serves equally in two or more units shall inform the Chief Academic Officer, prior to the annual certification, of the unit in which the representative wishes to be counted.

1.4. **Apportionment.** As stated in the Constitution, ~~S~~ubsection ~~V~~III.A 4, the elected ~~R~~Representative of the ~~L~~Lecturers does not count toward an academic unit's apportionment.

1.5. **Rights.** See Subsection I.A.3.9.

~~1.6. The elected representative of the lecturers shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and tenure for tenured and tenure-track faculty in the Senate or in committee.~~

2. Faculty Representative to the Campus Space Committee

2.1. Election and term

2.1.1. This representative shall be an elected member of the ~~V~~oting Faculty ~~electe~~d ~~by the Voting Faculty~~ and serve a three-year term beginning one week prior to the start of regular fall classes following election.

2.1.2. The University Resources Policy ~~A~~dvisory Committee shall fill any vacancy in this position for the remainder of the academic year ~~. Should any time remain in the vacated representative's term at the end of the academic year, in which case, subject to Senate ratification, a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.~~

2.2. Responsibilities

- 2.2.1. The University Resources ~~Policy~~ Advisory Committee shall oversee the ~~f~~Faculty ~~r~~Representative to the ~~e~~Campus Space Committee.
- 2.2.2. The ~~f~~Faculty ~~r~~Representative to the ~~C~~ampus Space Committee shall periodically report on its activities to the Faculty through the University Resources ~~Policy~~ Advisory Committee, which shall update the Senate on those activities at least once each academic year.

B. REPRESENTATIVES TO SYTEM-WIDE BODIES

1. Purdue West Lafayette Senate

1.1. **Eligibility.** The PFW Representative in the Purdue University Senate (hereinafter referred to as the “Purdue Senator”) shall be a tenured member of the Voting Faculty whose teaching schedule must allow for attendance at the monthly meetings of the Purdue University Senate.

1.2. Election and term.

1.2.1. The Purdue Senator shall be elected ~~by the Voting Faculty~~ to a three-year term with the term of office to commence with the fall Senate following election. The Purdue Senator may not serve more than two consecutive terms.

1.2.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a tenured member of the Voting Faculty to complete that term.

~~In the event that the Purdue Senator vacates the position before the completion of a term, the Fort Wayne Senate shall elect a tenured member of the Voting Faculty to serve for the remainder of the academic year. If there is any time remaining in the term at the end of that academic year, a special election will be held among the Voting Faculty to select a replacement to complete that term.~~

1.3. Responsibilities

1.3.1. The Purdue Senator shall represent the PFW Faculty in the Purdue University Senate. In doing so, the Purdue Senator should disseminate information about the deliberations and activities of the Purdue University Senate to the PFW ~~f~~Faculty, take steps to understand the views of PFW ~~f~~Faculty on these deliberations and activities, and present views of PFW ~~f~~Faculty to the Purdue University Senate.

1.3.2. The Purdue Senator shall periodically ~~annually~~ report, but at least once per semester, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Purdue University Senate.

1.3.3. The Purdue Senator may also ~~report to the Senate, or~~ seek guidance from the Faculty ~~Leaders~~ Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

1.3.4. The Purdue Senator shall ~~also~~ represent the PFW ~~f~~Faculty on the Intercampus Faculty Council (IFC). ~~The Purdue Senator will serve on IFC in conjunction with a Speaker of the Faculty.~~

2. Intercampus Faculty Council (IFC)

2.1. **Assuming office.** The two PFW representatives to the Intercampus Faculty Council shall be the PFW Senator (see subsection 1.3.3 above) and one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4+ii.3).

2.2. Responsibilities

2.2.1. The two representatives shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Intercampus Faculty Council.

2.2.2. The representatives may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

3. University Policy Committee (UPC)

3.1. **Assuming office.** The PFW representative to the University Policy Committee shall be one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4+ii.3).

3.2. Responsibilities

3.2.1. The representative shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the University Policy Committee.

3.2.2. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

4. Liaison to the Purdue Graduate School

5. Purdue University Advisory Committee on Equity

5.1. **Appointment and term.** The Vice-President for Ethics and Compliance of Purdue University appoints, upon the nomination of the PFW Chancellor, a member representing PFW to a three-year term.

5.2. **Nomination.** A shortlist of candidates for nomination by the Chancellor shall be selected by the Faculty Chairs from a panel of nominees solicited by the Nominations and Elections Committee.

5.3. **Responsibilities.** The representative shall have the responsibilities as specified in the Procedures for Resolving Complaints of Discrimination and Harassment of Purdue University.

6. Representatives to the Purdue University Sustainability Committee

6.1. Faculty representative

6.1.1. Election and term

6.1.1.1. The PFW ~~f~~Faculty representative to the ~~PWL faculty~~ Purdue University Sustainability Committee shall be a member of the Voting Faculty elected ~~by the Voting Faculty~~ to a three-year term starting on the first day of the fall semester following election.

6.1.1.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.

~~Vacancies in this position shall be filled for the remainder of the academic year by the Fort Wayne Senate, with a special election for the remainder of that term to be held among the Voting Faculty at the end of the academic year if any time remains in that term.~~

6.1.2. Responsibilities

6.1.2.1. The ~~f~~Faculty representative shall ~~periodically~~ report, ~~but at least once per academic year~~, to the ~~Senate~~ Faculty through the Executive Committee on the activities of the Sustainability Committee ~~at least once per academic year~~.

6.1.2.2. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

6.2. Student representative

6.2.1. Election and term

6.2.1.1. ~~At the request of the Presiding Officer of the PFW Senate, t~~The PFW student representative to the ~~PWL faculty~~ Purdue University Sustainability Committee shall be selected by the PFW ~~s~~Student ~~g~~Government ~~a~~Association (SGA) to. ~~This student representative shall~~ serve a one-year term dating from the first day of regular fall classes.

6.2.1.2. Vacancies in this position shall be filled by the PFW ~~s~~Student ~~g~~Government ~~a~~Association at the request of the Presiding Officer of the PFW Senate.

6.2.2. **Responsibilities.** The student representative shall ~~periodically~~ report, ~~but at least once per academic year~~, to the PFW ~~s~~Student ~~g~~Government ~~a~~Association on the activities of the Sustainability Committee ~~at least once per academic year~~.

7. Undergraduate Curriculum Council

7.1. Election and term

- 7.1.1. The PFW representative to the PWL Undergraduate Curriculum Council shall be a member of the Voting Faculty elected ~~by the Voting Faculty~~ to a three-year term starting on the first day of the fall semester following election.
- 7.1.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.

~~Vacancies in this position shall be filled for the remainder of the academic year by the Fort Wayne Senate, with a special election for the remainder of that term to be held among the Voting Faculty at the end of the academic year if any time remains in that term.~~

7.2. Responsibility

- 7.2.1. The representative shall periodically report, but at least once per academic year, to the ~~Senate~~ Faculty through the Educational Policy Committee on the activities of the Undergraduate Curriculum Council ~~at least once per academic year.~~
- 7.2.2. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

VII. MISCELLANEOUS PROVISIONS

A. RECALL OR EXPULSION OF SENATORS

1. For Excessive Absence

- 1.1. In the case of an elected Senator or the ~~r~~Representative of the ~~L~~Lecturers, who is absent excessively, the Senate may petition the Senator's unit to recall the Senator or the ~~r~~Representative of the ~~L~~Lecturers and elect another. To pass a recall petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.
- 1.2. In the case of an ex-officio ~~Senator~~ member, who is absent excessively, the Senate may petition the Presiding Officer of the Faculty to reprove the offender. ~~To pass a reproof petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.~~

2. For Obstructing the Senate

- 2.1. The Senate may unseat, by a two-thirds majority of its membership voting by secret written ballot, any member whose actions or behavior habitually obstructs normal parliamentary procedures. Any member so unseated shall be ineligible to be returned to the Senate during the academic year, and in the case of an elected Senator the unit shall elect a replacement for the remainder of the elected term.

B. ENABLEMENT

1. Upon acceptance of these ~~b~~Bylaws, the Senate shall cause timely elections to be held for all committees, subcommittees, and boards named above. Initial terms on these bodies shall expire at the scheduled times.

C. AMENDMENTS ~~to the Bylaws~~

1. Amendments to these Bylaws may be proposed to the Executive Committee by any Senator (see II.A.2.1.7) or Senate committee or subcommittee.
2. If any committee or subcommittee report requires amendment of these ~~b~~Bylaws to become effective, then the report shall incorporate a proposal for such amendment. Such proposals shall be submitted to the Executive Committee in order to ensure that they are placed in the proper form.
3. Amendments to the Bylaws of the Senate, consistent with the Constitution of the PFW Faculty ~~of Purdue University Fort Wayne~~, may be adopted by vote of two-thirds of those Senators present and voting at a ~~regular~~ meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting under the title "Amendment(s) to the Bylaws of the Senate." If the proposed amendment is approved by a simple majority of those voting, but not by two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.
4. Amendments to these Bylaws become effective immediately upon their successful adoption by the Senate, unless the text of the resolution containing those amendments indicates otherwise.
5. The Clerk, after consultation with and the approval of both the Parliamentarian and the Executive Committee, may correct, provided they do not change the intended meaning, minor clerical mistakes in this document without Senate approval. If the Clerk, Parliamentarian, and Executive Committee do, they must give written notice to the Senate, detailing the changes.

