IUPUI
Indianapolis Faculty Council (IFC)
Minutes
December 4, 2018 ~ Campus Center 450B ~ 3-5 p.m.


Agenda Item I: Welcome and Call to Order
IUPUI Faculty Council Vice President Jeff Watt called the meeting to order at 3:02 p.m.

Agenda Item II: Adoption of the Agenda as the Order of Business for the Day
The Agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Action Item] Approval of the Minutes of the November 6, 2018, Meeting
The minutes of the November 6, 2018, meeting were approved and entered into the record.

Agenda Item IV: Updates/Remarks from the Chancellor
Nasser Paydar, Indiana University Executive Vice President and Chancellor of IUPUI

Paydar reported on the following:
- On November 14, 2018, 99 individuals from 27 countries went through the Naturalization Ceremony. This was the second time the ceremony was held on campus.
- Lori Patton-Davis leads the White Racial Literacy Project that is supported by the Lumina Foundation. This is a year-long project with the goal to help the IUPUI community understand the role they play in creating an inclusive environment on campus. There are monthly speakers with different sessions for different groups. On October 29, a survey was sent out to white faculty, staff,
and students to assess the impact of this project. Surveys will go out to others throughout the year. This is a new way of approaching our values as a campus.

- January 24, 2019, is IUPUI’s official 50th birthday. The festivities will take place from 8 a.m. to 11 p.m. Past Indianapolis mayors, including Mayor Lugar, will attend to talk about the campus. The program takes place all day so that we can accommodate faculty and staff members of all shifts.
- Food court renovations have begun. From December 17 through 29, the area will be closed for flooring. Other food locations are available in the building during that time. Renovations will continue through August 2019.
- Paydar wished everyone Happy Holidays.

**Agenda Item V: Updates / Remarks from the IFC President**

John Watson, President, IUPUI Faculty Council

Watson reported on the following:

- The University Faculty Council (UFC) met last week and approved a proposal to create a policy review committee to review academic missions that pertain to faculty. All IU policies will be reviewed over the next five years.
- The UFC also approved changes to University Policy ACA-74 (Financial Conflicts of Interest in Research) as well as consolidating the Conflict of Interest and Conflict of Commitment policies. With the conflict policies merged into one, Watson noted that everyone needs to be vigilant of the sections they are in charge of. The revised policies will be available on the UFC website soon.

**Agenda Item VI: [Action Item - Vote] Adding a Third Tier to the Lecturer Ranks**

Robert Yost, Chair, Faculty Affairs Committee

**Circular 2018-17:** Faculty Affairs Committee Recommendation for Adding a Third Tier to the Lecturer Track

Watt reviewed the procedure of this item:

- A vote today will send confirmation to the UFC that IUPUI wants to move forward with the proposal. The UFC would then look at this, return information to the campuses for vote, then back to the UFC for a final vote. Today is just an endorsement.

Yost reported on the following:

- The Faculty Affairs Committee is asking for support from the IFC to move forward with the appended proposal, in giving it to the UFC. The Faculty Affairs Committee endorses a third tier to the lecturer ranks.

**Questions / Comments**

- Brenda Blacklock, senior lecturer in the School of Science, read the following statement:
  
  - I am a Senior Lecturer in the School of Science and fill one of the four School of Science representative positions on the IFC. As a member of the teaching faculty, I appreciate the thought, time, and effort from the Faculty Affairs Committee in bringing this proposal forward.

  This proposal is very important to the teaching faculty, and, as such, I have spoken with a number of my colleagues in the School of Science.

  The prospect of a third tier where we can have a long-term career path that encourages and rewards superior work by the teaching faculty is exciting to us.
We fully support the idea of three clear ranks for non-tenure-track faculty.

However, we have a number of questions and concerns about the proposal:

1. We are very concerned about the prospect of an “up or out” policy. Many of the most valued long-term members of the School of Science teaching faculty have no interest in putting themselves up for promotion. Will instituting a third tier to the lecturer ranks jeopardize their positions due to the whims of other campuses in the IU system?

2. We would like to have some idea of what the criteria for promotion to the highest Lecturer rank would be before voting on the proposal. While we understand that the criteria are not set by the IFC, we are concerned about how the criteria will be set.

3. At the last IFC meeting, reference was made to a following proposal that will split the current Lecturer ranks into the Teaching Professors, those with the terminal degree, and the Lecturers. The requirement of a terminal degree for the Teaching Professor rank would exclude teaching faculty in at least one department and in one program in the School of Science as they are unable to hire teaching faculty with terminal degrees. Personally, I am concerned with the possibility of further “silo-ing” of the teaching faculty if we were to be divided into those with a PhD and those without, even if we are, in practice, working at the same level of excellence in our positions. While I understand that this is not part of the question to be voted on today, I think the prospect of this needs to be part of the consideration of today’s question.

   ○ Yost said these points were also discussed at the last IFC-EC meeting as well. The committee has not taken a stand and these are talking points. IUPUI cannot control the up–and–out policy, as it is university-wide, but our campus can vote on that measure. If the UFC responds to this document stating that IUPUI must adhere to the up–and–out policy in order to move forward with third lecturer rank, it can be further discussed at that point. These points are not necessarily tied together. Schools determine what the criteria will be. Having the two ranks is a hypothetical conversation and not up for a vote at this time. Paydar said that all campuses, except IUPUI, adhere to the up–and–out policy. IUPUI chose not to join the up–and–out policy. The campus has resisted it and we will continue that as we go further. One member asked if the circular, as presented, will move forward with this vote. The reason this is asked is that some of the points Blacklock raised could be added to the circular and could be part of the talking points. Watt reiterated that the vote today was to see if the body wanted to try for a third tier for lecturers.

