

THE CONSTITUTION OF THE FACULTY OF
THE HERRON SCHOOL OF ART AND DESIGN, IUPUI

April 2008

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PREAMBLE

We, the faculty members of Herron School of Art and Design, IUPUI, in recognition of our common goal to better human conditions through the process of education and in recognition and appreciation of the rights and responsibilities bestowed upon us by the State of Indiana through the Indiana University and Purdue University Boards of Trustees for the accomplishment of this goal, do establish this Constitution for the purpose of creating a system which will aid in the identification, definition and accomplishment of the major and specific objectives of this faculty.

ARTICLE I HERRON FACULTY MEMBERSHIP

Section A.

All faculty members with tenure or accumulating credit towards tenure, and full time lecturers who perform their functions primarily under the auspices of the Herron School of Art and Design, shall be considered voting members of the faculty.

Section B.

The Faculty Affairs Committee at Herron, working with the Offices of Human Resources and the Dean at Herron, shall be responsible for maintaining a census of voting faculty. A certified list of voting faculty shall be sent to the President of the Faculty Council no later than the end of September and they shall notify the President of the Faculty Council of any changes in this list as they occur.

Section C.

Anyone wishing to challenge any inclusion or omission from the official list shall first petition the Faculty Affairs Committee. If that committee holds against the petitioner, then the petitioner may present the case to the Faculty Council, which may rule for the petitioner by a 2/3 vote of those present and voting.

ARTICLE II HERRON FACULTY RIGHTS AND RESPONSIBILITIES

Section A.

The faculty shall:

1. Advise the Dean of Herron School of Art and Design, the Chief Executive Officer at IUPUI, the Presidents, and the Boards of Trustees concerning policies of admission, retention, and academic placement of students.
2. Establish policies governing conduct and discipline of students.
3. Develop curricula, course content, academic procedures and degree requirements and nominate candidates for degrees. This is subject to the right of review by appropriate governing bodies within the universities and by appropriate external bodies when their prerogatives are affected.
4. Fix the general policies for scheduling classes.
5. Establish policies for institutional and student participation in extracurricular activities.
6. Advise the Dean of Herron School of Art and Design, the Chief Executive Officer at IUPUI, the Presidents, and the Boards of Trustees concerning policies and administration of the Herron Library.
7. Recommend to the Dean of the Herron School of Art and Design the criteria and procedures for implementing appointments to the faculty, general faculty welfare, and dismissal from the faculty, non-reappointment, promotion in academic rank, tenure and sabbatical leaves of absence.
8. Consult with decision-making administrators regarding the planning of physical facilities and staffing,
9. Participate in the process of selecting candidates for major executive academic positions.
10. Consult with decision-making administrators regarding proposed changes in academic organization.
11. Continually review educational policies and procedures.
12. Have the right to petition the Board of Trustees through appropriate channels regarding views of the faculty on any matter pertaining to the conduct and welfare of the institution.

ARTICLE III THE EXERCISE OF RIGHTS AND RESPONSIBILITIES

Section A. The Faculty Council

1. Authority shall be exercised on behalf of the faculty by the Faculty Council in regular and special meetings, subject to the limitations of the Constitution.

2. The Faculty Council shall adopt Bylaws to this Constitution.

Section B. Review of Council Actions

If, at a duly called regular or special meeting of the voting faculty, a majority of those present and voting shall oppose an action of the council, then that matter will be remanded to the Council for reconsideration. To become effective, the Faculty Council may submit the revised proposal to a mail ballot of the faculty where a majority of those voting shall suffice for passage.

Section C. Meetings of the Faculty

1. There shall be at least two regular meetings of the voting faculty during the academic year: one in the fall and the other in the spring. The time and place of these meetings shall be determined by the President of the Faculty in consultation with the Faculty Council. The President of the Faculty shall preside at these meetings of the faculty.
2. Special meetings of the faculty may be called by the Dean of the Herron School of Art and Design, the President of the Faculty or petition of at least five voting members of the faculty; said petition to be delivered to the Chairman of the Faculty Affairs Committee. A special meeting shall be called within thirty days of receipt of such a petition. Any special meeting of the faculty must be called for a specific purpose and may depart from that purpose only by a suspension of the rules. Faculty must be given notice of time, date, place and agenda of any meeting of the faculty at least ten days in advance. The Faculty Secretary shall be responsible for keeping the minutes of such a meeting and distributing a copy of the same to each member of the faculty.
3. Fifty percent of the members of the faculty shall constitute a quorum for a meeting of the faculty.

