

**INDIANA UNIVERSITY
SCHOOL OF HEALTH AND HUMAN SCIENCES**

BYLAWS

Of

The Faculty Organization

2019 – 2020

**SCHOOL OF HEALTH AND HUMAN SCIENCES
INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS**

BYLAWS OF THE FACULTY ORGANIZATION

PREAMBLE

The faculty of the School of Health and Human Sciences at Indiana University Purdue University Indianapolis presents these bylaws as the framework of faculty governance to facilitate and sustain excellence in teaching, research, service, creative activity, and public scholarship in recognition of the common goal of the faculty to better health and quality of life through the process of our respective and collective work.

ARTICLE 1. NAME

Section 1. Name of Organization

The name of this organization shall be the “Faculty Organization” of the School of Health and Human Sciences (SHHS) of Indiana University-Purdue University Indianapolis (hereinafter called “The Faculty”).

ARTICLE II. THE FACULTY

Section 1. Membership

The Faculty of the SHHS shall consist of persons with tenure (or accumulating credit toward tenure in the school), clinical faculty, lecturers, and any persons whose membership is ratified by a majority Faculty vote at a regular meeting of the Faculty Organization.

Section 3. Voting Members

As appointments by the Trustees, resignations, retirements, and terminations occur, the Dean of the SHHS shall communicate to the President Elect of the Faculty changes to the list of the name, rank, tenure, and voting status of each person holding an academic appointment.

Section 4. Associate (non-voting) Members

Part-time (<50% FTE in the SHHS), associate/ adjunct faculty, or visiting faculty members of the SHHS shall constitute the associate membership and are non-voting.

Visiting full-time faculty may be appointed for service on department committees; however, they shall not chair the committee and are non-voting.

Section 5. Emeritus (non-voting) Members

Faculty members of the SHHS granted the title of “Emeritus” by action of the Board of Trustees of Indiana University shall constitute the emeritus membership and are non-voting.

ARTICLE III. PURPOSES

Section 1. Statement of Responsibility/ Authority

The purpose of the Faculty Organization shall be to provide an operational framework for democratic discussion by the faculty and determination of academic and professional policies, standards, and procedures relating to the SHHS.

ARTICLE IV. LEGISLATIVE AUTHORITY OF THE FACULTY

Section 1. Legislative Authority

Legislative authority provides the power to establish general policies and to determine procedures for their implementation subject to the approval of the Board of Trustees of Indiana University, Indiana University, the laws of the State of Indiana, and other provisions of these Bylaws.

Section 2. General Sources of Authority of the Faculty

In accordance with the laws of the State of Indiana and, in particular, the authority granted to the Trustees of Indiana University and Indian University to delegate to the faculty and to the university officials such authority as they may possess, such delegation being always revocable and the exercise of delegated authority remaining at the Trustees' pleasure and subject to their approval, these Bylaws confirm and establish in the faculty the responsibilities and duties herein specified. In accordance with long-standing U.S. traditions in higher education, primary authority in matters of academic policy resides with the Voting Faculty of the Faculty Organization.

Section 3. Specific Legislative Authority of the Voting Faculty

The Voting Faculty' legislative responsibilities and duties related to academic policies are:

- a) Standards for student admission, placement, and academic standing;
- b) Curriculum, course content, and examination procedures;
- c) Grading, student evaluation, and grading appeals;
- d) Adhering to the standards and policies of academic programs that require accreditation.

In addition to the aforementioned responsibilities, the Voting Faculty has interests, legislative responsibilities, and duties overlapping those of administration in the following areas:

- e) Student conduct and discipline;
- f) Student grievances against faculty;
- g) Faculty advancement, promotion, and tenure;
- h) Faculty status, conduct, and discipline;
- i) Faculty grievances;
- j) The privileges and general welfare of the faculty;
- k) Appointment and retention of academic administrative officers;
- l) Class scheduling and the academic calendar;
- m) Research, service, and community engagement;
- n) Academic organization/reorganization;
- o) Physical facilities and budgeting insofar as they relate to academic objectives, and all other policies and procedures affecting the faculty and its academic mission.

ARTICLE V. OFFICERS OF THE FACULTY

Section 1. Officers

The Officers shall be comprised of five faculty, four individuals in the following elected positions: President-Elect, President, Past President, and the SHHS representative to the IUPUI Faculty Council with the fifth officer being an appointed Parliamentarian.

- a) The Faculty Organization President-Elect will be elected by the Voting Faculty and serve a three-year term which consists of one year in each of the following roles: President-Elect, President, and Past-President.
- b) All tenure and non-tenure track faculty members, excluding Deans and Associate Deans are eligible to run for the position of President-Elect.
- c) Faculty may not serve in more than one officer position at any given time.

