

Minutes of the  
Seventh Regular Meeting of the Thirty-Fifth Senate  
Indiana University-Purdue University Fort Wayne  
March 14, 2016  
12:00 P.M., Kettler G46

Agenda

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

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

Presiding Officer: A. Downs  
Parliamentarian: J. Malanson  
Sergeant-at-Arms: G. Steffen (absent)  
Secretary: S. Mettert

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Attachments:

“Academic Calendar for 2018-2019” (SD 15-20)  
“Amendments to the Constitution of the Fort Wayne Senate” (SD 15-21)  
“Bylaws of the Fort Wayne Senate” (SD 15-22)  
“Amendment to Procedures for Promotion and Tenure and Third Year Review at IPFW”  
(SD 15-23)

Senate Members Present:

T. Adkins, A. Argast, J. Badia, S. Beckman, S. Bischoff, N. Borbieva, S. Carr, V. Carwein, C. Chen, B. Dattilo, A. De Venanzi, Y. Deng, C. Drummond, C. Gurgur, G. Hickey, R. Hile, M. Jordan, D. Kaiser, S. LaVere, J. Leatherman, E. Link, M. Masters, D. Miller, Z. Nazarov, A. Obergfell, G. Petruska, K. Pollock, M. Qasim, C. Pomalaza-Raez, R. Rayburn, N. Reimer, G. Schmidt, L. Vartanian, N. Virtue, G. Wang, D. Wesse, M. Wolf, L. Wright-Bower, N. Younis

Senate Members Absent:

J. Casazza, S. Ding, Q. Dixie, Q. Hao, J. Hersberger, H. Luo, G. McClellan, J. Niser, W. Peters, D. Redett, A. Schwab, A. Ushenko, B. Valliere

Faculty Members Present:

M. Dixon, C. Sternberger

Visitors Present:

T. Lewandowski, P. McLaughlin

Acta

1. Call to order: A. Downs called the meeting to order at 12:00 p.m.
2. Approval of the minutes of February 8, 2016: The minutes were approved as distributed.
3. Acceptance of the agenda:

K. Pollock moved to approve the agenda as distributed.

The agenda was approved as distributed.

4. Reports of the Speakers of the Faculties:

- a. Purdue University:

M. Masters: The last time I went to the IFC meeting we had a large amount of time to talk about what is happening here on our campus. Based on input from the campus of, it turns out this mirrors what was going on with Purdue Calumet and Purdue North Central. It was external validation of what we have been saying.

- b. Indiana University:

J. Badia: Let me just say I have been to system meetings too, and there has been no conversation. All I wanted to say was I wish I could share more, or update you on more.

5. Report of the Presiding Officer – A. Downs:

- A. Downs: As a member of the former Working Group I have nothing new to report. We have not been informed of any new situations from either parent. The group that was supposed to be formed by the end of January to begin looking into things has not been formed. We and Purdue named our members, but IU has not named their member yet.

There are rumors floating around of a new proposal from IU. That proposal is that IU would take over our College of Health and Human Services as their new IU Health Services Fort Wayne campus, and then everything else will remain IPFW. That is a rumor, no one from IU has been able to confirm or deny that. In fact, I tried to get some conformation last week, and the response I got was the presidents are talking. So, that is where we stand.

Speaking privileges have been given to Patrick, and Jeff Malanson.

A. Obergfell: Do they know what is in our College of Health and Human Services?

A. Downs: We are pretty sure they do not.

6. Committee reports requiring action:

- a. Educational Policy Committee (Senate Document SD 15-20) – J. Leatherman:

J. Leatherman moved to approve Senate Document SD 15-20 (Academic Calendar for 2018-2019).

Motion to approve passed by a voice vote.

- b. Ad Hoc Committee on Committees (Senate Document SD 15-21) – N. Borbieva:

N. Borbieva moved to approve Senate Document SD 15-21 (Amendments to the Constitution of the Fort Wayne Senate). Seconded.

Motion to approve passed by a voice vote.

- c. Ad Hoc Committee on Committees (Senate Documents SD 15-22) – N. Borbieva:

N. Borbieva moved to approve Senate Document SD 15-22 (Bylaws of the Fort Wayne Senate). Seconded.

Motion to approve passed by a voice vote. Three abstaining.

- d. Executive Committee (Senate Document SD 15-23) – K. Pollock:

K. Pollock moved to approve Senate Document SD 15-23 (Amendments to Procedures for Promotion and Tenure and Third Year Review at IPFW).

Motion to approve passed by a voice vote.

7. New business: There was no new business.

8. Committee reports “for information only”:

a. Executive Committee (Senate Reference No. 15-22) – K. Pollock:

Senate Reference No. 15-22 (Items under Consideration in Senate Committees and Subcommittees) was presented for information only.

b. Graduate Subcommittee (Senate Reference No. 15-23) – M. Jordan:

Senate Reference No. 15-23 (5 Year BS/MSE Program for Department of Electrical and Computer Eng.) was presented for information only.

c. Budgetary Affairs Subcommittee (Senate Reference No. 15-24) – J. Malanson:

Senate Reference No. 15-24 (Budgetary Affairs Subcommittee Biennial Report of Staffing and Budget) was presented for information only.

