

FORT WAYNE SENATE AGENDA  
MONDAY  
March 14, 2016  
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of February 8, 2016
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
  - a. Purdue University – M. Masters
  - b. Indiana University – J. Badia
5. Report of the Presiding Officer – A. Downs
6. Committee reports requiring action
  - a. Educational Policy Committee (Senate Document SD 15-20) – J. Leatherman
  - b. Ad Hoc Committee on Committees (Senate Document SD 15-21) – N. Borbieva
  - c. Ad Hoc Committee on Committees (Senate Document SD 15-22) – N. Borbieva
  - d. Executive Committee (Senate Document SD 15-23) – K. Pollock
7. New business
8. Committee reports “for information only”
  - a. Executive Committee (Senate Reference No. 15-22) – K. Pollock
  - b. Graduate Subcommittee (Senate Reference No. 15-23) – D. Cochran
  - c. Budgetary Affairs Subcommittee (Senate Reference No. 15-24) – J. Malanson
9. The general good and welfare of the University
10. Adjournment\*

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

Approving

J. Badia  
J. Casazza  
A. Downs  
M. Masters  
K. Pollock, Chair  
A. Schwab

Non Voting

J. Malanson

Absent

N. Younis

**ATTACHMENTS ON BACK**

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Attachments:

“Academic Calendar for 2018-2019” (SD 15-20)

“Amendments to the Constitution of the Fort Wayne Senate” (SD 15-21)

“Amendments to the Bylaws of the Fort Wayne Senate” (SD 15-22)

“Amendment to Procedures for Promotion and Tenure and Third Year Review at IPFW”  
(SD 15-23)

“Items under Consideration in Senate Committees and Subcommittees” (SR No. 15-22)

“5 Year BS/MSE Program for Department of Electrical and Computer Eng” (SR No. 15-23)

“Budgetary Affairs Subcommittee Biennial Report of Staffing and Budget” (SR No. 15-24)

MEMORANDUM

TO: Fort Wayne Senate

FROM: Jane Leatherman, Chair  
Educational Policy Committee

DATE: February 10, 2016

SUBJECT: Academic Calendar for 2018-2019

WHEREAS, the Calendar Subcommittee has prepared and approved the academic calendar for 2018-2019,

Whereas, the Educational Policy Committee has approved the academic calendar for 2018-2019,

BE IT RESOLVED, that the Senate approve the academic calendar for 2018-2019.

Approved	Abstention	Oppose	Absent	Non-voting
Jane Leatherman			Noor Borbieva	Patrick McLaughlin
Linda Wright-Bower				Marcia Dixon for Carl Drummond
Gang Wang				
Benjamin Dattilo				
Cigdem Gurgur				

# ACADEMIC CALENDAR FOR 2018-2019

## Fall Semester, 2018

Monday	20 August	Classes Begin
Friday	31 August	Classes Suspended at 4:30 p.m. (Labor Day Recess)
Tuesday	4 September	Classes Resume
Mon.-Tues.	8 – 9 October	Fall Recess
Wednesday	10 October	Classes Resume
Tuesday	20 November	Thanksgiving Recess Begins After Last Class
Monday	26 November	Classes Resume
Mon.-Sun.	10-16 December	Final Exam Week/Last Week of Classes

## Winter Inter-session, 2018-2019

Monday	17 December	Classes Begin
Mon.-Tues.	24-25 December	Classes Suspended (Christmas Holiday)
Wednesday	26 December	Classes Resume
Monday	31 December	Classes Suspended (Presidents' Designated Holiday)
Wednesday	2 January	Classes Resume
Sunday	13 January	Last Day of Classes

## Spring Semester, 2019

Monday	14 January	Classes Begin
Monday	21 January	Martin Luther King Jr. Holiday
Mon. - Sun.	11-17 March	Spring Recess
Monday	18 March	Classes Resume
Friday	19 April	Classes Suspended at 4:30 p.m. (Easter Recess)
Monday	22 April	Classes Resume
Mon.-Sun	6-12 May	Final Exam Week/ Last Week of Classes
Wednesday	15 May	Tentative Date of Commencement

## Summer Semester, 2019

Monday	13 May	Summer Semester Begins
Monday	20 May	Summer Session I: Classes Begin
Friday	24 May	Classes Suspended at 4:30 p.m. (Memorial Day Recess)
Tuesday	28 May	Classes Resume
Friday	28 June	Summer Session I: Classes End at 4:30 p.m.
Monday	1 July	Summer Session II: Classes Begin
Thursday	4 July	Independence Day Holiday Observed
Friday	5 July	Classes Suspended at 4:30 p.m. (Independence Day Weekend Recess).
Monday	8 July	Classes Resume
Friday	9 August	Summer Session II: Classes End at 4:30 p.m.
Sunday	25 August	Summer Semester Ends

MEMORANDUM

TO: Fort Wayne Senate

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

DATE: March 2, 2016

SUBJ: Amendments to the Constitution of the 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 Constitution of the Fort Wayne Senate; and

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

BE IT RESOLVED, that the Fort Wayne Senate approve the revised Constitution.

<b>Approving</b>	<b>No</b>	<b>Not Present</b>	<b>Non-voting</b>
Noor Borbieva			Andrew Downs
Cigdem Gurgur			Jeff Malanson
Suzanne LaVere			
Daniel Miller			
Nila Reimer			

## CONSTITUTION OF THE FACULTY OF INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE

### I. Definitions

- A. The Fort Wayne Senate shall be referred to as the Senate in this document.
- B. **Positions of academic rank** shall include professor, librarian, associate and assistant professor or librarian, instructor, affiliate librarian, and lecturer.
- C. **The Faculty** shall be composed of the chief administrative officer of Indiana University-Purdue University at Fort Wayne (hereafter referred to as "IPFW"), the Presidents of Indiana University and Purdue University, and those employees of the University who hold academic rank.

A member of the Faculty who serves in more than one major unit shall be counted among the Faculty of the unit to which the most service is assigned; a member of the Faculty who serves equally in two or more major units shall inform the chief academic officer, prior to the annual certification, of the unit in which the Faculty member wishes to be counted.

- D. **The Voting Faculty** shall consist of those full-time members of the Faculty and those faculty who are on partial retirement, who are not enrolled in an undergraduate degree program at IPFW nor in a graduate degree program in their home department and who:
1. Are tenured or hold tenure-track appointments in units subject to those powers of the Fort Wayne Faculty detailed in Section VI, below, and perform duties at least half of which consists of teaching or other creative/scholarly work; or
  2. Are tenured or hold tenure-track appointments with the rank of librarian or associate, assistant, or affiliate librarian; or
  3. Hold the rank of assistant, associate, or full clinical professor.
- E. **Associate Members of the Faculty** shall consist of emeritus, continuing lecturers, and visiting members of the Faculty and persons who have academic appointments but who are not Faculty. These individuals shall have the privilege of attending Faculty assemblies and convocations, but shall not possess the right to vote except for the elected representative of the continuing lecturers.
- F. **University affiliation** shall lie with the institution assigned the academic mission for the unit in which the Faculty member holds an academic appointment. A member of the Faculty who serves in more than one unit shall be counted among the Faculty of the unit to which the most service is assigned; a member of the Faculty 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 Faculty member wishes to be counted.

## II. Certification

Certification of the names, affiliations, and classifications of all members of the Faculty shall be made annually, as of January 15 and by January 25, by the chief academic officer of IPFW to the Secretary of the Faculty. Changes in the eligibility of individuals to vote, speak, or stand for elective office shall be effective immediately, but the January certification shall apply in defining the size and distribution of the Faculty for procedures such as establishing a quorum, establishing a given fraction of the Faculty, and apportionment.

## III. Officers

A. **The Presiding Officer of the Faculty** shall be the Presiding Officer of the Senate. In the absence of the Presiding Officer at a Faculty convocation or Senate meeting at which that person would ordinarily preside, the following shall preside in order of precedence:

1. The Speaker of the Indiana University Faculty in odd-numbered years, and the Speaker of the Purdue University Faculty in even-numbered years
2. The other Speaker of the Faculty
3. The Chair of the Executive Committee
4. The Parliamentarian
5. Another person chosen by the method prescribed by the rules of order adopted by the Senate.

B. **The Secretary of the Faculty** shall be the Secretary of the Senate.

C. **The Parliamentarian of the Faculty** shall be the Parliamentarian of the Senate.

D. There shall be two **Speakers of the Faculty**, each elected by secret ballot of the Voting Faculty of one university from among that Voting Faculty, and each serving a two-year term commencing with the fall Senate following election.

1. *The Speaker of the Indiana University Faculty* shall be elected prior to February 1 in even-numbered years.
2. *The Speaker of the Purdue University Faculty* shall be elected prior to February 1 in odd-numbered years.
3. A Speaker may not serve more than two consecutive terms.

E. **The Sergeant-at-Arms of the Faculty** shall be the Sergeant-at-Arms of the Senate.

#### IV. Convocations

The Executive Committee shall establish and announce the agenda, time, and place of all Faculty Convocations.

- A. On its own initiative, the Executive Committee may convene the Faculty in formal Convocation for the conduct of business.
- B. When petitioned by at least twenty percent of the members of the Voting Faculty, the Executive Committee must convene the Faculty in formal Convocation. The Secretary of the Senate shall publicize at the beginning of each semester a current list of the Voting Faculty as defined herein, and the minimum number required to convene the Faculty in such a manner.
- C. At any Faculty Convocation any item may be brought up for discussion, and the Senate, the chief administrative officer of IPFW, the Presidents, and the Boards of Trustees of Indiana University and Purdue University may be petitioned for action by the convened Voting Faculty.
- D. Faculty Convocations shall be conducted according to the rules of order adopted by the Senate.

#### V. Assemblies

Faculty Assemblies may be called by the chief administrative officer of IPFW or by either Speaker. No business may be conducted at an Assembly.

- A. Faculty Assemblies may be called and presided over by the chief administrative officer of IPFW for the purpose of transmitting communications from either President of the University, and/or the chief administrative officer.
- B. Faculty Assemblies may be called and presided over by a Speaker of the Faculty for the purpose of providing a broad and open forum for the discussion of matters that do, will, or may affect the Faculty.

#### VI. Powers

- A. The Voting Faculty shall possess and exercise, collectively, all powers and responsibilities common to the separate faculties of Indiana University-Purdue University Fort Wayne at the time this Constitution enters into force. These include the powers:



1. **To recommend policies concerning**
  - a. the admission and academic placement of students
  - b. student conduct and discipline
  - c. student participation in group extracurricular activities
  - d. the administration of the library and other educational support facilities
  - e. the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the faculty.
  
2. **To make recommendations concerning**
  - a. changes in academic organization
  - b. the determination and management of the budget
  - c. the planning of physical facilities
  - d. increases and decreases in staff
  - e. the screening and selecting of academic and administrative officers.
  
3. **To determine**
  - a. the academic calendar
  - b. the policies for class scheduling
  - c. the policies for student participation in athletic affairs.
  
4. **To review and approve**
  - a. the titles of the academic degrees conferred at IPFW
  - b. the general requirements for the curricula leading toward academic degrees or certificates
  - c. the nomination of all candidates for degrees and certificates.
  