Approved, March 13, 2016

Amended, April 11, 2016

Amended, October 17, 2016

Amended, February 13, 2017

Amended, October 16, 2017

Amended, November 13, 2017

Amended, March 12, 2018

Amended, December 9, 2019

Amended, March 23, 2020

Amended, October 12, 2020

Amended, November 16, 2020

Amended, February 24, 2021

Amended, March 22, 2021

Amended, April 12, 2021

Amended, April 26, 2021

Amended, September 13, 2021

Amended, January 10, 2022

Amended, February 14, 2022

Amended, March 14, 2022

Amended, April 17, 2023

TO: Fort Wayne Senate Executive Committee

FROM: Wylie Sirk and Deborah Baur, Co-Chairs of the Faculty Affairs Committee

DATE: March 22, 2024

SUBJECT: Two Updates to SD 14-36 for Campus P&T Committee

PFW Faculty Senate Bylaws Update for Campus P&T Committee

WHEREAS, one of the most consequential changes made by updating the Faculty Senate Constitution (SD 23-7) was altering the Presiding Officer-Speakers system to one involving three Chairs who act as a collective leadership for the Senate. The new titles are Chair, Chair-Elect, and Past Chair of the Senate. And;

WHEREAS, the current Bylaws state that the Campus Promotion & Tenure Committee membership is determined by SD 14-36 and SD 19-13. These documents state that the Campus P&T Committee shall be selected “by the Chief Administration Officer of PFW and the two Speakers of the Faculty.” And;

[Current] SD 14-36:

2.5. The Senate Promotion and Tenure Committee (a.k.a. the campus committee)

2.5.1. Establishing the campus committee

2.5.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of PFW and the two Speakers of the Faculty.

WHEREAS, SD 14-36 section (2.5.1. Establishing the Campus Committee) does not provide language that allows the P&T Committee to replace faculty vacant seats during the academic year. SD 19-13 provides language in (section 2.6.1.3) “Vacancies shall be filled for the remainder of the term through a process similar to that which selects campus committee members.” And;

WHEREAS, since the campus P&T committee is regulated by both SD 14-36 and SD 19-13, currently, the only vacant seats that can be filled during the Academic year are Lecturer/Senior Lecturer seats. The same option should be allotted to faculty members.

BE IT RESOLVED that Senate Documents SD 14-36 section 2.5.1.1. be updated to change the wording from “two Speakers of the Faculty” to “two members of the Senate Executive Committee who must be tenured and hold the highest academic rank or else not undergo promotion in the next three years.”

[Proposed] SD 14-36:

2.5. The Senate Promotion and Tenure Committee (a.k.a. the campus committee)

2.5.1. Establishing the campus committee

2.5.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of PFW and two members of the Senate Executive Committee who must be tenured and hold the highest academic rank or else not undergo promotion in the next three years.

BE IT FURTHER RESOLVED that SD 14–36 adopts the language of SD 19-13 for filling vacant seats during the Academic year. SD 14-36 adds (section 2.5.1.3.) “Vacancies shall be filled for the remainder of the term through a process similar to that which selects campus committee members.”

Approved	Opposed	Absent	Abstained	Non-Voting
Hui Hanke Wylie Sirk Mark Jordan Promothes Saha Jay Johns		Deborah Bauer		Kim O’Connor

PROCEDURES FOR PROMOTION AND/OR TENURE AND THIRD YEAR REVIEW

Purdue Fort Wayne and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure according to the following procedures. Autonomous academic units shall consist of those units subject to the powers of the Faculty detailed in Section VI of the Constitution of the Faculty; other units may, at their option, adhere to these guidelines and procedures.

The procedures for evaluating faculty for promotion and tenure ensure fair and consistent treatment of candidates. The procedures include multiple levels of review with clear expectations for each level. When considered in its entirety, the procedures create a coherent whole that includes a system of checks and balances. While there are variations between academic units, all procedures are based on these principles. If a department/program (department) or college/school/division (college) cannot comply with specific procedures in this document, they are expected to explain why they cannot and utilize a procedure that conforms as closely as possible to the procedures in this document. The explanation and amended procedure shall be included in a separate document with recommendations regarding cases for promotion and tenure.

The procedures and guiding principles for evaluating faculty for promotion and/or tenure are discussed in separate documents (see SD 14-35 & SD 18-15 for guiding principles), but the two are interrelated. The procedures for evaluating faculty members are the method for implementing the guiding principles.

Amendments to this document shall trigger reviews of college and department procedure documents. It shall be the responsibility of the Presiding Officer of the Senate, in concert with the Senate Secretary, to notify colleges and departments of any amendments to this document and the need to review their procedure documents.

The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee.

1. Document Review and Approval
 - 1.1. Department documents
 - 1.1.1. Departments must include procedures and criteria for promotion and tenure in documents.

- 1.1.2. Department procedures must adhere to the guidelines and procedures laid out in college and Senate documents.
 - 1.1.3. Department criteria must align with college guiding principles.
 - 1.1.4. Department procedures must be submitted to the Senate Faculty Affairs Committee for feedback and then reviewed and approved at the college level. The feedback from the Senate Faculty Affairs Committee shall be forwarded to the college.
 - 1.1.5. Department criteria must include:
 - 1.1.5.1. Criteria for quality of performance (e.g. competence, excellence) in all relevant areas (e.g. teaching, service, research/creative endeavor) for all levels (e.g. associate professor, associate professor of practice, clinical professor and full professor, librarian), except criteria for excellence in service to associate professor.
 - 1.1.5.2. Rationale of the department for the criteria.
 - 1.1.6. Department criteria must be reviewed and approved at the college level. The review by the college must focus on:
 - 1.1.6.1. The completeness of the department criteria document.
 - 1.1.6.2. The explanation of how the department criteria align with the guiding principles of the college. This explanation should reference credible evidence as to the appropriateness of the criteria for the discipline.
 - 1.1.7. If a college rejects the criteria of a department, a thorough explanation of the rejection must be sent to the department.
 - 1.1.8. If there is a disagreement between a department and college about criteria, the Senate Faculty Affairs Committee will arbitrate the disagreement.
 - 1.1.9. Upon passage of this document by the Senate, departments have one academic year to draft, approve, and seek review of department promotion and tenure documents.
- 1.2. College documents
- 1.2.1. Colleges must include procedures and guiding principles in documents. Colleges may choose to elect the campus guiding principles as the guiding principles of the college.
 - 1.2.2. College procedures must adhere to the guidelines and procedures laid out in senate documents.
 - 1.2.3. College procedures and guiding principles must be reviewed and approved at the campus level first by the Senate Faculty Affairs Committee and then by the Senate.
2. Decision Levels: Nominations for promotion and/or tenure shall be considered at several levels. The quality of the evidence presented in the case is best evaluated at the department level. Candidates may respond in writing to recommendations at all levels. Written responses must be submitted within 7 calendar days of the date of the recommendation and proceed with the case.
- 2.1. The department committee
 - 2.1.1. Establishing the department committee: The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college. The Senate shall have the right of review of this procedure. The

department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.

2.1.2. Composition of the department committee:

2.1.2.1. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.

2.1.2.2. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the college the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the chief academic officer of the college shall appoint enough faculty members to bring the committee membership to between three and five.

2.1.2.3. Members of the department committee shall elect a chair from among its members.

2.1.2.4. The chief academic officer of the department may not serve on the department committee or participate in meetings.

2.1.3. Primary Tasks: The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter.

2.1.4. Letter of Recommendation: The letter of recommendation from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee including commenting on the candidate's professional standing.

2.1.5. Other:

2.1.5.1. Any full-time lecturer, clinical, professor of practice, tenure track or tenured faculty member at PFW shall have the opportunity to read and provide feedback on cases in their home department until the department committee has made a recommendation regarding tenure and/or promotion. Any document that is provided does not become part of the case and does not move forward with the case.

2.2. The chief academic officer of the department

2.2.1. Primary Tasks: The chief academic officer of the department shall:

2.2.1.1. Review the case and compare the case to department criteria.

2.2.1.2. Review how well the process has adhered to the documented procedures to this point.

2.2.1.3. Review the recommendation of the lower level.

2.2.1.4. Make a recommendation to the next level in the form of a letter.

2.2.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of the department shall be based on the chief academic officer's review of the case in light of department criteria, the process to this point, and clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decision of the lower level.

2.3. The college committee

2.3.1. Establishing the college committee: The college committee composition and

functions shall be established by the college faculty, incorporated into the documents which define the procedures of faculty governance within the college, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the Senate are distributed.

2.3.2. Composition of the college committee

- 2.3.2.1. There is no requirement that the majority of the college committee members be at the same or higher rank than the rank to which a candidate aspires.
- 2.3.2.2. Members of the college committee must have prior experience serving at a lower level in the process before serving on the college committee.
- 2.3.2.3. Members of the college committee may serve at the department level, but not at the campus level in the promotion and tenure process while serving on the college committee.
- 2.3.2.4. Members of the college committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years.
- 2.3.2.5. Members of the college committee shall elect a chair from among its members.
- 2.3.2.6. The chief academic officer of the college may not serve on the college committee or participate in the meetings.

2.3.3. Primary Tasks: The college committee shall:

- 2.3.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
- 2.3.3.2. Review the recommendation of the lower levels.
 - 2.3.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
 - 2.3.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
- 2.3.3.3. Make a recommendation to the next level in the form of a letter.