A vote was taken and passed unanimously. A second was not needed.

Agenda Item VII: Call for IFC or UFC Standing Committee Reports
Student Affairs Committee (Robert Yost, Member)

[Action Item - Vote] Code of Student Rights, Responsibilities, and Conduct (IUPUI Procedures)
Circular 2018-18: IU Code of Student Rights, Responsibilities, and Conduct Revision Draft
Circular 2018-19: IU Code of Student Rights, Responsibilities, and Conduct Revision Changes
Circular 2018-20: Flow Diagram for Alleged Cases of Academic Misconduct

○ Yost reported on the following:

   ○ Yost said this is a university-wide document. The procedural part of the document, which is campus-specific, is being brought forward. This is the wording for how our campus will
handle conduct issues. Item D was reworded for syntax as was the introduction statement by Steve Randall. On line 85—that means that until the student and faculty member come to resolution that something happened and what would happen, that is the point of resolution. It is very important that we keep the student in the classroom and give them all rights as this process is going on. On the flow diagram, Randall noted that the faculty member and student should both receive information. Yost said the way it works, the academic affairs officer knows it is up to the school to provide the information, not the committee.

Questions / Comments

- If the student receives an F due to academic misconduct and a grade replacement is not allowed, this appears as corporal punishment. Yost stated that this has been in the document for a long time. What happens when the student is older and wiser and wants to return? The Faculty Affairs and Academic Affairs Committees discussed this very point because technically a grade that is awarded for cheating does not have to be an F. Yost said that this point is well made and there is room for conversation about this.
- Will the previous question be an issue of policy or procedure? Yost responded that since we can only change procedure, that is all that should be addressed.

A motion was made by the committee to approve the document with the changed wording. A second was not needed. The motion was passed unanimously.

Agenda Item VIII: Question / Answer Period
There were no questions.

Agenda Item IX: Unfinished Business
There was no Unfinished Business.

Agenda Item X: New Business
There was no New Business.

Agenda Item XI: Report from the IUPUI Staff Council
Lindsey Mosier, Second Vice President, Staff Council

A written report is appended to the minutes.

Agenda Item XII: Final Remarks and Adjournment
With no further business appearing, the meeting was adjourned.

Minutes prepared by Kasey Cummins, communication and administrative specialist of the Office of Academic Affairs
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Detailed final reports are available on the IFC committee webpage.

**Committee Assignments**

**Academic Affairs Committee**
Assigned:
- Credits transferred from campuses within both the IU and Purdue systems, how credits outside these systems are viewed by IUPUI, and how many credits must be taken at IUPUI before an undergraduate diploma may be granted at the IUPUI campus.
- Review of credit transfers and residency.
- Review of grade replacement policy (F to F*)
- How degrees are awarded on diverse campuses and internationally by programs within the IU and PU systems and how they might affect programs on the IUPUI campus.
- Review and recommend to the Faculty Affairs Committee standards used in hiring adjunct faculty.
- Continue work with IUPUI+ development.
- Use of LMS (Canvas) data for instructional monitoring (online courses)
- Review of grade assignment for cases of academic dishonesty.

**Budgetary Affairs**
Assigned:
- Campus Conversations
- Banded tuition results
- Midwest Student Exchange
- IU Fort Wayne
- RCM Review of University Assessment
- Change in Resource Planning Committee
- Continue meetings with deans one on one.
- Follow up with Chris Foley about IU Online budget.
- Follow up with ad hoc Library Committee (recommendations on how to move forward).
- IUPUI Budget Updates (continue to follow budget and issues about it).
- Continue conversation with IU Online especially a) support services and b) effect on course.
- Financial Aid—coordination between campus and school efforts.
- Conversations with UFC Budgetary Affairs Committee to follow IU budget issues (first meeting with the co-chairs of the UFC BAC with the IU VP for Finance planned for September 2018).

**Campus Planning Committee**
Assigned:
- Review all surveys that come out during the year.
- Higher Learning Commission mid-cycle report about IUPUI meeting criteria.
- Invite leadership of IU Fort Wayne to meet with the committee and then report to the EC. (Contact: Ann Obergfell)
- Review Summer 2018 IU Communications Audit
- Conduct Campus Conversations. Review the list of invitees.
- Review student surveys.
- Monitor changes in medical school impact.
- Updates/refreshes of campus strategic plan.
- Results of faculty survey.

**Constitution and Bylaws Committee**
Assigned:
- Collaborate with Ad Hoc Committee on Diversity regarding charge and function.
- Amend the Bylaws Grievance Procedures to allow for a Unit Recommendation Report to follow a completed Board of Review. The purpose of the Unit Recommendation Report would be for the Board of Review to recommend to the Chancellor or dean structural changes in the operations of an academic unit that would benefit the prevention of future grievances. (Received by the Committee in e-mail message from Rachel Applegate on April 24, 2017.)
- Inclusion of Ft. Wayne as a unit.
• Review EC membership to organize school overlap rules now that NTTs are present. (Currently, no two ECs can be from the same school but an officer (president, VP) can be from the same school as an EC regular member. Rule suspended for 2018-19. Probably: allow one NTT to be from the same school as one TT.)
• Review C&B to find out whether Honors College and University College both get one seat on the IFC (non-voting). They were both given one seat in 2018-19 until it can be confirmed.
• Add to the C&B the rule of only having one seat on the council. This was recommended but it didn’t make it to the revisions approved in May 2018.