ARTICLE IV
HERRON FACULTY COUNCIL

Section A. Faculty Council Membership

The faculty Council shall be composed of elected and ex-officio members.

1. Ex-Officio Members
The Dean of Herron School of Art and Design, **Associate Dean**, and the Department Chairs shall be the ex-officio members of the Faculty Council and shall serve without voting privileges.
2. Elected Members
 - a. Elected members of the Faculty Council shall consist of the President of the Faculty and the Chairpersons of the standing committees.
 - b. Elected members of the Faculty Council shall serve a term of two years unless otherwise shortened by the Council commencing with the first Council meeting of the

fall semester. No elected member shall be eligible to serve more than two terms consecutively.

Section B. Officer

The presiding office of the Faculty Council shall be the President of the Faculty who shall call all Faculty Council meetings. In the absence of the President, a member of the Council will be designated to preside.

Section C. Meetings

Meetings of the Faculty Council may be called by the President of the Faculty or upon request by any member of the Council. The person(s) calling the meeting shall state the reason(s) for calling it and the business of the meeting shall be restricted to items relevant to the matters for which it is called.

Section D. Quorum

Fifty percent of the Faculty Council shall constitute a quorum.

Section E. Recordkeeping

The Faculty Secretary shall prepare minutes of the meetings of the Faculty Council. The original copies of all minutes shall be retained in the Faculty Council file.

ARTICLE V

REVIEW FUNCTION OF THE HERRON FACULTY

The faculty shall express its judgment on procedure followed in any administrative action brought to its attention, which raises an issue of academic freedom, tenure, promotion, salary, the nature and conditions of work, non-reappointment, or dismissal.

ARTICLE VI

AMENDMENTS

1. A constitutional amendment may be brought to the Council by any member thereof, or by a petition signed by five voting members of the faculty.
2. If approved by fifty percent of the Council, the President shall distribute copies of the amendment to the voting faculty within 20 class days of this approval.
3. If five or more voting members of the faculty so request by a petition delivered to the President of the Faculty within 30 class days (excluding summer sessions) after circulation of the amendment, the President shall call a special meeting of the entire voting faculty to

consider the amendment. The amendment may be returned to the Council (with or without instructions) by a majority vote of those present and voting at this special meeting. If the amendment is not returned to the Council, then the President will conduct a mail ballot within ten class days after the meeting.

4. If no meeting is requested, a mail ballot will be conducted within 50 class days of council approval and within the academic year.
5. An amendment shall become effective at the beginning of the academic year, following its adoption, unless otherwise specified.

THE BYLAWS OF THE FACULTY OF
THE HERRON SCHOOL OF ART AND DESIGN, IUPUI

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LEGISLATIVE AUTHORITY OF THE FACULTY

In accordance with long-standing US traditions in higher education, primary authority in matters of academic policy resides with the voting faculty.

Primary authority means the power to establish general policies and to determine procedures for their implementation subject to the approval of the Boards of Trustees of Indiana University and Purdue University, the laws of the State of Indiana, and other provisions of these Bylaws.

In accordance with the laws of the State of Indiana and, in particular, the authority granted to the Trustees of Indiana University and Purdue University to delegate to the faculty and to 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.

ARTICLE 1

OFFICERS OF THE HERRON FACULTY COUNCIL: SELECTION AND DUTIES

Section A. Specification of Officer

In accordance with ARTICLE IV, Section B of the Herron Faculty Constitution, the President of the Faculty shall be the presiding officer of the Herron Faculty Council.

Section B. Selection and Duties of the Officer

1. Presiding Officer

The President of the Herron Faculty or her/his designee shall preside at all meetings of the Council and shall:

- a. Keep comprehensive minutes of the proceedings and action of the Council and circulate these promptly to the faculty;
- b. Report in the minutes those present and those absent at Council meetings;
- c. Circulate Faculty Council documents and the time, place and agenda of the next meeting to all members of the faculty and to such other persons as the Council may designate;
- d. Announce the time, place and agenda of the next regular meeting of the voting faculty of the Herron School of Art and Design and other persons as designated;

- e. Prepare a report of the activities of the Council each year and distribute it to the faculty.

