

FORT WAYNE SENATE AGENDA
MONDAY
October 13, 2025
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of September 8
3. Acceptance of the agenda – E. Ohlander
4. Reports of the Faculty Chairs
 - a. Past Chair (UPC Representative) – C. Gurgur
 - b. Chair (Presiding Officer, IFC Representative) – J. Nowak
 - c. Chair-Elect – Vacant
5. Special business of the day
6. Unfinished business
7. Committee reports requiring action
 - a. Approval of Replacement Members of the Faculty Affairs Committee, Programs Subcommittee, Conduct Review Board, International Education Advisory Committee, Nominations and Elections Committee, and Academic Personnel Grievance Board, SD 25-2 – EC, E. Ohlander
 - b. Amendments to the Sabbatical Policy SD 22-7, SD 25-3 – EC, E. Ohlander
 - c. Amendments to the Grade Appeals Policy (SD 82-2), SD 25-4 – EC, E. Ohlander
 - d. Amendments to the Bylaws of the Senate, SD 25-5 – EC, E. Ohlander
 - e. Amendments to the Constitution of the Fort Wayne Senate, SD 25-6 – EC, E. Ohlander
8. New business
9. Question time
10. Committee reports “for information only”
 - a. Proposal to align the requirements for courses participating in General Education Ways of Knowing categories with requirements for courses participating in General Education Foundational Skills categories, SR 25-3 – EC, E. Ohlander
 - b. Re: Explanation of AY 2025-26 Sabbatical Application Process, SR 25-4 – EC, E. Ohlander
11. The general good and welfare of the University
12. Adjournment*

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

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

- Attachments:
- “Approval of Replacement Members of the Faculty Affairs Committee, Programs Subcommittee, Conduct Review Board, International Education Advisory Committee, Nominations and Elections Committee, and Academic Personnel Grievance Board” (SD 25-2)

“Amendments to the Sabbatical Policy SD 22-7” (SD 25-3)

“Amendments to the Grade Appeals Policy (SD 82-2)” (SD 25-4)

“Amendments to the Bylaws of the Senate” (SD 25-5)

“Amendments to the Constitution of the Fort Wayne Senate” (SD 25-6)

“Proposal to align the requirements for courses participating in General Education Ways of Knowing categories with requirements for courses participating in General Education Foundational Skills categories” (SR No. 25-3)

“Re: Explanation of AY 2025-26 Sabbatical Application Process” (SR No. 25-4)

MEMORANDUM OF RESOLUTION

TO: Fort Wayne Senate

FROM: J. Nowak, Chair
Executive Committee

DATE: September 26, 2025

SUBJ: Approval of Replacement Members of the Faculty Affairs Committee, Programs Subcommittee, Conduct Review Board, International Education Advisory Committee, Nominations and Elections Committee, and Academic Personnel Grievance Board

WHEREAS, The Bylaws of the Senate provide (3.2.2.) that “Committees shall have the power to fill vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in this document (see subsections 3.1.1 and 4.1)”;

WHEREAS, There is one vacancy on the Faculty Affairs Committee; and

WHEREAS, The Faculty Affairs Committee has appointed Jospeter Mbuba as a replacement member for the remainder of the 2025-26 academic year; and

WHEREAS, There are three vacancies on the Programs Subcommittee; and

WHEREAS, The Programs Subcommittee has appointed Kristen Barker, Caleb Britton, and Damian Fleming as the replacement members for the remainder of the 2025-26 academic year; and

WHEREAS, There are eight vacancies on the Conduct Review Board; and

WHEREAS, The Conduct Review Board has appointed Kristin Barker, Laurel Campbell, Mitch Davidson, Pat Eber, Matthew Giallongo, Sarah LeBlanc, Daniel Patten, and Barton Price as the replacement members for the remainder of the 2025-26 academic year; and

WHEREAS, There is one vacancy on the International Education Advisory Committee; and

WHEREAS, The International Education Advisory Committee has appointed Mary Encabo-Bischoff as a replacement member for the remainder of the 2025-26 academic year; and

WHEREAS, There is one vacancy on the Nominations and Elections Committee; and

WHEREAS, The Nominations and Elections Committee has appointed Daryoush Tahmassebi as a replacement member for the remainder of the 2025-26 academic year; and

WHEREAS, There are five vacancies on the Academic Personnel Grievance Board; and

WHEREAS, The Academic Personnel Grievance Board has appointed Jospeter Mbuba as a replacement member for the remainder of the 2025-26 academic year:

BE IT RESOLVED, That the Senate approve these appointments.

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

MEMORANDUM

TO: Fort Wayne Senate

FROM: Jeffrey Nowak, Chair
Senate Executive Committee

DATE: 09/25/2025

SUBJ: Amendments to the Sabbatical Policy SD 22-7

WHEREAS, the current sabbatical policy specified in SD 22-7 assumes the existence of a Professional Development Subcommittee which has since ceased to exist (due to the April 2024 revision of the Bylaws, see SD 23-30); and

WHEREAS, the duties of the Professional Development Subcommittee in terms of reviewing sabbatical applications have been assumed by the Faculty Affairs Committee; and

WHEREAS, it has placed an undue burden on the reviewing committee to write detailed and individualized explanations for rejected applications when applicants failed to follow applicable guidelines; and

WHEREAS, a similar document to the present one (SD 24-21) was placed before the Senate in AY 2024-25 but expired before it could be considered;

BE IT RESOLVED, that the Fort Wayne Senate approves of the proposed amendments as shown in the color-coded text below.

“Before being evaluated by the ~~Professional Development Subcommittee~~ Faculty Affairs Committee, applications for sabbatical leave must have been reviewed to ensure that the applications meet the guidelines specified in this document by appropriate administrators (chair/dean or director). A departmental or division faculty committee (e.g., the Promotion and Tenure or Personnel Committee) must make a written recommendation about sabbatical applications to the appropriate administrator at that level, which must factor into ~~PDS’s~~ the Faculty Affairs Committee’s evaluation process. The administrator will consider this recommendation in his or her own recommendation that is forwarded to the next level.”

“The ~~Professional Development Subcommittee~~ Faculty Affairs Committee is responsible for recommendations to the Vice Chancellor for Academic Affairs regarding sabbatical leave applications. The ~~Professional Development Subcommittee~~ Faculty Affairs Committee should follow only this document and department criteria in evaluating sabbatical applications.”

“**PDS** The Faculty Affairs Committee operates as an independent faculty committee. The Vice Chancellor for Academic Affairs makes final decisions regarding sabbatical leave applications. Process questions should be brought to Faculty Affairs Committee for guidance. Denied applications should be given clear and individualized explanations, which may be brief in cases where the application instructions were not followed, for the rejection of their applications with an opportunity to respond.” (SD 22-7, pp. 1–2)

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

MEMORANDUM

TO Fort Wayne Senate

FROM: Jeffrey Nowak, Chair
Senate Executive Committee

DATE: 09/25/2025

SUBJ: Amendments to the Grade Appeals Policy (SD 82-2)

WHEREAS, the current grade appeals policy specified in SD 82-2 requires that the “Grade Appeals Subcommittee” consist of Voting Faculty; and

WHEREAS, recent revisions of the Bylaws have increasingly permitted lecturers to serve in the Senate and on its (sub)committees; and

WHEREAS, it has indeed been recent practice to allow lecturers to participate in this body; and

WHEREAS, the name of the Grade Appeals Subcommittee was changed to “Grade Appeals Board” by SD 23-30 in April 2024; and

WHEREAS, a similar document to the present one (SD 24-19) was placed before the Senate in AY 2024-25 but expired before it could be considered;

BE IT RESOLVED, that every instance of “Grade Appeals Subcommittee” in SD 82-2 be replaced by “Grade Appeals Board”, and

BE IT FURTHER RESOLVED, that every instance of “subcommittee” in that document be replaced by “board”; and

BE IT FURTHER RESOLVED, that all references to “IPFW” in SD 82-2 be changed to “PFW”; and

BE IT FURTHER RESOLVED, that the Fort Wayne Senate approves of the proposed amendment to SD 82-2 that substitutes “Voting Faculty” with “Teaching Faculty,” the latter being defined as “Voting Faculty or lecturers,” as shown in the color-coded text below.

“Grade Appeals ~~Subcommittee~~ Board

This subcommittee shall consist of nine members elected from among the ~~Voting~~ Teaching Faculty according to procedures specified in the *Bylaws of the Senate*.”

(SD 82-2aa, p. 1)

Approved

C. Gurgur
J. McHann
J. Nowak
E. Ohlander

Opposed**Abstention****Absent****Non-Voting**

C. Ortsey

MEMORANDUM

TO Fort Wayne Senate

FROM: Jeffrey Nowak, Chair
Senate Executive Committee

DATE: 09/26/2025

SUBJ: Amendments to the Bylaws of the Senate

WHEREAS, the Constitution states that “[a]mendments to the Bylaws may be proposed by this [i.e., Executive] Committee” (see Constitution III.C.3.a.vii and Bylaws II.A.2.1.7 and VII.C.1); and

WHEREAS, the Executive Committee gathered and reviewed feedback from various sources over the 2024-2025 academic year; and

WHEREAS, the text of the Bylaws should never undergo amendment without thorough discussion in the Senate; and

WHEREAS, an earlier version of this document was recommitted to the Executive Committee for review at the April 2025 Senate meeting; and

WHEREAS, the Executive Committee has reviewed this proposal and made appropriate changes to its contents based on the feedback it received at the April 2025 Senate meeting, and

WHEREAS, the proposed amendments are summarized on the first three pages attached to this resolution; and

WHEREAS, a detailed record of all proposed changes can be found in the color-coded text of the Bylaws, which is attached to this resolution after the summary;

BE IT RESOLVED, that the Fort Wayne Senate approves the proposed amendments.

Approved C. Gurgur J. McHann J. Nowak E. Ohlander	Opposed	Abstention	Absent	Non-Voting C. Ortsey
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Summary of Changes

A. Major Changes

1. Section III.C.2: deleted references to powers that were removed from the Constitution [due to action taken by the Board of Trustees](#); corresponding re-numbering of articles, etc.
2. Section III.C.3.: [due to the changes the Board of Trustees made](#), MAAS can no longer be a policy committee. After consultation with the members of MAAS, it was removed from under the Student Affairs Committee and turned into a stand-alone advisory committee in Section IV, along with a few changes to the language on its responsibilities (e.g., moving from “determine” to “advise”).
3. Section IV.A.2.5.2. and IV.A.4 (new): establishes the [Childcare Advisory Council](#) in the Bylaws
4. Section VI.A.2: moves representation on the Campus Space Committee from an elected member of the Teaching Faculty to a member of the University Resources Advisory Committee.

Rationale: reducing the number of seats we have to fill, but also pooling of information in the hands of the relevant committee; this move triggered some further simplifying changes in the same section.

5. Section VI.A.3 (new): moves representation on the Campus Food Committee from one of the faculty leaders to a member of the Student Affairs Committee.

Rationale: reducing the number of seats we have to fill, but also pooling of information in the hands of the relevant committee; this move triggered some further simplifying changes in the same section.

6. Section VI.A.4 (new): new language on the Military Student Success Committee, a body not previously mentioned in the Bylaws.
7. Section VI.B.4 (new): added [language](#) based on the expected role of a [representative](#) to the [Purdue Graduate Council](#).
8. Section V.A and V.B: splits the Academic Personnel Grievance Board into a Faculty Mediation Committee (informal resolution) and a Grievance Hearing Committee (formal resolution) in accordance with [Purdue policies](#) (especially [I.B.1.](#)).
9. Section VI.B.6. (old numbering): stricken in its entirety since the Purdue Sustainability Committee [no longer has faculty and student representatives](#) from [regional campuses](#) among its members.
10. Section VI.B.6.1.3 (new numbering): specifies an emergency procedure in case elections fail to produce a representative to the [Undergraduate Curriculum Council](#).
11. Section VI.B.7. (new numbering): establishes the campus representatives to the Purdue [Lecturer Advisory Committee](#) in the Bylaws.

B. Minor Changes

12. Section I.A.2.6: changes “Faculty” to “Teaching Faculty” (short for “Voting Faculty or Lecturer”) to avoid a clash of terminology with the Constitution (see Section I.A.2.4.); then replaced in the entire document where appropriate

13. Section I.A.3.6.2.3: provides guidance to the Executive Committee on when to grant speaking privileges
14. Section I.A.3.10.: counts the representative of the lecturers among Voting Faculty and Senators as far as the composition of committee membership and the position's rights and duties are concerned
15. Section I.B.3.1.1.: mandates and authorizes committees to restore their legal composition in case of non-compliance
16. Section I.B.3.1.2.: clarifies/grants voting rights in case an ex-officio member sends a designee
17. Section I.B.4.3.: voting rights restriction based on [new state law](#)
18. Section I.B.4.5. (new): clarifies that Senate committees are not expected to work during breaks or the summer
19. Section I.B.5.1.2.: states that chairs of Senate (sub)committees should not be junior faculty
20. Section I.B.5.1.2.: clarifies that committee chairs are elected for one academic year
21. Section I.B.5.2.4.: adds end-of-semester summaries to the reporting duties of standing Senate (sub)committees
22. Section I.B.5.2.5. (new): allows a committee chair to delegate duties to an interim summer chair
23. Section I.B.5.3.1.: clarifies aspects of the role committee members have
24. Section I.B.5.3.2.: increases vote majority required to remove committee members
25. Section II.A.2.1.7.: clarifies that committees, not just faculty, may propose amendments to the Bylaws
26. Section II.A.2.2.1: minor clarification on the Executive Committee receiving and handling submissions
27. Section III.A.4.3.3.1.(ii): adds that program suspensions or admission stops may trigger program review
28. Section III.B.2.3. (new): clarifies who participates in the sabbatical review process
29. Section III.C.1.1.2. position eliminated
30. Section IV.A.3: fixes who serves on the Information Subcommittee as an ex-officio member in lieu of the Chief Technology Officer position that no longer exists

C. Clerical Changes (not all changes, like typos, are listed)

31. Entire Bylaws: removes the qualification “voting/non-voting” where it became redundant in light of general rules on voting
32. Section I.A.2.3: emphasizes that “school” as a major unit means “school outside a college”
33. Sections I.B.2.5 (new): defines “council”
34. Sections I.B.2.7 (new): states that “boards” are not considered “standing committees”
35. Section I.B.4.1: clarifies that only standing committees count towards the “not-more-than-two” rule
36. Section I.B.4.2.1.1: alters “all committee terms shall be staggered” to read “staggered and renewable”

- 37. Section I.B.5.4.3 (new): clarifies the default position that subcommittees (and councils) report through their parent committee; consequently, then stricken elsewhere in the Bylaws as redundant
- 38. Section II.B.3.2.2.3: reference to Appendix A removed since Bylaws should be complete
- 39. Section III.A.3.1.3.: clarifies how the Academic Programs Council is populated
- 40. Sections III.A.4.1.1.3 and III.A.4.1.1.4: removes extraneous language
- 41. Section III.A.5.3.3.2: clarifies “review and approve” for General Education
- 42. Chapter V (throughout): makes the language on membership more consistent across all sections
- 43. Section V.B. and V.C.: makes the language used for the two boards more consistent

D. Notable Changes from SD 24-20

- (a). All references to altering the name and functions of the Nominations and Elections Committee have been removed (i.e., the Faculty Affairs Committee retains the ability to make recommendations on sabbatical leave cases to the Chief Academic Officer of the university).
- (b). The identity of the PFW representative to the Graduate Council has been finalized in what appears to be in accordance with Purdue policy (see point A.7 above).
- (c). Points A.3, A.11, B.17, B.24, B.28, B.29, and B.40 (see above) are new.

black: old language — green: new — blue: moved — red: stricken — purple: editorial remarks

Purdue University Fort Wayne
BYLAWS OF THE FACULTY SENATE
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BYLAWS OF THE FORT WAYNE SENATE

I. GENERAL PROVISIONS

A. GENERAL PROVISIONS REGARDING SENATE AND ITS MEETINGS

- 1. 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.
- 2. Definitions and References.** In these Bylaws,
 - I.A.2.1.** Purdue University Fort Wayne shall be referred to as “the University” or “PFW,” and all references to titles, roles, offices, or committees refer, unless otherwise stated, to those of the University or the Senate;
 - I.A.2.2.** the PFW Faculty Senate shall be referred to as “the Senate,” and the Executive Committee shall be that of the Senate and Constitution that of the PFW Faculty;
 - I.A.2.3.** the words “major unit” shall mean “college, school, or the library” (where “school” means “school outside a college”);
 - I.A.2.4.** the words “Voting Faculty” shall be read inclusively and mean “Voting Faculty and/or Senators” (added here for clarity, although redundant in light of the Constitution III.A.2; see Constitution I.C–D for the definition of Faculty and Voting Faculty);
 - I.A.2.5.** the word “lecturer” shall be read inclusively and mean “lecturer and/or senior lecturer;”
 - I.A.2.6.** the word “Teaching Faculty” shall be read inclusively and mean “Voting Faculty and/or lecturer;” and
 - I.A.2.7.** cross-references that refer to other items at the same level of subdivision omit mention of higher levels (e.g., “Section 3” instead of “Section II.B.3”). Language rendered in italics is either taken from the Constitution or, if bracketed by superscript ‘S,’ the Statement on Government of Colleges and Universities (1966, rev. 1990).
 - I.A.2.8.** In these Bylaws, and in all existing and future Senate documents and references that make reference to departments, those references shall be understood to also

apply to schools within colleges, unless otherwise stated in a document or reference (see SD 17-10).

3. Meetings of the Senate

I.A.3.1. Scheduling

I.A.3.1.1. 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 on average more than two such sessions per month.

I.A.3.1.2. Special meetings of the Senate shall be held upon petition by twenty percent of the Voting Faculty, by forty percent of the Senate, or by action of the Executive Committee. Meetings that 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.

I.A.3.2. Agendas and minutes. The Clerk shall distribute agendas of regular meetings and convocations one week in advance and post agendas and minutes of all Senate meetings, convocations, and assemblies on the Senate's webpage.

I.A.3.3. Attendance. Except as provided herein, meetings of the Senate will be open to all members of the PFW community, 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. Once excluded, 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.

I.A.3.4. Quorum. A majority (i.e., more than half) of the Senate membership shall constitute a quorum.