5. **To present its views concerning any matter pertaining to the conduct and welfare of IPFW to the Presidents and Boards of Trustees of Indiana University and Purdue University.**

B. Subject to the right of review by the Faculty through its governing body and the limitations which have been established to protect the interests of Indiana University or Purdue University, the power to review and approve academic degrees, to develop curriculum, instructional and examination procedures and undergraduate degree requirements, and to nominate candidates for these degrees is delegated to the school and division faculties, and the power to develop course content and new courses is delegated to the academic departments.

## VII. Governing Body: The Senate

The Faculty shall govern itself through the Senate, which shall exercise the powers and responsibilities of the Voting Faculty. Its decisions in exercising these powers and responsibilities shall be final except under the circumstances specifically described below.

## A. Membership

1. **Composition.** The Senate shall be composed of
  - a. The Presidents of Indiana University and Purdue University
  - b. The chief administrative officer of IPFW
  - c. The chief academic officer of IPFW
  - d. The chief financial officer of IPFW
  - e. The Speakers of the Faculty
  - f. The chief officer in charge of student affairs at IPFW
  - g. The chief academic officer of each major unit.
  - h. Additional members of the Faculty selected according to procedures in this Article.
  - i. The elected representative of the continuing lecturers at IPFW
2. **Eligibility.** Any member of the Voting Faculty is eligible for election to the Senate.
3. **Term of Office.** The term of office for an elected Senator shall be three years, beginning one week before the beginning of regular fall classes following election. Each major unit shall establish a method for promptly filling vacated seats.
4. **Apportionment.** Senate membership shall be apportioned among the major units according to the number of Voting Faculty comprising those units. One member shall be allocated to each unit for every six Voting Faculty in that unit. The representative of the continuing lecturers does not count toward a major unit's apportionment.
5. **Nomination and Election.** Apportionment for the following academic year, according to Part 4 above, shall be made known to the major units by February 1. Methods of nomination and election, and of filling seats vacated before the end of a term, shall be proposed and implemented by the Voting Faculty of those units according to methods consistent with generally accepted principles of democratic representation. These methods must be defined in the documents which define the protocols of faculty governance within each unit; and the protocols must be approved by the Senate by simple majority vote, and shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws are distributed. The names of the incoming Senators shall be made known to the Secretary of the Senate by March 1.

## B. Organization

1. **Officers.** The Officers of the Senate shall be the Presiding Officer, the two Speakers of the Faculty, the Parliamentarian, the Secretary, and the Sergeant-at-Arms.

- a. *Presiding Officer.* The Presiding Officer of the Senate shall be a member of the Voting Faculty elected by the Senate. The election shall be conducted annually prior to March 1, with the term of office to commence with the fall Senate.
- b. *The Speakers of the Faculty.*
- c. *Parliamentarian.* The Parliamentarian shall be selected by the Executive Committee of the Senate for a one-year term beginning with the fall Senate. The Parliamentarian shall give to the Senate and its officers procedural advice concerning the conduct of business according to the rules of order and bylaws adopted by the Senate.
- d. *Secretary.* The Secretary shall be a non-Faculty professional selected by the Executive Committee. The Secretary's duties shall include, but not be limited to:
  - (i) Circulating notice of meetings and agendas
  - (ii) Informing the Presiding Officer of the presence of a quorum
  - (iii) Recording the attendance of Senators, guests and visitors
  - (iv) Keeping, producing and circulating minutes of all Faculty Convocations and Senate meetings
  - (v) Maintaining Senate Committee records and reports.
- e. *Sergeant-at-Arms.* The Sergeant-at-Arms shall be appointed annually by the Presiding Officer. The Sergeant-at-Arms shall assist the Presiding Officer in maintaining order, and assist the Secretary in seating guests.

## 2. *Meetings of the Senate*

- a. *Regular Meetings.* The Senate shall meet to conduct its business at least once a month during the academic year.
- b. *Special Meetings.* Upon petition by twenty percent of the Faculty, a special meeting of the Senate shall be called within a time limit determined by the bylaws adopted by the Senate. The Executive Committee may also call a special meeting. In either case, written notice must be given at least forty-eight hours in advance of the meeting, and only those items listed on the agenda distributed with the meeting notice may be considered.

3. ***Committees of the Senate.*** In order to exercise more effectively its rights and responsibilities, the Senate shall create appropriate committees. It may delegate specific Senate powers to these groups, but the Senate retains the right to amend any actions of its committees. The committees of the Senate shall include, but not be limited to, the following:

a. *Committees on Institutional Affairs*

Each of these two Committees shall consider those matters that are clearly relevant only to Faculty members of one university affiliation. The Speaker of that university's Faculty shall serve as chairperson, and the four other members shall be elected by the Senators of that university's affiliation from among continuing and newly elected Senators. The elected members shall include no more than two from any of the major academic units; their terms shall commence with the fall Senate and shall expire with their Senate terms.

(i) Indiana University Committee on Institutional Affairs

(ii) Purdue University Committee on Institutional Affairs

b. *Executive Committee.* The Executive Committee shall consist of the Presiding Officer; the Speakers of both Faculties; the Parliamentarian of the Senate as an ex officio, non-voting member; and four Senators elected by the Senate. The elected members shall include no more than one from any major unit; their terms shall commence with the fall Senate and expire with their Senate terms. The Committee shall select its own chairperson. The duties of the Executive Committee shall include, but not be limited to, the following:

(i) The Committee 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.

(ii) The Committee 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.

(iii) The Committee may, with the approval of the Senate, recommend a procedure for the efficient conduct of items of business on the agenda.

(iv) The Committee shall, at least twice each semester, circulate 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.

- (v) The Committee shall formulate and submit for Senate approval bylaws for the Fort Wayne Senate. Amendments to the bylaws may be proposed by this Committee and must be promptly reported to the Senate if proposed by a Senator.
  
- (vi) The Committee shall periodically review the committee structure of the Faculty to encourage efficient Faculty participation.

## VIII. Review Power

### A. Review of Administrative Actions

1. The Faculty shall express its judgment on administrative actions by presenting its findings and giving its recommendation on each case presented to it which raises an issue of academic freedom, tenure, promotion, or the nature or conditions of work.
  
2. The review power of the Faculty of Indiana University affiliation shall be exercised by a Faculty Board of Review, elected by that Faculty; the review power of the Faculty of Purdue University affiliation shall be exercised by an Academic Personnel Grievance Board elected by that Faculty. Subject to the university provisions, the Senate shall establish the composition and procedures and the terms of office, qualification and disqualification, and replacement of the members of these bodies. The Senate may, through its Bylaws, permit joint meetings of these bodies when appropriate and when permitted by university regulations.
  
3. Any member of the Faculty may petition the appropriate review body for review of administrative action regarding academic freedom, tenure, promotion, or the nature or conditions of work.

### B. Review of Senate Actions

1. Senate actions shall be subject to review and check by the Faculty through the following two procedures:
  - a. At any Convocation of the Faculty, past actions of its Senate may be brought to the floor for discussion. If a majority of those present so direct, the Senate must reconsider its action at its next regular meeting.
  - b. Any action taken by the Senate shall be forced back to that body for mandatory reconsideration if within two weeks after the circulation of the Senate minutes covering the action, a petition by at least twenty percent of the Voting Faculty stating the objections of the petitioners is received by the Presiding Officer of the Senate.
  
2. In either of the above procedures, if the Senate reaffirms its original action, the issue must be submitted by ballot to the Voting Faculty. The ballots shall be returned

and counted, and the decision announced, before the next regularly scheduled meeting of the Senate. The decision of a simple majority in such a ballot shall be final.

## IX. Amendments

Amendment of the Constitution shall require the following:

A. **Publication** of the proposed amendment to all members of the Faculty and the Senate

B. **Approval of the proposed amendment by majority vote of the Senate**

C. **Approval** of the proposed amendment via secret ballot of the Voting Faculty by a two-thirds majority of those voting or by a simple majority of the Voting Faculty, whichever shall be the less. The Nominations and Elections Committee shall promptly notify the Faculty of the results of the ballot.

The amendment shall become effective as provided for in the amendment or, failing that, on the first day of the calendar month following the completion of the steps above.

(Corrected 10/16/1980)

(Amended 10/10/1983)

(Amended 4/9/1984)

(Amended 12/14/1987)

(Amended 11/14/1988)

(Amended 4/12/1993)

(Amended 4/11/1994)

(Amended 11/9/1998)

(Amended, 4/12/1999)

(Amended, 3/13/2000)

(Amended, 3/12/2001)

(Amended, 12/9/2002)

(Amended, 9/13/2010)

(Amended, 1/10/2011)

(Amended, 4/29/2015)

MEMORANDUM

TO: Fort Wayne Senate  
FROM: Andrew Downs, Chair  
Ad hoc committee created by SD 14-34  
DATE: March 2, 2016  
SUBJ: Amendments to the Bylaws of the 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 revised Bylaws.

<b>Approving</b>	<b>No</b>	<b>Not Present</b>	<b>Non-voting</b>
Noor Borbieva			Andrew Downs
Cigdem Gurgur			Jeff Malanson
Suzanne LaVere			
Daniel Miller			
Nila Reimer			

**BYLAWS OF THE SENATE  
As Amended through April 13, 2015**

**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 eight 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. Continuing Studies Advisory Subcommittee
    - 5.3.3.2.3.1.1. Membership: The Continuing Education Advisory Subcommittee shall consist of the Director of Continuing Studies (ex-officio) and six 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: Subject to the constraints in the General Statement and Chancellor's Memorandum 2-78/79 (5 July 1978), the Continuing Studies Advisory Subcommittee shall advise the ex-officio member and other appropriate university officers, and exercise the Faculty's authority with regard to

academic matters related to continuing education. Specifically, the Subcommittee shall:

5.3.3.2.3.1.2.1. Chart the general direction of continuing education at the university.

5.3.3.2.3.1.2.2. Ensure that the university offers continuing education programs which fall within its broad mission areas as defined by the Boards of Trustees and the Commission for Higher Education.

5.3.3.2.3.1.2.3. Ensure that each continuing education program is sponsored by the appropriate academic department.

5.3.3.2.3.1.2.4. Assess the effectiveness with which the continuing education program fulfills its objectives.

5.3.3.2.3.2. Grade Appeals Subcommittee

5.3.3.2.3.2.1. 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.

5.3.3.2.3.2.2. 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.

5.3.3.2.3.3. Honors Program Council

5.3.3.2.3.3.1. 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.

5.3.3.2.3.3.2. 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.

5.3.3.2.3.4. 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.

5.3.3.2.3.5. Curriculum Review Subcommittee

5.3.3.2.3.5.1. Membership: The Curriculum Review Subcommittee shall consist of:

5.3.3.2.3.5.1.1. The Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member

5.3.3.2.3.5.1.2. 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

5.3.3.2.3.5.1.3. 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.

5.3.3.2.3.5.2. 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:

5.3.3.2.3.5.2.1. 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:

5.3.3.2.3.5.2.1.1. 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.

5.3.3.2.3.5.2.2. 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:

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

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

5.3.3.2.3.6. Graduate Subcommittee

5.3.3.2.3.6.1. 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.

5.3.3.2.3.6.2. 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.

