

FORT WAYNE SENATE AGENDA  
MONDAY  
MARCH 15, 2010  
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of February 8, 2010
3. Acceptance of the agenda – B. Abbott
4. Reports of the Speakers of the Faculties
  - a. Purdue University – R. Barrett
  - b. Indiana University – M. Nusbaumer
5. Report of the Presiding Officer – S. Davis
6. Committee reports requiring action
  - a. Student Affairs Committee (Senate Document SD 09-6) – K. Pollock
  - b. Faculty Affairs Committee (Senate Document SD 09-7) – P. Dragnev
  - c. Faculty Affairs Committee (Senate Document SD 09-8) – P. Dragnev
7. New business
8. Committee reports “for information only”  
Executive Committee (Senate Reference No. 09-17) – B. Abbott
9. The general good and welfare of the University
10. Adjournment\*

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

Approving

B. Abbott, Chair  
R. Barrett  
S. Davis  
J. Grant  
M. Nusbaumer  
K. Pollock

Absent

A. Ushenko

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Attachments:

- “Endorsement of the revised IPFW Code of Student Rights, Responsibilities, and Conduct (the Student Code)” (SD 09-6)  
“Upward Feedback: Review of Administrators” (SD 09-7)  
“Proposed revision of Senate Documents SD 88-13, SD 88-25, and SD 94-3” (SD 09-8)  
“Items under consideration in Senate Committees and Subcommittees” (SR No. 09-17)

MEMORANDUM

DATE: February 1, 2010

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair *KSP*  
Students Affairs Committee

SUBJECT: Endorsement of the revised IPFW Code of Student Rights,  
Responsibilities, and Conduct (the Code)

DISPOSITION: To the Presiding Officer for Implementation

WHEREAS, the campus has undertaken the revision of the Code and

WHEREAS, the Student Affairs Committee has reviewed and concurs with those  
revisions.

BE IT RESOLVED, that the IPFW Senate endorse the revisions to the Code.

**Approving:**

Suleiman Ashur  
Lindsay Dixson  
Judith Garrison  
Jay Jackson  
Kathy Pollock  
Jason Summers

**Disapproving:**

**Absent:**

Mark Ridgeway

(for comments on this document, click here)

# IPFW Code of Student Rights, Responsibilities, and Conduct

## Part I: Student Rights and Responsibilities

### Preamble

IPFW regulations governing the actions of students are intended to enhance the values that must be maintained in the pursuit of IPFW's mission and goals. These values include freedom of inquiry, intellectual honesty, freedom for the open expression of ideas and opinions within limits that protect the rights of others, and respect for the views and the dignity of other persons.

In exercising their rights, students must bear responsibility to act in accordance with local, state, and national laws, and IPFW rules. No right should be construed as enabling students to infringe upon the individual rights of another member of the academic community.

### A. Individual Rights and Responsibilities as Citizens

1. Students retain all of their citizenship rights when enrolled at IPFW.
2. Students who violate civil law may incur penalties prescribed by civil authorities. Only where IPFW's interests as an academic community are distinct from those of the general community should the special authority of IPFW be asserted.
3. Nondiscrimination. IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchanges of ideas, and enriches campus life.

IPFW views, evaluates, and treats all persons in any university-related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a ~~disabled or Vietnam-era~~ veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in

Purdue University's Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Additionally, ~~the university promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and Vietnam era veterans through its affirmative action program.~~ IPFW is an equal access, equal opportunity, affirmative action university.

4. **Antiharassment**—It is the policy of IPFW to maintain the campus as a place of work and study for faculty, staff, and students free from all forms of harassment. In providing an educational and work climate that is positive and harassment-free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. [See Anti-harassment Policy.] as stated in Executive Memo C-33] This policy addresses harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, or disability, as well as those who are harassed for other reasons such as sexual orientation.

## **B. Individual Rights and Responsibilities as Students**

1. Degree-seeking students have the responsibility for selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for degrees. IPFW will provide advisors to assist students in academic planning, but students are responsible for being knowledgeable about all academic requirements that must be met before a degree is granted.

2. Students have the right to receive in writing (the terms "in writing" or "written" here and throughout this Code include both printed and electronic communication) accurately and plainly stated information that enables them to understand clearly:

a. the general qualifications for establishing and maintaining acceptable academic standing within a particular major and at all other levels within IPFW,

b. the graduation requirements for specific curricula and majors, and

c. at a minimum, the course objectives, requirements, and grading policies set by individual ~~instructors~~ faculty members for their courses ~~by~~[S1] means of a course syllabus.

3. In the classroom, students have the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed. However, in exercising this freedom, students shall not interfere with the academic process of the class. Students who interfere with the academic process of a class may be directed to leave class for the remainder of the class period. Longer suspensions from a class must be preceded by the disciplinary procedures set forth in Part III.B of this Code.

4. Students' course grades shall be based upon academic performance, and not upon opinions or conduct in matters unrelated to academic standards. Students have the right to discuss and review their academic performance with their ~~instructors~~.faculty members. Students who feel that any course grade has been based upon criteria other than academic performance have the right to

appeal through the IPFW grade appeals system. [See IPFW Academic Regulations—Grade Appeals.]

5. Students have the right to obtain a clear statement of basic rights, obligations, and responsibilities concerning both academic and personal conduct.

6. Students have the responsibility to become familiar with, uphold, and follow all codes of conduct, including this Code[S2], relevant codes of colleges/schools and departments, professional programs, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internship, or in-service experiences.

7. Students have the right to participate in the formulation of IPFW policies that directly affect them. In exercising this right, students have the right of access to appropriate information, to express their views, and to have their views considered.

78. Students have the privacy rights specified in the IPFW policy on the release of student information.

[See IPFW Academic Regulations—Release of Student Information.]

### **C. Rights and Responsibilities as Participants in Student Groups, Student Organizations, and Campus Activities**

1. Students have the right to form, join, and participate in groups or organizations that promote the common interests of students, including but not limited to groups or organizations that are organized for academic, professional, religious, social, economic, political, recreational, or cultural purposes.

2. Any group of students may petition to become a recognized IPFW student organization in accordance with the established guidelines. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Campus Appeals Board.

3. Any student group recognized as an IPFW student organization shall be entitled to the use of available campus facilities in conformity with regulations. [See IPFW Regulations Governing the Use and Assignments of University Facilities at the Fort Wayne Campus.] Recognition shall not imply IPFW endorsement of group goals and activities.

4. Any recognized IPFW student organization or any group of students able to secure sponsorship by a recognized student organization and to demonstrate financial responsibility has the right to present speakers of its choice to address members of the IPFW community using appropriate campus facilities. These assemblies shall be subject to regulations necessary to prevent space and time conflicts and to protect the operations of the campus and the safety of persons or property.

5. Freedom of assembly shall be guaranteed to all members of the IPFW community. Such assemblies shall be consistent with IPFW regulations regarding the time, place, and manner of such assemblies.

6. A student, student group, or student organization has the right to distribute written material on campus without prior approval providing such distribution is consistent with appropriate regulations concerning the time, place, and manner of distribution and does not interfere with IPFW activities.

7. Students who publish student publications under IPFW auspices have the right to be free of unlawful censorship. At the same time, students who publish such publications must observe the recognized canons of responsible journalism such as the Sigma Delta Chi Code of Ethics and avoid libel, obscenity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Editors and managers of The Communicator may not be arbitrarily suspended or removed from their positions because of student, faculty, administrative, or public disapproval of their editorial policies or publications. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the Board of Directors. All student publications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of IPFW or of the student body.

#### **D. Summary of Rights and Responsibilities**

1. This statement of Student Rights and Responsibilities is a reaffirmation by the entire IPFW community that the constitutional guarantees and the basic principles of fair treatment and respect for the integrity, judgment, and contribution of the individual student, coinciding with each student's freedom to learn set forth in the foregoing articles, are essential to the proper operation of an institution of higher learning. Accordingly, in the interpretation and enforcement of the policies, rules, and regulations of IPFW, these student rights shall be preserved and given effect, but they shall not be construed or applied so as to limit the rights guaranteed students under the Constitution of the United States or the Constitution of the State of Indiana.

Whenever a student or a group of students ~~claims~~<sup>claim</sup> that these rights have been violated and that the student or group of students ~~has~~<sup>have</sup> been or will be adversely affected thereby, and such complaint is not resolved informally by the interested parties, it may be presented to ~~an~~<sup>one</sup> (and only one) appropriate body of the campus appeals system. In case of grade appeals, the individuals and committees designated in the IPFW grade appeals system shall have final authority. ~~In~~<sup>[S3]</sup> the case of Student Housing decisions, the individuals and committees designated in the Housing Agreement shall have final authority. In the case of complaints of discrimination and harassment, the individuals and committees named in the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment shall have the authority designated. In all other cases, the Campus Appeals Board shall submit recommendations to the chancellor of IPFW. If necessary, the chancellor of IPFW may present such recommendations to the university president and Board of Trustees for their consideration. If the student has a question as to whether grade appeals procedures, Student Housing procedures, or student complaint procedures (Part IV) shall be used to resolve a complaint, the dean of students shall decide which ~~one~~<sup>[S4]</sup> set of procedures shall be used after consulting with the unit head of the faculty or staff member with whom the student or group of students has the complaint. Once the appropriate process is identified, the dean of students will explain the timelines associated with the process.