Duties and responsibilities of the Officers of the Faculty:

A. It shall be the duty of the President of the Faculty Organization to:

- a) Call a minimum of one regular Faculty Organization meeting per semester;
- b) Create and distribute the agenda for regular Faculty Organization meetings at least one week prior to the scheduled meeting of the Faculty Organization;
- c) Preside over meetings of the Faculty Organization;
- d) Serve as a member of the SHHS leadership team;
- e) Approve minutes from the Faculty Organization meetings before they are distributed;
- f) Appoint a parliamentarian annually;
- g) Ensure the SHHS Bylaws are up-to-date and propose amendments for the good of the order.

B. It shall be the duty of the Past-President of the Faculty Organization to:

- a) Serve as an advisor to the President.

C. It shall be the duty of the Parliamentarian of the Faculty Organization to:

- a) Establish that a quorum exists at all meetings of the Faculty Organization and notify the President if a quorum does not exist;
- b) Advise the President on matters of Parliamentary procedure;
- c) Inform the President and President-Elect of any error in proceedings of the Faculty Organization, as noted in Robert's Rules of Order, that may affect the substantive rights of any member of the Faculty Organization or may otherwise do harm.
- d) The term of this position is on an annual basis.

D. It shall be the duty of the President-Elect of the Faculty Organization to:

- a) Maintain the official record (minutes) of the proceedings and actions of all meetings of the Faculty Organization;
- b) Prepare copies of documents to be distributed at Faculty Organization Meetings (i.e. agenda's, meeting minutes, committee reports, motions, supporting documents, and others as needed);
- c) Slate candidates for the officer elections.

- d) Prepare, distribute, and verify ballots (including mail and electronic ballots) for all elections conducted by the SHHS Voting Faculty;
- e) Procure assistance from the Dean's officer for help with minutes and record keeping as needed.

E. It shall be the duty of the SHHS Faculty Representative to Indianapolis Faculty Council to:

- a) Attend IFC meetings;
 - i. In the event they are unable to attend an IFC meeting, they will find a replacement member that meets the IFC established criteria for alternative attendees. This is to retain the appropriate voting eligibility for action items.
- b) Report happenings of IFC meetings to the President of the Faculty Organization;
- c) Inform the Faculty Organization of matters and issues present at IFC meetings that may affect any member or members of the Faculty Organization.
- d) The school IFC faculty representative shall serve a two year term.

F. Removal of officers:

A person can be removed from office by adoption of a motion to do so. The vote required for adoption of such a motion is (a) a two-thirds vote; (b) a majority vote when previous notice has been given; or (c) a vote of the majority of the entire membership-any one of which will suffice.

If a person is removed from office, the President can appoint a replacement, in consultation with the executive committee, for the remaining term of the office.

ARTICLE VI. MEETINGS

Section 1. Regular Faculty Meetings

A minimum of one (1) regular meeting of the Faculty Organization shall be held during both the fall and spring semesters.

Section 2. Special or Emergency Faculty Meetings

Special faculty meetings may be called by any member of the full-time faculty who has obtained the signatures of 20% of more of the Voting Members of the Faculty Organization in support of such a meeting. Once the President and/or Past-President has been represented with the petition for a Special or Emergency Meeting with requisite signatures, the President and/or Past-President has ten (10) business days to call a meeting of the Faculty Organization. The President and/or Past-President must give the members of the Faculty Organization a minimum of three (3) business days' notice that the Special or Emergency meeting will occur. The issue of the petition shall be the sole order of business of the Special or Emergency Faculty Meeting.

Section 3. Voting

- a) Quorum. A quorum for SHHS is defined by Roberts Rules for Parliamentary procedure as 50% +1 of the voting members.
- b) Any member of the Voting faculty may move to have a paper or email ballot on any issue requiring a vote of the Voting Faculty; as opposed to the in-person raising of hands or verbal statement of "T".
 - 1) Paper ballots
 - i. For the election of officers, a request for a paper ballot will be granted automatically. For other cases, that do not require a paper ballot, a paper ballot can be granted by a majority vote.
 - ii. Ballots shall be counted by the President-Elect, President, Past President, and Parliamentarian.
 - iii. Ballots shall be held for recounted by the officers of the faculty until moved and ratified by faculty.
 - iv. After completion of the voting, the voting body may direct that the paper ballots be destroyed.
 - 2) Email ballots
 - i. In the case of an email vote (link to survey or email response), the process shall be announced online with a timeline for voting specified in the announcement.
 - ii. Email ballots can only be offered and cast once discussion/ debate has been offered to the voting body.
 - iii. Each voting member, proposing an email ballot, needs to provide the platform and mechanism that affords each voting member a chance to engage in discussion/debate. The plan needs to be approved by a majority vote.
 - 3) Proxy voting
 - i. Given the opportunity for email voting on virtually every action item, proxy voting is not allowed.
 - 4) Absentee voting
 - i. Given the opportunity for email voting on virtually every action item, absentee voting is not allowed.
 - 5) All voting outcomes will be recorded in the official minutes.