**Distance Education Committee**
Assigned:
- Follow up on CTL “The Forum.”
- Support structure for students who are fully online.
- Follow up on Quality Matters
- Continue follow-up conversations with IU Online.
- Update with eDS.
- Coordinate with Online Director/Faculty Group (revived from 2016-17; to be organized by Rachel Applegate).
- Use of LMS (Canvas) data to assess instructional interactivity and collect date for pro-active compliance (with Academic Affairs).
- Changes to infrastructure given Watermark acquisition of Taskstream, etc.
- Forum Fellows with CTL working on the forum space and resources for instructors.
- Recognition of Online Teaching Faculty.
- Proctoring
- Canvas as a source for data
- Support structure for faculty who are teaching online. Create resources.

**Diversity, Equity, and Inclusion Committee (Ad Hoc)**
Assigned:
- Coordinate with Faculty Forum Network (overall structure for faculty development/support)
- Address the strategic plan’s goals and objectives of:
  - Create pathways for success for underrepresented students, faculty, and staff
  - Develop cross-cultural awareness and competence among all members of the IUPUI community (focusing on faculty)
  - Becoming an employer of choice for faculty by providing meaningful work, improved workplace culture and communication, and advancement opportunities

**Faculty Affairs Committee**
Assigned:
- Need for systematic analysis of policies and procedures in the Faculty Guide to assure definitions for “faculty” and “full-time,” for example, are consistent and correctly and appropriately applied: The SAVCAA and the Constitution and Bylaws Committee need to be involved in coordinating this effort.
- Review policies and procedures for tenure, practice plan, and compensation in the School of Medicine.
- Determination of “full-time” for School of Medicine faculty, especially with those whose “effort” and compensation is primarily in IU Health.
- Discuss the creation of a subcommittee of the Faculty Affairs Committee and the campus P&T Committee to review core school policy of P&T at IUPUI.
- Discuss matching Kelley School of Business (IUB) promotion and tenure up through IUPUI.
- Continue with NTT career paths, potential new classifications or ranks.
- How does the Ombudsteam operate? Should the Ombudsteam replace the Faculty Grievance Advisory Panel? Is there training? Can the Ombudsteam sole a faculty member’s issue? Coordinate with new Ombudsteam for methods of addressing faculty concerns.
- Update the language of the policy on Faculty Access to Student Evaluations in the Faculty Guide to reflect the use of Blue.
- Update the language of the Policy on School or Program Restructuring in the Faculty Guide. Clarify the language regarding faculty. Does faculty refer to non-tenure-track or clinical?
- Career Path for Non-Tenure-Track Faculty
**Faculty Guide Committee**
Assigned:
- Need to link to a policy on creating a new department within a school that isn’t in financial distress. Kathy Johnson is willing to construct new language to point to this.
- Look at the guide that could cause confusion and provide recommendations on new verbiage.

**Fringe Benefits Committee**
Assigned:
- Monitor benefits
- Review forthcoming changes in retirement benefits provider.

**Library Affairs Committee**
Assigned:
- Providing input to and advocating for the University Library at IUPUI
- Continue to monitor Open Access policy
- Link open access uploading to Activity Insight.
- Evolving nature of the scholarly record
- Library Town Halls and Campus Tour
- Improve communication with faculty
- Assist with dean search.
- Continue discussion of library finances; follow-up from Task Force on Library Finances.
- Discuss scholarly communication situation.
- Consider methods of educating general faculty regarding information-access issues.
- Training for chairs and associate deans for research (Open Access/ScholarWorks)
- Collaborate with Research Affairs Committee regarding support for R1 university status.

**Promotion and Tenure Committee**
Assigned:

**Research Affairs Committee**
Assigned:
- Policy on Centers and Institutes
- Indirect Cost Recovery guidelines to the IFC. Review campus, university, and unit (school) use of ICR funds.
- Center designation process – inventory of active/inactive centers as a first fact-finding step.
- IUCRG Program – faculty input into future directions/funding priorities if the program continues.
- Collaborate with Library Affairs Committee regarding support for R1 university status.
- Monitoring of the Grand Challenges.
- Policy on Proposing funds coming from tobacco companies.
- Research strategic direction.
- Description of effort of funded studies for dossiers developed for promotion and tenure.

**Staff Relations Committee**
Assigned:
- Discussion on communication across campus including all units and positions.
- Review of bylaws, including policies and procedures for staff under circumstances of reorganization (faculty have a policy, staff do not).
- Evaluation of the campus pedestrian safety: report back to the committee.
- Review policies and procedures in the bylaws that govern the IFC’s Staff Relations Committee and, comparably, the ISC’s Faculty Relations Committee and change them to current practices.
- Search committee training (better and more systematic across campus and at all levels)
- Review of staff participation in TIAA-CREF. The benefit may change to a new vendor. How many does that affect staff?
- Several questions have been raised about the “status” (role, venues for input) for full-time staff who also teach (e.g., as associate faculty).
- Ask if there is a member of the committee who would like to serve on the Fringe Benefits Committee.
**Student Affairs Committee**

Assigned:

- Discussion and vote on the permanence of a grade given as the results of academic misconduct (working with Academic Affairs Committee).
- Update the Academic Misconduct portion of the Student Code of Rights, Responsibilities, and Conduct.
- Review of sexual misconduct policy brought forward by the UFC
- Off-campus student conduct (note new Greek policy)
- Campus climate for adult learners
- Review recruitment of faculty members of the University Hearing Boards: opportunities for training and service (currently requires all-day training).
- Use of LMS (Canvas) for student intervention.
- Elaboration of co-curricular aspects of IUPUI+.
- Review of Code of Student Rights, Responsibilities, and Conduct in relation to hate speech.