2. The enumeration of these rights and responsibilities shall not be construed to deny or disparage others retained by the student. Nothing contained in ~~this bill~~ the Code of Student

Rights, Responsibilities, and Conduct shall be construed as any denial or limitation upon the legal authority or responsibility of the Board of Trustees to establish policies and to make rules and regulations governing the operation of IPFW.

### **E. Amendment of Rights and Responsibilities**

Proposed amendments of these rights and responsibilities may be initiated by the Indiana-Purdue Student Government Association, ~~Fort Wayne~~IPFW Senate, administrative officials, or the Board of Trustees and shall be submitted to the Indiana-Purdue Student Government Association, ~~and Fort Wayne~~IPFW Senate, ~~and Community Advisory Council~~ for consideration and recommendation before adoption by the ~~Board of Trustees~~Community Advisory Council. In the event the ~~Board of Trustees~~Community Advisory Council adopts an amendment not approved by the Indiana-Purdue Student Government Association and ~~Fort Wayne~~IPFW Senate, either the Indiana-Purdue Student Government Association or ~~Fort Wayne~~IPFW Senate may withdraw its endorsement of the rights and responsibilities in whole or in part.

### **F. Definitions**

1. An IPFW activity is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of IPFW or with which IPFW has any official connection, whether taking place on or off campus. Included within this definition without limitation are IPFW cooperative education programs, internships, practicums, field experiences, and athletic or other intercollegiate activities.
2. IPFW property means property owned, controlled, used, or occupied by IPFW.

## **Part II: Student Conduct Subject to Disciplinary Action**

### **Preamble**

Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules and regulations of IPFW. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. IPFW has developed the following general regulations concerning student conduct which safeguard the right of every individual student to exercise fully the freedom to learn without interference. IPFW may discipline a student for committing<sup>[ss]</sup> acts of academic or personal misconduct.

~~IPFW may discipline a student for academic or personal misconduct for the following actions:~~

### **A. Academic Misconduct**

~~1. Cheating—intentionally using~~This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the University or subvert the educational process. At IPFW, specific forms of academic misconduct are defined as follows:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for credit or hours.

2. ~~Fabrication—intentional and unauthorized falsification or invention of~~ Falsifying or fabricating any information or citation in an academic exercise.
3. ~~Facilitating academic dishonesty—intentionally or knowingly helping~~ Helping or attempting to help another in committing ~~dishonest~~ acts of academic dishonesty.
4. ~~Plagiarism—the adoption or reproduction of~~ Adopting or reproducing ideas or statements of another person as one's own without acknowledgment (plagiarism).
5. ~~Submitting~~[S6] work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.
6. Serving as or permitting another student to serve as a substitute (or 'ringer') in taking an exam.
7. Altering of answers or grades on a graded assignment without authorization of the faculty member.
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.
- 9[S7]. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program.

a. In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at IPFW, academic departments should establish a written policy/statement, addressing the professional or ethical standards for their discipline, which is distributed to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department's policy/statement.

## **B. Personal Misconduct**

IPFW may discipline a student for the following acts of personal misconduct that occur on campus property or in connection with an IPFW activity:

1. Dishonest conduct, including but not limited to false accusation of misconduct; forgery, alteration, or misuse of any IPFW document, record or identification; and giving to an IPFW official information known to be false.
2. Release of access codes for IPFW computer systems to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.
3. Lewd or indecent conduct, or obscene conduct, or obscene expression as defined by law.
4. Disorderly or disruptive conduct that interferes with teaching, research, administration, or other IPFW or IPFW-authorized activity.



5. Failure to comply with the directions of authorized IPFW officials in the performance of their duties, including failure to identify oneself when requested to do so, and violation of the terms of a disciplinary action.
6. Unauthorized entry, use, or occupancy of campus facilities; refusal to vacate a campus facility when directed to do so by an authorized official of IPFW.
7. Unauthorized taking or possession of IPFW property or services; unauthorized taking or possession of the property or services of others.
8. Intentional action or reckless disregard that results in damage to or destruction of IPFW property or of property belonging to others.
9. Possession of firearms or other weapons; possession or display of any firearm except as authorized by the IPFW police; and intentional possession of a dangerous article or substance as a potential weapon, or of any article or explosive calculated to injure or discomfort any person. Public law enforcement officials who are required by their departments to carry their firearms at all times must register with the IPFW police.
10. Acting with violence; and aiding, encouraging, or participating in a riot.
11. Harassment, as defined by the IPFW ~~Antiharassment~~ Anti-harassment Policy.
12. Hazing, defined as any conduct that subjects another person, whether physically, ~~mentally~~, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
13. Physical abuse of any person or conduct that threatens or endangers the health or safety of another person.
14. ~~Verbal behavior~~ Any form of communication that involves an expressed or implied threat to interfere unlawfully with an individual's personal safety, or personally abusive language ("~~Fighting~~ fighting words") inherently likely to provoke a violent reaction in a face-to-face situation.
15. Possession, consumption, distribution, or sale of alcoholic beverages as defined by state law, on campus except as expressly permitted by the Internal Operating Procedures for the Possession, Consumption, Distribution, and Sale of Alcoholic Beverages on the Fort Wayne campus.
16. Use, possession, manufacture, processing, distribution, or sale of any drug or controlled substance except as expressly permitted by law. The term "~~Controlled~~ controlled substance" is defined in Indiana statutes, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, ~~and~~ hallucinogens, and unauthorized use of prescription drugs.
17. Violations of other published IPFW regulations, policies, or rules.

18. Violation of any IPFW rule governing student organizations, or the use of IPFW property (including the time, place, and manner of meetings or demonstrations on IPFW property), or of any other IPFW rule that is reasonably related to the orderly operation of IPFW.

19. Obstruction or disruption of any IPFW activity or inciting, aiding, or encouraging other persons to engage in such conduct. Obstruction or disruption means any unlawful or objectionable acts or conduct: (1) that seriously threaten the ability of IPFW to maintain its facilities available for performance of its educational activities, or (2) that are in violation of the reasonable rules and standards of IPFW designed to protect the academic community from unlawful conduct, or (3) that present a serious threat to person or property of the academic community. Such phrases shall include, without limitation of the foregoing general definition, the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by IPFW; using or occupying any such buildings or grounds in violation of lawful rules or regulations of IPFW, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; and injuring or harming any person or damaging or destroying the property of IPFW or the property of others, within such buildings and grounds.

### **C. Other Student Conduct Issues**

1. *Demonstrations.* Any individual or group activity or conduct, apparently intended to call attention to the participants' point of view on some issues, is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Part II-A or B will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.

2. *Misconduct Subject to Other Penalties.* As provided in Chapter 273 of the 1969 Acts of the Indiana General Assembly, misconduct that constitutes a violation of these rules and regulations may be punished after determination of guilt by the procedures herein provided without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

3. *Personal Conduct Not on IPFW Property.* IPFW may discipline a student for acts of personal misconduct that are not committed on campus property or in connection with an IPFW activity if the acts distinctly and adversely affect the security of the campus community, the[S8] safety of others, or the integrity of the educational process.

4. *Status During Disciplinary Proceedings.* Except where summary action is taken as provided in Part III-C, the status of a student charged with misconduct shall not be affected, pending the final disposition of charges. The effective date of any disciplinary penalty shall be a date established by the final adjudicating body (dean of students or the Campus Appeals Board). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating body.



## Part III: Student Disciplinary Procedures ~~and Campus Appeals Board~~

### Preamble

IPFW procedures for imposing academic and disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness. Except as provided in Part IV, the procedures hereby established shall be followed in all cases in which IPFW institutes disciplinary proceedings against students for violations of rules of student conduct set forth in Part II.