2.3.4. Letter of Recommendation: The letter of recommendation from the college committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

2.4. The chief academic officer of the college

2.4.1. Primary Tasks: The chief academic officer of the college shall:

- 2.4.1.1. Review how well the process has adhered to the documented procedures to this point.
- 2.4.1.2. Review the recommendations of the lower levels. This review:
 - 2.4.1.2.1. Shall include a consideration of the basis of the decisions from the lower levels.
 - 2.4.1.2.2. May include consideration of the evidence in the case as it compares to department criteria if a decision from a lower level is judged to be contrary to the evidence.
- 2.4.1.3. Make a recommendation to the next level in the form of a letter.

- 2.4.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of the college shall be based on the chief academic officer's review of the process to this point, and must clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.5. The Senate Promotion and Tenure Committee (a.k.a. the campus committee)
- 2.5.1. Establishing the campus committee
- 2.5.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of PFW and **two members of the Senate Executive Committee who must be tenured and hold the highest academic rank or else not undergo promotion in the next three years.**
- 2.5.1.2. The committee members will be selected from a panel of nominees composed of at least two representatives from the faculty of each college elected according to procedures adopted by the college faculty and incorporated into the documents which define the protocols of faculty governance within the college and a person with prior service on a college committee. The vote totals from the elections shall be included with the panel of nominees.
- 2.5.1.3. **Vacancies shall be filled for the remainder of the term through a process similar to that which selects campus committee members.**
- 2.5.2. Composition of the campus committee
- 2.5.2.1. The campus committee shall consist of seven (7) members.
- 2.5.2.2. A minimum of five (5) academic units must be represented on the campus committee and no more than three (3) members of the campus committee may be from one academic unit.
- 2.5.2.3. A majority of the members of the campus committee must be at the rank of professor, or librarian.
- 2.5.2.4. Members of the campus committee must have prior experience serving at a lower level in the process before serving on the campus committee.
- 2.5.2.5. Members of the campus committee may serve at the department level, but not at the college level in the promotion and tenure process while serving on the campus committee.
- 2.5.2.6. Members of the campus committee may not serve consecutive terms.
- 2.5.2.7. Members of the campus committee shall elect a chair from among its members.
- 2.5.2.8. The chief academic officer of PFW may not serve on the campus committee or participate in the meetings.
- 2.5.3. Primary Tasks: The campus committee shall:
- 2.5.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
- 2.5.3.2. Review the recommendations of the lower levels.
- 2.5.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
- 2.5.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.

- 2.5.3.3. Make a recommendation to the next level in the form of a letter.
 - 2.5.3.4. Letter of Recommendation: The letter of recommendation from the campus committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.6. The chief academic officer of PFW
- 2.6.1. Primary Tasks: The chief academic officer of PFW shall:
 - 2.6.1.1. Recognize the credibility of the decisions of lower levels.
 - 2.6.1.2. Review split votes and/or inconsistencies in findings and recommendations at, and between, lower levels. When there is a split vote and/or inconsistency, the chief academic officer of PFW will focus the review on that part of the case dealing with the split vote and/or inconsistency.
 - 2.6.1.3. Review how well the process has adhered to the documented procedures.
 - 2.6.1.4. Make a recommendation to the next level in the form of a letter.
 - 2.6.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of PFW shall be based on the chief academic officer's review of recommendations from lower levels, the process to this point, and must clearly explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of the lower level(s).
- 2.7. The chief administrative officer of PFW shall forward recommendations to the President of Indiana University or to the President of Purdue University.
3. Case Process: Nominations for promotion and/or tenure shall be considered at several levels.
- 3.1. The candidate must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the six years preceding the submission of the case. Tenure-track faculty approved to use the one-year extension due to the pandemic may elect to adopt the P&T criteria that they were hired under.
 - 3.2. All cases for promotion and/or tenure shall pass sequentially through the decision levels above.
 - 3.3. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded.
 - 3.4. Each decision level forwards only a letter of recommendation to the next level. Recommendation may not include attachments or supplemental information.
 - 3.5. The administrator or committee chair at each level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. When the vote is not unanimous, a written statement stipulating the

majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and must proceed with the case. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the lower level(s). Committee chairs shall distribute copies to committee members.

- 3.6. The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote.

4. Individual Participation:

- 4.1. Only tenured faculty may serve as voting members of promotion and tenure committees to Associate Professor and Professor.
- 4.2. Clinical Associate Professors, Clinical Professors, Associate Professors of Practice and Professors of Practice may serve as voting members for Clinical and Professor of Practice promotion cases.
- 4.3. No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.
- 4.4. The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before college committees.
- 4.5. Individuals may serve and vote at the department level and one other level (college or campus).
- 4.6. Voting members of committees and chief academic officers shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. The next highest administrator will decide if a chief academic officer who collaborated with the candidate needs to recuse her/himself.
- 4.7. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
- 4.8. Chief academic officers who have written a letter of recommendation as part of 2.2.2, will recuse themselves from discussion or vote on that candidate's case at a higher level.

REVIEW OF PROGRESS OF PROBATIONARY FACULTY TO
TENURE AND PROMOTION

It is in the best interest of PFW to see its faculty succeed. One way to judge success for probationary faculty is to evaluate progress toward tenure and promotion at the midway point.

The diversity of colleges and departments at PFW makes it difficult to develop a single procedure for reviewing progress of probationary faculty to tenure and promotion.

5. Development of Review Procedure: Departments must develop a procedure for reviewing progress of probationary faculty toward tenure and/or promotion that adheres to the following principles.
 - 5.1. The procedure must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
 - 5.2. Departments/programs must have a thorough formative review process that provides specific details about where improvement is needed and must be based on department criteria. The formative review must occur half way through the third year.
 - 5.3. The formative review must be voted on by the department promotion and tenure committee.
 - 5.4. The chief academic officer of the department must comment on the case and the review from the committee.
 - 5.5. The probationary faculty member must have opportunities to respond during the review.
 - 5.6. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

Department procedures for reviewing progress shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college. The Senate Faculty Affairs Committee shall be consulted about any newly established review procedures and any changes to a review procedure. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.

6. Senate Procedure to be used in the absence of a department or college procedure:
 - 6.1. The required review of the progress of probationary faculty to tenure and/or promotion must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
 - 6.2. This review must be formative and be based on department criteria.
 - 6.3. This review must occur halfway through the third year.
 - 6.4. This review must move forward with the reappointment documentation for that year.
 - 6.5. This review must occur at the first two levels (department promotion and tenure committee and chief academic officer of the department referred to in 2.1 and 2.2 above) and result in a written recommendation from both levels.
 - 6.6. This review must be voted on by the department promotion and tenure committee.
 - 6.7. The chief academic officer of the department must comment on the case and the review from the committee.
 - 6.8. The probationary faculty member must have opportunities to respond during the reviews.
 - 6.9. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

TO: Fort Wayne Senate Executive Committee
 FROM: Wylie Sirk and Deborah Baur, Co-Chairs of the Faculty Affairs Committee
 DATE: March 22, 2024
 SUBJECT: Update to SD 19-13 for Campus P&T Committee

PFW Faculty Senate Bylaws Update for Campus P&T Committee

WHEREAS, one of the most consequential changes made by updating the Faculty Senate Constitution (SD 23-7) was altering the Presiding Officer-Speakers system to one involving three Chairs who act as a collective leadership for the Senate. The new titles are Chair, Chair-Elect, and Past Chair of the Senate. And;

WHEREAS, the current Bylaws state that the Campus Promotion & Tenure Committee membership is determined by SD 14-36 and SD 19-13. These documents state that the Campus P&T Committee shall be selected “by the Chief Administration Officer of PFW and the two Speakers of the Faculty.”

[Current] SD 19-13:

2.6.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of PFW and the two Speakers of the Faculty.

BE IT RESOLVED that Senate Documents SD 19-13 section 2.6.1.1. be updated to change the wording from “two Speakers of the Faculty” to “two members of the Senate Executive Committee who must be tenured and hold the highest academic rank or else not undergo promotion in the next three years.”

[Proposed] SD 19-13:

2.6.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of PFW and two members of the Senate Executive Committee who must be tenured and hold the highest academic rank or else not undergo promotion in the next three years.

Approved	Opposed	Absent	Abstained	Non-Voting
Hui Hanke Wylie Sirk Mark Jordan Promothes Saha Jay Johns		Deborah Bauer		Kim O'Connor

MEMORANDUM

TO: Fort Wayne Senate

FROM: Talia Bugel, Chair
Faculty Affairs Committee

DATE: November 8, 2019

SUBJ: Procedures of promotion for Lecturers at PFW

WHEREAS, the Fort Wayne Senate approved guiding principles and procedures for tenure-track faculty at IPFW in the spring of 2015; and

WHEREAS, the Fort Wayne Senate determined that it was prudent to draft separate guiding principles and procedure documents for promotion of Lecturers;

BE IT RESOLVED, that the Fort Wayne Senate adopt SD 19-13 as the procedures for promotion of Lecturers at PFW.

PROCEDURES FOR PROMOTION OF LECTURERS

(Based on SD 14-36)

Purdue Fort Wayne and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of Lecturers for promotion according to the following procedures. Autonomous academic units shall consist of those units subject to the powers of the Faculty detailed in Section VI of the Constitution of the Faculty; other units may, at their option, adhere to these guidelines and procedures.