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

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

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

5.3.3.2.3.6.2.1.3. Advise on policies for admission procedures and standards.

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

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

5.3.3.2.3.6.2.2.1. 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.

5.3.3.2.3.6.2.2.2. 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.

#### 5.3.3.2.3.7. Campus Appeals Board

5.3.3.2.3.7.1. 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.

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

#### 5.3.3.2.3.8. General Education Subcommittee

5.3.3.2.3.8.1. 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.

5.3.3.2.3.8.2. 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:

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

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

5.3.3.2.3.8.2.3. 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.

Amended and approved, December 14, 1981

Amended May 10, 1982

Amended November 8, 1982

Amended March 21, 1983

Amended April 11, 1983

Amended October 10, 1983

Amended April 9, 1984

Amended September 17, 1984

Amended March 11, 1985

Amended September 9, 1985

Amended January 20, 1986

Amended February 9, 1987

Amended March 16, 1987

Amended April 13, 1987

Amended December 14, 1987

Amended April 11, 1988

Amended November 14, 1988

Amended January 23, 1989

Amended February 13, 1989

Amended April 10, 1989

Amended March 12, 1990

Amended April 23, 1990

Amended November 12, 1990

Amended January 28, 1991

Amended February 11, 1991

Amended March 25, 1991

Amended April 8, 1991

Amended November 11, 1991

Amended April 13, 1992

Amended December 14, 1992

Amended April 12, 1993

Amended April 11, 1994

Amended April 10, 1995

Amended December 11, 1995

Amended March 11, 1996

Amended September 8, 1997

Amended March 16, 1998  
Amended November 9, 1998  
Amended January 11, 1999  
Amended September 13, 1999  
Amended March 13, 2000  
Amended April 10, 2000  
Amended March 12, 2001  
Amended March 18, 2002  
Amended April 8, 2002  
Amended February 10, 2003  
Amended April 14, 2003  
Amended October 20, 2003  
Amended November 10, 2003  
Amended January 12, 2004  
Amended February 9, 2004  
Amended December 13, 2004  
Amended December 11, 2006  
Amended April 12, 2010  
Amended December 13, 2010  
Amended November 14, 2011  
Amended April 9, 2012  
Amended September 10, 2012  
Amended April 8, 2013  
Amended January 13, 2014  
Amended February 10, 2014  
Amended October 20, 2014  
Amended December 8, 2014  
Amended January 12, 2015  
Amended February 9, 2015



## COMMITTEE AND SUBCOMMITTEE INDEX

**Page**   **Committee/Subcommittee**

Senate Document SD 14-36  
(Amended and Approved, 4/27/2015)  
(Supersedes SD 88-13)

MEMORANDUM

TO: Fort Wayne Senate  
FROM: Kathy Pollock, Chair  
Executive Committee  
DATE: March 1, 2016  
SUBJ: Amendment to Procedures for Promotion and Tenure and Third Year Review

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at IPFW WHEREAS, SD 14-36 was passed by the Senate April 27, 2015; and

WHEREAS, the administration at Indiana University has expressed a desire for all cases to be reviewed at the campus level;

BE IT RESOLVED, that the Fort Wayne Senate delete 3.2.1 and 3.2.2 from the Procedures for Promotion and Tenure and Third Year Review document.

<b>Approving</b>	<b>No</b>	<b>Not Present</b>	<b>Non-voting</b>
Janet Badia		Nash Younis	Jeff Malanson
Jeff Casazza			
Andrew Downs			
Mark Masters			
Kathy Pollock			
Abe Schwab			

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## **PROCEDURES FOR PROMOTION AND TENURE AND THIRD YEAR REVIEW**

(Information regarding promotion procedures for clinical faculty can be found in SD XX-XX)

IPFW 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 tenure are discussed in separate documents (see SD 14-35 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 areas (e.g. teaching, service, research/creative endeavor) for all levels (e.g. associate professor, 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 faculty member subject to the procedures and guiding principles of promotion and tenure at IPFW 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 IPFW and the two Speakers of the Faculty.

- 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.
- 2.5.2. 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 IPFW 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 IPFW
- 2.6.1. Primary Tasks: The chief academic officer of IPFW 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 IPFW 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 IPFW 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 IPFW 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.
  - 3.2. All cases for promotion and/or tenure shall pass sequentially through the decision levels above.
    - ~~3.2.1. Cases that receive unanimous positive votes from the department, chief academic officer of the department, college, and chief academic officer of the college shall bypass the campus committee and proceed directly to the chief academic officer of IPFW.~~
    - ~~3.2.2. A faculty member whose case is bypassing the campus committee under 3.2.1 may request a review by the campus committee.~~
  - 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. Recommendations 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 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 or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.
- 4.3. 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.
- 4.4. Individuals may serve and vote at the department level and one other level (college or campus).
- 4.5. 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.
- 4.6. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
- 4.7. 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 IPFW 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 IPFW 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 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 reviews.

- 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 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: The Senate  
FROM: Executive Committee  
DATE: February 12 2016  
SUBJ: Items under Consideration by Senate Committees and Subcommittees

The Executive Committee has asked Senate committee and subcommittee chairs to report items under discussion in the various committees. The following is a compilation of what was submitted.

**Educational Policy Committee**

Jane Leatherman, Chair

1. EPC has nothing under consideration at this time.

**Subcommittees of the Educational Policy Committee:**

*Calendar Subcommittee*

Jody Ross, Chair

1. The Calendar Subcommittee hasn't met again since we last corresponded and there is nothing new to report at this time.

*Continuing Education Advisory Subcommittee*

Gail Hickey, Chair

1. Nothing to report at this time.

*Curriculum Review Subcommittee*

David Liu, Chair

1. No report received.

*General Education Subcommittee*

Andrew Downs, Chair

1. Since the last report, the General Education Subcommittee (GES), has begun to review the course assessment reports for AY 2014/15. GES also has begun to remonstrance process for new course proposals.

*Graduate Subcommittee*

David Cochran, Chair

1. No report received.

*Honors Program Council*

Suzanne LaVere, Chair

1. Nothing has changed since the last report.

*International Education Advisory Subcommittee*

Jens Clegg, Chair

1. We have nothing new to report at this time.

**Faculty Affairs Committee**

Cigdem Gurgur, Chair

1. The committee submitted a resolution on "*HLC-Using Tested Experience as a Basis for Determining Minimally Qualified Faculty*" to Senate. The resolution was approved in the February 8<sup>th</sup> meeting, as a policy and procedure document in hiring decisions.
2. The committee has been working diligently on the "*implementation of the new promotion and tenure policies and procedures*" task. Academic units, whose procedures and guiding principles (criteria) documents reviewed, include:
  - College of Arts and Sciences (COAS)

- College of Engineering, Technology and Computer Science (ETCS)
  - College of Education and Public Policy (CEPP)
  - Doermer School of Business (DSB)
  - Library
3. Respective Faculty Affairs Committee representatives, assigned to each college/school, are at works getting all documents complied with SD 14-35 and SD 14-36.
  4. The committee completed the review of departmental procedures and provided the formal feedback to the following departments:
    - Department of Biology
    - Department of Chemistry
    - Department of English and Linguistics
    - Department of Communications
    - Department of Geosciences
    - Department of International Language and Culture Studies
    - Department Mathematical Sciences
  5. The committee is about to complete the departmental procedure reviews of:
    - Department of Electrical and Computer Engineering
    - Department of Civil and Mechanical Engineering
    - Department of Computer Science
    - Department of Public Policy
    - Department of Educational Studies
  6. No other department has submitted any documents to FAC at this stage. College of Visual and Performing Arts (VPA) and College of Health and Human Services (HHS) are invited/expected to contact FAC with the relevant documents soon.

***Professional Development Subcommittee***

Andrew Downs, Chair

1. The Professional Development Subcommittee (PDS), is providing feedback to the summer grant applicants who requested it. PDS also is working with Institute for Research and IRSC.
2. PDS is working with the Institute for Research, Scholarship, and Creative Endeavors (IRSC) on new grant programs IRSC has helped create.

**Indiana University Committee on Institutional Affairs**

Janet Badia, Chair

1. No report received.

**Nominations and Elections Committee**

Lesa Vartanian, Chair

1. Collecting committee preference forms for April committee elections.

**Purdue University Committee on Institutional Affairs**

Mark Masters, Chair

1. We have nothing to report.

**Student Affairs Committee**

Kathy Pollock

1. Nothing to report. There has been no chair elected yet.

**Subcommittee of the Student Affairs Committee**

***Athletics, Subcommittee on***

Robert Vandell, Chair

1. No report received.

**University Resources Policy Committee**

Shannon Bischoff, Chair

1. The University Resources Policy Committee (URPC) has no new or continuing business at this time.

**Subcommittees of the University Resources Policy Committee:**

*Academic Computing and Information Technology Advisory Subcommittee*

Andres Montenegro, Chair

1. Nothing has changed since the last report.

*Budgetary Affairs Subcommittee*

Jeffrey Malanson, Chair

1. BAS is still currently working on compiling data for a report under the terms of SD 01-08. We have done some other things in the interim, but that is the only thing actively on our agenda.

*Library Subcommittee*

Suzanne LaVere, Chair

1. We are continuing to work on the issue of the University Archives and will also be accepting applications for Special Needs Grants, due March 15.

TO: Fort Wayne Senate  
FROM: David Cochran, Chair  
Graduate Curriculum Subcommittee  
DATE: February 17, 2016  
SUBJ: 5 Year BS/MSE Program for Department of Electrical and Computer Eng

Graduate Subcommittee supports the above-subject proposal, and finds that the proposal requires no Senate review.

Approving

David Cochran, Chair  
Cigdem Gurgur  
Shannon Johnson  
Mark Jordan  
Deborah Poling  
Carol Sternberger

Not-Approving

Absent

Kerrie Fineran  
David Liu



Graduate Academic Program Memo

Date: 11/16/15
From: Abdullah Eroglu, Chair, Department of Electrical and Computer Engineering
To: Carl N. Drmmmond, Vice Chancellor for Academic Affairs
Re: Proposal for 5 Year BS/MSE Program for Department of Electrical and Computer Eng.

Brief description of the program:

The proposed combined five-Year BS/MSE Program in the Department of Electrical and Computer Engineering (ECE) at IPFW is an integrated five-year degree program in which qualified students can receive a Bachelor of Science degree in Computer Eng. or Electrical Eng. and an MSE degree with area of specialization in Computer Engineering or Electrical Eng.

Brief rationale for program request:

The combined five-year BS/MSE degree program is proposed to (a) Improve the undergraduate program by making it more attractive for prospective students (b)Improve the graduate program by integrating high quality undergraduate students who have high potential of success in the graduate program (c) Have the required skilled workforce with higher education who are equipped with advanced knowledge to tackle more challenging problems in Notheast Indiana

[Handwritten signature of A. Eroglu]

Department Chair Signature

11/16/2015

Date

[Handwritten signature of School Dean]

School Dean Signature

11/16/15

Date

Director of Graduate Studies

Date

Vice Chancellor for Academic Affairs Signature

Date

Indiana University-Purdue University Chancellor Signature

Date

# **Proposal for Combined BS/MSE Program in Department of Electrical and Computer Engineering at IPFW**

1. Names of the multiple-degree program

- Combined Bachelor of Science in Computer Engineering and Master of Science in Engineering (BSCmpE/MSE) with the area of specialization in Computer Engineering or Electrical Engineering and
- Combined Bachelor of Science in Electrical Engineering and Master of Science in Engineering (BSCmpE/MSE) with the area of specialization in Computer Engineering or Electrical Engineering

2. Name of the department and college/school(s) collaborating to offer the combined or dual degree

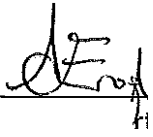
This degree is to be offered by the Department of Electrical and Computer Engineering at IPFW.