I.A.3.5. Order of business. The order of business at each regular meeting of the Senate shall be as follows:

I.A.3.5.1. Call to order

I.A.3.5.2. Approval of the minutes of the previous meeting

I.A.3.5.3. Acceptance of the agenda

I.A.3.5.4. Reports of the Faculty Chairs. They shall report in order of their seniority in office.

I.A.3.5.5. Special business for the day. This includes memorial resolutions.

I.A.3.5.6. Unfinished business

I.A.3.5.7. Committee reports requiring action. Every agenda item shall be labelled as “for discussion,” “for action,” or “for information.” Unless the Executive Committee decides otherwise, the default shall be that no item is designated as “for action” that was not designated as “for discussion” on a previous agenda.

I.A.3.5.8. New business. No formal business may be conducted, nor action taken on any motion or resolution, after the close of new business.

I.A.3.5.9. Question time. At this time, the University administration will respond to written questions submitted in advance through the Executive Committee unless the administration gave a written response in advance of the meeting that was included as a Senate Reference to the agenda.

I.A.3.5.10. Committee reports “for information only.” Time permitting, a representative of the originating body of the report should give a brief summary and answer any questions from the floor.

I.A.3.5.11. The general good and welfare of the University

I.A.3.5.12. Adjournment

I.A.3.6. Speaking privileges

I.A.3.6.1. Members. Senators shall obtain the floor by raising a hand to seek recognition.

I.A.3.6.2. Nonmembers.

I.A.3.6.2.1. The PFW Representative in the Purdue University Senate shall have speaking privileges (see Section VI.B.1).

I.A.3.6.2.2. Upon request prior to a meeting, any nonmember, Faculty or member of the administration, may be invited by the Executive Committee to participate without vote in the meeting. On its own initiative, the Executive Committee may invite any nonmember to participate in the discussion of matters of particular interest to the observer.

I.A.3.6.2.3. Any such invitation shall be subject to the exercise by the Executive Committee of its responsibility for taking varied points of view into account, for acquiring the most information about issues before the Senate as reasonably practicable, and for the efficient management of the Senate’s time.

I.A.3.6.2.4. The Clerk shall ensure that all observers are seated apart from Senators.

I.A.3.6.3. Affiliates. Affiliates identified below are encouraged to participate, without vote, in Senate meetings.

I.A.3.6.3.1. The Faculty of Indiana University Fort Wayne shall be accorded one Senate affiliate.

I.A.3.6.3.2. The Registrar's Office shall be accorded one Senate affiliate.

I.A.3.6.3.3. The Office for Student Conduct and Care shall be accorded one Senate affiliate.

I.A.3.6.3.4. Students shall be accorded representation by an affiliate who shall be the President of the Student Government Association (SGA) or that person's designee.

I.A.3.6.3.5. The All Professional Staff Advisory Committee (APSAC) shall be accorded representation by an affiliate who shall be the President of APSAC or that person's designee.

I.A.3.6.3.6. The Clerical and Service Staff Advisory Committee (CSSAC) shall be accorded representation by an affiliate who shall be the Chair of CSSAC or that person's designee.

I.A.3.7. Majority. A majority shall be more than half of the votes cast.

I.A.3.8. 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.

I.A.3.9. 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, no, and present.

I.A.3.10. The elected Representative of the Lecturers. The Representative of the Lecturers (see Subsection VI.A.1 below) shall be eligible to serve on all Senate committees and subcommittees, but may not vote on issues regarding promotion and/or tenure for tenured, tenure-track, or clinical faculty or professors of practice in the Senate or its committees. Solely for the purposes of determining the rights and duties of the elected Representative of the Lecturers (Section I.A.3.11) and satisfying the requirements of Section I.B.3.1.1. of these Bylaws, the elected Representative of the Lecturers shall be counted as a member of the Voting Faculty and as a Senator.

I.A.3.11. Rights and duties of a Senator

I.A.3.11.1. The privileges of a Senator shall include the right to:

I.A.3.11.1.1. receive meeting materials one week prior to regularly scheduled meetings;

I.A.3.11.1.2. be treated with respect and decorum by the Presiding Officer and fellow-Senators during Senate proceedings;

I.A.3.11.1.3. vote on all matters according to one's best judgment; and to

I.A.3.11.1.4. shape Senate proceedings by bringing motions to the floor, appealing rulings of the Presiding Officer, or interrupting proceedings by urgent, time-sensitive points of order.

I.A.3.11.2. The duties of a Senator shall include the obligation to:

I.A.3.11.2.1. attend meetings of the Senate prepared, ready to discuss and vote;

I.A.3.11.2.2. treat the Presiding Officer and fellow-Senators with respect and decorum during Senate proceedings;

I.A.3.11.2.3. serve as a two-way conduit of information between Senate and the unit they represent (i.e., informing the unit and soliciting its input to inform Senate discussions and voting decisions); and to

I.A.3.11.2.4. contribute to the work of the Senate by running for or serving on at least one Senate committee.

4. CONVOCATIONS

I.A.4.1. Quorum. At convocations of the Faculty, twenty percent of the Voting Faculty shall constitute a quorum.

B. GENERAL PROVISIONS REGARDING SENATE COMMITTEES AND SUBCOMMITTEES

1. Scope. In this section, **unless stated otherwise**, provisions stated for committees shall equally apply to subcommittees **but not boards or councils**, ~~unless otherwise stated~~.

2. Types of Committee. To aid in its functioning, the Senate may establish ~~five~~ **six** types of committees **and subcommittees**:

I.B.2.1. service committees, which shall be standing committees charged with assisting in the routine operations of the Senate;

I.B.2.2. policy committees, which shall be standing committees charged with crafting policy and advising the Senate and the administration on substantive matters, and which may establish subcommittees to assist in their efforts;

I.B.2.3. advisory committees, which shall be standing committees charged with advising the Senate and the administration on substantive matters, and which may establish subcommittees to assist in their efforts;

I.B.2.4. ad-hoc committees, which shall be established by the Senate for special purposes; ~~and~~

I.B.2.5. councils, which are subcommittees populated not by vote but by members of its parent committee; and

I.B.2.6. boards, which, while being committees populated (mostly) by Faculty and subject to review by the Senate, operate outside the usual reporting structure of the Senate.

I.B.2.7. standing committees. Only service, policy, and advisory committees are considered standing committees.

3. Composition, Elections, and Appointments

I.B.3.1. Composition. Except as otherwise provided in these Bylaws,

I.B.3.1.1. Committees and subcommittees shall be composed of Teaching Faculty, with Voting Faculty comprising at least two-thirds (2/3) of its voting membership and at least one of them being a Senator. Should a committee fall out of compliance with this provision, that committee is authorized to, and must take, whatever legislative action is necessary to bring itself back into compliance with this provision immediately.

I.B.3.1.2. Committee members designated as “ex-officio” may send a designees, who have the same voting rights as the ex-officio members, when unable to attend the meeting of a committee they are on.

I.B.3.2. Elections. Except as otherwise provided in these Bylaws,

I.B.3.2.1. Voting Faculty shall appoint or elect committee members, and elect representatives, in April, using the preferential voting system and with terms to commence one week before the beginning of regular fall classes following election.

I.B.3.2.2. Committees shall have the power to fill vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in this document (see subsections 3.1.1 and 4.1).

I.B.3.3. Appointments and nominations. Affiliate members of the Senate, representatives on and nominations for Senate committees from the All Professional Staff Advisory Committee (APSAC), the Clerical and Service Staff Advisory Committee (CSSAC), and the Student Government Association (SGA) shall be appointed or nominated, and their names communicated to the Clerk, each April, with terms to commence one week before the beginning of regular fall classes that same year.

4. Membership, Terms, ~~and Voting Rights~~, and Schedule

I.B.4.1. Membership. No ~~one~~ member of the Teaching Faculty may serve on more than two standing committees in a given academic year, and no ~~one~~ member of the Teaching Faculty may be nominated to serve on any standing committee such that the results of the relevant election could lead that nominee to serve on more than two standing committees in a given academic year. This provision does not count service on ad-hoc committees, boards, or councils against the maximum number of

committees on which a member of the Teaching Faculty may serve since these entities are not considered to be standing committees (see Section 2.7).

I.B.4.2. Terms.

I.B.4.2.1. Senators and Teaching Faculty. Except as otherwise provided in these Bylaws,

I.B.4.2.1.1. all committee terms shall be staggered and renewable;

I.B.4.2.1.2. the terms of Teaching Faculty who are not Senators shall be for three years;

I.B.4.2.1.3. the terms of Senators shall continue for the remainder of the Senator's elected term; and

I.B.4.2.1.4. becoming a Senator during one's term on a committee shall not affect one's membership in that committee.

I.B.4.2.2. Sabbatical Replacement. A member of the Faculty who goes on a sabbatical leave shall resign at the end of the semester before their sabbatical leave begins but give advance notice of their plans so that the committee can fill the vacancy in due time; or, if they serve on the Faculty Affairs Committee, they shall resign at the end of the semester that precedes the review of their sabbatical application.

I.B.4.2.3. Representatives. Except as otherwise provided in these Bylaws, administrative/professional staff representatives (APSAC), clerical/service staff representatives (CSSAC), and student representatives (SGA) shall serve for one year.

I.B.4.3. Voting Rights. Except as otherwise provided in these Bylaws, all members of a committee, except for student representatives and members who are not employees of the university, shall have voting rights ~~in~~ on that committee.

I.B.4.4. Majority. When voting in a committee, it is considered a majority, or a majority decision, if it includes more than half of all votes cast, but also includes more than half of all votes from Teaching Faculty.

I.B.4.5. Schedule. Unless extraordinary circumstances dictate, the work of standing committees should be confined to the period between the Monday before the first week of fall classes and spring commencement; committee meetings should not take place during university breaks. This provision shall not be interpreted to constrain the activities of boards whose scheduling and deadline requirements are dictated by other university or system documents.

5. General Responsibilities of Senate Committees

I.B.5.1. First Meeting of a committee

I.B.5.1.1. At the beginning of each academic year, preferably during the week before the beginning of regular fall classes (also known as "on-duty week"),

committees shall be convened for a first time by the senior committee member designated by the Presiding Officer, with assistance from the Clerk, to do so. The Clerk shall send out this information after the elections have come to a close in April.

I.B.5.1.2. At this meeting, except as otherwise provided in these Bylaws or the Constitution; committees shall select their own chairs for that academic year from the ranks of Teaching Faculty, preferably someone who is past their first promotion. If no one volunteers at this meeting, the most senior faculty member shall serve as acting chair until a chair has been elected.

I.B.5.1.3. At this meeting, committees shall collectively review their charges and set a preliminary agenda for the academic year.

I.B.5.2. Committee chairs. Except as otherwise provided in these Bylaws or the Constitution,

I.B.5.2.1. The committee chair's main responsibility shall be to thoroughly prepare, facilitate, and preside over regular meetings of the committee and to coordinate the work done both within the committee as well as its subcommittees or its parent committee, respectively.

I.B.5.2.2. The committee chair must not do the majority of the committee work but rather ensure that the work is distributed and carried out as equitably as possible among all committee members.

I.B.5.2.3. The committee chair shall report out of the committee and communicate, unless delegated, with people or units outside the committee on its behalf.

I.B.5.2.4. The committee chair, assisted by the Clerk of the Senate, shall keep timely minutes and maintain the committee's activity log on the Senate webpage, available to all members of the Faculty. Standing committee chairs shall submit, in time for distribution as a Senate reference at the December and April meeting each academic year, a bulleted list summarizing past and ongoing committee work.

I.B.5.2.5. The committee chair may, with the approval of the committee and assent of the committee member so designated, assign their chair duties to a committee member during the summer months should the chair's professional obligations require. If a "summer chair" is so designated, the Clerk of the Senate shall be informed of this appointment in a timely fashion.

I.B.5.3. Committee members

I.B.5.3.1. Committee members shall assume an active role in the work of the committee, bring issues to the attention of their committee chair in a timely manner, and be willing to accept an equitable share of the workload on their committee ~~pull their weight~~.

I.B.5.3.2. Committees, ~~with the majority~~ by a two-thirds vote of their members, shall have the power to remove members who fail to attend unexcused two consecutive meetings and/or fail to contribute to the work of the committee; this includes chairs who fail to do their duties. In case a committee member gets removed, the vacancy shall be filled as soon as possible (as per Subsection 3.2.2 above).

I.B.5.4. Report and review. Committees shall report to and be subject to review by the Senate.

I.B.5.4.1. Committees shall report to the Senate at the Senate's request, as requested by the Executive Committee, or on their own initiative.

I.B.5.4.2. Committees may give information concerning their activities to the campus administration, to any academic unit, or to any PFW committee, subcommittee, or council (but see Subsection 5.2.4 above).

I.B.5.4.3. Except as otherwise provided in these Bylaws (see, for example, Subsection 3.2.2 above), subcommittees and councils shall report to the Faculty and submit any documents through their respective parent committee.

I.B.5.5. Shared Governance. Committees shall conduct their work in the spirit of shared governance as outlined in the Constitution, Section VI.A.

II. SERVICE COMMITTEES

A. THE EXECUTIVE COMMITTEE

1. Membership. The Executive Committee shall have the membership established in the Constitution, Subsection C.3.a: *the Chair, the Chair-Elect, and the Past Chair of the Senate, the Parliamentarian of the Senate as an ex officio, non-voting member; and four senators elected by the Senate* in such manner that each is from a different major unit.

2. Responsibilities

II.A.2.1. Constitutional Charges. The Executive Committee shall exercise powers and the responsibilities as specified in the Constitution, subsections C.3.a.i–vii, and

II.A.2.1.1. shall, at the beginning of the academic year, establish and publicize twenty dates during that academic year to be reserved for the conduct of Senate business;

II.A.2.1.2. shall formulate the agenda for each Senate meeting and shall be responsible for the circulation of the meeting agenda at least one week prior to a regular Senate meeting;

II.A.2.1.3. may, with the approval of the Senate, recommend a procedure for the efficient conduct of items of business on the agenda;

II.A.2.1.4. shall maintain online a list of Senate documents that are currently under deliberation in the various Senate committees, along with document status and name of committee and committee chairperson;

II.A.2.1.5. shall serve as a clearing house for all Faculty matters that concern policy, shall help coordinating the work of all other Senate committees, and shall liaise with the administration;

II.A.2.1.6. shall periodically review the committee structure of the Faculty to ensure the effectiveness of Senate and to encourage efficient Faculty participation;

II.A.2.1.7. shall formulate and submit for Senate approval the Bylaws for the Senate. Amendments to the Bylaws may be proposed by this Committee and must be promptly reported to the Senate if proposed by a senator or a committee.

II.A.2.2. Specific Responsibilities. In carrying out its responsibilities, the Executive Committee shall:

II.A.2.2.1. Receive proposals for consideration by the Senate from any committee or member of the Faculty, or have the power to initiate such proposals unprompted. 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 or return 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. If the Executive Committee decides not to do any of the above, then it should promptly state its reason for non-action to the initiator in writing.

II.A.2.2.2. Receive written questions, for response by the campus administration, from any member of the 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. If the Executive Committee decides not to do any of the above, then it should promptly state its reason for non-action to the initiator in writing.

II.A.2.2.3. Review the attendance record of Senators. If a Senator is frequently absent, the Executive Committee shall, as appropriate, draw this to the attention of that Senator and the represented unit.

B. NOMINATIONS AND ELECTIONS COMMITTEE

1. Membership. The Nominations and Elections Committee shall consist of two (2) Senators elected by the Senate in such manner that each is from a different unit.

2. Responsibilities

II.B.2.1. Responsibilities in respect to the Senate. The Nominations and Elections Committee shall, except as otherwise provided herein,

II.B.2.1.1. nominate elective members for all Senate committees;

II.B.2.1.2. solicit annually from the Faculty information concerning preferences and qualifications for committee assignments;

II.B.2.1.3. establish, in cooperation with the Clerk, the procedure for, and conduct, such votes as are required among the Senators and/or the Faculty;

II.B.2.1.4. establish, in cooperation with the Presiding Officer and the Clerk, the procedures for and solicit candidate names from

II.B.2.1.4.1. the All Professional Staff Advisory Council (APSAC) for their representatives on select committees;

II.B.2.1.4.2. the Campus Support Staff Advisory Committee (CSSAC) for their representatives on select committees;

II.B.2.1.4.3. the Student Government Association (SGA) for their representatives on select committees; and

II.B.2.1.4.4. various administrative units for their representatives on select committees.

II.B.2.2. Responsibilities in respect to the Faculty. The Nominations and Elections Committee shall, except as otherwise provided herein,

II.B.2.2.1. nominate members, after consultation with the appropriate Senate committee or the Faculty Chairs, to administrators for their consideration for appointment to other committees.

~~(Appendix A, while not being a proper part of the Bylaws, lists all committees that require representatives.)~~

III. POLICY COMMITTEES

A. THE EDUCATIONAL POLICY COMMITTEE (EPC)

1. Membership. The Educational Policy Committee shall consist of ten (10) members, namely,

III.A.1.1. three (3) ex-officio members:

III.A.1.1.1. the Chief Academic Officer;

III.A.1.1.2. the Registrar;

III.A.1.1.3. the Director of Student Conduct and the Care Team; and

III.A.1.2. seven (7) **members of the Teaching** Faculty, elected in such manner that at least five of the major units shall be represented.

2. Responsibilities

III.A.2.1. Constitutional Charges. The Educational Policy Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.1–2, 3.a, and 4.a) and:

III.A.2.1.1. *determine through legislative authority:*

III.A.2.1.1.1. *the academic calendar;*

III.A.2.1.1.2. *the policies for class scheduling;*

III.A.2.1.1.3. *how to respond to a request for action by a student governance body; and*

III.A.2.1.2. *review and approve through operational authority:*

III.A.2.1.2.1. *the titles of the academic degrees conferred at PFW;*

III.A.2.1.2.2. *the general requirements for the curricula leading toward academic degrees or certificates;*

III.A.2.1.2.3. *the nomination of all candidates for degrees and certificates; and*

III.A.2.1.3. *set policies through joint effort concerning:*

III.A.2.1.3.1. *the admission and academic placement of students; and*

III.A.2.1.4. *make formal recommendations through established processes of consultation before the University reaches decisions concerning:*

III.A.2.1.4.1. *changes in academic organization and regulations.*

III.A.2.2. Additional Responsibilities. In carrying out its responsibilities, the Educational Policy Committee shall be concerned with, but not limited to,

III.A.2.2.1. maintaining accurate and current Catalog information (e.g., standards for admission-and academic placement, grades and grading, academic notice, separation, and reinstatement as well as aligning PFW Catalog language with that of Purdue WL where appropriate);

III.A.2.2.2. the academic calendar and class scheduling policies;

III.A.2.2.3. the Honors Program, the Civics Literacy Proficiency Program, the General Education Program, the Advising Program, the military training and continuing education programs;

III.A.2.2.4. general education policies and curriculum standards as well as the coordination of interdepartmental education programs and of Fort Wayne curricula with those of West Lafayette; and

III.A.2.2.5. the improvement of instruction in general and the general academic organization.

