INDIANA UNIVERSITY SCHOOL OF INFORMATICS AT IUPUI

BYLAWS OF THE FACULTY COUNCIL OF THE SCHOOL OF INFORMATICS, IUPUI
ARTICLE I: NAME

The name of this organization shall be the Faculty Council of the School of Informatics (FC-SOI), IUPUI.
ARTICLE II: AUTHORITY OF SCHOOL

1. To establish the school’s academic mission and curriculum.

2. To establish the school’s structure of faculty governance, consistent with university handbook and IUPUI supplement.

3. To establish, in collaboration with administration, policies and practices governing the conditions of faculty work.

4. To establish degrees.

5. To establish policies for the admission and retention of students in the school.

6. To establish policies and procedures for faculty appointments, promotion and tenure, and grievances consistent with university and campus faculty handbook and supplements.

All policies and procedures will be drafted and reviewed by the tenured faculty and voted on by the FC-SOI. School specific policies will be drafted by tenured faculty. All policies and procedures relating to promotion and tenure are described in a separate section (Section for Promotion and Tenure) of this document. The policies and procedures described in that Special Section take precedence over any described elsewhere in the general bylaws. All conflicts in principle or practice that may exist or are seen to exist between the Special Section and the general bylaws are to be resolved in favor of the Special Section.
7. To consult with the administration on matters of school facilities and budgets.

8. Except where specific parliamentary processes are described, Robert’s Rules of Order govern all processes of this document.

9. To establish policies and practices concerning other matters affecting the academic mission of the school, subject to the legislative authority of the university and campus faculties.*

*Constitution of the Indiana University Faculty, Article 2, Section 2.4(A), Faculty Authority

Indiana University School of Informatics, IUPUI – Constitution 3/4/05
(www.iupui.edu/~fcouncil/documents/constitution_and_bylaws-FINAL.pdf)

* The Indiana University Faculty Handbook
https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main_Page

* The Indiana University Purdue University Indianapolis Faculty Handbook Supplement
http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf
ARTICLE III: MEMBERSHIP

Section A  Voting Membership

Faculty members with tenure home in the School of Informatics, clinical, lecturer tracks, research associates with teaching assignments shall constitute the voting membership of the faculty council.

Section B  Associate Membership

The faculty council associate membership shall be:

a. Faculty members holding adjunct appointments in the School with tenure home outside of the school of Informatics.

b. Persons who are administrative officers in the School of Informatics who are not also full-time faculty members.

c. Persons holding visiting ranks or faculty having emeritus status and wishing to participate.

An associate member without academic duties shall have a voice but no vote.

Associate members shall receive notices, agendas, and minutes of the FC-SOI and other written communication relative to the FC-SOI.
Section C  Certification of Faculty

By October 1 of each academic year, and thereafter as appointments by the trustees occur, the secretary of the faculty council shall secure from the Office of the Executive Associate Dean, the names, rank, tenure status, full/part-time status of all persons holding academic appointment to the School of Informatics at IUPUI.
ARTICLE IV: OFFICERS and ELECTIONS

Section A  OFFICERS

The faculty council officers shall be the President, President-Elect and Secretary.

Section B  Terms of Office

1. The president-elect shall be elected annually and serve a one (1) year term and then ascend to the office of president.

2. The election will occur at the last meeting of the Faculty Council in the regular academic year.

3. The secretary shall be elected every year to serve a one-year term.

4. In the event of vacancy in the office of president-elect or secretary, a special election will be held to replace that officer. In the event of the presidency becoming vacant, the president-elect will automatically assume the presidency and a special election will be held to replace the president-elect.
Section C  Voting by Paper and/or Electronic Ballot for Elections of Officers

Process for Faculty Voting:

1. All elections will be held at the last regular meeting of the Faculty Council in the academic year.
2. The nominating committee will present the slate of candidates for the vacant positions. If nominations on the floor are insufficient, additional write-ins will be accepted.
3. Any voting member of the Faculty Council is eligible to serve in any office.
4. Officers are elected by majority vote of the voting quorum. Voting members of the Faculty Council may submit written or emailed absentee ballots 5-days before the election; the ballots received before the end of the Faculty Meeting in which the voting occurs are counted as part of the vote. No ballots received after the election is closed will be counted.
5. In the event of a tie, a runoff vote will be held.