ARTICLE VII. STANDING COMMITTEES

Section 1. Composition of Committees

- a) Budgetary Affairs
One (1) faculty member, excluding department chairs, from each department and the SHHS campus faculty representative to the campus Budgetary Affairs Committee resulting in a total of eight (8) faculty members. The SHHS fiscal officer and the Dean shall serve ex officio.
- b) Promotion and Tenure
Seven (7) tenured faculty and two (2) non-tenure faculty (either clinical associate, clinical professor, or senior lecturer) resulting in a total of nine (9) faculty members. The non-tenure members will have voting limited to non-tenure ranked positions. Deans and department chairs may not serve on the committee but may be called into serve on an individual case.
- c) Faculty Affairs and Bylaws
Six (6) voting members, excluding department chairs, and the Parliamentarian who serves ex-officio and is non-voting shall comprise the committee resulting in a total of seven (7) members.
- d) Diversity, Equity, and Inclusion
Six (6) voting members, two (2) non-voting staff, and two (2) non-voting students shall comprise the committee resulting in a total of ten (10) members. The two (2) staff members and two (2) students shall be appointed in the same manner as Faculty Organization Committee members.
- e) Undergraduate Curriculum, Academic Policies & Student Affairs
Six (6) voting members and the Director of Student Success or his/her designee who serves ex-officio and is non-voting shall comprise the committee resulting in a total of seven (7) members.
- f) Graduate Curriculum, Academic Policies & Student Affairs
Six (6) voting members shall comprise the committee.
- g) Scholarship Committee
Thirteen (13) voting members shall comprise the committee.

Section 2. Committee Selection

- a) During the spring semester, the Faculty Organization Leadership shall announce openings on Faculty Organization Committees for the following year to all members of the Faculty Organization.
- b) Committee membership shall consist of a two (2) year term.
- c) Each committee will have members with staggered terms.
- d) A faculty member shall not serve on more than two (2) School committees;

- elected or otherwise.
- e) The faculty member with the last name starting with a letter closest to A in the alphabet shall convene the first committee meeting.
 - f) Each committee will elect its own chair.
 - g) During the first year of the School of Health and Human Sciences (SHHS) (2018-2019), the roles of President-Elect and President will be filled by one member from each of the original schools. During the 2018-2019 school year, the position of Past-President will be a shared responsibility between the 2017-2018 President of PETM and President of SHRS.
 - h) The following standing committees will be 100% elected:
 - o Budgetary Affairs
 - o Promotion & Tenure
 - o Faculty Affairs and Bylaws
 - i) The following standing committees will be 50% appointed /50% elected (within considerations of Section 2. i.3):
 - o Diversity, Equity & Inclusion
 - o Undergraduate Curriculum, Academic Policies & Student Affairs
 - o Graduate Curriculum, Academic Policies & Student Affairs
 - 1) Elections for these committees must take place prior to any committee appointments to ensure a representational and faculty workload balance.
 - 2) During the first two (2) years of the SHHS (2018 -2020), these committees shall be comprised of 50% appointed members from the following departments: Kinesiology, and Tourism & Event Sport Management and 50% elected members from the following departments: Occupational Therapy, Physical Therapy, Physician Assistant, Nutrition & Dietetics, and Health Sciences with voting by the faculty from these departments only. Commencing in the fall semester of 2020, committee appointments and elections will occur from faculty in all SHHS departments.
 - 3) Committee membership shall strive to have equal department representation. Additionally, no committee shall be comprised of more than 50% representation from any one department.
 - 4) Committee appointments will occur in the following manner: Department Chairs will make recommendations to the SHHS leadership team who will discuss candidates for appointment to committees and make recommendations to the Dean. The Dean will then make an appointment. This same process may also be used to fill a vacant elected position.
 - j) The Associate dean of Student Affairs shall serve ex officio (non-voting) on the Graduate Curriculum Academic Policies & Student Affairs and Undergraduate Curriculum Academic Policies & Student Affairs committee. The Associate Dean of Faculty Affairs shall serve ex officio (non-voting) on the Faculty Affairs and Bylaws committee.
 - k) In the event of an internal committee tie, the Faculty president will cast a vote to resolve the tie, with the exception of the Promotion & Tenure committee where an internal committee tie will be resolved by the committee chair.
 - l) Each committee may convene an ad hoc committee to assist with workload.

