

IUPUI
Indianapolis Faculty Council (IFC)
Minutes
May 5, 2020 ~ Zoom Virtual Meeting ~ 3-5 p.m.

Faculty and Guests Present: Lisa Angermeier, Marta Anton, Rachel Applegate, Rafael Bahamonde, Tina Baich, Kristy Beach, Anne Belcher, Edward Berbari, Nicolas Berbari, Kathryn Berlin, Ashay Bhatwadekar, Brenda Blacklock, Bonnie Blazer-Yost, Amy Blevins, Janice Blum, Stephen Boehm, Davide Bolchini, Ben Boukai, Herbert Brant, Nick Brehl, Camy Broeker, Angela Bruzzaniti, Olguta Buse, Timothy Corson, Hannah Craven, Theodore Cummins, Tamara Davis, Ty Davis, Cornelis De Waal, Jeffrey Dean, Emilee Delbridge, Susan deMaine, Alexander Dent, Kimberly Donahue, Simone Duarte, Rob Elliott, Sasha Fedorikhin, Margie Ferguson, Pat Fox, Stephen Fox, Holly Garringer, Gina Sanchez Gibau, James Gladden, Philip Goff, David Goodman, Charles Goodlett, Chadi Hage, Michele Hansen, Brittney-Shea Herbert, Catherine Herrold, Reinhold Hill, David Hoegberg, Krista Hoffmann-Longtin, Matthew Holley, Ann Holmes, Catherine Hudnall, Stephen Hundley, Ashley Inman, May Jafari, Kathy Johnson, Josette Jones, Kyle Jones, Steven Jones, Justin Kani, Milana Katic, Benjamin Keele, NiCole Keith, Katrina Kelly, Sarah Koskie, Joan Kowolik, Matthew Landman, Jessica Lee, Suzann Lupton, Katharine Macy, Weiming Mao, James Marrs, Kathy Marrs, Brendan Maxcy, Lindsey Mayo, Laura Menard, Marc Mendonca, Steve Miller, Willie Miller, Anne Mitchell, Kyle Minor, Lori Montalbano, Gwendolyn Morrison, Miriam Murphy, Mary Beth Myers, Mohamed Razi Nalim, Jere Odell, Amir Pasic, Nasser Paydar, Tod Perry, Celeste Phillips-Salimi, Karen Pollok, Brooke Pratt, Daniel Ramras, Stephen Randall, Robert Rebein, Nila Reimer, Patrick Rooney, David Russomanno, Leonid Rubchinsky, Ronald Sandwina, Jim Scheurich, Sheila Segura, Kristina Sheeler, Margie Smith-Simmons, Jason Spratt, Deborah Stiffler, Sean Stone, Thomas Stucky, Diane Sturek, Rosa Tezanos-Pinto, Jennifer Thorington Springer, Matthew Turner, Kathleen Visovatti Weaver, Diane Von Ah, Crystal Walcott, Marlene Walk, Lixin Wang, Amy Warner, John Watson, Jeffrey Watt, Julie Welch, Eric Weldy, Jennifer Wessel, Angela White, Jeremy Wilson, Becky Wood, William Wooden, Robert Yost, and Xinna Zhang

Members Absent: Rafat Abonour, Gustavo Arrizabalaga, James Ballard, Mark Bannatyne, Kristy Beach, Teresa Bell, Shawn Boyne, Nicholas Brehl, Joan Carlson, Kenneth Carow, Jeremy Carter, Subir Chakrabarti, Ellen Chernoff, Amber Comer, Andrea Copeland, David Craig, Brian Dixon, Gregory Druschel, Hong Du, Christine Eckel, Shiao-fen Fang, Charles Feldhaus, Aaron Ganci, Nan Goggin, Raymond Haberski, Eileen Hacker, Paul Halverson, Jay Hess, Chang Ho, Tandra Jackson, Sarath Janga, Peter Jenkins, Sara Johnson, Jennifer Johnson, Kevin Jones, Kyle Jones, Kathleen King Thorius, Andrew Klein, Daniella Kostroun, Alexey Kuznetsov, Debomoy Lahiri, Chris Lamb, Lawrence Lee, Steven Mannheim, Troy Markel, James Marrs, Kathleen Marrs, Dean Morton, Carol Murdoch-Kinch, Miriam Murphy, Robin Newhouse, Mathew Palakal, Megan Palmer, Kristi Palmer, Stefan Petranek, Christine Picard, Michael Pitts, Ted Polley, Hongxia Ren, Jesse Savage, Genevieve Shaker, Sylk Sotto, Evelyn Stephenson, Jake Streepey, Joshua Vest, Ruben Vidal, Clark Wells, Rachel Wheeler, Craig Willey, L. Jack Windsor, Andrew Winship, and Teresa Zimmers

Agenda Item I: Welcome and Call to Order

IUPUI Faculty Council Vice President Jeff Watt called the meeting to order at 3:01 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: Updates/Remarks from the Chancellor

Nasser Paydar, Indiana University Executive Vice President and Chancellor of IUPUI

Paydar reported on the following:

- Paydar thanked the faculty for being flexible and working remotely and for moving classes online.
- Paydar has received reports on the virtual capstone projects and other newly online programs and the faculty mentorship has been above-and-beyond.

