

Constitution of the IUFW Faculty

Note: The first IUFW Faculty Constitution was adopted on April 30, 2018.

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PREAMBLE

We, the faculty members of Indiana University Fort Wayne, 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 Board 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 accomplishments of major specific objectives of this faculty.

ARTICLE I. FACULTY MEMBERSHIP

Section A. Positions of Academic Rank

1. Positions of Academic Rank shall include:
 1. Dental Education: tenured, tenure track, clinical
 2. Medical Imaging: tenured, tenure track, clinical
 3. Nursing: tenured, tenure track, clinical
 4. School of Medicine: tenured, tenure track, research scientist, non-volunteer clinical
 5. School of Social Work: tenured, tenure track, clinical, non-tenured

Section B. The Faculty

1. The faculty shall be composed of the Chief Academic Officer of IUFW, the Chancellor of IUPUI, and those employees who hold academic rank.
2. A member of the Faculty who serves in more than one location (e.g. Fort Wayne and Indianapolis) shall be counted among the IUFW Faculty if most service is at IUFW. A member of the Faculty who serves equally in two or more locations shall inform the Chief Academic Officer at IUFW and the Office of Academic and Faculty Records at IUPUI of their preferred location membership, prior to the annual certification.

Section C. The Voting Faculty

1. The Voting Faculty shall be composed of the Chief Academic Officer of IUFW and those employees who hold academic rank.
2. The Office of Academic Affairs and Operations at IUFW, the Indiana University School of Medicine Fort Wayne, and the Indiana University School of Social Work Fort Wayne shall be responsible for maintaining a census of the voting faculty. It shall send a certified list of voting faculty as of October 1 to the President of the Faculty for distribution to the officers of the Faculty Council and the Chair of the Nominations and Elections Committee not later than October 15 (or the closest business day if October 15 is not a business day).

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

Section D. Associate Members of the Faculty

1. Associate Members of the Faculty shall consist of emeritus, adjunct, visiting members of the Faculty, post-doctoral fellows, and persons who have academic appointments but who are not Faculty. These individuals shall have the privilege of attending Faculty Assemblies and Convocations, but shall not possess the right to vote.

Section E. Affiliates

1. The following affiliates shall be permitted to participate, without vote, in Faculty Council meetings, assemblies and convocations:
 - 1.1. The faculty of Purdue University Fort Wayne shall be accorded one Council affiliate.
 - 1.2. Voluntary Clinical Faculty shall be accorded one Council affiliate.
 - 1.3. Students shall be accorded representation by an affiliate who shall be the President of the student government or that person's designee.
 - 1.4. Administrative and clerical staff shall be afforded representation by an affiliate who shall be elected by a method chosen by the administrative and clerical staff.

ARTICLE II. FACULTY RIGHTS AND RESPONSIBILITIES

The faculty shall:

1. advise the Chief Academic Officer of IUFW, the Chancellor of IUPUI, the Indiana University President, and the Board of Trustees concerning policies for 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, subject to the rights of review by appropriate governing bodies within the universities and by appropriate external bodies when their prerogatives are affected;
4. establish policies for institutional and student participation in extracurricular activities;
5. advise the Chief Academic Officer of IUFW, the Chancellor of IUPUI, the Indiana University President, and the Board of Trustees concerning policies and administration of the libraries;
6. recommend to the Chief Academic Officer of IUFW and the Chancellor of IUPUI procedures for implementing at Fort Wayne all-university criteria and procedures for appointments to the faculty, general faculty welfare, dismissal from the faculty, non-reappointment, promotion in academic rank, tenure, and sabbatical leaves of absence;
7. consult with decision-making administrators regarding proposed changes in academic organizations;
8. continually review educational policies;
9. consult with decision-making administrators regarding planning of physical facilities and staffing;

10. participate in the process of selecting candidates for major executive academic positions; and,
11. 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 institutions.