### A. Disciplinary Procedures for Academic Misconduct

~~1. When a student commits an act of academic misconduct that is not related to a course in which the student is enrolled, the dean of students has the authority to initiate academic misconduct proceedings against the student after consulting with the dean or director of the school or division in which the student is enrolled. The proceedings are governed by the same procedures that apply to acts of personal misconduct (Part III B-1).~~

~~2.~~ The [S9] process for investigating disciplinary complaints of academic misconduct may vary depending upon the situation. An essential component of any disciplinary process should incorporate the ideals of due process. As such, a student whose conduct is being reviewed should know the nature of the information presented against them and be able to have a meaningful opportunity to be heard. Therefore, throughout Part III, Section A, of the herein Code, whenever there is a requirement for the student to have an “opportunity to be heard,” the minimum standard for that meaningful opportunity will include all of the following:

- notice of the nature of the alleged misconduct
- notice of the date, time, location, and general procedure of the review of the allegation
- notice of the potential outcomes of the review
- opportunity to address the information supporting the allegation

1. When a student in a course commits an act of academic misconduct related to that particular course, the ~~instructor who is~~ faculty member teaching the course has the authority to initiate academic misconduct proceedings against the student in accordance with ~~the established~~ these procedures ~~(Part III A-2a).~~

a. ~~An instructor~~ A faculty member who has information that a student enrolled in a course being conducted by the ~~instructor~~ faculty member has committed an act of academic misconduct related to that course is required to hold ~~an informal~~ a conference with the student concerning the matter within ~~10 class~~ seven calendar days of discovering the alleged misconduct. The faculty member must advise the student of the alleged act of misconduct and afford the student the opportunity to address the information ~~upon which~~ supporting the allegation ~~is based~~.

b. If the ~~instructor concludes~~ faculty member finds that the student did commit the act of misconduct as alleged, the ~~instructor~~ faculty member is authorized to impose an appropriate academic sanction related to the particular course involved. An appropriate academic sanction for such misconduct may include, ~~but~~ and is ~~not~~ limited to, ~~any~~ one or more of the following:

(1) The student may be given a lower grade than the student would otherwise have received or a failing grade for any assignment, course work, examination, or paper involved in the act of misconduct.

(2) The student may be required to repeat the assignment, complete some additional assignment, or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.

(3) The student may be given a lower grade than the student would otherwise have received or a failing grade for the course.

c. After imposing an academic sanction, the ~~instructor~~ faculty member is required to report the matter and action taken within ~~10 class~~ seven calendar days in writing to the student, the chair of the department in which the course is offered, the dean/director of the college/school/division in which the course is offered, the chair of the student's department, the dean ~~or~~/director of the student's college/school ~~or~~/division, and the dean of students.

d. ~~If the student's course grade is affected by the sanction, the~~ The student has the right to appeal the faculty member's findings and/or sanction through the procedures specified in Part IV [S10] of this Code [S11].

e. The [S12] chair of the student's department has the authority to initiate additional academic ~~sanction~~ sanctions against the student if the chair concludes, ~~in~~ [S13] consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The chair must notify the student in writing within seven calendar days of the date of the faculty member's report if additional sanctions are contemplated at the department level. If additional sanctions are contemplated the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The chair must report the decision, including any sanctions imposed ~~by an instructor through the IPFW grade appeals system. [See IPFW Academic Regulations Grade Appeals.]~~, in writing to the student, the college/school/division dean/director, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the department level may include academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision (including sanctions) through the procedures specified in Part IV of this Code.

~~e.~~f. The dean/director of the student's college/school/division also has the authority to initiate additional academic sanctions against the student if the dean/director concludes, in consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The dean/director must notify the student in writing within seven calendar days of the date of the chair's report if additional sanctions are contemplated at the college/school/division level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The dean/director must report the decision, including any sanctions imposed, in writing to the student, the chair, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the college/school/division level may include academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the

dean's/director's decision (including sanctions) through the procedures specified in Part IV of this Code.

2. When a student is alleged to have committed an act of academic misconduct that is not related to a course in which the student is enrolled, the chair of the student's department has the authority to initiate a review of the allegation.

a. The chair must notify the student in writing within seven calendar days of discovering the alleged misconduct if, in consultation with the dean of students, disciplinary action is contemplated at the department level. If disciplinary action is contemplated the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The chair must report the decision, including any sanctions imposed, in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the department level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision (including sanctions) through the procedures specified in Part IV of this Code.

b. The dean/director of the student's college/school/division has the authority to initiate additional academic sanctions against the student if the dean/director concludes that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The dean/director must notify the student in writing within seven calendar days of the date of the chair's report if, in consultation with the dean of students, additional sanctions are contemplated at the college/school/division level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A. The dean/director must report the decision, including any sanctions imposed, in writing to the student, the chair, and the dean of students within 10 calendar days of the student's opportunity to be heard. Sanctions imposed at the college/school/division level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision (including sanctions) through the procedures specified in Part IV of this Code.

3. A student may not be placed on disciplinary probation or suspended or expelled from ~~IPFW or a school or division within~~ IPFW because of an act of academic misconduct unless the dean of students concludes that such a sanction is justified by the nature of the act or because the student has committed previous acts of misconduct. If the dean of students concludes that additional disciplinary sanctions are warranted, the proceedings will be governed by the same procedures that apply to acts of personal misconduct (Part III-B).

~~f. If the dean of students concludes that additional disciplinary action is warranted, the proceedings will be governed by the same procedures that apply to acts of personal misconduct (Part III C-1).~~

## B. Disciplinary Procedures for Personal Misconduct

Any member of the IPFW community may initiate a complaint with the dean of students. Disciplinary proceedings are those proceedings initiated by the issuance of a notice of charges and are governed by the following procedures. ~~Disciplinary proceedings for an act of personal misconduct that is committed simultaneously with an act of academic misconduct are also governed by the following procedures unless the dean of students and the faculty member involved agree otherwise.~~

### 1. Notice of Charges

a. A disciplinary proceeding is initiated by the dean of students by sending a notice to the student who is the subject of the complaint. If disciplinary proceedings are initiated against a student under the age of 18, the dean is required to make reasonable efforts to assure that the parent(s) or, when appropriate, the legal guardian of the student is notified concerning the proceedings and the nature of the complaint.

b. The notice shall be sent by certified mail to the student's address as it appears in the official records of IPFW or shall be delivered personally to the student. The notice shall quote the rule claimed to have been violated and shall fairly inform the student of the reported circumstances of the alleged misconduct. The notice shall require the student to appear in the office of the dean of students at a time and on a date specified (which ordinarily will not be earlier than three ~~class~~calendar days after the mailing of the notice) ~~to discuss~~ for a hearing on the alleged violations. A copy of these regulations shall accompany each notice of charges.

c. The notice shall inform the student of the following:

(1) The offense the student is alleged to have committed by citing the relevant section of these regulations;

(2) The date, time, and place of the alleged offense, and other relevant circumstances;

(3) The date, time, and place of the ~~informal~~ hearing to discuss the alleged violation;

(4) That the student may have an advisor or other counsel present during the hearing; that an advisor or counsel is limited to the role of advising the student; and that an advisor or counsel may not participate in presenting the case, questioning the witnesses, or making statements during the hearing;

(5) That the student need not answer questions and that a choice to remain silent will not be taken as an admission of guilt, nor shall it be detrimental to the student's position;

(6) That, if the student fails to appear for the hearing, the dean of students may (a) reschedule the conference; (b) dismiss the charges; or (c) if the dean ~~of students~~ reasonably believes the failure to appear to be inexcusable, impose any of the prescribed disciplinary penalties.

## 2. ~~Informal~~ Hearing

a. When the student appears as required, the dean of students shall inform the student as fully as possible of the facts concerning the alleged misconduct and of the procedures that follow. The student may, but need not, make responses and explanations.

b. If, after discussion and such further investigation as may be necessary, the dean of students determines that the violation alleged is not supported by the evidence, the dean ~~of students~~ shall dismiss the accusation and notify the student.

c. ~~If [S14],~~ after discussion, or if the student fails to appear, ~~and if~~ the dean of students believes that the violation occurred as alleged, the dean ~~of students~~ shall so notify the student and shall ~~propose~~ impose a disciplinary sanction by means of a written notice. The student, by such notice, shall have the option of accepting the finding and sanction or appealing the finding and/or sanction through the procedures specified in Part V of this Code. ~~The student, by such notice, shall be offered the choice of either consenting to the determination and proposed penalty or of requesting a hearing before the Campus Appeals Board. Should a student desire a hearing before the Appeals Board, the request shall be made in writing and delivered to the office of the dean of students no later than seven class days after the mailing of the notice.~~

~~d. If no written choice is received by the dean of students within the time specified, no further hearing shall be held, the disciplinary sanction proposed by the dean of students shall be imposed, and the action shall be considered final.~~

~~e.~~

d. Both the student and the student's accuser shall be informed of the outcome of any hearing brought alleging a sexual assault.

