

Approved on April 6, 2015; effective from April 6, 2015

# **The Constitution of the Indiana University School of Informatics and Computing**

## **Preamble**

The Faculty of the School of Informatics and Computing (SoIC) at Indiana University in Bloomington and Indianapolis draws this Constitution as the framework of governance to facilitate and sustain excellence in research, creative activity, teaching, service, and civic engagement.

## **Article I. Officers of the School of Informatics and Computing**

### **Section 1. Role of the Dean**

The Dean is the chief administrative officer and chief academic officer of the School as a whole. The Dean reports to the Provost of the Bloomington campus and consults with the nonresident campus administration.

### **Section 2. Role of the Executive Associate Dean and Associate Dean**

Each Executive Associate Dean (EAD) and Associate Dean (AD) is appointed by the Dean in consultation with the faculty or the Faculty Policy Committee and in accordance with university and campus policies. The decisions and actions of the EAD on a given campus shall be informed by discussions with the Faculty Policy Committee of the respective campus.

The EAD shall be reviewed through procedures developed at the University level and approved by the University Faculty Council. A review of ADs shall be scheduled at the beginning of the third year after the initial appointment or reappointment. The Faculty Policy Committee shall work with the Dean to conduct the review or to appoint a review committee. The report of the review shall be shared with the Dean, the AD, and the Faculty Policy Committee before a decision is taken on whether to reappoint the AD.

### **Section 3. Role of the Unit Chair**

A unit, for the purposes of this document, is an administrative grouping of faculty with academic programs under a chair. The Chair shall make executive decisions regarding the operations of the unit.

Each Chair is appointed by the Dean. When the position of Unit Chair needs to be filled, an election shall be held where the faculty elect a list of possible candidates for the Dean to appoint. The Dean, based on the faculty vote within the unit, shall make an appointment from this list of FTE tenured or external candidates. Should the Dean find none of the candidates suitable, the candidates on the list shall be removed from contention in all future elections of the current appointment cycle, and a new election shall

appear on the list forwarded to the Dean shall be determined by the campus or unit bylaws.

## **Article II. The Faculty of the School of Informatics and Computing**

### **Section 1. Rights and Responsibilities of Voting Faculty**

- A. The powers and responsibilities of this Constitution shall be exercised by the voting faculty of the School of Informatics and Computing.
- B. The voting faculty of the School consists of all tenured and tenure-track Professors, Clinical Professors, Professors of Practice, Lecturers, and Research Scientists with a full-time equivalent (FTE) appointment at any percentage within the SoIC. The voting rights of Clinical Professors, Research Scientists, Lecturers, and Professors of Practice may be restricted by SoIC campus bylaws.
- C. Faculty whose sole faculty appointment in the School is an Adjunct appointment are not eligible to vote.
- D. Voting faculty shall vote on the campus of their primary appointment and shall be counted on that campus for purposes of representation. No faculty member may vote or be represented on more than one campus.
- E. Tenured and tenure-track Professors shall make up at least 60% of all voting bodies. Bylaws shall specify the mechanisms (e.g., weighted votes, abstentions) to enforce this requirement.

### **Section 2. Emeritus Faculty**

Each campus and unit shall provide bylaws specifying the requirements and voting procedures needed for a retiring faculty member to achieve the status of Emeritus upon retirement.

### **Section 3. School Voting**

The following list specifies basic voting protocols for the voting faculty:

- A. The Faculty Policy Committee, 40% of any unit, 10 faculty members of the School, or the Dean may call for a School or campus vote.
- B. When any vote is taken, the outcome shall be determined by the total number of votes cast. Abstentions shall not be counted as part of the total votes cast.
- C. All votes shall be private, but who votes shall be public record.
- D. On yea/nay votes, the outcomes shall be determined based on the total number of “yeas” and “nays” cast.
- E. To pass, a vote must garner majority support (greater than 50% of the votes cast must be “yea”). Furthermore, to ensure that the vote represents the will of a sizeable fraction of the School, at least 30% of the School’s eligible voting faculty must vote “yea” in the vote. (For example, if a vote garners 54% approval, but only 20% of the eligible faculty voted “yea,” the vote would fail.)
- F. Voting may be open over a period of days, in which case it is called open voting. Open voting is always considered to have a quorum. For open voting the text of the matter up for a vote shall be distributed by email and votes shall be cast during a period of at least five (5) Indiana University working days following the email’s distribution. Exceptions to the time period requirement can be

made by the School-wide Faculty Policy Committee.