ARTICLE V: DUTIES OF FC-SOI OFFICERS

Section A  Duties of the President

The president shall:

1. Designate the time and place for regular and special meetings of the faculty council;

2. Preside at all regular and special meetings of the faculty council;
3. Monitor the work of faculty council Standing Committees;

4. Deliver a president’s report including, but not limited to, actions of the executive committee, at each business meeting of the faculty council;

5. Appoint a pro tempore secretary in the absence of an elected secretary;

3. Appoint the necessary task forces and ad hoc committees to meet the mission and goals of the faculty council;

4. Serve as a member of the Leadership Council; and

5. Prepare and electronically disseminate an annual report of faculty council.

Section B  Duties of the President-elect

The president-elect shall:

1. Preside at meetings of the faculty council or otherwise perform the duties of the president in the absence of the president;

2. Assist the president in the duties of that office.
Section C  Duties of the Secretary

The secretary shall:

1. Maintain a listing of the current membership of the faculty council;

2. Establish that a quorum exists and notify the president if a quorum does not exist;

3. Prepare and distribute the agenda, as well as minutes, of each meeting to members of the council.

4. Serve as recording secretary of the Executive Committee and faculty council business meetings;

5. All permanent records of the faculty council; and official versions of all documents governing council policies, bylaws, and procedures will archived electronically.
ARTICLE VI: MEETINGS

Section A  Regular Meetings

There shall be a minimum of two (2) faculty council meetings per academic year. Faculty will be notified of regular meetings at least ten (10) working days in advance.

Section B  Special Meetings

A special meeting of FC-SOI may be called by the president on his/her own authority, by request of the dean, or by written request of ten (10) or more members of the faculty council for a special topic to be dealt with at the meeting.

Section C  Quorum for Voting

A quorum of the faculty council shall consist of a presiding officer and at least 25% of voting membership.

Section D  Nominations

Nominations for president, president-elect and secretary will be conducted during the Faculty Council meeting prior to the final meeting of the year.
ARTICLE VII: COMMITTEE STRUCTURE

Section A  Standing Committees

The standing committees shall be:

1. Promotion and Tenure (P-T)

2. Executive (replace Agenda Committee)

3. Budgetary Affairs

4. Nominating, Awards and Scholarship

5. Academic Affairs (replaces Graduate and Undergraduate Committee)

6. Faculty Affairs

7. Student Affairs

Section B  General Rules

1. At the conclusion of the academic year each committee chair shall submit a report to the secretary of the Executive Committee for distribution with the final minutes of faculty council, a report of all actions taken by the committee, and the status of all uncompleted work of the committee.

2. All members of standing committees who are voting members of the Faculty Council are voting members of the committee. Non-voting members of the council may also serve on committees as
non-voting members. Committees are responsible for recommendations and reporting to the Faculty Council.

Section C  Duties of Standing Committee Members

1. The chairperson shall:

   a. Preside at each of the scheduled meetings of the standing committee or designate an alternate to serve in the absence of the chairperson.
   b. Schedule committee meetings for the year and forward this schedule to the Executive Committee.
   c. Prepare and circulate the agenda and minutes for committee meetings;
   d. Appoint a committee secretary to keep a record of the proceedings.

Section D  Standing Committees

1. Promotion and Tenure Committee

   See Special Section (see policies and procedures of P&T committee)

2. Executive Committee

   a. The purpose of the Executive Committee is to manage the business of the FC-SOI; monitor the progress of work assigned to other bodies/committees; and set the goals and objectives for the FC-SOI for the academic year.

   b. The functions of the Executive Committee shall be to:
1) Establish Faculty Council goals;

2) Serve as liaison between faculty and administration by conducting regular meetings with administrative representatives to review all school, campus and university developments relevant to faculty rights and responsibilities, issues affecting faculty work, and opportunities to advance school, campus and university goals.

3) Place items on the agenda of the faculty council, refer items to an appropriate body/committee, or report directly to the faculty on any developments or issues that may require its immediate consideration;

4) To function as a nominating committee before the last regular meeting of the Faculty Council in any academic year to solicit and obtain consent of qualified candidates to run for elected offices, and to solicit school candidates for all campus and university committees.

c. The membership of the Executive Committee shall consist of the:

1) President of the faculty Council;

2) President-elect of the faculty council;

3) Secretary of the faculty council

4) Chairs or their designee of all standing committees

5) The committee shall meet monthly or as needed to manage the business of the faculty council.
3. Faculty Affairs

a. The Faculty Affairs Committee will recommend to the Faculty Council school policies affecting the conditions of faculty work, and in matters including but not limited to:

   a) Issues of academic freedom;
   b) Faculty workloads;
   c) Definitions of faculty work by category of appointment
   d) Policies and procedures for faculty evaluations and annual review.
   e) Develop, review, and monitor policies and procedures for mediation of faculty grievances.
   f) Develop in collaboration with administration, policies and procedures for review of administrative officers

b. The membership of the Faculty Affairs Committee shall consist of:

   a. The chairperson elected among the Faculty Affairs Committee membership;
   b. At least four other members drawn from the voting membership of the faculty council. One committee member must have served on the committee the previous year.

