

INDIANA UNIVERSITY
Lilly Family School of Philanthropy
Constitution of the Faculty
CONSTITUTION

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ARTICLE I – PURPOSE

The mission of the Indiana University Lilly Family School of Philanthropy (LFSOP) is to be a leading academic institution dedicated to increasing the understanding of philanthropy and improving its practice worldwide through research, teaching, training and civic engagement.

The Faculty of the LFSOP, who share a common interest in enacting the mission of the school and advancing an environment of learning, integrity, and exploration, establishes this constitution in order to more effectively carry out and be guided by the following values:

Commitment to the highest ethical standards, including academic integrity and integrity of practice

Transparency and honesty in everything we do

Respect

For the intrinsic worth of all individuals and their ideas

Inclusiveness and Diversity

In our policies, personnel, and programs

Leadership

In institutional development, field building, and impact on society world-wide

Excellence

In scholarship, research, teaching, training, and collaboration

Accountability and Stewardship

To each other, our sector, and our community

Innovation

Creating new ideas and knowledge that result in a better world.¹

ARTICLE II – NAME

Subject to the authority of the laws of the State of Indiana, the Indiana University Board of Trustees, the President of the University, the chief Indianapolis academic officer, and the University Faculty constitution, this constitution confers and confirms in the Faculty of the LFSOP the authority and responsibilities herein specified.

ARTICLE III – MEMBERSHIP

The Lilly Family School of Philanthropy Faculty (The “Faculty”) will consist of three groups:

Core Faculty, who hold at least a 50% academic appointment in the LFSOP and who are tenured, or whose service is being counted toward tenure, or who are Clinical Faculty, lecturers, librarians, or research scientists/scholars in the LFSOP. In addition, endowed chairs with appointments in the LFSOP and who are actively engaged in the work of the LFSOP will be considered members of the Core Faculty.

Affiliate Faculty, who hold less than a 50% academic appointment in the LFSOP and who commit at least 25 percent of their time to research, teaching or service in philanthropic studies, as defined by “Guidelines for Awarding Faculty Status.” Affiliate Faculty may be tenured, hold appointments that are being counted toward tenure, or are Clinical Faculty, lecturers, librarians, or research scientists/scholars in the school of their primary appointment.

Adjunct Faculty are appointed by the dean to teach courses on a periodic basis, and/or serve on committees, and/or participate in research projects with consultation from the program director(s).

All others can attain membership rights by a simple majority vote of the Core Faculty for a term of two years or less, which could be renewed.

ARTICLE IV – AUTHORITY OF THE FACULTY

Section 1. Legislative Authority The Faculty shall have legislative authority to establish academic policies for the LFSOP in the following areas, consistent with the rules and policies of IU and IUPUI Faculty governance:

- A.** The school's academic mission.
- B.** The school's structure of Faculty governance.
- C.** Conferring of academic degrees.
- D.** Curriculum.
- E.** Admission and retention of students in the school.
- F.** Standards for student academic performance.
- G.** Standards of student conduct and discipline.
- H.** Research and scholarship
- I.** Other matters affecting the academic mission of the school.
- J.** Elect representatives to the IUPUI Faculty Council.

Note: Per the IUPUI Faculty Council, only core faculty members can be considered eligible to vote for or to hold this position.

Section 2. Exercise of Faculty Legislative Authority The authority of the Faculty may be exercised by a simple majority vote in meeting, by mail ballot, or by electronic vote, or shall be delegated by vote of the Faculty to a body of elected representatives, such as an Executive Committee, operating with the current Robert's Rules of Order and in compliance with Indiana Code 5-14-1.5 Chapter 1.5. Public Meetings (Open Door Law).²

Section 3. Review Authority Legislative authority exercised by the councils and committees of the Faculty are subject to review by the Faculty. Such reviews must be initiated at either a regular or special meeting of the Faculty.