**Technology Committee**

Assigned:

- Update on electronic and IT accessibility
- Find a better way to keep faculty informed.
- Potential replacement of Taskstream.
- Bridge vs. Zoom?
- Coordinate with communications task force for faculty information dissemination.
- Digital learning (discussion with Kathy Johnson who serves as a digital scholar with ACUE)
- TopHat
- Pearson’s integration with Canvas.
- Pressbooks (substitute for eTexts or student portfolio) – Open Access link to ScholarWorks.
- Digital Measures changes. The School of Medicine is beginning to use the tool and the changes added will affect the rest of the campus. The changes are felt to be positive.
Recommendation from Faculty Affairs Committee

Adding a Third Tier to the Lecturer Track:

Apart from the Lecturer/Senior Lecturer track, all of our current full-time instructional, research, or clinical tracks consist of three ranks. An example is the Research Professor rank with Assistant Research Professor, Associate Research Professor, and Research Professor. However, the Lecturer rank has only two tiers: Lecturer and Senior Lecturer. Although the Lecturer rank has existed at IU for many years, the rank of Senior Lecturer was created in the mid-1990s. It was meant to represent a promotion from the rank of Lecturer for those who demonstrate excellence in teaching and satisfactory performance in service. However, examination of the FAC records from that period indicate that the original idea considered by the FAC was to expand the lecturer rank to encompass three tiers, similar to the Research Professor track. Despite support for the previous proposal within the IFC-FAC, the concept of a three-tier Lecturer rank was changed to a two-tier track for reasons that are now obscure. With this proposal, the FAC intends to correct what we consider to be an historical mistake.

The IFC-FAC proposes that we create a third tier within the current Lecturer/Senior Lecturer track. We propose the new rank be called Associate Lecturer. It would be the middle rank between Lecturer and Senior Lecturer. During the transition to the new system, the current Senior Lecturer rank would be considered equivalent to the new Associate Lecturer. In this way, current Senior Lecturers could stand for promotion, and even though promotion would not result in a change in title, the promotion would be expected to include a salary increase. Those currently at the Lecturer rank could remain at that rank or stand for promotion to Associate Lecturer as they wish. Promotion to Associate Lecturer should be expected to carry with it an increase in salary. In the proposed system, current Lecturers could achieve 2 promotions (and salary increments) to reach Senior Lecturer. Current Senior Lectures could achieve 1 promotion (and salary increment), even though their title would not change.

In the committee's view, having three tiers within the Lecturer track will considerably strengthen the career path for faculty in the Lecturer track as well as rewarding long-term commitment to excellence in teaching at IUPUI.

Robert Yost, Current Chair Faculty Affairs Committee

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1 University Policy ACA-18, Regulation of Clinical and Lecturer Appointments
IU Code of Student Rights, Responsibilities, and Conduct

Part V: Student Disciplinary Procedures for Academic Misconduct Involving the IUPUI Campus

Preamble

Indiana University procedures for imposing academic and disciplinary sanctions are intended to provide students with due process and procedural fairness, to ensure equal protection for all students, and to allow for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect concern about the individual student involved in a particular case. The procedures, therefore, provide that the imposition of disciplinary sanctions should take into consideration the circumstances and evidence in a particular case, including a student’s prior record of misconduct, if any.

A. Jurisdiction

1. Academic Misconduct

a. Allegations of academic misconduct may consist of two basic types:

   (i.) academic misconduct by a student enrolled in a course and who commits an act of misconduct related to that course;

   (ii.) academic misconduct by a student that is not related to a course in which the student is enrolled.

b. When a student commits an act of academic misconduct related to a particular course, the faculty member responsible for the course has the authority to initiate academic misconduct proceedings against the student whether that student is enrolled in the course or not.

c. When a student commits an act of academic misconduct related to a course in which the student is not enrolled, the Campus Dean of Students, or the Office of Student Conduct has the authority to initiate academic misconduct proceedings against the student after consulting with the appropriate Academic Officer of the School, Unit, or Division (henceforth called the Academic Officer) in which the student is enrolled.

2. Simultaneous Acts of Academic and Personal Misconduct

When a student commits an act of academic misconduct related to a particular course and a simultaneous act of academic or personal misconduct unrelated to that course, separate academic misconduct and/or personal misconduct proceedings may be initiated by the faculty member responsible for the course and the IUPUI Office of Student Conduct, as outlined in these procedures. Prior to taking any action the Office of Student Conduct
should consult with the Academic Officer to decide if the matter will be handled jointly or by only one of them.

