

MEMORANDUM

TO: Fort Wayne Senate

FROM: Andrew Downs, Chair  
Ad hoc committee created by SD 14-34

DATE: March 2, 2016

SUBJ: Bylaws of Fort Wayne Senate

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WHEREAS, SD 14-34 was passed by the Senate April 20, 2014; and

WHEREAS, the ad hoc committee reviewed the Bylaws of the Fort Wayne Senate; and

WHEREAS, the ad hoc committee invited comments on the proposed changes to the Bylaws of the Fort Wayne Senate;

BE IT RESOLVED, that the Fort Wayne Senate approve the Bylaws of the Fort Wayne Senate, which is superseding Senate Document SD 81-10.

Senate Document SD 15-22  
(Approved, 3/14/2016)

(Supersedes SD 81-10)

## BYLAWS OF THE SENATE

### 1. RULES OF ORDER

- 1.1. 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.
- 1.2. In these bylaws, the words "Major Unit" shall mean "college, school, or division or the library."

### 2. MEETINGS OF THE SENATE

#### 2.1. Scheduling

- 2.1.1. **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 more than two such sessions in any month.
- 2.1.2. **Special meetings** of the Senate shall be held upon petition by twenty percent of the Faculty, by forty percent of the Senate, or by action of the Executive Committee. Meetings 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.

#### 2.2. Attendance

- 2.2.1. Except as provided herein, meetings of the Senate will be open to all Faculty members, 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.

#### 2.3. Quorum

- 2.3.1. A majority of the Senate membership shall constitute a quorum.

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

- 2.4.1. Call to order
- 2.4.2. Approval of the minutes of the previous meeting(s)
- 2.4.3. Acceptance of the agenda
- 2.4.4. Reports of the Speakers of the Faculties. The Speaker of the Indiana University Faculty will report first in odd-numbered calendar years; the Speaker of the Purdue University Faculty will report first in even-numbered calendar years.
- 2.4.5. Report of the Presiding Officer
- 2.4.6. Special business for the day, including memorial resolutions
- 2.4.7. Unfinished business
- 2.4.8. Committee reports requiring action
- 2.4.9. Question time. At this time the university administration will respond to written questions submitted in advance through the Executive Committee.
- 2.4.10. New business. No formal business may be conducted, nor action taken on any motion or resolution, after the close of new business.
- 2.4.11. Committee reports “for information only”
- 2.4.12. The general good and welfare of the university
- 2.4.13. Adjournment

## **2.5. Speaking privileges**

- 2.5.1. **Members.** Senators shall obtain the floor by raising a hand to seek recognition.
- 2.5.2. **Nonmembers.** Upon request prior to a meeting, Voting Faculty, continuing lecturers, 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. The Secretary shall ensure that all observers are seated apart from Senators.
- 2.5.3. **Affiliates.** Affiliates identified below will be permitted to participate, without vote, in Senate meetings.
  - 2.5.3.1. Faculties 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.
  - 2.5.3.2. Students shall be accorded representation by an affiliate who shall be the President of the Student Government or that person's designee.

- 2.6. 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.
- 2.7. 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, and present.
- 2.8. Affiliations** of elected representative of the continuing lecturers
- 2.8.1. The elected representative of the continuing lecturers shall be considered a member of the academic department to which the most service is assigned, the Major Unit to which that academic department is assigned, and the university affiliated with the assigned department's academic mission. If the representative of the continuing 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 continuing 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.
- 2.8.2. As stated in the Constitution (VII. A. 4) the elected representative of the continuing lecturers does not count toward an academic unit's apportionment.
- 2.8.3. The elected representative of the continuing lecturers shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and tenure in the Senate and/or in committee.

### **3. CONVOCATIONS**

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

### **4. AGENDA AND MINUTES**

- 4.1.** 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.

### **5. SENATE COMMITTEES AND SUBCOMMITTEES**

#### **5.1. General provisions**

- 5.1.1.** To aid in its functioning, the Senate may establish three types of committees: service committees, which shall be standing committees charged with assisting in the routine operations of the Senate; policy committees, which shall be standing committees charged with advising the Senate on substantive matters; and ad-hoc committees, which shall be established by the Senate for special purposes. Service and policy committees in addition to those provided herein must be established by amendment of these bylaws; ad-hoc committees may be established by Senate legislation.
- 5.1.2.** No one may serve on more than four Senate committees and/or subcommittees in a given academic year.