3. Proposed date of initiation

Fall semester 2016



# Signature Page



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\_\_\_\_\_, , /-&1S--  
Date

Carlos Pomalaz Páez  
Signature of Academic Dean  
College of Engineering, Technology, and Computer Science

\_\_\_\_\_/!/b/  
Date

\_\_\_\_\_  
Dean of the Graduate School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

# Content

## 1. Proposal Summary

The proposed combined five-Year BS/MSE Program in the Department of Electrical and Computer Engineering (ECE) at IPFW is an integrated five-year degree program in which qualified students can receive a Bachelor of Science degree in Computer Engineering or Electrical Engineering and an MSE degree with area of specialization in Computer Engineering or Electrical Engineering. Students enrolled in this program can take up to nine (9) credits (three 500-level or higher graduate courses) from the graduate courses approved as BSCmpE or BSEE Technical Electives in five-year BS/MSE Program. These courses will also be counted towards the MSE program, thereby reducing the overall time required for the MSE degree completion.

The survey to understand if there is a need for such a combined program has been conducted among industry leaders in Northeast Indiana and undergraduate students who are enrolled in Department of Electrical and Computer Engineering (ECE). The survey results showed that Industry Leaders who are members of Industry Advisory Board for ECE Department in the region support the program by 100%. The results also showed that the significant percentage of the enrolled students who participated in the survey in Electrical and Computer Engineering programs are also in support of the proposed combined degree. The survey results and questions are added in Appendix A and B of this proposal.

## 2. Degrees to be Conferred

- **BSCmpE/MSE:** Bachelor of Science in Computer Engineering and Master of Science in Engineering degree with the area of specialization in Computer Engineering or Electrical Engineering
- **BSEE/MSE:** Bachelor of Science in Electrical Engineering and Master of Science in Engineering degree with the area of specialization in Computer Engineering or Electrical Engineering

## 3. Rationale and Need for the Combined or Dual-Degree

The combined five-year BS/MSE degree program is proposed to

- Improve the undergraduate program by making it more attractive for prospective students by giving them an option to have also a higher degree in accelerated time frame without losing the quality of education
- Improve the graduate program by integrating high quality undergraduate students who have high potential of success in the graduate program
- Have the required skilled workforce with higher education who are equipped with advanced knowledge to tackle more challenging problems in Northeast Indiana.

#### 4. Objectives of the Combined or Dual-Degree Program

The objectives of the combined five-year BS/MSE degree program is to

- Keep both the undergraduate and graduate programs vibrant and healthy
- Meet the demand of skilled workforce in Northeast Indiana
- Have high graduation and retention rates by attracting high potential students via this program

#### 5. Proposed Program Structure

##### a. Admission requirements and process

Admission to the combined five-year BS/MSE program may be granted under the following conditions:

1. Students must be enrolled in BSEE or BSCmpE program at IPFW and have not yet received an undergraduate BSEE or BSCmpE degree.
2. Students must have finished at least 60 credit hours in the respective BSEE/BSCmpE bingo sheet.
3. Students must have achieved an undergraduate grade point average (GPA) of at least 3.0 or equivalent at the time of application.
4. Have completed the mathematics sequence of courses equivalent to MA 165 (Calculus I), MA 166 (Calculus II), MA 261 (Multivariable Calculus), MA 351 (Linear Algebra), and MA 363 (Differential Equations).
5. Have completed the physics sequence of courses equivalent to PHYS 152 (Mechanics) and PHYS 251 (Heat, Electricity, and Optics).
6. The area of specialization for MSE must be declared at the time of application.
7. Acceptance into the program is conditional upon admission to the IPFW Graduate program.
8. No Graduate Record Examination (GRE) score is required.

Eligible students can consult with their academic advisor during the second semester of the junior year or earlier, and complete the *Five Year BS/MSE Program Application* (see Appendix C) and update their *Undergraduate Student One-Year Course Plan* (see Appendix D) accordingly.

##### b. Degree requirements

The requirements for BSEE/BSCmpE degree and MSE degree stay the same for students pursuing the degrees separately. For BSEE and BSCmpE degree requirement, please refer to the corresponding Bingo Sheets (see Appendix E). All students must complete a total of 30

credit hours as described in Section 3 in the MSE Graduate Guidelines of IPFW (see Appendix F). The BS degree must be awarded prior to the MSE degree.

Students can count up to nine (9) credit hours (three 500-level or higher graduate courses) from the list of graduate courses approved as technical elective courses in the combined BS/MSE program (see appendix G).

### **c. Scope and size of the program**

The combined BS/MSE program will be open to students currently enrolled in the undergraduate program at the ECE Department at IPFW.

To get an estimate of the size of this program, the number of students with GPA 3.0 or above in Junior and Senior standings as of Fall semester 2015 were checked as below:

- Juniors with 3.0 or above: 20
- Seniors with 3.0 or above: 26

In addition, the ECE department currently offers dual BSEE and BSCmpE program. In Fall semester 2015, there are 14 dual EE/CmpE majors and 12 of them have GPA of 3.0 or better.

### **d. Administrative structure**

Once accepted to the combined BS/MSE program, students must follow the following rules:

1. Students must take at least one graduate course each semester. Students may complete no more than 9 credits of graduate courses (500-level or higher) to be counted as undergraduate technical electives. These courses must be on the list of graduate courses approved as technical electives for the five-year BS/MSE program (see Appendix E) to be counted towards both the undergraduate BS degree and graduate MSE degree. Among these three courses, at least two must from the ECE core courses list, the remaining one can be from the Engineering elective courses (ECE and SE) list.
2. It is required that an undergraduate GPA of at least 3.0 is maintained in the five-year BS/MSE program.
3. During the final semester of undergraduate coursework, students must officially file the *Graduate School Admission Application* before the deadline specified by the Graduate Program.
4. After satisfactory completion of the BSEE/BSCmpE degree requirements the undergraduate degree will be awarded.
5. Before the end of the semester following the completion of the undergraduate degree, students must consult with the graduate advisor and complete the *Graduate Plan of Study* form (Form 6). Registration for subsequent semesters will be restricted until a draft of the plan of study has been filed. Graduate plan of study may be modified with approval of the student's graduate committee.

6. Students, who leave the program, whether for failure to meet the program requirements or by withdrawal, will cease to be graduate students but may continue as undergraduate students if they have not been awarded the BS degree. Such students may apply for regular admission to graduate study; but they will not be permitted to use on a subsequent graduate plan of study any graduate courses used to fulfill BS requirements.

## **6. Sustainability and Impact on the State and Region**

Northeast Indiana is home to more than 160 advanced manufacturing companies in areas including electronics, defense, automotive, electric machines. There is a high demand for the industry to have skilled workforce. This most of the time requires engineers to have postgraduate degree education such as the Master level. We plan to fulfill the needs of the region and impact the following areas, positively by implementing the combined five-year BS/MSE program that will

- Contribute to the economic development of the region
- Contribute to the technological development of the region

We believe that the combined degree will be sustained through

- Integrating high potential students who has shown proven record of success in their undergraduate degree
- Continuous internal feedback to the five-year program from our own undergraduate program

## **7. Staffing and Infrastructure**

It is expected that any other resources to implement the combined five-year BS/MSE degree program will not be needed.

# Appendices

**Appendix A:** Survey Results for Industry Leaders

**Appendix B:** Survey Results for Enrolled Students in ECE Department

**Appendix C:** Five Year BS/MSE Program Application Form

**Appendix D:** Undergraduate Student One-Year Course Plan (example)

**Appendix E:** BSCmpE and BSEE Bingo Sheets

**Appendix F:** Section 3 – Degree Requirements in the Graduate Program Guidelines

**Appendix G:** Graduate courses approved as CmpE/EE technical electives for the Five-Year BS/MSE program

**SURVEY QUESTIONS FOR INDUSTRY LEADERS**

The Department of Electrical and Computer Engineering is planning to implement a 5-year BS/MSE joint program here at IPFW. This joint program will enable our students to earn both Bachelor of Science and Master of Science in Engineering degrees in their chosen discipline in 5 years. This will then enable them to have advanced knowledge and the necessary skill set to become part of the elite engineering workforce here in Northeast Indiana.

Could you please answer the following 3 questions regarding the implementation of this program:

- 1. Would you support a 5-year BS/MSE program within the ECE Department here at IPFW?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 2. Do you think this program will contribute positively to the economical develop of the region?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
- 3. Do you think this program will contribute positively to the technological development of the region?  
Yes \_\_\_\_\_ No \_\_\_\_\_

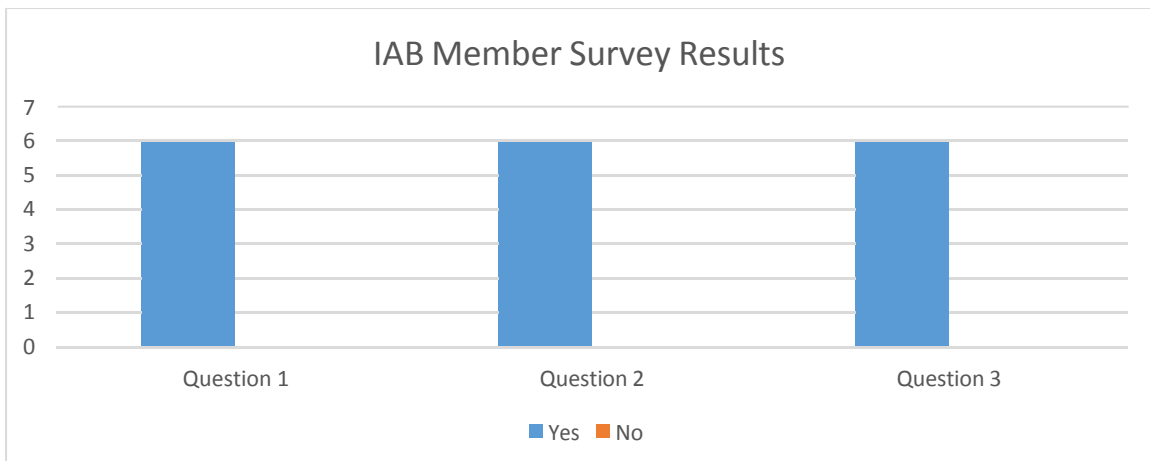
**SURVEY RESULTS FOR INDUSTRY LEADERS**

14 surveys were sent out, 6 responses were received.

Q1. 6 responses received: 6 Yes, 0 No

Q2. 6 responses received: 6 Yes, 0 No

Q3. 6 responses received: 6 Yes, 0 No



**SURVEY QUESTIONS AND RESULTS FOR ECE STUDENTS**

Q1 Would you be interested in a 5-year BS/MSE program at IPFW?