ARTICLE III. EXERCISE OF RIGHTS AND RESPONSIBILITIES

Section A. Academic Unit Organization

1. The faculty of academic units within IUFW exercise their rights and responsibilities through faculty organization established by the faculty of those units, subject to the limitations of this Constitution.

Section B. 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 limitation of this Constitution.
2. The Council shall adopt Bylaws of the IUFW Faculty Council.
3. In the case of vacancies in the unexpired terms of any of its elected officers, the Executive Committee shall nominate candidates for the Council to confirm.

ARTICLE IV. FACULTY COUNCIL

Section A. Membership

1. Faculty Council shall be composed of elected and ex officio, non-voting members.
2. Elected members. Faculty members (defined above) shall represent academic units.
 - a. The Voting Faculty shall elect a President, Vice President, and Secretary who are not otherwise members of the Faculty Council.
 - b. Elected members of the Council shall serve a term of two years, commencing with the first Council meeting of the fall semester.
 - c. Membership on the Faculty Council shall include representation from the following units in Fort Wayne.
 1. Dental Education
 2. Medical Imaging
 3. Nursing
 4. School of Medicine
 5. School of Social Work
 - d. Election of unit representatives. Each academic unit shall conduct its election of unit representatives by procedures it shall establish itself. The results of the unit elections shall be reported by each academic unit president or chair to the Faculty Council President no later than the beginning of August. The President shall announce the results of the elections during the week before the majority of classes begin at IUFW.
3. Ex officio, non-voting members. The Chief Academic Officer of IUFW and the Chancellor of IUPUI shall be ex-officio, non-voting members of the Faculty Council.

Section B. Officers

1. The Officers of the Faculty Council shall be the President of the Faculty, Vice-President of the Faculty, and Secretary of the Faculty,

Section C. Meetings of the Faculty Council

1. Regular meetings of the Faculty Council shall be held on the first Friday of September, November, February, and April at noon.

2. 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.
3. Special meetings of the Faculty Council shall be held upon petition by twenty percent of the Faculty, by forty percent of the Faculty Council, or by action of the Executive Committee. Special meetings must be held when the majority of classes at IUFW are in session. Meetings which are the result of petition shall be scheduled in a timely manner, but in no case shall they be scheduled for later than two weeks after receipt of the petition by the President 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. If a meeting cannot meet these requirements (48-hour notice and held within two weeks of the petition), the meeting shall be held at the beginning of the following semester.

Section D. Convocations of the Faculty

1. The Executive Committee shall establish and announce the agenda, time, and place of all Faculty Convocations.
2. On its own initiative, the Executive Committee may convene the Faculty in formal Convocation for the conduct of business.
3. When petitioned by at least twenty percent of the members of the Voting Faculty or by forty percent of the Faculty Council, the Executive Committee must convene the Faculty in formal Convocation.
4. The Secretary of the Faculty Council 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.
5. At any Faculty Convocation any item may be brought up for discussion, and the Faculty Council, the Chief Academic Officer of IUFW, the Chancellor of IUPUI, the President, and the Boards of Trustees of Indiana University may be petitioned for action by the convened Voting Faculty.
6. Faculty Convocations shall be conducted according to the rules of order adopted by the Faculty Council.

Section E. Assemblies of the Faculty

1. Faculty Assemblies may be called and presided over by the Chief Academic Officer of IUFW for the purpose of transmitting communications from the President and or Board of Trustees of Indiana University, the Chancellor of IUPUI, and/or the Chief Academic Officer of IUFW.
2. Faculty Assemblies may be called and presided over by a member of the Faculty Council Executive Committee for the purpose of providing a broad and open forum for the discussion of matters that do, will, or may affect the Faculty.
3. Faculty Assemblies may be called by the Chief Academic Officer of IUFW or by a member of the Faculty Council Executive Committee.
4. No business may be conducted at an Assembly.

Section F. Review of Council Actions

1. If, at a duly called convocation of the voting faculty, a majority of those present and voting shall oppose an action of the Council, that matter will be remanded to the Council for reconsideration. To become effective, it must then be reaffirmed by 2/3 of the entire membership of the Council. However, by a majority vote, the Council

may submit the matter to a ballot of the faculty where a majority of those voting shall suffice for passage.