- G. In open voting, any ballot must unambiguously identify the voting text. Normally such a system is an electronic scheme, supplemented by paper ballots for those who prefer it. A paper only ballot may be used in situations where the vote format is not supported by standard electronic schemes.
- H. Voting during a faculty meeting may be desirable or necessary. For example, sensitive subjects, more timely votes, or subjects that may require a series of interdependent votes are often better served by faculty meetings. The person or group responsible for proposing the vote in question shall determine whether a meeting is required and, if so, shall be responsible for organizing the time and location of the meeting. If possible, advance notice should be given of at least five (5) Indiana University working days.
- I. A quorum of voting faculty is required to enact legislation or exercise voting power in a faculty meeting. A quorum is defined as half of the voting faculty that are eligible to cast votes. Faculty on sabbatical or leave are not counted towards the quorum unless they participate in the meeting.
- J. For paper ballots, vote counting should be performed by selected members of the voting faculty. Any voting faculty member has the right to observe vote counting, or otherwise inspect and audit any voting procedures that do not conflict with the ability of faculty members to cast secret ballots.
- K. Nonvoting faculty may not be present when votes are being tallied.
- L. Insofar as possible electronic ballots should use secure cryptographic mechanisms.

#### **Section 4. Voting Faculty of Campus Bodies and Units**

- A. Each campus and unit shall have its own voting faculty body.
- B. Each voting member of the School as defined by Article II, Section 1 has voting rights in at least one unit, namely, the unit of his or her (main) appointment.
- C. These voting faculty bodies are composed of the voting faculty members of the School, who should have a home unit, as explained in Article II, Section 1.
- D. A unit may vote to extend membership of its voting faculty body for unit votes either to individuals or on a categorical basis, as long as the extension does not violate the Constitution or Bylaws of any superseding unit, campus, or School. Any extension of voting privileges lapses after six months, if not renewed.
- E. Only the voting faculty members that qualify under Article II, Section 1, may participate in any votes to extend voting rights.
- F. The process of voting should be defined in the unit and campus bylaws, but may not remove any voting faculty member's rights under Article II, Section 3.

### **Article III. Authorities and Responsibilities of the Faculty**

#### **Section 1. Powers of the Faculty**

The voting faculty of the School of Informatics and Computing shall exercise all legislative and consultative authority granted by the Indiana University Constitution and Academic Handbook, subject to law, subsequent actions of the Indiana University Board of Trustees, and policies of its campuses.

## **Section 2. Legislative Authority**

The voting faculty has the legislative authority to establish policy and determine procedures for its implementation in matters of research, creative activity, teaching, service, and civic engagement. Areas within that authority include, but are not limited to, the list in Articles 1.2 and 2.2 of the Indiana University Constitution. As stated in Article 2.4 of the Indiana University Constitution, the legislative authorities delineated in Article 2.2 of the Indiana University Constitution are allocated to school faculties.

The faculty exercises its authority over these areas by means of majority votes of the relevant faculty. For all-School matters, this is the combined faculties of both campuses. For campus-specific matters, this is the faculty of the corresponding campus.

## **Section 3. Consultative Authority**

The school faculty shall have consultative authority over areas that include, but are not limited to, the list in Articles 1.2 and 2.3 of the Indiana University Constitution. As stated in Article 2.4 of the Indiana University Constitution, the consultative authorities delineated in Article 2.3 of the Indiana University Constitution are allocated to school faculties.

## **Article IV. Amendments to the Constitution**

Amendments to this Constitution shall require at least a two-thirds majority vote in a regular or special faculty meeting or by electronic voting called by the School of Informatics and Computing Faculty Policy Committee. The faculty must be given a copy of the proposed amendment at least 10 Indiana University working days before the meeting.

## **Article V. Bylaws**

Each campus of the School of Informatics and Computing may establish bylaws for the structures and procedures to implement this Constitution on that campus, but subject to the authority of this Constitution. These bylaws are enacted by majority vote of the faculty of that campus.

## **Article VI. Faculty Governance**

### **Section 1. Definition of Faculty Governance**

- A. Faculty governance comprises the structures, policies, and procedures by which the voting faculty exercises the legislative and consultative authorities established by this Constitution and by the Constitution of Indiana University and campus and unit bylaws.
- B. All meetings of the faculty, faculty policy committees, and all other committees, both standing and ad hoc (with the exception of promotion and tenure committees and review boards), are open for observation to all members of the faculty and administration, unless specified otherwise.
- C. Voting participation in faculty and committee meetings shall be limited by the terms of this Constitution. Each committee shall determine the scope of contributions to its process by

nonvoting members of the faculty or others.

## **Section 2. The School-Wide Faculty**

On occasion, it may be necessary for the School of Informatics and Computing Faculty to meet to agree on policy, legislative, and consultative issues affecting the entire School to foster system-wide dialogue and understanding on academic and collegial issues. The Dean is the presiding officer of the faculty. An EAD or AD shall serve in the Dean's absence.