## 3. Disciplinary Sanctions

The dean of students is authorized to impose ~~any~~ a sanction including, and limited to, one or a ~~combination~~ more of the following ~~sanctions for acts of personal misconduct~~:

a. *Reprimand and Warning.* A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this code.

b. *Disciplinary Probation.* A student may be placed on disciplinary probation for a specified period under conditions specified in writing by the dean of students, with a warning that any violation of the conditions or any further acts of misconduct may result in additional disciplinary sanctions, including suspension or expulsion from IPFW. As a condition of probation, the student may be required to participate in a specific program, such as an alcohol-education program, or to provide a specific service, such as the repair or restoration of any property damaged or taken by the student.

c. *Restitution.* A student may be required to pay the cost for the replacement or repair of any property damaged by the student. If the student fails to pay the cost or make the repairs, the student may be subjected to additional sanctions, including suspension or expulsion.



d. *Participation in a Specific Program.* A student may be required to participate in a specific program, such as an alcohol-education program. If the student fails to participate in the program as directed, the student may be subjected to additional sanctions, including suspension or expulsion.

e. *Provision of a Specific Service.* A student may be required to provide a specific service, such as the repair or restoration of any property damaged or taken by the student. If the student fails to provide the service as directed, the student may be subjected to additional sanctions, including suspension or expulsion.

f. *Suspension.* A student may be suspended from classes and future enrollment and excluded from participation in all aspects of campus life for a specified period of time.

g. *Expulsion.* A student may be permanently[S15] dismissed from IPFW. ~~The student may, after two years, petition for readmission to IPFW.~~

### **C. ~~Campus Appeals Board~~**

~~1. *Composition.* The Campus Appeals Board shall consist of nine members selected in the following manner: Four students appointed by the president of Indiana Purdue Student Government Association subject to confirmation by the Student Senate; three faculty members elected by the Fort Wayne Senate; and two administrative staff members appointed by the chancellor, one of whom shall be designated as chair of the Campus Appeals Board. An equal number of alternates from each constituent group shall be appointed at the same time and in the same manner as the regular members. From such panels of members and alternates, the chair shall designate a hearing panel consisting of a minimum of five members including at least two students.~~

~~2. *Terms of Office.* The term of office for student members and their alternates shall be one year, and for the faculty and administrative members, it shall be two years, except that members shall continue to have jurisdiction of any case under consideration at the expiration of their term. The terms of office for all members shall begin at the start of the fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make the initial appointments to the Campus Appeals Board within the time specified, or to fill any vacancy on the panel of alternates within five days after being notified to do so by the chancellor, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve, the chancellor may make appointments, fill vacancies, or take such other action as deemed necessary to constitute a Campus Appeals Board.~~

### ~~3. *Hearings*~~

~~a. The Campus Appeals Board may hear the following types of appeals from students: appeals of disciplinary findings and sanctions imposed by the dean of students, including findings and sanctions concerning student organizations; appeals of Student Judicial Court rulings; and appeals of faculty/staff decisions claimed to violate established student rights. Students who wish to request a hearing before the Campus Appeals Board shall submit a written request to the dean of students who shall in turn contact the chair of the Board. Before hearing the details of a case in which a faculty/staff decision or action is claimed to violate established rights, the designated~~

~~hearing panel shall decide by majority vote whether there is a basis to grant the request for hearing. The basis for a decision to grant a request for hearing include (but are not limited to) a finding that: 1) improper procedures have been followed at earlier steps of the appeals process; 2) new information is present; or 3) the faculty or staff member has declined to accept the recommendation of the unit head or the head of the next highest administrative level. If a request for a hearing is granted, the chair of the Board, who will make arrangements for the hearing by phone or e-mail. The student and all other parties shall be notified of the arrangements for the hearing.~~

~~**b.** In all cases where an appeal is heard, the chair shall inform the parties to the appeal, in writing, of the following:~~

~~(1) The violation alleged to have been committed, by citing the relevant section of these regulations;~~

~~(2) The date, time, and place of the alleged violation, and other relevant circumstances of the complaint, including a summary of the evidence upon which the charges are based;~~

~~(3) The date, time, and place of the hearing, which shall not be earlier than 10 class days after the date of the notice except by agreement of parties to the complaint;~~

~~(4) That the parties must prepare a list of the persons that may be presented as witnesses and/or whose statements may be offered as evidence at the hearing for distribution to the parties and submit that list to the chair no later than five class days before the hearing, excluding Saturdays, Sundays, and holidays;~~

~~(5) That the student is required to be present at the hearing and is entitled to present witnesses and to cross-examine witnesses who appear unless the Campus Appeals Board decides to proceed in the absence of the student because of extraordinary circumstances such as a student's refusal or inability to attend;~~

~~(6) That the student is entitled to be represented at the hearing by counsel or an advisor of his or her choice at his or her own expense, but that the student is still required to be present even if represented by counsel or an advisor; and that an advisor or counsel may not participate in presenting the case, questioning witnesses, or making statements during the hearings;~~

~~(7) That IPFW may be represented by legal counsel if it so elects, whose sole function shall be to advise the Appeals Board; and that counsel may not participate in presenting the case, questioning witnesses, making statements during the hearing, or be involved in the Board's determination of the appeal;~~

~~(8) That the hearing will be closed to the public, unless both parties to the appeal request an open hearing. The chair of the Campus Appeals Board shall make arrangements satisfactory to the Campus Appeals Board to accommodate observers if a hearing is to be public, and the Campus Appeals Board's choice of the place and determination of the number of observers that can be conveniently accommodated are final;~~

~~(9) That failure to appear at the hearing will be action for which the student forfeits the right of appeal if the Campus Appeals Board, upon diligent inquiry, finds such failure to be inexcusable;~~

~~(10) That the decision of the Campus Appeals Board shall be based solely upon matters introduced at the hearing and must be based upon preponderance of evidence;~~

~~(11) That within 10 class days after the conclusion of the hearing, the chair of the Campus Appeals Board shall render a written decision and include a brief explanation of the decision and set forth the findings of fact upon which the decision is made. The chair shall promptly furnish copies of the decision to the student and to others with a need to know as determined by the Board. In the case of appeals concerning disciplinary findings and sanctions for alleged sexual assaults, both the appealing student and the student's accuser shall be informed of the outcome of the appeals proceedings.~~

~~Additional information to be provided in writing to the parties to the appeal is dependent upon the type of appeal to be heard.~~

~~c. Students who are appealing a dean of students' disciplinary finding and sanction shall additionally be informed:~~

~~(1) That the student need not answer questions during the hearing, and that a choice to remain silent will not be taken as an admission of guilt, nor shall it be detrimental to the student's position;~~

~~(2) Of the sanctions that may be imposed by the Campus Appeals Board;~~

~~(3) That the Campus Appeals Board shall make a finding whether the student has committed the violation(s) as charged and shall either reverse the decision of the dean of students and acquit the student, affirm the finding of the dean of students and the disciplinary sanction imposed, or affirm the finding of the dean of students but in cases where a proposed disciplinary sanction is believed to be inappropriate to the misconduct, reduce or increase the severity of the sanction;~~

~~(4) That the decision of the Campus Appeals Board is final and not subject to further appeal.~~

~~d. Students who are appealing a dean of students finding and sanction against a student organization shall additionally be informed:~~

~~(1) That the Campus Appeals Board shall have jurisdiction to hear and shall be required to hear any appeal from a student organization which the dean of students has refused to recognize, has suspended for a period of time, or from which recognition has been withdrawn. In such cases, the Campus Appeals Board shall have the authority to reverse the finding of the dean and restore the student organization to its original status, or to affirm the finding and penalty imposed by the dean, or to reduce or increase the severity of the disciplinary penalty. The action of the Campus Appeals Board shall be final.~~

~~e. Students who are appealing Student Judicial Court rulings shall additionally be informed:~~

~~(I) That the Campus Appeals Board shall have discretionary jurisdiction to hear appeals from the student government association. In such cases, it may affirm or reverse a decision, and its action shall be final.~~

~~f. Students who are appealing faculty/staff actions or decisions claimed to violate rights established under Part I of the Code, the Americans with Disabilities Act, Ethical Guidelines for Computer Users, or HIV/AIDS Guidelines shall additionally be informed:~~

~~(I) That the Campus Appeals Board shall have the authority to convey recommendations to the chancellor of IPFW, whose decision is final.~~

#### **D. Summary Action**

Summary ~~disciplinary~~ action by way of temporary suspension and exclusion from IPFW property may be taken against a student ~~charged with misconduct~~ without the issuance of a notice of charges and without the procedures prescribed in Part III-B or Part IV on the following conditions: Summary action shall be taken only by the chancellor or the chancellor's designee, and only after the student shall have been given an opportunity to be heard if such procedure is practical and feasible under the circumstances. Summary action shall be taken only if the chancellor or the chancellor's designee is satisfied that the continued presence of the student on IPFW property threatens imminent harm to the student or to any other persons or to the property of IPFW or of others, or to the stability and continuance of normal university functions. Whenever summary action is taken under this provision, the procedures provided for in Part III-B for hearing and appeal or the procedures provided for in Part IV shall be expedited so far as possible in order to shorten the period of summary action.

#### **ED. Time Limitations**

Time limitations specified in the preceding sections of this code may be extended by either the dean of students or the Campus Appeals Board for a reasonable period if an extension is justified by good cause under the totality of the circumstances. The documentation for extending the time limitations must be provided to the student.