- Yes (1)
- No (2)

Q2 How many credit hours (on the bingo sheet) have you taken so far?

Q3 What is your current GPA?

The survey is sent out to all total of 146 enrolled students from freshman to Senior level in ECE Department. On the “Survey Statistics” in Qualtrics, the following details are obtained:

- 54 people answered question #1
- 50 people answered question #2
- 47 people answered question #3
- 47 respondents answered all 3 questions
- 5 people answered 60% of the questions
- 3 people answered 30% of the question

**Would you be interested in a 5-year BS/MSE program at IPFW?**

#	Answer	Bar	Response	%
1	Yes		36	72.00%
2	No		14	28.00%
	Total		50	100.00%



Department of Electrical & Computer Engineering  
Indiana University-Purdue University Fort Wayne

Preliminary Application for the Five Year BS/MSE Program

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Gender: Female \_\_\_\_\_ Male \_\_\_\_\_ Purdue University ID: \_\_\_\_\_

Email address: \_\_\_\_\_ Day time telephone: \_\_\_\_\_

Which program are you currently enrolled in?

\_\_\_\_ Computer Engineering

\_\_\_\_ Electrical Engineering

What will be your area of specialization for the MSE degree:

\_\_\_\_ Computer Engineering

\_\_\_\_ Electrical Engineering

How many credit hours of BSEE or BSCmpE coursework have you already completed: \_\_\_\_\_

What is your Cumulative/Total GPA: \_\_\_\_\_

Verify you have completed the following courses:

MA 165 \_\_\_\_\_ MA 351 \_\_\_\_\_ PHYS 152 \_\_\_\_\_

MA 166 \_\_\_\_\_ MA 363 \_\_\_\_\_ PHYS 251 \_\_\_\_\_

MA 261 \_\_\_\_\_

Advisor: \_\_\_\_\_ Advisor signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE:

- Please attach a copy of your academic transcript.
- Please refer to the academic requirements in the Five Year BS/MSE Guidelines to get information about your eligibility for the program.

## ELECTRICAL & COMPUTER ENGINEERING

### STUDENT 1 YEAR COURSE PLAN

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_ DEGREE PROGRAM: CPE \_\_\_\_\_ EE \_\_\_\_\_

Before completing this form check the class schedules @:  
<http://www.ipfw.edu/departments/etcs/depts/engr/course/schedules.html>

ADVISOR: \_\_\_\_\_ ADVISOR SIGNATURE: \_\_\_\_\_

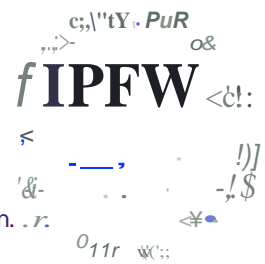
THE STUDENT'S PROGRAM PROGRSSON STANDING NEEDS TO BE UPDATED -YES / NO

NEW **STANDING**:-----

ACADEMIC PERIOD	CRN	COURSE NAME	DAYS/TIMES	CREDIT
Fall 2010				
Spring 2011				
Fall 2011				

\*STUDENTS CONTACT YOUR ADVISOR **BEFORE** MAKING ANY CHANGES IN THE COURSE PLAN, e.g., DROPPING A COURSE\*..

Bachelor of Science in Computer Engineering (BSCmpE) Degree  
Department of Engineering



Effective: Fall 2015

All engineering & technical elective courses must have a combined minimum GPA of 2.0.

Course sequencing follows the academic year, and assumes beginning the program in the fall semester.

The math and physics departments require a C or better in some pre-requisite courses. Please consult the bulletin.

For more information visit <http://www.engr.ipfw.edu>

Legends: GE - General Education, GE: A#.#.# - General Education Category, DC - Design Credit, P - Prerequisite, C - Corequisite

P = Prerequisite, C = Corequisite, DC = Design Content

Le 11 Ill	MA 165 (4) P:MA 154 or MA 159 (C- or better), or placement GE :A3	CHM115 (4) P:CHM 111 or 1yr. HS. CMA 154 GE:B4	ENGR 127 (4) C:MA 154	ENG W131 (3) P:ENG W 123 with C or better or placement GEA1		
	Anlytc GeomTjy&C.Jc I	General Chemistry	En9neemg Fl.I'd I	Elem ComposiOOnl		
Le 11 Ill	MA 166 (4) P:MA 165 (C- or better) GE :A3	PHYS 152 (5) CMA 166 GE:B4	ENGR 128 (4) P:ENGR 127 C:MA 165 C:ENG W 131 or COM 114	COM 114 (3) GEA2		
	Anlytc GeomTjy&C.Jc I	Mechanics	En9neemg Fl.I'd II	Fundament Of Speed>		
I w	MA 261 (4) P:MA 166 (C- or better)	PHYS 251 (5) P:PHYS 152 (C or better) CMA 261	ECE 201 (3) C:MA 261	ECE 270 (4) C:ENGR 128 DC		
	Multivariate Calculus	Heat Electricity & Optics	Linear Circuit Anly I	Intro Oigit Sys Desgn		
I 11 Ill	MA 351 (3) P:MA 166 (C- or better)	MA 363 (3) P:MA 261 (C- or better) CMA 351 (C- or better) or current enrollment in MA351	ECE 202 (3) PECE 201 C:MA363 DC	ECE 233 (2) PECE 201, COM 114, ENG W 131	CS 229 (4) P:ENGR 128	
	Elem llae1 Algebra	Differential Equations	Linear Circuit Anly II	Measure & Instrumentn	IntroducOO n to C/C++ Programming for ECE	
I w M	ECE 255 (3) P:ECE 201 OC	ECE 301 (3) P:ECE 202	ECE 358 (3) PECE 270, CS 229 DC	ECE 362 (4) PECE 270, ECE 293, CS 229 DC	ECE 368 (3) PCS 229 OC	
	Intr Electron Anly Des	Signals And Systems	Hiro To VHDL	Miaopro Sys & Infrac	Data S1Nctures	
Le 11 Ill	MA 175 (3) P:MA 165	ECE 208 (1) P:ECE 293 P:ECE 255 DC	ECE 302 (3) P:MA 363 C:ECE 301	ECE 465 (3) PECE 362	General Education Electire (3) 86with alloutcomes	General Education Eleaire (3) Satisfy IPFW GE87 requirements
	Discrete Math	Beciroo Dev & Des Lab	Probabilisfic Methods	Embedded Micro		
I w M	ECE 405 (3) or ENGR 410 (3) P:ECE 301, ECE 362 EOE 368 (and permiSSion of the senior design advisor) DC GE: C8	ECE 485 (4) P:ECE 362, CECE 368 DC	Group 1 or 2: Technical Elective (3)	General Education Electire (3) BSwith alloutcomes		
	Sr Engineering Des I	Embedd Real-Time OS				
I w M	ECE 406 (3) or ENGRm (3) P:ECE 405 or ENGR 410 DC	ECE 437 (4) P:ECE 362, EOE 358 DC	Group 1: Technical Elective (3)	Group 1 or 2: Technical Elective (3)		
	Sr Engineering Des II	Computer Des & Prototyp				

## Bachelor of Science in Electrical Engineering (BSEE) Degree Department of Engineering



Effective date: Fall 2015

All engineering & technical elective courses must have a combined minimum GPA of 2.0

Course sequencing follows the academic year, and assumes beginning the program in the fall semester.

For more information visit <http://ipfw.edu/engineering/>

P = Prerequisite, C = Corequisite, DC = Design Content

A2 \$	MA 165 (4) P: MA 154 or MA 159 (C- or better), or placement	CHM 115 (4) P: CHM 111 or 1yr. HS. C: MA 154	ENGR 127 (4) C: MA 154	ENG W 1 (J) P: ENG W 129 (C- or better) or placement		
	Anly. Geometry & Calc. I GenEd A3	General Chemistry GenEd 84	Engr. Fundamentals I	Elem. Composition I GenEd A1		
A2 \$	MA 166 (4) P: MA 165 (C-0 < bet 1e)	PHYS 152 (5) C: MA 166	ENGR 128 (4) P: ENGR 127 C: MA 165, (ENG W 131, 0 < COM 114) DC	COM 1H (3) (C or better <)		
	Anly. Geometry & Calc. II GenEd A3	Mechanics GenEd 84	Engr. Fundamentals II	Fundament of Speech GenEd A2		
\$	MA 261 (4) P: MA 166 (C-0 < bet 1e)	MA 351 (3) P: MA 166 (C-0 < bet 1e)	PHYS 251 (5) P: PHYS 152 (C or better) C: MA 261	ECE 201 (3) C: MA 261	cs 229 (4) P: ENGR 128	
	Multivariate Calculus	Elem. linear Algebra	Heat Electricity & Optics	Linear Circuit Anly. I	Intro. to C/C++ Ptog.	
A2 \$	MA 363 (3) P: MA 261 (C-0 < bet 1e) C: MA 351 (C- or better) or current enrollment in MA 351	ECE 202 (3) P: ECE 201 C: MA 363 DC	ECE 255 (3) P: ECE 201 DC	ECE 270 (4) C: ENGR 128 DC	ECE 293 (2) P: ECE 201, ENG W 131, COM 114	
	Differential Equations	Linear Circu Anly. II	Intro. Electron Anly. Des.	Intro. Digit! Sys. Desgn.	Measure. & Instrument	
\$	ECE 208 (1) P: ECE 255, ECE 293 DC	ECE 301 (3) P: ECE 202	ECE 324 (3) P: PHYS 251, ECE 255 C: ECE 208 DC	Technical Elective (3)	ME 253 (2) P: MA 261, PHYS 152	ECE 313 (1) C: ECE 324
	Electron. Dev. Des. Lab	Signals & Systems	Intro. Enegy Sys.	Group II	Statics & Dynamics	Energy Conversion lab
A2 \$	ECE 302 (3) P: MA 363 C: ECE 301	ECE 311 (3) P: MA 363, PHYS 251	ECE 333 (3) P: ECE 301, ME 253 DC	ECE 362 (4) P: ECE 270, ECE 293, 3, cs 229 DC		
	Probab istic Methods	Elec. & Magnetic Fields	Automatic Control Sys.	Micropro. Sys & 'trfac.		
A2 \$	ECE 405 (3) or ENGR 410 (3) P: ECE 208, ECE 301, ECE 362 (and permission of the senior design advisor) DC GenEd Ga	ECE 428 (3) P: ECE 301, ECE 302 DC	ECE 436 (3) P: ECE 301 DC	Technical Elective (3) DC	General Education Elective (3)	
	Sr. Engr. Design I	Modem Commun. Syst	Digital Signal Process.	Group I	GenEd 85	
It	ECE 406 (3) or ENGR 411 (3) P: ECE 405 or ENGR 410 DC	Technical Elective (3) DC	Technical Elective (3)	General Education Elective (3)	General Education Elective (3)	
	Sr. Engr. Design II	Group I	Group 11	GenEd B0	GenEd 87	

### 3 DEGREE REQUIREMENTS

A student pursuing the MSE degree must select the thesis or non-thesis option and an area of specialization. For the non-thesis option, a minimum of 30 credit hours of graduate-level coursework is required. For the thesis option, a minimum of 30 credit hours of graduate-level credits, of which 6 credit hours are research, is required. Pass/No-Pass grades are not permitted for courses on Master's plan of study. *Only 500-level courses and above can be used to satisfy degree requirements.*

#### 3.1 Core Course Requirement

For the system engineering specialization area a student must successfully complete four required core courses as listed in Table 2. The core courses cover material essential to the area of systems engineering.