- A. Meetings: The School of Informatics and Computing Faculty shall meet as needed. The meeting may be convened by the Dean, by agreement of the presiding officers of the individual campus Faculty Policy Committee, by request of the School-wide Faculty Policy Committee, by majority vote of the faculty councils of the two campuses, or by petition of one half of the voting faculty of either campus.
- B. Emeritus Faculty may attend meetings but are not eligible to vote in faculty meetings.
- C. During the exercise of its constitutional powers and responsibilities, the voting faculty may consult with nonvoting members of the School of Informatics and Computing faculty and staff. The faculty may invite any nonvoting members to meetings.
- D. Membership: The Faculty shall consist of the faculty of both campuses.
- E. Powers: The School of Informatics and Computing Faculty may advise the Dean, identify School-wide concerns, and propose legislation in all constitutionally enumerated areas. All proposed legislation must be ratified by a majority vote in each campus or by a two-thirds majority of the School-wide council.
- F. Committees: The School faculty may form committees to advise it. Committee membership may be drawn from the School faculty, from the membership of the appropriate or parallel committees of the campus councils, or from both.

## **Section 3. Campus Faculty**

The voting faculty of each campus of the School shall establish its own bylaws to consider matters of specific and general concern to that campus and the School at large within the legislative and consultative areas of faculty authority and responsibility enumerated in this Constitution, the Indiana University Constitution, and the policies and traditions of its campus.

## **Section 4. Committees**

This Constitution establishes one School-wide committee, the School Faculty Policy Committee, and defines the roles for other campus and unit committees. Additional committees shall be determined by campus and unit bylaws. The faculty of each campus and unit shall elect all committees to assist it in exercising the powers and responsibilities of this Constitution. Except in determinations of promotion and tenure and in deliberations of faculty grievances, where they may have other roles, committees formed by the faculty of each campus serve to advise the faculty in the exercise of its powers and responsibilities. The committees defined by this Constitution include

- Campus Committees: 1) Faculty Policy Committee, 2) Budgetary Affairs Committee, 3) Promotion and Tenure Committee, 4) Curriculum Committee

Other committees or groups formed by any means, including faculty election or appointment by the administration, may not enact legislation or establish policy in areas pertaining to the constitutional powers and responsibilities of the faculty.

A. School-wide Committees:

1. School Faculty Policy Committee

The School Faculty Policy Committee shall frame policy for the entire School.

- a. Each campus shall elect, according to campus bylaws, a campus Faculty Policy Committee.
- b. Each campus Faculty Policy Committee shall elect, according to campus bylaws, three of its members to represent the campus on the School Faculty Policy Committee.
- c. Each campus shall determine, according to campus bylaws, the size of the campus Faculty Policy Committee.
- d. Each Campus shall determine, according to campus bylaws, how units are represented on the campus Faculty Policy Committee, with a guiding principle that each unit is to be represented equally to the degree possible given the size of the committee.
- e. The rules and operating procedures for the campus Faculty Policy Committee are determined by the bylaws of each campus subject to the constraints of this Constitution.
- f. The School Faculty Policy Committee has no legislative powers but may recommend actions to the Dean, policies to the School of Informatics and Computing faculty as a whole and to the faculty of the individual campuses. When appropriate, recommendations shall be further considered by the relevant committees.
- g. The Dean may consult with the School Faculty Policy Committee on SoIC policy or personnel issues. For personnel issues the School Faculty Policy Committee shall meet in executive closed session.
- h. The School Faculty Policy Committee serves as a review board in situations where the administration is unable to implement a policy enacted by faculty vote. The School Faculty Policy Committee shall also consider grievances via a formal hearing to gather appropriate information and to consider its findings in light of existing policies and principles of fairness.
- i. The chair of the School Faculty Policy Committee shall rotate on a yearly basis between the campus Faculty Policy Committee chairs.

2. Other Committees: All additional School-wide standing and ad-hoc committees are formed by the School Faculty Policy Committee in consultation with the Dean.

B. Campus-level Committees:

1. Campus-level Faculty Policy Committee

The voting faculty of the School at each campus shall establish its own campus Faculty Policy Committee to consider matters of specific and general concern to that campus and the School at large within the legislative and consultative areas of faculty power and responsibility enumerated in this Constitution, the Indiana University Academic Handbook, and the policies and traditions of its campus. Each campus Faculty Policy Committee shall establish policies, procedures, and bylaws subject to the following:

- a. The campus Faculty Policy Committee shall oversee committees, both standing and ad hoc, the method for selecting membership and Chairs, the terms of their service, and the purview and responsibility of each committee.
- b. Policies drafted at the campus-level are forwarded to the campus Faculty Policy Committee to enable a final vote by the faculty. If approved the policies become campus bylaws.
- c. The campus Faculty Policy Committee shall elect its own chair, from within its ranks, according to campus bylaws.

