

BYLAWS OF THE SENATE
As Amended through April 8, 2013

1.0 RULES OF ORDER

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.

In these bylaws, the word "School" shall mean "School or Division or the Library."

2.0 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

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

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, a Faculty member 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 chief elected officer of the student body 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.

3.0 CONVOCATIONS

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

4.0 AGENDAS AND MINUTES

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.

5.0 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** Except as otherwise provided in these bylaws, Senate committees shall be composed of Voting Faculty; shall report to and be subject to review by the Senate, and subcommittees shall report to and be subject to review by the relevant committee; committees and subcommittees shall have their members appointed or elected by the preferential voting system in April, with terms to commence at the beginning of the next academic year and to continue for the remainder of the Senator's elected term; shall have the power to fill committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting; 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. 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 Chief Administrative Officer, 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.
- 5.1.3** Members of subcommittees need not be members of the establishing committee or of the Senate. Membership may include administrative, faculty, staff, and student representatives.
- 5.1.4** Voting Faculty must comprise at least 2/3 of the voting membership of any committee or subcommittee.
- 5.1.5** The names of nominees proposed for any Senate committee or subcommittee by the Nominations and Elections Committee shall be circulated with the agenda for the meeting at which their election is to take place; Senators may make additional nominations from the Senate floor. The Nominations and Elections Committee shall place at least two names in nomination for each vacancy on the Executive Committee.

5.2 Service Committees

5.2.1 *The Executive Committee* shall have the membership and responsibilities established in the Constitution. In carrying out those duties, the Executive Committee shall:

- 5.2.1.1 Receive proposals for consideration by the Senate from any member of the Voting Faculty. 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 Receive written questions, for response by the university administration, from any member of the Voting Faculty. 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.
- 5.2.1.3 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.
- 5.2.1.4 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 *The Nominations and Elections Committee* consisting of four Senators elected by the Senate in such manner that at least three of the major academic units shall be represented 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 Faculty, by mail questionnaire, information concerning Faculty preferences and qualifications for committee assignments; and establish the procedure for, and conduct, such votes as are required among the Senators and the Faculty.

5.3 Policy Committees

5.3.1 The two *Committees on Institutional Affairs* shall have the membership and responsibilities established in the Constitution.

- 5.3.1.1 Subject to the provisions of the *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.

5.3.1.1.1 ***Faculty Board of Review.*** The review function of the Indiana University Faculty shall be exercised by a Faculty Board of Review.

5.3.1.1.1.1 ***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.

5.3.1.1.1.2 ***Scope.*** The Board shall hear cases concerning academic freedom, 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.

5.3.1.1.1.3 ***Procedures.*** In cases involving academic freedom 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.

In cases involving 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.

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.

- 5.3.1.2 Subject to the provisions of the *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 Inter-campus Faculty Council. The term of such elected representative shall expire with that person's Senate term.

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

5.3.1.2.1.1 ***Membership***. The Board shall be composed of thirty tenured members of the Voting Faculty of Purdue University at Fort Wayne, nominated and elected by that Faculty. Twenty members shall be regular members, and the remaining ten shall be alternate members. Ten regular members and five alternate members shall be elected each spring to serve for a term of two years beginning in the fall following election.

5.3.1.2.1.2 ***Grievance Committees***. When it is necessary to compose a grievance committee, that committee shall be selected from the twenty 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 ten alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other members of the Voting Faculty of Purdue University at Fort Wayne. The same restrictions on committee membership shall apply.

5.3.1.2.1.3 ***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 ***The Faculty Affairs Committee*** consisting 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 Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, 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 tenure, academic promotion, leaves of absence, orientation of new Faculty members, insurance and health program planning, academic responsibilities, standards of appointment, 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.

5.3.2.1 ***Professional Development Subcommittee.*** This 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 elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same School. The Subcommittee will 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 shall serve two-year terms. Members of the 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 ***Promotion and Tenure Subcommittee.*** This Subcommittee shall consider all applications for promotion in rank or tenure from Faculty in 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, request Subcommittee consideration of applications originating therein.