**B. Action by a Faculty Member in Cases Related to Academic Misconduct in a Course**

1. When a faculty member becomes aware that a student has committed an act of academic misconduct related to a course, the faculty member must initiate efforts to determine if academic misconduct did really occur (i.e., investigate the matter). Within **5 business days** (See Appendix) of discovering possible academic misconduct, the faculty member must schedule a meeting with the student. The 5 days begins the first business day after the discovery by the faculty member. During that meeting the faculty member must:

   (a) advise the student of the alleged act of misconduct and the information upon which the allegation is based;

   (b) provide an opportunity for the student to respond to the allegation;

   (c) complete an Academic Misconduct Reporting Form (See Appendix or download from the IUPUI Office of Student Conduct website.)

2. After the meeting, if the faculty member concludes that the preponderance of information available to them indicates that the student did commit an act of misconduct, the faculty member is authorized to impose an academic sanction related to the particular course involved. Sanctions imposed by the faculty member may include, but are not limited to, any one or a combination of the following:

   (a) no formal penalty, but the student is given a written reprimand outlining the offense;

   (b) the student is required to repeat or to resubmit the work or to complete additional work for the course in which the act of misconduct occurred;

   (c) the student may be

      (i) given a lower grade than the student would otherwise have received for any course work (e.g., an assignment, examination, or paper) involved in the act of misconduct, as well as the final course grade.

      (ii.) **withdrawn** from the course with a grade of W (see B5).

      (iii.) The student may receive an F for the course that will be recorded by the registrar as a permanent grade and one that is not able to be replaced using a grade replacement policy.
At the end of the meeting with the student, the faculty member must provide the student with a copy of the completed reporting form and a list of any sanctions that were imposed.

3. Whenever an academic sanction is imposed the faculty member must, within 5 business days of meeting with the student, report the matter and the sanction imposed. The faculty member must provide copies of the Academic Misconduct Reporting Form and documentation completed after the meeting with the student to the Academic Officer in the School, Unit, or Division in which the course is being offered and who will be responsible for notifying

a. the Academic Officer in the School, Unit, or Division in which the student is officially enrolled and

b. the Office of Student Conduct.

4. Until the case has been resolved, the faculty member must allow the student to continue attending and participating in the course, to complete all assignments, and to have all grades recorded normally.

5. In the event that the matter cannot be resolved before final grades are due, an interim course grade of Incomplete (I) may be given.

C. Role of the IUPUI Office of Student Conduct in Cases Related to Academic Misconduct in a Course

After the case of academic misconduct has been resolved at the School, Unit, or Division level and the student has been informed of that outcome, the Office of Student Conduct has the authority to impose additional sanction(s) if, after consulting with the appropriate Academic Officer, the Office of Student Conduct believes that such a sanction is justified because of the nature of the student's misconduct or because of other reported acts of misconduct by the student (See Appendix). These additional sanctions may include:

(a) disciplinary probation for a specified period of time;

(b) suspension from the University for a specified period of time;

(c) expulsion from the University.

Any action(s) related to academic sanctions that impact a student’s grade in a course remains under the authority of the Academic Officer in whose School, Unit, or Division the act of misconduct occurred.

D. Right to Appeal
A student has the right to appeal any of the following concerning an alleged act of academic misconduct:

1. the decision of the faculty member that the student committed the act of misconduct;
2. the sanction imposed by the faculty member is grossly disproportionate to the offense committed and the totality of the circumstances;
3. the occurrence of a significant procedural error that reasonably would have affected the outcome of the process;
4. the discovery of new information about the event that was not otherwise known to exist or was not available at the time of the student/faculty meeting. Any new information must be submitted along with the appeal form at the time the appeal is made to the Academic Officer.
5. the decision of the Office of Student Conduct to impose an additional sanction that is grossly disproportionate to the offense committed and the totality of the circumstances. This appeal would be reviewed by the IUPUI Dean of Students.

E. Process of Appeal

1. Appealing the decision made by a Faculty Member

   a. Responsibility of the student

      The student must submit a written request to the Academic Officer for a hearing before the Appeal Board within 5 business days after receiving a copy of the Academic Misconduct Reporting Form at the conclusion of the discussion with the faculty member.

      i. The student is required to provide any statements or evidence and the list of witnesses, if any, the student intends to present at the appeal to the Appeal Board Presiding Officer at least 3 business days prior to the hearing, or they may not be seen or heard by the Appeal Board.

      ii. The student is required to appear before the Appeal Board and failing to appear is grounds to dismiss the appeal if the Board determines that the failure to attend was without good cause. Exceptions to this requirement may be granted at the discretion of the board.

      iii. The student is required to actively participate in the proceedings.

   b. Rights of the student
1. The student may present witnesses who possess relevant and factual information concerning the matter at the appeal hearing.

2. The student may be accompanied by an advisor. The advisor may confer or pass notes to the student but the advisor will not be allowed to address the Board or otherwise actively participate in the appeal hearing process.

3. The student will have an opportunity to address the Appeal Board and to respond to all information provided concerning the alleged misconduct.

F. The Appeal Board

1. Constituting an Appeal Board

Within 5 business days after receiving such a written appeal, the Academic Officer will constitute an Appeal Board and appoint a faculty member to serve as the Presiding Officer. The Presiding Office will be responsible for convening the Appeal Board.