**Table 2**  
Core courses for the System Engineering Specialization Area

Area of Specialization	Abbr.	Core Courses	Total Cr. Hrs.
Systems Engineering	SE	SE 510, SE 520, SE 530, SE 540	12

See **Error! Reference source not found.** for Course Titles

**Error! Reference source not found.** has a tentative schedule for the core courses listed in Table 2 for the next two years

For the computer engineering and electrical engineering specialization areas a student must successfully complete, for each area, four out of the six courses listed in Table 3.

**Table 3**  
Core courses for the Computer Engineering and Electrical Engineering Specialization Areas

Area of Specialization	Abbr.	Core Courses (choose four out the listed six)	Total Cr. Hrs.
Computer Engineering	CmpE	ECE 538, ECE 547, ECE 567, ECE 600, ECE 608, ECE 661	12
Electrical Engineering	EE	ECE 538, ECE 549, ECE 581, ECE 584, ECE 600, ECE 604	12

See **Error! Reference source not found.** for Course Titles

**Error! Reference source not found.** has a tentative schedule for the core courses listed in Table 3 for the next two years

There are two tracks for the mechanical engineering specialization area. Students must successfully complete, for each track, the courses listed in Table 4.

**Table 4**  
Core courses for the Mechanical Engineering Specialization Area

Track	Core Courses	Total Cr. Hrs.
Thermal/Fluids	ME 505, ME 509, ME 5xx, ME 5yy, ENGR 580	15
Mechanics	ME 550/CE 570, ME 5xz, ME/CE 5zz, ME 5yy, ENGR 580	15

See **Error! Reference source not found.** for Course Titles

- Students from one track can choose courses from the other track to satisfy their engineering electives and general electives requirements.
- Non-thesis option students are required to take ME 5xy Graduate Project

### 3.2 Engineering Elective Requirement (Depth Requirement)

For the computer engineering, electrical engineering and systems engineering specialization areas a minimum of two graduate engineering elective courses is required. Only one graduate engineering elective course is required for the mechanical engineering specialization area. Refer to **Error! Reference source not found.** for more information about these courses.

### 3.3 Math/Stat/ACS/CS Requirement

A minimum of two graduate-level courses from mathematics (MATH), statistics (STAT), or computer science (ACS or CS) is required. For more information about these courses refer to the following document (page 13),

<http://new.ipfw.edu/dotAsset/240062.pdf>

### 3.4 General Elective Requirement

For the computer engineering, electrical engineering and systems engineering specialization areas a non-thesis option student must successfully complete two general elective graduate-level courses from engineering, ACS, CS, OLS, TECH, MATH/STAT, BUS, PHYS, CHEM, and/or BIOL. Only one general elective graduate-level course is required for the mechanical engineering specialization area (non-thesis option). The purpose of these courses is to give students flexibility to tailor the program to meet his/her specific needs. For more information about these courses refer to the following document (page 13-14),

<http://new.ipfw.edu/dotAsset/240062.pdf>

### 3.5 Taking courses from other Purdue Campuses and Universities

Students are allowed to take courses from other Purdue campuses as well as from other accredited universities. In order to be able to count these courses towards their degree, students must first obtain permission from their committee by updating their plan of study. Additionally, they must maintain their active status at IPFW.

Students who want to take on-line courses at Purdue, West Lafayette through their Professional Education program must complete the on-line application for Non-Degree Seeking students to receive the negotiated discounted rate. The application is available at:

[https://engineering.purdue.edu/ProEd/Admissions/non-degree\\_seeking\\_application](https://engineering.purdue.edu/ProEd/Admissions/non-degree_seeking_application).

The deadline for submitting this application is roughly one month prior to the first day of classes. Check with the Manager of the Engineering Professional Education program Enrollment Services and Client Relations for actual deadlines.

A student taking courses at other campuses for more than one semester should consult their advisor or the Director of Graduate Studies to determine if additional action is necessary to maintain their active status.

### 3.6 Research (Thesis) Credit Requirement

Research (thesis) credit is not required for students on non-thesis option. However, students pursuing the thesis option are required to register for ENGR 698 research (thesis) credit. Up to 6 hours of research (thesis) credit hours are allowed on the plan of study. Students must check with their major professor (i.e., thesis advisor) to determine the number of ENGR 698 hours appropriate for their program.

**Table 5**  
Summary of course and credit-hour requirements

	Non-Thesis Option		Thesis Option	
	CmpE – EE – SE	ME	CmpE – EE – SE	ME
Core Courses	12	15	12	15
Engineering Elective Courses	6	3	6	3
MATH/STAT/ACS/CS Courses	6	6	6	6
General Elective Courses	6	3	—	—
Graduate Project	—	3	—	—
Research (Thesis) Credits	—	—	6	6
<b>Total Credits on Plan of Study</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

## Five-Year BS/MSE Program

## Graduate Courses Approved as Computer Engineering Technical Electives

## Group 1\*

Course #	Course Name	Cr	Pre- and Co-requisites
ECE 538	Digital Signal Processing I	3	P: ECE 436, ECE 302
ECE 547	Intro to Computer Communication Networks	3	P: ECE 302
ECE 567	FPGA Designs for Signal Processing Applications	3	P: ECE 358, ECE 301
ECE 600	Random Variables and Signals	3	P: ECE 302

## Group 2\*

Course #	Course Name	Cr	Pre- and Co-requisites
ECE 540	Antenna Design, Analysis and Simulation	3	P: ECE 311
ECE 549	Software Defined Radio	3	P: ECE 428, ECE 436
ECE 581	Microwave Engineering	3	P: ECE 255, ECE 311
ECE 584	Linear Control Systems	3	P: ECE/ME 333 or graduate standing

\* Only ECE 5xx/6xx courses listed above can be counted towards five-year BS/MSE program. No other courses can be counted towards both an undergraduate degree and a graduate degree.

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## Five-Year BS/MSE Program

### Graduate Courses Approved as Electrical Engineering Technical Electives

#### Group I\*

Course #	Course Name	Cr	Pre- and Co-requisites
ECE 538	Digital Signal Processing I	3	P: ECE 436, ECE 302
ECE 549	Software Defined Radio	3	P: ECE 302
ECE 581	Microwave Engineering	3	P: ECE 255, ECE 311
ECE 600	Random Variables and Signals	3	P: ECE 302

#### Group II\*

Course #	Course Name	Cr	Pre- and Co-requisites
ECE 540	Antenna Design, Analysis and Simulation	3	P: ECE 311
ECE 547	Introduction to Computer Communication Networks	3	P: ECE 302 or equivalent
ECE 584	Linear Control Systems	3	P: ECE/ME 333 or graduate standing
ECE 567	FPGA Designs for Signal Processing Applications	3	P: ECE 358, ECE 301

\* Only ECE 5xx/6xx courses listed above can be counted towards five-year BS/MSE program. No other courses can be counted towards both an undergraduate degree and a graduate degree.

Updated September 2015

MEMORANDUM

TO: Fort Wayne Senate Executive Committee

FROM: Jeff Malanson, Chair  
Budgetary Affairs Subcommittee

DATE: March 1, 2016

SUBJ: Budgetary Affairs Subcommittee Biennial Report on Staffing and Budget

DISP: For Information Only

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WHEREAS, Senate Document SD 01-18 requires the Budgetary Affairs Subcommittee (BAS) to “issue a biennial report to the Senate regarding the changes in staffing across the major categories of employment at IPFW”; and

WHEREAS, Senate Document SD 01-18 further requires BAS to “include in the biennial report to the Senate any notable changes in funds allocated across the major budgetary/administrative categories reflecting levels of faculty support, student services, physical facilities, and administrative activities”;

BE IT RESOLVED, That the Budgetary Affairs Subcommittee submits the attached report to the Senate for information only.

<u>Approving</u>	<u>Not Approving</u>	<u>Abstain</u>	<u>Absent</u>
Nurgul Aitalieva			Deb Poling
Hosni Abu-Mulaweh			
Martha Coussement			
Cigdem Gurgur			
Steven Hanke			
Jeff Malanson			
Jordan Marshall			

### **Budgetary Affairs Subcommittee Report on Staffing and Budget**

Senate Document SD 01-18 (see Appendix 1) requires the Budgetary Affairs Subcommittee (BAS) to report on “changes in staffing across the major categories of employment at IPFW” and to “include . . . notable changes in funds allocated across the major budgetary/administrative categories reflecting levels of faculty support, student services, physical facilities, and administrative activities.”

This report was last submitted to the Senate in April 2011 (see Senate Reference 10-19). Staffing data in the current report reflects the official university headcount as of each September from 2010 through 2015. Budget data has been obtained for each year from 2011-12 through 2015-16.

### **Staffing**

Data on “staffing across the major categories of employment at IPFW” was provided by Kirk Tolliver, Human Resources Information Manager, and includes an employee headcount and the number of full-time equivalencies (FTE) in the employee categories tracked by Human Resources. Complete headcount and FTE data for all years can be found in Appendix 2.

As is reflected in Table 1, both employee headcount and FTE are down in almost all categories of employment. From 2010 to 2015, IPFW has lost 38 tenure and tenure-track positions, for a loss of approximately 10.4% FTE. Non-tenure track clinical faculty FTE is up 51.9%, and continuing lecturer FTE is up 10%. Management (defined as non-faculty unit heads and upper administration) is down 0.1% FTE, and Administrative/Professional (defined as rank-and-file salaried staff, including athletics coaches) is down 0.3% FTE. The Clerical and Service categories have undergone the most significant declines, losing 22.2% FTE and 14.4% FTE, respectively.

In September 2010, tenure-line faculty comprised 31% of overall benefitted FTE at IPFW; in September 2015, tenure-line faculty comprised 29.9% of benefitted FTE. Other benefitted faculty increased from 8.4% to 10.4% of overall benefitted FTE. Administration (defined as Management and Administrative/Professional) increased from 25.4% to 27.2%, and all other benefitted employees decreased from 35.1% to 32.5% of overall benefitted FTE.

In terms of overall instructional FTE, including all benefitted instructional FTE and non-benefitted limited term lecturer FTE, tenure-line FTE comprised 55.6% of instructional FTE in September 2010, but decreased to 54.3% of instructional FTE by September 2015. Non-tenure track clinical faculty increased from 3.5% of instructional FTE in 2010 to 5.7% in 2015; continuing lecturers increased from 8.5% to 10.2%; visiting/emeriti faculty decreased from 3.1% to 3.0%; and limited term lecturers are decreased from 29.3% to 26.8% of overall instructional FTE. This data can be seen in Table 2.