5.3.2.2.1 ***Membership.*** This Subcommittee shall consist of the Chief Academic Officer of IPFW as nonvoting chair and seven tenured members of the Fort Wayne Voting Faculty, a majority of whom hold the rank of Professor or Librarian, selected so as to provide balanced representation of the disciplinary areas. Voting members of this Subcommittee will be elected to three-year terms, staggered in the first instance, by the Chief Administrative Officer of IPFW and the two Speakers of the Faculty from a panel of nominees composed of at least two representatives from the faculty of each school/division selected according to procedures adopted by the school/division Faculty and incorporated into the documents which define the protocols of Faculty governance within the school/division. Voting members of this Subcommittee shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor which is part of the candidate's case. Faculty members shall not serve on this Subcommittee in a year when their own case is pending.

5.3.2.2.2 ***Charge.*** The Subcommittee shall (1) review the actions of the earlier decision levels to assure that the candidate is afforded basic fairness and due process in accordance with established university policies and procedures, and (2) assess the adequacy and sufficiency of the evidence. In order to fulfill their charge, Subcommittee members shall be given early access by the Subcommittee chair to relevant Faculty and university statements on the procedures and criteria governing promotions

and tenure. In fulfilling their charge, Subcommittee members shall (1) maintain in confidence discussions concerning cases within the Subcommittee and all Subcommittee recommendations and (2) establish procedures for gathering additional information and clarification regarding cases in an orderly and formal manner.

5.3.3 *The Educational Policy Committee* consisting 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 elected by the Senate in such manner that at least four of the major academic units shall be represented, shall be concerned with but 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 Lafayette and/or Bloomington, general academic organization, interdepartmental and inter-institutional research and education programs, and continuing education programs.

This Committee shall establish ten subcommittees: a Calendar Subcommittee, a Developmental Studies Advisory Subcommittee, a Continuing Education Advisory Subcommittee, a Grade Appeals Subcommittee, an Honors Program Council, an International Services Advisory Subcommittee, a Curriculum Review Subcommittee, a Graduate Subcommittee, a Campus Appeals Board, and a General Education Subcommittee.

5.3.3.1 *The Calendar Subcommittee* shall consist of six Voting Faculty members elected by the Senate to two-year terms in such manner that at least four of the major academic units shall be represented; one student, selected by the Students' Government for a one-year term; a member of the administrative staff, selected by the Administrative Council for a two-year term; a member of the clerical and service staff, selected by the Clerical and Service Staff Advisory Committee for a two-year term; and the IPFW registration administrator nonvoting. The Subcommittee shall develop policies and procedures for establishing a three-year academic calendar for IPFW. Specifically, it shall:

5.3.3.1.1 Study those regulations of the two universities which bear upon the Fort Wayne calendar.

5.3.3.1.2 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.

5.3.3.1.3 Poll the Faculty and student body from time to time regarding preferences for an academic calendar.

5.3.3.1.4 By January 1 of each year, present to the Educational Policy Committee for discussion 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).

5.3.3.1.5 By February 1 of each year, present to the Senate the above formulas or calendars.

5.3.3.1.6 By March 1 of each year, present to the Senate for adoption the specific dates of the academic-year calendar (and following summer) referred to in 5.3.3.1.4.

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 ***The Developmental Studies Subcommittee*** shall consist of the Associate Vice Chancellor for Academic Success; one representative from each of the departments of English and Linguistics and of Mathematical Sciences, appointed by the department chair; and four elected Voting Faculty members, no more than two of whom may come from the same school. Elected members shall serve staggered three-year terms of office. The Subcommittee shall elect its chair from among the elected members.

The Subcommittee shall review those policies and goals of the Academic Success Center and those programs within the Center for Academic Support and Achievement, First Year Experience, and Mastodon Advising that affect underprepared students. It shall also recommend policies concerning the admission, placement, and retention of underprepared students. It shall assess the coordination and effectiveness of these programs and policies and shall assist the Associate Vice Chancellor for Academic Success with program review for the Center for Academic Success. It shall make an annual report of its recommendations and assessments to the Educational Policy Committee.

5.3.3.3 ***The Continuing Education Advisory Subcommittee*** shall consist of the director of Continuing Education and six Voting Faculty members elected by the Senate (subject to the restriction that no more than two shall be from one School) to staggered three-year terms. The Subcommittee shall elect its chair from among the elected members.

Subject to the constraints in the General Statement and Chancellor's Memorandum 2-78/79 (5 July 1978), the Subcommittee shall advise the ex-officio member and other appropriate University officers, and exercise the Faculty's authority with regard to academic matters related to continuing education.