III.A.2.3. Subcommittees. In order to exercise more effectively its rights and responsibilities, the Educational Policy Committee shall establish one council and three subcommittees:

III.A.2.3.1. the Advising Program Council, which is concerned with the academic Advising Program;

III.A.2.3.2. the Curriculum Subcommittee, which is concerned with both undergraduate and graduate education;

III.A.2.3.3. the Programs Subcommittee, which is concerned with the programs for general education and civics literacy as well the military training and continuing education programs; and

III.A.2.3.4. the Honors Program Subcommittee, which is concerned with the Honors Program.

3. The Advising Program Council

III.A.3.1. Membership. The Advising Program Council shall consist of ten (10) members, namely,

III.A.3.1.1. two (2) ex-officio members:

III.A.3.1.1.1. the Chief Academic Officer;

III.A.3.1.1.2. the Director of Academic Accountability and Student Success;
and

III.A.3.1.2. five (5) representatives:

III.A.3.1.2.1. three (3) professional advisors, each representing a different major unit and appointed by the Director of Academic Accountability and Student Success to staggered three-year terms;

III.A.3.1.2.2. two (2) students, each appointed by the Student Government Association (SGA); and

III.A.3.1.3. three (3) **members of the Teaching Faculty** from the Educational Policy Committee, **appointed annually by the members of the parent committee.**

III.A.3.2. Responsibilities

III.A.3.2.1. Responsibility for administering the Advising Program shall reside with the Director of Academic Accountability and Student Success, assisted by the Advisory Council, ~~which shall report to the Faculty and submit any documents through the Educational Policy Committee.~~

III.A.3.2.2. Specifically, the Council shall:

III.A.3.2.2.1. analyze assessment data from the Office of Academic Accountability and Student Success;

III.A.3.2.2.2. recommend to the Senate and to the Chief Academic Officer policies related to the campus advising program; and

III.A.3.2.2.3. conduct an ongoing review of the goals and operations of the program, with annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer each fall.

4. The Curriculum Subcommittee

III.A.4.1. Membership. The Curriculum Subcommittee shall consist of fourteen (14) members, namely,

III.A.4.1.1. four (4) ex-officio members:

III.A.4.1.1.1. the Chief Academic Officer (†/‡):

III.A.4.1.1.2. the Associate Vice Chancellor for Academic Programs (‡);

III.A.4.1.1.3. the ~~member of the Faculty who serves as~~ Director of Graduate Studies (‡, ~~voting~~), who may vote only to break or create tie votes;

III.A.4.1.1.4. the ~~member of the Faculty who serves as the liaison with~~ representative to the Purdue University Graduate ~~School~~ Council (‡, ~~voting~~);

III.A.4.1.2. five (5) representatives:

III.A.4.1.2.1. a representative of the Registrar's Office (†/‡);

III.A.4.1.2.2. two undergraduate student representatives (†), appointed by the Student Government Association (SGA);

III.A.4.1.2.3. two graduate student representatives (‡), elected annually by the members of the Subcommittee named under 4.4.1 below from among nominations, solicited by the Nominations and Elections Committee and submitted by departments or other units responsible for graduate degree programs; and

III.A.4.1.3. five (5) ~~members of the Teaching~~ Faculty (†/‡), elected in such manner that at least four of the major units shall be represented. and at least two are from a department that offers a graduate degree and who holds membership on the graduate faculty.

III.A.4.2. Definitions. In this subsection, “academic program” or simply “program” shall mean any group of courses constituting a major, minor, degree, degree option, concentration, certificate program, or similar entity.

III.A.4.3. Responsibilities in respect to undergraduate curricula. The Curriculum Subcommittee shall advise the Senate concerning the exercise of the Faculty's right of review of the undergraduate curricula and report to the Faculty and submit any documents through the Educational Policy Committee.

III.A.4.3.1. Only members of the Subcommittee indicated by the dagger symbol ‘†’ shall participate in the activities listed in this subsection.

III.A.4.3.2. Review of new programs. The Curriculum Subcommittee shall examine and report on proposals for new academic programs prior to their approval by the Chief Academic Officer or, if such approval is not required, prior to final approval at the highest possible level of campus review.

III.A.4.3.2.1. During this examination, the Subcommittee shall evaluate: (i) the rationale for the proposed program; (ii) the use of PFW resources; (iii) the relationship among proposed and existing programs; (iv) other effects on PFW and on PFW's constituencies of the proposed program.

III.A.4.3.2.2. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate "for information only" its finding that the new program requires no Senate review; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.

III.A.4.3.3. Review of existing programs. Upon a request from the Senate, an academic unit, or the Chief Academic Officer, the Curriculum Subcommittee shall examine and report on existing academic programs and new or proposed courses.

III.A.4.3.3.1. Such examinations shall be requested only when one of the following circumstances occur: (i) significant questions of proper sponsorship or academic quality arise; (ii) there are administrative or Faculty-led initiatives to reorganize, merge, reduce, **suspend, halt admissions to**, or eliminate academic programs or units; (iii) there is a University-wide effort to ensure the periodic review of academic programs by a body functioning above the department level.

III.A.4.3.3.2. Procedures for carrying out these responsibilities can be found in Senate Document SD 19-24.

III.A.4.3.3.3. Upon the completion of this examination, the Subcommittee shall (i) report to the Senate "for information only" its finding that no Senate review is appropriate; or (ii) advise the Senate of its finding that the Senate should exercise its right of review.

III.A.4.4. Responsibilities in respect to graduate curricula. The Curriculum Subcommittee shall advise the Senate concerning the planning and any policy as well as the exercise of the Faculty's right of review of all graduate curricula, subject to the rules established by Purdue University and its Graduate School, ~~and report to the Faculty and submit any documents through the Educational Policy Committee.~~

III.A.4.4.1. Only members of the Subcommittee indicated by the double dagger symbol '‡' shall participate in the activities listed in this article.

III.A.4.4.2. Planning and policy functions. To encourage and coordinate the development of graduate education at PFW, the Subcommittee shall:

III.A.4.4.2.1. foster program coordination among PFW units and among PFW and the Purdue Graduate School;

III.A.4.4.2.2. evaluate and make recommendations concerning the need for new programs;

III.A.4.4.2.3. advise on policies for admission procedures and standards; and

III.A.4.4.2.4. advise on policies for fellowships, assistantships, and other forms of financial assistance.

III.A.4.4.3. Review of new programs. The Curriculum Subcommittee shall 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. In so doing, it shall follow the steps specified in 4.3.2 above.

III.A.4.4.4. Review of existing programs. Upon a request from the Senate, an academic unit, or the Chief Academic Officer, the Curriculum Subcommittee shall examine and report on existing academic programs and new or proposed courses. In so doing, it shall follow the steps specified in 4.3.3. above.

5. The Programs Subcommittee

III.A.5.1. Membership. The Programs Subcommittee shall consist of thirteen (13) members, namely,

III.A.5.1.1. four (4) ex-officio members:

III.A.5.1.1.1. the Chief Academic Officer (†);

III.A.5.1.1.2. a representative of the Office of Academic Affairs who serves as Director of the Civics Literacy Proficiency Program (†, ~~voting~~) and who may vote only to break or create tie votes;

III.A.5.1.1.3. the Director of Continuing Studies (*);

III.A.5.1.1.4. the Director of Military Student Services (*); and

III.A.5.1.2. four (4) representatives:

III.A.5.1.2.1. a representative of the Registrar's Office (†/‡);

III.A.5.1.2.2. a representative of the Division of Enrollment Management and the Student Experience (†/‡,);

III.A.5.1.2.3. two (2) undergraduate student representatives (†/‡), each from a different major unit and appointed by the Student Government Association (SGA); and

III.A.5.1.3. five (5) **members of the Teaching** Faculty (†/‡/*), elected in such manner that at least four of the major unit shall be represented.

III.A.5.2. Responsibilities in respect to the General Education Program (GenEd)

III.A.5.2.1. Only members of the Subcommittee indicated by the dagger symbol '†' shall participate in the activities listed in this subsection.

III.A.5.2.2. Responsibility for administering the General Education Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, ~~which shall report to the Faculty and submit any documents through the Educational Policy Committee.~~

III.A.5.2.3. Specifically, the Subcommittee shall:

III.A.5.2.3.1. recommend to the Senate all policies related to the program;

III.A.5.2.3.2. approve courses for incorporation in the areas of the program;
and

III.A.5.2.3.3. conduct an ongoing review of the goals and operations of the program, with annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer each fall.

III.A.5.3. Responsibilities in respect to the Civics Literacy Proficiency Program (CLPS)

III.A.5.3.1. Only members of the Subcommittee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this subsection.

III.A.5.3.2. Responsibility for administering the Civics Literacy Proficiency Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, ~~which shall report to the Faculty and submit any documents through the Educational Policy Committee.~~

III.A.5.3.3. Specifically, the Subcommittee shall:

III.A.5.3.3.1. Establish, review, and revise the learning objectives of the program.

III.A.5.3.3.2. Review and approve individual courses for the ~~course path~~ General Education Program annually. The review should consider prerequisites, capacity of course offerings, impact on the PFW General Education Program, degree-specific curriculum maps, potential for student success, and other issues deemed appropriate by the Subcommittee.

III.A.5.3.3.3. Develop a Civics Literacy Module for voluntary use in “Freshman Success” courses. The Civics Literacy Module will include links to the test, events, recordings, and resources.

III.A.5.3.3.4. Recruit faculty to produce recordings specific to the required exam and to programs on campus, and approve events and broadcasts for inclusion in the program.

III.A.5.3.3.5. Establish the assessment plan for the program.

III.A.5.3.3.6. Work with relevant offices at PFW to ensure methods for verifying attendance, development and administration of artifacts that can be used for assessment, and completion of the requirement.

III.A.5.3.3.7. Review the annual assessment report and make recommendations based on that report to the Director of the Civics Literacy Proficiency Program and the Educational Policy Committee each fall.

III.A.5.4. Responsibilities in respect to the military training and continuing education program

III.A.5.4.1. Only members of the Subcommittee indicated by the asterisk symbol ‘•’ shall participate in the activities listed in this subsection.

III.A.5.4.2. While the responsibility for administering the military training and continuing education program reside outside Senate, the Subcommittee shall annually review both programs and report its findings and recommendations ~~to the Faculty through the Educational Policy Committee~~ each fall.

6. The Honors Program Subcommittee

III.A.6.1. Membership. The Honors Program Subcommittee shall consist of twelve (12) members, namely,

III.A.6.1.1. two (2) ex-officio members:

III.A.6.1.1.1. the Chief Academic Officer;

III.A.6.1.1.2. the Director of the Honors Program, who may vote only to break or create tie votes;

III.A.6.1.2. five (5) representatives:

III.A.6.1.2.1. three (3) members of the Honors Faculty, appointed jointly by the Chief Academic Officer and the Director of the Honors Program to staggered three-year terms;

III.A.6.1.2.2. two (2) undergraduate students, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course and each appointed by the Student Government Association (SGA); and

III.A.6.1.3. five (5) **members of the Teaching** Faculty, elected in such manner that at least four of the major units shall be represented.

III.A.6.2. Special regulations

III.A.6.2.1. Student members shall participate and vote in all matters concerning the Honors Program, except questions of student admission, scholarships, retention, and satisfaction of program requirements.

III.A.6.3. Responsibilities

III.A.6.3.1. Responsibility for administering the Honors Program shall reside with its Director, assisted by the Subcommittee, ~~which shall report to the Faculty and submit any documents through the Educational Policy Committee.~~

III.A.6.3.2. Specifically, the Subcommittee shall carry out the functions described in Senate Document SD 04-4 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

B. THE FACULTY AFFAIRS COMMITTEE (FAC)

1. Membership. The Faculty Affairs Committee shall consist of nine (9) members, namely,

III.B.1.1. two (2) ex-officio members:

III.B.1.1.1. the Chief Academic Officer;

III.B.1.1.2. the Director of the Center for the Enhancement of Learning and Teaching (~~voting~~); and

III.B.1.2. seven (7) **members of the Teaching** Faculty, elected in such manner that at least five of the major units shall be represented.

2. Special regulations

III.B.2.1. Unless the Director of the Center for the Enhancement of Learning and Teaching is a member of the **Teaching** Faculty, they shall participate only in matters concerning teaching (grants, awards, training) as per Section **4-3.2** below.

III.B.2.2. During their term on the committee, its Faculty members shall be eligible to submit grant proposals and sabbatical leave requests but must recuse themselves from discussions and voting regarding grant types for which they have submitted a proposal and resign in case they submit a sabbatical application (see Section I.B.4.2.2).

III.B.2.3. **Only members of the Voting Faculty are permitted to debate and vote on sabbatical leave application recommendations.**

3. Responsibilities

III.B.3.1. Constitutional Charges. The Faculty Affairs Committee shall exercise powers and responsibilities as specified in the Constitution, Subsection VI.B.3.e, and

III.B.3.1.1. *set policies through joint effort concerning:*

III.B.3.1.1.1. *the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the Faculty; and*

III.B.3.1.2. *make formal recommendations through established processes of consultation before the University reaches decisions concerning:*

III.B.3.1.2.1. *the screening and selecting of academic and chief academic or administrative officers.*

III.B.3.2. Additional Responsibilities. In carrying out its responsibilities, the Faculty Affairs Committee shall also be concerned with, but not limited to,

III.B.3.2.1. setting policies through joint effort and overseeing procedures relating to the professional development of the Faculty, including:

III.B.3.2.1.1. research and teaching grants;

III.B.3.2.1.2. research and teaching awards;

III.B.3.2.1.3. applications for sabbatical leaves;

III.B.3.2.1.4. general research policies; and

III.B.3.2.1.5. helping to provide opportunities for all persons who hold academic appointment at PFW for their professional growth in teaching, research, and/or creative endeavor;

III.B.3.2.2. setting policy through joint effort and in consultation with the Information Subcommittee concerning academic priorities, policies, and procedures for Helmke Library, its collections, facilities, operations, and other educational and research support facilities and aids;

III.B.3.2.3. making formal recommendations before, and exercising the right to review after, the University reaches decisions concerning accreditation activities or other matters that pertain to the Faculty, its powers and responsibilities; and

III.B.3.2.4. the morale of the Faculty and its associate members, both as defined in Constitution, collectively and as individuals.

III.B.3.3. Subcommittees. In order to exercise more effectively its rights and responsibilities, the Faculty Affairs Committee shall establish one subcommittee:

III.B.3.3.1. the Promotion and Tenure Subcommittee.

4. The Promotion and Tenure Subcommittee (also known as the “Campus Committee”)

III.B.4.1. Membership. The Promotion and Tenure Subcommittee shall have the membership established in Senate Documents SD 14-36 and SD 19-13, subsections 2.5.2 and 2.6.2, respectively.

III.B.4.2. Responsibilities. The Promotion and Tenure Subcommittee shall have the responsibilities and follow the procedures established in Senate Documents SD 14-36 and SD 19-13.

C. THE STUDENT AFFAIRS COMMITTEE (SAC)

1. Membership. The Student Affairs Committee shall consist of ~~thirteen (13)~~ twelve (12) members, namely,

III.C.1.1. ~~four (4)~~ three (3) ex-officio members:

III.C.1.1.1. the Chief Student Affairs Officer;

III.C.1.1.2. ~~the Chief Diversity Officer;~~

III.C.1.1.3. the Director of Student Conduct and Care;

III.C.1.1.4. the Director of Student Housing; and

III.C.1.2. four (4) representatives:

III.C.1.2.1. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);

III.C.1.2.2. one representative of the All Professional Staff Advisory Council (APSAC);

III.C.1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

III.C.1.3. five (5) members of the Teaching Faculty, elected in such manner that at least four of major units shall be represented.

2. Responsibilities

III.C.2.1. **Constitutional Charges.** The Student Affairs Committee shall exercise powers and responsibilities as specified in the Constitution (see ~~Subsections~~ VI.B.1.e and 3.b+c) and

III.C.2.1.1. ~~determine through legislative authority~~

III.C.2.1.1.1. ~~the policies for student participation in athletic affairs;~~

III.C.2.1.2. ~~1. set policies through joint effort concerning student conduct and discipline.~~

III.C.2.1.1.2. ~~student conduct and discipline; and~~

III.C.2.1.1.3. ~~student participation in group extracurricular activities.~~

III.C.2.2. **Additional Responsibilities.** In carrying out those its responsibilities, the Student Affairs Committee shall

III.C.2.2.1. work closely with the Student Government Association (SGA) and ~~and~~ be concerned with all ^saspects of student life which relate to the educational process^s, which may include

III.C.2.2.2. the general social, cultural, and practical welfare of all PFW students; and

III.C.2.2.3. any other matter that would enhance the student's campus environment for their learning, living, and flourishing, during their time on campus and thereafter.