2. Campus-level Budgetary Affairs Committee

The Budgetary Affairs Committee shall review the general academic priorities of the campus and the reflection of such needs in the creation of budgets, shall inform the campus Faculty Policy Committee of budgeting procedures and potential faculty input, and shall alert the campus Faculty Policy Committee to matters of budgetary importance. In the case of financial exigency, the committee shall participate with the School administration in the formation of a plan to address the problem, consulting the various campus and university policies on financial exigency.

- a. Each unit shall elect faculty members to serve on its respective campus Budgetary Affairs Committee.
- b. Each campus shall determine, according to its bylaws, the size of its Budgetary Affairs Committee.
- c. Each campus shall determine, according to its bylaws, how units are represented on the campus Budgetary Affairs Committee, with a guiding principle that each unit is to be represented equally to the degree possible given the size of the committee.

3. Campus-level Promotion and Tenure Committee

- a. Each unit shall elect tenured faculty members to serve on the Promotion and Tenure Committee of their respective campus.
- b. Each campus shall determine, through its bylaws, the size of the campus Promotion and Tenure Committee.
- c. Each campus shall determine, through its bylaws, how units are represented on the campus Promotion and Tenure Committee, with a guiding principle that each unit is to be represented equally to the degree possible given the size of the committee.
- d. The rules and operating procedures for the campus-level Promotion and Tenure Committee are determined by the bylaws of each campus subject to the constraints of this Constitution.

on the campus Promotion and Tenure Committee of the School of Informatics and Computing.

f. The recommendation and voting tally of the Committee are passed to the appropriate campus- or university-level body.

4. Campus-level Curriculum Committee

a. The campus Curriculum Committee of each campus is defined by the bylaws of that campus.

b. All meetings of the campus Curriculum Committee are open for observation and dialogue with any member of the faculty, although the Committee may impose reasonable limits on that dialogue.

5. Other Committees: All additional campus-level standing and ad-hoc committees are formed by the campus-level Faculty Policy Committee in consultation with the EAD or Dean, as determined by campus bylaws. This is done with the understanding that committees that exercise legislative authority of the faculty, have membership specified and/or approved by the campus-level faculty bylaws, that enact appropriate faculty governance.

C. Unit Committees:

All standing and ad-hoc committees are formed according to the bylaws of the appropriate campus, department, and unit. This is done with the understanding that committees that exercise legislative authority of the faculty will have their membership chosen and/or approved by the unit faculty, according to unit-level bylaws, thereby enacting appropriate faculty governance.

# The Indianapolis Campus Bylaws of the Indiana University School of Informatics and Computing

## Article I. The Faculty Council

The Faculty Council constitutes the governing body of the faculty of School of Informatics and Computing at the Indianapolis campus (SoIC-Indianapolis).

## Article II. Faculty Rights and Responsibilities

### Section 1. The Authority of the Faculty Council

Subject to the *Constitution of the Indiana University Faculty* and the *Constitution of the Indiana University School of Informatics and Computing* (hereafter, School Constitution), the Indiana University Faculty have granted the Faculty Council authority pertaining to the School in the following areas:

#### A. Legislative Authority

1. the School's academic mission;
2. the School's structure of faculty governance, consistent with the *IU Academic Handbook*;<sup>1</sup>
3. the standards and procedures used in the creation, reorganization, merger, and elimination of academic programs and units within the School;
4. authority over academic units within the School and relations between them;
5. the conferring of degrees;
6. the curriculum;
7. the academic calendar, with only such deviation from University and campus calendars as made necessary by special curricular or accreditation requirements;
8. the admission and retention of students in the School;
9. standards for student academic performance;
10. student conduct and discipline, consistent with *IU Academic Handbook* and its *IUPUI Supplement*;<sup>2</sup>
11. the standards and procedures used in the appointment, promotion and tenure, compensation, conduct and discipline, and grievances of the School's faculty, consistent with *IU Academic Handbook*, its *IUPUI Supplement*, the IUPUI chief academic officer's promotion and tenure guidelines,<sup>3</sup> and faculty appointments and advancement procedures.

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<sup>1</sup> [https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main\\_Page](https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main_Page)

<sup>2</sup> [http://www.iupui.edu/~fcouncil/committees/handbook/supplement\\_final.pdf](http://www.iupui.edu/~fcouncil/committees/handbook/supplement_final.pdf)

<sup>3</sup> *The Indiana University-Purdue University Indianapolis Chief Academic Officer's Guidelines For Preparing and Reviewing Promotion and Tenure Dossiers*

- B. Consultative Authority
  - 1. the School's facilities and budgets;
  - 2. the School's short-term and long-term planning;
  - 3. appointment and review of the School's academic officers (except the Dean of the School) and administrative officers affecting the School's academic mission, consistent with *IU Academic Handbook* and its *IUPUI Supplement*; and
  - 4. other matters affecting the academic mission of the School, subject to the legislative authority of the University and campus faculty.