9. The general good and welfare of the University:

V. Carwein: I want to share a few positive things about IPFW, despite all the other things we are going through. I just will reiterate where we are, in terms of limbo. This is was made public at the end of January. The Working Group had all agreed to establish additional Working Groups or Task Forces to begin looking at the nuts and bolts of what these recommendations might mean and the impact from them. Purdue on that day, announced and named the two people for the oversight of the group, Vice Chancellor Drummond from our campus and the Provost of Purdue. IU has declined to appoint someone to begin that oversight group to begin working.

These last two months we fully expected going into that January meeting to get these working groups going, so we could get to work. Having this be in limbo has been really difficult for all of us.

Some good things I would like to share. When this announcement came out, we had a dip in applications, and we were concerned what that would do relative to our admissions for this coming year. As of last Friday, our overall admits are up over this time last year, our first time students are up over this time last year, our transfer students are up, and the number of adult students are up. We are recovering from this dip that we saw when this announcement was made about these recommendations. Kent Christmas and the rest of the admissions team has been working really hard, and should get a lot of credit.

The Wind Ensembles, in the Department of Music had their concert last Wednesday at Carnegie Hall in New York City. That was the first time for our Department of Music.

That was not something we applied to do. It was an invitation, and that will attest to the talent we have in our music faculty and the students we were able to recruit here.

The men's basketball team were co-champions of the Summit League regular season. Last night was the first round of the NIT parings. This was the first time IPFW has gone to the NIT tournament.

The baccalaureate nursing graduates, for the last four years the bachelor students out of our program at IPFW scored the second highest pass rate of all the four year programs in the state of Indiana. There are 45 of them, and 13 publics. We were second only to Southern Indiana University. That is out of all the IU programs, including the nursing program in Indianapolis. For the private's schools, we were only second to Saint Francis. So, good for Northeast Indiana. Thank you to Ann and the whole nursing department.

Our Marketing Department has been working on three billboards in the Fort Wayne area about IPFW. One is going to be something to the affect that 30,000 graduates of IPFW are currently working in Northeast Indiana. The second one is going to be close to Parkview Hospital. The third one is going to try to address the partnerships and collaborations that we have throughout Northeast Indiana. I do not know the exact locations of those billboards, but they should be ready to go soon.

A. Argast: Is there a place that the performance from Carnegie Hall can be streamed?

M. Dixon: John O'Connell was in a meeting this morning, and it was recorded, but Carnegie Hall will not let them put that on the website.

A. Argast: Can we put it in a place that is not public?

M. Dixon: That we would have to ask John about.

A. Argast: I do not know who gets it, but every few weeks I get these announcements from President McRobbie talking about how great things are. This past week it was about how important regional campuses are to the IU productivity. That is nice, but we were listed as one of the regionals. There was a significant distinguish between Bloomington, Indianapolis and regional campuses. IUPUI is a great campus, but it is disturbing that Bloomington has not figured out we are not a regional campus anymore.

V. Carwein: They refuse to acknowledge that.

L. Wright-Bower: The week before our Wind Ensemble went to New York City we had a sendoff concert. Those pieces are probably available. They might be on the music facebook page. I know my chairman, Dr. Jones is very interested in expanding our social media, so if you were all friends with the Music Department that would be great. I will look into how we can best share that information with everyone. That concert was phenomenal.

J. Badia: I think IU does believe we are no longer a regional campus, and has taken action to declare us no longer a regional campus. As IU Speaker, I was dropped from the regional faculty office in the IU system, because we are not a regional campus. I think the confusion is they do not know where to put us. We are not a regional like South Bend, and we are not a core campus like IU. We have to figure out what parts of the system we participate in. For the record, I am still going to the regional faculty campus meetings, even though I was uninvited.

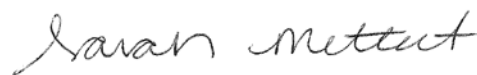
A. Downs: Another one of the notes from President McRobbie from a few weeks before this one counted our enrollments in their regional campus enrollments. They are confused about what we are.

S. Bischoff: I just want to share with everyone that we had our first IPFW Science Central Sponsorship Day. We had about 25 faculty members and 40-60 students. We had representation from every college but one, and that was my fault. We had over a 1,000 visitors on a beautiful afternoon. We are going to do it again. I want to publically thank Carl for his support, and faculty members for showing up. It was a great event, and Science Central is wanting to do more with us.

G. Petruska: I visited the event, and I have never seen the parking lot so full. It really stands out at how well the event went.