III.C.2.3. **Subcommittees.** ~~In order to exercise more effectively its rights and responsibilities, the Student Affairs Committee shall establish one subcommittee:~~

III.C.2.3.1. ~~the Mastodon Athletics Advisory Subcommittee.~~

3. The Mastodon Athletics Advisory Subcommittee (MAAS)

III.C.3.1. **Membership.** ~~The Mastodon Athletics Advisory Subcommittee shall consist of twelve (12) members, namely,~~

III.C.3.1.1. ~~four (4) ex-officio members:~~

~~III.C.3.1.1.1. the Director of Athletics;~~

~~III.C.3.1.1.2. the Senior Woman Administrator;~~

~~III.C.3.1.1.3. the Director of Compliance;~~

~~III.C.3.1.1.4. the Faculty Athletics Representative; and~~

~~III.C.3.1.2. five (5) representatives:~~

~~III.C.3.1.2.1. one PFW alumnus/alumna appointed by the Chief Administrative Officer in consultation with the Director of Alumni Engagement;~~

~~III.C.3.1.2.2. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);~~

~~III.C.3.1.2.3. one representative of the All Professional Staff Advisory Council (APSAC)~~

~~III.C.3.1.2.4. one representative of the Campus Support Staff Advisory Committee (CSSAC); and~~

~~III.C.3.1.3. three (3) members of the Teaching Faculty, elected in such manner that each is from a different major unit.~~

III.C.3.2. Special regulations

~~III.C.3.2.1. The Faculty Athletics Representative shall serve as the chair of the subcommittee.~~

~~III.C.3.2.2. Representatives shall serve staggered two-year terms.~~

III.C.3.3. Responsibilities. ~~The Mastodon Athletics Advisory Subcommittee shall:~~

~~III.C.3.3.1. monitor and advise regarding schedules for intercollegiate athletics;~~

~~III.C.3.3.2. verify eligibility requirements for participation in intercollegiate athletics;~~

~~III.C.3.3.3. approve intercollegiate sport additions or deletions;~~

~~III.C.3.3.4. advise Athletic Director in the participation in post-season activities beyond Conference tournaments;~~

~~III.C.3.3.5. propose, for the approval of the Senate, membership in athletic conferences;~~

~~III.C.3.3.6. advise the ex-officio members;~~

~~III.C.3.3.7. when requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer;~~

~~III.C.3.3.8. serve on ad hoc compliance committees;~~

~~III.C.3.3.9. make recommendations with respect to procedures and policies to assist in student athlete academic success;~~

~~III.C.3.3.10. participate and be consulted within University wide discussions and decisions regarding the Athletic Department.~~

D. THE SENATE TASK FORCE

- 1. Rationale.** In order to ensure the efficient and timely operation of the service and policy committees of the Senate, **members of the Teaching** Faculty shall be elected to the Senate Task Force. The Senate Task Force shall be called into service by the Executive Committee when a service or policy committee is not able to complete work that is deemed to be important and not already the responsibility of an existing subcommittee. A service or policy committee may request that the Executive Committee call the Senate Task Force into service. The Executive Committee shall respond to such requests within two weeks. When the Senate Task Force is called into service, the Executive Committee shall issue an enabling memo.
- 2. Membership.** The Senate Task Force shall consist of five (5) **members of the Teaching** Faculty elected in such manner that at least four of the major units shall be represented. A service or policy committee requesting that the Senate Task Force be called into service shall recommend to the Executive Committee the administrators, clerical/support staff, administrative/professional staff, or student representatives it deems appropriate. The Executive Committee shall be responsible for inviting such non-**Teaching** Faculty members.
- 3. Responsibilities.** The Senate Task Force shall limit its activities and timeline to those detailed in the enabling memo from the Executive Committee.

E. AD HOC COMMITTEES

- 1. Rationale.** Ad hoc committees shall be established by the Senate to carry out work that (a) does not clearly fall under the purview of an existing Senate (sub)committee, or that (b) Senate feels would be better conducted by a group specially appointed for the purpose.
- 2. Membership**
 - III.E.2.1.** All **Teaching** Faculty are eligible to serve on an ad hoc committee, ~~and so as~~ are all administrators, administrative/professional staff, clerical/support staff, or student representatives who are deemed appropriate for stated charge.
 - III.E.2.2.** A Senate document establishing an ad hoc committee shall specify the membership and the voting membership of the committee. It is desirable to have Voting Faculty constitute two-thirds (2/3) of its voting membership (see Subsection I.B.3.1.1).
 - III.E.2.3.** A Senate document establishing an ad hoc committee shall specify how the members of the committee will be appointed, nominated, or elected. For this, the document may call unto the help of one or both of the service committees.

3. Responsibilities. A Senate document establishing an ad hoc committee shall specify:

III.E.3.1. the task to be carried out by the committee, including deliverables to the Senate; and

III.E.3.2. the date by which the committee should complete its work; and

III.E.3.3. through which other Senate committee the ad hoc committee will report to the Faculty and submit any documents.

4. Special Regulations. Ad hoc committees cannot be carried over to a new academic year without special authorization by the Senate.

IV. ADVISORY COMMITTEES

A. UNIVERSITY RESOURCES ADVISORY COMMITTEE (URAC)

1. Membership. The University Resources Advisory Committee shall consist of eighteen (18) members, namely,

IV.A.1.1. seven (7) ex-officio members:

IV.A.1.1.1. the Chief Academic Officer (†);

IV.A.1.1.2. the Chief Financial Officer (†);

IV.A.1.1.3. the Chief Officer of Facilities (†);

IV.A.1.1.4. the Chief Officer for Communications and Marketing (†/‡);

IV.A.1.1.5. the Chief Officer for Development and Alumni Engagement (‡);

IV.A.1.1.6. the Director of Alumni Engagement (‡);

IV.A.1.1.7. the Director of Development Services (‡); and

IV.A.1.2. four (4) representatives:

IV.A.1.2.1. two (2) student representatives (†/‡), each from a different unit and appointed by the Student Government Association (SGA);

IV.A.1.2.2. one representative of the All Professional Staff Advisory Council (APSAC, (†/‡);

IV.A.1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC, (†/‡); and

IV.A.1.3. seven (7) members of the Teaching Faculty (†/‡), elected in such manner that at least five of the major units shall be represented.

2. Responsibilities

IV.A.2.1. Only members of the committee indicated by the dagger symbol ‘†’ shall participate in the activities listed in subsections 2.2–2.4.1 and 2.4.3 below.

IV.A.2.2. Constitutional Charges. The University Resources Advisory Committee shall exercise powers and responsibilities as specified in the Constitution (see subsections VI.B.4.c–e) and *make formal recommendations through established processes of consultation before the University reaches decisions concerning:*

IV.A.2.2.1. *the determination and management of the budget and ^Sits short- and long-range priorities^S;*

IV.A.2.2.2. *the planning, maintenance, and optimal utilization of ^Sexisting or prospective^S physical facilities; and*

IV.A.2.2.3. *staff needs, utilization and planning, that is, *increases and decreases in staff.**

IV.A.2.3. Additional Responsibilities. In carrying out those its responsibilities, the University Resources Advisory Committee shall also be concerned with making formal recommendations concerning

IV.A.2.3.1. *^Sthe framing and execution of long-range strategic plans^S, including*

IV.A.2.3.2. *short- and long-range strategies and priorities for research, recruitment, scholarships and grants, as well as communication and marketing.*

IV.A.2.4. Specific Responsibilities

IV.A.2.4.1. Budgetary Affairs. The University Resources Advisory Committee shall:

IV.A.2.4.1.1. *advise the administration and the Senate on budgetary and revenue matters pertaining to the needs of the University, which shall include: (i) paying particular attention to (a) the ways the budget and the budgetary process as well as (b) trends in revenue can affect the University’s ability to carry out its mission to provide excellence in higher education, and (ii) giving advice on financial matters which affect the work of other Senate committees; and*

IV.A.2.4.1.2. *make annual recommendations on: (i) sources of revenue; (ii) annual campus operating budgets and legislative budget requests; (iii) financial needs of new programs and of new facilities proposed for the University; (iv) the annual athletic budget and supportive activities after review and comment in the fall semester each year; and*

IV.A.2.4.1.3. *work with other Senate Committees and other applicable groups on recommendations when serious financial shortages may result in the elimination, reorganization, merger, or consolidation of programs (see Senate Documents SD 15-26, SD 19-1, and SD 19-24).*

IV.A.2.4.2. Advancement

IV.A.2.4.2.1. *Only members of the committee indicated by the double dagger symbol ‘‡’ shall participate in the activities listed in this subsection.*

IV.A.2.4.2.2. The University Resources Advisory Committee shall: (i) advise the Senate and the Chief Advancement Officer on all matters that affect advancement; (ii) serve as a forum for discussion about plans for advancement and advancement issues in general; (iii) make recommendations regarding major fund-raising efforts for the campus.

IV.A.2.4.3. Oversight

IV.A.2.4.3.1. The University Resources Advisory Committee shall oversee the Faculty Representative to the Campus Space Committee (see Subsection VI.A.2 below).

IV.A.2.5. Subcommittees. In order to exercise more effectively its rights and responsibilities, the University Resources Advisory Committee shall establish one subcommittee **and one council**:

IV.A.2.5.1. the Information Subcommittee

IV.A.2.5.2. the Childcare Advisory Council

3. The Information Subcommittee

IV.A.3.1. Membership. The Information Subcommittee shall consist of twelve (12) members, namely,

IV.A.3.1.1. five (5) ex-officio members:

IV.A.3.1.1.1. the Chief Student Affairs Officer;

IV.A.3.1.1.2. ~~the Chief Information Technology Officer~~ a representative elected by the Information Subcommittee from a pool of candidates in Purdue IT who possess demonstrated expertise in IT matters specific to the Purdue Fort Wayne campus and have substantial experience in this domain;

IV.A.3.1.1.3. the Director of the Center for the Enhancement of Teaching and Learning;

IV.A.3.1.1.4. the Director of Continuing Studies;

IV.A.3.1.1.5. the Director of Helmke Library; and

IV.A.3.1.2. four (4) representatives:

IV.A.3.1.2.1. two (2) student representatives, each from a different unit and appointed by the Student Government Association (SGA);

IV.A.3.1.2.2. one representative of the All Professional Staff Advisory Council (APSAC);

IV.A.3.1.2.3. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

IV.A.3.1.3. three (3) members of the Teaching Faculty, elected in such manner that each is from a different major unit.

IV.A.3.2. Responsibilities. The Information Subcommittee shall:

IV.A.3.2.1. advise the Senate, through the University Resources Advisory Committee, as well as the Chief Academic Officer and the Chief Information Technology Officer on any and all matters that affect present and evolving information technology in support of the mission of the University, including on how Information Technology Services communicate with faculty, staff, and students;

IV.A.3.2.2. serve as a forum for discussion and as an advocate for acquisition and use of information technology for the University and plans for its use, support, and evaluation-

IV.A.3.2.3. advise, in consultation with the Faculty Affairs Committee, the Senate, through the University Resources Advisory Committee, as well as the Chief Academic Officer and the Director of Helmke Library concerning administrative and budgetary priorities, policies, and procedures for Helmke Library, its collections, facilities, and operations, and other educational and research support facilities and aids.

4. The Childcare Advisory Council

IV.A.4.1. Membership: The Childcare Advisory Council shall consist of nine (9) members, namely:

IV.A.4.1.1. six (6) ex-officio members:

IV.A.4.1.1.1. the Vice Chancellor for Financial and Administrative Affairs;

IV.A.4.1.1.2. the President of the PFW Foundation;

IV.A.4.1.1.3. the Vice Chancellor for Communications and Marketing;

IV.A.4.1.1.4. the Dean of the School of Education (or a Teaching Faculty designee);

IV.A.4.1.1.5. the URAC representative of the All Professional Staff Advisory Council (APSAC) or their designee from URAC/APSAC;

IV.A.4.1.1.6. the URAC representative of the Campus Support Staff Advisory Committee (CSSAC) or their designee from URAC/CSSAC; and

IV.A.4.1.2. three (3) representatives:

IV.A.4.1.2.1. two (2) members of the Teaching Faculty who have some history, knowledge, and interest in childcare issues involving PFW families, appointed by the Chair of the URAC;

IV.A.4.1.2.2. a student representative appointed by the Student Government Association (SGA).

IV.A.4.2. Special Provisions

IV.A.4.2.1. The Childcare Advisory Council shall meet at least once per fall and spring semester.

IV.A.4.3. Responsibilities: The Childcare Advisory Council shall:

IV.A.4.3.1. monitor, study, and make recommendations regarding the Senate and University's efforts to enhance the daycare, childcare, and early childhood education options for PFW families; and

IV.A.4.3.2. work through the Vice Chancellor for Communications and Marketing to communicate these options effectively to the University community.

B. THE INTERNATIONAL EDUCATION ADVISORY COMMITTEE

1. Membership. The International Education Advisory ~~Board~~ Committee shall consist of eight (8) members, namely,

IV.B.1.1. two (2) ex-officio members:

IV.B.1.1.1. the Director of International Education;

IV.B.1.1.2. the Director of Study Abroad; and

IV.B.1.2. three (3) representatives:

IV.B.1.2.1. two students, at least one of whom shall be at or beyond the second-year level in International Education and each appointed by the Student Government Association (SGA) in consultation with the Director of International Education;

IV.B.1.2.2. one representative of the Office of Enrollment Management and the Student Experience; and

IV.B.1.3. three (3) members of the Teaching Faculty, elected in such manner that each is from a different major unit.

2. Responsibilities. The International Education Advisory ~~Board~~ Committee is charged with:

IV.B.2.1. advocating for and steering efforts across the University to enhance and foster opportunities for international cooperation, international education, and immersion for students, faculty, and the broader community;

IV.B.2.2. being a liaison between the Faculty and the Director of International Education and Director of Study Abroad;

IV.B.2.3. advising on policies relating to international services, international education, and Study Abroad and recommending related policies and goals to the Senate.

C. The Mastodon Athletics Advisory SubCommittee (MAASC)

IV.C.1.1. Membership. The Mastodon Athletics Advisory Subcommittee shall consist of twelve (12) members, namely,

IV.C.1.1.1. four (4) ex-officio members:

IV.C.1.1.1.1. the Director of Athletics;

IV.C.1.1.1.2. the Senior Women's Administrator;

IV.C.1.1.1.3. the Director of Compliance;

IV.C.1.1.1.4. the Faculty Athletics Representative; and

IV.C.1.1.2. five (5) representatives:

IV.C.1.1.2.1. one PFW alumnus/alumna appointed by the Chief Administrative Officer in consultation with the Director of Alumni Engagement;

IV.C.1.1.2.2. two (2) students, each from a different unit and appointed by the Student Government Association (SGA);

IV.C.1.1.2.3. one representative of the All Professional Staff Advisory Council (APSAC)

IV.C.1.1.2.4. one representative of the Campus Support Staff Advisory Committee (CSSAC); and

IV.C.1.1.3. three (3) members of the Teaching Faculty, elected in such manner that each is from a different major unit.

IV.C.1.2. Special regulations

IV.C.1.2.1. The Faculty Athletics Representative shall serve as the chair of the subcommittee.

IV.C.1.2.2. Representatives shall serve staggered two-year terms.

IV.C.1.3. Responsibilities. The Mastodon Athletics Advisory Subcommittee shall:

IV.C.1.3.1. ~~monitor and advise regarding schedules for intercollegiate athletics;~~

IV.C.1.3.2. ~~verify eligibility requirements for participation in intercollegiate athletics;~~

[from here on onwards, re-number accordingly: 1.3.3 → 1.3.1, 1.3.4 → 1.3.2, etc.]

IV.C.1.3.3. ~~approve~~ advise on intercollegiate sport additions or deletions;

IV.C.1.3.4. advise the Athletic Director in the participation in post-season activities beyond Conference tournaments;

IV.C.1.3.5. ~~propose~~ advise on, for the approval of the Senate, membership in athletic conferences;

IV.C.1.3.6. advise the ex-officio members;

- IV.C.1.3.7. when requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer;
- IV.C.1.3.8. serve on ad hoc compliance committees;
- IV.C.1.3.9. make recommendations with respect to procedures and policies to assist in student-athlete academic success;
- IV.C.1.3.10. when requested, participate and be consulted within University-wide discussions and decisions regarding the Athletic Department;
- IV.C.1.3.11. work closely with the Student Affairs Committee as circumstances warrant.

V. OTHER COMMITTEES

A. THE FACULTY MEDIATION COMMITTEE

1. **Policies.** Purdue University has issued binding executive memoranda on faculty grievances to which this section refers: the “Executive Memorandum I.B.1” and its accompanying “Operating Procedures for Resolving Faculty Grievances” document.
2. **Rationale.** Purdue University executive memoranda require that faculty who have work-related grievances must participate in an informal grievance resolution process through a mediator, who is a member of the Faculty Mediation Committee, before pursuing a formal grievance.
3. **Membership.** The Faculty Mediation Committee shall be comprised of tenured members of the Voting Faculty, each representing a different major unit, selected to staggered three-year terms by the Provost and the Chair-Elect, the Chair, and Past Chair of Senate from a panel of nominees solicited by the Nominations and Elections Committee.
4. **Responsibilities.** All parties to a grievance at this stage of the process, including the impartial mediator, shall follow the regulations laid out in the Purdue University executive memoranda on faculty grievances.

~~A.~~

B. THE ~~ACADEMIC PERSONNEL GRIEVANCE BOARD~~ Grievance Hearing Committee

1. **Rationale.** Purdue University executive memoranda require that a campus panel of three members drawn from the Grievance Hearing Committee conducts the grievance hearing and makes recommendations for the resolution of the grievances. ~~The Board shall fulfill the combined roles of the various Grievance Committees, as provided for in Purdue University Executive Memoranda (see Academic and Research Affairs Policy I.B.1 on Faculty Grievances and related documents).~~
2. **Membership.** The ~~Board~~ Committee shall be composed of ~~fifteen (15)~~ tenured members of the Voting Faculty, three (3) from each major unit, elected to staggered three-year terms according to procedures adopted by the unit’s Faculty and incorporated into the documents that define the protocols of faculty governance within the unit. ~~The Nominations and Election Committee shall solicit nominations from which members get~~

~~elected to staggered two-year terms. Ten members shall be regular members, and the remaining five shall be alternate members.~~

~~3. **Special Regulations.** At the time the Board elects its chair, it shall also elect a secretary.~~

~~4.~~

3. Responsibilities.

V.B.3.1. Purdue University executive memoranda require that an impartial panel of three members is drawn from the Grievance Hearing Committee that conducts a grievance hearing and makes recommendations for the resolution of grievances. ~~When it is necessary to compose a grievance committee, that committee shall be selected from the ten regular members of the Board according to the procedures and restrictions in Purdue University Executive Memoranda. If a need for additional members should arise in the formation of any grievance committee, they shall be selected from the five alternate members of the Board in the same way. If additional members still should be required, they shall be randomly selected from the other tenured members of the Voting Faculty.~~

V.B.3.2. All parties to a grievance at this stage of the process, including the impartial panel, shall follow the regulations laid out in the Purdue University executive memoranda on faculty grievances.