Specifically, the Subcommittee shall:

5.3.3.3.1 Chart the general direction of continuing education at the University

5.3.3.3.2 Ensure that the University offers continuing education programs which fall within its broad mission areas as defined by the Boards of Trustees and the Commission for Higher Education.

5.3.3.3.3 Ensure that each continuing education program is sponsored by the appropriate academic department.

5.3.3.3.4 Assess the effectiveness with which the continuing education program fulfills its objectives.

5.3.3.4 ***The Grade Appeals Subcommittee*** shall consist of nine members elected from the Voting Faculty for staggered three-year terms. The 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.

No member shall serve for more than two consecutive terms, and no more than two members shall come from the same major academic unit.

5.3.3.5 ***The Honors Program Council*** shall consist of:

- five Voting Faculty members elected by the Senate to staggered, two-year terms, subject to the restriction that no more than one member may come from the same School
- two members of the Honors Faculty, appointed to staggered, two-year terms by the Chief Academic Officer of IPFW
- two student members appointed to one-year terms by the Students' Government, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course. Student members shall participate and vote in all matters before the Council except questions of student admission, retention, and satisfaction of program requirements.
- the Chief Academic Officer of IPFW or a designee
- the Director of the Honors Program.

The Council shall carry out the functions described in SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

5.3.3.6 ***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 the Center for Academic Support and Advancement selected annually by the director of the unit, and five Faculty members elected by the Senate to staggered three-year terms. The chair shall be elected by the Subcommittee from among the members elected by the Senate.

This Subcommittee shall be a liaison between the Faculty and the Director of International Education, advising the direct on policies relating to International Services and Education and recommending policies and goals for International Services and Education to the Senate.

5.3.3.7 ***Curriculum Review Subcommittee***

5.3.3.7.1 *Membership*

5.3.3.7.1.1 Elected members, elected to three-year terms by the Voting Faculty at large from among nominees elected by each School having Voting Faculty members. The School of Arts and Sciences shall be represented by three members--one each from the sciences, social sciences, and humanities; other Schools shall each be represented by one member.

5.3.3.7.1.2 Two nonvoting student members serving one-year terms, selected annually by IPSGA

5.3.3.7.1.3 The Chief Academic Officer, or a designee, of IPFW also nonvoting.

5.3.3.7.2 *Charge.* The Subcommittee shall advise the Senate concerning exercise of the Faculty's right of review of the undergraduate curricula. Specifically, it shall:

5.3.3.7.2.1 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:

5.3.3.7.2.1.1 The rationale for the proposed program

5.3.3.7.2.1.2 The use of IPFW resources

5.3.3.7.2.1.3 The relationship among proposed and existing programs

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

Upon completion of this examination, the Subcommittee shall:

5.3.3.7.2.1.5 Report to the Senate "for information only" its finding that the new program requires no Senate review; or

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

5.3.3.7.2.2 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 completion of this examination, the Subcommittee shall:

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

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

5.3.3.8

Graduate Subcommittee

5.3.3.8.1 *Membership*

5.3.3.8.1.1 Elected members, elected to three-year terms by the Voting Faculty at large from among nominees elected by each School, College or Division offering graduate programs. Each eligible School, College, or Division shall be represented by one member. All elected members will hold membership on the appropriate graduate faculty.

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

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

5.3.3.8.1.4 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.

5.3.3.8.2 *Charge.* 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 (1) planning and policy and (2) exercise of the Faculty's right of review of the graduate curricula.

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

5.3.3.8.2.1.1 Foster program coordination among IPFW units and among IPFW and the graduate schools

5.3.3.8.2.1.2 Evaluate and make recommendations concerning the need for new programs

5.3.3.8.2.1.3 Advise on policies for admission procedures and standards

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

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

5.3.3.8.2.2.1 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 the rationale for the proposed program and the program's effects on IPFW and on IPFW's constituencies.

Upon completion of this examination, the Subcommittee shall either report to the Senate "for information only" its finding that the new program requires no Senate review, or advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.8.2.2.2 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. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise.