- 5.1.3.** All committee and subcommittee terms shall be staggered.
- 5.1.4.** Except as otherwise provided in these bylaws, Senate committees shall be composed of Senators and Voting Faculty; Senators must comprise at least 2/3 of the voting membership of any committee. 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, this meeting to be convened by the committee member designated by the Senate Secretary to do so and by a date set by the Executive Committee; and shall keep minutes available to all members of the Faculty.
- 5.1.4.1. Senate committees 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. 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. Senate 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 sections 5.1.2. and 5.1.4.
- 5.1.5.** Except as otherwise provided in these bylaws, Senate subcommittees shall be composed of Voting Faculty and continuing 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 to do so and by a date set by the Executive Committee; and shall keep minutes available to all members of the Faculty.
- 5.1.5.1. 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.
- 5.1.6.** Senate committees and subcommittees shall provide to the Secretary, 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. Committees and subcommittees shall also report to the Senate at the Senate's request, as requested by the Executive Committee, or on their own initiative, and may give information concerning their activities to the campus administration, to any Faculty unit, or to

any Fort Wayne campus committee, subcommittee, or council. 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.

## **5.2. Service committees**

### **5.2.1. Executive Committee**

- 5.2.1.1. Membership: The Executive Committee shall have the membership established in the Constitution.
- 5.2.1.2. Responsibilities: The Executive Committee shall have the responsibilities established in the Constitution. In carrying out those responsibilities, the Executive Committee shall:
  - 5.2.1.2.1. Receive proposals for consideration by the Senate from any member of the Voting Faculty and continuing lecturers. 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.
  - 5.2.1.2.2. Receive written questions, for response by the campus administration, from any member of the Voting Faculty and continuing 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.
  - 5.2.1.2.3. 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.
  - 5.2.1.2.4. 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.

### **5.2.2. Nominations and Elections Committee**

- 5.2.2.1. Membership: The Nominations and Elections Committee shall consist of two Senators elected by the Senate in such manner that two major units shall be represented.

- 5.2.2.2. Responsibilities: The Nominations and Elections Committee shall, except as otherwise provided herein, nominate elective members for all Senate committees and subcommittees; nominate members, after consultation with the appropriate Senate committee, to administrators for their consideration for appointment to other committees; annually solicit from the Voting Faculty and continuing lecturers information concerning preferences and qualifications for committee assignments; and establish the procedure for, and conduct, such votes as are required among the Senators, the Voting Faculty, and the continuing lecturers. The Nominations and Elections Committee shall place at least two names in nomination for each vacancy on the Executive Committee.

### 5.3. Policy committees

- 5.3.1. Committees on Institutional Affairs:** There shall be a Committee on Institutional Affairs for the faculty of each university.

- 5.3.1.1. Membership: The two Committees on Institutional Affairs shall have the membership established in the Constitution.
- 5.3.1.2. Responsibilities: The two Committees on Institutional Affairs shall have the responsibilities established in the Constitution.
- 5.3.1.3. Subject to the provisions of the *Indiana University Academic Handbook*, the **Indiana University Committee on Institutional Affairs** shall establish a Faculty Board of Review. The actions of this body shall not be subject to review by other faculty bodies. The Indiana University Committee on Institutional Affairs shall also be responsible for overseeing the election of the representative(s) who shall serve, along with the Speaker of the Indiana University Faculty, on the University Faculty Council.
- 5.3.1.3.1. **Faculty Board of Review:** The review function of the Indiana University Faculty shall be exercised by a Faculty Board of Review
- 5.3.1.3.1.1. Membership: The Senators of Indiana University affiliation shall select five tenured members of the Indiana University Faculty as the Board, and shall designate one of them as the presiding member. The members shall hold office from the first day of February for a term of one year, but they shall complete the review of any case which they have begun to consider. A member of the Board who is involved in a case before the Board, or is a member of a department from which a case arises, shall be disqualified from hearing or investigating the case. Members of the Board shall disqualify themselves from hearing or investigating a case whenever they believe they cannot render an impartial judgment. The Senators of Indiana University affiliation shall elect a temporary member to fill each vacancy created by disqualification; the temporary member shall serve during the particular case before the Board.