C. THE CAMPUS APPEALS BOARD

1. Membership. In accordance with the PFW Code of Student Rights, Responsibilities, and Conduct, the Teaching Faculty portion of the Campus Appeals Board shall consist of a total of six (6) elected members of the members of the Teaching Faculty, ~~including three members and three alternates.~~ The Nominations and Elections Committee shall solicit nominations from which members get elected to staggered two-year terms. No member shall serve more than two consecutive terms. Three members shall be regular members, and the remaining three shall be alternate members.

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

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

D. THE CONDUCT REVIEW BOARD

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

~~Responsibilities, and Conduct.~~ The Nominations and Elections Committee shall solicit nominations from which members get elected to one-year terms, commencing one week before the beginning of regular fall classes following election.

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

E. THE GRADE APPEALS BOARD

1. **Membership.** The Grade Appeals Board shall ~~consist~~ be composed of nine (9) members of the Teaching Faculty. The Nominations and Elections Committee shall solicit nominations from which members are elected to staggered 3-year terms and in such manner that no more than two shall be from the same major unit.
2. **Responsibilities.** The responsibilities of the Grade Appeals Board shall be those explained in the campus grade appeals policy. If a case is to be heard, a five-member panel drawn from the Board membership shall hear the appeal. The panel shall act for the Board, and its decisions shall be final and not subject to review by other Faculty bodies.

F. Intellectual Diversity Complaint Advisory Review Board

1. **Membership.** The Intellectual Diversity Complaint Advisory Review Board shall consist of five (5) members, namely,
 - V.F.1.1. five (5) Voting Faculty. The following provisions shall apply to the five members of the Faculty:
 - V.F.1.1.1. Each member must be a tenured associate librarian or professor, professor or librarian, ~~preferably at the highest rank~~, and from a different major unit; three (3) shall be regular members, and the remaining two (2) shall be alternate members.
 - V.F.1.1.2. They shall be selected to staggered, three-year terms by the Chancellor and the Chair, Chair-elect, and Past Chair of the Fort Wayne Senate.
 - V.F.1.1.3. They shall be selected from a panel of nominees composed of at least one nominee from the Voting Faculty of each major unit, elected according to procedures adopted by the unit's Faculty and incorporated into the documents that define the protocols of faculty governance within the unit.
 - V.F.1.1.4. Vacancies shall be filled for the remainder of the term through a process similar to that which selects campus committee members.

- 2. Special Regulations.** A regular member of the Advisory Review Board will recuse themselves and be replaced by an alternate member if there is some form of conflict of interest connecting the complainant or the respondent and a member of the Advisory Review Board.
- 3. Responsibilities.** The Advisory Review Board shall advise the Purdue Fort Wayne “Intellectual Diversity Complaint Review Committee” in fulfilling the responsibilities and following the procedures established in the “Operating Procedures for Complaints Related to Intellectual Diversity” as maintained by the Purdue University Office for Ethics and Compliance.

G. NON-SENATE COMMITTEES

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

2. Definitions

V.G.2.1. A committee subject to these reporting procedures shall:

V.G.2.1.1. consist of a group of persons, at least one of whom is a member of the Teaching Faculty appointed to the committee by a University administrator;

V.G.2.1.2. function above the major-unit level;

V.G.2.1.3. has been established to perform a task or group of tasks related to the powers and responsibilities of the Faculty; and

V.G.2.1.4. not necessarily have the word “committee” in its name.

V.G.2.2. A report shall consist minimally of written notice to the Faculty through the Executive Committee that written information concerning a committee is available in a specified, accessible location.

3. Procedures

V.G.3.1. Initial reports shall be written and caused to be distributed by the person establishing a new committee, within thirty days of the establishment of said committee. They shall contain the committee’s name, membership, and full charge. If that person fails to do so, one of the Teaching Faculty members on the said committee should do so in their place.

V.G.3.2. Progress reports shall be written and caused to be distributed by the chair of a committee, or a designee, in a timely fashion. They shall make known all significant committee activities, studies, and recommendations, and all changes in the name, membership, or charge of a committee. The disestablishment of a committee shall also be made known in a progress report. If the chair fails to do so, one of the Teaching Faculty members on the said committee should do so in their place.

VI. REPRESENTATIVES

A. REPRESENTATIVES TO PFW BODIES

1. The Elected Representative of the Lecturers to the Senate

VI.A.1.1. Eligibility. All lecturers are eligible to vote for, and be elected to, the position of elected Representative of the Lecturers.

VI.A.1.2. Election and Term

VI.A.1.2.1. The term of office of the elected Representative of the Lecturers shall be three years, beginning one week before the start of regular fall classes following election. When necessary, the Nominations and Elections Committee shall conduct this election among the lecturers so that the name of the incoming elected Representative of the Lecturers shall be transmitted to the Clerk of the Senate on the same schedule as that of incoming Senators.

VI.A.1.2.2. Should a vacancy in the position of the elected Representative of the Lecturers occur, the Nominations and Elections Committee shall immediately hold an election among the lecturers for any remaining time in that term.

VI.A.1.3. Representation. The elected Representative of the Lecturers shall be considered a member of the academic department to which the most service is assigned, and the major unit to which that academic department is assigned. If the Representative of the Lecturers serves in more than one unit, the representative shall be counted as a member of the unit to which the most service is assigned; an elected Representative of the Lecturers who serves equally in two or more units shall inform the Chief Academic Officer, prior to the annual certification, of the unit in which the representative wishes to be counted.

VI.A.1.4. Apportionment. As stated in the Constitution, Subsection III.A 4, the elected Representative of the Lecturers does not count toward an academic unit's apportionment.

VI.A.1.5. Rights. See Subsection I.A.3.910 above.

2. Faculty Representative to the Campus Space Committee

VI.A.2.1. Election and term

VI.A.2.1.1. ~~This representative shall be an elected member of the Teaching Faculty and serve a three-year term beginning one week prior to the start of regular fall classes following election.~~ The Faculty representative to the Campus Space Committee shall be a member of the University Resources Advisory Committee and elected by its members for a one-year term.

VI.A.2.1.2. ~~The University Resources Advisory Committee shall fill any vacancy in this position for the remainder of the academic year, in which case, subject to Senate ratification, a special election among the Faculty shall be held to select a member of the Teaching Faculty to complete that term.~~

VI.A.2.2. Responsibilities

~~VI.A.2.2.1. The University Resources Advisory Committee shall oversee the Faculty Representative to the Campus Space Committee.~~

VI.A.2.2.2. The Faculty representative to the Campus Space Committee shall represent the Faculty and assume an equitable workload on the committee, and periodically report on its activities to the Faculty through the University Resources Advisory Committee, which shall update the Senate on those activities at least once each academic year.

3. Faculty Representative to the Campus Food Committee

VI.A.3.1. Eligibility, election, and term

VI.A.3.1.1. The Faculty representative on the Campus Food Committee shall be a member of the Students Affairs Committee and elected by its members for a one-year term.

VI.A.3.2. Responsibilities

VI.A.3.2.1. The Faculty representative to the Campus Food Committee shall represent the Faculty and assume an equitable workload on the committee, and periodically report on its activities to the Student Affairs Committee, which shall update the Senate on those activities as deemed appropriate or necessary.

4. Faculty Representative to the Military Student Success Committee

VI.A.4.1. Eligibility, election, and term

VI.A.4.1.1. The Faculty Representative to the Military Student Success Committee shall be a member of the Teaching Faculty who has an interest in advocating for military-affiliated students and be elected for a one-year term with the term of office to commence with the fall classes following election.

VI.A.4.1.2. In case the election fails to produce a representative, the Student Affairs Committee may elect a member from its ranks for a one-year term.

VI.A.4.2. Responsibilities

VI.A.4.2.1. The Faculty representative to the Military Student Success Committee shall represent the Faculty and assume an equitable workload on the committee, and periodically report on its activities to the Program Subcommittee and the Student Affairs Committee, the latter of which shall update the Senate on those activities as deemed appropriate or necessary.

B. REPRESENTATIVES TO SYSTEM-WIDE BODIES

1. Purdue West Lafayette Senate

VI.B.1.1. **Eligibility.** The PFW Representative in the Purdue University Senate (hereinafter referred to as the “Purdue Senator”) shall be a tenured member of the Voting Faculty whose teaching schedule must allow for attendance at the monthly meetings of the Purdue University Senate.

VI.B.1.2. Election and term

VI.B.1.2.1. The Purdue Senator shall be elected to a three-year term with the term of office to commence with the fall classes following election. The Purdue Senator may not serve more than two consecutive terms.

VI.B.1.2.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a tenured member of the Voting Faculty to complete that term.

VI.B.1.3. Responsibilities

VI.B.1.3.1. The Purdue Senator shall represent the PFW Faculty in the Purdue University Senate. In doing so, the Purdue Senator should disseminate information about the deliberations and activities of the Purdue University Senate to the PFW Faculty, take steps to understand the views of PFW Faculty on these deliberations and activities, and present **their** views ~~of PFW Faculty~~ to the Purdue University Senate. **The Purdue Senator may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.**

VI.B.1.3.2. The Purdue Senator shall periodically report, but at least once per semester, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Purdue University Senate.

~~1.3.3. The Purdue Senator may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.~~

VI.B.1.3.4.3. The Purdue Senator shall represent the PFW Faculty on the Intercampus Faculty Council (IFC).

2. Intercampus Faculty Council (IFC)

VI.B.2.1. Assuming office. The two **(2)** PFW representatives to the Intercampus Faculty Council shall be the **PFW Purdue** Senator (see Subsection 1.3.34 above) and one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4~~4~~ and III.B.1.b.ii.3).

VI.B.2.2. Responsibilities. ~~2.2.1~~ The two representatives shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the Intercampus Faculty Council. **The representatives may also seek guidance from the other Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.**

~~**VI.B.2.2.1.** The representatives may also seek guidance from the (other) Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.~~

3. University Policy Committee (UPC)

VI.B.3.1. Assuming office. The PFW representative to the University Policy Committee shall be one the Faculty Chairs (see Constitution, subsections III.B.1.b.i.4 and III.B.1.b.ii.3).

VI.B.3.2. Responsibilities. ~~3.2.1.~~ The representative shall periodically report, but at least once per academic year, to the Fort Wayne Senate, either directly or through the Executive Committee, on the deliberations and activities of the University Policy Committee. The representative may also seek guidance from the other Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

~~VI.B.3.2.1. The representative may also seek guidance from the other Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.~~

4. ~~Liaison to the~~ Purdue University Graduate ~~School~~ Council (PGC)

VI.B.4.1. Eligibility. The PFW Representative to the Purdue Graduate Council (hereinafter referred to as the “PFW representative”) shall be a tenured member of the Voting Faculty who holds graduate faculty status and is from a department that offers a graduate degree.

VI.B.4.2. Election and term

VI.B.4.2.1. The PFW Representative shall be elected by the Voting Faculty to a three-year term with the term of office to commence with the fall classes following election.

VI.B.4.2.2. The Senate shall fill any vacancy in this position for the remainder of the academic year; if time remains in the term of office at the end of that year, a special election shall be held to select an eligible member of the Voting Faculty to complete that term.

VI.B.4.3. Responsibilities. The PFW representative shall represent PFW Graduate Faculty and PFW graduate programs on the Purdue University Graduate Council. In doing so, the representative should attend PFW graduate program meetings, disseminate information about the deliberations and activities of the Purdue University Graduate School to the PFW Graduate Faculty, take steps to understand the views of PFW Graduate Faculty on these deliberations and activities, and present their views to the Purdue University Graduate Council.

5. Purdue University Advisory Committee on Equity

VI.B.5.1. Appointment and term. The Vice-President for Ethics and Compliance of Purdue University appoints, upon the nomination of the PFW Chancellor, a member representing PFW to a three-year term.

VI.B.5.2. Nomination. A shortlist of candidates for nomination by the Chancellor shall be selected by the Faculty Chairs from a panel of nominees solicited by the Nominations and Elections Committee.

VI.B.5.3. Responsibilities. The representative shall have the responsibilities as specified in the “Procedures for Resolving Complaints of Discrimination and Harassment” of Purdue University.

~~Representatives to the Purdue University Sustainability Committee~~

~~Faculty representative~~

~~Election and term~~

~~The PFW Faculty representative to the Purdue University Sustainability Committee shall be a member of the Voting Faculty elected to a three-year term starting on the first day of the fall semester following election.~~

~~The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.~~

~~In case elections fails to produce a representative, the Executive Committee may elect an eligible member from its ranks for a one-year term.~~

~~Responsibilities~~

~~The Faculty representative shall represent PFW Faculty and assume an equitable workload on the committee, and periodically report, but at least once per academic year, to the Faculty through the Executive Committee on the activities of the Sustainability Committee.~~

~~The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.~~

~~Student representative~~

~~Election and term~~

~~The PFW student representative to the Purdue University Sustainability Committee shall be selected by the PFW Student Government Association (SGA) to serve a one-year term dating from the first day of regular fall classes.~~

~~Vacancies in this position shall be filled by the PFW Student Government Association at the request of the Presiding Officer of the PFW Senate.~~

~~**Responsibilities.** The student representative shall periodically report, but at least once per academic year, to the PFW Student Government Association on the activities of the Sustainability Committee.~~

6. Undergraduate Curriculum Council

VI.B.6.1. Election and term

VI.B.6.1.1. The PFW representative to the PWL Undergraduate Curriculum Council shall be a member of the Voting Faculty elected to a three-year term starting on

the first day of the fall semester following election. The representative may not serve more than two consecutive terms.

VI.B.6.1.2. The Senate shall fill any vacancy in this position for the remainder of the academic year, in which case a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term.

VI.B.6.1.3. In case the normal election procedure fails to produce a representative, the Educational Policy Committee may elect an eligible member from its ranks for a one-year term.

VI.B.6.2. Responsibilities. ~~6.2.1.~~ The representative shall represent the interests of PFW Faculty to the Council, assume an equitable workload on the Council, and periodically report, but at least once per academic year, to the Faculty ~~through the Educational Policy Committee~~ on the activities of the Undergraduate Curriculum Council through the Educational Policy Committee. The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

~~**VI.B.6.2.1.** The representative may also seek guidance from the Faculty Chairs, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.~~

7. Lecturer Advisory Committee

VI.B.7.1. Election and term

VI.B.7.1.1. Two (2) PFW representatives to the Purdue University Lecturer Advisory Committee will be appointed by the PFW Chief Academic Officer to staggered three-year terms on the committee. The names of proposed representatives, determined by an election among the Lecturers conducted by the Nominations and Elections Committee, will first be transmitted by the Executive Committee to the Lecturer Advisory Committee for recommendation before being sent to the Chief Academic Officer for appointment. If and when possible, the elected Representative of the Lecturers should be considered for appointment to the Lecturer Advisory Committee.

VI.B.7.1.2. Should a vacancy appear in one of the representative positions, the process of appointing a new representative for any remaining time in that term shall proceed as if a representative were being selected for a full term.

VI.B.7.2. Responsibilities. The representatives shall represent the interests of PFW Lecturers to the Committee, assume an equitable workload on the Committee, and periodically report, but at least once per academic year, on the activities of the Lecturer Advisory Committee to the Senate through the Executive Committee. The representatives are encouraged to consult with Lecturers as to their needs related to the Committee on a regular basis and may seek guidance

from the Faculty Chairs, Executive Committee, or full Senate at any point during the academic year as circumstances warrant.

VII. MISCELLANEOUS PROVISIONS

A. RECALL OR EXPULSION OF SENATORS

1. For Excessive Absence

VII.A.1.1. In the case of an elected Senator or the **elected** Representative of the Lecturers, who is absent excessively, the Senate may petition the Senator's unit to recall the Senator or the **elected** Representative of the Lecturers 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.

VII.A.1.2. In the case of an ex-officio member, who is absent excessively, the Senate may petition the Presiding Officer of the Faculty to reprove the offender. To pass a reproof petition, the affirmative vote by secret written ballot of two-thirds of the Senators present at a regular meeting shall be required.

2. For Obstructing the Senate

VII.A.2.1. The Senate may unseat, by a two-thirds majority of its membership voting by secret written ballot, any member whose actions or behavior habitually obstructs normal parliamentary procedures. Any member so unseated shall be ineligible to be returned to the Senate during the academic year, and in the case of an elected Senator the unit shall elect a replacement for the remainder of the elected term.

B. ENABLEMENT

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

C. AMENDMENTS

1. Amendments to these Bylaws may be proposed to the Executive Committee by any Senator (see II.A.2.1.7) or Senate committee or subcommittee.
2. 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.
3. Amendments to the Bylaws of the Senate, consistent with the Constitution of the PFW Faculty, may be adopted by vote of two-thirds of those Senators present and voting at a meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting under the title "Amendment(s) to the Bylaws of the Senate." If the proposed amendment is approved by a simple majority of those voting, but not by two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.

4. Amendments to these Bylaws become effective immediately upon their successful adoption by the Senate, unless the text of the resolution containing those amendments indicates otherwise.
5. The Clerk, after consultation with and the approval of both the Parliamentarian and the Executive Committee, may correct, provided they do not change the intended meaning, minor clerical mistakes in this document without Senate approval. If the Clerk, Parliamentarian, and Executive Committee do, they must give written notice to the Senate, detailing the changes.