Section 4. Consultative Authority The Faculty shall have consultative authority to the Dean of the LFSOP and/or the Chancellor of IUPUI pertaining to:

- A. Creation, reorganization, merger, and elimination of programs affecting the LFSOP.
- B. LFSOP facilities and budgets.
- C. Appointment, reappointment, Faculty status, promotion and tenure, conduct and discipline, and grievances of school Faculty.
- D. Appointment of the Dean of the School.

ARTICLE V – OFFICERS

Section 1. Presiding Officer The Chairperson of the Faculty shall be the Presiding Officer of the Faculty. The Chairperson will be elected by a simple majority vote of the voting members of the Faculty. To be considered for this post, a faculty member must be a Core Faculty member. The Chairperson will have authority to place items of her/his concern on the agenda.

Section 2. Recording Secretary of the Faculty The Recording Secretary of the Faculty is appointed by the Dean. S/He is not a voting member of the Faculty.

Section 3. Duties of the Recording Secretary The Recording Secretary of the Faculty shall keep minutes of all school-wide faculty meetings and faculty committees (when deemed appropriate) and distribute them to all members of the Faculty.

ARTICLE VI - MEETINGS OF THE FACULTY

Section 1. Regular Meetings There shall be at least two regular meetings of the Faculty each semester. The specific dates for the regular meetings shall be set by the Presiding Officer.

Section 2. Special Meetings Special meetings of the Faculty, in whole or in part, may either be called by the Presiding Officer of the Faculty or by the Faculty at large via a petition of two-thirds of the voting members of the Faculty. The specific date for a special meeting of the Faculty will be set by the Presiding Officer and will be held within three (3) weeks of the call for a special meeting.

Section 3. Report on the State of the LFSOP. A report on the state of the LFSOP from the

Dean to the Faculty shall be presented at a meeting of the Faculty at least once a year.

Section 4. Notice of LFSOP Meetings The Presiding Officer shall notify each member of the Faculty by mail or electronic mail at least one week in advance of the date of a special or regular meeting except in the case of an emergency, as declared by the Presiding Officer.

Section 5. LFSOP Quorum A simple majority of 50%+1 of the voting members of the Faculty shall constitute a quorum.

Section 6. Resolutions at Faculty Meetings At LFSOP meetings, the Faculty may adopt resolutions. A resolution is a motion of some importance that is presented to a voting body in written/text form. Once presented, the resolution is voted on in similar fashion as any other motion that has been moved and seconded.

Section 7. Attendance at Faculty Meetings All Core Faculty, Affiliate Faculty, Adjunct Faculty, and staff members will be permitted to attend and participate in Faculty meetings. Eligibility to vote is specified in Article VII.

ARTICLE VII – VOTING ELIGIBILITY

Section 1. Core Faculty All members of the Core Faculty shall to be entitled to vote on all matters within the authority of the Faculty and of any committees on which they may serve. In determining voting eligibility, the endowed chair-holders, who are actively engaged in the work of the LFSOP, would be treated as Core Faculty for voting purposes—even if their appointment were less than the 50% threshold at the LFSOP. To be consistent with IUPUI guidelines, an endowed chair-holder in this category will not stand for election but will use one of the slots allocated for the Affiliate Faculty members.

Section 2. Affiliate Faculty As the Core Faculty is being established and for such time afterwards as deemed necessary for the LFSOP, Affiliate Faculty members can either self-nominate or be nominated by other Faculty members and confirmed by a vote of the Affiliate Faculty to serve as elected representatives of the Affiliate Faculty. To be eligible for election, the Affiliate Faculty must have made significant contributions to the LFSOP and must be able and willing to attend most of the Faculty meetings and must be engaged in the work of the LFSOP in a meaningful way. Elected representatives will be offered voting eligibility on matters within the authority of the Faculty and of any committees on which they may serve, consistent with the rules and policies of IU Faculty governance.