5.3.1.3.1.2. Responsibilities: The Board shall hear cases concerning academic freedom, reappointment, third-year review, tenure, promotion, salary adjustment, and the nature or conditions of work. Any member of the Indiana University Faculty desiring a review of administrative action in these stated areas shall request in writing a hearing by the Board.

5.3.1.3.1.2.1. Procedures:

5.3.1.3.1.2.1.1. In cases involving academic freedom, reappointment, or tenure, the Board shall fix a date for hearings and accord each party involved the rights to have counsel of choice, to present witnesses and other evidence, and to cross-examine opposing witnesses. Upon request of the Faculty member concerned, a closed hearing shall be held. Upon the evidence and arguments presented, the Board shall express its judgment and recommendation to the Chief Administrative Officer in a written report, a copy of which shall be mailed to the Faculty member concerned. Thirty days thereafter a confidential copy of the report shall be filed with the Secretary of the Faculty. The Chief Administrative Officer shall state in writing the university's final decision, with reasons therefor. This statement also shall be sent to the Faculty member concerned.

5.3.1.3.1.2.1.2. In cases involving third-year review, promotion, salary, or the nature or conditions of work, the Board shall hear the Faculty member concerned and make such other investigation as it deems necessary or advisable in formulating its opinion and recommendation. This opinion and recommendation shall be forwarded in writing to the appropriate administrative official(s), and thirty days thereafter to the Faculty member concerned. The appropriate administrative official shall state a decision in writing, with reasons therefor. This statement shall also be sent to the Faculty member concerned.

5.3.1.3.1.2.1.3. Public statements by either faculty members or by administrative officials about cases before the Board should be avoided. Any announcement of the final decision should include either the complete statement or a fair abridgment of the recommendation of the Board, if it has not previously been released.

5.3.1.4. Subject to the provisions of the *Purdue University Faculty Handbook*, the **Purdue University Committee on Institutional Affairs** shall establish an Academic Personnel Grievance Board. The actions of this body shall not be subject to review by other faculty bodies. The Purdue University



Committee on Institutional Affairs shall inform the Speaker of the Purdue University Faculty and the Purdue Senator elected to the Purdue University Senate that they shall serve on the Purdue Intercampus Faculty Council. The term of such elected representative shall expire with that person's Senate term.

5.3.1.4.1. **Academic Personnel Grievance Board.** The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda.

5.3.1.4.1.1. **Membership:** The Board shall be composed of fifteen tenured members of the Voting Faculty of Purdue University at Fort Wayne, nominated and elected by that Faculty to staggered two-year terms. Ten members shall be regular members, and the remaining five shall be alternate members.

5.3.1.4.1.2. **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 of Purdue University at Fort Wayne.

5.3.1.4.1.3. **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 a secretary.

### **5.3.2. Faculty Affairs Committee**

5.3.2.1. **Membership:** The Faculty Affairs Committee shall consist of the Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and six members of the Senate and Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented.

5.3.2.2. **Responsibilities:** The Faculty Affairs Committee shall be concerned with the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, including tenured and tenure track faculty, clinical faculty, continuing lecturers, limited term lecturers, and visiting instructors, collectively and as individuals. Such items as third-year review, tenure, academic promotion, leaves of absence, orientation of new Faculty members, insurance and health program planning, academic responsibilities, standards of appointment, reappointment, and Faculty morale are topics which fall within the area of responsibility of the Committee. The Committee shall establish a Professional Development Subcommittee and a Promotion and Tenure Subcommittee.

#### **5.3.2.2.1. Professional Development Subcommittee**

- 5.3.2.2.1.1. Membership: The Professional Development Subcommittee shall consist of the Chief Academic Officer of IPFW, nonvoting, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and seven members of the Voting Faculty and continuing lecturers elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same Major Unit.
- 5.3.2.2.1.2. Responsibilities: The Professional Development Subcommittee shall oversee and recommend policies and procedures relating to the professional development of the Faculty, including summer research grants and the like, teaching awards, international travel grants, and sabbatical leaves. Members of this Subcommittee shall be ineligible to submit a summer research grant proposal or sabbatical leave request during their term on the Subcommittee.

#### **5.3.2.2.2. Promotion and Tenure Subcommittee**

- 5.3.2.2.2.1. Membership: The Promotion and Tenure Subcommittee shall have the membership established in Senate Document SD 14-36.
- 5.3.2.2.2.2. Responsibilities: The Promotion and Tenure Subcommittee shall have the responsibilities, and follow the procedures established in Senate Document SD 14-36.