Section 3. Responsibilities of Committee Chairs

It shall be the duty of the committee chairs to:

- a) Hold a minimum of one face-to-face meeting per semester.
- b) Submit written announcements and updates to the Faculty Organization President-Elect one week prior to scheduled Faculty Organization meetings for inclusion in the agenda and minutes.
- c) Submit an annual report to the Faculty Organization President-Elect at least two weeks prior to the annual spring meeting.
- d) The chair of the scholarship committee will cast the deciding vote in the event of a tie.

Section 4. Committee Responsibilities

a) Budgetary Affairs

This committee shall consult and advise the Dean and the Faculty regarding the school budget and planned allocation of financial resources. The Committee shall obtain and examine the information necessary to sustain effective involvement in the ongoing budget and strategic planning processes in the school. The Committee shall make recommendations to the Dean on matters pertaining to budget and resource allocation and keep faculty and staff informed of the fiscal health of the school. This committee shall act as an advisory committee to the Dean and the Faculty financial difficulties as outlined in the IUPUI policy on “Institutional Financial Difficulties”. Members of this committee will be responsible for assisting the Department Chairs and the Dean in forecasting and budgeting of enrollment and expenses.

b) Promotion & Tenure

This committee shall be responsible for matters involving implementing tenure and promotion policies and decisions in accordance with the “IUPUI School of Health and Human Sciences and Criteria for Faculty Promotions.” This requires the committee to stay informed on current promotion and tenure guidelines at the campus/university level. When requested, provide consulted feedback on annual review or conduct post-tenure review for tenured and non-tenured faculty.

c) Faculty Affairs and Bylaws

This committee shall be responsible for monitoring policy and procedure changes at the school, campus, and university levels and their impact on academic freedom, faculty governance, and all other concerns relevant to the welfare and morale of the academic members of the SHHS. To monitor and review the SHHS faculty grievance policy and recommend appropriate revisions to the constitution and bylaws.

d) Diversity, Equity, & Inclusion

This committee shall advise and make recommendations to school administrators on issues relative to promoting and ensuring diversity, equity, and inclusion as it relates to: recruitment, hiring, retention, and advancement

of faculty and staff; and recruitment, enrollment, retention, and graduation of students;

Additionally, the faculty chair of this committee shall serve on the IUPUI Faculty Council Diversity, Equity and Inclusion committee.

e) Undergraduate Curriculum, Academic Policies, & Student Affairs

The Undergraduate Curriculum and Academic Policies Committee shall be responsible for the curricula of undergraduate programs in the SHHS. This committee shall interface with school, campus, and university administration regarding undergraduate level curriculum and academic policies and procedures. The function of this committee is to review new and revised undergraduate level curricula and course requests from departments within the school. Additionally, this committee shall review new and revised academic policies from departments providing undergraduate education within the SHHS. Regardless, this committee sends items to the full SHHS voting faculty as discussion or action items.

f) The Graduate Curriculum and Academic Policies Committee shall be responsible for the curricula of graduate programs in the SHHS. This committee shall interface with school, campus, and university administration regarding graduate level curriculum and academic policies and procedures. The function of this committee is to review new and revised graduate level curricula and course requests from departments within the school. Additionally, this committee shall review new and revised academic policies from departments providing graduate education within the SHHS, including requests for endorsement to chair school dissertation committees. Regardless, this committee sends items to the full SHHS voting faculty as discussion or action items.

g) Scholarship Committee shall be responsible for monitoring and determining recipients for SHHS student scholarships.

ARTICLE VIII.

Section 1. Procedures for Bylaws: Revision

- a. Any voting member of the Faculty Organization may, at any time, request the Faculty Affairs and Bylaws Committee to review and recommend revisions of the Bylaws.
- b. The committee, itself, can put forth a motion to amend the bylaws.
- c. A simple majority in favor of the proposal is needed for advancement from the committee to the Faculty Organization.
- d. Written proposed revisions of the Bylaws shall be distributed at least two (2) weeks prior to a vote for action on the revisions by the SHHS Faculty Organization Officers, and should include the following:
 - a. The proposed amendment, precisely worded.
 - b. The current bylaw.
 - c. The bylaw as it will read if the amendment is adopted.
 - d. The proposers' names and their rationale for offering the amendment.
 - e. The numeric vote from the Faculty Affairs and Bylaws Committee.

- e. Each voting member should be afforded an opportunity to discuss/debate the amendment, prior to the vote being taken; if a paper ballot, then this means dedicated time in a faculty organization meeting. Conversely, if via email, then per the guidelines in Section 3.2.4.
- f. Approval of revisions of the Bylaws requires a two-thirds majority affirmative vote of the entire Faculty Organization.

All revisions of the Bylaws become effective upon adoption by the Faculty Organization.