Approved, March 13, 2016
Amended, April 11, 2016
Amended, October 17, 2016
Amended, February 13, 2017
Amended, October 16, 2017
Amended, November 13, 2017
Amended, March 12, 2018
Amended, December 9, 2019
Amended, March 23, 2020
Amended, October 12, 2020
Amended, November 16, 2020
Amended, February 24, 2021

Amended, March 22, 2021
Amended, April 12, 2021
Amended, April 26, 2021
Amended, September 13, 2021
Amended, January 10, 2022
Amended, February 14, 2022
Amended, March 14, 2022
Amended, April 17, 2023
Amended, April 15, 2024
Amended, December 9, 2024

Appendix A: Links to Purdue Documents and Entities

- Executive Memorandum I.B.1
<https://www.purdue.edu/policies/academic-research-affairs/ib1.html>
- Intercampus Faculty Council
<https://www.purdue.edu/senate/committees/intercampus-faculty-council/members.php>
- Operating Procedures for Complaints Related to Intellectual Diversity
<https://www.purdue.edu/ethics/resources/procedures-for-intellectual-diversity.php>
- Operating Procedures for Resolving Faculty Grievances
<https://www.purdue.edu/provost/policies/grievances-procedures.html>
- Procedures for Resolving Complaints of Discrimination and Harassment
<https://www.purdue.edu/ethics/resources/resolving-complaints.php>
- Undergraduate Curriculum Council
<https://www.purdue.edu/senate/committees/standing-committees/educational/curr/leadership.php>
- University Policy Committee
<https://www.purdue.edu/policies/>

MEMORANDUM

TO: Fort Wayne Senate

FROM: Jeffrey Nowak, Chair
Senate Executive Committee

DATE: 09/25/2025

SUBJ: Amendments to the Constitution of the Fort Wayne Senate

WHEREAS, the Constitution states that “[a]mendments to the Bylaws may be proposed by this [i.e., Executive] Committee” (see Constitution III.C.3.a.vii and Bylaws II.A.2.1.7 and VII.C.1); and

WHEREAS, the powers and responsibility of the Faculty as laid out in our Constitution are based on the delegation of such powers and responsibilities made by the Purdue Board of Trustees in 1964 (see [University Code, sections A 4.00 and A 4.05](#)) as well as widely recognized best practices as described and explained in the “[Statement on Government of Colleges and Universities](#),” jointly formulated and endorsed by the American Association of University Professors (AAUP), the American Council on Education (ACE), and the Association of Governing Boards of Universities and Colleges (AGB); and

WHEREAS, the Purdue Board of Trustees (in their memorandum “[Delegation of Further Authority for SEA 202 ...](#),” approved June 7, 2024) has made one substantial change to its 1964 delegation of powers and responsibilities by rescinding the Faculty’s authority to set policies for athletics and group extracurricular activities; and

WHEREAS, the Purdue Board of Trustees (in the same memorandum) has also made two minor changes to its 1964 delegation of powers and responsibilities by distinguishing between the right and the responsibility to advise and by clarifying that the expression “general educational policies” is meant to refer to the Academic Regulations maintained by the Office of the Provost; and

WHEREAS, our Constitution must reflect [state law](#), [Purdue University policy on faculty governance](#), and changes made by the Board of Trustees; and

WHEREAS, the text of the Constitution should never undergo amendment without thorough discussion in the Senate; and

WHEREAS, an earlier version of this document was recommitted to the Executive Committee for review at the April 2025 Senate meeting; and

WHEREAS, the Executive Committee has reviewed this proposal and made appropriate changes to its contents based on the feedback it received at the April 2025 Senate meeting, and

WHEREAS, the proposed amendments are summarized on the first page attached to this resolution; and

WHEREAS, a detailed record of all proposed changes can be found in the color-coded text of the Constitution, which is attached to this resolution after the aforementioned summary;

BE IT RESOLVED, that the Fort Wayne Senate approves of the proposed amendments; and

BE IT FURTHER RESOLVED, that the proposed amendments become effective immediately upon a successful referendum vote among the Voting Faculty.

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

Summary of Changes

A. Proposed by the Executive Committee

1. Section I.A.1: clarifies that a school inside a college does not count as a major unit
2. Section III.A.5: alters how Senator election procedures are publicized
3. Section III.B.1.a.iii. and iv. (new): clarifies how vacancies in Faculty Chair positions are handled
4. Section III.B.1.b: states expectations for the work of the three Faculty Chairs (“coordinating Faculty responses during the summer,” and “regularly meeting as a team”) and their accountability (“reporting their activities to the Executive Committee”)
5. Section III.B.1.c.i: aligns reasons for removal of Faculty Chairs with the expulsion of Senators and clarifies how vacancies caused by such removals are filled
6. Section III.B.4: adjusts how the Sergeant-At-Arms is appointed
7. Section III.C.3.a.vii.: affirms that committees, not just faculty, may propose amendments to the Constitution and Bylaws
8. Section VI.B.1.c: aligns Constitution with Point A.405.l of the University Code
9. Section VI.B.4.a: aligns Constitution with Point A.405.i of the University Code, as modified by the Purdue Board of Trustees in its June 7, 2024 memo
10. Section VI.D.1.b and c: updates who reviews uses of administrative powers
11. Section VII: reminder that Constitutional amendments must be part of a Senate agenda
12. Section VII. B (new): grants permission, within clearly stated limits, to correct minor issues in the text, like a scrivener’s error, without a Senate vote

B. Mandated by the Board of Trustees June 2024 Memorandum

13. Preamble: updates information on the Board of Trustees’ delegation
14. Section VI.B.1.c: strikes statement about setting policies for athletics
15. Section VI.B.3.c: strikes statement about setting policies for group extracurricular activities

C. Notable Changes from SD 24-18

- (a). Points A.2, A.3, A.5, A.6, A.8, A.9, A.10, and A.11 are new.
- (b). Matters related to who may propose Constitutional amendments have been consolidated in Section III.C.3.a.vii (Point A.7 above).

black: old language — green: new — blue: moved — ~~red: stricken~~ — purple: BoT mandated

Purdue University Fort Wayne
CONSTITUTION OF THE FACULTY

— Contents —

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CONSTITUTION OF THE FACULTY OF PURDUE UNIVERSITY FORT WAYNE

PREAMBLE

The Faculty of Purdue University Fort Wayne is a community of scholars whose purpose is to engage in creative endeavor and to share and disseminate its products, such as knowledge or artistic expression, with their peers world-wide, their students in the classroom, and the people and businesses in the region, seeking the betterment of all. As such, the Faculty identifies itself with the long tradition of scholars governing themselves in all matters that pertain to their academic and educational mission.

This Constitution states the basic structure of the Faculty's self-governance (spelled out in more detail in the Bylaws of the Senate) and what powers and responsibilities the Faculty deems best to exercise or to assume in line with the "Delegation of Authority and Responsibility to the Faculty" made by the Purdue Board of Trustees in May 1964 and amended June 7, 2024. While this document was discussed, amended, and approved in a spirit of productive cooperation with the administration, it is understood that everything in it **must align with Purdue University policy and** is subject to review from the Purdue Board of Trustees.

I. DEFINITIONS

A. For the purpose of this document:

1. Purdue University Fort Wayne shall be referred to as "the University" or "PFW," and the words "major unit" shall mean "college, school, or the library" (where "school" means "school outside a college");
2. the Fort Wayne Senate shall be referred to as "the Senate" (which includes its bodies), the Executive Committee shall be that of the Senate, and the Bylaws shall be the "Bylaws of the Senate" as adopted by the Senate;
3. the ranks of assistant, associate or (full) professor shall always, unless specifically noted otherwise, include those designated "clinical" or "of practice" as well as those that are named. Lecturer, if used unspecified, shall always include the ranks of lecturer and senior lecturer.

B. **Positions of academic rank** shall include professor, librarian, associate and assistant professor or librarian, instructor and senior instructor as well as lecturer and senior lecturer.

C. The **Faculty** shall be composed of the chief administrative officer of PFW, and those employees of PFW who hold academic rank.

- D. The **Voting Faculty** shall consist of those members of the Faculty who are full-time or on partial retirement and who
1. hold appointments with the rank professor, associate or assistant professor in academic units and perform duties at least half of which consists of teaching or other creative/scholarly work; or
 2. hold appointments with the rank of librarian, associate or assistant-librarian; or
 3. hold the rank of clinical instructor, instructor, or senior instructor.
- E. **Associate Members of the Faculty** shall consist of emeritus/emerita, visiting members of the Faculty, and persons who hold academic appointments without being Faculty as defined above. These individuals shall have the privilege of attending Faculty assemblies and convocations, but shall not possess the right to vote during Faculty convocations.

II. CERTIFICATION

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

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

III. GOVERNING BODY: THE SENATE

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

A. Membership

1. **Composition.** The Senate shall be composed of
 - a. the President of Purdue University (ex officio, non-voting);
 - b. the chief administrative officer of PFW (ex officio, non-voting);
 - c. the chief officers in charge of each of the major administrative areas at PFW (ex officio, non-voting);
 - d. the chief academic officer of PFW (ex officio, non-voting);
 - e. the chief academic officer of each major unit (ex officio, non-voting);
 - f. the Chair, the Chair-Elect, and the Past Chair of the Senate;

- g. additional members of the Voting Faculty selected as Senators according to procedures in this Article;
 - h. the elected representative of the lecturers at PFW.
2. **Eligibility.** Any member of the Voting Faculty is eligible for election to the Senate.
 3. **Term of Office.** The term of office for an elected senator shall be three years, beginning one week before the beginning of regular fall classes following election. Each major unit shall establish a method for promptly filling vacated seats.
 4. **Apportionment.** Senate membership shall be apportioned among the major units according to the number of Voting Faculty comprising those units. One member shall be allocated to each unit for every six Voting Faculty in that unit; all major units must be allotted at least one senator. The representative of the lecturers does not count toward a major unit's apportionment.
 5. **Nomination and Election.** Apportionment for the following academic year, according to Part 4 above, shall be made known to the major units by February 1. Methods of nomination and election, and of filling seats vacated before the end of a term, shall be proposed and implemented by the Voting Faculty of those units according to methods consistent with generally accepted principles of democratic representation. These methods must be defined in the documents ~~which define that explicate~~ the protocols of faculty governance within each unit; and the ~~protocols election procedures~~ must be approved by the Senate by simple majority vote, ~~and shall be periodically published, simultaneously with the Bylaws, as and when the Bylaws are distributed.~~ ~~These election procedures must be published on the Senate web site along with copies of the Senate Constitution and Bylaws.~~ The names of the incoming senators shall be made known to the Clerk of the Senate by March 1.

B. The Officers

1. The **Chair, the Chair-Elect, and the Past Chair of the Faculty** shall be members of the Voting Faculty who do not at the same time serve as a senators and do not all belong to the same major unit. All three chairs shall collectively be known as the **Faculty Chairs**.
 - a. *Election of Faculty Chairs.*
 - i. Faculty Chairs shall be elected by the Voting Faculty to a three-year term.
 - ii. Their election shall be conducted annually prior to March 1, with the term of office to commence with the Fall Senate following election.
 - iii. The default expectation shall be that an elected candidate shall progress through the positions of Chair-Elect, Chair, and Past Chair in that order without additional electorate approval. ~~If circumstances require deviation from the default, vacancies can be filled out of order but with the goal of restoring the default as soon as feasible.~~ A faculty chair may not serve more than two consecutive three-year terms.

- iv. Should a Faculty Chair position become vacant for any reason other than the unseating of a Faculty Chair, the Nominations and Elections Committee shall, within thirty working days, hold an election among the Voting Faculty to fill that position for the remainder of its term.

b. *Duties of Faculty Chairs.*

- i. The *Chair*, the *Chair-Elect*, and the *Past Chair of the Faculty* shall be the Chair, the Chair-Elect and the Past Chair of the Senate. Their duties shall include, but not be limited to:
 - 1. serving as the Presiding Officer at Faculty convocations and Senate meeting;
 - 2. serving as the chair of the Executive Committee;
 - 3. serving as an advocate of Faculty and liaising with the administration and other components of the University;
 - 4. serving as one of PFW's representative to the Intercampus Faculty Council (IFC) and as PFW's representative the University Policy Council (UPC);
 - 5. collectively coordinating the Faculty response to issues that emerge during the summer months;
 - 6. regularly meeting as a team and reporting on their activities to the Executive Committee.
- ii. The Faculty Chairs should determine among themselves, every fall and for the rest of the academic year, who serves, individually:
 - 1. as the First, Second, and Third Presiding Officer of the Senate;
 - 2. as chair of the Executive Committee (the other two will assist that chair in their work);
 - 3. as either one of PFW's representative to the Intercampus Faculty Council (IFC) or PFW's representative to the University Policy Council (UPC).
- iii. *Presiding Officer.* The Presiding Officer of the Faculty shall be the Presiding Officer of the Senate and shall preside at Faculty convocations and Senate meetings. In the absence of the First Presiding Officer, the following shall preside in order of precedence:
 - 1. the Second Presiding Officer of the Senate;
 - 2. the Third Presiding Officer of the Senate;
 - 3. the Parliamentarian of the Senate;
 - 4. another person chosen by the method prescribed by the rules of order adopted by the Senate.

While the Presiding Officer has voting rights, it is desirable, while presiding, for the Presiding Officer to exercise those rights only to break or create a tie.

c. *Unseating a Faculty Chair*

- i. The Senate may unseat, by a two-thirds majority of its membership voting by secret written ballot, any faculty chair whose professional conduct **habitually obstructs normal parliamentary procedures** or is considered in dereliction of their duty as an Officer of Senate, in which case **the** Senate shall have the power to fill the vacancy for the remainder of the academic year. **Should any time remain in that Chair's term at the end of that academic year, the Nominations and Elections Committee shall conduct an election among the Voting Faculty during the normal election cycle, or within thirty working days if that cycle is already complete, to fill that position for the remainder of its term.**

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

- a. The Parliamentarian shall be selected by the Executive Committee of the Senate for a one-year term beginning with the fall Senate.
- b. The Parliamentarian's duties shall include, but not be limited to:
 - i. assisting the Presiding Officer during Faculty convocations and Senate meetings by giving procedural advice;
 - ii. assisting **the** Senate, its bodies, and its officers; by providing timely guidance on proper parliamentary rules and procedures according to the adopted rules of order and the Bylaws, including general best parliamentary practices not found in either document.

3. The **Clerk of the Faculty** shall be the Clerk of the Senate.

- a. The Clerk shall be a non-Faculty professional selected by the Executive Committee.
- b. The Clerk's duties shall include, but not be limited to:
 - i. circulating notice of meetings and agendas;
 - ii. informing the Presiding Officer of the presence of a quorum;
 - iii. recording the attendance of Senators, guests, and visitors;
 - iv. keeping, producing, and circulating minutes of all Faculty convocations and Senate meetings;
 - v. maintaining Senate committee records and reports.

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

- a. The Sergeant-at-Arms shall be appointed annually by the ~~Chair of the Faculty~~ **Executive Committee**.
- b. The Sergeant-at-Arms's duties are to assist the Presiding Officer in maintaining order and to assist the Clerk in seating guests.

C. Organization

1. ***Officers.*** The Officers of the Senate shall be the Chair, the Chair-Elect, and the Past Chair of the Senate, the Parliamentarian, the Clerk, and the Sergeant-at-Arms.

2. ***Meetings of the Senate***

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

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

- a. *Executive Committee.* The Executive Committee shall consist of the Chair, the Chair-Elect, and the Past Chair of the Senate, the Parliamentarian of the Senate as an ex officio, non-voting member; and four senators elected by the Senate. The elected members shall include no more than one from any major unit; their terms shall commence with the Fall Senate and expire with their Senate terms. The duties of the Executive Committee shall include, but not be limited to, the following:
 - i. The Committee shall, at the beginning of the academic year, establish and publicize twenty dates during that academic year to be reserved for the conduct of Senate business.
 - ii. The Committee shall formulate the agenda for each Senate meeting and shall be responsible for the circulation of the meeting agenda at least one week prior to a regular Senate meeting.
 - iii. The Committee may, with the approval of the Senate, recommend a procedure for the efficient conduct of items of business on the agenda.
 - iv. The Committee shall maintain online a list of Senate documents that are currently under deliberation in the various Senate committees, along with document status and name of committee and committee chairperson.
 - v. The Committee shall serve as a clearing house for all Faculty matters that concern policy, shall help coordinating the work of all other Senate committees, and shall liaise with the administration.
 - vi. The Committee shall periodically review the committee structure of the Faculty to ensure the effectiveness of Senate and to encourage efficient Faculty participation.

- vii. The Committee shall formulate and submit for Senate approval the Bylaws ~~for~~ of the Senate. Amendments to the **Senate Constitution or** Bylaws may be proposed by this Committee and must be promptly reported to the Senate if proposed by a senator, **a committee, or a member of the Faculty.**

IV. CONVOCATIONS

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

- A. On its own initiative, the Executive Committee may convene the Faculty in formal convocation for the conduct of business.
- B. When petitioned by at least twenty percent of the members of the Voting Faculty, the Executive Committee must convene the Faculty in formal convocation. The Clerk of the Senate shall publicize at the beginning of each semester a current list of the Voting Faculty as defined herein, and the minimum number required to convene the Faculty in such a manner.
- C. At any Faculty convocation any item may be brought up for discussion, and the Senate, the chief administrative officer of PFW, the President, and the Board of Trustees of Purdue University may be petitioned for action by the convened Voting Faculty. Only members of the Voting Faculty and the elected representative of the lecturers may vote on such petitions.
- D. Faculty convocations shall be conducted according to the rules of order adopted by the Senate.

V. ASSEMBLIES

Faculty assemblies may be called by the chief administrative officer of PFW or by the Executive Committee. No business may be conducted at an assembly.

- A. Faculty assemblies may be called and presided over by the chief administrative officer of PFW for the purpose of transmitting communications from the President and/or Board of Trustees of Purdue University, and/or the chief administrative officer.
- B. Faculty assemblies may be called by the Executive Committee and presided over by one of its members for the purpose of providing a broad and open forum for the discussion of matters that do, will, or may affect the Faculty.

VI. POWERS

- A. **Definitions.** For the purpose of this document:
 - 1. **Determination** shall imply that Voting Faculty have legislative or operational authority. More specifically,
 - a. “legislative authority” means that any action requires a positive vote by the Senate, and
 - b. “operational authority” means that authority is delegated to an academic unit and only the positive review by a Senate committee requires a vote by the Senate.

2. **Joint Effort** shall imply that all components of the University act in a spirit of shared responsibility while, in matters where the Faculty has primary responsibility, the administration should exercise its powers adversely only in exceptional circumstances and for compelling reasons communicated to the Faculty, preferably with the opportunity for further consideration and transmittal of Faculty views.
 - a. **Primary responsibility** shall reflect the fact that each component of the University has areas of primary responsibility that determine the weight, depth, and detail of its involvement in the governance of that area. Each component's authority and voice in a particular decision shall correspond to its expertise in and responsibility for that matter. For example, the Faculty has primary responsibility for promotion and tenure, and the chief financial officer has primary responsibility for the budget.
 - b. **Shared responsibility**, the reason for joint effort, shall reflect the fact that the mission of the University can be accomplished only through mutual trust and cooperation while different components of its governance structure have different areas of primary responsibility.
3. **Consultation** shall imply a formal procedure, in a spirit of shared responsibility, for the Faculty to present its judgment before (a component of) the University reaches a decision. More specifically, **formal procedure** shall mean one of the following three options:
 - a. **Representation** shall refer to a situation where members of the Faculty, chosen by a process determined by the Senate or its Executive Committee, represent the Faculty during the planning or decision-making process; this will often mean committee membership and may be considered the default option of the three.
 - b. **Written recommendation** shall refer to the situation where a Senate committee submits its recommendations in writing.
 - c. **Vote** shall refer to the situation where Senate as whole votes on a resolution.
4. **Review**. The right and power to review shall imply a formal procedure for the Faculty to present its judgment after (a component of) the University acted or made a decision to act. More specifically, **formal procedure** shall mean:
 - a. **Written recommendation** shall refer to the situation where a Senate committee submits its recommendations in writing.
 - b. **Vote** shall refer to the situation where Senate as whole votes on a resolution.
5. **Shared governance**. In matters requiring determination, joint effort, or consultation as defined above, and where the Faculty has primary responsibility, neither ad hoc appointments of members of the Faculty by the administration, nor informal expression of opinion from the Faculty or its individual members, nor committees seating one or two Faculty representatives among a majority of administrative and/or staff members satisfy the basic standards for Faculty participation in shared governance through its governing body.