Upon completion of this examination, the Subcommittee shall either report to the initiator, and to the Senate "for information only," its finding that no Senate review is appropriate, or advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.9 ***Campus Appeals Board.*** The three Faculty members and three alternate Faculty members of the Campus Appeals Board shall, in accordance with the IPFW Code of Student Rights, Responsibilities, and Conduct, be elected by the Senate from among the Voting Faculty. Faculty terms on this Board shall be for two years beginning at the start of the fall semester; no Faculty member may serve more than two consecutive terms. The Campus Appeals Board shall not consider appeals that fall within the jurisdiction of the Grade Appeals Subcommittee.

5.3.3.10 ***General Education Subcommittee.*** The subcommittee shall be composed of seven Voting Faculty and the Chief Academic Officer or a designee. The elected representatives shall be elected by the Senate in such manner that at least four of the major academic units shall be represented. The subcommittee shall elect a chair annually from among its elected members.

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:

5.3.3.10.1 Recommend to the Senate all policies related to the campus general-education program

5.3.3.10.2 Approve courses for incorporation in the areas of the general-education core

5.3.3.10.3 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 ***The Student Affairs Committee*** shall consist of the Chief Student Affairs Officer, six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, and two students. The Presiding Officer of the Senate shall request the Students' Government to select the student representatives. Student representatives shall serve for one year, with the term to commence at the beginning of the academic year.

The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all students of the Fort Wayne campus. 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.

5.3.4.1 ***The Subcommittee on Athletics*** shall consist of eight Voting Faculty members elected by the Senate in such manner that at least four of the major academic units shall be represented; two students selected by the Students' 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 Students' 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 which commence at the beginning of the academic year. The administrative/professional staff representative shall serve for one year; elected Faculty members shall serve staggered three-year terms. The ex-officio members may not chair the Subcommittee.

The Subcommittee on Athletics shall:

- 5.3.4.1.1 Make recommendations to the Chief Administrative Officer concerning the annual athletic budget, both intramural and intercollegiate, and supportive activities. The budget will be submitted by the Faculty Representative.
- 5.3.4.1.2 Approve schedules for intercollegiate sports
- 5.3.4.1.3 Establish eligibility requirements for participation in intercollegiate athletics
- 5.3.4.1.4 Approve participation in new intercollegiate athletic activities with the consent of the Senate
- 5.3.4.1.5 Approve participation in post-season activities
- 5.3.4.1.6 Make recommendations to the Chief Administrative Officer concerning ticket pricing policies and seating allocations
- 5.3.4.1.7 Establish policies and procedures for athletic awards, such as letters and jackets
- 5.3.4.1.8 Propose, for the approval of the Senate, membership in athletic conferences
- 5.3.4.1.9 Advise the ex-officio members
- 5.3.4.1.10 In cooperation with the financial-aid office, determine policies concerning allocation of athletic grants when available, in accordance with conference policies
- 5.3.4.1.11 When requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer.

5.3.5 ***The University Resources Policy Committee*** shall consist of the Chief Financial Officer or that officer's designee, the Chief Academic Officer or that officer's designee, the chief officer in charge of space allocation (ex officio, nonvoting), the

chief officer in charge of campus planning (ex officio, nonvoting), ten Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, a clerical or service staff member, an administrative/professional staff member, and one student. 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 body president 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 at the beginning of the academic year.

The Committee shall be concerned with, but not limited to, 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; staff needs, utilization and planning; interdepartmental and interinstitutional cooperation for improved facilities and staff utilization; and nonacademic planning, including architecture, landscaping, parking, and traffic. The Committee shall establish a Budgetary Affairs Subcommittee, an Academic Computing and Information Technology Advisory Subcommittee, and a Library Subcommittee, as described below.

5.3.5.1 ***Budgetary Affairs Subcommittee***

5.3.5.1.1 *Membership.* The Subcommittee shall have eight members of the Voting Faculty, with no more than three from any one School. They shall be elected to staggered three-year terms by the Senate. The Subcommittee shall annually elect one of its members as chair. The Subcommittee may request the Chief Administrative Officer, the chief officers in charge of academic affairs, student affairs, and finance, or their representatives to meet with the Subcommittee for the purpose of discussion, data-gathering, or other activities pertinent to the duties of the Subcommittee.

5.3.5.1.2 *Duties.* The Subcommittee shall advise the administration and, through the University Resources Policy Committee, the Senate on budgetary policy matters pertaining to the needs of the campus. The Subcommittee should pay particular care 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. The Subcommittee may offer commentary and make recommendations on the following:

5.3.5.1.2.1 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.