## **Section 2. Voting on Policies and Procedures**

- A. Policies and procedures shall be forwarded to the Faculty Policy Committee for review in preparation for a vote by the Faculty Council.
- B. The voting process is specified in Article II, section 3 of the School Constitution and is briefly outlined below:
  - 1. A vote shall pass with a simple majority and a yea vote by at least 30% of the Voting Members of the Faculty Council.
  - 2. Open voting typically involves voting during a period of at least five Indiana University working days.
  - 3. Voting conducted solely during a Faculty Council meeting requires a quorum of 50% of the Voting Members.
  - 4. The President, Executive Associate Dean, Dean, School-wide Faculty Policy Committee, SoIC-Indianapolis Faculty Policy Committee, 40% of any department, or 10 faculty members of the School may call for a SoIC-Indianapolis vote.

## **Section 3. Promotion and Tenure**

Policies and procedures concerning promotion and tenure shall adhere to the IUPUI chief academic officer's promotion and tenure guidelines. School-specific policies and procedures are described in the *Indianapolis Campus Promotion and Tenure Guidelines of the Indiana University School of Informatics and Computing*. Any conflict between campus and School promotion and tenure guidelines shall be resolved in favor of the campus promotion and tenure guidelines.

## **Section 4. The Role of the Executive Associate Dean**

- A. The Executive Associate Dean is the chief administrative officer of the Indiana University School of Informatics and Computing at the Indianapolis campus and may appoint the persons necessary to assist in the discharge of the duties of the office.
- B. The Executive Associate Dean shall perform the following duties for the Faculty Council:
  - 1. The annual certification of the faculty in accordance with Article III, section 4.
  - 2. Report to the Faculty Council at each meeting, either in person, remotely, or through a designee.

## **Article III. Faculty Council Membership**

### **Section 1. Voting Members**

- A. The Voting Members of the Faculty Council shall consist of the voting faculty of the School whose main appointment is at the Indianapolis campus.
- B. For tenure-track faculty, main appointment is determined by the tenure home.
- C. For nontenure-track faculty, main appointment is defined as a full-time equivalent (FTE) percentage greater of than 50%.
- D. Article II, Section 1.B of the School Constitution defines the voting faculty of the School as all
  - 1. tenure-track faculty (Assistant Professors, Associate Professors, and Full Professors);
  - 2. clinical faculty (Clinical Assistant Professors, Clinical Associate Professors, Clinical Full Professors);
  - 3. Professors of Practice;
  - 4. faculty at the lecturer rank (Lecturers, Senior Lecturers); and
  - 5. Research Scientistswith a full-time equivalent (FTE) appointment at any percentage within the SoIC.
- E. Article II, Section 4.B section of the School Constitution state that each voting member of the School as defined by Article II, Section 1 has voting rights in at least one unit, namely, the unit of his or her main appointment.

### **Section 2. Nonvoting Members**

- A. The Nonvoting Members of the Faculty Council shall consist of
  - 1. those who hold adjunct appointments in the School of Informatics and Computing at the Indianapolis campus and have tenure homes elsewhere;
  - 2. administrative officers of SoIC, Indianapolis who do not have a full-time equivalent (FTE) faculty appointment within the SoIC; and, within the SoIC, Indianapolis,
  - 3. visiting faculty;
  - 4. emeritus faculty; and
  - 5. Research Associates
- B. Nonvoting Members shall have a voice but no vote in the meetings and committee meetings of the Faculty Council.
- C. Nonvoting Members shall receive the notices, agendas, minutes, and other written communications of the Faculty Council.

### **Section 3. Duties of Voting Members**

As part of their service responsibilities, Voting Members of the Faculty Council are expected to attend all Faculty Council meetings when duties permit, and participate in Faculty Council votes.

## **Section 4. Certification of the Faculty**

By October 1 of each year, and thereafter as appointments by the Board of Trustees occur, the Secretary of the Faculty Council shall secure from the office of the Executive Associate Dean the names, rank, tenure status, full-time vs. part-time status, and Department of all persons holding academic appointments in the School of Informatics and Computing at the Indianapolis campus.

## **Article IV. Faculty Council Officers and Committee Chairs**

### **Section 1. Faculty Council Officers**

The officers of the Faculty Council shall be the President, Past-President, and Secretary.