The Presiding Officer of the Faculty will prepare a slate of nominees based on their willingness and ability to serve for consideration and election by the Affiliate Faculty members. To ensure widespread participation of the Affiliate Faculty, the Affiliate Faculty members will be elected to two-year terms with a maximum of two consecutive terms. Affiliate Faculty members can be eligible for election again after stepping off of the elected Faculty for at least one year.

Section 3. Composition of Voting Membership Up to a maximum of one-third of the Faculty with voting rights will come from the Affiliate Faculty. The Affiliate Faculty with voting

rights will reflect the diversity of the campuses and schools of the Affiliate Faculty actively engaged with the School.

ARTICLE VIII - COMMITTEES

Section 1. Structure The Faculty is authorized to establish such committees as it deems necessary for the efficient conduct of matters within its authority. (These committees will be spelt out in the Faculty bylaws)

Section 2. Committee Membership Any Core or Affiliate Faculty member of the LFSOP may serve and vote on LFSOP Committees, consistent with the rules and policies of IU and IUPUI Faculty governance.

Section 3. Ex-Officio Membership The Dean and the Associate Dean of Academic Affairs and Research of the LFSOP, or her/his designee, will serve as ex-officio non-voting members of LFSOP Faculty committees.

ARTICLE IX – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1. Method of Amending A call for amendments may be initiated by a simple majority of the votes cast by the voting members of the Faculty at a regular or special meeting, or by majority vote of the Executive Committee or its equivalent (if established), or by petition of two-thirds or more voting members of the Faculty. In cases where a call for an amendment is initiated by action of the Executive Committee or by petition of the Faculty, a special Faculty meeting shall be called for the purpose of discussing the proposed amendment. The date for the special meeting shall be set by the Presiding Officer to be held within three (3) weeks of the amendment call and a copy of the amendment shall be provided to each voting member of the Faculty at least one (1) week prior to the meeting. Within thirty (30) days of the Faculty meeting at which the amendment was discussed, the Secretary of the Faculty shall circulate the proposed amendment with a ballot to all voting Faculty, consistent with the current Robert's Rules of Order.

Section 2. Vote Required for Adopting Amendments A two-thirds majority vote of the votes cast by the voting members of the Faculty shall be required for adoption of an amendment.

12/4/2013

¹ These ethical standards are based in part upon Independent Sector's (IS) work "Obedience to the Unenforceable".

² See <http://www.in.gov/legislative/ic/2010/title5/ar14/ch1.5.html>), by vote of the Faculty.

Bylaws of the Indiana University

Lilly Family School of Philanthropy (LFSP)

Article 1: Faculty

Section 1: Membership

Faculty status in the Lilly Family School of Philanthropy (hereafter LFSP) is granted to faculty members by the Trustees of Indiana University. Appointment to the Philanthropic Studies faculty is contingent upon tenure or continued appointment in an academic unit, including LFSP.

Criteria for appointment as Core member of the Philanthropic Studies faculty:

Core faculty consists of those faculty members with primary appointment in the LFSP. Primary is defined as tenure track or 50% or more contract commitment to research, teaching or service in philanthropic studies. In addition, endowed chairs with appointments in the LFSP and who are actively engaged in the work of the LFSP will be considered members of the Core faculty.

Criteria for appointment as Affiliate member of the Philanthropic Studies faculty:

Determination of faculty status in Philanthropic Studies will be decided by the Voting Faculty of the LFSP. Affiliate Faculty must be tenured or tenure-track faculty at Indiana University, Clinical Professor rank (including Assistant and Associate) at Indiana University, lecturers, librarians, research professors, research scientists, professors of practice, as well as other appropriate IU classifications. Affiliate Faculty commit 25 percent or more of their time to research, teaching or service in philanthropic studies. Ordinarily, evidence of substantial contribution should be presented in at least *two* of the following three areas for Affiliate Faculty Status.