ARTICLE II ELECTIONS

Section A. Election of members to the Herron Faculty Council

Members of the Herron Faculty Council shall be elected in accordance with the procedures specified by ARTICLE IV, Section A, Paragraphs 2a and b of the Herron Faculty Constitution.

1. Nomination

Each voting member of the faculty shall be eligible to nominate persons from a list of the voting faculty prepared and distributed to the faculty by the Herron Faculty Council.

2. Election

- a. A slate of names of all nominees shall be presented to the voting faculty at a spring faculty meeting prior to voting by ballot.
- b. Members of the Herron Faculty Council whose term of office continues through the next academic year shall count the vote. In case of a tie, another ballot(s) shall be cast to break the tie.
- c. The results of the election shall be announced immediately.

3. Vacancies

- a. In case an elected member of the Herron Faculty Council cannot complete her/his term of office, the Council shall decide by what method the vacancy is to be filled, provided that if a special election is held to fill the vacancy, the nominees shall be drawn from the slate of nominees presented for the same position at the last regular meeting.
- b. The faculty shall be notified immediately of the method of replacement and the results.

Section B. Election of the President of the Herron Faculty

1. Eligibility

All tenured members of the voting faculty of the Herron School of Art and Design shall be eligible for nomination as President of the Herron Faculty.

2. Term of Office

The President of the Herron Faculty shall serve a term of two years starting immediately after the end of the academic year. The President shall be eligible for re-election, but shall serve no more than two consecutive terms.

3. Election

The voting faculty of the Herron School of Art and Design shall elect the President at the spring faculty meeting by a majority vote.

4. Vacancy

In case of a vacancy in the office of President of the Faculty, the Herron Faculty Council shall appoint a President pro tem until another election can be held.

5. Privileges

The President of the Herron Faculty shall have all the privileges of membership on the Herron Faculty Council, and all standing committees, including the right to participate in debate in the business of the Council and said committees. Although the President enjoys these privileges, attendance and participation at every Standing Committee meeting is not a requirement of the Office.

ARTICLE III
COMMITTEES OF THE FACULTY

Section A. Committee on Committees

1. Composition

The members of the Herron Faculty Council shall constitute the Committee on Committees.

2. Responsibilities

The Committee on Committees shall:

- a. Determine the size and appoint members of each standing committee of the faculty, except as provided otherwise by the Herron Faculty Constitution or the Bylaws. No committee shall have a majority of its members appointed from the same academic programs.
- b. Specify the term of service of each person appointed to a standing committee, recommending that no appointment shall be for a term exceeding two years, and

recommending that no person shall be eligible to serve more than two terms consecutively in the same committee.

- c. Make recommendations to the President of the Herron Faculty concerning the establishment of new committees, abolition of existing committees, or modification of the charge to any committee.
- d. Solicit and receive from the faculty nominations or preferences for committee appointment, provided that the nominees shall have indicated their willingness to serve, if appointed.

Section B. Standing Committees

The Standing committees of the faculty shall be:

1. Admissions

This committee shall evaluate and implement policies pertaining to prospective student admission to the Herron School of Art and Design. It shall review relevant applicants in the context of current admissions standards and make decisions regarding admission. It shall also serve to recruit potential Herron students through Herron's annual Open House and National Portfolio Day visitations.

- a. **Composition:** The Herron Admissions Committee shall consist of an elected Chairperson and 4 non-elected members from Herron's faculty. Members should include a representative from the various disciplines in our majors including: visual communication, fine arts and art education. A representative from Student Services and the Associate Dean of the Herron School of Art and Design shall serve as ex-officio, non-voting members.
- b. **Election and Terms of Office:** The Chairperson of this committee shall be elected bi-annually at a spring meeting of the faculty. Chairpersons shall serve for a term of two years, and may serve for no more than two consecutive terms. Non-elected members of the committee have no limit on term of service.
- c. **Responsibilities**

The Herron Admissions Committee shall:

- i. Periodically evaluate the efficacy of Herron's admissions policy, devise revisions when necessary, and implement those revisions following approval by a faculty quorum.
- ii. Review scholarship portfolios for incoming students and award allocated scholarships accordingly.

- iii. Organize Herron's annual Open House.
- iv. Organize National Portfolio Day (when held at Herron), and facilitate member participation in National Portfolio Day functions held in selected cities.