2. A simple majority of voting faculty members may mandate a referendum concerning an action of the Council. The Executive Committee of the Council shall conduct the referendum.

Section G. Quorum

1. A majority of the Faculty Council shall constitute a quorum.

Section E. Record

1. The Secretary of the Faculty shall be responsible for preparing minutes of the Faculty Council meetings and minutes of the Executive Committee meetings. The original copies of all minutes and the verbatim recording of the Faculty Council meetings shall be retained cumulatively in the Office of Academic Affairs and Operations at IUFW for a period of at least one academic year. At the end of a year the original copies of the minutes and the verbatim recordings shall be kept in the Office of Academic Affairs and Operations at IUFW for preservation.

Section F. Executive Committee

1. Composition. The voting members of the Executive Committee shall consist of the President of the Faculty, Vice-President of the Faculty, and Secretary of the Faculty elected by the Faculty Council. All members of the Executive Committee may not be from the same department.
2. The Parliamentarian of the Faculty Council shall be an ex-officio, non-voting officer selected by the Executive Committee of the Faculty Council.
3. The officers shall be selected in accordance with the procedure specified by the Faculty Council Bylaws.
4. Election. The members of the Executive Committee, except the parliamentarian, shall be elected to staggered terms of two years.
5. Duties. The Executive Committee shall:
 - a. determine the agenda for its own meetings and for regular meetings of the Council;
 - b. shall have the power to create ad hoc committees;
 - c. rule on matters of dispute relating to election procedures;
 - d. perform such other duties as may be assigned to it by the Council or by the Council's Bylaws.

Section G. Procedures

1. A member of the Council may appeal an action of the Executive Committee to the Council, which may overrule the Executive Committee by majority vote.
2. Matters which the Council deems to be of extraordinary significance may, by majority vote, be termed "important," thereby requiring a 2/3 vote of those voting in the Faculty Council to ratify.

Section H. Parliamentary Authority

1. Except as explicitly provided herein, the Faculty shall conduct its business according to provisions of *Robert's Rules of Order*, as most newly revised.

Section I. Balloting

1. Any provision in Indiana University, IUPUI, or IUFW constitutions or bylaws stating, directly or by implication, that voting shall occur by means of an in-person vote or a paper ballot shall be understood to permit electronic voting. The method and means

of electronic voting shall be as established from time to time by the IUFW Faculty Council Executive Committee.

Section J. Vacancies

1. Unit vacancies on the Council shall be filled for the balance of the academic year by a method of the unit's choosing.
2. To fill vacancies on the Executive Committee, the Executive Committee shall nominate a candidate who shall be ratified by vote of the Faculty Council.

ARTICLE V. AMENDMENTS

Section A.

A constitutional amendment may be brought to the Council by any member thereof, or by a petition signed by twenty percent (20%) of the voting faculty.

Section B. Adoption

1. If an amendment is approved by two-thirds of members present and voting at any regular meeting of the Council, copies of the amendment shall be distributed by the President of the Faculty to the voting faculty within one week of this approval. The amendment shall be considered passed if a majority of voting faculty who vote, vote to approve the amendment.
2. 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.

Amended:

BYLAWS OF THE IUFW FACULTY COUNCIL

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BYLAW ARTICLE I. MEMBERSHIP OF THE FACULTY COUNCIL

The membership of the Faculty Council shall be allocated in the following way.

1. Dental Education = 2
2. Medical Imaging = 1
3. Nursing = 3
4. School of Medicine = 1
5. School of Social Work = 1

BYLAW ARTICLE II. OFFICERS OF THE FACULTY AND FACULTY COUNCIL: DUTIES

Section A.

The officers of the Faculty Council shall be the officers of the faculty.