**Table 1. Employee headcount and FTE across all employment categories, 2010-15.**

Employee Type	Sept. 2010		Sept. 2015		% Change 2010-15	
	Count	FTE	Count	FTE	Count	FTE
<b>Benefitted</b>						
Tenured/TT Faculty - Purdue Paid	296	291.33	276	275.17	-6.8%	-5.5%
Tenured/TT Faculty - IU Paid	38	38.00	20	20.00	-47.4%	-47.4%
Clinical/Non TT Faculty	23	20.55	33	31.21	43.5%	51.9%
Continuing Lecturer	57	50.43	59	55.48	3.5%	10.0%
Visiting/Emer Faculty	19	18.66	21	16.25	10.5%	-12.9%
Management	60	59.05	59	59.00	-1.7%	-0.1%
Administrative/Professional	213	210.70	212	210.05	-0.5%	-0.3%
Post Doc Intern Res	0	0.00	1	1.00		
Operations/Technical	40	37.25	46	46.00	15.0%	23.5%
Nonexempt Professional	3	2.79	1	1.00		
Clerical	189	176.03	144	137.01	-23.8%	-22.2%
Service	144	142.60	124	122.00	-13.9%	-14.4%
Police	14	14.00	14	14.00	0.0%	0.0%
<b>TOTAL BENEFITTED</b>	<b>1096</b>	<b>1061.39</b>	<b>1010</b>	<b>988.17</b>	<b>-7.8%</b>	<b>-6.9%</b>
<b>Non-Benefitted</b>						
Graduate Student	114	50.25	105	41.75	-7.9%	-16.9%
Limited Term Lecturer	407	173.51	378	145.8	-7.1%	-16.0%
Temporary Admin/Prof	1	n/a	1	n/a		
Student	785	n/a	693	n/a	-11.7%	
Temporary Cler/Serv	187	n/a	178	n/a	-4.8%	
<b>TOTAL NON-BENEFITTED</b>	<b>1494</b>	<b>223.76</b>	<b>1355</b>	<b>187.55</b>	<b>-9.3%</b>	<b>-16.2%</b>
<b>TOTAL</b>	<b>2590</b>	<b>1285.15</b>	<b>2365</b>	<b>1175.72</b>	<b>-8.7%</b>	<b>-8.5%</b>
<b>BENEFITTED COMPARISON</b>						
<b>%FTE Tenured/TT Faculty</b>	30.5%	31.0%	29.3%	29.9%	-3.8%	-3.7%
<b>%FTE Other Faculty</b>	9.0%	8.4%	11.2%	10.4%	23.9%	23.3%
<b>%FTE Administration</b>	24.9%	25.4%	26.8%	27.2%	7.7%	7.1%
<b>%FTE Other Benefitted</b>	35.6%	35.1%	32.7%	32.5%	-8.2%	-7.5%

**Notes:**

Count = the number of employees in each category

FTE = the number of Full Time Equivalencies in each category

Management = non-faculty unit leads and upper administration

Administrative/Professional = rank-and-file salaried staff and athletics coaches

**Table 2. Instructional headcount and FTE, 2010-15.**

Employee Type	Sept. 2010		Sept. 2015		% Change 2010-15	
	Count	FTE	Count	FTE	Count	FTE
Tenured/TT Faculty - Purdue Paid	296	291.33	276	275.17	-6.8%	-5.5%
Tenured/TT Faculty - IU Paid	38	38.00	20	20.00	-47.4%	-47.4%
Clinical/Non TT Faculty	23	20.55	33	31.21	43.5%	51.9%
Continuing Lecturer	57	50.43	59	55.48	3.5%	10.0%
Visiting/Emer Faculty	19	18.66	21	16.25	10.5%	-12.9%
Limited Term Lecturer	407	173.51	378	145.80	-7.1%	-16.0%
<b>TOTAL</b>	<b>840</b>	<b>592.48</b>	<b>787</b>	<b>543.91</b>	<b>-6.3%</b>	<b>-8.2%</b>
<b>%FTE Tenured</b>	<b>39.8%</b>	<b>55.6%</b>	<b>37.6%</b>	<b>54.3%</b>	<b>-5.4%</b>	<b>-2.4%</b>
<b>%FTE Clinical/Non TT</b>	<b>2.7%</b>	<b>3.5%</b>	<b>4.2%</b>	<b>5.7%</b>	<b>53.1%</b>	<b>65.4%</b>
<b>%FTE CL</b>	<b>6.8%</b>	<b>8.5%</b>	<b>7.5%</b>	<b>10.2%</b>	<b>10.5%</b>	<b>19.8%</b>
<b>%FTE Visiting/Emeriti</b>	<b>2.3%</b>	<b>3.1%</b>	<b>2.7%</b>	<b>3.0%</b>	<b>18.0%</b>	<b>-5.1%</b>
<b>%FTE LTL</b>	<b>48.5%</b>	<b>29.3%</b>	<b>48.0%</b>	<b>26.8%</b>	<b>-0.9%</b>	<b>-8.5%</b>

### Budget

This analysis covers the years 2011-12 through 2015-16. It is important to note that the Purdue system changed its budget reporting templates for 2015-16. This was a wholesale redesign of the budget reporting process; many budget categories have been reassigned to different parts of the budget, which makes comparisons across budget models extremely difficult. The most significant change is that employee benefits, which were previously reported as a single line item for the whole university under “Unavoidables,” have now been redistributed to appear within each unit. It makes far more sense for the benefits associated with faculty and staff in a particular unit to be reflected in that unit’s budget, but it means that the budget for every line item that includes benefited employees has changed quite substantially from previous budget years.

Further complicating efforts to make specific comparisons between prior year budgets and the current year budget is that the Office of Budget and Planning is still in the process of developing a public budget template that contains a comparable amount of information to historical budget summary documents.

One final note. While this new budget template has made it more difficult for BAS to make specific line-item comparisons across budget years, we believe that the new template is a positive development for the university. The new budget template is both a more accurate and a more transparent reflection of IPFW’s budget. The two most important demonstrations of this are that Athletics appears in the new budget as an explicit line item, making clear what the university’s financial subsidy is to run its Division I Athletics program; and revenues and expenses associated with the Division of Continuing Studies are more clearly documented.

Table 3 includes all data discussed in the following section; Table 4 includes budget data for 2015-16. Both tables reference “Expenditures,” which is short for “Budgeted Expenditures.”

### Analysis, 2011-12 – 2014-15

Data on “notable changes in funds allocated across the major budgetary/administrative categories reflecting levels of faculty support, student services, physical facilities, and administrative activities” are taken from annual budget summary documents provided by the Office of Budget and Planning, which are summarized in Table 3. In an effort to provide meaningful and useful data without overwhelming the report with useful but ultimately unnecessary information, “faculty support” has been expanded to include budget information for each of the Academic Areas identified in the budget summary documents. “Student services” and “physical facilities” have individual line items in the budget summary documents. “Administrative activities” has been expanded to include all of the other major categories of expense under the broad budget category of Support Areas. Finally, in order to provide a more accurate accounting of this data in the context of the entire university budget, the remaining major budget categories of Auxiliary Funds, Unavoidables, and Student Aid have also been included.

Those interested in a breakdown of expenditures by General Funds and Restricted Funds, or a more thorough breakdown of the allocation of funds within these broad categories are encouraged to review the Budget Summary documents in their entirety. They are available on the Office of Budget and Planning’s website: <http://www.ipfw.edu/budget-planning/>.

To allow for more ready comparisons across budget years, the report indicates both specific monetary expenditures, as well as the percent of each expenditure out of the total budget. As Senate Document SD 01-18 does not define what constitutes “notable changes” in allocated funds, BAS has chosen to highlight all changes of 0.5% or more of the total budget; funding increases exceeding the 0.5% threshold are highlighted in green, decreases are highlighted in red.

Table 3 is on the next page. Beginning on page 7, there is a brief explanation of each highlighted line item focusing only on the most significant changes within each category.

Table 3. Budget data for 2011-12 through 2014-15.

	2011-2012		2012-2013		2013-2014		2014-2015	
	Expenditures	Percent	Expenditures	Percent	Expenditures	Percent	Expenditures	Percent
<b>ACADEMIC AREAS</b>								
Academic Reserves	\$3,579,825	1.9%	\$2,659,467	1.4%	\$3,027,992	1.7%	\$3,996,049	2.2%
COAS	\$14,529,179	7.6%	\$14,614,850	7.8%	\$14,401,349	7.9%	\$14,120,748	7.8%
CEPP	\$3,430,196	1.8%	\$3,494,411	1.9%	\$3,137,635	1.7%	\$3,105,061	1.7%
ETCS	\$6,214,001	3.3%	\$6,081,471	3.2%	\$6,347,067	3.5%	\$6,224,922	3.4%
HHS	\$4,606,471	2.4%	\$4,576,347	2.4%	\$3,796,369	2.1%	\$4,385,611	2.4%
VPA	\$3,307,687	1.7%	\$3,361,029	1.8%	\$3,056,881	1.7%	\$3,189,413	1.8%
DCS	\$12,867,978	6.7%	\$10,768,885	5.8%	\$10,690,680	5.8%	\$10,277,866	5.7%
IUMed	\$469,217	0.2%	\$469,217	0.3%	\$450,000	0.2%	\$625,000	0.3%
Library	\$1,717,301	0.9%	\$1,852,549	1.0%	\$1,819,511	1.0%	\$1,893,807	1.0%
DSB	\$3,419,846	1.8%	\$3,282,429	1.8%	\$3,154,111	1.7%	\$3,206,107	1.8%
<b>TOTAL ACADEMIC</b>	<b>\$54,141,701</b>	<b>28.4%</b>	<b>\$51,160,655</b>	<b>27.3%</b>	<b>\$49,881,595</b>	<b>27.2%</b>	<b>\$51,024,584</b>	<b>28.1%</b>
<b>SUPPORT AREAS</b>								
Advancement	\$1,592,883	0.8%	\$1,727,199	0.9%	\$1,686,929	0.9%	\$2,515,329	1.4%
Engagement	\$137,266	0.1%	\$139,177	0.1%	\$183,322	0.1%	\$133,912	0.1%
General Administration	\$12,641,693	6.6%	\$11,200,326	6.0%	\$14,095,271	7.7%	\$12,963,692	7.1%
Information Technology	\$4,425,217	2.3%	\$4,633,354	2.5%	\$4,706,251	2.6%	\$4,251,249	2.3%
Physical Facilities	\$7,914,768	4.1%	\$7,988,082	4.3%	\$7,641,708	4.2%	\$7,266,075	4.0%
Student Services	\$7,171,619	3.8%	\$7,141,062	3.8%	\$6,535,426	3.6%	\$6,368,412	3.5%
Technology Reserve	\$2,208,052	1.2%	\$2,142,006	1.1%	\$2,086,404	1.1%	\$2,002,934	1.1%
<b>TOTAL SUPPORT</b>	<b>\$36,091,498</b>	<b>18.9%</b>	<b>\$34,971,206</b>	<b>18.7%</b>	<b>\$36,935,311</b>	<b>20.2%</b>	<b>\$35,501,603</b>	<b>19.6%</b>
<b>Auxiliary Funds</b>	<b>\$16,073,262</b>	<b>8.4%</b>	<b>\$16,134,184</b>	<b>8.6%</b>	<b>\$16,741,138</b>	<b>9.1%</b>	<b>\$17,037,649</b>	<b>9.4%</b>
Unavoidables	\$41,073,917	21.5%	\$43,036,776	23.0%	\$42,053,039	22.9%	\$40,315,954	22.2%
Student Aid	\$43,365,574	22.7%	\$41,836,715	22.4%	\$37,628,908	20.5%	\$37,578,155	20.7%
<b>TOTAL</b>	<b>\$190,745,952</b>		<b>\$187,139,536</b>		<b>\$183,239,991</b>		<b>\$181,457,945</b>	