- The new “S” grades for students require signatures from the academic advisor and faculty member. Many of financial aid and graduate programs may not accept “S” grades and therefore advisors should be involved.
- Commencement was scheduled for May 16. There will be a virtual commencement and it is set to be available this afternoon. Paydar will send a note to all faculty to participate in the celebration.
- Last week Governor Holcomb revealed the five stage re-opening program. The mayor of Marion County has requested everyone to stay at home until May 15. You received a note on Monday from President McRobbie that we will continue to work remotely until decided otherwise, regardless of state or local guidelines.
- The Restart Committee will be providing guidance for IUPUI reopening plans.
- Another notice will be sent regarding restarting research. The hope is that the campus can begin starting research once certain conditions have been met. A committee is looking into this.
- Summer courses will be delivered online. Faculty are encouraged to take an online course about teaching online offered by the Center for Teaching and Learning (CTL). The intention is to provide a modest stipend to faculty who complete this course.
- The most likely scenario for the fall semester is a hybrid scenario with online and in-person options, with social-distancing in mind. Large classrooms will be online in this scenario. Courses with labs and performance-based classes will need to be thought through.
- CARES Act: This campus will receive around \$21 million. \$10.5 million will need to go to students who have a need. Administrators have determined who will be receiving this money at IUPUI. The campus does not yet have the letter from the state department. For some of the CARES Act funds, students will be able to make a case and file a petition in order to receive funding. This would be for those who do not automatically receive it.
- For enrollment, summer session one is down by 9 percent in heads but up 1.6 percent in credit hours. Fall continuing registrations are down about 1 percent. Most of the issues for enrollment in fall will be new students. Admits were up but deposits were down and this is significant. There are many questions about fall.
- A new marketing campaign has launched: the IUPUI Commitment Campaign. Many people are concerned about college, and this campaign focuses on the advantage of IUPUI’s central location.
- For the budget, enrollment is going to be under pressure and costs will be higher to account for both virtual and onsite classes. Every unit has been asked to construct a budget for next year with a five percent cut to the base budget and asked all units to identify another five percent in case the campus needs to adjust for enrollment. This instruction has been shared with all academic and core units on the campus.
- Communication has become very important. Paydar thanked the faculty and staff who have made over 19,000 phone calls to undergraduate students to check on them.
- Paydar thanked all the IFC members for their hard work and hopes that everyone has the chance to rest and take some time off during the summer.

Questions/Comments

These questions were asked using the “Q&A” and “Chat” features in Zoom. Some questions and responses may be edited or summarized for clarity. Unedited questions and responses can be found in the video recording.

- Stephen Fox: Will associate faculty be able to take the CTL course and receive the stipend?
 - Kathy Johnson, executive vice chancellor and chief academic officer, answered this questions via email following the meeting. Associate faculty are eligible for the honorarium. Faculty who have not taught online prior to this semester or have not received

training for online courses are the focus for this course offering. Details will be shared soon.

- Faculty Member: What are the plans for courses that need clinical learning?
 - Paydar: One of the responsibilities of the Restart Committee is to look at clinical courses for all schools. It is important to recognize that the vaccine will not be here in time for the start of the fall semester and we need to find ways to restart in a safe way.
- Susan DeMaine: What criteria are being used in giving students CARES Act money?
 - Paydar: There are requirements the Department of Education has provided and FASFA is also being reviewed. Some money should go to Pell Grant recipients and some to those who are not Pell Grant recipients. Some should be reserved for students to apply for it need-based. Some will go to graduate and professional students.
- Catherine Herrold: Some faculty may feel unsafe teaching face-to-face this fall. If a hybrid model is adopted, will faculty have the option to teach online instead of face-to-face?
 - Paydar: This is more of an HR question and requires legal input. It is something to be determined. In addition to what was described, there are individuals with underlying problems. Thinking out loud, if the campus could ask people to provide proof, the situation may call for that. We should be sensitive to staff and students overall. No decision has been made but that is a big decision. Paydar said he likes to be as flexible as possible.
- A faculty member asked if there is any progress on the search for men's basketball coach?
 - Paydar: The process is suspended until further notice and until individuals could come to campus.