2. Academic Affairs

This committee shall be responsible for reviewing and evaluating overall school curricula. It shall review new course proposals and program and curricular changes and make recommendations to the faculty and the Dean of the School. The committee shall also coordinate curricular concerns with the library.

- a. **Composition:** The Herron Academic Affairs Committee shall consist of a Chairperson and four members elected by the Herron voting faculty for a term of two years. A representative from the Herron Library, and the Director of Student Services of the Herron School of Art and Design shall serve as ex-officio, non-voting members of committee.
- b. **Election and Terms of Office:** The Chairperson of the committee shall be elected in accordance with the procedures specified by Article IV, Section A, Paragraph 2a and b of the Herron Faculty Constitution. The four members shall be elected from nominations by the faculty. The elections will be held at an annual spring meeting of the faculty.

Members of the Committee shall serve a term of two years, starting at the beginning of the academic year following their election. The Chairperson and one member shall be elected on odd numbered years and three members shall be elected on even numbered years.

- c. **Responsibilities**
The Herron Academic Affairs Committee shall:
 - i. Maintain an ongoing review of the school's academic directions and make appropriate recommendations.
 - ii. Receive and review proposals for course changes, new courses, departmental and program changes and new programs. These proposals may be submitted by department chairs and program coordinators. Faculty members are to submit proposals through chairs and coordinators.
 - iii. Act as delegates of the faculty by examining the relationship of proposals to overall school curricula and make recommendations to the Dean of the school for approval or disapproval of the proposals.

- iv. Keep the faculty informed of current committee actions through written reports to the president of the faculty in Herron Faculty Council meetings.
- v. Present to the Herron faculty, for vote, new program proposals.

3. Exhibitions and Visiting Artist/Lecturer

The primary purpose of the Galleries and Visiting Artist/Lecturer Program is to complement the academic mission of the Herron School of Art and Design. The committee and the Gallery Director will work in conjunction toward the implementation of this mission. The committee will function as a conduit for ideas, general teaching philosophies, and specific exhibition proposals. The committee will provide proposals for the Herron School of Art and Design's Visiting Artist/Lecturer Program. The Gallery Director will present curatorial projects, exhibition proposals, publications, and educational initiatives to the committee for advisement. This committee will plan and promote all aspects of the school's Visiting Artist/Lecturer Program and be responsible for its assigned budget.

- a. **Composition:** The Exhibition and Visiting Artist Committee shall consist of a Chairperson and four full-time voting members of the faculty body. The Gallery Director shall serve as an ex-officio, non-voting member of the committee. A student representative of Active Student Artists (ASA) will be invited for consultation with the committee as needed.
- b. **Election, Appointment and Terms of Office:** The Chairperson of the committee shall be elected in accordance with procedures specified by Article IV, Section A, Paragraph 2a and b of the Herron Faculty Constitution. The election of the chair will be held at the annual spring meeting of the faculty on even years.

Voting faculty may self-nominate for appointment by the Exhibition and Visiting Artist Committee Chair. All appointments by the chair will be done in consultation with Herron Faculty Council and the President of the Herron Faculty.

Members of the Committee shall serve a term of two years, starting at the beginning of the academic year following their appointment to the committee.

4. Faculty Affairs

This committee shall be responsible for all matters involving the faculty such as policies regarding academic freedom, sabbatical leaves, general grievances, Faculty Boards of Review and other concerns relevant to the welfare and morale of the academic members of the Herron School of Art and Design.

- a. **Composition:** The Herron Faculty Affairs Committee shall consist of an elected Chairperson and 3 non-elected members from Herron's faculty. Members should

include a representative from the various disciplines and programs in the school including visual communication and fine arts.

- b. Election and Terms of Office: The Chairperson of this committee shall be elected bi-annually at a spring meeting of the faculty. The Chairperson shall serve for a term of two years, and may serve for no more than two consecutive terms.

Non-elected members of the committee have no limits on term of service.

5. Student Affairs

The Student Affairs committee works in the interest of students and acts as the faculty voice to the student body in areas having to do with student life, scholarships, grievances, appeals, and general concerns. The committee works closely with Student Services and the Associate Dean to establish policies and procedures for considering appeals and resolving conflicts and grievances, to collaborate with staff in organizing and managing the scholarship and awards process, and to promote the general success and welfare of the student body.