M. Masters: On Friday this week Physics is having a public presentation on gravity waves with hands on stuff.

10. The meeting adjourned at 1:10 p.m.



Sarah Mettert  
Secretary of the Faculty

MEMORANDUM

TO: Fort Wayne Senate

FROM: Jane Leatherman, Chair  
Educational Policy Committee

DATE: February 10, 2016

SUBJECT: Academic Calendar for 2018-2019

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

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

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

# ACADEMIC CALENDAR FOR 2018-2019

## Fall Semester, 2018

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

## Winter Inter-session, 2018-2019

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

## Spring Semester, 2019

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

## Summer Semester, 2019

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



MEMORANDUM

TO: Fort Wayne Senate

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

DATE: March 2, 2016

SUBJ: Amendments to the Constitution of the Fort Wayne Senate

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

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

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

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

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

### I. Definitions

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

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

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

## II. Certification

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

## III. Officers

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

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

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

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

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

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

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

#### IV. Convocations

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

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

#### V. Assemblies

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

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

#### VI. Powers

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

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

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

## VII. Governing Body: The Senate

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

## A. Membership

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

## B. Organization

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

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

## 2. *Meetings of the Senate*

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

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

a. *Committees on Institutional Affairs*

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

(i) Indiana University Committee on Institutional Affairs

(ii) Purdue University Committee on Institutional Affairs

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

(i) The Committee shall formulate the agenda for each Senate meeting and shall be responsible for the circulation of the meeting agenda at least one week prior to a regular Senate meeting.

(ii) The Committee shall, at the beginning of the academic year, establish and publicize twenty dates during that academic year to be reserved for the conduct of Senate business.

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

(iv) The Committee shall, at least twice each semester, circulate a list of Senate documents that are currently under deliberation in the various Senate Committees, along with document status and name of committee and committee chairperson.



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

## VIII. Review Power

### A. Review of Administrative Actions

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

### B. Review of Senate Actions

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

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

## IX. Amendments

Amendment of the Constitution shall require the following:

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

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

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

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

(Corrected 10/16/1980)

(Amended 10/10/1983)

(Amended 4/9/1984)

(Amended 12/14/1987)

(Amended 11/14/1988)

(Amended 4/12/1993)

(Amended 4/11/1994)

(Amended 11/9/1998)

(Amended, 4/12/1999)

(Amended, 3/13/2000)

(Amended, 3/12/2001)

(Amended, 12/9/2002)

(Amended, 9/13/2010)

(Amended, 1/10/2011)

(Amended, 4/29/2015)

MEMORANDUM

TO: Fort Wayne Senate

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

DATE: March 2, 2016

SUBJ: Bylaws of Fort Wayne Senate

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

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

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

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

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

(Supersedes SD 81-10)

## BYLAWS OF THE SENATE

### 1. RULES OF ORDER

- 1.1. Except as otherwise provided herein, *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings of the Senate, assemblies and convocations of the Faculty, and proceedings of committees and subcommittees established by the Senate or by Senate committees.
- 1.2. In these bylaws, the words "Major Unit" shall mean "college, school, or division or the library."

### 2. MEETINGS OF THE SENATE

#### 2.1. Scheduling

- 2.1.1. **Regular meetings** of the Senate shall be held on the second Monday of each month, September through April, except that the date of a regular meeting may be moved by not more than one week in either direction by action of the Executive Committee announced at least one week in advance of the actual date of the meeting. The beginning and ending of Senate meetings shall conform to the pattern for the scheduling of classes. If the agenda for a regular meeting is not exhausted during this session, the meeting will continue for a second session, at the same time one class week thence. The Senate shall not schedule regular meetings for more than two such sessions in any month.
- 2.1.2. **Special meetings** of the Senate shall be held upon petition by twenty percent of the Faculty, by forty percent of the Senate, or by action of the Executive Committee. Meetings which are the result of petition shall be scheduled in a timely manner, but in no case shall they be scheduled for later than one week after receipt of the petition by the chairperson of the Executive Committee. Special meetings, whether the result of petition or decision of the Executive Committee, require written notice to the membership at least forty-eight hours in advance of the meeting, and only those resolutions circulated with the agenda distributed with the meeting notice may be considered.

#### 2.2. Attendance

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

#### 2.3. Quorum

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

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

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

## **2.5. Speaking privileges**

- 2.5.1. **Members.** Senators shall obtain the floor by raising a hand to seek recognition.
- 2.5.2. **Nonmembers.** Upon request prior to a meeting, Voting Faculty, continuing lecturers, or a member of the administration may be invited by the Executive Committee to participate without vote in the meeting, subject, however, to the exercise by the Executive Committee of its responsibility for taking varied points of view into account and for the efficient management of the Senate's time. On its own initiative, the Executive Committee may invite any nonmember to participate in the discussion of matters of particular interest to the observer. The Secretary shall ensure that all observers are seated apart from Senators.
- 2.5.3. **Affiliates.** Affiliates identified below will be permitted to participate, without vote, in Senate meetings.
  - 2.5.3.1. Faculties which are resident on the Fort Wayne campus but which include no members of the Voting Faculty shall be accorded representation by Senate affiliates. Each such faculty shall select annually one of its number to serve as Senate affiliate.
  - 2.5.3.2. Students shall be accorded representation by an affiliate who shall be the President of the Student Government or that person's designee.

- 2.6. Alternates and proxy voting.** Neither alternates for members nor proxy voting shall be permitted. A member who will be absent from a meeting may present views in a letter to the Presiding Officer or request that the Executive Committee invite a person named by the member to speak on a particular issue.
- 2.7. Roll-call votes.** Upon request of 20% of the Senators present and voting by a show of hands, a roll-call vote shall be taken on the pending motion, and the minutes shall record the names of those voting aye, nay, and present.
- 2.8. Affiliations** of elected representative of the continuing lecturers
- 2.8.1. The elected representative of the continuing lecturers shall be considered a member of the academic department to which the most service is assigned, the Major Unit to which that academic department is assigned, and the university affiliated with the assigned department's academic mission. If the representative of the continuing lecturers serves in more than one unit, the representative shall be counted as a member of the unit to which the most service is assigned; an elected representative of the continuing lecturers who serves equally in two or more units shall inform the chief academic officer, prior to the annual certification, of the unit in which the representative wishes to be counted.
- 2.8.2. As stated in the Constitution (VII. A. 4) the elected representative of the continuing lecturers does not count toward an academic unit's apportionment.
- 2.8.3. The elected representative of the continuing lecturers shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and tenure in the Senate and/or in committee.

### **3. CONVOCATIONS**

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

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

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

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

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

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

- 5.1.3.** All committee and subcommittee terms shall be staggered.
- 5.1.4.** Except as otherwise provided in these bylaws, Senate committees shall be composed of Senators and Voting Faculty; Senators must comprise at least 2/3 of the voting membership of any committee. Committees shall report to and be subject to review by the Senate; shall select their own chairs at the first meeting of each academic year, this meeting to be convened by the committee member designated by the Senate Secretary to do so and by a date set by the Executive Committee; and shall keep minutes available to all members of the Faculty.
- 5.1.4.1. Senate committees shall have their members appointed or elected by the preferential voting system in April, with terms to commence one week before the beginning of regular fall classes following election. The terms of Senators shall continue for the remainder of the Senator's elected term. The terms of Voting Faculty who are not Senators shall be for three years except as otherwise provided in these Bylaws. In the event that a committee member who is not a Senator should subsequently be elected to the Senate, their term on the committee shall come to an end. If the new Senator wishes to serve on the committee, they must be elected in April or appointed to fill a vacancy. Senate committees shall have the power to fill committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2. and 5.1.4.
- 5.1.5.** Except as otherwise provided in these bylaws, Senate subcommittees shall be composed of Voting Faculty and continuing lecturers, who need not be members of the establishing committee or of the Senate; Voting Faculty must comprise at least 2/3 of the voting membership of any subcommittee. Subcommittees shall report to and be subject to review by the Senate and by the relevant Senate committee; shall select their own chairs at the first meeting of each academic year, this meeting to be convened by the subcommittee member designated by the Senate Secretary to do so and by a date set by the Executive Committee; and shall keep minutes available to all members of the Faculty.
- 5.1.5.1. Senate subcommittees shall have their members appointed or elected by the preferential voting system in April, with terms to commence one week before the beginning of regular fall classes following election. Except as otherwise provided in these Bylaws, the terms shall be three years. Senate subcommittees shall have the power to fill subcommittee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2. and 5.1.5.
- 5.1.6.** Senate committees and subcommittees shall provide to the Secretary, for attachment to the agenda of the last regular meeting of each academic year, a brief report on committee activities and actions during the year. Committees and subcommittees shall also report to the Senate at the Senate's request, as requested by the Executive Committee, or on their own initiative, and may give information concerning their activities to the campus administration, to any Faculty unit, or to

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

## **5.2. Service committees**

### **5.2.1. Executive Committee**

- 5.2.1.1. Membership: The Executive Committee shall have the membership established in the Constitution.
- 5.2.1.2. Responsibilities: The Executive Committee shall have the responsibilities established in the Constitution. In carrying out those responsibilities, the Executive Committee shall:
  - 5.2.1.2.1. Receive proposals for consideration by the Senate from any member of the Voting Faculty and continuing lecturers. The Executive Committee shall either place any such proposal on the agenda for the next Senate meeting, or, if that agenda is full, on the agenda for the following Senate meeting; or may send the proposal to a Senate committee or subcommittee. If the latter course is followed, the text of the proposal, and its immediate disposition, shall be distributed “for information only” with the agenda of the next Senate meeting; and the ultimate disposition of the proposal shall consist of a report on the proposal from that committee or subcommittee, to the Senate.
  - 5.2.1.2.2. Receive written questions, for response by the campus administration, from any member of the Voting Faculty and continuing lecturers. The Executive Committee shall ensure that these questions are routed to the appropriate university office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first.
  - 5.2.1.2.3. Review the attendance record of Senators. If a Senator is frequently absent, the Executive Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.
  - 5.2.1.2.4. Group multiple requests, for Senate approval for filling committee vacancies for the remainder of an academic year, into a single agenda item, subject to the right of the Senate to separate those items.