2. Composition of the Appeal Board

a. The Academic Officer will select a Board that is as impartial as possible in its composition. The Board will consist of three faculty and two students selected from the Officer’s School, Unit, Division or Area. No member is to be from the subject area, or course section in which the offense occurred. A selected faculty member may be a full-time tenure or non-tenure track individual holding a 10 or a 12 month appointment.

b. If the School, Unit, Division, or Area should not have enough faculty members or students to fully constitute a Board, it may utilize members from other Schools, Units, Divisions, or Areas, but the Presiding Officer, if possible, is to be a faculty member from the School, Unit, Division, or Area in which the appeal is being made.

Note: A hearing may only be held if at least two faculty members and one student member of the Appeal Board are present. If, upon notification of selection, an Appeal Board member is unable to be present or requests to be excused from serving for any good cause, the member is to be replaced with a like member.

3. Appeal Board Presiding Officer

Five business days prior to the scheduled hearing, the Presiding Officer will send a letter to the student and to the faculty member who imposed the sanction(s) being appealed.
The letter to the student will:

a. include the date, time, and place the appeal will be heard;

b. state that the faculty member will be present;

c. state that the student is required to attend the hearing;

d. inform the student a list of any witnesses the student intends to have called before the Appeal Board must be presented to the Presiding Officer 3 business days before scheduled date of the hearing or they may be precluded from presenting witnesses or evidence at the appeal if the information has not been provided prior to the meeting.

(e) state the student may be accompanied by an advisor, and that the advisor will not be allowed to address any other participants involved in the appeal process;

(f) state the student is expected to address the Appeal Board and to respond to the testimony and information provided concerning the alleged misconduct, even if the student simply states that they do not wish to comment;

(g). state that a failure to appear before the Appeal Board shall be sufficient to justify the dismissal of the appeal if the Board determines that the failure to attend was without good cause.

The letter to the faculty member will:

a. include the date, time, and place the appeal will be heard;

b. state that the faculty member is required to attend the hearing;

c. inform the faculty member that a list of any witnesses they intend to have called before the Appeal Board must be presented to the Presiding Officer 3 business days before scheduled date of the hearing;

d. state the faculty member is expected to present the case to the Board and respond to testimony and information provided or they may be precluded from presenting witnesses or evidence at the appeal if the information has not been provided prior to the meeting;

e. state that a failure to appear before the Appeal Board shall be sufficient to justify the dismissal of the appeal if the Board determines that the failure to attend was without good cause.
Three business days prior to the scheduled hearing, the Presiding Officer will send any additional information provided to them (e.g., witness list) to the student and to the faculty member who imposed the sanction(s).

During the Appeal Board the Presiding Officer will

1. make an official voice recorded transcript of the appeal hearing;
2. provide both the student and the faculty member with an opportunity to present evidence to support their side of the case and to address the Board;
3. provide the student an opportunity to make a concluding statement in support of the appeal;
4. provide the faculty member with an opportunity to respond to the student’s final statement concerning the appeal.

4. Role of the Appeal Board

During the hearing, the Appeal Board will consider the information presented to it, including statements and materials submitted by the student as well as the documentation submitted by the faculty member supporting their original finding.

The Board may conclude that the preponderance of the evidence before it:

a. does support the allegation that the student committed the act of academic misconduct, and support the decision of the faculty member, to find the student responsible for academic misconduct and the assigned sanction(s).

b. does support the allegation that the student did commit the act of academic misconduct, but that the sanction or sanctions should be reduced or increased [See Academic Misconduct Reporting Form]. Under these circumstances, the Board may recommend that the Dean, Director, or Academic Officer of the School, Unit, Division, or Area impose a different sanction than that imposed by the faculty member.

c. does not support the allegation that the student committed the act of academic misconduct, and direct the Dean, Director, or Academic Officer of the School, Unit, Division, or Area to set aside the sanction(s) imposed. If the decision of the faculty member concerning the student's alleged act of misconduct is reversed by the Board, any additional sanction(s) imposed by the Dean of Students is automatically reversed.

5. Report of Appeal Board
Within **5 business days** after hearing the appeal, the Presiding Officer in consultation with the Academic Officer must prepare a written statement that includes an explanation of the Board’s action and the rationale for the outcome reached by the Appeal Board. The decision must be sent to

1. the student;

2. the faculty member;

3. members of the Appeals Board;

4. the Academic Officer of the School, Unit, Division or Area in which the student is enrolled;

5. the Office of Student Conduct.

All decisions and/or recommendations made by the Board are considered to be final and the appeals process is terminated with the filing of the Board’s report.

A copy of the report will be maintained by the Academic Officer.

**G. Action by the IUPUI Office of Student Conduct**

The Office of Student Conduct is required to maintain the University record of all sanctions imposed by, or reported to, that Office in order to determine if a particular student is developing a record of repeated acts of misconduct.

**Note:** The Office of Student Conduct has no authority to reconsider an academic decision made at the School, Unit, Division or Area level.

1. **Review by the Office of Student Conduct**

   (a) is required to review the complete record provided by the school, which includes the faculty member's report concerning a student's act of academic misconduct and any outcomes reached by the Appeals Board, to determine whether the act might warrant probation, suspension, or expulsion.

   (b) is required to determine if the student has a record of any previous acts of academic or personal misconduct and to decide whether probation, suspension, or expulsion might be imposed on the student because of any previous acts of misconduct.