### **Part IV: ~~Policy [S16] on Students with Mental Disorders~~**

~~**Preamble** Incidents of alleged student misconduct normally will be adjudicated in accordance with the provisions of the preceding regulations. If, however, the available evidence indicates that the student may be suffering from a mental disorder (as defined by the current edition of the American Psychiatric Association Diagnostic and Statistical Manual), and if the student's behavior poses a significant danger of causing harm to self, other persons, or property, or substantially disrupts the normal activities of IPFW, the student may be asked to withdraw voluntarily or may be administratively withdrawn involuntarily from IPFW.~~

#### **A. Review and Hearing Procedures**

~~1. The dean of students shall determine in each individual case whether it shall be handled through this policy or through other student disciplinary procedures.~~

~~2. A student may be requested in writing and/or orally (depending upon the urgency of the situation) to attend an informal meeting with the dean of students and an IPFW counselor for the purpose of determining the seriousness of the student's condition and, if so, the necessity for withdrawal. Such a request will include a statement of the reasons for IPFW concern. Parents, spouses, or other appropriate persons (e.g., faculty, counselors, psychologists, etc.) may be contacted either by the student or by IPFW for information and may, with the consent of the student, participate in the informal meeting. At the meeting the reasons for IPFW's concern regarding the student will be clearly stated, and the student will be given an opportunity to respond to these concerns. If after the meeting the student is found not to have a serious mental disorder, the student will be so informed in writing and allowed to continue as a student.~~

~~3. If, after the informal meeting, the dean of students and the IPFW counselor decide that the student should withdraw from IPFW and be permitted to re-enter IPFW only with their approval, the student shall be informed of such decision and the reasons therefore. The student will receive a written notice of the decision and reasons within 10 class days after the informal hearing. If the student agrees to voluntarily withdraw from IPFW on such conditions, regular withdrawal procedures will be followed. However, the student may be permitted to withdraw voluntarily without grades if in the judgment of the dean of students and the IPFW counselor the circumstances warrant such action.~~

~~4. If the student refuses to accept the decision of withdrawal reached by the dean of students and the IPFW counselor and refuses to withdraw from IPFW voluntarily, the student shall notify the dean of students of such refusal. The student may then appeal the withdrawal decision to a committee appointed by the chancellor of IPFW, consisting of a faculty member, a student, and an IPFW administrator, other than a member of the staff of the dean of students. The committee shall hear the entire matter again after notice to the student and the dean of students. The issues to be determined by the committee shall be (1) whether the student has a serious mental disorder, and (2) if so, whether the student should be involuntarily withdrawn from IPFW. The student and the dean of students and the IPFW counselor may attend the hearing and present evidence and question witnesses. They may be represented by counsel. The committee may, at its discretion, authorize an independent evaluation of the student by a licensed psychologist or psychiatrist at IPFW's expense. The committee shall make a written report containing its findings and conclusions within 10 class days after the hearing. Copies of the report shall be furnished to the student, the dean of students, and the chancellor of IPFW. The decision of the committee shall be binding upon the student and IPFW.~~

## **Part IV: ~~Student~~[S17] Complaint Procedures**

A. Students having complaints concerning actions or decisions of faculty or staff members which are claimed to violate rights established under Part I.A.3 or Part I.A.4 of the Code, ~~Section 504 of~~[S18] using the ~~Rehabilitation Act, the Americans with Disabilities Act, Ethical Guidelines~~Purdue University Procedures for ~~Computer Users, or HIV/AIDS Guidelines~~, must ~~first seek to resolve their~~Resolving Complaints of Discrimination and Harassment.

B. ~~Students~~[S19] having complaints ~~with the faculty or staff members responsible for the~~ concerning actions or decisions which are claimed to violate ~~their~~other rights. ~~For a complaint to receive consideration~~ established under ~~these procedures~~,Part I of the ~~student~~Code must first make a reasonable effort to resolve the complaints informally with the ~~responsible~~faculty/staff

member, whose action or decision is the basis for the complaint. The effort to resolve the complaint informally with the ~~responsible~~ faculty/staff member must be initiated by the student in a documented manner no later than the fourth week of the fall or spring semester immediately following the session in which the action or decision ~~which is the basis for the complaint~~ occurred. The documentation only needs to be dated and indicate that the student has made a good faith effort at initiating the conversation with the responsible faculty/staff member. ~~If the complaint is not resolved informally between the student and the responsible faculty or staff member, the student may pursue the complaint informally with the faculty or staff member's unit head who shall investigate, mediate, and suggest a resolution. Good faith efforts will ensure the timely handling of such complaints.~~ For a complaint to continue to receive consideration under these procedures, the student must initiate each successive step in the process within 3020 calendar days of conclusion of the previous step. In addition, it is expected that each step in the process will be concluded within 3020 calendar days of initiation.

C. If the complaint is not resolved informally between the student and the responsible faculty or staff member, the student may pursue the complaint informally with the faculty or staff member's department head who shall investigate, mediate, and suggest a resolution.

D. If the complaint remains unresolved after the ~~unit~~ department head's attempt to mediate a resolution, the student may continue to pursue the complaint with the head of the next highest administrative level, e.g., the college/school/division dean/director, who shall investigate, mediate, and suggest a resolution. (See the chart entitled "Summary of IPFW Student Appeals System" which appears in the Student Handbook and Planner for an illustration of the steps in the student complaint process.)

E. Only after all such remedies have been exhausted may the ~~students~~ student request a hearing before the Campus Appeals Board. To request a hearing before the Campus Appeals Board the student must file a ~~formal~~ complaint with the dean of students. The ~~formal~~ complaint must describe the action or decision claimed to violate established rights, identify the right(s) claimed to have been violated, and specify the remedy sought. The dean ~~of students~~ shall direct properly received complaints to the chair of the Campus Appeal Board. The Campus Appeals Board shall have the authority and duty to reach findings and to convey recommendations to the chancellor of IPFW. See Part V of the Code for information about the Campus Appeals Board

## **Part VI: Campus Appeals Board**

### **A. Composition**

The Campus Appeals Board (CAB) shall consist of nine members selected in the following manner: Four students appointed by the president of Indiana-Purdue Student Government Association subject to confirmation by the IPSGA Senate; three faculty members elected by the IPFW Senate; and two administrative staff members appointed by the chancellor, one of whom shall be designated as chair of the Campus Appeals Board. An equal number of alternates from each constituent group shall be appointed at the same time and in the same manner as the regular members. From the members and alternates, the chair shall designate a hearing panel consisting of a minimum of ~~three~~[S20] members including at least one students. A minimum of three panel members including at least one student is required for quorum.

## **B. Terms of Office**

The term of office for student members and their alternates shall be one year, and for the faculty and administrative members, it shall be two years, except that members shall continue to have jurisdiction of any case under consideration at the expiration of their term. The terms of office for all members shall begin at the start of the fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make the initial appointments to the Campus Appeals Board, or to fill any vacancy on the panel of alternates within seven calendar days after being notified to do so by the chancellor, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve, the chancellor may make appointments, fill vacancies, or take such other action as deemed necessary to constitute a Campus Appeals Board.

## **C. Training**

**All persons chosen to serve as CAB members or alternates will complete appropriate training before being permitted to engage as a CAB panelist or investigator. The Chair of CAB is responsible for determining appropriate training, coordinating the training, and assuring that all members and alternates complete the training as required.**

## **D. Jurisdiction and Time Extensions**

The Campus Appeals Board may hear the following types of appeals from students: appeals of disciplinary findings and sanctions imposed by the dean of students, including findings and sanctions concerning student organizations; appeals of disciplinary findings imposed by faculty members, department chairs, or academic deans or division directors; appeals of IPSGA Judicial Court rulings; and appeals of faculty/staff decisions claimed to violate established student rights (per Part IV). Extension to any time limits specified below must be approved by the Chair of the Board.

## **E. Filing and Notification.**

Students who wish to request CAB action shall submit a written appeal to the dean of students within ten calendar days of the date of the disciplinary sanction letter or within twenty calendar days of the conclusion of the previous step in the appeal process, as applicable. The dean shall in turn forward properly-filed appeals to the Chair of the Board. To be properly filed, the appeal must be submitted within the established time limits, signed and dated by the student, identify the action or decision being appealed, name the party whose decision or action is being appealed, list witnesses, identify any right claimed to have been violated (if applicable), and specify the remedy sought. Within[S21] ten calendar days of the Chair's receipt of the appeal, the Chair will assign a Board member or alternate who is a faculty member or administrator to investigate the appeal and notify the party named that an appeal has been filed. Notification will include a copy of the appeal and the identity of the student who filed the appeal. The party whose action or decision is being appealed will be requested to respond in writing within ten calendar days from the date of notification. To protect both the student and the named party CAB appeals will be treated with the greatest degree of confidentiality possible.

## **F. Investigation of Appeals**

As soon as practicable following appointment, the investigator will interview the student who filed the appeal. The student may have an advisor or legal counsel (at their own expense) present at meetings with the investigator. However, the advisor or counsel may not stand in place of the student or otherwise participate in the investigation process. In the case of an appeal where student rights are claimed to have been violated, within seven calendar days following completion of the interview with the student, the investigator will notify the Chair as to whether or not the allegations set forth in the appeal, if substantiated, would constitute a violation of established rights. If the investigator's notification indicates such allegations, if substantiated, would not constitute a violation of established rights, the Chair may dismiss the appeal, and the decision shall be final. The Chair shall provide the student and named party with written notice of such dismissal. In all other cases, the investigator will conduct a thorough fact-finding investigation, and will meet separately with the student and named party, interview pertinent witnesses, and review relevant documents regarding the appeal. The investigation shall be completed within twenty calendar days following the assignment of the appeal to the investigator. Within seven calendar days following conclusion of the investigation, the investigator will prepare and deliver a report to the Chair, the student filing the appeal, and the named party. The report will include a finding based upon a preponderance of evidence that the appeal shall be upheld or denied. The 'preponderance of evidence' standard requires that the evidence supporting the finding is more convincing than the evidence offered in opposition to it. The report will include the basis upon which the investigator reached the finding and recommendation for remedy, if any.