Section B. President

The President of the IUFW Faculty shall:

1. be the representative on the Purdue University Fort Wayne Senate
2. preside at all convocations
3. preside over assemblies of the faculty unless the assembly is called by the Chief Academic Officer who shall then preside over the assembly
4. be the primary representative of, and spokesperson for, the Faculty;
5. serve as informal intermediary between aggrieved faculty members and the IUFW Administration;
6. be an ex officio member of the Executive Committee and serve as its chair; and
7. be responsible for reviewing, editing, and distributing the minutes of the Executive Committee meetings, including reporting in the minutes those present at and those absent from the committee meetings.

Section C. Vice President

The Vice President of the IUFW Faculty shall:

1. preside at all regular and special meetings of the Faculty Council;
2. be responsible for reviewing, editing, and distributing the minutes of the Council meetings, including reporting in the minutes those present at and those absent from the Council meetings;
3. report in the minutes of the Council meetings on the status of all Council actions which require subsequent implementation but have yet to be completed, and shall continue to report the status of implementation of such actions until they are completed or the Council authorizes their discontinuation from the minutes;
4. prepare an annual summary of the activities of the Council for the faculty;
5. serve as an ex officio member of the Executive Committee;
6. perform such other duties as may be delegated by the President; and,
7. in the President's absence, serve in the President's stead.

Section D. Secretary

The Secretary of the IUFW Faculty shall:

1. be the liaison with the administrative support staff to circulate the next Council meeting agenda and documents at least two days in advance of the meeting to all members of the Faculty Council and to such other persons as the Executive Committee may designate. Members of the Council shall be notified of the time, place, and agenda of any special meeting at least six days in advance of the meeting;
2. circulate notices of meetings and agendas;
3. record the attendance of Councilmembers, guests, and visitors at the meetings;
4. be responsible for the minutes of all convocations and assemblies of the faculty as well as the regular and special meetings of the Faculty Council, and;
5. maintain Council committee records and reports

Section E. Parliamentarian

The Parliamentarian shall be selected by the Executive Committee of the Faculty Council for a one-year term beginning in the fall semester and he or she shall.

1. serve as advisor on parliamentary procedure to the faculty and council; and
2. serve as a resource to faculty committees at their requests.

BYLAW ARTICLE III. ELECTIONS

Section A. Election of Unit Representatives to the IUFW Faculty Council

Unit representatives to the IUFW Faculty Council shall be elected in accordance with the procedures specified by each unit.

Section B. Election of the President, Vice President, and Secretary of the faculty and Faculty Council

1. Eligibility. Members of the voting faculty shall be eligible for nomination by the Nominations and Elections Committee as President, Vice President, or Secretary of the Faculty. The slate shall be announced to the Council no later than April 1st.
2. Term of office. The President, Vice President, and Secretary of the Faculty shall serve a term of two years starting immediately after the end of the spring semester. They shall be eligible for re-election, provided that no person shall serve more than two terms consecutively in the same office.
3. Election. The Faculty Council shall elect the first President, Vice President, and Secretary of the Faculty via paper or electronic ballots from a slate of nominees prepared by the Nominations and Elections Committee no later than July 1, 2018, thereafter the voting faculty shall elect the President, Vice President, and Secretary of the Faculty via paper or electronic ballots from a slate of nominees prepared by the Nominations and Elections Committee no later than the end of the spring semester.
4. Vacancy. In case of a vacancy in the office of the President, Vice President, or Secretary of the Faculty, the Executive Committee shall nominate a candidate who shall be ratified by a paper or electronic vote of the Faculty Council.
5. Privileges. The President, the Vice President, and Secretary shall have all the privileges of membership on the Council, including the right to participate in debate and to vote in the business of the Council.

BYLAW ARTICLE IV. COMMITTEES OF THE FACULTY

Section A. Standing Committees

All standing committees shall have the same composition unless otherwise stated. All standing committees shall have three members. No unit may have more than one member on any committee. At least one member of every committee must be a member of the Faculty Council. All committee members shall have staggered two-year terms. All terms commence one week before the beginning of the majority of classes at IUFW.