- a. Membership: The Student Affairs Committee shall be comprised of a Chair elected by the faculty, and two faculty members assigned to the committee by the Faculty Council. Ex-officio, non-voting members shall be the Director of Student Services, or a representative if the director is unavailable, the Associate Dean, and the faculty representative to ASA.
- b. Election and Terms of Office: The Chairperson of this committee shall be elected bi-annually at a spring meeting of the faculty. The Chairperson shall serve for a term of two years, and may serve for no more than two consecutive terms.

Non-elected faculty members are assigned annually.

c. Scholarships and Awards

- i. The Student Affairs committee collaborates with staff in organizing and managing the process for awarding program area scholarships.
- ii. The committee presides over the nomination and judging process and oversees the presentations for the Menz Award in collaboration with members of the administrative staff.
- iii. The committee organizes the process for awarding competitive scholarships, including determining eligibility requirements, establishing the process for application, convening juries, and awarding the scholarships.
- iv. The committee organizes the Honors and Awards ceremony in collaboration with the administrative staff.

d. Student Appeals

- i. Student Affairs reviews and decides student appeals for reinstatement and forgiveness.
- ii. The committee establishes policies for considering appeals relating to grades, grievances, and behavior. The committee participates in implementation of these policies as required by the process.
- iii. The committee works to resolve issues of concern expressed by the student body.

e. Student Life

- i. Student Affairs oversees program planning for the Herron House residential learning community through its participation in the Herron House Planning committee. A member of the Student Affairs committee shall act as chair of the Herron House planning committee.
- ii. Student Affairs works to promote the general success and welfare of the student body. The faculty advisor for Active Student Artists (ASA), the Herron student governing body, shall report to the Student Affairs committee, and the President of ASA shall be invited to attend Student Affairs meetings when a student voice would be beneficial.

Herron House Planning Committee

The Herron House Planning Committee is a sub-committee of the Student Affairs committee. Its membership includes the Herron Recruiter, a member of the IUPUI Residential Services, and a member of the Student Affairs committee, who acts as chair.

Herron House is a designated residential learning community for Herron students. This committee exists as a requirement of the contract with IUPUI Residential Services and its purpose is to provide direction for programming activities for the learning community and participates in the hiring process of the Residential Advisor who organizes the activities.

6. Resource Planning

This committee shall be responsible for advising the Dean on budgetary affairs relative to the academic programs and faculty of the school. It shall review faculty input, and make recommendations to the Dean on related budget matters.

- a. **Composition:** The Herron Resources Planning Committee shall consist of a Chairperson and four members elected by the Herron voting faculty for a term of two years. The Dean and the Fiscal Officer of the Herron School of Art shall serve as ex-

officio, non-voting members of the committee. Any Herron faculty member elected to serve on the IUPUI Budgetary Affairs Committee shall also serve as an ex-officio member of this committee.

- b. Election: The chairperson of this committee shall be elected in accordance with procedures specified by article IV, Section a, paragraphs 2a and b of the Herron Faculty Constitution. The four members shall be elected from a slate nominated by the faculty. The elections will be held at an annual spring meeting of the faculty.
- c. Term of Office: Members of the committee shall serve a term of two years, beginning at the start of the academic year following their election. The chairperson and two members shall be elected on even numbered years and the remaining two members shall be elected on odd numbered years. It is recommended that no member shall serve more than two consecutive terms.
- d. Responsibilities
The Herron Resources Planning Committee shall:
 - i. Maintain an ongoing review of the school's overall resources and budgetary issues relative to academic priorities.
 - ii. Establish guidelines for receiving timely input from the Herron Faculty and the Dean of the Herron School of Art regarding resources and budgetary issues.
 - iii. Keep the Herron Faculty informed of issues brought to the committee in a timely fashion.
 - iv. Make recommendations to the Dean of the school and serve as an advisory committee to the Dean regarding resources and budgetary issues relevant to the school's academic mission.