## **G. Determination**

Within ten calendar days of receipt of the investigator's report, the Chair will convene a meeting of the CAB hearing panel. The student and the named party will be notified of the date, time, and location of the meeting. Prior to the meeting the panel members shall be furnished with a copy of the investigator's report and copies of the appeal and response. The student may have an advisor or legal counsel (at their own expense) present at the meeting. However, the advisor or counsel may not stand in place of the student or otherwise participate in the hearing process. At the meeting the panel will be afforded the opportunity to ask questions of the investigator. The student who filed the appeal and the named party will be afforded the opportunity to make a brief statement to the panel, after which the panel members may ask questions. The panel shall meet separately with the student and the named party. Within seven calendar days following the final meeting with the panel, the Chair shall render the written recommendation of the hearing panel and include a brief explanation of the recommendation setting forth the findings upon which the recommendation is based. The Chair shall furnish copies of the recommendation to the Chancellor, the student who filed the appeal, the party whose decision is being appealed, and to others within IPFW with a need to know as determined by the panel. The Chancellor shall render a written and final decision within ten calendar days of receiving the panel's recommendation.



## **Part VI: Policy[S22] on Involuntary Withdrawal of Students**

### **Preamble**

Subject to IPFW's duties under applicable law and if a student poses a direct threat to the health or safety of self or other persons, or substantially disrupts the normal activities of IPFW, the student may be asked to withdraw voluntarily or may be administratively withdrawn involuntarily from IPFW.

### **A. Review and Hearing Procedures**

1. The dean of students shall determine in each individual case whether it shall be handled through this policy or through regular student disciplinary procedures.
2. A student may be requested in writing and/or orally (depending upon the situation) to attend a meeting with the dean of students for the purpose of determining whether or not the student should be permitted to continue his/her enrollment. Such a request will include a statement of the reasons for IPFW concern. Parents, spouses, or other appropriate persons (e.g., faculty, counselors, psychologists, etc.) may be contacted either by the student or by IPFW for information and may, with the consent of the student, participate in the meeting. At the meeting the reasons for IPFW's concern regarding the student will be stated, and the student will be given an opportunity to respond to these concerns. If after the meeting the dean determines, in consultation with an IPFW personal counselor, that the student should be permitted to continue his/her enrollment, the student will be so informed in writing of the decision, including any conditions that the student must meet to continue enrollment.
3. If, after the meeting, the dean of students decides that the student should withdraw from IPFW and be permitted to re-enter IPFW only with dean of students approval, the student shall be informed of such decision and the reasons therefore. The student will be sent a written notice of the decision and reasons within 10 calendar days after the meeting. If the student agrees to withdraw from IPFW on such conditions, they will be permitted to withdraw voluntarily without grades and with full refund of current semester charges (with the exception of campus housing charges which would be pro-rated in accordance with the terms of the housing contract).
4. If the student refuses to accept the decision of withdrawal reached by the dean of students and refuses to voluntarily withdraw from IPFW, the student shall notify the dean of such refusal. The student may then appeal the withdrawal decision to a committee appointed by the chancellor of IPFW, consisting of a faculty member, a student, and an IPFW administrator, other than a member of the staff of the dean of students. The committee shall hear the entire matter again after notice to the student and the dean. The issues to be determined by the committee shall be (1) whether the student poses a direct threat to the health and safety of self or other persons or to the normal activities of IPFW, and (2) if so, whether the student should be involuntarily withdrawn from IPFW. The student and the dean and the IPFW counselor may attend the hearing and present evidence and question witnesses. They may be represented by counsel. The committee may, at its discretion, authorize an independent evaluation of the student by a licensed psychologist or psychiatrist at IPFW's expense. The committee shall make a written report containing its findings and conclusions within 10 calendar days after the hearing. Copies of the report shall be furnished to the student, the dean, and the chancellor of IPFW. The decision of the

committee shall be binding upon the student and IPFW. Should the committee concur with the decision of the dean, the student will be withdrawn without grades and with full refund of current semester charges (with the exception of campus housing charges which would be pro-rated in accordance with the terms of the housing contract).

## **Part VII: Authority, Application-, and Amendments**

### **A. Authority**

-As provided in the Indiana University–Purdue University Fort Wayne Management and Academic Mission Agreement, “Purdue University shall be responsible for all policies related to student matters. IPFW student rights, responsibilities, and standards of conduct will be established by campus administrators in consultation with the student and faculty government organizations and with the IPFW Community Advisory Council and shall be consistent with the principles established by Purdue and Indiana universities.”

### **B. Application**

These regulations, as from time to time amended, shall apply to all undergraduate and graduate students with either Indiana or Purdue University affiliation while enrolled at IPFW and shall be deemed a part of the terms and conditions of admission and enrollment at IPFW. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, these regulations shall govern. They shall be enforced by the chancellor of IPFW.

### **C. Amendments**

These regulations, and any amendments hereto, shall ~~take effect on a date prescribed by the Trustees of Purdue University and shall~~ remain in effect until rescinded or modified by ~~them~~ the Community Advisory Council. Amendments may be proposed at any time by the Indiana-Purdue Student Government Association, ~~Fort Wayne~~-IPFW Senate, IPFW administrative staff, ~~Community Advisory Council~~, or by the Trustees of Purdue University.

TO: Fort Wayne Senate

FROM : Faculty Affairs Committee  
Peter Dragnev, Chair

SUBJECT: Upward Feedback: Review of Administrators

DATE: January 25, 2010

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, Senate Document 97-23 recommends that all administrators at and above the level of Department Chairs be evaluated,

Be it therefore resolved that SD 97-23 be amended as follows:

<u>Approving</u>	<u>Disapproving</u>	<u>Absent</u>
S. Beckman		
P. Dragnev, Chair		
J. Garrison		
P. Iadicola		
W. McKinney		
A. Ushenko		
G. Wang		

Senate Document SD 09-7  
(Amends SD 97-13)

Senate Document SD 97-23  
(Approved, 4/13/1998)

## **Upward Feedback: Review of Administrators**

### **Source: Senate Document SD 94-3**

Approved, April 13, 1998

1. All department chairs **and associate deans** be evaluated by departmental faculty each year, using a method determined according to the governance procedures of the school in which the department is located, and that the results of these evaluations be distributed to the chair ~~and the chair's dean~~ **or associate dean, and the relevant dean** only, to be used for evaluation and improving administrative performance; and
2. All academic administrators above the level of chair, **including Associate Vice Chancellors**, holding faculty appointments be evaluated by the Upward Feedback process during February each year; and
3. All faculty in the unit(s) for which the academic administrator is responsible **or interacts**, be invited to participate in the process; and
4. The form be redesigned so as to be appropriate to the job description of the subject and the relationship of the faculty evaluator to the subject; and
5. The Faculty Affairs Committee be responsible for supervising the use of the Upward Feedback process, including revising the forms, distributing and collecting them, and arranging for them to be collated by the Office of Institutional Research and Analysis; and
6. The results be distributed to the subject and the subject's supervisor only, to be used for evaluation and improving administrative performance; and
7. ~~This revised process be implemented during February 1999 and reviewed by the Faculty Affairs Committee four years thereafter.~~ **The evaluation forms for Associate Vice Chancellors be developed and revised by the Faculty Affairs Committee of the Senate and the evaluation forms for Associate Deans by the requisite School/College.**

Senate Document SD 09-8  
(Amends SD 88-13, SD 88-25, and SD 94-3)

TO: Fort Wayne Senate

FROM : Faculty Affairs Committee  
Peter Dragnev, Chair

SUBJECT: Proposed revision of Senate Documents SD 88-13, SD 88-25, and SD 94-3

DATE: February 2, 2010

WHEREAS, the wording in Senate Documents SD 88-13, SD 88-25, and SD 94-3 is not mutually consistent;

BE IT THEREFORE RESOLVED that SD 88-13 (Procedures for Promotion and Tenure), SD 88-25 (Criteria for Tenure and Promotion), and SD 94-3 (Promotion and Tenure Guidelines) be amended as follows:

Note: SD 88-13, Section 2.1: insert sentence

Note: SD 88-25, Section C: change wording

Note: SD 94-3, Paragraph 1 of first page: addition of “colleges”; Paragraph 2 of first page: change wording to be consistent; Section “Teaching”: change wording to be consistent

Approving  
P. Dragnev, Chair  
J. Garrison  
P. Iadicola  
W. McKinney  
A. Ushenko  
G. Wang

Disapproving

Absent  
S. Beckman

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## PROCEDURES FOR PROMOTION AND TENURE

IPFW and its autonomous academic units shall establish, within the timeframes and by means of criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure according to the following guidelines and 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.