The standing committees of the faculty shall be:

1. Academic Affairs. This committee shall review and make recommendations to the Faculty Council on relevant policies being considered by the IUPUI Academic Affairs Committee including those regarding program development and coordination.
2. University Resources Policy Committee.
 - a. This committee shall review and make recommendations to the Faculty Council on all aspects of the IUFW and IUPUI budgetary policies and the allocation of financial resources, especially those proposed allocations and re-allocations of financial resources that have bearing on the economic well-being of the faculty and the academic programs at IUFW.
 - b. This committee shall review and make recommendations to the Faculty Council on matters such as:
 1. planning and optimal utilization of the physical facilities of IUFW, including buildings, library resources, scientific and other equipment, and educational aids (including labs and distance education);
 2. staff needs, utilization and planning;
 3. interdepartmental and interinstitutional cooperation for improved facilities and staff utilization; and
 4. nonacademic planning, including architecture, landscaping, parking, and traffic.
 5. policies and resources of the IUFW, Purdue Fort Wayne, and IUPUI libraries.
 - c. This committee shall examine overall planning, use, and funding of technology at IUFW; and advise and act as liaison with IUFW administration, Purdue Fort Wayne, and other technology committees including those which are university-wide.
 - d. This committee shall review and make recommendations to the Faculty Council regarding all aspects of the IUFW advancement efforts.
3. Faculty Affairs. This committee shall review and make recommendations to the Faculty Council on matters involving the faculty such as the responsibilities, rights, privileges, opportunities, welfare of the Faculty, academic freedom. Matters involving appointments and tenure and promotion policies and procedures will be handled in individual departments at IUFW and through IUPUI.
4. Student Affairs. This committee shall review and make recommendations to the Council regarding matters involving student affairs. The committee shall provide advice and guidance to IUFW and IUPUI administrators. The committee also will maintain liaison with IUFW student governing bodies.
5. Nominations and Elections
 - a. Composition. All members of this committee must be members of the Faculty Council and shall serve staggered two year terms.
 - b. Election.

1. Members of the voting faculty shall be nominated by the Nominations and Elections Committee. The slate shall be announced to the Council at its April meeting.
2. Election of the members of the Nominating Committee shall be by vote of the Faculty Council. Those persons elected will commence their terms of committee service on July 1, following their election.
- c. Duties. The Nominating Committee shall: solicit nominees, administer elections, and report the results for President, Vice President, and Secretary of the Faculty Council as well as members to the IUPUI Faculty Council, and all committees.

Section B. Ad hoc Committees

Ad hoc committees shall be established by the Faculty Council to carry out work that (a) does not clearly fall under the purview of an existing Senate committee or subcommittee, or (b) the Senate feels would be better conducted by a group specially appointed for the purpose.

A Faculty Council document establishing an ad hoc committee should specify (1) the membership of the committee, (2) the task to be carried out by the committee, and (3) the date by which the committee should complete its work.

Ad hoc committees cannot be carried over to a new academic year without special authorization by the Faculty Council.

ARTICLE V. PARLIAMENTARY AUTHORITY

Section A.

Except as explicitly provided herein, the Faculty shall conduct its business according to provisions of *Robert's Rules of Order*, as most newly revised.

ARTICLE VI. AMENDMENTS

Section A.

An amendment of the Bylaws may be brought to the Council by any member thereof, or by a petition signed by twenty percent (20%) of the voting faculty.

Section B. Adoption

1. Amendments may be approved at regular meetings of the Faculty Council.
2. Amendments must be distributed with the agenda for that meeting.
3. An amendment shall be considered adopted if it is approved by at least two-thirds of the Faculty Council members present and voting at any regular meeting of the Council.
4. If an amendment is approved by a simple majority of Faculty Council members present and voting, but less than two-thirds, it may then be adopted at the next regular meeting by vote of a simple majority of the members present and voting or by a simple majority vote of the voting faculty who vote to approve the amendment.
5. 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.

Adopted: April 30, 2018

Amended: