

Senate Document SD 24-11  
Approved, 12/9/2024

MEMORANDUM

TO Fort Wayne Senate

FROM: Stephen Buttes, chair,  
Senate Student Affairs Committee

DATE: 09/19/2024

SUBJ: Revision to the Senate Bylaws to Include Faculty Membership on the Campus Conduct Review Board

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WHEREAS, the Senate passed [SD 20-37](#), which endorsed a Revision of the [Student Code of Rights, Responsibilities and Conduct](#); and,

WHEREAS, that revision states that a Conduct Review Board will hear cases that “involve [student] behavior that potentially warrants removal from housing, suspension or expulsion;” and,

WHEREAS, the Student Code states that “faculty members [of the Board] shall be nominated by the Fort Wayne Faculty Senate for a one-year term;” and,

WHEREAS, SD 20-37 does not state how many faculty members shall be included in the makeup of the Board nor a process for their nomination and selection;

BE IT RESOLVED, that the Senate approves the below revision of the Senate bylaws to specify the number of faculty members needed for the Board and the process for their selection, which is consistent with both the Student Code and the selection process for other Boards included in the Senate bylaws.

**Proposed Amendment to the PFW Senate Bylaws ([link to full bylaws](#))**

**B. THE CAMPUS APPEALS BOARD**

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

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

**[BEGIN ADDITION]**

**C. THE CONDUCT REVIEW BOARD**

1. **Membership.** The Faculty portion of the Conduct Review Board shall consist of at least ten (10) faculty members to serve as a pool of potential members of the Conduct Review Board in accordance with the PFW Code of Student Rights, Responsibilities, and Conduct.

2. **Special Regulations.** In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, Faculty terms on this Board shall be for one year commencing one week before the beginning of regular fall classes following election. During summer and other academic recess periods, the Conduct Review Board will be selected in accordance with the process outlined in the PFW Code of Student Rights, Responsibilities, and Conduct.

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

**[END ADDITION]**

**~~D.~~ THE GRADE APPEALS BOARD**

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

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

**~~E.~~ NON-SENATE COMMITTEES**

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

**Notes from the Student Affairs Committee Discussion to Aid the Senate in its Deliberation:**

1. We modeled the language for the Conduct Review Board on the existing language for the Campus Appeals Board.

2. We specify that “at least 10 faculty members” should self-nominate during the regular round of nominations and elections in the spring. The number is high when compared with other committees, Boards and Councils in the Senate bylaws. However, there are several reasons why this language and number was selected:

- the Office of Student Conduct and CARE needs to have a consistent pool of faculty to draw from. The Conduct Review Board is typically comprised of three or five people. Currently no faculty are involved because the Senate has not specified the number or selection process for faculty. The goal is to have at least one faculty member serve on each three-member review board. At times, cases (a rough average of seven (7) per semester) need to be scheduled quickly (within 1-2 weeks) to address severe behavioral situations, so a large pool is needed to ensure wide availability. Similarly, faculty may have working relationships with students who come before the Conduct Review Board. Those faculty members would need to recuse themselves from participation in the Board hearing. Having a large pool enables the Board to have faculty representation considering the challenges that scheduling and recusals may present.
- Some committee members suggested having a larger number than 10 (e.g., 20, which is the current number of staff members in the Conduct Review Board pool) so as to create a sufficient pool of faculty amid the challenge of recusals and scheduling. There was support in the committee for having a larger pool to ensure that at least one faculty member would be a part of these hearings. However, there was also of concern of not being able to fill 20 vacancies consistently. By using “at least 10,” there is flexibility for Nominations and Elections to solicit nominations beyond the minimum.
- Additionally, if the Office of Student Conduct and CARE finds that a pool of 10 faculty members is insufficient for consistently having faculty representation on the Review Board, the Office of Student Conduct and CARE could ask Student Affairs to work with Nominations and Elections to solicit more the needed number of nominations without the need to revise the bylaws, thus providing both consistency in process and needed flexibility to adapt to situations as they arise.

2. Faculty members serving on this Board receive individualized, specialized training before being allowed to serve as a panel member in a conduct hearing.

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**Student Code of Conduct, Section IV: Conduct Review Board**

**Section on Faculty Membership Highlighted in Yellow**

[\(link to full Student Code in the Catalog\)](#)

IV. Conduct Review Board

The Conduct Review Board (CRB) hears conduct cases referred to it by the Office of Student Conduct & CARE or designated Conduct Officer. Cases heard by the Conduct Review Board (CRB) typically involve behavior that potentially warrants removal from housing, suspension or expulsion. Additionally, the Director of Student Conduct & CARE or designated Conduct Officer may refer other student cases to a CRB hearing.

- *Student Membership.* Students are typically recruited and selected by Office of Student Conduct & CARE during the fall semester. Student members must participate in an initial orientation before they are eligible to serve as panelists in a hearing. Student members are expected to serve through one academic year (Fall to Spring). A student member may stay a panelist for unlimited number of terms.

- ***Faculty and Professional Staff Membership.*** The faculty members shall be nominated by the Fort Wayne Faculty Senate for a one-year term. Staff employees shall volunteer and be confirmed by the Director of Student Conduct & CARE. These members must participate in an initial orientation before they are eligible to serve as panelists in a hearing. Faculty and staff employees are expected to serve a term for one calendar year (Fall to Summer). Additionally, they may serve for unlimited number of terms.
- *Quorum.* To conduct a hearing for a student conduct case, a hearing panel composed of at least three but no more than five members of the CRB, including both faculty/staff and student representation.
- *Hearing Chairperson.* The hearing shall be chaired by one member of the hearing panel designated in advance by the Office of Student Conduct & CARE. The chairperson shall be a voting member of the Board. The Director of Student Conduct & CARE, a Conduct Officer or designee will be present at all hearings as a non-voting Board Advisor to the hearing panel.
- *Hearings during Summer Session and Breaks.* To ensure the functioning of the hearing panel during summer terms and at other times when regular classes are not in session, the Dean or designee may convene a CRB hearing with a minimum of three panelists chosen from the pool of the Conduct Review Board members who are available. Should a minimum of three panelists be unavailable from the CRB pool, the Director of Student Conduct & CARE, Conduct Officer, or designee may select unappointed or unconfirmed faculty, professional employees, or students to serve.
- *Cases That Do Not Warrant Suspension.* The Director of Student Conduct & CARE or designated Conduct Officer may refer cases that do not warrant suspension or expulsion to CRB hearings. These cases may be complex in nature.