   (c) must, **within 5 business days** after receiving the University record, notify the student via University e-mail or U.S. mail that a date has been set for an informal conference between the student and a representative of the Office of Student Conduct. That letter must state either that a decision not to impose
additional sanctions has been made or that the Office is considering additional sanctions

If the Office of Student Conduct is considering additional sanctions, the notification to the student will include;

(a) a statement that the Office has been notified of the academic proceedings taken by the student’s School, Unit, Division, or Area;

(b) a statement that the student is required to meet with a representative of the Office of Student Conduct

(c) a statement that the student may, at the student’s own expense, have an adviser present during the informal conference. An advisor may only speak with the student and no other individuals involved in the informal conference.

2. The student conference with the Office of Student Conduct

The conference will be limited to a consideration of the seriousness of the academic misconduct involved, any record of student's relevant misconduct as maintained by the Office of Student Conduct, and any additional sanction(s) the Office is considering. The Office of Student Conduct will review with the student the purpose of the informal conference, the University record, and any prior acts of misconduct that would be considered relevant to the possible creation of additional sanctions. The student will be given an opportunity to respond.

(a) If the student fails to appear for the conference and if the Office of Student Conduct reasonably concludes that the failure to appear is without good cause, the Office may impose any of the authorized additional sanctions.

(b) The student has the right to appeal a decision of the Office of Student Conduct to impose an additional sanction(s) directly to the Dean of Students.

Note: The informal conference is not an appeal, and any previous academic sanctions are not to be reconsidered in the discussion.

3. Report of the Office of Student Conduct

After the informal conference, the Office of Student Conduct and, if the sanctions include probation, suspension, or expulsion, in consultation with the Academic Officer of the relevant School, Unit, or Division has the authority to impose an additional sanction.
(a) The Office of Student Conduct must inform the Academic Officer of the academic unit(s) involved of the Office’s dispensation of the case.

(b) If a sanction of suspension or expulsion from the University is imposed, the Office of Student Conduct is required to notify the Office of the Registrar to indicate the suspension or expulsion on all copies of the student's academic transcript. In cases of suspension, the Registrar will remove the notation from the transcript when the term of the suspension has ended.

H. Appealing a decision made by a representative of the IUPUI Office of Student Conduct

The IUPUI Dean of Students may hear appeals of a sanction imposed by a representative of the Office of Student Conduct. Any decision made by the Dean of Students is final and terminates this part of the appeals process.

F. Unique circumstances

The University recognizes that in some situations it may be difficult for a student to clearly articulate their case or to quickly process and interpret the proceedings, for example:

1. students for whom English is a second language;

2. students who have registered a disability with the Office of Adaptive Educational Services (AES).

IUPUI is committed to creating a learning environment and academic community that promotes educational opportunities for all individuals, including those with disabilities. Just as it is the responsibility of students with documented disabilities seeking accommodations to notify their course directors in a timely manner concerning the need for such accommodation, the Academic Officer receiving the appeal requests similar notice from the student if any accommodation is to be considered. The Academic Officer will work with the student and Adaptive Educational Services to arrange reasonable accommodations for access to programs, services, and facilities as outlined by applicable state and federal laws. Students requesting disability-related accommodations and/or services should contact Adaptive Educational Services at 317-274-3241.

If requested by the student the Academic Officer and the Presiding Appeal Board Officer in consultation with Adaptive Educational Services will arrange accommodations to meet the student’s needs. The Office of Student Conduct provides
similar accommodations.

Appendix A: Definitions

Academic Misconduct

Academic misconduct is considered to have occurred if a student commits an act that brings into question the authenticity of the course work submitted by the student as the student’s own original work. Examples of academic misconduct are listed on the academic misconduct reporting form.

Academic misconduct has been defined by Indiana University in the IU Code of Student Rights, Responsibilities and Conduct.

The current definition in the Code states that “Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The University may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.”

Policies of academic misconduct apply to all course, Department, School, Campus, and University related activities, including field trips, conferences, performances, and sports activities off campus, exams outside of a specific course structure (such as take home exams, entrance exams, or auditions, theses and master's exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a sanction(s) for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the Dean of Students, or appropriate official.

Academic Misconduct Reporting Form

This form is available on the Office of Student Conduct website. A faculty member must use the form to document and report an accusation of academic misconduct lodged against a student. A copy of this report must be presented to the student at the initial meeting with the faculty member where alleged misconduct is discussed. After being signed by the student at the meeting a copy of the form must be sent to the Academic Officer of the faculty member’s School, Unit, or Division.

Note: For courses taught online, the meeting with the student concerning academic misconduct may occur in an electronic format. However, a faculty member is strongly encouraged to hold the student meeting with the student physically present whenever possible.

Academic Officer
This is the individual in the School, Unit, Division, or Area who is responsible for enforcing academic policies and student conduct.

**Advisor**

This is an individual whom the student requests to accompany him or her to a hearing. The advisor may only speak with and advise the student(s). An advisor may not directly address members of the Appeal Board or actively participate in the appeal process.

**Appeal Board**

The Appeal Board is a group of faculty and students selected by the Academic Officer to hear an appeal by a student accused of academic misconduct.

**Calendar Day**

The term "calendar day" refers to any day, Monday through Friday, in which the University offices are open.

**Business Day**

The term business day refers to a Monday through Friday calendar day and does not include Saturday and Sunday. The term also excludes any days when Campus offices are closed such as Campus recognized holidays or declared public emergencies.

**IUPUI Dean of Students**

**Undergraduate Dean of Students**

This is the individual at the campus level who is responsible for maintaining records on undergraduate student conduct and who administers the IUPUI Office of Student Conduct. The Dean or the Office of Student Conduct has the authority to impose additional sanctions on undergraduates.