1.0 Decision Levels: Nominations for promotion and/or tenure shall be considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first level.

- 1.1 The department/program committee, whose composition and functions shall be established according to a procedure adopted by the faculty of the department/program and approved by the faculty of the college/school/division. The Senate Faculty Affairs Committee shall be consulted about any newly established committee composition and functions procedures, and any changes to an established procedure. The Senate shall have the right of review of this procedure. The department/program committee shall follow procedures established by the faculty of the college/school/division or, in the absence of such procedures, by the Senate.

All full-time, tenure-track members of the department shall have the opportunity to review and comment on each case for promotion and tenure. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.

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

- 1.2 The chief academic officer of the department/program
- 1.3 The college/school/division committee(s), established by the college/school/division faculty, incorporated into the documents which define the procedures of faculty governance within the college/school/division, 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.

Nothing in this document shall be construed as requiring a college/school or division without departments to perform a second review and make a second recommendation on promotion and tenure cases; however, when such a review and recommendation are made by a committee, the committee shall be constituted in such a way that a majority of its voting members will not have served on the first committee.

- 1.4 The chief academic officer of the college/school/division
- 1.5 The campus committee, consisting of the Chief Academic Officer of IPFW as nonvoting chair and seven tenured members of the Fort Wayne Faculty, a majority of whom hold the rank of Professor or Librarian, selected so as to provide balanced

representation of the disciplinary areas. Voting members of this committee shall be elected to three-year terms, staggered in the first instance, by the Chief Administrative Officer of IPFW and the two Speakers of the Faculty. The committee members will be elected from a panel of nominees composed of at least two representatives from the faculty of each college/school/division selected according to procedures adopted by the college/school/division Faculty and incorporated into the documents which define the protocols of Faculty governance within the college/school/division. Voting members of this committee 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 serve as department chair for the candidate under consideration. Faculty members shall not serve on this committee in a year when their own cases are pending. The purposes of this committee are to review the actions of the earlier decision levels to assure that the candidate is afforded basic fairness and due process in accordance with established university policies and procedures and to assess the adequacy and sufficiency of the evidence. The direct submission to members of materials which are not part of the promotion and/or tenure case dossier is prohibited.

1.6 The chief academic officer of IPFW

1.7 The chief administrative officer of IPFW, to forward recommendations to the President of Indiana University and to the President of Purdue University

## 2.0 Case Process

2.1 All cases for promotion and/or tenure shall pass sequentially through the decision levels above. **No substantive changes can be made to the candidate's case after a final vote by the department/program committee.**

2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote 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 to be included with the case when it is sent forward to the next level. 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 previous level(s). Committee chairs shall distribute copies to committee members.

2.3 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.

## 3.0 Individual Participation

3.1 Only tenured faculty may serve as voting members of promotion and tenure committees at any level.

3.2 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.

- 3.3 The department/program 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/school/division committees. In the event that the chief academic officer of a department, program, college, school, or division serves as ex-officio member of a committee, then that person shall not vote during that committee's deliberations and decisions.

#### PROCEDURES FOR THIRD YEAR REVIEW

Departments will review the progress of probationary faculty toward tenure during the third probationary year. This review will occur at the time of the fourth reappointment, that is, for reappointment for the fifth year of the probationary period, normally initiated during February of the third probationary year.

- 4.0 Third year review shall occur at the first level (department or program committee referred to in 1.1 above) and shall result in a written recommendation to the second level (1.2 above) for reappointment for the fifth year of the probationary period.
- 4.1 The recommendation for reappointment made by the department/program committee shall be considered by all other levels involved in making the reappointment recommendation during the third year. Ordinarily those levels are those referred to in 1.2, 1.4, 1.6, & 1.7 above.
- 4.2 Departments and programs may use similar procedures to recommend reappointment in other probationary years.



## **CRITERIA FOR TENURE AND PROMOTION**

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The most important decisions in the academic profession, for the individual and for the institution, regard the granting of tenure and the awarding of promotion. The granting of tenure involves a commitment on the part of the University for the working lifetime of the faculty member. Further, promotion may be granted before tenure. Consequently, the granting of tenure is a more serious decision than the award of promotion, as it has a significant impact on the faculty member, the University community, its students, and the citizens of the state.

With tenure a faculty member receives the opportunity to teach, study, and serve for the duration of her/his professional career in a community which protects academic freedom, provides adequate material rewards, and encourages intellectual growth. The university, for its part, benefits from the confident and disciplined pursuit of excellence undertaken by tenured faculty.

The decision to grant tenure, usually made at an early point in a colleague's career and/or after only a relatively short time has been spent at this university, must depend in part on what has been achieved in teaching, research, and service, and, to a greater degree, on what the candidate can reasonably be expected to achieve in these areas in the future. Those responsible for recommendations and decisions regarding tenure must also pay due regard to the mission of the candidate's unit and her/his contribution to it.

The granting of tenure then results from positive university action rather than a legal obligation or a reward; tenure can be acquired only as a result of positive action. In contrast to tenure, promotion in rank is more heavily dependent upon evidence of professional achievement. Considerations of promise of continued development and the candidate's contribution to the particular mission of her/his unit are also important, but less crucial. The application of criteria in promotion decisions provides evidence of the university's values and the seriousness with which they are applied. Promotions measure, reward, and inspire accomplishment.

### A. Criteria for Tenure in the Professorial Ranks

Tenure at any rank is based upon a record of satisfactory teaching, research, and service (see promotion and tenure guidelines in Senate Document SD 94-3).

The award of tenure at the end of the probationary period as an assistant professor is linked to promotion. This connection is appropriate and even natural. In many careers the duration of the probationary period and the time needed to build a record in teaching, research, and service meriting promotion to associate professor are equal, and the university can address the separate decisions simultaneously. Both Indiana and Purdue Universities, however, recognize that in exceptional circumstances these decisions may not

be made at the same time and that, although the criteria are the same, the weight assigned to each criterion differs from tenure to promotion. The university grants tenure and promotion to associate professor in the same year when a candidate meets the criteria established for both. Whenever these decisions are made in different years, however, a recommendation to award tenure is based upon evidence of:

1. a record of satisfactory achievement in teaching, research, and service
2. (for the award of tenure at the rank of assistant professor) the likelihood of promotion to a higher rank in the near future, and
3. the unusual importance of the individual's contribution to the university.

Cases for tenure in these exceptional circumstances must address each of these points.

#### B. Criteria for Tenure for Instructors

Tenure decisions for instructors should be based primarily on teaching and service. A recommendation to award tenure to instructors is based upon evidence of:

1. A high level of teaching performance (as attested to by such traditional measures of classroom instruction as student and peer evaluations, results of common examinations, review of classroom materials and student work, contributions to curricular development, and teaching awards).
2. A record of satisfactory achievement in service, particularly service related to teaching.
3. Other activities that support teaching, demonstrate a consistent pattern of professional growth, establish connections with professional peers in the region or nation, and maintain currency with pedagogic developments elsewhere (as attested to by such activities as the design and analysis of instructional innovations, presentations at conferences and workshops, or writing for publication).

#### C. Criteria for Advancement to Senior Instructor

A tenured instructor who has established a record of excellence in teaching and continued ~~competence~~ **satisfactory achievement** in the other duties under B above is eligible for advancement to the title of Senior Instructor.

#### D. Criteria for Promotion within the Professorial Ranks

1. Teaching

A candidate who excels in teaching is one who guides and inspires students and stimulates their intellectual interest and enthusiasm; one who displays a spirit of scholarly inquiry which leads him/her to develop and strengthen course content in

the light of developments of the field, as well as to improve methods of presenting material.

2. Research

A candidate who excels in research is involved in scholarly or creative endeavor appropriate to the candidate's discipline. The results of research should have been evaluated by authorities in the field.

3. Service

A candidate who excels in service contributes in one or more of the following areas: Institutional service, professional service to the community, or service to the profession. The evaluation of service should be supported by evidence drawn from various sources.

E. Application of Criteria to Professorial Ranks

When considered for promotion, the individual should be assessed in light of the criteria specified in section D above. Favorable action shall result when the individual has demonstrated, in one area of endeavor, a level of excellence appropriate to the proposed rank. Failure to promote may arise, however, from unsatisfactory performance in the other areas.

1. Promotion to Assistant Professor

Promotion to Assistant Professor is based upon a strong academic record, and the individual should have in most cases completed a terminal degree. There should be clear indications that the individual possesses those qualities which will eventually assure promotion to the rank of Associate Professor.

2. Promotion from Assistant Professor to Associate Professor

Promotion to Associate Professor is based upon actual performance and the potential for continued professional growth.

3. Promotion from Associate Professor to Professor

Promotion to Professor is awarded to individuals recognized by professional peers as authorities in their fields. It is expected that candidates will have made important and recognized contributions in at least one of the areas: teaching, research, and service. Candidates will be recognized and respected in state, regional, or national educational and professional circles.