2011-12 – 2012-13

Academic Reserves—decrease of 0.5% from prior year—\$3,579,825 (1.9%) to \$2,659,467 (1.4%)

Division of Continuing Studies—decrease of 0.9% from prior year—\$12,867,978 (6.7%) to \$10,768,885 (5.8%)

- Restricted Funds Salaries and Wages (S&W)
  - 2011-12 \$7,432,202
  - 2012-13 \$6,288,709
- Restricted Funds Supplies and Expenses (S&E)
  - 2011-12 \$5,249,374
  - 2012-13 \$4,291,491

General Administration—decrease of 0.6% from prior year—\$12,641,693 (6.6%) to \$11,200,326 (6.0%)

- General Fund S&E
  - 2011-12 \$5,167,902
  - 2012-13 \$3,364,005
- Restricted Funds General Administration—increase from prior year
  - 2011-12 \$1,966,774
    - \$1,750,000 of S&E marked for Chancellor
    - \$ 216,774 for Leadership Fort Wayne
  - 2012-13 \$2,488,795
    - \$2,250,000 of S&E marked Chancellor
    - \$ 233,795 for Leadership Fort Wayne

Unavoidables—increase of 1.5% from prior year—\$41,073,917 (21.5%) to \$43,036,776 (23.0%)

- Staff Benefits
  - 2011-12 \$22,736,003
  - 2012-13 \$24,076,985

2012-13 – 2013-14

General Administration—increase of 1.7% from prior year—\$11,200,326 (6.0%) to \$14,095,271 (7.7%)

- General Fund S&E
  - 2012-13 \$3,364,005
  - 2013-14 \$4,245,360
- Restricted Funds General Administration
  - 2012-13 \$2,488,795
    - \$2,250,000 of S&E marked Chancellor
    - \$ 233,795 for Leadership Fort Wayne
  - 2013-14 \$4,529,200
    - \$2,250,000 of S&E marked Chancellor
    - \$2,279,200 of S&E marked VCAA



Auxiliary Funds—increase of 0.5% from prior year—\$16,134,184 (8.6%) to \$16,741,138 (9.1%)

- Parking
  - 2012-13           \$1,686,030
  - 2013-14           \$2,453,901

#### 2013-14 – 2014-15

Academic Reserves—increase of 0.5% from prior year—\$3,027,992 (1.7%) to \$3,996,049 (2.2%)

Advancement—increase of 0.5% from prior year—\$1,686,929 (0.9%) to \$2,515,329 (1.4%)

- This is primarily the result of the creation of the Vice Chancellor of Advancement position and the establishment of a VCA reserve fund

General Administration—decrease of 0.6% from prior year—\$14,095,271 (7.7%) to \$12,963,692 (7.1%)

- General Funds S&E
  - 2013-14           \$4,245,360
  - 2014-15           \$3,754,952
- Restricted Funds General Administration
  - 2013-14           \$4,529,200
    - \$2,250,000 of S&E marked Chancellor
    - \$2,279,200 of S&E marked VCAA
  - 2014-15           \$3,779,200
    - \$3,500,000 of S&E marked Chancellor
    - \$ 279,200 of S&E marked VCFA

Unavoidables—decrease of 0.7% from prior year—\$42,053,039 (22.9%) to \$40,315,954 (22.2%)

- Staff Benefits
  - 2013-14           \$23,727,483
  - 2014-15           \$22,167,531

#### General Discussion

SD 01-18 requires analysis in the areas of faculty support, student services, physical facilities, and administrative activities. As a percentage of the overall budget, budgeted expenditures in the first three of these areas has remained remarkably stable over the period of this study. Most increases or decreases that met the 0.5% threshold occurred in the broad administrative activities category, but even here many of the major changes seemed focused on budgeting for one-time expenses or replacing funds that had been reallocated in previous budget cycles. The main exception to this is in the area of General Administration Restricted Funds, where in 2011-12 there was \$1.75 million budgeted for S&E marked Chancellor, which increased to \$3.5 million by 2014-15.

**Table 4. Budget data for 2015-16, under new budget reporting template, including all fund types.**

	2015-2016	
	Expenditures	Percent
<b>ACADEMIC AREAS AND STUDENT SUPPORT</b>		
Academic Reserves/Vice Chancellor Initiatives	\$4,692,323	2.5%
COAS	\$19,080,620	10.0%
CEPP	\$3,810,234	2.0%
ETCS	\$8,211,853	4.3%
HHS	\$6,032,487	3.2%
VPA	\$4,025,600	2.1%
DCS	\$15,770,807	8.3%
Medical Education	\$1,256,605	0.7%
Library	\$2,849,407	1.5%
DSB	\$4,175,764	2.2%
<b>TOTAL ACADEMIC AREAS</b>	<b>\$69,905,700</b>	<b>36.8%</b>
Enrollment Management	\$2,769,428	1.5%
Student Life	\$6,420,680	3.4%
University Residences	\$5,788,555	3.0%
Student Aid	\$39,017,443	20.5%
<b>TOTAL STUDENT SUPPORT</b>	<b>\$53,996,106</b>	<b>28.4%</b>
<b>TOTAL A.A. AND S.S.</b>	<b>\$123,901,806</b>	<b>65.2%</b>
<b>SUPPORT AREAS AND INFRASTRUCTURE</b>		
General Administration	\$30,906,167	16.3%
Information Technology	\$8,182,725	4.3%
Athletics	\$8,155,867	4.3%
Physical Facilities	\$7,806,711	4.1%
Debt Service	\$5,310,600	2.8%
Fuel and Utilities	\$3,839,689	2.0%
Repair and Rehabilitation	\$1,899,503	1.0%
<b>TOTAL S.A. AND INFRASTRUCTURE</b>	<b>\$66,101,262</b>	<b>34.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$190,003,068</b>	

**Note:** \$4,557,658 is double counted in the budget, once as part of General Funds under General Administration, and a second time under Auxiliary Funds for Athletics. General Funds and Auxiliary Funds are not differentiated in the above table.

**Appendix 1: Senate Document SD 01-18**

(Approved, 4/8/2002)

TO: The Senate

FROM: Michael Nusbaumer

DATE: 14 March 2002

SUBJ: Budgetary Affairs Subcommittee biennial report to the Senate

DISPOSITION: To the Presiding Officer for implementation

Whereas, the faculty is currently experiencing a decline in state resources and in increasing workload through enrollment increases; and

Whereas, the distribution of scarce resources is a key element in faculty performance and development; and

Whereas, a similar practice has been voluntarily undertaken in the past;

Be it resolved, That the Budgetary Affairs Subcommittee issue a biennial report to the Senate regarding the changes in staffing across the major categories of employment at IPFW; and

Be it further resolved, That the Budgetary Affairs Subcommittee include in the biennial report to the Senate any notable changes in funds allocated across the major budgetary/administrative categories reflecting levels of faculty support, student services, physical facilities, and administrative activities.

**Appendix 2. Headcount and FTE across all employment categories, for all years, 2010-15.**

Employee Type	Sept. 2010		Sept. 2011		Sept. 2012		Sept. 2013		Sept. 2014		Sept. 2015		% Change 2010-15	
	Count	FTE	Count	FTE	Count	FTE	Count	FTE	Count	FTE	Count	FTE	Count	FTE
<b>Benefitted</b>														
Tenured/TT Faculty - Purdue Paid	296	291.33	289	284.47	284	281.17	276	273.17	273	269.42	276	275.17	-6.8%	-5.5%
Tenured/TT Faculty - IU Paid	38	38.00	34	34.00	32	32.00	29	29.00	25	26.00	20	20.00	-47.4%	-47.4%
Clinical/Non TT Faculty	23	20.55	23	20.55	20	18.45	20	18.95	20	19.25	33	31.21	43.5%	51.9%
Continuing Lecturer	57	50.43	63	57.28	63	57.68	61	56.48	58	53.48	59	55.48	3.5%	10.0%
Visiting/Emer Faculty	19	18.66	22	20.25	30	25.85	31	26.42	32	29.00	21	16.25	10.5%	-12.9%
Management	60	59.05	64	63.75	61	60.75	58	57.50	59	59.00	59	59.00	-1.7%	-0.1%
Administrative/Professional	213	210.70	225	221.20	218	215.50	205	203.05	203	200.02	212	210.05	-0.5%	-0.3%
Post Doc Intern Res	0	0.00	1	1.00	0	0.00	0	0.00	0	0.00	1	1.00		
Operations/Technical	40	37.25	46	43.00	44	42.75	47	46.00	41	40.50	46	46.00	15.0%	23.5%
Nonexempt Professional	3	2.79	3	2.79	3	2.79	2	1.79	1	1.00	1	1.00		
Clerical	189	176.03	192	179.19	176	165.44	165	155.49	155	147.37	144	137.01	-23.8%	-22.2%
Service	144	142.60	144	141.95	153	151.25	137	135.25	129	127.25	124	122.00	-13.9%	-14.4%
Police	14	14.00	14	14.00	17	17.00	15	15.00	13	13.00	14	14.00	0.0%	0.0%
<b>TOTAL BENEFITTED</b>	<b>1096</b>	<b>1061.39</b>	<b>1120</b>	<b>1083.43</b>	<b>1101</b>	<b>1070.63</b>	<b>1046</b>	<b>1018.10</b>	<b>1009</b>	<b>985.29</b>	<b>1010</b>	<b>988.17</b>	<b>-7.8%</b>	<b>-6.9%</b>
<b>Non-Benefitted</b>														
Graduate Student	114	50.25	109	46.25	94	39.75	77	33.25	86	34.75	105	41.75	-7.9%	-16.9%
Limited Term Lecturer	407	173.51	457	191.65	434	182.07	413	164.37	387	150.71	378	145.8	-7.1%	-16.0%
Temporary Admin/Prof	1	n/a	1	n/a	2	n/a	2	n/a	1	n/a	1	n/a		
Student	785	n/a	809	n/a	759	n/a	709	n/a	727	n/a	693	n/a	-11.7%	
Temporary Cler/Serv	187	n/a	171	n/a	198	n/a	158	n/a	172	n/a	178	n/a	-4.8%	
<b>TOTAL NON-BENEFITTED</b>	<b>1494</b>	<b>223.76</b>	<b>1547</b>	<b>237.9</b>	<b>1487</b>	<b>221.82</b>	<b>1359</b>	<b>197.62</b>	<b>1373</b>	<b>185.46</b>	<b>1355</b>	<b>187.55</b>	<b>-9.3%</b>	<b>-16.2%</b>
<b>TOTAL</b>	<b>2590</b>	<b>1285.15</b>	<b>2667</b>	<b>1321.33</b>	<b>2588</b>	<b>1292.45</b>	<b>2405</b>	<b>1215.72</b>	<b>2382</b>	<b>1170.75</b>	<b>2365</b>	<b>1175.72</b>	<b>-8.7%</b>	<b>-8.5%</b>