### **5.3.3. Educational Policy Committee**

- 5.3.3.1. Membership: The Educational Policy Committee shall consist of the Chief Academic Officer, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, the Registrar (nonvoting), and six Senators and Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented.
- 5.3.3.2. Responsibilities
  - 5.3.3.2.1. The Educational Policy Committee shall be concerned with, but is not limited to, the improvement of instruction, grades and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admission, academic placement, the academic calendar, policies for scheduling classes, library and other learning-resource policies, honors programs, general education policies, general research policies, military training programs, general curriculum standards, coordination of Fort Wayne curricula with those of West Lafayette and/or Bloomington, general academic organization, interdepartmental and inter-institutional research and education programs, and continuing education programs.

- 5.3.3.2.2. In developing the academic calendar, the Educational Policy Committee shall:
- 5.3.3.2.2.1. Study those regulations of the two universities which bear upon the Fort Wayne calendar.
  - 5.3.3.2.2.2. 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.
  - 5.3.3.2.2.3. Poll the Faculty and student body from time to time regarding preferences for an academic calendar.
  - 5.3.3.2.2.4. 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).
  - 5.3.3.2.2.5. By February 1 of each year, present to the Senate the above formulas or calendars.
  - 5.3.3.2.2.6. By March 1 of each year, present to the Senate for adoption the specific dates of the academic-year calendar (and following summer).
  - 5.3.3.2.2.7. 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.
- 5.3.3.2.3. The Educational Policy Committee shall establish seven subcommittees: a Continuing Education Advisory Subcommittee, a Grade Appeals Subcommittee, an Honors Program Council, an International Education Advisory Subcommittee, a Curriculum Review Subcommittee, a Graduate Subcommittee, a Campus Appeals Board, and a General Education Subcommittee.
- 5.3.3.2.3.1. **Grade Appeals Subcommittee**
    - 5.3.3.2.3.1.1. Membership: The Grade Appeals Subcommittee shall consist of nine members elected from the Voting Faculty and continuing lecturers elected by the Senate in such manner that no more than two shall be from one Major Unit.
    - 5.3.3.2.3.1.2. Responsibilities: The Grade Appeals Subcommittee shall consider cases that come before it under the campus grade appeals policy. If a case is to be heard, a five-member panel drawn from the Subcommittee membership shall hear the appeal. The panel shall act for the Subcommittee and its decisions shall be final and not subject to review by other faculty bodies.
  - 5.3.3.2.3.2. **Honors Program Council**
    - 5.3.3.2.3.2.1. Membership: The Honors Program Council shall consist of:

- 5.3.3.2.3.3.1.1. Five Voting Faculty and continuing lecturers elected by the Senate in such manner that no more than one member may come from the same Major Unit.
- 5.3.3.2.3.3.1.2. Two members of the Honors Faculty, appointed by the Chief Academic Officer of IPFW to staggered three-year terms.
- 5.3.3.2.3.3.1.3. Two student members appointed by the Student Government, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course, to one year terms. Student members shall participate and vote in all matters before the Council except questions of student admission, scholarships, retention, and satisfaction of program requirements.
- 5.3.3.2.3.3.1.4. The Chief Academic Officer of IPFW or a designee.
- 5.3.3.2.3.3.1.5. The Director of the Honors Program.
- 5.3.3.2.3.2.2. Responsibilities: The Honors Program Council 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.
- 5.3.3.2.3.3. **International Education Advisory Subcommittee**
  - 5.3.3.2.3.4.1. Membership: The International Education Advisory Subcommittee shall consist of the director of the program, one student at or beyond the second-year level in International Education selected annually by Student Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in either the Center for Academic Support and Achievement or Student Success and Transition selected annually by the Chief Student Affairs Officer, and five Voting Faculty members or continuing lecturers elected by the Senate.
  - 5.3.3.2.3.4.2. Responsibilities: The International Education Advisory Subcommittee shall be a liaison between the Faculty and the Director of International Education, advising the director on policies relating to Office of International Education and recommending policies and goals for Office of International Education to the Senate.
- 5.3.3.2.3.4. **Curriculum Review Subcommittee**
  - 5.3.3.2.3.4.1. Membership: The Curriculum Review Subcommittee shall consist of:
    - 5.3.3.2.3.4.1.1. The Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member
    - 5.3.3.2.3.4.1.2. Three members from the College of Arts and Sciences, one each from the sciences, social sciences, and humanities; and one member from each of the other major units; elected by the Voting Faculty at large from among

the nominees elected by each major unit

5.3.3.2.3.4.1.3. The Presiding Officer of the Senate shall request the Student Government to select two nonvoting student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