4. Academic Affairs
The Academic Affairs Committee will recommend to the Faculty Council policies and practices governing the academic mission of the school, and concerning, but not limited to:

   a. review of curriculum;
   b. the creation of new courses or programs;
   c. the coordination of joint-program initiative;
   d. the resolution of inter-program disputes;
e. the development of school-wide academic requirements; and
f. the academic implications of administrative decisions and policies involving budgetary issues, facilities management and non-academic staffing decisions, and others

B. The membership of the Academic Affairs Committee shall consist of:

a. The chairperson elected among the Academic Affairs Committee membership;
b. At least four other members drawn from the voting membership of the faculty council. One committee member must have served on the committee the previous year.
5. **Budgetary Affairs Committee**

A. The Budgetary Affairs Committee will serve as the primary body to:
   a. Consult with the administration in all matters concerning school budget and facilities;
   b. Will recommend to the Faculty Council policies to optimize the academic mission of the school, and
   c. To best enhance the conditions of faculty work and student life.

B. The membership of the Budgetary Affairs Committee shall consist of:
   a. The chairperson elected among the Budgetary Affairs Committee membership;
   b. At least four other members drawn from the voting membership of the faculty council. One committee member must have served on the committee the previous year.

6. **Student Affairs Committee**

A. The Student Affairs Committee will recommend to the Faculty Council and practices affecting the conditions of student life, including academic rights and responsibilities, student conduct in all activities within the school as well as school-sponsored activities in the community and student grievances.

B. The membership of the Student Affairs Committee shall consist of:
   a. The chairperson elected among the Student Affairs Committee membership;
b. At least four other members drawn from the voting membership of the faculty council. One committee member must have served on the committee the previous year in the faculty council; at least four other members drawn from the voting membership of the faculty council. One committee member must have served on the committee the previous year.

7. Nominating, Awards and Scholarship Committee

A. The purpose of the Nominating, Awards and Scholarship Committee shall be to:
   a. Ensure that special achievements in the scholarship of teaching, research, and service are recognized and publicized to the School of Informatics and campuses;
   b. Review and forward the name(s) of faculty, staff, and students who exemplify outstanding achievement the areas of teaching, research, service, and academic performance and who thus are deemed worthy or eligible for various school, campus or university awards.
   c. The committee shall conduct confidential voting by paper and
   d. Grant awards/recognitions of special achievement in the aforementioned areas.
   e. Review and identify students who are eligible for scholarships in the School.

B. The membership of the Nominating, Awards and Scholarship Committee shall consist of:
   a. The chairperson elected among the Awards and Scholarship Committee membership;
   b. At least four other members drawn from the voting membership of the faculty council. One committee member must have served on the committee the previous year in the
faculty council; at least four other members drawn from the voting membership of the faculty council. One committee member must have served on the committee the previous year.

Section E  Other Committees

Task forces/ad hoc committees from the faculty council shall be created by the faculty council president when a need/problem arises which does not fall within the specific purposes and functions of a standing committee or to accomplish a specific task. Each task force/ad hoc committee is responsible to and reports to the Faculty Council.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by a 2/3 majority of the members voting by electronic ballot providing the proposed amendment(s) have been distributed to all voting members and discussed at a meeting of the faculty prior to the vote.

These new Bylaws will take effect upon a majority vote of the existing Faculty Council (2011). The current officers of the Faculty Council will continue to serve in their offices until new officers are elected under the terms of the new Bylaws.
ARTICLE IX: PARLIAMENTARIAN AND PARLIAMENTARY AUTHORITY

Section A FC-SOI Parliamentarian

The FC-SOI parliamentarian shall:

1. Be appointed by and serve at the pleasure of the FC-SOI president;

2. Serve as an advisor on parliamentary procedures to the FC-SOI president;

3. Serve as a resource to FC-SOI standing committees at their request; and

4. Serve as a member of the FC-SOI Executive Committee.

Section B Parliamentary Authority

Parliamentary authority shall be governed by Robert’s Rules of Order, Newly Revised; (latest), except in such cases as are covered by the FC-SOI Bylaws and special rules adopted by the FC-SOI.

Bylaws approved by faculty governance, School of Informatics.
Date(s): _______3/4/2005____________
Revised: _______12/16/2011____________