5.3.5.1.2.2 Financial needs of new programs and of new facilities proposed for the campus

5.3.5.1.2.3 Undertaking of major fund-raising efforts for the campus.

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

5.3.5.2.1 *Membership.* The Subcommittee shall have two ex-officio, nonvoting members: the administrators (or their designees) of

Information Technology Services (ITS) and Audio Visual Technology Services (AVTS). It shall have two ex officio, voting members: the Director of the Helmke Library and the Director of the Center for the Enhancement of Learning and Teaching (CELT). Other elected Voting Faculty members include: three from the School of Arts and Sciences (one each from Sciences, Social Sciences and Humanities), one from each of the other Schools/Divisions, and one from the Computer Science Department. The elected members shall be chosen for their staggered three-year terms by procedures adopted by their Schools/Divisions.

5.3.5.2.2 *Duties.* The Subcommittee will carry out the following three responsibilities:

5.3.5.2.2.1 To 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.

5.3.5.2.2.2 To advise the Vice Chancellor for Academic Affairs and the Information Technology Policy Committee on the matters listed in the above paragraph

5.3.5.2.2.3 To serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university.

5.3.5.3 *Library Subcommittee*

5.3.5.3.1 *Membership.* The Subcommittee membership shall comprise the chief administrator in charge of the library and eight members of the Voting Faculty, with no more than three from any one School. They shall be elected to staggered three-year terms by the Senate and shall annually elect one of their elective members as chair.

5.3.5.3.2 *Duties.* The Subcommittee shall advise the Senate, through the University Resources Policy Committee, concerning policies and procedures for library collections, facilities, and operations.

5.4. Ad Hoc Committees

5.4.1 The Senate may create ad hoc committees and appoint the members thereof according to the provisions in *Robert's Rules of Order* except that no ad hoc committee can continue beyond a year's duration from the date of its creation unless the Senate adopts a motion specifically directing it to do so. No continuation shall be longer than a year, but with Senate approval may be renewed.

6.0 OTHER COMMITTEES

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 serve by virtue of appointment thereto, certain reports shall be issued.

6.1 Definitions

6.1.1 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 appointed to the committee by a university administrator; shall function above the School 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.

- 6.1.2** 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.

6.2 Procedures

- 6.2.1** 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.
- 6.2.2** 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.

7.0 RECALL OR EXPULSION OF SENATORS

7.1 For excessive absence

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.

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

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.

8.0 ENABLEMENT

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.

9.0 AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws of the Fort Wayne 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 Fort Wayne 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.

Amended and approved, December 14, 1981
Amended May 10, 1982
Amended November 8, 1982
Amended March 21, 1983
Amended April 11, 1983
Amended October 10, 1983
Amended April 9, 1984
Amended September 17, 1984
Amended March 11, 1985
Amended September 9, 1985
Amended January 20, 1986
Amended February 9, 1987
Amended March 16, 1987
Amended April 13, 1987
Amended December 14, 1987
Amended April 11, 1988
Amended November 14, 1988
Amended January 23, 1989
Amended February 13, 1989
Amended April 10, 1989
Amended March 12, 1990
Amended April 23, 1990
Amended November 12, 1990
Amended January 28, 1991
Amended February 11, 1991
Amended March 25, 1991
Amended April 8, 1991
Amended November 11, 1991
Amended April 13, 1992
Amended December 14, 1992
Amended April 12, 1993
Amended April 11, 1994
Amended April 10, 1995
Amended December 11, 1995
Amended March 11, 1996
Amended September 8, 1997
Amended March 16, 1998
Amended November 9, 1998
Amended January 11, 1999
Amended September 13, 1999
Amended March 13, 2000
Amended April 10, 2000
Amended March 12, 2001
Amended March 18, 2002
Amended April 8, 2002
Amended February 10, 2003
Amended April 14, 2003
Amended October 20, 2003
Amended November 10, 2003
Amended January 12, 2004
Amended February 9, 2004
Amended December 13, 2004
Amended December 11, 2006
Amended April 12, 2010
Amended December 13, 2010
Amended November 14, 2011
Amended April 9, 2012

Amended September 10, 2012

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