B. **Specific Powers.** The Voting Faculty shall possess and exercise, collectively, the power and responsibility:

1. To **determine through legislative authority** of its governing body:
 - a. the academic calendar;
 - b. the policies for class scheduling;
 - c. how to respond to a request for action by a student governance body.
 - d. ~~the policies for student participation in athletic affairs.~~
2. To **review and approve through operational authority** of its governing body:
 - a. the titles of the academic degrees conferred at PFW;
 - b. the general requirements for the curricula leading toward academic degrees or certificates;
 - c. the nomination of all candidates for degrees and certificates.
3. To **set policies through joint effort** concerning:
 - a. the admission and academic placement of students;
 - b. student conduct and discipline;
 - c. ~~student participation in group extracurricular activities;~~
 - d. the administration of the library and other educational support facilities;
 - e. the conduct, welfare, privileges, tenure, appointment, retention, and promotion of the Faculty.
4. To **make formal recommendations through** established processes of **consultation**, where the governing body presents its judgment before the University reaches decisions concerning:
 - a. changes in academic organization and regulations;
 - b. the screening and selecting of academic and chief academic or administrative officers;

and, in respect to how they may affect the attainment of the educational objectives of the University,

- c. the determination and management of the budget;
 - d. the planning of physical facilities;
 - e. increases and decreases in staff.
5. To **present its views** concerning any matter pertaining to the conduct and welfare of PFW to the President and Board of Trustees of Purdue University. The Faculty may present these views through informal expression of opinion from their individual members. However, to meet established principles of shared governance, only a formal

procedure for Faculty to present its judgment in the form of a written recommendation or vote through its governing body will represent the will of the Faculty as a whole.

C. **Delegation.** Subject to the right of review by the Faculty through its governing body and the limitations that have been established to protect the interests of Purdue University, the power

1. to review and approve academic degrees,
2. to develop curriculum, instructional and examination procedures and undergraduate degree requirements, and
3. to nominate candidates for these degrees

is delegated to the college and school faculties; the power

4. to develop course content and new courses

is delegated to the academic departments.

D. Review Power

1. *Review of Administrative Powers*

- a. The Faculty shall express its judgment on administrative actions by presenting its findings and giving its recommendation on each case presented to it that raises an issue of academic freedom, tenure, promotion, or the nature or conditions of work.
- b. The review power shall be exercised by ~~an Academic Personnel Grievance Board~~ **grievance committees** elected by the Voting Faculty. Subject to the university provisions, the Senate shall establish the composition and procedures as well as the terms of office, qualification and disqualification, and replacement of the members of ~~this body~~ **these bodies**.
- c. Any member of the Faculty may petition ~~that body~~ **these bodies** for review of administrative action regarding academic freedom, tenure, promotion, or the nature or conditions of work.

2. *Review of Senate Actions*

- a. Senate actions shall be subject to review and check by the Voting Faculty through the following two procedures:
 - i. At any Faculty convocation past actions of its Senate may be brought to the floor for discussion. If a majority of those present and eligible to vote so direct, the Senate must reconsider its action at its next regular meeting.
 - ii. Any action taken by the Senate shall be forced back to that body for mandatory reconsideration if within two weeks after the circulation of the Senate minutes covering the action, a petition by at least twenty percent of the Voting Faculty stating the objections of the petitioners is received by the Presiding Officer of the Senate.

- b. In either of the above procedures, if the Senate reaffirms its original action, the issue must be submitted by ballot to the Voting Faculty. The ballots shall be returned and counted, and the decision announced, before the next regularly scheduled meeting of the Senate. The decision of a simple majority in such a ballot shall be final.

VII. AMENDMENTS

~~Amendment of the Constitution shall require the following:~~

A. ~~Amendment of the Constitution shall require the following:~~

~~A.~~ 1. **publication** of the proposed amendment to all members of the Faculty and the Senate as part of a Senate meeting agenda under the title “Amendment(s) to the Constitution of the Senate”;

~~B.~~ 2. **approval** of the proposed amendment by **majority vote** of the Senate;

~~C.~~ 3. **approval** of the proposed amendment **via secret ballot** of the Voting Faculty by a two-thirds majority of those voting or by a simple majority of the Voting Faculty, whichever shall be the less.

– 4. The amendment shall **become effective** as provided for in the amendment or, failing that, on the first day of the academic year following the completion of the steps above.

B. **Scrivener's errors.** The Clerk of the Senate, after consultation with and the approval of both the Parliamentarian and the Executive Committee, may correct, provided they do not change the intended meaning, minor clerical mistakes in this document without Senate approval. If the Clerk, Parliamentarian, and Executive Committee do, they must give written notice to the Senate, detailing the changes.

(Corrected 10/16/1980)
(Amended 10/10/1983)
(Amended 4/9/1984)
(Amended 12/14/1987)
(Amended 11/14/1988)
(Amended 4/12/1993)
(Amended 4/11/1994)
(Amended 11/9/1998)
(Amended, 4/12/1999)
(Amended, 3/13/2000)
(Amended, 3/12/2001)
(Amended, 12/9/2002)
(Amended, 9/13/2010)
(Amended, 1/10/2011)
(Amended, 4/29/2015)
(Amended, 4/11/2016)
(Amended, 10/16/2017)
(Amended, 3/12/2018)

(Amended, 3/23/2020)
(Amended, 1/10/2022)
(Amended, 11/13/2023)

MEMORANDUM

TO The Fort Wayne Senate

FROM: J. Nowak, Chair of the Senate Executive Committee

DATE: September 26, 2025

SUBJ: Proposal to align the requirements for courses participating in General Education Ways of Knowing categories with requirements for courses participating in General Education Foundational Skills categories

The document below was originally submitted last academic year. The Executive Committee took ownership of the document in order to put it on the April Senate agenda as SD24-23. Unfortunately, the Senate did not have time to vote on the document and so it expired at the end of the academic year. The document was resubmitted this year with the hope that the Executive Committee would once again take ownership in order to put it on the September Senate agenda. However, the Executive Committee voted unanimously at its August 29 meeting to send the document to Steven Cody as chair of the Programs Subcommittee for review.

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

Senate Document SD 24-23
Expired

MEMORANDUM

TO: Fort Wayne Senate

FROM: Cigdem Gurgur, Senate Executive Committee, Chair
Stephen Buttes, College of Liberal Arts, at-large senator

DATE: 03/17/2025

SUBJ: Proposal to align the requirements for courses participating in General Education Ways of Knowing categories with requirements for courses participating in General Education Foundational Skills categories

WHEREAS, the Senate approved the Revision of the General Education Program ([SD 23-5](#)) in March 2024; and,

WHEREAS, SD 23-5 states that “Each course in [the Foundational Intellectual Skills categories (A1, A2, A3)] cannot have any prerequisite coursework other than placement testing or one of the other Foundational Skills courses;” and,

WHEREAS, the Office of Academic Affairs required ILCS to move its courses in the Foundational Skills categories (third-semester and fourth-semester international language courses, which were in A2) as well as its current “Ways of Knowing” category B7 courses (first-semester, second-semester and accelerated first year courses) to “Ways of Knowing” category B6 so that, for the purposes of the Statewide Core Transfer Library, these courses would align with the location of these courses in the General Education programs that other universities in the state utilize for their third- and fourth-semester international language courses; and,

WHEREAS, SD 23-5 states that “Ways of Knowing courses cannot have any prerequisites other than Foundational Skills courses;” and,

WHEREAS, the Department of International Language and Culture Studies processed a modification to remove the prerequisites for its courses currently in General Education in order to remain in compliance with mandates handed down from the Office of Academic Affairs and the new requirements approved by the Senate; and,

WHEREAS, Dean Janet Badia declined to approve the removal of prerequisites, citing the likelihood of confused advisors, increased work for the ILCS administrative assistant and fears about the enrollment effect on other departments in the College of Liberal Arts given the Office of Academic Affairs mandate to locate all ILCS language courses in B6 (i.e., the fears expressed were that students in the College of Liberal

Arts would fulfill all their General Education requirements with international languages rather than other Liberal Arts disciplines); and,

WHEREAS, SD 23-5 clearly states that “students shall not take more than three courses from the same prefix across the General Education program, including both Foundational Skills and Ways of Knowing courses,” meaning that any ILCS international language courses a student would take would pull from the “Additional Foundational Skills and/or Ways of Knowing” courses (i.e., the 9 credits of General Education electives) rather than from existing enrollments other Liberal Arts disciplines rely on in Category B6;

BE IT RESOLVED, that the Senate align the requirements for courses participating in Ways of Knowing categories with requirements for courses participating in Foundational Skills categories as detailed below.

Approved	Opposed	Abstention	Absent	Non-Voting
K. Barker			J. Nowak	C. Ortsey
B. Buldt				
C. Gurgur				
J. Johns				
J. McHann				
L. Roberts				

Summary of Proposed Change:

In the “Program Structure” section of SD 23-5 (pages 3-4), the following are the requirements for participating the Foundational Skills categories and the Ways of Knowing categories:

Foundational Skills: “Each course in this category cannot have any prerequisite coursework other than **placement testing or one of the** other Foundational Skills courses” (page 3, emphasis added).

Ways of Knowing: “Ways of Knowing courses cannot have any prerequisites other than Foundational Skills courses” (page 4).

The goal of this proposal is to allow courses that have placement testing/processes to be able to participate in the General Education program in Ways of Knowing categories by adding the section highlighted in yellow to all areas of SD 23-5 where prerequisites of General Education courses are described. In other words, **the goal of this proposed revision is to have the same structure of participation for both Foundational Skills and Ways of Knowing courses.**

Detailed list of the specific sentences proposed for revision in SD 23-5

1. Page 3: bullet point 3 at the top of that page (part of the summary of the revision):

Current SD 23-5: “Require that Ways of Knowing courses have no prerequisites other than Foundational Skills courses to ensure that all general education courses are accessible to students early in their college careers to students from across majors.”

Revised SD 23-5 will read: “Require that Ways of Knowing courses have no prerequisites other than **placement testing or one of the** Foundational Skills courses to ensure that all general education courses are accessible to students early in their college careers to students from across majors.”

2. Page 4: bullet point 2 at the bottom of that page (part of the list of requirements for Ways of Knowing courses):

Current SD 23-5: “Ways of Knowing courses cannot have any prerequisites other than Foundational Skills courses.”

Revised SD 23-5 will read: “Ways of Knowing courses cannot have any prerequisites other than ***placement testing or one of the*** Foundational Skills courses.”

3. Page 10: middle of the paragraph on the Course Reapplication and Approval Process:

Current SD 23-5: “The application will ask for the intended Way of Knowing category, confirmation that the course has no prerequisites other than currently approved foundational skills courses. .
.”

Revised SD 23-5 will read: “The application will ask for the intended Way of Knowing category, confirmation that the course has no prerequisites other than ***placement testing or one of the*** currently approved foundational skills courses. . .”

Senate Document SD 23-5
Amended and Approved, 1/8/2024
(Amended, 3/11/2024)

MEMORANDUM

TO: Fort Wayne Senate
FROM: Steven A. Hanke, Chair of the Education Policy Committee
DATE: 10/10/2023
SUBJ: Revision of General Education Program

WHEREAS, the Educational Policy Committee (EPC) is the parent committee of the General Education Subcommittee; and

WHEREAS, the General Education Subcommittee requested that EPC review a resolution to revise the General Education program; and

WHEREAS, EPC completed the review and voted in support of the document going forward;

BE IT RESOLVED, That the attached resolution be considered by the Senate.

TO: Steven Hanke, Chair of the Education Policy Committee
FROM: Carol Lawton, Chair of the General Education Subcommittee
DATE: 8/28/2023
SUBJ: Proposal for Revision of the General Education Program

WHEREAS the current General Education program is primarily a distribution arrangement that limits the ability of students to experience a meaningful program that helps them understand how a broad and liberally based education prepares them for life and work after graduation, and

WHEREAS, more systematic assessment of General Education learning outcomes at the program level has been recommended by the Higher Learning Commission, and

WHEREAS, an Artistic Ways of Knowing category would ensure that students are exposed to the arts, an area integral to the quality of everyday life and valued by our university and community, and

WHEREAS, a Diversity, Equity, Inclusion and/or Global Awareness focus in selected courses within Ways of Knowing categories would align to the Strategic Plan emphasis on embracing values that support diversity, equity, inclusion, and global awareness, and

WHEREAS, the current program includes courses that are not generally accessible to freshmen and sophomores across majors, such as in the Capstone category,

BE IT RESOLVED, that the General Education program be revised to provide students a more meaningful educational experience by framing the program in a way that promotes understanding of the purpose of General Education coursework and enhances student ownership of their path through the program; to ensure exposure to the arts and to issues of diversity, equity, inclusion and global awareness; to facilitate assessment at the program level through a common reporting structure; and to provide coursework outside of the major that sets the groundwork for further learning by being accessible to freshmen and sophomores, as detailed in the attached proposal.

In Favor

Jeff Casazza
Steven Cody
Carl Drummond
Carol Lawton
Andres Montenegro
Sherrie Steiner
Sarah Wagner

Against

Guoping Wang

Abstain

Proposal for Revision of the General Education Program October 2, 2023

Purpose

The proposed revision of the General Education program is intended to better align it with the Indiana College Core (ICC; <https://transferin.net/ways-to-earn-credit/statewide-transfer-general-education-core-stgec/>) as well as the PFW Strategic Plan (<https://www.pfw.edu/strategic-plan/documents/128-CHAN-Strategic-Plan-Trustee-Mtg-Booklet-2022.pdf>) and to address concerns with certain aspects of the current program. One concern with the current General Education program is that it is not widely perceived as a coherent program with a purpose and value distinct from that of a student's major. General education and degree program requirements are conflated by the practice of "prescribing" specific general education courses within degree plans, which creates confusion for students who change majors or who transfer a completed general education curriculum from another institution. In addition, students are able to avoid taking courses representing the Artistic Way of Knowing, an area of general education that has a strong presence at PFW. Students also may not be exposed in the current program to approaches that focus on diversity, inclusion, equity, and global awareness, as emphasized in the PFW Strategic Plan.

The proposed revision seeks to provide students with 1) a meaningful and coherent program that helps them understand how a broad and liberally-based education prepares them for life and work after graduation, and 2) a clear sense of the unique value of general education at PFW. Findings from surveys conducted in Fall 2021 of students who had already completed the General Education program (61 respondents) and faculty (89 respondents) support a desire to revise the current program to achieve these goals.

- A majority of faculty who completed the survey perceived either a need for a minor modification (37.1%, n = 33) or major modification (39.3%, n = 35) of the General Education program. Very few perceived no need for modification (23.6%, n = 21).
- The majority of faculty who responded believed that general education should promote intellectual growth (71.9% strongly agree), increased breadth of knowledge/perspectives across disciplines (67.4% strongly agree), and development of academic skills such as reading, writing, and critical thinking (73.0% strongly agree). They tended to agree that General Education courses should provide intellectual breadth outside of the student's major (51.7% strongly agree) more so than foundational knowledge for coursework in a major (only 30.3% strongly agree).
- Faculty who responded tended to perceive that the current program does not sufficiently promote intellectual breadth outside of the major. Rather, they perceived the current program to be characterized by prescription by departments of specified General Education courses for their majors (mean = 62.69 on a scale of 0-100). Moreover, relatively few students who completed the survey reported that General Education courses expanded their understanding of multiple disciplinary perspectives (19.7% Strongly agree), which may reflect lack of understanding of the meaning of "disciplinary

perspectives” or lack of awareness of multiple perspectives across General Education courses. (It is important to note that these were students who had completed their general education requirements.)

- Faculty who responded tended to agree that General Education goals and standards should be clear to students (58.4% Strongly agree). They had a relatively low perception of the coherence of the current program (mean = 40.07 on a scale of 0-100) and of students’ understanding of goals of the current program (mean = 30.38 on a scale of 0-100). They also tended to see the current program as having complicated requirements (mean = 55.26 on a scale of 0-100). Students who responded (and who had completed the program) tended to view General Education as a set of requirements to check off (52.5% Strongly agree).
- Faculty who completed the survey tended to agree that General Education should foster an atmosphere of inquiry where diverse backgrounds and perspectives are valued (69.7% Strongly agree). Diversity in this broader sense (backgrounds, perspectives) was more widely supported by faculty than singular emphases on diversity, equity, and inclusion (42.7% Strongly agree), global perspectives (38.2% Strongly agree), or interdisciplinary perspectives (28.1% Strongly agree). Relatively few students who responded (and had completed the program) perceived that General Education courses have helped them understand societal issues (41.0% Strongly agree).

The proposed revision would:

- Provide a purposeful framing of general education at PFW that makes the goals, value, and relevance of the program clear to students.
- Reduce the total number of required credits from 33 in the current program to the state-mandated minimum of 30 credits.
- Retain the current requirement for a minimum of 3 credits in each of Foundational Skills requirements.
- Require a minimum of 3 credits in the following five Ways of Knowing categories: Scientific, Behavioral/Social Scientific, Humanistic, Artistic, and Interdisciplinary categories. The Humanistic, Artistic, and Interdisciplinary categories replace the current Humanistic/Artistic and Creative/Interdisciplinary categories to ensure exposure to the arts (it is possible to complete the current program without having taken a course in the arts) and interdisciplinary inquiry. PFW stands out among the other Purdue campuses in that we have a College of Visual and Performing Arts with a rich set of course offerings in the fine arts that do not exist otherwise in the Purdue system. Part of the PFW experience of a well-rounded general education for all students should include an opportunity to be exposed to that component of our campus.
- Embrace values that support diversity, equity, inclusion (DEI), and global awareness, as called for in the PFW strategic plan, by adding a new requirement to take at least one course flagged as having a focus on DEI and/or global issues.
- Retain the flexibility of allowing student choice in the required 6 additional credits from Foundational and Ways of Knowing categories.