The procedures for evaluating Lecturers for promotion ensure fair and consistent treatment of candidates. The procedures include multiple levels of review with clear expectations for each level. When considered in its entirety, the procedures create a coherent whole that includes a system of checks and balances. While there are variations between academic units, all procedures are based on these principles. If a department/program (department) or college/school/division (college) cannot comply with specific procedures in this document, they are expected to explain why they cannot and utilize a procedure that conforms as closely as possible to the procedures in this document. The explanation and amended procedure shall be included in a separate document with recommendations regarding cases for promotion.

The procedures and guiding principles for evaluating Lecturers for promotion are discussed in separate documents (see SD 19-9 for guiding principles for Lecturers), but the two are interrelated. The procedures for evaluating Lecturers are the method for implementing the guiding principles.

Amendments to this document shall trigger reviews of college and department procedure documents. It shall be the responsibility of the Presiding Officer of the Senate, in concert with the Senate Secretary, to notify colleges and departments of any amendments to this document and the need to review their procedure documents.

The appointment letter of a Lecturer to more than one academic unit shall identify that department whose promotion process shall apply to the appointee.

1. Document Review and Approval

1.1. Department documents

- 1.1.1. Departments must include procedures and criteria for promotion of Lecturers.
- 1.1.2. Department procedures must adhere to the guidelines and procedures laid out in college and Senate documents.
- 1.1.3. Department criteria must align with college guiding principles, if they exist.
- 1.1.4. Department procedures must be submitted to the Senate Faculty Affairs Committee for feedback and then reviewed and approved at the college level. The feedback from the Senate Faculty Affairs Committee shall be forwarded to the college.
- 1.1.5. Department criteria must include:
 - 1.1.5.1. Criteria for quality of performance in teaching for promotion to Senior Lecturer.
 - 1.1.5.2. Rationale of the department for the criteria.

- 1.1.6. Department criteria must be reviewed and approved at the college level. The review by the college must focus on:
 - 1.1.6.1. The completeness and clarity of the department criteria document.
 - 1.1.6.2. The alignment of department criteria with Senate and (if they exist) college guiding principles.
 - 1.1.6.3. Compliance with Purdue procedural document “Operating Procedures for Lecturer Appointments”.
- 1.1.7. If a college rejects the criteria of a department, a thorough explanation of the rejection must be sent to the department.
- 1.1.8. If there is a disagreement between a department and college about criteria, the Senate Faculty Affairs Committee will arbitrate the disagreement.
- 1.1.9. Upon passage of this document by the Senate, departments with Lecturers have one calendar year to draft, approve, and seek review of department Lecturer promotion documents.
- 1.2. College documents
 - 1.2.1. Colleges must include procedures and guiding principles in documents. Colleges may choose to elect the campus Lecturer guiding principles as the guiding principles of the college.
 - 1.2.2. College procedures must adhere to the guidelines and procedures laid out in Senate documents.
 - 1.2.3. College procedures and guiding principles must be reviewed and approved at the campus level, first by the Senate Faculty Affairs Committee and then by the Senate.
2. Decision Levels: Nominations for promotion to Senior Lecturer shall be considered at several levels. The quality of the evidence presented in the case is best evaluated at the department level. Candidates may respond in writing to recommendations at all levels. Written responses must be submitted within seven (7) calendar days of the date of the recommendation and proceed with the case. Cases for promotion to Senior Lecturer will be submitted on the same time schedule as tenure and promotion cases, and at all relevant levels will receive review at the same time as other tenure and promotion cases. To constitute a promotion committee for Senior Lecturer, one or more current Senior Lecturers or other eligible faculty members may join an existing promotion and tenure committee as needed, and for the sole purpose of reviewing cases for promotion to Senior Lecturer. Members joining a promotion and tenure committee for the purpose of reviewing lecturer promotion cases may not review, discuss, or vote on any other case before the committee, including any case for tenure or any case involving the promotion of a tenured faculty member.
 - 2.1. The department committee
 - 2.1.1. Establishing the department committee: The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college in compliance with Operating Procedures for Lecturer Appointments. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.
 - 2.1.2. Composition of the department committee:
 - 2.1.2.1. A faculty member deemed the equivalent of a department’s “head for teaching and learning”(i.e., chair of curriculum or faculty affairs

committee, a faculty member recognized for teaching excellence), one or more faculty with teaching responsibilities in the same general area as the Lecturer, and one or more Senior Lecturers (if not available from within the department, recruited from another unit).

- 2.1.2.2. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the college the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the chief academic officer of the college shall appoint enough faculty members to bring the committee membership to between three and five.
- 2.1.2.3. Senior Lecturers and other eligible faculty may join an existing promotion and tenure committee for the sole purpose of reviewing cases for promotion to Senior Lecturer.
- 2.1.2.4. Members of the department committee shall elect a chair from among its members.
- 2.1.2.5. The chief academic officer of the department may not serve on the department committee or participate in meetings.
- 2.1.3. Primary Tasks: The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter.
- 2.1.4. Letter of Recommendation: The letter of recommendation from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee including commenting on the candidate's professional standing.
- 2.1.5. Other:
 - 2.1.5.1. Any faculty member, Lecturer and Senior Lecturer subject to the procedures and guiding principles of promotion to Senior Lecturer or promotion/tenure at PFW shall have the opportunity to read and provide feedback on cases in their home department until the department committee has made a recommendation regarding promotion. Any document that is provided does not become part of the case and does not move forward with the case.

2.2. The chief academic officer of the department

- 2.2.1. Primary Tasks: The chief academic officer of the department shall:
 - 2.2.1.1. Review the case and compare the case to department criteria.
 - 2.2.1.2. Review how well the process has adhered to the documented procedures to this point.
 - 2.2.1.3. Review the recommendation of the lower level.
 - 2.2.1.4. Make a recommendation to the next level in the form of a letter.
- 2.2.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of the department shall be based on the chief academic officer's review of the case in light of department criteria and the process to this point, and clearly state and explain the recommendation of the chief academic officer, including an explanation of agreement or disagreement with the decision of the lower level.

2.3. The college committee

- 2.3.1. Establishing the college committee: Each college committee's composition and functions shall

be established by each college's faculty and Lecturers, incorporated into the documents that define the procedures of faculty governance within the college, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the Senate are distributed.

2.3.2. **Composition of the college committee**

2.3.2.1. Members of the college committee should have prior experience serving at a lower level in the process before serving on the college committee.

2.3.2.2. The college committee will include at least one Senior Lecturer. If the college does not currently have Senior Lecturers, one or more may be recruited from other colleges to serve this role. The electoral procedures for the Senior Lecturer position(s) and the procedures for filling vacancies shall be the same as for other members of the college promotion and tenure committee.

2.3.2.3. Senior Lecturers and other eligible faculty may join an existing college promotion and tenure committee for the sole purpose of reviewing cases for promotion to Senior Lecturer.

2.3.2.4. Members of the college committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years.

2.3.2.5. Members of the college committee shall elect a chair from among its members.

2.3.2.6. The chief academic officer of the college may not serve on the college committee or participate in the meetings.

2.3.3. **Primary Tasks: The college committee shall:**

2.3.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.

2.3.3.2. Review the recommendation of the lower levels.

2.3.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.

2.3.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.

2.3.3.3. Make a recommendation to the next level in the form of a letter.

2.3.4. **Letter of Recommendation:** The letter of recommendation from the college committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

2.4. **The chief academic officer of the college**

2.4.1. **Primary Tasks:** The chief academic officer of the college shall:

2.4.1.1. Review how well the process has adhered to the documented procedures to this point.

2.4.1.2. Review the recommendations of the lower levels. This review:

2.4.1.2.1. Shall include a consideration of the basis of the decisions from the lower levels.

2.4.1.2.2. May include consideration of the evidence in the case as it compares to department criteria if a decision from a lower level is judged to be contrary to the evidence.

2.4.1.3. Make a recommendation to the chief academic officer of PFW in the form of a letter.

2.4.2. **Letter of Recommendation:** The letter of recommendation from the chief academic officer of the college shall be based on the chief academic officer's

review of the process to this point, and must clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of lower levels.

2.5. The chief academic officer of PFW

2.5.1. Primary Tasks: The chief academic officer of PFW shall:

- 2.5.1.1. Recognize the credibility of the decisions of lower levels.
 - 2.5.1.2. Review split votes and/or inconsistencies in findings and recommendations at, and between, lower levels. When there is a split vote and/or inconsistency, the chief academic officer of PFW will focus the review on that part of the case dealing with the split vote and/or inconsistency.
 - 2.5.1.3. Review how well the process has adhered to the documented procedures.
 - 2.5.1.4. Make a recommendation to the next level in the form of a letter.
- 2.5.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of PFW shall be based on the chief academic officer's review of recommendations from lower levels and the process to this point, and must clearly explain the recommendation of the chief academic officer, including an explanation of agreement or disagreement with the decisions of the lower level(s).

2.6. The Senate Lecturer Promotion Committee (a.k.a. the campus committee)

2.6.1. Establishing the campus committee: In the event of a positive promotion decision by the chief academic officer of PFW, the campus promotion committee shall not review a candidate's case. However, in the event of a negative promotion decision by the chief academic officer of PFW, the input and vote of the campus promotion committee must be sought. This committee must be established at the start of each academic year in case it is needed.