### **Section 2. Duties of the President**

The President shall

- A. schedule regular and special meetings of the Faculty Council;
- B. preside over all regular and special meetings of the Faculty Council;
- C. oversee the work of the Standing Committees and ad-hoc committees of the Faculty Council;
- D. deliver a President's report including, but not limited to, actions of the Faculty Policy Committee, at each meeting of the Faculty Council;
- E. appoint a Secretary-Pro Tempore in the absence of an elected Secretary;
- F. appoint the necessary ad-hoc committees to meet the mission and goals of the Faculty Council;
- G. serve ex officio as Chair and presiding officer of the Faculty Policy Committee;
- H. serve ex officio as the School's representative to the IUPUI Faculty Council or appoint a representative;
- I. serve ex officio on any SoIC administrative steering committee; and
- J. prepare and electronically disseminate an annual report of the Faculty Council.
- K. in the absence of the President the Faculty Council shall elect a chair to preside over the meeting.

### **Section 3. Duties of the Secretary**

The Secretary shall

- A. preside at meetings of the Faculty Council or otherwise perform the duties of the President when the President is absent;
- B. act as a recording secretary of meetings of the Faculty Council and the Faculty Policy Committee or appoint a recording secretary;
- C. maintain a list of the current membership of the Faculty Council;
- D. notify the President whether a quorum exists;
- E. prepare and distribute the agenda and minutes of each meeting to members of the Faculty Council;
- F. archive electronically all permanent records of the Faculty Council and

Faculty Council bylaws, policies, and procedures.

#### **Section 4. Duties of Committee Chairs**

The chair of a Standing Committee shall

- A. schedule committee meetings and forward the schedule to the Secretary;
- B. prepare and circulate the agenda and minutes of committee meetings;
- C. appoint a recording secretary to take minutes and keep a record of proceedings;
- D. preside over all scheduled committee meetings or designate an alternate;
- E. report to the Faculty Council on the progress and recommendations of the committee;
- F. submit a brief report, which includes the minutes, to the Secretary after each meeting describing the actions taken by the committee and the status of uncompleted work; and
- G. submit a cumulative report to the Secretary at the conclusion of the academic year describing the actions taken by the committee and the status of uncompleted work for distribution to the faculty.

#### **Section 5. Duties of Past President**

- A. Step in when President is not available
- B. Assist President with his/her duties as needed
- C. Ex-officio member of the Faculty Policy Committee

### **Article V. Parliamentarian and Parliamentary Authority**

#### **Section 1. Parliamentarian**

- A. The President may appoint a Faculty Council Parliamentarian as an advisor on parliamentary procedures to the President and to the Chairs of the Standing Committees.
- B. The Dean and Executive Associate Dean may not serve as Parliamentarian.

#### **Section 2. Parliamentary Authority**

Parliamentary authority shall be governed by the most recent edition of Robert's Rules of Order, except in such cases as are covered by the School Constitution, these Bylaws, or rules adopted by the Faculty Council.

### **Article VI. Meetings**

#### **Section 1. Regular Meetings**

There shall be a minimum of two Faculty Council meetings per academic year. Faculty shall be notified of regular meetings at least 10 Indiana University working days in advance.

A special meeting of the Faculty Council may be called by the President, the Faculty Policy Committee, 40% of any department, 10 faculty members of the School, the Executive Associate Dean, or the Dean.

## **Article VII. Committees**

All committee appointments are the responsibility of the Department Chairs and the Executive Associate Dean.

### **Section 1. Standing Committees**

A. The Standing Committees shall be the

1. Unless otherwise stated, terms of service on a committee shall be 2 years, beginning in August after nominations in April, and members may be re-appointed. This does not apply to the Promotion and Tenure Committee;
2. Faculty Policy Committee;
3. Budgetary Affairs Committee;
4. Promotion and Tenure Committee;
5. Academic Affairs Committee (i.e., the Curriculum Committee of the School Constitution); and
6. Awards and Scholarships Committee.

B. **Faculty Policy Committee**

1. The Faculty Policy Committee shall
  - a. manage the business of the Faculty Council;
  - b. set goals for the Faculty Council;
  - c. place items on the agenda of Faculty Council meetings;
  - d. refer issues to the appropriate bodies or committees;
  - e. assign tasks to standing and ad-hoc committees and oversee their progress; and
  - f. report directly to the faculty on issues requiring its immediate consideration.
2. The Faculty Policy Committee shall
  - a. serve as a liaison between the faculty and the administration by conducting regular meetings with administrators to review all School, campus, and University developments relevant to faculty rights and responsibilities or affecting faculty work and opportunities to advance School, campus, and university goals; and
  - b. advise the School's deans and Department Chairs on faculty policy, diversity issues, and conflicts of interest or commitment;
  - c. should a conflict of interest or commitment occur, the committee shall investigate, as a board of review, the matter and make findings and recommendations to the School administration in accordance with university, campus, and School policies.
3. The Faculty Policy Committee shall
  - a. nominate and obtain the consent of qualified candidates for Faculty Council offices in March for the next academic year.