- I. Teaching – Either the faculty member:
 - A. teaches a Philanthropic Studies course;
 - B. teaches a course in their home discipline that meets requirements for the undergraduate or graduate degrees in Philanthropic Studies or the concentration in Nonprofit Management or is cross-listed for these programs;
 - C. regularly serves as a guest lecturer in Philanthropic Studies courses; or
 - D. contributes to pedagogy of the philanthropic studies curriculum, assists in the development and/or evaluation of Philanthropic Studies courses and academic programs affiliated with the LFSP; or

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- E. serves on thesis/dissertation committees for Philanthropic Studies students, and/or mentors, supervises, and advises philanthropic studies students.
- II. Research – The faculty member should provide evidence of productive scholarship on matters relevant to Philanthropic Studies and a willingness to share his or her findings with other Philanthropic Studies faculty, faculty within the member’s discipline, and/or the broader community of philanthropic studies scholars. The primary evidence of research is the faculty member’s published work and the peer assessment of that work.
- III. Service – Service is the effective application by faculty members of knowledge, skills, or expertise developed within their discipline or profession as a scholar, teacher, administrator, or practitioner. The faculty member should serve on at least one or more of the faculty’s standing committees, participate at least annually in one of the School’s conferences, symposia, or special events, and attend the Philanthropic Studies faculty meetings. Additional evidence is provided by:
- A. Service to the School and University: Institutional service involves activities that help sustain or lead academic endeavors. Philanthropic studies faculty are expected to contribute a certain amount of service to the Philanthropic Studies program such as regular attendance at faculty meetings and participation in committee assignments at the school and/or campus and/or university levels.
 - B. Service to the Profession: Service to the profession involves activities that enhance the quality of disciplinary or professional organizations or activities including professional development and leadership activities.
 - C. Public service: Service to the community involves activities that contribute to the public welfare beyond the academic community and call upon the faculty member’s expertise as a scholar, teacher, administrator, or practitioner. Service activities may be in the public, non-profit and/or private sectors and may either be paid or unpaid.

Criteria for appointment as Adjunct member of the Philanthropic Studies faculty:

For instructors hired to teach a course on a short term basis, adjunct status is automatic and can be implemented by the dean or his/her designee with consultation from the program director(s). In all other cases, adjuncts must make a contribution in one of the categories listed above (teaching, research, and/or service) and be approved by the Voting Faculty. Possible adjuncts include:

- A. Faculty members who are not part of Indiana University, but participates in activities in philanthropic studies.
- B. Faculty member whose appointments in philanthropic studies are “adjunct” to their primary appointment within Indiana University or whose primary appointment is outside of the university.

In addition to the titles above designations of International Scholar, International Associate, Community

Scholar, Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor, Adjunct Professor of Practice, Distinguished Visitor, Distinguished Visiting Scholar, and the like may be awarded by the LFSP in accord with the Dean of the Faculties at IUPUI policies and procedures. Potential holders of these titles shall be approved by the Voting Faculty.

Section 2: Statement of Powers

These Bylaws confirm and establish in the Faculty of the LFSP the powers and duties herein specified.

Section 3: Certification of the Faculty

At the beginning of each academic year and as appointments occur, the Dean of the LFSP shall communicate to the Chair of the Faculty the name, rank, and tenure status of each person receiving or holding an academic appointment in the LFSP.

Article 2: Faculty Meetings

Faculty Meetings shall be open to of all members of the faculty and LFSP staff. All may voice their opinions, but motions and voting rights at these meetings are reserved for Core Faculty members and elected representatives of the Affiliate Faculty.

Section 1: Voting Membership

Each year, the Voting Faculty shall determine the number of affiliate representative positions available for election in accord with the constitution. The Faculty Chair shall then collect a list of nominees from the Affiliate Faculty, confirm the significance of contributions of those involved and distribute the list to Affiliate Faculty for electronic voting of representatives. In those cases when the Faculty Chair has taken a nominee off the election slate, the nominee may ask the Core Faculty to review his/her credentials. The Core Faculty may then choose to add that person back to the election slate through a simple majority vote.