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

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



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

### 5.3. Policy committees

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

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

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

5.3.1.3.1.2.1. Procedures:

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

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

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

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

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

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

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

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

5.3.1.4.1.3. **Organization.** Within two weeks of the beginning of each fall term, the Board shall meet to review its charge and to elect a chair and a secretary.

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

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

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

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

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

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

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

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

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

- 5.3.3.2.2. In developing the academic calendar, the Educational Policy Committee shall:
- 5.3.3.2.2.1. Study those regulations of the two universities which bear upon the Fort Wayne calendar.
  - 5.3.3.2.2.2. Develop and propose a formula for the establishment of an academic calendar, after considering starting dates, examination schedules, reading days, official holidays, vacations, and the number of weeks in the semester.
  - 5.3.3.2.2.3. Poll the Faculty and student body from time to time regarding preferences for an academic calendar.
  - 5.3.3.2.2.4. By January 1 of each year, develop, discuss, and evaluate the formula or specific dates for the academic-year calendar (and following summer) beginning in the fall of the calendar year two years thence (i.e., the academic year beginning approximately 2 1/2 years thence).
  - 5.3.3.2.2.5. By February 1 of each year, present to the Senate the above formulas or calendars.
  - 5.3.3.2.2.6. By March 1 of each year, present to the Senate for adoption the specific dates of the academic-year calendar (and following summer).
  - 5.3.3.2.2.7. A calendar shall be considered adopted when it has been accepted by the Senate. Once a calendar has been adopted, it may not be modified or rescinded except by 2/3 vote of the Senate.
- 5.3.3.2.3. The Educational Policy Committee shall establish seven subcommittees: a Continuing Education Advisory Subcommittee, a Grade Appeals Subcommittee, an Honors Program Council, an International Education Advisory Subcommittee, a Curriculum Review Subcommittee, a Graduate Subcommittee, a Campus Appeals Board, and a General Education Subcommittee.
- 5.3.3.2.3.1. **Grade Appeals Subcommittee**
    - 5.3.3.2.3.1.1. Membership: The Grade Appeals Subcommittee shall consist of nine members elected from the Voting Faculty and continuing lecturers elected by the Senate in such manner that no more than two shall be from one Major Unit.
    - 5.3.3.2.3.1.2. Responsibilities: The Grade Appeals Subcommittee shall consider cases that come before it under the campus grade appeals policy. If a case is to be heard, a five-member panel drawn from the Subcommittee membership shall hear the appeal. The panel shall act for the Subcommittee and its decisions shall be final and not subject to review by other faculty bodies.
  - 5.3.3.2.3.2. **Honors Program Council**
    - 5.3.3.2.3.2.1. Membership: The Honors Program Council shall consist of:

- 5.3.3.2.3.3.1.1. Five Voting Faculty and continuing lecturers elected by the Senate in such manner that no more than one member may come from the same Major Unit.
- 5.3.3.2.3.3.1.2. Two members of the Honors Faculty, appointed by the Chief Academic Officer of IPFW to staggered three-year terms.
- 5.3.3.2.3.3.1.3. Two student members appointed by the Student Government, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course, to one year terms. Student members shall participate and vote in all matters before the Council except questions of student admission, scholarships, retention, and satisfaction of program requirements.
- 5.3.3.2.3.3.1.4. The Chief Academic Officer of IPFW or a designee.
- 5.3.3.2.3.3.1.5. The Director of the Honors Program.
- 5.3.3.2.3.2.2. Responsibilities: The Honors Program Council shall carry out the functions described in Senate Document SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.
- 5.3.3.2.3.3. **International Education Advisory Subcommittee**
  - 5.3.3.2.3.4.1. Membership: The International Education Advisory Subcommittee shall consist of the director of the program, one student at or beyond the second-year level in International Education selected annually by Student Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in either the Center for Academic Support and Achievement or Student Success and Transition selected annually by the Chief Student Affairs Officer, and five Voting Faculty members or continuing lecturers elected by the Senate.
  - 5.3.3.2.3.4.2. Responsibilities: The International Education Advisory Subcommittee shall be a liaison between the Faculty and the Director of International Education, advising the director on policies relating to Office of International Education and recommending policies and goals for Office of International Education to the Senate.
- 5.3.3.2.3.4. **Curriculum Review Subcommittee**
  - 5.3.3.2.3.4.1. Membership: The Curriculum Review Subcommittee shall consist of:
    - 5.3.3.2.3.4.1.1. The Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member
    - 5.3.3.2.3.4.1.2. Three members from the College of Arts and Sciences, one each from the sciences, social sciences, and humanities; and one member from each of the other major units; elected by the Voting Faculty at large from among