- 2.6.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of PFW and **two members of the Senate Executive Committee who must be tenured and hold the highest academic rank or else not undergo promotion in the next three years.**
- 2.6.1.2. The committee members will be selected from a panel of nominees composed of at least two nominees from the faculty of each college elected according to procedures adopted by the college faculty and incorporated into the documents which define the protocols of faculty governance within the college. If a college has more than three Senior Lecturers, then at least one nominee from that college should be a Senior Lecturer. The vote totals from the elections shall be included with the panel of nominees.
- 2.6.1.3. Vacancies shall be filled for the remainder of the term through a process similar to that which selects campus committee members.

2.6.2. Composition of the campus committee

- 2.6.2.1. The campus committee shall consist of at least seven (7) members.
- 2.6.2.2. A minimum of four (4) academic units must be represented on the campus committee and no more than three (3) members of the campus committee may be from one academic unit.
- 2.6.2.3. At least two members of the committee must be Senior Lecturers when that is possible given the panel of nominees. Members of the campus committee should have prior experience serving at a lower level in the

- process before serving on the campus committee.
- 2.6.2.4. Senior Lecturers and other eligible faculty may join the existing campus promotion and tenure committee for the sole purpose of reviewing cases for promotion to Senior Lecturer.
- 2.6.2.5. Members of the campus committee may serve at the department level, but not at the college level, in the promotion process while serving on the campus committee.
- 2.6.2.6. Members of the campus committee may not serve consecutive terms.
- 2.6.2.7. Members of the campus committee shall elect a chair from among its members.
- 2.6.2.8. The chief academic officer of PFW may not serve on the campus committee or participate in its meetings.
- 2.6.3. Primary Tasks: The campus committee shall:
 - 2.6.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
 - 2.6.3.2. Review the recommendations of the lower levels.
 - 2.6.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
 - 2.6.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
 - 2.6.3.3. Make a recommendation to the next level in the form of a letter.
 - 2.6.3.4. Letter of Recommendation: The letter of recommendation from the campus committee shall be based on the committee's review of the process to this point and must clearly state and explain the recommendation of the committee, including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.7. The chief administrative officer of PFW will make the final determination of promotion to Senior Lecturer.
- 3. Case Process: Nominations for promotion shall be considered at several levels.
 - 3.1. The candidate must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the five years preceding the submission of the case.
 - 3.2. Unless noted otherwise, all cases for promotion to Senior Lecturer shall pass sequentially through the decision levels above.
 - 3.3. No information, other than updates to items in the case, can be added to the case after the vote and recommendation at the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded.
 - 3.4. Each decision level forwards only a letter of recommendation to the next level. Recommendations may not include attachments or supplemental information.
 - 3.5. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement of the administrator or the committee chair within seven (7) calendar days of the date of the recommendation and must

proceed with the case. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also ensure a copy of the

recommendation and statements of reasons, and the candidate's response, if any, are sent to administrators and committee chairs at the lower level(s).

- 3.6. The deliberations of committees at all levels shall be strictly confidential. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote.

4. Individual Participation

- 4.1. Only tenured faculty, associate and full clinical professors, and Senior Lecturers may serve as voting members of promotion committees at any level.
- 4.2. No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion is under consideration, nor shall any individual make a recommendation on his or her own promotion nomination.
- 4.3. Individuals may serve and vote at the department level and one other level (college or campus).
- 4.4. Voting members of committees and chief academic officers shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor, team teaching, service projects or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. The next highest administrator will decide if a chief academic officer who collaborated with the candidate needs to recuse her/himself.
- 4.5. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
- 4.6. Chief academic officers who have written a letter of recommendation as part of Section 2.2.2. of this document will recuse themselves from discussion or vote on that candidate's case at a higher level.

REVIEW OF PROGRESS TOWARD PROMOTION

In compliance with Purdue's Operating Procedures for Lecturer Appointment, each Lecturer will be reviewed for promotion at least every five years.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: 03/11/2024

SUBJ: Updating Academic Regulations 9.4: Notice of Academic Notice, Separation and Readmission

WHEREAS, Senate Document SD 23-14 was passed in February 2024; and

WHEREAS, the document that was passed contained ‘probation’ and ‘suspension’ instead of ‘notice’ and ‘separation’ throughout the document.

BE IT RESOLVED that PFW Academic Regulations 9.4 Academic notice, separation and readmission be updated with the changes noted on the following pages.

Approved

Patricia Eber
Steven Hanke
Andres Montengro
Erik Ohlander

Opposed

Abstention

Stephen Buttes

Absent

Promotes Saha

Non-Voting

Chris Huang
Terri Swim
Abby Blackmon

Proposed Changes to PFW Academic Regulations 9.4 (9.0 Academic Standing)

- **9.4:** Academic notice, separation, and readmission. The following Academic notice, separation, and readmission criteria are minimums for PFW; academic units may set higher standards which shall become effective upon publication in the Catalog or its supplement.
- **9.4.1:** Academic Notice. A student shall be placed on academic notice if their fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0. A student on academic probation-notice shall be removed from that standing at the end of the first subsequent fall or spring semester in which they achieve semester and cumulative GPA's equal to or greater than 2.0.
 1. IF: Semester GPA or Cumulative GPA is <2.0= ACADEMIC PROBATIONNOTICE
 2. IF: On academic probation-notice and Cumulative GPA is <2.0 but Semester GPA is \geq 2.0= CONTINUED PROBATIONNOTICE
 3. IF: On academic probation-notice and Semester GPA is <2.0 but Cumulative GPA is \geq 2.0= CONTINUED PROBATIONNOTICE
 4. Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation-notice standing.
 5. Academic standing will not be assessed in summer sessions.
- **9.4.2:** Academic SuspensionSeparation. A student on academic notice shall be placed on the suspension-separation list at the close of any fall or spring semester in which their semester and cumulative GPA is less than a 2.0. Each case will be reviewed, by Academic Advisors, Chairs, and Deans. The review will be carried out using shared criteria. If the criteria show reason why a student should be removed from the suspension list, the Chair/Dean will notify the Registrar's office of that decision. Otherwise,
 - IF: On academic probation-notice and both the Semester GPA and Cumulative GPA are <2.0=ACADEMIC SUSPENSIONSEPARATION
 - Any grade change will result in a recalculation of the index and redetermination of the suspension-separation status.
 - A student who wishes to appeal an academic suspension-separation standing should follow the directions provided by the Registrar's office in the Notice of SuspensionSeparation.

- **9.4.3:** Readmission. A student who has been ~~suspended-separated~~ from PFW or from another campus of Purdue University may not enroll at PFW until one fall or spring semester has passed. All readmissions are into ~~probationary-notice~~ status and are subject to stipulations in effect as a condition of readmission. Readmissions shall be reported to the Registrar, and an appropriate entry shall be made on the student's academic record. A student who is academically ~~suspended-separated~~ more than once is not eligible to enroll for at least one year.
 - A student ~~suspended-separated~~ by this policy must apply to PFW for readmission. A fee is assessed for processing the readmission application. Readmission is not guaranteed.
 - When a student is ~~suspended-separated~~ from a program with academic standards higher than the university standards, they may be eligible to continue in another program and are encouraged to seek guidance from their Academic Advisor.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: 03/18/2024

SUBJ: Clarifying Academic Regulations 5.1 and 5.2 Apply to 16-Week Courses

WHEREAS, there was uncertainty during a grade appeal regarding if the “dead-week” policy found in Academic Regulation 5.1 applies to 8-week classes; and

WHEREAS, future uncertainty could also arise regarding Academic Regulation 5.2 for an 8-week course that concludes during the last week of the fall or spring semester; and

WHEREAS, the EPC members believe Academic Regulations 5.1 and 5.2 both were intended to apply to only 16-week courses.

BE IT RESOLVED that PFW Academic Regulations 5.1 and 5.2 be updated with the changes noted on the following pages.

Approved
Patricia Eber
Steven Hanke
Andres Montengro
Erik Ohlander
Stephen Buttes

Opposed

Abstention

Absent
Promothes Saha

Non-Voting
Chris Huang
Terri Swim
Abby Blackmon

FINAL EXAMINATIONS AND INSTRUCTORS' GRADE REPORTS

- **5.0:** Final Examinations and Instructors' Grade Reports
- **5.1:** Penultimate week. No instructor [of a 16-week course](#) may schedule an examination--comprehensive or non-comprehensive, except for laboratory practicums--during the week preceding the last week of a fall or spring semester.
- **5.2:** Final week. With the exception of those courses classified as individual instruction, clinic, studio, practice teaching, research, or distance courses and those offered for zero credits, each [16-week](#) class is expected to meet for a two-hour session during the last week of each fall or spring semester. The two-hour session may be used for:
 1. a final examination
 2. a last, non-comprehensive examination
 3. submission of out-of-class examination or assignments, or
 4. a regular class meeting.

MEMORANDUM

From: Steven A. Hanke, Chair of the Educational Policy Committee

Subject: Academic Calendar for 2027-2028

Date: 03/18/2024

Disposition: To the Presiding Officer for Implementation

Whereas, the Educational Policy Committee has prepared and approved the academic calendar for 2027-2028

BE IT RESOLVED, that the Senate approve the academic calendar for 2027-2028

Approved

Stephen Buttes
Patricia Eber
Steven Hanke
Andres Montengro
Erik Ohlander

Opposed

Absent
Promothes Saha

Non-Voting

Chris Huang
Terri Swim
Abby Blackmon

ACADEMIC CALENDAR FOR 2027-2028

Fall Semester, 2027

Monday	23 August	Full Term and First Eight-Week Session Begin
Friday	3 September	Classes Suspended at 4:30 p.m. (Labor Day Recess)
Monday	6 September	Labor Day Holiday
Tuesday	7 September	Classes Resume
Sunday	17 October	First Eight-Week Session Ends
Mon.-Tues.	18-19 October	Fall Recess/Mid Term
Wednesday	20 October	Classes Resume and Second Eight-Week Session Begins
Tuesday	23 November	Thanksgiving Recess Begins After Last Class
Wed.-Sun.	24-28 November	Thanksgiving Recess and Holiday Observed
Monday	29 November	Classes Resume
Mon.-Sun.	13-19 December	Final Exam Week/Last Week of Classes

Spring Semester, 2028

Monday	10 January	Full Term and First Eight-Week Session Begin
Monday	17 January	Martin Luther King Jr. Holiday
Sunday	5 March	First Eight-Week Session Ends
Mon.-Sun.	6-12 March	Spring Recess/Mid Term
Monday	13 March	Classes Resume and Second Eight-Week Session Begins
Friday	14 April	Classes Suspended at 4:30 p.m.
Monday	17 April	Classes Resume
Mon.-Sun	1-7 May	Final Exam Week/Last Week of Classes
Wednesday	10 May	Tentative Date of Commencement

Summer Semester, 2028

Monday	8 May	Summer Semester Begins
Monday	15 May	Full Term and First Six-Week Session Begin
Friday	26 May	Classes Suspended at 4:30 p.m. (Memorial Day Recess)
Monday	29 May	Memorial Day Holiday
Tuesday	30 May	Classes Resume
Friday	23 June	First Six-week Session Ends at 4:30 p.m.
Monday	26 June	Second Six-Week Session Begins
Tuesday	4 July	Independence Day Holiday Observed
Wednesday	5 July	Classes Resume
Friday	4 August	Second Six-Week Session Ends at 4:30 p.m.
Sunday	20 August	Summer Semester Ends

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven Hanke, Chair of the Educational Policy Committee

DATE: 3/11/2024

SUBJ: Change to Academic Regulations 10.4: Graduation with Distinction

WHEREAS, the current academic regulation 10.4 articulates criteria for graduating with distinction; and

WHEREAS, the Commission for Higher Education has created 18 Transfer Single Articulation Pathways (TSAP) in specific content areas; and

WHEREAS, PFW has created numerous other articulation agreements with local, state, regional, and national 2-year institutions; and

WHEREAS, the current policy denies the vast majority of students who transfer with an associate degree completed, which is a requirement of all of previously mentioned articulation agreements, from graduating with distinction;

BE IT RESOLVED, that PFW Academic Regulations 10.4 Graduation with Distinction be updated to set the minimum number of credits completed at 60 (see next page).

Approved	Opposed	Abstention	Absent	Non-Voting
Patricia Eber	Stephen Buttes		Promothas Saha	Abby Blackmon
Steven Hanke				Chris Huang
Andres Montengro				Terri Swim
Erik Ohlander				

Academic Regulations

10.4: Graduation with Distinction

10.4: Graduation with Distinction. A candidate for the bachelor's degree with distinction must have a minimum of ~~65~~ 60 resident credits included in the computation of the cumulative GPA. A candidate for an associate degree with distinction must have a minimum of 35 resident credits included in the computation of the cumulative GPA. The required GPA, calculated each spring as outlined below, shall also apply to degrees for the following summer sessions and fall semester.

10.4.1: In each college, school or division, the minimum cumulative GPA for graduation with distinction from an associate or bachelor's- degree program shall be 3.80-3.94.

10.4.2: In each college, school or division, the minimum cumulative GPA for graduation with highest distinction from an associate or bachelor's-degree program shall be 3.95-4.00.

10.4.3: In each school or division, the requirements for graduation with distinction or with highest distinction from an associate-degree program shall be separately calculated as outlined above for bachelor's-degree programs.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: 03/18/2024

SUBJ: Updating Resident Credit

WHEREAS, The Academic Regulations defines Resident Credit in section 1.2.1 as “credit earned at Purdue University Fort Wayne, or at another campus of Purdue University”; and

WHEREAS, the online offerings of courses (including 300 level and above) continues to increase from all campuses in the Purdue system; and

WHEREAS, there is deemed a need to ensure that students earning a Purdue University Fort Wayne (PFW) degree continue to take a substantial number of courses offered from the PFW campus; and

WHEREAS, the Purdue University Northwest campus has already updated their regulations to specify resident credits as being those taken through their campus; and

WHEREAS, there is a need for each department to define the phrase “course applicable to major” in the catalog;

BE IT RESOLVED, the PFW Academic Regulations be updated with the changes as noted with track changes on the following pages.

Approved	Opposed	Abstention	Absent	Non-Voting
Patricia Eber			Promotes Saha	Abby Blackmon
Steven Hanke				Chris Huang
Andres Montengro				Terri Swim
Erik Ohlander				
Stephen Buttes				

Current Catalog Language: Resident Credit

Section 1.0 (Definitions):

<https://catalog.pfw.edu/content.php?catoid=62&navoid=3410#definitions>

Academic Regulations

Definitions

1.0 Definitions: As used herein, the terms below have the specified meanings.

1.1 Academic record: the Purdue Fort Wayne (PFW) cumulative record maintained by the Registrar in accordance with these academic regulations. The PFW academic record is the sole basis upon which all questions relating to such matters as grades, graduation requirements, academic standing, and scholastic recognition are resolved. Official transcripts will continue to be produced using Purdue University procedures, and it is the responsibility of the PFW Registrar to maintain consistency between the PFW cumulative record and official transcripts.

1.2 Credit: the semester hour. Any reference to credits, credit hours, etc., shall be understood as referring to semester hours.

1.2.1 Resident credit: credit earned at Purdue University Fort Wayne or at another campus of Purdue University.

1.2.1.1 Course credit: resident credit awarded by PFW on the basis of a student's enrollment in and satisfactory completion of courses.

1.2.1.2 Special credit: resident credit awarded by Purdue University Fort Wayne and based on bases other than a student's enrollment in and satisfactory completion of courses. Special credit may be established by any of the following methods:

1.2.1.2.1 Credit by examination: credit awarded to a student on the basis of achievement on a departmental/divisional proficiency examination. (See Section 7.1)

Proposed Revision:

1.2.1 Resident credit: credit earned at Purdue University Fort Wayne, ~~or at another campus of Purdue University.~~

Current Catalog Language: Resident Credit

Section 10.0: Degrees

<https://catalog.pfw.edu/content.php?catoid=62&navoid=3410#degrees>

Degrees

10.0: Degrees. Academic units may impose stricter requirements than those listed in this section but may not waive the following minimum standards. Provided these minimum standards are satisfied, adjustments to any degree requirement may be made by the unit establishing that requirement.

10.1: Degrees offered. For completion of undergraduate plans of study of at least 60 credits, associate degrees may be conferred. For completion of undergraduate plans of study of at least 120 credits, bachelor's degrees may be conferred.

10.2: Requirements for degrees. Any student entering a degree, certificate, or pre-major program will be required to fulfill the requirements in the catalog current at the time of entry or re-entry to the university.

The primary reasons for a student to be required to meet the requirements of a subsequent catalog include:

- Re-entry to Purdue University Fort Wayne (PFW) (after a one year period of non-enrollment)
- By request with the written acknowledgment of the academic advisor
- When required by accreditation, a department may require students to complete the curriculum defined by the most current catalog.

Any student who remains continuously enrolled or admitted to the university will be required to meet the requirements of the term of entry or re-entry to the university unless the student chooses to change to a subsequent with the written acknowledgment of the academic advisor.

Any student who is not continuously enrolled due to a period of deployment to serve in a branch of the armed services may meet the requirements of the catalog of the most recent entry or re-entry to the university.

In addition:

Any new requirement for a degree, certificate, or pre-major program may not be applied to currently enrolled students in these programs if it would increase the number of semester hours or the number of semesters required for completion of the program.

The school/division/department committee in charge of curriculum matters may refuse to accept as credit toward graduation any course which was completed 10 or more years previously. Former students shall be notified of all such decisions upon reentering or when the credit is determined to be unacceptable.

To gain any associate or bachelor's degree at Purdue University Fort Wayne (PFW), the student shall satisfy the following requirements:

10.2.1: The completion by resident credit or transfer credit (see Section 1.2) of the plan of study underlying the degree, including:

10.2.1.1: For an associate degree, the registration in and completion of at least 32 credits of resident course credit, including at least 15 credits in courses applicable to the major.

10.2.1.2: For a bachelor's degree, the registration in and completion of at least 32 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above in courses applicable to the major.

10.2.2: Normally, completion of the entire final year in residence. However, with the approval of the student's school/division, a student who has satisfied the resident course credit requirement may complete the remaining requirements in another approved college or university.

10.2.3: Establishment of a cumulative GPA of 2.00 or better.

10.2.4: Registration, either in residence or in absentia, as a candidate for the desired degree during the academic session immediately preceding its conferral.

10.3: Double majors and double degrees. A student who will be completing the requirements for two or more degree programs simultaneously may be eligible to be registered as a candidate for more than one degree according to the following criteria:

10.3.1: Double major. If the degree programs are in the same school and lead to the same degree, only one degree shall be awarded. The academic record shall reflect multiple fields of study, as appropriate.

10.3.2: Double degree. If the degree programs are in different schools, two (or more) degrees may be awarded upon special request approved by the deans of the schools concerned and filed with the registrar at the beginning of the semester or session in which the degrees are to be awarded. If the degree programs are in the same school and lead to different degrees, the appropriate degrees shall be awarded.

10.4: Graduation with distinction. A candidate for the bachelor's degree with distinction must have a minimum of 65 resident credits included in the computation of the cumulative GPA. A candidate for an associate degree with distinction must have a minimum of 35 resident credits included in the computation of the cumulative GPA. The required GPA, calculated each spring as outlined below, shall also apply to degrees for the following summer sessions and fall semester.

10.4.1: In each college, school or division, the minimum cumulative GPA for graduation with distinction from an associate or bachelor's- degree program shall be 3.80-3.94.

10.4.2: In each college, school or division, the minimum cumulative GPA for graduation with highest distinction from an associate or bachelor's degree program shall be 3.95-4.00.

10.4.3: In each school or division, the requirements for graduation with distinction or with highest distinction from an associate-degree program shall be separately calculated as outlined above for bachelor's-degree programs.

10.5: Conferring of degrees. Degrees may be granted as of the close of each academic session. The names of the degree nominees will be presented by the Registrar to the appropriate board of trustees for approval.

Proposed Revision:

10.2.1.1: For an associate degree, the registration in and completion of at least 32 credits of resident ~~course~~ credit (see Section 1.2), including at least 15 credits ~~of resident credit~~ in courses applicable to the major ~~as defined by each department in the catalog~~.

10.2.1.2: For a bachelor's degree, the registration in and completion of at least 32 credits of resident ~~course~~ credit (see Section 1.2) at the 200 level or above, including at least 15 credits ~~of resident credit~~ at the 300 level or above in courses applicable to the major ~~as defined by each department in the catalog~~.

10.2.2: Normally, ~~completion of the entire final year in residence~~ final 30 credits must be completed with resident credit (see Section 1.2). However, ~~with the approval of the student's school/division, with the prior approval of their major department and their school/division/college~~, a student who has satisfied the resident ~~course~~ credit requirement may complete the remaining requirements in another approved college or university.

Information for committee drafting process (reference from Purdue Northwest residency requirement)

- Documents that a model like the proposed revision already exists within the Purdue system.

Purdue Northwest Residency Requirements

3. **Residency Rule.** Resident study at Purdue University Northwest for at least two semesters and the enrollment in and completion of at least 32 credit hours required and approved for the completion of the degree on Purdue University Northwest campuses. These courses are expected to be at least junior-level courses. Students must earn a minimum of 50 percent of coursework in their major concentration area in resident study with resident credit as defined above. A college/school/department/program may require more than 50 percent of resident credit to fulfill a major concentration for a given program. Students normally are expected to complete the senior year in residence; however, with the approval of the dean of the college concerned, a student who has had four semesters of resident study may complete the last year or a portion of it at another college or university, provided that the number of semester hours of credit to be taken does not exceed 25 percent of the total hours required for the degree. The foregoing stipulations do not apply to students who earn credit elsewhere through a contract or arrangement entered into by the University or one of its academic units.

MEMORANDUM

TO: Fort Wayne Senate
 FROM: Steven A. Hanke, Chair of the Education Policy Committee
 DATE: 03/1/2024
 SUBJ: English Language Pathway to PFW

WHEREAS, the Educational Policy Committee (EPC) is the parent committee of the International Education Advisory Subcommittee; and

WHEREAS, the International Education Advisory Subcommittee requested that EPC review a resolution to create an English Language Pathway to PFW; and

WHEREAS, EPC completed the review and voted in support of the document going forward;

BE IT RESOLVED, That the attached resolution be considered by the Senate.

Approved

Patricia Eber
 Steven Hanke
 Andres Montenegro
 Erik Ohlander

Opposed**Abstention**

Stephen Buttes

Absent

Promothes Saha

Non-Voting

Abby Blackmon
 Chris Huang
 Terri Swim

MEMORANDUM

TO: Steven Hanke
Chair, Educational Policy Committee

FROM: Assem Nasr
Chair, International Education Advisory Subcommittee

DATE: February 8, 2024

SUBJECT: English Language Pathway to PFW

WHEREAS, the International Education Advisory Subcommittee (IEAS) is a subcommittee of the Educational Policy Committee (EPC);

WHEREAS, the Indiana University Purdue University (IPFW) campus once offered English for non-native speakers through an ELS Educational Services affiliate that has closed since 2019,

WHEREAS, the ELS Center on campus provided a gateway for students already acquainted with the PFW community, level of education, and services to enroll in PFW degree programs,

WHEREAS, PFW is committed to serving a diverse population among which are students from non-English speaking countries,

WHEREAS, PFW seeks to augment its student enrollment by, among other means, cater to international students,

WHEREAS, English Language Pathway to PFW seeks to leverage language abilities of non-native English speaking students and improve their chances to transition to a university-level course of study,

BE IT RESOLVED, that the Fort Wayne Senate approves the establishment of the English Language Pathway to PFW program based on the attached proposal.

Approve

Nurgul Aitalieva
Adolfo Coronado
Cheu-jey Lee
Assem Nasr
Mieko Yamada

Object

Abstain

Non-voting

John Jensen
Maureen Linvill
Ryan Meriweather
Sandy Oo

English Language Pathway to PFW

Purdue Fort Wayne English Language Courses for International Students (Undergraduate level)

Proposal by Mary Encabo Bischoff and Shannon Bischoff ([TENL Program](#) Faculty)

The purpose of this proposal is to assist prospective international undergraduate students and those who need to demonstrate English language proficiency in meeting their PFW admissions requirement. This proposal also affects local immigrant and refugee community members who wish to pursue higher education but may not yet have a high level of English language proficiency to succeed in college.

Background

At present, in order for international students to be admitted to PFW, they need to meet one of the following options for English language proficiency:

Undergraduate	Graduate
TOEFL: 79 TOEFL Essentials: 8 IELTS: 6.5 SAT Reading Test: 25 ACT: 20 ELS: Level 112 O, AS, A Level First Language English (C or above) IB SL or HL English: 5 PTE Academic: 58 Duolingo English Test: 110	TOEFL: 80 overall TOEFL Essentials: 8 overall Duolingo English Test: 115 overall IELTS: 6.5 overall <i>All of the tests above must also demonstrate a certain cut off for each of the portions of the test.</i> ELS: Level 112
In addition, a "College-level English from an accredited US institution with a grade of C or better" will also meet the requirement.	

Students, especially those who come from low and middle-income countries or have had their formal education disrupted, experience the following barriers when striving to meet the above requirements:

- Test preparation – access, time, and money to enroll in a test prep course or tutor

- Test taking – access, time, and money to take the test potentially multiple times (\$200+ per test)

In order to address these barriers and to allow greater access to higher education without compromising quality, the TENL faculty proposes to develop and deliver the following more cost-effective courses that will be equivalent to the “College-level English from an accredited US institution with a grade of C or better” for undergraduate students interested in matriculating to PFW.

Courses

There are plenty of English/ESL/ELL classes offered in the community either at a low fee or for free. However, the majority of these courses prepare students for English for their daily living or workplace. Very few have classes that are dedicated to English for college and academic purposes. There are courses for GED and HSE, but those do not necessarily focus on giving students the language of the academy. This makes our proposed courses different.

Given this initial threshold, our courses are designed for students who are already at a minimum of a [B1 CEFR level](#) (intermediate), where they...

“Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.”

Students who are most suited for our courses have a general knowledge of spoken English but need to develop more sophisticated forms of expression and literacy skills to thrive in a college classroom. For students to be admitted to PFW, they need to be at a C1 CEFR level (advanced). Our goal is that by the end of each course, they will demonstrate competencies near or at a C1 level:

“Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.”

In addition, because we want to offer these courses globally to attract more international students to PFW, these courses will be held virtually with synchronous class meetings. We have experience in this area as we have conducted the English Language Partners (ELP) program since 2020 and have seen the positive impact of weekly synchronous class meetings of international students with our own PFW students.

Entering Proficiency Level	Course name	Semester	Synchronous meeting	Asynchronous tasks
B1	LING #* English for American Universities I	Fall, 8-week Spring, 8-week	MWF, 1-hour per day	TR
B2	LING # English for American Universities II	Fall, 8-week Spring, 8-week	MWF	TR
B2	LING # Special topics course – focus on 1 or 2 key topics (e.g. Research writing, Presentation skills) - <i>This course is intended for those who want to do research and develop more advanced skills.</i>	Summer session 1 or 2, 6-week	MWF	TR

**The specific course number will be generated.*

The time for the synchronous class meetings will either be 8-9/9-10 AM or 7-8/8-9 PM, which is the time frame for most of our existing ELP classes that cater to individuals currently residing in the Asia-Pacific region. Morning class times are also accessible for students residing in Africa, South America, and the Middle East.

Target learning outcomes for each course will come from the descriptors from CEFR, TOEFL, and IELTS.