Section 2: Agenda

The Faculty Chair shall be responsible for the agenda for meetings. Agenda items forwarded from any committee must be placed on the agenda of the faculty assembly within two faculty meetings. The Chair may place additional items on the agenda as is appropriate. Additional meetings shall be called when necessary to complete business.

Article 3: Committees

Section 1: Role of the Committees

Committees shall be established as the working basis of the Faculty. They shall keep records of their work and may be asked to report to the faculty. New standing committees can be created only with the approval of the Voting Faculty.

Section 2: Membership

Committees will have different membership constituencies and may consist of any faculty member within the LFSP, students, community and or university representatives as appropriate. All committee members have equal and complete voting rights on the committee.

At the end of the spring semester, the Faculty Chair shall ask for volunteers among all faculty for willingness to participate on the committees. Faculty appointments to committees shall be for a two-year term (staggered at the start). All other representatives shall be for a one or two-year term. These terms are renewable.

Section 3: Elected Standing Committees

Elected Standing Committees shall be elected by the Voting Faculty from a ballot. The term of office shall be two years with the possibility of renewal.

Academic Fairness/Faculty Grievance Committee

This committee shall consider policies and procedures related to faculty employment, student and faculty grievances. It shall consist of five tenured professors of the Voting Faculty and the Associate Dean for Academic Programs and Research.

Section 4: Appointed Standing Committees

Appointed committee members shall have terms of two years, except for those defined by their position, which shall last as long as a committee member holds that position. In addition to the membership described below, all committees must have at least two additional faculty members.

A. Resource and Planning Committee

This committee shall provide guidance and recommendation to the Dean on the budget, resource allocation, development, and planning. The Committee shall consist of the Associate Dean for Academic Programs and Research, as well as the Academic Program and Research Directors. Other members of the faculty will also be invited to join the committee. This committee shall be appointed by the Dean in consultation with the elected Faculty Chair.

B. Academic Programs Committee

This committee shall oversee all issues related to the creation and implementation of the curriculum. It shall review applications for degrees, certificates, and courses. It shall set deadlines, formats and procedures for all such submissions. A negative decision can be reviewed by the entire faculty. The Academic Programs Committee shall oversee new initiatives for the graduate and undergraduate curriculum. It shall consist of the Associate Dean for Academic Programs and Research, Program Directors, the Director of Student Services, and a student representative. Other faculty, students, and community representatives may be asked to serve. The committee shall be appointed by the Dean in consultation with the elected Chair of the Faculty and the Associate Dean for Academic Programs and Research.

C. Research Committee

This committee shall advise on issues related to student and faculty research. It shall be responsible for reviewing the distribution of grant funds. It shall consist of the Associate Dean for Academic Programs and Research, the Director of Research, a student representative and other faculty and community members. The Committee shall be appointed by the Dean in consultation with the Director of Research and the Associate Dean for Academic Programs and Research.

D. Teaching/Learning/Assessment Committee

This committee shall review progression of current students with the goal of assessing the progress of the program and applying the LFSP and university rules in regard to dismissal, re-admission and grade changes. This committee shall also review student learning outcomes and teaching performance. It shall initiate policies to improve teaching and mentoring as needed. It shall consist of the Associate Dean for Academic Programs and Research, the Program Directors, Director of Student Services and additional faculty. This committee shall be appointed by the Dean in consultation with the elected Chair of the Faculty and the Associate Dean for Academic Programs and Research.

E. Graduate Admissions Committee

This committee will review applications to the traditional and executive MA programs and the PhD program and make recommendations to the Graduate School for admissions. It will also consider priority rankings for funding decisions for the graduate students. It will be comprised of the Director of the PhD Program, the Director of the MA Programs, the Director of Student Services, the Associate Dean for Academic Affairs and Research and at least two faculty members familiar with the graduate programs.