the nominees elected by each major unit

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

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

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

5.3.3.2.3.4.2.1.1. The rationale for the proposed program.

5.3.3.2.3.5.2.1.2. The use of IPFW resources.

5.3.3.2.3.5.2.1.3. The relationship among proposed and existing programs.

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

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

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

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

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

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

### 5.3.3.2.3.5. Graduate Subcommittee

5.3.3.2.3.5.1. Membership: The Graduate Subcommittee shall consist of:

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

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

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

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

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

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

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

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

5.3.3.2.3.5.2.1.3. Advise on policies for admission procedures and standards.

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

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

5.3.3.2.3.5.2.2.1. Examine and report on proposals for new graduate programs prior to the formal transmission of these documents to off-campus bodies charged with further review. During this examination, the Subcommittee shall evaluate:



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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.3.4.2. **Responsibilities:** The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all IPFW students. Specific non-classroom matters of concern shall include but not be limited to intramural and intercollegiate athletics, counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, recruiting and placement policies, and other matters which would enhance the university environment of the student for learning and living. The Committee shall establish a Subcommittee on Athletics.

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

5.3.4.3.1. **Membership:** The Subcommittee on Athletics shall consist of eight Voting Faculty and continuing lecturers elected by the Senate in such manner that at least four of the major units shall be represented; two students selected by the Student Government; the Faculty Representative (ex officio); the NCAA Compliance Coordinator (ex officio, nonvoting); one IPFW alumnus/alumna appointed ex officio

by the Chief Administrative Officer in consultation with the administrator of alumni relations; an administrative/professional staff member; the senior women's athletic administrator; and the administrator of athletic programs (nonvoting). The Presiding Officer of the Senate shall annually request the Student Government to select the student representatives and the Administrative Council to select the administrative/professional staff representative. Student representatives shall serve staggered two-year terms with the terms to commence one week before the beginning of regular fall classes. The administrative/professional staff representative shall serve for one year. The ex-officio members may not chair the Subcommittee.

5.3.4.3.2. Responsibilities: The Subcommittee on Athletics shall:

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

**5.3.5. University Resources Policy Committee**

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

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

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

5.3.5.2. Responsibilities:

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

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

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

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

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

- 5.3.5.2.1.6.1.2. The Chief Information Officer or designee.

- 5.3.5.2.1.6.1.3. The Director of Continuing Studies.

- 5.3.5.2.1.6.1.4. The Dean of the Helmke Library.

- 5.3.5.2.1.6.1.5. The Chief Student Affairs Officer or designee.

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

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

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

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

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

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

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

**5.3.5.2.1.7. Budgetary Affairs Subcommittee**

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

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

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

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

#### 5.3.5.2.1.8. Revenue Subcommittee

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

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

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

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

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

5.3.5.2.1.8.2.3. Make annual recommendations on sources of revenue.

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

**5.3.5.2.1.9. Library Subcommittee**

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

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

**5.3.5.2.1.10. University Advancement Advisory Subcommittee**

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

5.3.5.2.1.10.2. Responsibilities: The University Advancement Advisory Subcommittee shall:

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

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

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

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

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

### **6. OTHER COMMITTEES**

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

**6.2.** Definitions



- 6.2.1.** A committee subject to these reporting procedures shall consist of a group of persons, at least one of whom is a member of the Voting Faculty or a continuing lecturer appointed to the committee by a university administrator; shall function above the Major Unit level; shall have been established to perform a task or group of tasks related to the powers and responsibilities of the Faculty; and shall not necessarily have the word “committee” in its name.
- 6.2.2.** A report shall consist minimally of written notice to the Faculty that written information concerning a committee is available in a specified, accessible location. Such notice may be published separately, as part of a campus newsletter, or in any other appropriate form.

### **6.3. Procedures**

- 6.3.1.** Initial reports shall be written and caused to be distributed by the person establishing a new committee, within thirty days of the establishment of said committee. They shall contain the committee’s name, membership, and full charge.
- 6.3.2.** Progress reports shall be written and caused to be distributed by the chair of a committee, or a designee, in a timely fashion. They shall make known all significant committee activities, studies, and recommendations, and all changes in the name, membership, or charge of a committee. The disestablishment of a committee shall also be made known in a progress report.

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

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

- 7.1.1.** In the case of an elected Senator who is absent excessively, the Senate may petition the Senator’s unit to recall the Senator and elect another. To pass a recall petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.
- 7.1.2.** In the case of an ex-officio Senator who is absent excessively, the Senate may petition the Presiding Officer of the Faculty to reprove the offender.

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

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

## **8. ENABLEMENT**

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

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

- 9.1. Amendments to the Bylaws of the Senate, consistent with the Constitution of the Faculty of Indiana University-Purdue University Fort Wayne, may be adopted by vote of two-thirds of those Senators present and voting at a regular meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting under the title “Amendment(s) to the Bylaws of the Senate.” If the proposed amendment is approved by a simple majority of those voting, but not by two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.