5.3.3.2.3.4.2. Responsibilities: The Curriculum Review Subcommittee shall advise the Senate concerning the exercise of the Faculty's right of review of the undergraduate curricula. Specifically, it shall:

5.3.3.2.3.4.2.1. Examine and report on proposals for new academic programs prior to their approval by IPFW's Chief Academic Officer or, if such approval is not required, prior to final approval at the highest possible level of campus review. ("Academic programs" in this context shall mean any group of courses constituting a major, degree, degree option, concentration, certificate program, or similar entity.) During this examination, the Subcommittee shall evaluate:

5.3.3.2.3.4.2.1.1. The rationale for the proposed program.

5.3.3.2.3.5.2.1.2. The use of IPFW resources.

5.3.3.2.3.5.2.1.3. The relationship among proposed and existing programs.

5.3.3.2.3.5.2.1.4. Other effects on IPFW and on IPFW's constituencies of the proposed program.

5.3.3.2.3.5.2.1.5. Upon the completion of this examination, the Subcommittee shall:

1. Report to the Senate "for information only" its finding that the new program requires no Senate review; or
2. Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.2.3.4.2.2. Upon a request from the Senate, an academic unit, or IPFW's Chief Academic Officer, examine and report on existing academic programs and new or proposed courses. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise, or as part of an IPFW-wide effort to ensure the periodic review of academic programs by a body functioning above the department level. Upon the completion of this examination, the Subcommittee shall:

5.3.3.2.3.4.2.2.1. Report to the Senate "for information only" its finding that no Senate review is appropriate; or

5.3.3.2.3.4.2.2.2. Advise the Senate of its finding that the Senate should exercise its right of review.

### 5.3.3.2.3.5. Graduate Subcommittee

5.3.3.2.3.5.1. Membership: The Graduate Subcommittee shall consist of:

5.3.3.2.3.6.1.1. One elected representative from each Major Unit offering graduate programs, who will hold membership on the appropriate graduate faculty. Members will be elected by the Voting Faculty at large from among the nominees elected by each Major Unit represented on the Subcommittee

5.3.3.2.3.6.1.2. One representative from the library elected to a three-year term by the Voting Faculty from among nominees selected by the librarians.

5.3.3.2.3.6.1.3. The Associate Vice Chancellor for Academic Programs, and the two Faculty members in charge of liaison with the graduate schools of Indiana University and Purdue University.

5.3.3.2.3.6.1.4. Two graduate students elected annually by the other members of the Subcommittee from among nominations submitted by departments or other units responsible for graduate degree programs.

5.3.3.2.3.5.2. Responsibilities: In matters affecting graduate education at IPFW, and subject to the rules established by Indiana and Purdue universities and their graduate schools, the Subcommittee shall advise the Senate concerning planning and policy and exercise of the Faculty's right of review of the graduate curricula.

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

5.3.3.2.3.5.2.1.1. Foster program coordination among IPFW units and among IPFW and the graduate schools.

5.3.3.2.3.5.2.1.2. Evaluate and make recommendations concerning the need for new programs.

5.3.3.2.3.5.2.1.3. Advise on policies for admission procedures and standards.

5.3.3.2.3.5.2.1.4. Advise on policies for fellowships, assistantships, and other forms of financial assistance.

5.3.3.2.3.5.2.2. Review functions: To exercise the Faculty's right of review of the graduate curricula, the Subcommittee shall:

5.3.3.2.3.5.2.2.1. 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. During this examination, the Subcommittee shall evaluate:

1. The rationale for the proposed program.
2. The use of IPFW resources.
3. The relationship among proposed and existing programs.
4. Other effects on IPFW and on IPFW's constituencies of the proposed program.
5. Upon completion of this examination, the Subcommittee shall:
  - a. Report to the Senate "for information only" its finding that the new program requires no Senate review; or
  - b. Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.2.3.5.2.2.2. Upon a request from the Senate, an academic unit, a graduate school, or IPFW's Chief Academic Officer, examine and report on existing or proposed courses.

1. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise.
2. Upon completion of this examination, the Subcommittee shall:
  - a. Report to the initiator, and to the Senate "for information only," its finding that no Senate review is appropriate, or
  - b. Advise the Senate of its finding that the Senate should exercise its right of review.

#### 5.3.3.2.3.6. **Campus Appeals Board**

5.3.3.2.3.6.1. **Membership:** The Campus Appeals Board shall consist of a total of six members, including three members and three alternates. In accordance with the IPFW Code of Student Rights, Responsibilities, and Conduct, the members shall be elected by the Senate from among the Voting Faculty and continuing lecturers. Faculty terms on this Board shall be for two years commencing one week before the beginning of regular fall classes following election; no Faculty member may serve more than two consecutive terms.

5.3.3.2.3.6.2. **Responsibilities:** The Campus Appeals Board shall not consider appeals that fall within the jurisdiction of the Grade Appeals Subcommittee.

#### 5.3.3.2.3.7. **General Education Subcommittee**

5.3.3.2.3.7.1. **Membership:** The General Education Subcommittee shall consist of the Chief Academic Officer or a designee and seven members of the Voting Faculty or continuing lecturers elected by the Senate in such manner that at least four of the major units shall be represented.

5.3.3.2.3.7.2. **Responsibilities:** Responsibility for administering the general education program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty through the Educational Policy Committee. Specifically, the Subcommittee shall:

5.3.3.2.3.7.2.1. Recommend to the Senate all policies related to the campus general education program.

5.3.3.2.3.7.2.2. Approve courses for incorporation in the areas of the general education program.

5.3.3.2.3.7.2.3. Conduct an ongoing review of the goals and operations of the program, with biennial reports and recommendations to the Educational Policy Committee and the Chief Academic Officer as appropriate.

#### **5.3.4. Student Affairs Committee**

5.3.4.1. **Membership:** The Student Affairs Committee shall consist of the Chief Student Affairs Officer, six Senators and Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented, and two students. The Presiding Officer of the Senate shall request the Student Government to select the student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

5.3.4.2. **Responsibilities:** The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all IPFW students. 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. The Committee shall establish a Subcommittee on Athletics.

##### **5.3.4.3. Subcommittee on Athletics**

5.3.4.3.1. **Membership:** The Subcommittee on Athletics shall consist of eight Voting Faculty and continuing 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 Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one IPFW 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). 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 ex-officio members may not chair the Subcommittee.

5.3.4.3.2. Responsibilities: The Subcommittee on Athletics shall:

- 5.3.4.3.2.1. Review and comment on the annual athletic budget, and supportive activities in the fall semester each year.
- 5.3.4.3.2.2. Monitor and advise regarding schedules for intercollegiate athletics.
- 5.3.4.3.2.3. Establish eligibility requirements for participation in intercollegiate athletics.
- 5.3.4.3.2.4. Approve intercollegiate sport additions or deletions.
- 5.3.4.3.2.5. Approve participation in post-season activities beyond conference tournaments.
- 5.3.4.3.2.6. Propose, for the approval of the Senate, membership in athletic conferences.
- 5.3.4.3.2.7. Advise the ex-officio members.
- 5.3.4.3.2.8. When requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer.
- 5.3.4.3.2.9. Serve on ad hoc compliance committees.
- 5.3.4.3.2.10. Make recommendations with respect to procedures and policies to assist in student-athlete academic success.
- 5.3.4.3.2.11. Participate and be consulted within university-wide discussions and decisions regarding the Athletic Department.

**5.3.5. University Resources Policy Committee**

5.3.5.1. Membership: The University Resources Policy Committee shall consist of:

- 5.3.5.1.1. The Chief Financial Officer or designee.
- 5.3.5.1.2. The Chief Academic Officer or designee.
- 5.3.5.1.3. The chief officer in charge of space allocation (ex officio, nonvoting).
- 5.3.5.1.4. The chief officer in charge of campus planning (ex officio, nonvoting).