- Eliminate the current Capstone category, in which some courses are major-specific and do not serve as a true capstone that integrates across areas of general education.
- Give students a sense of ownership and meaning in their path through general education by creating suggested clusters of courses centered around themes that appeal to different interests.
- **Require that Ways of Knowing courses have no prerequisites other than Foundational Skills courses to ensure that all general education courses are accessible to students early in their college careers to students from across majors.**
- Provide a more systematic way to assess learning outcomes across the program.

Program Structure

A. Foundational Intellectual Skills

1. Written Communication – 3 credits minimum
 2. Speaking and Listening – 3 credits minimum
 3. Quantitative Reasoning – 3 credits minimum
- Foundational Intellectual Skills courses must meet all state learning outcomes in either written communication, speaking and listening, or quantitative reasoning.
 - Each course in this category cannot have any prerequisite coursework other than placement testing or one of the other Foundational Skills courses.
 - Departments that have courses that can be placed into at a higher level than current Foundational Skills courses are encouraged to apply for inclusion of those courses in Foundational Skills so that students do not take the associated lower-level courses under the mistaken assumption that only the lower-level courses fulfill the requirement.
 - These courses should be offered at least once a semester so that students have adequate access to them early in their program of study.

B. Ways of Knowing

1. Scientific Ways of Knowing, as defined by state learning outcomes – 3 credits minimum
2. Social and Behavioral Ways of Knowing, as defined by state learning outcomes – 3 credits minimum
3. Humanistic Ways of Knowing, as defined by the following adaptations of state learning outcomes for “Humanistic and Artistic” category. – 3 credits minimum
 - 6.1 Recognize and describe humanistic or historical works or problems and patterns of the human experience.
 - 6.2 Apply disciplinary methodologies, epistemologies, and traditions of the humanities, including the ability to distinguish primary and secondary sources.
 - 6.3 Analyze and evaluate texts, objects, events, or ideas in their cultural,

intellectual, or historical contexts.

6.4 Analyze the concepts and principles of various types of humanistic expression.

6.5 Create, interpret, reinterpret, or critique humanistic works.

6.6 Develop arguments about forms of human agency or expression grounded in rational analysis and in an understanding of and respect for spatial, temporal, or cultural contexts.

6.7 Analyze diverse narratives and evidence in order to explore the complexity of human experience across space and time.

4. Artistic Ways of Knowing (includes arts appreciation and creative courses), as defined by the following adaptations of state learning outcomes for “Humanistic and Artistic” category. – 3 credits minimum

6.1 Recognize and describe artistic works.

6.2 Apply disciplinary methodologies, epistemologies, and traditions of the visual and performative arts.

6.3 Analyze and evaluate artistic works in their cultural, intellectual, or historical contexts.

6.4 Analyze the concepts and principles of various types of artistic expression.

6.5 Create, interpret, or reinterpret artistic works through performance or criticism.

6.6 Develop arguments about forms of human agency or expression grounded in rational analysis and in an understanding of and respect for spatial, temporal, or cultural contexts.

6.7 Analyze diverse artistic expressions in order to explore the complexity of human experience across space and time.

5. Interdisciplinary Ways of Knowing, defined by each approved course meeting the following learning outcomes – 3 credits minimum

7.1 Demonstrate broad understanding across multiple distinct disciplines emphasizing how these fields both influence and pose challenges to each other.

7.2 Analyze, synthesize, and evaluate diverse perspectives to effectively address complex problems.

7.3 Integrate and communicate ideas, arguments, solutions, and narratives derived from a variety of perspectives and disciplines.

7.4 Explore the ethical and global dimensions of interdisciplinary issues, such as socio-cultural context, responsibility, accountability, sustainability, privacy, and research integrity.

7.5 At least three additional learning outcomes selected from two different areas (1-4) of Category B, “Ways of Knowing.”

- Ways of Knowing courses must meet all learning outcomes for their category.
- Ways of Knowing courses cannot have any prerequisites other than Foundational Skills courses.
- Ways of Knowing courses must be taught on a regular cycle, ideally once a year. Courses that are offered less frequently cannot assess learning outcomes on a

regular basis, as detailed in the section on Course Assessment and Program Review.

C. Diversity, Equity, Inclusion and/or Global Awareness Requirement

Requirement to take at least one Ways of Knowing course used to satisfy General Education requirements that is designated as having a focus on diversity, equity, inclusion, and/or global awareness.

Courses designated as having a focus on diversity, equity, inclusion, and/or global awareness must meet one or both of the following learning goals:

- i. Develop students' understanding of and appreciation for a) diversity - the ways that differences among individuals and groups of people (e.g., race, ethnicity, gender, sexuality, class, age, nationality, disability, culture, religion) shape lived experiences and perspectives; and/or, b) inclusion - how deliberate attention to diversity creates a community where all members are respected, feel a sense of belonging, and feel that differences are valued; and/or c) equity - how a commitment to addressing inequalities for the purpose of achieving fairness and justice is a prerequisite for equal opportunity.
 - ii. Develop students' understanding of and appreciation for how social, cultural, political, economic, and/or technological processes in societies outside the United States, present or past, or in North America before the arrival of Europeans, shape (or shaped) the human experience in those societies; and/or how globalization processes impact the United States or societies more broadly.
- Discrete learning outcomes for courses designated as DEI/Global Awareness will be developed based on the above learning goals.

D. Six Additional Credits

Six additional credits from any Ways of Knowing or Foundational Skills category.

E. Thematic Clusters

Thematic clusters provide students a mechanism to connect general education courses around a common theme. The purpose of the clusters is to give students the sense of coherence and meaning to general education coursework that is perceived to be lacking in the current program. To be listed in a thematic cluster, a course need not be wholly focused on the theme in question but should meaningfully engage with the theme in such a way that students will come away knowing more about matters related to the theme than they did going into the course.

- Courses within Ways of Knowing categories will be organized and presented to students in specific thematic clusters. Clusters will be displayed graphically on the

General Education website as pathways or maps through the program.

- Thematic clusters should include courses from at least three Ways of Knowing categories. Each of the courses in a cluster are required to meet all learning outcomes for their categories but a cluster need not comprise courses from all categories. Therefore, a cluster need not satisfy all learning outcomes of the whole General Education program.
- It is not required that Ways of Knowing courses belong to a cluster. Also, a given course may be listed in more than one cluster.
- Students will not be required to select courses in a thematic cluster but rather should be encouraged to do so as a way to take ownership of their individual path through their general education coursework. Completion of a thematic cluster could be tracked through an app (e.g., Suitable) with administrative support for entering data in the app. Students could be encouraged to list completion of a thematic cluster on their resumes. A LinkedIn badge could also be developed to recognize completion of a cluster.
- A full, robust, and meaningful list of thematic clusters will be accomplished through input from all faculty members who are interested in providing their ideas (e.g., through Town Halls). The General Education Subcommittee will then approve the addition of thematic clusters for the following catalog year. A mechanism will be provided for courses to be approved by the committee for inclusion in a new or existing cluster at the same time as the call for new course proposals. The committee will also determine whether any clusters should be retired at the time of General Education program review. It is expected that thematic clusters will remain largely stable from year to year.

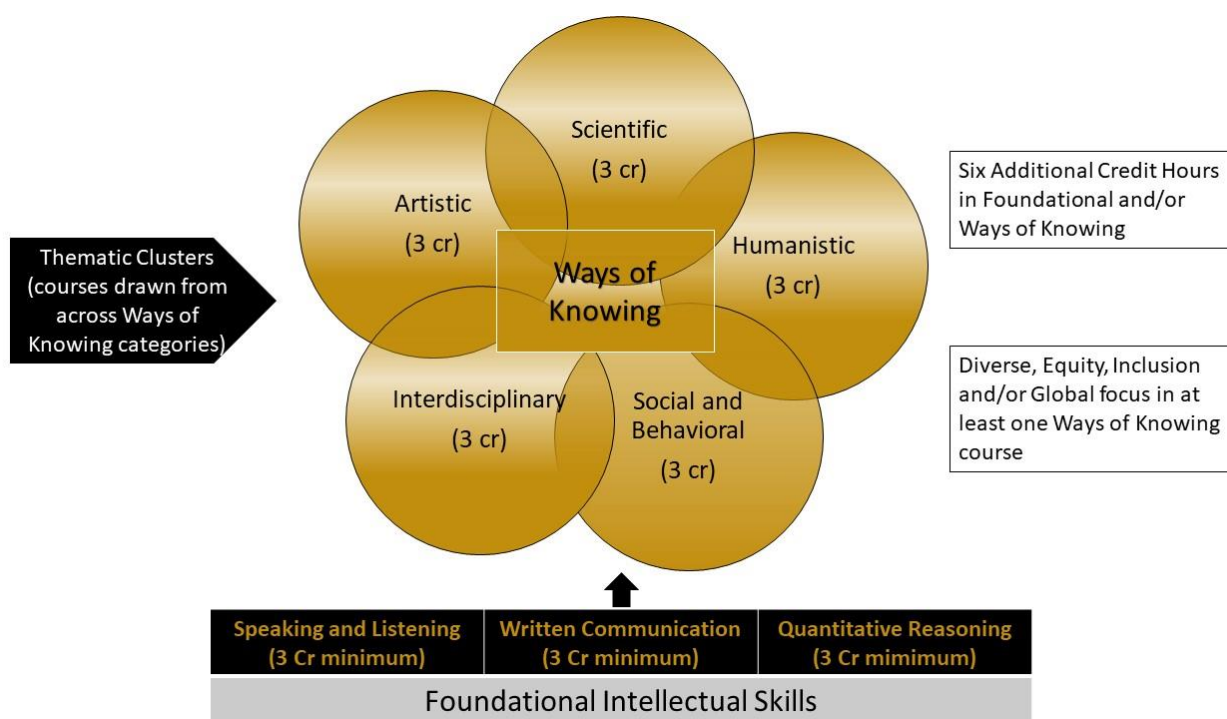
Thematic clusters may involve broad issues considered from multiple disciplinary approaches, or skills and experiences acquired across fields. The following ideas are meant as examples of thematic clusters:

- Expressions of the Human Experience - How have humans endeavored to conceptualize, understand, navigate, and express their humanity across time and place? What does it mean, and what has it meant, to be human?
- Technology and Digital Skills – How can technology and digital skills be used to facilitate communication, pursue knowledge, and enhance productivity of individuals and organizations?
- Global Visions - How might a global view of human affairs—past, present, and future—serve to shape, clarify, or sharpen how we understand both ourselves and others? What has, does, and might it mean to view the world, and the place of human beings within it, from a global perspective?
- Humans and the Physical Environment - How do humans interpret, interact with, and impact the environment? How can these interactions be used to

promote environmental sustainability?

- Intercultural Understanding - What does it take for people from different places and backgrounds to effectively understand and engage with one another? How might people from different or diverse backgrounds best work together to solve common problems?
- Self and Society - How, why, and to what ends have human beings created systems, structures, and other mechanisms to organize, manage, and better their world? Do the solutions of the past adequately address the problems of today, and those of the present the challenges of tomorrow?

Overview of Proposed Program



	Current Credits	Proposed Credits
Foundational Intellectual Skills		
Written Communication	3 (minimum)	3 (minimum)
Oral communication	3 (minimum)	3 (minimum)
Quantitative Reasoning	3 (minimum)	3 (minimum)
Ways of Knowing		
Scientific	3 (minimum)	3 (minimum)
Social and Behavioral	3 (minimum)	3 (minimum)
Humanistic and Artistic	3 (minimum)	
Interdisciplinary or Creative	3 (minimum)	
Humanistic		3 (minimum)
Artistic		3 (minimum)
Interdisciplinary		3 (minimum)
Additional Foundational Skills and/or Ways of Knowing	9	6
Diverse, Equity, Inclusion and/or Global focus in at least one Way of Knowing course		0 (required)
Capstone	3	
Total	33	30

Framing of General Education

The purpose of the General Education program at PFW will be made clear to students through a framing such as the following:

General Education at PFW offers you the opportunity to tailor your path with courses outside of your major that will excite your interests and enable you to make meaningful contributions to the world around you. It complements the in-depth knowledge and skills in your chosen field that you will attain through your major. Your general education experience will give you the foundation in broad intellectual skills and different ways of knowing that will continue to have relevance and meaning in your life long after you have graduated. General Education courses will guide you to:

- Think Creatively
- Communicate Effectively
- Reason Scientifically
- Understand the Human Experience
- Appreciate Artistic Expression
- Embrace Multiculturalism
- Adopt Global Perspectives

Course Assessment and Program Review

Assessment of General Education courses currently involves a nonsystematic sampling of learning objectives based on assessment plans of individual degree programs. To improve program-wide assessment of General Education:

- All courses in each General Education category will cycle through a subset of the learning outcomes for the category every three years, such that all courses will assess the same outcomes in a given year. Faculty will assess the contributions of their courses to the General Education program using measures related to their courses. To simplify and standardize assessment, current assignments designed independently by faculty across multiple courses and sections will be evaluated using common rubrics for each of the General Education categories. Rubrics will be developed by the General Education Subcommittee with input from the larger faculty. This method will allow for both a more systematic examination of outcomes across the program and instructor flexibility in choice of appropriate assessment measures.
- A review of the General Education program will be undertaken every three years to ensure program sustainability. This review will include analyses of data such as term, number of sections, instructional modality of sections, enrollment cap, enrollment at census, number of grades $\geq$ C-, number of D and F grades, and number and dates of Withdrawals. Analyses of these data will allow for deans and department chairs to coordinate offerings to meet student demand.

Regulations

- To ensure a well-rounded education, students shall not take more than three courses from the same prefix across the General Education program, including both Foundational Skills and Ways of Knowing courses.
- As in the current program, a student must earn a grade point average (GPA) no lower than 2.0 across courses used to satisfy General Education requirements, with a grade of C- or better in each of those courses.
- A course can be included in only one category of the General Education program but it may appear in more than one of the listed thematic clusters.
- Consistent with the goals of providing breadth of education and fostering student ownership of general education, a major should not require that students take a specified general education course to fulfill a specific general education requirement. Moreover, the practice of specifying which General Education courses a student must take is in violation of the state regulation that transfer students who have been certified as completing general education requirements cannot be required to take additional general education courses. A given course may be used to fulfill both sets of requirements and students can be advised to take given courses for both purposes (to the extent that “double-dipping” is allowed by their department or college) but an academic plan cannot specify the courses students must take to fulfill General Education requirements. The VCAA or designee will monitor academic plans to ensure that they do not specify which General Education courses must be taken.
- To facilitate completion of general education at PFW for transfer students (if they have not yet completed the state requirements), transferred credits from courses equivalent to PFW courses will count as fulfilling the same General Education requirements. Transfer students who have not completed the state-mandated General Education requirements at their previous institution will have to meet the requirements of the General Education program at PFW.

Course Reapplication and Approval Process

Courses in the current Foundational Intellectual Skills category that meet the prerequisite and other requirements in the proposed program will remain in Foundational Skills in the revised General Education program without the need for application. Courses that do not meet the prerequisite and other requirements will be removed. Courses in current Ways of Knowing categories will need to submit a brief application for review by the General Education Subcommittee by early fall, 2024 in order to be listed in the revised program in the 2025–26 Catalog. Applications for variable title courses should list all variations of the course that will meet the stated set of learning outcomes. The application will ask for the intended Way of Knowing category, confirmation that the course has no prerequisites other than currently approved foundational skills courses, assurance that the course fulfills all of the learning outcomes for its area, whether the course is appropriate for inclusion in one of the proposed thematic clusters, and, if applicable, a brief explanation of how the course fulfills the criteria to be flagged as a DEI and/or Global Awareness course. In addition, if the course has not been offered on a regular cycle in the past three academic years, the General Education Subcommittee will ask for a brief explanation of how ongoing offerings could be regularized to at least once per academic year. Course syllabi will also be collected, but syllabi for current

Ways of Knowing courses will not be reviewed and therefore do not need to be revised. If a course is being considered for inclusion in a thematic cluster, the application will ask how the theme will be addressed in the syllabus. The list of approved courses and thematic clusters will be transmitted by the committee secretary to the Registrar's Office in time for inclusion in the Catalog for the next academic year.

MEMORANDUM

TO The Fort Wayne Senate

FROM: J. Nowak, Chair of the Senate Executive Committee

DATE: October 3, 2025

SUBJ: Re: Explanation of AY 2025-26 Sabbatical Application Process

In the interests of full transparency and openness, the Senate Executive Committee wishes to inform the members of the Faculty about some changes to the sabbatical application process for this year.

As many of you are aware, the Professional Development Subcommittee (PDS) was tasked for many years with the job of reviewing sabbatical applications before they were processed by the Office of Academic Affairs for a final decision. However, in the interests of better matching the number of committee positions more closely with the number of available Faculty members, the duties of the PDS were transferred to its parent committee (the Faculty Affairs Committee) and the PDS dissolved by the passage of SD 23-30 in April 2024. Unfortunately, it came to the Executive Committee's attention that certain aspects of the sabbatical application process in AY 2024-25 were perceived by some individuals as unsatisfactory. An attempt to address these issues was made in the Bylaws revision resolution (SD 24-20) that the Executive Committee placed before the Senate last academic year, but this resolution was returned to the Executive Committee for reconsideration.

In any event, earlier this academic year, this dissatisfaction led the Provost to direct Connie Kracher, the Associate Vice Chancellor for Research, to put together a committee of experienced sabbatical application reviewers to assist the current members of the Faculty Affairs Committee in examining this year's applications. The five individuals who have been appointed for this purpose (Troy Bassett, Hui Hanke, Shannon Johnson, Mark Jordan, and Amal Khalifa) will share the burden of carefully perusing these applications for the purpose of making sabbatical recommendations to the Office of Academic Affairs. However, in keeping with Office of Academic Affairs Memorandum 2024-01, the members of the Faculty Affairs Committee will review all of the applications and make the final recommendations of the Committee to the Provost.

Please rest assured that the Executive Committee will soon charge the Faculty Affairs Committee with the task of preparing a solution to the issues surrounding the sabbatical application process so this irregular procedure is not necessary or repeated in future years.

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				