**Graduate Dean of Students**

This is an individual at the Graduate School level who maintains records on graduate student and professional student conduct and who is responsible for administering the Graduate Office. The Graduate Dean of Students or their designee has the authority to impose additional sanctions.

**Office of the Registrar**

The Office of the Registrar maintains a student’s academic course records. This record will include grade changes related to cases of academic misconduct.
If the penalty includes a failing grade for the course, the Registrar will be notified that the grade was given because of academic misconduct. The Registrar will record the grade of "F" on the student's permanent academic transcript without any notation concerning the reason for the grade. In accordance with other academic policies or procedures, such as the “FX” or grade replacement policy, the Registrar must, however, follow procedures to ensure that the grade of "F" will not thereafter be removed from the transcript. An “F” given because of academic misconduct must be calculated in a determination of the student's grade point average, but the grade will not prevent the student from repeating the same course for credit.

**Official Communications**

The University has the option to send communications via a University e-mail account or other delivery service such as the United States Postal Service.

**Personal misconduct**

Personal misconduct encompasses behaviors such as those listed in Code (Part II sections H and I.)

**Preponderance of Evidence**

The evidence must prove that it is more likely than not that the student(s) committed an act misconduct. The preponderance standard shall be applied to resolve cases of alleged acts of academic or personal misconduct.

**Presiding Officer**

The Presiding Officer will be a faculty member chosen by the Academic Officer to serve on and chair the Appeal Board. The Presiding Officer, in consultation with the Appeal Board and the Academic Officer, is responsible for selecting a date and time for the appeal to be heard, for conducting and maintaining order during the meeting, for making rulings that are necessary for the fair and expeditious consideration of an appeal, and for making reasonable efforts to provide the student with due process.

**Sanction**

This is a penalty imposed upon a student.

**School**

Some Schools are Core Schools or System Schools. For the purposes of this document, School refers to the Indianapolis campus (IUPUI) operations.
12/1/18

IFC members,

The following changes were suggested and will be made in the Code document prior to posting it in final form.

**Line 52**
download will be changed to download

**Lines 132-133**
The student is required to provide any statements or evidence and the list of witnesses, if any, the student intends to present at the appeal to the Appeal Board will be changed to

The student is required to provide any statements or evidence as well as a list of witnesses and the name of an advisor, if any, who will be present during the hearing to the Appeal Board …….

**Line 199**
inform the student a list of any witnesses the student intends to have called before the appeal board must be presented to the Presiding Officer ……

will be changed to

inform the student a list of any witnesses the student intends to have called before the appeal board and the name of an advisor, if any, must be presented to the Presiding Officer ……

**Line 53**
After the meeting, if the faculty member…

will be changed to

After meeting with the student, if the faculty member

**Lines 469 – 472** These lines will be deleted

Calendar Day
The term “calendar day” refers to any day, Monday through Friday, in which the University offices are open.

For the Student Affairs Subcommittee,
Robert Yost
Observed and/or reported act of academic misconduct

No action is taken; information is ignored.  

Student elects to appeal instructor’s decision/sanction to academic officer of the school, unit or division in which the offense occurred.

Academic officer elects to meet with the instructor and the student.

A resolution is reached and the appeal process ends.  

No resolution is reached and the student requests that the academic officer convene an Appeal Board.  (see box to right)

Appeal Board reviews the case and makes a final report on their findings to the Dean, Director or Head of the School, Unit, or Division. The appeals process normally ends with the filing of this report.

Only when a demonstrable procedural error has occurred may the student elect to appeal to the academic officer of the campus. The academic officer may choose to remand the case back to the School, Unit or Division for a review. Any decision by the academic officer, or, should it occur, a suggested review will end any appeal process. All decisions made at this level will be considered as final and the appeal will be terminated.

Instructor discusses situation and information available with the student.

Instructor informs student of an academic penalty/sanction; fills out reporting form which is signed by the instructor and student with a copy kept for filing with the University Dean of Students if and when a final sanction is imposed. Instructor informs student of the process for an appeal.

Academic officer elects not to meet with the instructor and the student, and elects to convene an Appeal Board comprised of faculty and students from the School, Unit or Division.

The final summary report on the resolution of any case will be sent to the instructor, the student, the academic officer of the School, Unit, or Division in which the misconduct occurred, the academic officer of the School, Unit or Division in which the student is enrolled, and the University Dean of Students.
Update from Staff Council – 12/4/18

The Executive Committee is working on putting together small groups to divide/conquer the upcoming Dean Searches. We hope to have at least 3-4 to meet with each candidate for the same school/unit, however anyone from the SCEC will be able to attend as their schedule permits.

Staff Councils Winter Service Project is supporting Indianapolis’ Little Free Libraries by collecting new and gently used kids’ books. There is a project in the works to add 100 little libraries around Indianapolis after one was damaged in a fire. The goal of this project is to collect at least 1,500 books to stock the libraries. There will be a representative from USA Insulation at the December 12 meeting to pick up our donations.

December Grants – 19 grants received – getting close to our 50 goal for the year! Last December we received 8.

Staff Council continues to be a strong sponsor of university events such as the Harvey Milk Dinner, IUPUI Athletics, IUPUI Holiday Night at the Children’s Museum, Cram the Coliseum and the MLK Dinner. We hope these events and our partnership bring together the community of IUPUI.