7. Herron Tenure and Promotions Committee

- a. Composition: The Herron Tenure and Promotions Committee shall consist of members from each division of the school which shall elect one representative for every four full time tenured or tenure track faculty members in that division. Divisions with less than three faculty members shall elect one representative. Division representatives must teach the majority of their teaching assignments in the program they represent, be tenured and shall have served a minimum of three consecutive full time academic years at Herron School of Art. Divisions having no tenured faculty members may elect a non-tenured representative who fulfills the other two criteria. Whenever possible, at least one-half of the membership of the committee shall be full professors. No members may represent more than one division. No member shall participate in the consideration of his or her own tenure or promotion review.

b. Election of Committee Members: The faculty of each division shall elect representatives. This election shall take place during the Spring Faculty Meeting in even numbers years.

i. Terms of Office

01. Members shall serve for four years.

02. Half the members shall be elected every other year (bi-yearly).

03. If, for any reason, a member cannot serve the full term, the division will be responsible for replacing that member.

ii. Responsibilities

The Herron Tenure and Promotions Committee shall:

01. Elect a chairperson from its membership following election of new committee members at the Spring Faculty Meeting of each even numbered year. This should be done before May 1. The chairperson serves a two-year term and may be reelected. The Herron Tenure and Promotions Committee will appoint one of the committee's members to serve as the school's representative to the IUPUI Promotions Committee and this should be a full professor.

02. Be guided by tenure and promotions procedures outlined in the IUPUI faculty handbook.

03. Determine methods of evaluating faculty members being considered for promotion and tenure. These methods are subject to the approval of the Herron faculty by a 2/3 majority of the voting members present in a meeting of the full faculty.

04. At the conclusion of each year's tenure and promotions considerations, the committee will place in its files for viewing by any faculty members a written report outlining procedures used that year.

05. Check with the office of the Dean of Herron School of Art by September 1 of each year to see that all pertinent information, including deadlines and identification of proper forms necessary for tenure and promotions considerations, is issued to all eligible Herron faculty.

06. Recommend guidelines for the length of time a faculty member is to spend in a given rank before applying for promotion. The university has no strict timetable for the rate of progression through the ranks.

07. Consider leave with pay from Herron School of Art (sabbatical leave) as time in rank when awarding promotions.

08. Complete and attach to every candidates dossier, prior to forwarding, the following documents:

First. IUPUI routing and action form for tenure and/or promotion reviews.

Second. An expository account of the committee's review of the candidate containing supporting statements for the committee's recommendation. This document shall be signed by each member of the Herron tenure and Promotions Committee.

Section C. Reports

Committee Chairpersons shall supply the President of the Faculty with brief written reports of committee action(s) on a continuing basis, and each committee chairperson shall make an annual report to the council toward the close of the academic year.

ARTICLE IV FACULTY BOARDS OF REVIEW

Section A. Composition

Faculty Boards of Review shall consist of five Herron Faculty members, four elected by the faculty and one selected by the grievant. At least three members of each Board shall be tenured. The members of each Board shall elect one of the tenured members of the Board to be its presiding officer.

Section B. Election

Members of the Faculty Boards of Review shall be elected by secret ballot at a special election called by the President of the Herron Faculty. Nominees for each Board may be made by any member of the Herron voting faculty and submitted to the President of the Faculty at least five days before the date the election is to be held. If a tie vote occurs a second ballot will be held; in such case, only the names of the tied nominees will appear on the ballot.

Section C. Term of Office

The members of the Boards of Review shall hold office for the duration of the case they have been convened to consider. At least one academic year shall elapse between terms of office of faculty members serving on a Board of Review.

Section D. Responsibilities of the Faculty Boards of Review

The Herron Faculty Boards of Review shall exercise the review functions of the faculty with respect to grievances expressed by faculty members concerning academic freedom, tenure, promotion, salary adjustment, non-reappointment, dismissal, or other conditions of work. The Boards shall receive statements of grievances, hold hearings when necessary, receive testimony, and conduct such investigations, as may be necessary or desirable. They shall finally report in writing their findings and recommendations to the President of the Herron Faculty, Dean of the Herron School of Art and Design, and to the faculty member expressing the grievance, and to such other persons as circumstances of any case may indicate.