- b. solicit School candidates for campus and University committees;
  - c. elect three of its members to represent the Indianapolis campus on the School-wide Faculty Policy Committee;
4. The Faculty Policy Committee shall draft, review, and oversee policies, procedures, and bylaws affecting the conditions of faculty work and recommend them to the Faculty Council for voting, such as
  - a. issues of faculty governance;
  - b. academic freedom;
  - c. definitions of faculty work by category of appointment;
  - d. professional development;
  - e. conflicts of interests and conflicts of commitments;
  - f. sabbaticals and administrative leaves;
  - g. faculty evaluations and annual review;
  - h. review of administrative officers; and
  - i. mediation of faculty grievances.
5. The Faculty Policy Committee shall serve as the point of contact for individual faculty members and committees wishing to bring votes before the Faculty Council.
6. The FPC serves as the point of contact for faculty members wishing to present a formal grievance against a colleague or administrator. Grievances must be presented to the FPC chair, who shall verify that other informal processes to resolve the issue have been exhausted before the formal process can proceed. Upon that verification, the FPC shall select three voting faculty members from the School to form a Board of Review for each grievance. The FPC shall select from the two departments NOT involved in the case, a (2 from one department and 1, from the other.) At least one shall be tenured, and at least one shall be at the rank of the person bringing the grievance.

Both the person bringing the grievance (grievant) and the respondent can bring a companion of their choosing to the Board meeting. Grievance proceeding are confidential. Recommendations from the Board are delivered only to the Executive Associate Dean.

7. The membership of the Faculty Policy Committee shall consist of
  - a. the President;
  - b. the Past President
  - c. the Secretary; and
  - d. one or two elected Representatives consisting of voting faculty from each Department.
8. The Faculty Policy Committee shall elect its Chair from among its membership. In the absence of the elected chair the FPC shall elect a temporary chair.
9. The Secretary is the only nonvoting member of the committee.
10. The committee shall meet at the discretion of the President.

Standing Committees or their designees when meeting to set the agenda of Faculty Council meetings.

**C. Budgetary Affairs Committee**

1. The Budgetary Affairs Committee shall
  - a. consult with the School's deans and Department Chairs on all matters concerning the School's budget, facilities, and resources, including information technology and library resources;
  - b. draft, review, and recommend to the Faculty Council policies and procedures concerning the School's budget, facilities, and resources to advance the goals of the School; and
  - c. identify effective ways to increase the School's budget and to improve the School's budget planning, expenditure, and audit, and communicate them between the faculty and administration.
2. The membership of the Budgetary Affairs Committee shall consist of the
  - a. Chair elected from among the Budgetary Affairs Committee membership; and
  - b. one or two Department Representatives from each Department.
3. The Chair may request the attendance of the School's fiscal officer.

**D. Promotion and Tenure Committee**

See the *Promotion and Tenure Guidelines*.

**E. Academic Affairs Committee**

1. The Academic Affairs Committee shall draft, review, and recommend policies and procedures governing the academic affairs of the School, and recommend them to the Faculty Council for voting.
2. The Academic Affairs Committee shall also manage issues related to academic affairs in consultation with programs, Departments, the Executive Associate Dean, and the appropriate campus committees.
3. Academic affairs include, but are not limited to,
  - a. the review of curricula;
  - b. the creation, revision, and elimination of courses, programs, and degrees;
  - c. the coordination of joint program initiatives;
  - d. the resolution of disputes between programs;
  - e. the development of admissions standards and academic requirements;
  - f. academic placement;
  - g. honors programs;
  - h. academic probation, dismissal, and reinstatement;
  - i. instructional improvement; and
  - j. the academic implications of administrative decisions and policies, such as those involving budgetary issues, facilities management, and nonacademic staffing.
4. Departments shall initiate proposals for changes, revisions, and eliminations of courses, programs, and degrees.
5. The committee must abide by the accreditation requirements of accredited degrees.
6. The committee shall review the remonstrance list and manage all issues related to

7. All the functions listed above, when pertaining to graduate programs, are performed by the Chair and Department Representatives who are graduate faculty.
8. The membership of the Academic Affairs Committee shall consist of the
  - a. Chair, appointed by the Executive Associate Dean, serving *ex officio* (e.g., a dean responsible for academic affairs); and
  - b. one or two Department Representatives from each Department, at least one of whom must be from the graduate faculty.