Senate Document SD 09-8  
(Amends SD 88-13, SD 88-25, and SD 94-3)

Senate Document SD 94-3  
(Approved, 9/12/1994)

## PROMOTION AND TENURE GUIDELINES

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As a comprehensive university, IPFW is committed to maintaining a standard of excellence in its diverse programs, departments, and schools/**colleges**. To maintain that standard, it must be applied consistently at all levels of evaluation throughout the institution. This standard of excellence applies to teaching, research and creative endeavor, and service. Because the needs and goals of programs vary widely, faculty contributions to the university may be very different, yet all are essential to its success. Our criteria for promotion and tenure must take these differences into account. And yet there are standards applicable to all who hold faculty appointments in the institution. Meeting these standards is the responsibility of every faculty member; granting tenure or promotion is our recognition that they have been successfully met.

Promotion is a recognition of past achievement; tenure, a statement of confidence in future achievement. While promotion and tenure criteria are often the standards for summative judgment, they are most properly viewed as guidelines for faculty development. To this end, each department should develop a promotion and tenure policy of its own, setting out criteria for excellence and ~~acceptability~~ **satisfactory achievement** in teaching, research and creative endeavor, and service. The policy should define what the department means by "teaching," "research and creative endeavor," and "service" and list activities and achievements properly associated with those terms, along with qualitative standards by which they may be judged.

The policy so developed should be consistent in content and criteria for quality with those governing promotion and tenure in comparable departments at other universities, and may be evaluated by peers in the discipline in order to strengthen claims that faculty here are judged according to widely recognized professional standards. The policy must also be consistent with applicable Purdue University or Indiana University standards for promotion and tenure.

All types of evaluations should be accompanied by a statement indicating who solicited them, the terms under which they were obtained, the number solicited, and the number returned.

### TEACHING

IPFW faculty are expected to be effective teachers and to have demonstrated a significant commitment to teaching. If teaching is the primary basis for promotion to Associate Professor, the candidate's performance should be clearly superior to the standard of ~~acceptability~~ **satisfactory achievement** at IPFW and comparable institutions; if the primary basis for promotion to Professor, the candidate should not only have established a record of excellent

teaching but also have contributed to the general improvement of instruction at IPFW or in the discipline.

Teaching includes not only classroom instruction, but all other activities with a direct bearing on student learning. Evidence to support the evaluation of teaching should represent multiple perspectives, which may include information from students and colleagues, on and off campus, as well as self-evaluation.

Information from students may take the form of student evaluations, interviews, letters, surveys of graduates, and measurements of learning. This information should be accompanied by a statement of the manner in which it was gathered, the individuals involved in the process, and the safeguards employed to preserve confidentiality.

Evidence from colleagues may include evaluation of course materials, instructional contributions and curriculum development, pedagogical publications or presentations, formal observations of classroom teaching, and teaching awards. In many departments, a summative judgment by a senior colleague or colleagues of all the evidence concerning teaching effectiveness can provide support for a claim of comparative excellence.

Self-evaluation may include methods such as personal statements, self-assessment forms, and video and audio-tape analysis.

Furthermore, active involvement with professional organizations which focus on teaching effectiveness or with university-sanctioned student organizations may provide additional support for the candidate's interest in teaching and working with students.

## **RESEARCH AND CREATIVE ENDEAVOR**

IPFW faculty with release time for research are expected to be engaged in long-term programs of research, scholarship, or creative endeavor. This work should reach and be favorably acknowledged by an audience that extends beyond the campus. Faculty with release time for research are expected to maintain currency in their discipline and to share their expertise with peers at IPFW and other institutions. If research and creative endeavor is the primary basis for promotion to Associate Professor, the candidate should have demonstrated substantial achievement beyond the terminal degree; if the primary basis for promotion to Professor, the candidate should have gained national or international recognition for his or her work.

While assessing the scholarly or creative contributions of a candidate, some of the factors which may be important in establishing excellence are originality, significance, depth of consideration, contribution to the discipline, and relevance to the candidate's teaching. Depending upon the discipline and area of endeavor, some combination of several or all of these aspects may be involved in building a case for excellence. The quantity of research or creative endeavor is a sign of productivity; however, its quality is more important. And because the judgment of the candidate's work is primarily qualitative, it cannot be reduced to quantitative formulae.

The evaluation of research, scholarly, or creative outcomes by authorities in the field is accomplished by a variety of means, such as publication, presentation, exhibition, and performance. In general, the widely accepted evaluation practices within the discipline will

determine what evidence a candidate includes in a tenure/promotion case. Documentation concerning the stature of the publication, conference, place of exhibition, or performance venue, as well as the selection process (refereeing, judging, competition) may also be important in establishing excellence. Letters solicited from authorities in the field outside the university should be an essential part of the documentation as well.

## **SERVICE**

IPFW faculty are expected to take an active role in the campus beyond teaching and research or creative endeavor; they are encouraged to contribute their expertise to the community, state, and nation and to participate in professional organizations. If service is the primary basis for promotion, it should represent a unique achievement of special value to the campus, community, or profession.

Individual members of the Faculty should provide evidence of service adequate to enable its fair assessment. Such evidence might include self-reports, documents from those served, products of the service, reports of the results of the service, evaluation reports received with or without solicitation from disinterested third parties, and requests for continue service from those served. The evidence should demonstrate both the quantity and the quality of the service.

Policy regarding service should distinguish between professional activities (those related to the faculty member's discipline or assigned university duties, or to the mission of the university) and nonprofessional activities (those not so related). The quality of nonprofessional service should not be a major factor in promotion and tenure considerations.

Policies should also take into account the possibility that certain service activities may overlap with activities in the other two areas.

TO: The Senate  
FROM: Executive Committee  
DATE: March 1, 2010  
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**

Bruce Abbott, Chair

1. Considered charges of Distance Education Subcommittee.
2. Considering revisions to Academic Regulations.
3. Heard request from Student Government regarding wait time when instructor is absent at beginning of class.

**Subcommittees of the Educational Policy Committee:**

***Calendar Subcommittee***

Richard Weiner, Chair

1. Nothing at this time.

***Continuing Education Advisory Subcommittee***

Iskandar Hack, Chair

1. Nothing at this time.

***Curriculum Review Subcommittee***

Cheryl Sorge, Chair

1. Reviewed and accepted the proposal changing the name of the major of Audiology and Speech to "Communication Sciences and Disorders." This proposal required no Senate review.
2. Reviewed proposal for a certificate in small business administration, was returned to the department chair with suggestions for improvement and clarification, will review again when resubmitted later February or early March.
3. Will review on 2/22 - proposal for a BS with a major in information technology.

***Developmental Studies Subcommittee***

Zelimir Todorovic, Chair

1. Discussed Critical Inquiry Statistics and R150 compared to Critical Inquiry.

***Distance Education Subcommittee***

Kenneth Bordens, Chair

1. Nothing at this time.

***General Education Subcommittee***

Mark Masters, Chair

1. Reviewing the following course proposals: POLS Y350, NELC N204, ILCS I350, POLS Y335, POLS Y376, POLS Y339, POLS Y360, PSY 365, CS360, and CNET 450.

***Graduate Subcommittee***

Judith Garrison, Chair

1. Considering Graduate Certificate Proposal for Human Rights Studies.

***Honors Program Council***

Duston Moore, Chair

1. No report received.

***International Services Advisory Subcommittee***

Susan Skekloff, Chair

1. No report received.

**Faculty Affairs Committee**

Peter Dragnev, Chair

1. Discussed procedures and guidelines for comparing and updating departmental P&T criteria relevant to peer institutions.
2. Studying the need for a campus-wide policy of student evaluation.

**Subcommittee of the Faculty Affairs Committee:**

***Professional Development Subcommittee***

Margit Codispoti, Chair

1. No report received.

**Indiana University Committee on Institutional Affairs**

Michael Nusbaumer, Chair

1. Nothing at this time.

**Nominations and Elections Committee**

Nodir Adilov, Chair

1. Conducted the elections for Indiana University Speaker and Presiding Officer of the Senate.

**Purdue University Committee on Institutional Affairs**

Robert Barrett, Chair

1. Nothing at this time.



**Student Affairs Committee**

Kathy Pollock, Chair

1. Proposing changes to the IPFW Code of Student Rights, Responsibilities, and Conduct.

**Subcommittee of the Student Affairs Committee:**

***Athletics, Subcommittee on***

Dan Coroian, Chair

1. No report received.

**University Resources Policy Committee**

Robert Barrett, Chair

1. Nothing at this time.

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

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

Daniel Miller, Chair

1. No report received.

***Budgetary Affairs Subcommittee***

Brian Fife, Chair

1. Will meet with VCFA Walt Branson on March 4 to discuss contemporary budgetary issues at IPFW and in the Purdue University system.

***Library Subcommittee***

Adam Coffman, Chair

1. Review of process for the Special Needs Fund.
2. Rollout of opus.ipfw.edu
3. Review of space planning consultant visit
4. Report on Funding Concerns and Recommendations  
The report, "Helmke Library Funding Concerns and Recommendations," is being prepared as a document to be submitted to URPC.