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Senate Document SD 15-23  
(Approved, 3/14/2016)

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

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair  
Executive Committee

DATE: March 1, 2016

SUBJ: Amendment to Procedures for Promotion and Tenure and Third Year Review

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

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

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

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

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

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

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

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

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

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

### 1. Document Review and Approval

#### 1.1. Department documents

- 1.1.1. Departments must include procedures and criteria for promotion and tenure in documents.
- 1.1.2. Department procedures must adhere to the guidelines and procedures laid out in college and Senate documents.
- 1.1.3. Department criteria must align with college guiding principles.
- 1.1.4. Department procedures must be submitted to the Senate Faculty Affairs Committee for feedback and then reviewed and approved at the college level. The feedback from the Senate Faculty Affairs Committee shall be forwarded to the college.
- 1.1.5. Department criteria must include:

- 1.1.5.1. Criteria for quality of performance (e.g. competence, excellence) in all areas (e.g. teaching, service, research/creative endeavor) for all levels (e.g. associate professor, full professor, librarian), except criteria for excellence in service to associate professor.
- 1.1.5.2. Rationale of the department for the criteria.
- 1.1.6. Department criteria must be reviewed and approved at the college level. The review by the college must focus on:
  - 1.1.6.1. The completeness of the department criteria document.
  - 1.1.6.2. The explanation of how the department criteria align with the guiding principles of the college. This explanation should reference credible evidence as to the appropriateness of the criteria for the discipline.
- 1.1.7. If a college rejects the criteria of a department, a thorough explanation of the rejection must be sent to the department.
- 1.1.8. If there is a disagreement between a department and college about criteria, the Senate Faculty Affairs Committee will arbitrate the disagreement.
- 1.1.9. Upon passage of this document by the Senate, departments have one academic year to draft, approve, and seek review of department promotion and tenure documents.
- 1.2. College documents
  - 1.2.1. Colleges must include procedures and guiding principles in documents. Colleges may choose to elect the campus guiding principles as the guiding principles of the college.
  - 1.2.2. College procedures must adhere to the guidelines and procedures laid out in senate documents.
  - 1.2.3. College procedures and guiding principles must be reviewed and approved at the campus level first by the Senate Faculty Affairs Committee and then by the Senate.
- 2. Decision Levels: Nominations for promotion and/or tenure shall be considered at several levels. The quality of the evidence presented in the case is best evaluated at the department level. Candidates may respond in writing to recommendations at all levels. Written responses must be submitted within 7 calendar days of the date of the recommendation and proceed with the case.
  - 2.1. The department committee
    - 2.1.1. Establishing the department committee: The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.
    - 2.1.2. Composition of the department committee:
      - 2.1.2.1. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.
      - 2.1.2.2. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the college the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the chief academic officer of the college shall

appoint enough faculty members to bring the committee membership to between three and five.

- 2.1.2.3. Members of the department committee shall elect a chair from among its members.
- 2.1.2.4. The chief academic officer of the department may not serve on the department committee or participate in meetings.
- 2.1.3. Primary Tasks: The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter.
- 2.1.4. Letter of Recommendation: The letter of recommendation from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee including commenting on the candidate's professional standing.
- 2.1.5. Other:
  - 2.1.5.1. Any faculty member subject to the procedures and guiding principles of promotion and tenure at IPFW shall have the opportunity to read and provide feedback on cases in their home department until the department committee has made a recommendation regarding tenure and/or promotion. Any document that is provided does not become part of the case and does not move forward with the case.

## 2.2. The chief academic officer of the department

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

## 2.3. The college committee

- 2.3.1. Establishing the college committee: The college committee composition and functions shall be established by the college faculty, incorporated into the documents which define the procedures of faculty governance within the college, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the Senate are distributed.
- 2.3.2. Composition of the college committee
  - 2.3.2.1. There is no requirement that the majority of the college committee members be at the same or higher rank than the rank to which a candidate aspires.
  - 2.3.2.2. Members of the college committee must have prior experience serving at a lower level in the process before serving on the college committee.