Section E. Procedures of the Faculty Boards of Review

1. Assignment of cases: following the special election, the President of the Herron Faculty shall convene and assign case responsibility.
2. Submission of grievances: Any Herron faculty member desiring a review of action in the areas of concern stated in article IV, Section D, shall submit to the President of the Herron Faculty a written request for a review, stating therein the nature of the grievance(s). The President of the Herron Faculty shall establish a Board of Review to conduct the review and will notify the Dean of the School of the receipt of the request and of the Board's intention to conduct a review. If discrimination is alleged by the grievant, a copy of the notice shall be sent to the Secretary of the IUPUI Faculty Council and the IUPUI Affirmative Action officer. Subsequent procedure of the Board will be determined by the nature of the grievance, as described in Paragraphs 3 and 4 below.
3. Cases involving the dismissal of a faculty member.
 - a. Dismissal shall mean the involuntary termination of a tenured faculty member's appointment prior to retirement or resignation, or the termination of the appointment of a non-tenured faculty member prior to the expiration of his or her term of appointment. Dismissal shall occur only for reasons of (a) incompetence, (b) serious personal or professional misconduct, or (c) extraordinary financial exigencies of the University.
 - b. Upon receipt of a statement of grievance involving dismissal, the presiding officer of the Board of Review shall notify the grievant and the Dean of Herron School of Art and Design that a hearing will be conducted at a specified time and place. In setting the date for the hearing, sufficient time will be allowed for the grievant to prepare his or her case. The grievant shall inform the presiding officer of the Board whether he or she wishes to appear or answer in writing the statement of alleged grounds for dismissal. Prior to the hearing, the presiding officer of the Board shall request and shall be given a statement of the alleged grounds for dismissal, together with all the information in support thereof, from the Dean of the Herron School of Art and Design.

- c. In any hearing before the board of review, the grievant shall be permitted to present witness or other evidence in his or her behalf, and shall be entitled to the cooperation of the Board in securing the attendance of witnesses. The grievant shall also have the right to hear and to question all witnesses and to examine all evidence presented in support of termination of appointment. The hearing ordinarily shall be conducted in private, but shall be open if the grievant so requests. Detailed minutes of the hearing shall be prepared and shall be made available to the parties concerned.
- d. On completion of the hearing, the Board shall proceed promptly to a decision. The decision of the Board shall be supported by explicit findings with respect to each of the alleged grounds for dismissal. The findings and recommendations, if any, of the Board shall be communicated in writing to the grievant, the President of the Herron Faculty, the Dean of the Herron School of Art and Design and to such others as may be appropriate. The Dean of the Herron School of Art and Design shall decide the disposition of the case and shall communicate this decision with reasonable promptness in writing to the grievant, to the President of the Herron Faculty and to the Board of review, which conducted the hearing.

4. Other cases

In all cases other than those involving dismissal, the Board of Review shall hear the faculty member, and it shall make such other investigation as it deems necessary or desirable. In every case, it shall obtain from the relevant administration officials all materials pertaining to the decision or condition of work to which the grievance is addressed. These cases will ordinarily be handled on an informal basis, but the Board may choose to use the more formal procedures provided for cases of dismissal; and it will always hold a formal hearing if the grievant requests it to do so. Detailed minutes of the Board of Review hearing shall be prepared, and shall be made available in request to any party in the dispute and to University Officials who subsequently may review the case. These minutes shall be kept on file for not less than ten years in the Faculty Council file.

The findings and recommendations of the Board of Review shall be reported in writing to the grievant, the President of the Herron Faculty, the Dean of the Herron School of Art and Design, and to such other officials as may be appropriate. Final disposition shall be made by the Dean of the Herron School of Art and Design within 30 days, and the Dean shall communicate the decision and the reasons therefore in writing to the parties directly involved in the dispute, to the Board of Review, and to the President of the Herron Faculty.

Section F. Disqualification

Herron faculty members may disqualify themselves from service on a Board of Review if that person believes she/he cannot render an impartial judgment. Disqualifications must be proclaimed at the time of election.

ARTICLE V
ORDER OF BUSINESS AND THE RULES OF ORDER

Robert's Rules of Order shall govern the conduct of all Faculty Meetings, except as specifically provided in the Bylaws or a vote for the suspension of the rules. The normal order of business at each regular Faculty Meeting shall be:

1. Call to order
2. Approval of minutes of the last Faculty Meeting
3. Acceptance of the Agenda
4. Reports offered by the Dean and the President of the Faculty
5. Business agenda for the day
6. Reports of Committees
7. Adjournment

ARTICLE VI
AMENDMENTS

A resolution to amend the Bylaws may be introduced at any regular meeting of the Faculty Council by any member thereof, or by written petition of at least three members of the voting faculty submitted to the President of the Herron faculty.

Adoption of an amendment to the Bylaws shall require a favorable vote of a majority of those present at a regular meeting of the Herron Faculty.

Approved by the Faculty of the Herron School of Art and Design, IUPUI

30 April 2008

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President

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