Scenario: Student A enrolls in the fall or spring semester.

First 8 weeks	Second 8 weeks
LING # English for American Universities I	LING # English for American Universities II
Earns a C- or D+	Takes the second course and gets a C --> admitted to PFW

Scenario: Student B enrolls in the fall or spring semester.

First 8 weeks	Second 8 weeks
LING # English for American Universities I	LING # English for American Universities II
Earns a C --> admitted to PFW	Does not need to take this second course

Class size per course: 40 students maximum

Assessment

Students will be graded on their speaking, reading, listening, and writing as in any language course. Students will also receive a letter grade at the end of the semester (C = 73-76%)

Domain	Summative assessment: Evidence of learning
Speaking	1 10-minute presentation
Reading	Comprehension test of an academic article
Listening	2 Short listening tasks
Writing	1 analytical or argumentative essay (4-5 pages)

If this proposal is approved, then the student's grade from the course will be used in lieu of an English language proficiency test; thus, making them eligible for undergraduate admissions to PFW if they meet all other undergraduate admissions requirements.

Fees

During this pilot phase (fall 2024-2026), we would be hosting the courses under the Division of Continuing Studies. Each course would cost minimally \$100, which while it is still expensive for some countries, is much more valuable especially if they pass the course with a C or higher. For comparison, [an ELS class for 8 weeks](#) costs anywhere from \$3,280 (15 lessons) to \$4,400 (30 lessons), depending on the number of lessons that students want. Our proposal is 24 lessons/course. We will reevaluate the fee structure after 2 years.

- The other option would be to create a sliding scale for fees to reflect the disparity in country incomes per the [World Bank](#):
 - High-income and upper middle-income countries: = \$500
 - Lower middle-income countries and low-income countries = \$100

Instructors

- TENL faculty, graduate teaching assistant, and/or an LTL with TENL certification or equivalent
 - Many of our PFW intro-level Gen Ed courses are taught by LTLs and graduate teaching assistants, so it would not be unusual to have them teach these courses as well.

The bottom line is that we want prospective international undergraduate students to not only meet the admissions criteria, but to also receive quality college preparation as they get ready to matriculate to PFW.

TO: Fort Wayne Senate
FROM: Assem Nasr and Steve Carr
DATE: February 22, 2024
SUBJECT: PFW Faculty Senate Position on Conflict in the Middle East

PFW Faculty Senate Position on Conflict in the Middle East

WHEREAS, the conflict in the Middle East has been ongoing for several months resulting in a tragic loss of countless innocent lives along with a spiraling humanitarian crisis;

WHEREAS, politically motivated violence and extremism now taking place in Israel, Gaza, and beyond deeply and directly affects members of this academic community;

WHEREAS, the Purdue University Fort Wayne community includes peoples representing many different nationalities, religions, and political beliefs;

WHEREAS, Purdue University (WL) has yet to issue a statement, nor has PFW declared position on the crisis unfolding and how it impacts our community,

WHEREAS, PFW's vision ("empower every person, every day, to improve our world") and [mission](#) compel us as an institute of higher education to tackle difficult conversations to enable and afford members of our community the tools to positively impact our world;

WHEREAS, the catastrophic circumstances and colossal violence present a learning opportunity by exposing students to complex global issues, thereby, detrimental to developing world knowledge, global citizenship, and empathy;

WHEREAS, the leadership skills and qualities that we strive to cultivate in our students require confronting challenging issues and finding creative solutions with tact, compassion, and respect for fellow human beings;

WHEREAS, as of the time of writing this Senate Document, there has been little to no serious informed engagement in conversations about the conflict, related context, stakeholders, and the role we individually play as citizens;

WHEREAS, individuals in our community may not have adequate resources to counter some misinformation appearing in news outlets and social media venues;

WHEREAS, PFW as an educational institution has both the right and responsibility to share our scholarly expertise, academic talent, and multifaceted perspectives in ways that promote access to accurate information and a safe space for meaningful dialogue on difficult or controversial topics,

BE IT RESOLVED that the PFW Senate expresses its grief and support to all members of our community who may be affected by the violence taking place in the Middle East;

BE IT FURTHER RESOLVED that Fort Wayne Senate encourages anyone struggling to cope with this violence or its effects upon their family and friends to seek without shame or fear of stigma any and all mental health resources available on or off campus, including those listed on <https://www.pfw.edu/offices/wellrec/mental-health/>.

BE IT FURTHER RESOLVED that Fort Wayne Senate urges students, faculty, staff, administration, and others within our academic community to show the utmost levels of compassion, kindness, and sensitivity to our fellow community members grieving and suffering amid the count of all wounded or killed by this wave of horrific violence;

BE IT FURTHER RESOLVED that the PFW Senate foster the essence of this statement by acknowledging world crises and by encouraging the university to embrace difficult conversations through increased public programming around this issue that involves our faculty and students and that models for our community the urgency of participating in informative, civil, and compassionate discussions during times of crisis.

Question Time

There has been considerable discussion in official and unofficial meetings on campus of a significant, critical, and unexpected shortfall in the university's budget. The shortfall has triggered the suspension of academic searches, disrupted the strategic procedural decisions on position requests of at least one college, and the closing of a minor program out-of-line with university procedures. The issue is that numerous narratives have emerged about the scale of the shortfall (from \$1 million to \$10 million) as well as the cause of the shortfall (pressing facilities maintenance costs, expenses beyond budget for Athletics). Given that the shortfall has wrongly negatively influenced the academic mission of the university and narratives have spread that are full of inaccuracies, can the administration:

- Detail the shortfall relative to budget expectations discussed in the November 2023 Fort Wayne Senate meeting.
 - What is the size of the shortfall?
 - What are the specific causes of the unexpected shortfall?
 - Why were these unexpected?
- How have Athletics spending and unexpected building repairs contributed to this shortfall, and what were the respective dollar amounts involved?
- What dollar amount will Academic Affairs have to cover, and what is this amount reflected as an overall percentage of Academic Affairs' budget?
- In particular, the year-end cash balances, reserve balances, and CFI were indicated to be healthy in the Fall 2023 report to the Senate (see PowerPoint slide). Why are reserves not a source of covering the shortfall rather than dipping into the already too small \$200,000 of new funding toward Academic Affairs for new positions, when the university had promised to begin addressing the backfilling of academic positions that we have not rehired in recent years?

The primary mission of this comprehensive regional university is to provide a comprehensive education to this region's students and others that we can draw. We are diminishing our comprehensiveness without a sufficient understanding of the financial reasons for doing so.

M. Wolf

Question Time

According to a [report from WANE-15](#), PFW sues more students in small claims court than any other public university in the state; PFW charges as much as 33% interest on defaulted loans (according to the WANE-15 report); the majority of students sued by PFW are low income. By way of comparison, in 2023, PFW filed 340 lawsuits in small claims court and PWL filed one.

Aside from the glaring ethical issues, PFW's debt collection practices are antithetical to who the institution claims to be. This appears to violate institutional DEI policies as it marginalizes a financially disadvantaged group.

- 1.** How is the institution being diverse, inclusive, and equitable when it targets low income students in small claims court?
- 2.** Could the Administration please explain PFW's debt collection practices and corresponding data to provide clarity on this important issue?
- 3.** Higher education is already under scrutiny. How does suing low income students in Northeast Indiana combat shrinking enrollment?
- 4.** How many of the students sued completed a degree program and how many did not? How many sued students retained legal representation? How many sued students received a default judgment in favor of PFW? How many sued students, after being ruled against, had wages garnished? How many sued students transferred to another school? How many sued students dropped out of higher education? What are average judgment amounts?

A. Nasr

Question Time

Given recent issues involving the Free Application for Federal Student Aid (FAFSA), can PFW administration explain what concrete steps or measures it has put into place so that students enrolled for fall semester will have full and timely access to any and all aid packages for which those students are eligible? Beyond extending student commitment deadlines to 30 June, what additional flexibility will the university have in place for fall so that students do not experience compounded financial hardship due to delays, glitches, and confusion that clearly went or will go beyond their control?

S. Carr

MEMORANDUM

TO Jane Leatherman, Chair
Nominations and Elections Committee

FROM: Jay Johns, Chair
Senate Executive Committee

DATE: 03/26/2024

SUBJ: Charge to Ask for Self-Removal from Committee

The Executive Committee was informed that one faculty member, whose name you know, currently serves on five (5) Senate committees or subcommittees, which is a clear violation of article 5.1.2 of the Senate Bylaws.

While there are no provisions in the Bylaws or even *Robert's Rules of Order*, to remedy such a situation, our Parliamentarian, Craig Ortsey, gave it some thought and concluded that it would be best if that member of the Faculty would be asked by the Nominations and Elections Committee to resign from the Campus P&T Committee so that they are no longer in violation of the relevant Bylaws provision.

The Executive Committee concurs with our Parliamentarian's judgment and wishes to charge the Nominations and Elections Committee to work with the faculty member and have them choose which committee to step down from by 4/03/24. If the Faculty member fails to state which committee they will resign from, it will default to the P&T Committee.

Please, do not hesitate to get the Executive Committee involved in case of questions or problems.

Approved	Opposed	Abstention	Absent	Non-Voting
Kristin Barker				Craig Ortsey
Bernd Buldt				
Jay Johns				
Carol Lawton				
Assem Nasr				
Daniel Tembras				
Nash Younis				