- 2.3.2.3. Members of the college committee may serve at the department level, but not at the campus level in the promotion and tenure process while serving on the college committee.
  - 2.3.2.4. Members of the college committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years.
  - 2.3.2.5. Members of the college committee shall elect a chair from among its members.
  - 2.3.2.6. The chief academic officer of the college may not serve on the college committee or participate in the meetings.
  - 2.3.3. Primary Tasks: The college committee shall:
    - 2.3.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
    - 2.3.3.2. Review the recommendation of the lower levels.
      - 2.3.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
      - 2.3.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
    - 2.3.3.3. Make a recommendation to the next level in the form of a letter.
  - 2.3.4. Letter of Recommendation: The letter of recommendation from the college committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.4. The chief academic officer of the college
- 2.4.1. Primary Tasks: The chief academic officer of the college shall:
    - 2.4.1.1. Review how well the process has adhered to the documented procedures to this point.
    - 2.4.1.2. Review the recommendations of the lower levels. This review:
      - 2.4.1.2.1. Shall include a consideration of the basis of the decisions from the lower levels.
      - 2.4.1.2.2. May include consideration of the evidence in the case as it compares to department criteria if a decision from a lower level is judged to be contrary to the evidence.
    - 2.4.1.3. Make a recommendation to the next level in the form of a letter.
  - 2.4.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of the college shall be based on the chief academic officer's review of the process to this point, and must clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.5. The Senate Promotion and Tenure Committee (a.k.a. the campus committee)
- 2.5.1. Establishing the campus committee
    - 2.5.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of IPFW and the two Speakers of the Faculty.



- 2.5.1.2. The committee members will be selected from a panel of nominees composed of at least two representatives from the faculty of each college elected according to procedures adopted by the college faculty and incorporated into the documents which define the protocols of faculty governance within the college and a person with prior service on a college committee. The vote totals from the elections shall be included with the panel of nominees.
- 2.5.2. Composition of the campus committee
- 2.5.2.1. The campus committee shall consist of seven (7) members.
- 2.5.2.2. A minimum of five (5) academic units must be represented on the campus committee and no more than three (3) members of the campus committee may be from one academic unit.
- 2.5.2.3. A majority of the members of the campus committee must be at the rank of professor, or librarian.
- 2.5.2.4. Members of the campus committee must have prior experience serving at a lower level in the process before serving on the campus committee.
- 2.5.2.5. Members of the campus committee may serve at the department level, but not at the college level in the promotion and tenure process while serving on the campus committee.
- 2.5.2.6. Members of the campus committee may not serve consecutive terms.
- 2.5.2.7. Members of the campus committee shall elect a chair from among its members.
- 2.5.2.8. The chief academic officer of IPFW may not serve on the campus committee or participate in the meetings.
- 2.5.3. Primary Tasks: The campus committee shall:
- 2.5.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
- 2.5.3.2. Review the recommendations of the lower levels.
- 2.5.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
- 2.5.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
- 2.5.3.3. Make a recommendation to the next level in the form of a letter.
- 2.5.3.4. Letter of Recommendation: The letter of recommendation from the campus committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.6. The chief academic officer of IPFW
- 2.6.1. Primary Tasks: The chief academic officer of IPFW shall:
- 2.6.1.1. Recognize the credibility of the decisions of lower levels.
- 2.6.1.2. Review split votes and/or inconsistencies in findings and recommendations at, and between, lower levels. When there is a split vote and/or inconsistency, the chief academic officer of IPFW will focus the review on that part of the case dealing with the split vote and/or inconsistency.

- 2.6.1.3. Review how well the process has adhered to the documented procedures.
      - 2.6.1.4. Make a recommendation to the next level in the form of a letter.
    - 2.6.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of IPFW shall be based on the chief academic officer's review of recommendations from lower levels, the process to this point, and must clearly explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of the lower level(s).
  - 2.7. The chief administrative officer of IPFW shall forward recommendations to the President of Indiana University or to the President of Purdue University.
3. Case Process: Nominations for promotion and/or tenure shall be considered at several levels.
  - 3.1. The candidate must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the six years preceding the submission of the case.
  - 3.2. All cases for promotion and/or tenure shall pass sequentially through the decision levels above.
  - 3.3. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded.
  - 3.4. Each decision level forwards only a letter of recommendation to the next level. Recommendations may not include attachments or supplemental information.
  - 3.5. The administrator or committee chair at each level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and must proceed with the case. At the same time that the case is sent forward to the next level, the administrator or committee chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the lower level(s). Committee chairs shall distribute copies to committee members.
  - 3.6. The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote.
4. Individual Participation

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

#### REVIEW OF PROGRESS OF PROBATIONARY FACULTY TO TENURE AND PROMOTION

It is in the best interest of IPFW to see its faculty succeed. One way to judge success for probationary faculty is to evaluate progress toward tenure and promotion at the midway point. The diversity of colleges and departments at IPFW makes it difficult to develop a single procedure for reviewing progress of probationary faculty to tenure and promotion.

5. Development of Review Procedure: Departments must develop a procedure for reviewing progress of probationary faculty toward tenure and promotion that adheres to the following principles.
  - 5.1. The procedure must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
  - 5.2. Departments/programs must have a thorough formative review process that provides specific details about where improvement is needed and must be based on department criteria. The formative review must occur half way through the third year.
  - 5.3. The formative review must be voted on by the department promotion and tenure committee.
  - 5.4. The chief academic officer of the department must comment on the case and the review from the committee.
  - 5.5. The probationary faculty member must have opportunities to respond during the reviews.

- 5.6. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

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

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