**F. Awards and Scholarships Committee**

1. The Awards and Scholarships Committee shall
  - a. ensure that notable achievements in the scholarship of research, creative activity, teaching, service, or civic engagement are recognized and publicized to the School of Informatics and Computing, the campuses, and the University;
  - b. identify, review, and recommend faculty, staff, and students who have notable achievements in the aforementioned areas or in academic performance and are thus deemed worthy or eligible for School, campus, or University awards and scholarships;
  - c. confer or recommend awards or recognitions of special achievement in the aforementioned areas based on confidential voting; and
  - d. review policies and procedures related to School awards and scholarships.
2. The membership of the Awards and Scholarships Committee shall consist of the
  - a. Chair elected from among the Awards and Scholarships Committee membership; and
  - b. one or two Department Representatives from each Department.
3. The Chair may request the attendance of the School's fiscal officer.

**Section 2. Ad-hoc Committees**

Ad-hoc committees of the Faculty Council shall be created by either the Faculty Council President or the Faculty Policy Committee in consultation with the administration when a problem or need arises that does not fall within the purview of a Standing Committee or to accomplish a specific task. Each ad-hoc committee shall report and be responsible to the Faculty Council. Ad-hoc committees are disbanded by the Faculty Council President upon completion of their charge. The administration may also appoint its own standing and ad-hoc committees which may include, but are not limited to, the faculty, staff, and students of the School (e.g., the School-wide and SoIC-Indianapolis Leadership Council, the Dean's Advisory Council).

**Article VIII. Department Committees**

- A. Each Department shall have a 1) Faculty Policy Committee, and 2) a Promotion and Tenure Committee (see *Promotion and Tenure Guidelines*), both of which are restricted to tenured Voting Members of the Department.
- B. The department Faculty Policy Committee shall be charged with holding elections within the Department in April for Department Representative positions on Standing Committees for the next academic year.

committees in consultation with the department Chair.

- D. The department Faculty Policy Committee shall draft and review the policies, procedures, and bylaws of the Department.
- E. Department policies, procedures, and bylaws must be approved by the majority of the Voting Members of the Department.

## **Article IX. Elections**

### **Section 1. Nominations**

- A. Faculty Council Officers
  - 1. In March, the Faculty Council shall solicit nominations for President and Secretary for the next academic year.
  - 2. Voting Member of the Faculty Council may be nominated for President.
  - 3. Voting members of the faculty may be nominated to serve as Secretary.
  - 4. Deans, Associate Deans, and Chairs may not be nominated as President or Secretary.
- B. Standing Committee Members
  - 1. In March, the Faculty Policy Committee of each Department shall solicit nominations for Department Representatives to each Standing Committee.
  - 2. Any Voting Member of a Department may be nominated as a Department Representative to the following committees: Budgetary Affairs, Academic Affairs, and Awards and Scholarships; however, for Academic Affairs, at least one Department Representative must be from the graduate faculty.
  - 3. Voting Members of the Faculty Council may be nominated as a Department Representative to the Faculty Policy Committee.

### **Section 2. Elections**

- A. Faculty Council Officers
  - 1. In April, the Faculty Council shall hold an election for President and Secretary for the next academic year.
  - 2. The choice of open voting or voting during a Faculty Council meeting rests with the President; voting procedures are specified in Article II, section 3 of the School Constitution.
  - 3. If the office of President becomes vacant before the term of office completes, the Faculty Council shall elect a President to serve out the remainder of the term in a special election held by the Faculty Policy Committee within 10 Indiana University working days.
  - 4. If the office of Secretary becomes vacant before the term of office completes, the President shall appoint a Secretary-Pro Tempore to serve out the remainder of the term.
- B. Committee Members
  - 1. In April, the Faculty Policy Committee of each Department shall hold an election for Department Representatives among the Voting Members of that Department.
  - 2. Each Department shall have one or two Department Representatives on the following committees: Faculty Policy, Budgetary Affairs, Academic Affairs, and Awards and

3. With the exception of the Faculty Policy Committee and Academic Affairs Committee, the Chair of each Standing Committee shall be elected by its members at its first meeting, as called by the President.

C. General

1. In the event of a tie, a runoff vote shall be held.
2. The President, Faculty Policy Committee, Department Chairs, and Executive Associate Dean shall reserve the right to appoint faculty to vacancies left unfilled by an election process.

### **Section 3. Terms of Office**

- A. The President and Secretary shall have a term of office of one academic year.
- B. Department Representatives on Standing Committees shall have a term of office of two academic years.
- C. In the first academic year in which these Bylaws are in effect, every second Department Representative shall have a term of office of one academic year to stagger terms of office.
- D. A committee Chair shall serve in that capacity for the duration of the term of office.
- E. Consecutive terms of office are permitted; however, the President is limited to three consecutive terms.

### **Article X. Amendments**

Amendments to these Bylaws shall require at least a two-thirds majority vote in a regular or special faculty meeting or by electronic open voting called by the President. The faculty must be given a copy of the proposed amendment at least 10 Indiana University working days before the meeting.