Section 5: Standing Committee

Promotion and Tenure Committee

This committee shall review and vote on all promotion and tenure applications, including promotion cases for faculty with clinical and lecturer ranks. The committee shall also review applications for sabbatical leaves and present the Dean with recommendations. Finally, the committee will conduct annual reviews

for all tenure-eligible faculty members, all lecturers and clinical rank faculty members, and all tenured faculty members. These reviews will be submitted to the Dean and made available to the individual faculty member in a timely manner. Only the faculty member being reviewed can respond with factual corrections.

This committee is not appointed or elected, because it is a committee of the whole faculty who are eligible to serve. This committee shall consist of all of the tenured faculty members at the rank of associate professor or higher with a 50% or more appointment in the School. The Committee shall follow IUPUI guidelines. Per IU and IUPUI faculty guidelines, only faculty of the rank being sought or higher may vote on tenure and promotion cases. Specifically:

- Tenured full professor – votes on all candidates seeking promotion and/or tenure.
- Tenured associate professor – votes on all candidates, EXCEPT those seeking promotion to full (whether tenured or NTT).
- Clinical full professor – votes only on candidates seeking promotion to clinical professor, clinical associate professor or senior lecturer
- Clinical associate professor – votes only on candidates seeking promotion to clinical associate professor or senior lecturer.
- Professor of Practice – votes only on candidates seeking promotion to senior lecturer.
- Senior lecturer – votes only on candidates seeking promotion to senior lecturer.
- Senior scientist – votes only on candidates seeking promotion to senior scientist.

Similar protocols will be followed for conducting annual reviews of all faculty.

Promotion and tenure cases are significantly different from annual reviews. Per the IU and IUPUI guidelines, the Office of the Dean of the LFSP will request a completed dossier from candidates seeking promotion and/or tenure, as well as at least six external letters evaluating the candidate's contributions to the field. Candidates follow the complete process for IUPUI and will be given guidance on the appropriate steps and timeframes.

There will be a subcommittee of the members of the Promotion and Tenure committee that will conduct annual reviews of faculty on the tenure track. In the event that the tenured faculty does not include at least two individuals trained in the candidate's discipline of origin or area of specialization, the following special procedure applies. Up to two members of the candidate's disciplinary home or that of the area of specialization may be selected from the Indiana University faculty to the Promotion and Tenure Committee as full voting members, restricted to the candidate in question.

Section 6: Ad hoc Committees

Ad hoc committees shall be appointed by the Faculty for the accomplishment of specific tasks to operate within a specific and stated duration of time. *Ad hoc* committees shall make recommendations to the entire faculty before an official recommendation is made to the Dean.

Section 7: Search and Screen Committees

Search and Screen committees shall be appointed by the Dean in consultation with the elected Chair of the Faculty. These committees should consist of four or more faculty members and a student representative. All members shall have equal voting rights on the committee. The Committee shall generally be chaired by a Core Faculty member. The Dean or his/her designee will determine to whom to make the offer after considering the recommendations of the search and screen committee, and feedback from faculty, staff, and students who interacted with the job candidates. The Dean or her/his designee will present offers to the job candidates and negotiate all contractual details.

Section 8: Other Official Short Term Bodies of the LFSP

The Dean may form School-wide committees may be established to further assist the work of the LFSP. Likewise, Task Forces may be appointed by the Dean for the accomplishment of specific objectives.

Article 4: Promotion and Tenure

Section 1: Process for Tenure and Promotion to Associate Professor

The LFSP is a multi-disciplinary institution that seeks to advance the understanding of Philanthropic Studies broadly defined. As such, each probationary, tenure track faculty member shall have an Annual Review Committee of four faculty members selected from the Promotion and Tenure Committee to review and advise the candidate for tenure. The Dean shall choose the chair of the Annual Review Committee in consultation with the Promotion and Tenure Committee. The chair of the Annual Review Committee shall choose the committee in consultation with the Promotion and Tenure Committee. This committee shall annually review the candidate's performance and provide written feedback to the candidate and the Dean. The committee will identify strengths and weaknesses in the areas of teaching, research and service in a report to the candidate. In any area identified as a weakness, the Review Committee will:

- (a) identify specific strengths that should be enhanced;
- (b) identify the specific deficiencies to be addressed;
- (c) define specific goals or outcomes that are needed to remedy the deficiencies;
- (d) outline the specific activities and programs that should be completed to achieve these goals and outcomes;
- (e) set appropriate timelines for the completion of these activities;
- (f) indicate appropriate benchmarks to be used in monitoring progress;
- (g) indicate the criteria for annual progress reviews;

The candidate shall meet with the Committee Chair, or, at the request of either party, the entire Annual Review Committee, to discuss the report. This Annual Review Committee meets with the LFSP Promotion and Tenure Committee for the third year review and up to two members of the review committee external to the LFSP may be temporarily appointed to the Promotion and Tenure Committee for promotion and/or tenure decisions, as described above. Given that the Review Committee is a subset of the Promotion and Tenure Committee, it does not have a separate vote or write a separate letter in this promotion and tenure process. The Promotion and Tenure committee shall make a recommendation to the Dean. After evaluating the dossier and the recommendation of the Promotion and Tenure Committee, the Dean will make an independent recommendation; the Dean shall provide copies of this letter and the Promotion and Tenure Committee's letter to the candidate and the Review Committee. In all cases the separate, written recommendations of the Promotion and Tenure Committee and the Dean will be forwarded to the Executive Vice Chancellor or campus level authority for promotion and tenure.

Section 2: Process for Promotion

Any Assistant or Associate Professor may choose to apply for promotion or tenure according to university guidelines. The candidate shall submit application materials directly to the Dean, and the Dean's Office will manage the process of the dossier from that point forward, including the solicitation and collection of outside letters. The Promotion and Tenure Committee members of the appropriate rank shall evaluate the dossier, and make a written review and recommendation to the Dean. After evaluating the dossier and the recommendations of the Promotion and Tenure Committee, the Dean will make an independent recommendation; the Dean shall provide copies of this letter and the Promotion and Tenure Committee's letter to the candidate and the Review Committee, when appropriate. In all cases the separate, written recommendations of the Promotion and Tenure Committee and the Dean will be forwarded to the Executive Vice Chancellor or campus level authority for promotion.

Third-year review: There will be a review during the third year of the probationary term of untenured faculty members. Per the IUPUI guidelines, the third year review is a more comprehensive review of the faculty member's progress toward tenure than the typical annual review. These materials are not considered in the final dossier for promotion and/or tenure.

Section 3: Qualifications for Tenure and Promotion

See LFSP guidelines for promotion and tenure.

Article 5: Parliamentary Procedures

The LFSP shall follow the most recent edition of *Robert's Rules of Order* in all cases where they are applicable and not inconsistent with the Constitution, Bylaws or other governing documents adopted by the LFSP faculty.

Article 6: Revisions and Additions

Section 1: Method of Amending

A call for amendments may be initiated by a majority of the votes cast by the Voting Faculty at a regular or special meeting, or electronically, or by the Faculty Chair. In cases where a call for an amendment is initiated by the Chair or by petition of the Faculty, a special Faculty meeting shall be called for the purpose of discussing the proposed amendment. The date for the special meeting shall be set by the Faculty Chair to be held within three (3) weeks of the amendment call and a copy of the amendment shall be provided to each voting member of the Faculty at least one (1) week prior to the meeting. Within thirty (30) days of the Faculty meeting at which the amendment was discussed: The Secretary of the Faculty shall circulate the proposed amendment with a ballot to all voting Faculty, consistent with the current Robert's Rules of Order.

Section 2: Vote Required for Adopting Amendments

A majority vote of the votes cast shall be required for adoption of an amendment. All votes with the following exceptions will be conducted by electronic ballots and will remain open for 48 hours—or until a quorum is attained. The following votes will be determined by the majority of those present at any given faculty meeting: approval of the minutes; a call for the question of a substantive item which will then be voted for online; motion to end the meeting.

12/9/2013