- 5.3.5.1.5. Ten Senators or Voting Faculty elected by the Senate in such manner that at least four of the major units shall be represented.
- 5.3.5.1.6. One clerical or service staff member.
- 5.3.5.1.7. One administrative/professional staff member.
- 5.3.5.1.8. One student.
- 5.3.5.1.9. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative, the Administrative Council to select the administrative/professional staff representative, and the Student Government to select the student representative. The clerical or service staff representative, the administrative/professional staff representative, and the student representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

5.3.5.2. Responsibilities:

- 5.3.5.2.1. The University Resources Policy Committee shall be concerned with, but not limited to:
  - 5.3.5.2.1.1. Consideration of such matters as planning and optimal utilization of the physical facilities of the university, including buildings, the library, scientific and other equipment, and educational aids.
  - 5.3.5.2.1.2. Staff needs, utilization and planning.
  - 5.3.5.2.1.3. Interdepartmental and interinstitutional cooperation for improved facilities and staff utilization.
  - 5.3.5.2.1.4. Nonacademic planning, including architecture, landscaping, parking, and traffic.
  - 5.3.5.2.1.5. The University Resources Policy Committee shall delegate analysis of and recommendations for:
    - 5.3.5.2.1.5.1. Present and evolving information technology needs in support of the mission of the university to an Academic Computing and Information Technology Advisory Subcommittee established by the University Resources Policy Committee.
    - 5.3.5.2.1.5.2. Budgetary matters to the Budgetary Affairs Subcommittee established by the University Resources Policy Committee.
    - 5.3.5.2.1.5.3. Revenue policy to the Revenue Subcommittee established by the University Resources Policy Committee.

- 5.3.5.2.1.5.4. Policies and procedures for library collections, facilities, and operations to the Library Subcommittee.
- 5.3.5.2.1.5.5. Advancement at IPFW to the University Advancement Advisory Subcommittee established by the University Resources Policy Committee.

**5.3.5.2.1.6. Academic Computing and Information Technology Advisory Subcommittee**

- 5.3.5.2.1.6.1. Membership: The Academic Computing and Information Technology Advisory Subcommittee shall consist of:

- 5.3.5.2.1.6.1.1. The Director of the Center for the Enhancement of Teaching and Learning.

- 5.3.5.2.1.6.1.2. The Chief Information Officer or designee.

- 5.3.5.2.1.6.1.3. The Director of Continuing Studies.

- 5.3.5.2.1.6.1.4. The Dean of the Helmke Library.

- 5.3.5.2.1.6.1.5. The Chief Student Affairs Officer or designee.

- 5.3.5.2.1.6.1.6. One faculty member from each of the major units, elected by each unit.

- 5.3.5.2.1.6.2. Responsibilities: The Academic Computing and Information Technology Advisory Subcommittee shall:

- 5.3.5.2.1.6.2.1. Advise the Senate, through the University Resources Policy Committee, on any and all matters which affect present and evolving information technology in support of the mission of the university.

- 5.3.5.2.1.6.2.2. Advise the Chief Academic Officer and the Information Technology Policy Committee on the matters listed in the above paragraph.

- 5.3.5.2.1.6.2.3. Serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university.

- 5.3.5.2.1.6.2.4. Develop plans for the use, support, and evaluation of academic computing resources.

- 5.3.5.2.1.6.2.5. Advise Information Technology Services on how to communicate with faculty.

**5.3.5.2.1.7. Budgetary Affairs Subcommittee**

- 5.3.5.2.1.7.1. Membership: The Budgetary Affairs Subcommittee shall consist of eight members of the Voting Faculty and continuing lecturers elected by the Senate, with no more than three from any one Major Unit, one clerical or service staff member, and one administrative/professional staff

member. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative and the Administrative Council to select the administrative/professional staff representative. The clerical or service staff representative and the administrative/professional staff representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

5.3.5.2.1.7.2. Responsibilities: The Budgetary Affairs Subcommittee is concerned with the IPFW budget. Specifically, the Budgetary Affairs Subcommittee shall:

- 5.3.5.2.1.7.2.1. Advise the administration and, through the University Resources Policy Committee, the Senate on budgetary matters pertaining to the needs of the campus.
- 5.3.5.2.1.7.2.2. Pay particular attention to the ways the budget and the budgetary process can affect this institution's ability to carry out its mission to provide excellence in higher education for northeastern Indiana.
- 5.3.5.2.1.7.2.3. Make recommendations on:
  - 5.3.5.2.1.7.2.3.1. 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.
  - 5.3.5.2.1.7.2.3.2. Financial needs of new programs and of new facilities proposed for the campus.
  - 5.3.5.2.1.7.2.3.3. Work with the Revenue Subcommittee and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs. Procedures can be found in Senate Document SD 15-XX.

#### 5.3.5.2.1.8. Revenue Subcommittee

5.3.5.2.1.8.1. Membership: The Revenue Subcommittee shall consist of eight members of the Voting Faculty and continuing lecturers elected by the Senate, with no more than three from any one Major Unit, one clerical or service staff member, and one administrative/professional staff member. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative and the

Administrative Council to select the administrative/professional staff representative. The clerical or service staff representative and the administrative/professional staff representative shall serve for one year, with their terms to commence one week before the beginning of regular fall classes.

5.3.5.2.1.8.2. Responsibilities: The Revenue Subcommittee is concerned with sources of revenue for IPFW. Specifically, the Revenue Subcommittee shall:

5.3.5.2.1.8.2.1. Advise the administration and, through the University Resources Policy Committee, the Senate on revenue matters pertaining to the needs of the campus.

5.3.5.2.1.8.2.2. 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.

5.3.5.2.1.8.2.3. Make annual recommendations on sources of revenue.

5.3.5.2.1.8.2.4. Work with the Budgetary Affairs Subcommittee and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs. Procedures can be found in Senate Document SD 15-XX.

#### 5.3.5.2.1.9. **Library Subcommittee**

5.3.5.2.1.9.1. Membership: The Library Subcommittee shall consist of the Dean of the Helmke Library and eight members of the Voting Faculty and continuing lecturers, with no more than three from any one Major Unit.

5.3.5.2.1.9.2. Responsibilities: The Library Subcommittee shall advise the Senate, through the University Resources Policy Committee, concerning policies and procedures for library collections, facilities, and operations.

#### 5.3.5.2.1.10. University Advancement Advisory Subcommittee

5.3.5.2.1.10.1. Membership: The Subcommittee membership shall comprise four Ex Officio Members (Vice Chancellor of Advancement; Director of Alumni Relations; Executive Director of Marketing Communications; Director of Advancement Services) and ten faculty elected to staggered three-year terms by the Senate in such a manner that at least one representative from each of the four of the major academic units are represented if possible.

5.3.5.2.1.10.2. Responsibilities: The University Advancement Advisory Subcommittee shall:

- 5.3.5.2.1.10.2.1. Advise the Senate, through the University Resources Policy Committee, on any and all matters that affect advancement.
- 5.3.5.2.1.10.2.2. Advise the Chief Advancement Officer on matters of advancement.
- 5.3.5.2.1.10.2.3. Serve as a forum for discussion about advancement issues in general.
- 5.3.5.2.1.10.2.4. Consult on plans for all areas of advancement.
- 5.3.5.2.1.10.2.5. Make recommendations regarding major fund-raising efforts for the campus.

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

5.3.6.1.Membership: The Subcommittee Task Force shall consist of six Voting Faculty and continuing lecturers elected by the Senate in such manner that each Major Unit has one representative. Policy committees requesting that the Subcommittee Task Force be called into service shall recommend to the Executive Committee the administrators, clerical staff, administrative/professional staff, and student representatives it deems appropriate. The Executive Committee is responsible for inviting such members.

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

#### **5.4. Ad hoc committees**

### **6. OTHER COMMITTEES**

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

**6.2.** Definitions

- 6.2.1.** A committee subject to these reporting procedures shall consist of a group of persons, at least one of whom is a member of the Voting Faculty or a continuing lecturer appointed to the committee by a university administrator; shall function above the Major Unit level; shall have been established to perform a task or group of tasks related to the powers and responsibilities of the Faculty; and shall not necessarily have the word “committee” in its name.
- 6.2.2.** A report shall consist minimally of written notice to the Faculty 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.

### **6.3. Procedures**

- 6.3.1.** 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.
- 6.3.2.** 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.

## **7. RECALL OR EXPLUSION OF SENATORS**

### **7.1. For excessive absence.**

- 7.1.1.** In the case of an elected Senator who is absent excessively, the Senate may petition the Senator’s unit to recall the Senator 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.
- 7.1.2.** In the case of an ex-officio Senator who is absent excessively, the Senate may petition the Presiding Officer of the Faculty to reprove the offender.

### **7.2. For obstructing the Senate.**

- 7.2.1.** 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.

## **8. ENABLEMENT**

- 8.1.** 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.

## **9. AMENDMENTS TO THE BYLAWS**

- 9.1. Amendments to the Bylaws of the Senate, consistent with the Constitution of the Faculty of Indiana University-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.



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