Agenda Item IV: Updates / Remarks from the IFC President

John Watson, President, IUPUI Faculty Council

Watson reported on the following:

- Watson thanked the faculty and said that work like this makes IUPUI a great place. A year ago, the council was celebrating the teaching professor creation. In initiating this new title, Assistant Vice Chancellor Rachel Applegate and the ad hoc committee on promotion and tenure have worked on incorporating non-tenure-track faculty onto the Promotion and Tenure Committee.
- Other items that have been addressed this year: The test optional concept is being implemented for this coming year and is a major step forward. The council will be implementing the Ombudsteam in place of the Faculty Grievance Advisory Panel and are currently integrating this into the bylaws. The Dimensions of Global Learning has been implemented to help establish approaches to global learning. The council also endorsed the sustainability resolution that is going to the Indiana University Board of Trustees.
- Progress has been made to update the University Faculty Council Constitution and Bylaws. Campuses have had their hearings. The committee is writing the summary, and this will be sent soon as a Qualtrics ballot is ready. The IFC Constitution and Bylaws Committee will be having a discussion about the council governance documents shortly.

Agenda Item V: [Action Item – Vote]: Elections of President, Vice President, Board of Review, and Ombudsteam

Ed Berbari, Chair, Nominations Committee

Berbari reviewed the following slates noting their elections would be held after the meeting by electronic ballot.

IUPUI Faculty Council: Slate for President

Term: July 1, 2020, through June 30, 2022

Number to Elect: 1; Number to Slate: At least 2

Last Name	First Name	Rank	School	Department Description
Boukai	Ben	T01	Science	Mathematical Science
Watson	John	T02	Science	Biology

IUPUI Faculty Council: Slate for Vice President

Term: July 1, 2020, through June 30, 2022

Number to Elect: 1; Number to Slate: At least 2

Last Name	First Name	Rank	School	Department Description
Stiffler	Deb	T02	Nursing	Nurse
Vidal	Ruben	T01	Medicine	Pathology and Lab Medicine
Windsor	L. Jack	T01	Dentistry	Biomedical Sciences and Comprehensive Care

IUPUI Faculty Council: Slate for Board of Review Pool

Term: February 1, 2020, through January 31, 2022

Number to Elect: 10; Number to Slate: At least 15

Last Name	First Name	Rank	School	Department Description
Belecky-Adams	Teri	T02	Science	Biology
Bell	Teresa	TT03	Medicine	Surgery
Berbari	Nicolas	TT03	Science	Biology
Bolchini	Davide	T02	Informatics and Computing	Human-Centered Computing
Boukai	Ben	T01	Science	Mathematical Sciences
Graham	Brett	T02	Medicine	Medical and Molecular Genetics
Landman	Matt	TT03	Medicine	Surgery
Miller	Willie	TL02	University Library	
Morrison	Gwendolyn	T02	Liberal Arts	Economics
Murphy	Miriam	TL02	Law	Library
Rodd	Zachary	T02	Medicine	Psychiatry
Stiffler	Deb	T02	Nursing	Science of Nursing Care
Thorington-Springer	Jennifer	T02	Liberal Arts	English
Vidal	Ruben	T01	Medicine	Pathology and Lab Medicine
Watt	Jeffrey	T01	Science	Mathematical Sciences

IUPUI Faculty Council: Slate for Ombudsteam**Term: July 1, 2020, through June 30, 2023**

Need to elect 5; number to slate 10

3 to receive 3-year terms.

2 to receive 2-year terms.

Last Name	First Name	Rank	School	Department Description
Arnold	Brent	FT1	IN-SHHS	IN-HS
Bolchini	Davide	FT2	IN-INFO	IN-INFO
Davis	Charles	FT1	IN-SOCW	IN-DLS
Fuchs	Robyn	FT2	IN-SHHS	IN-PT
Jones	Josette	FT2	IN-INFO	IN-INFO
Murphy	Miriam	LT2	IN-LAW	IN-LAWL
Rettig	Pamela	FC2	IN-DENT	IN-DSCC
Scheurich	Jim	FT1	IN-EDUC	IN-EDUC
Vemuri	Gautam	FT1	IN-SCI	IN-PHYS
Vidal	Ruben	FT1	IN-MED	IN-PATH
Walker	Marquita	FT2	IN-SOCW	IN-DLS
Yost	Robert	FLS	IN-SCI	IN-BIOL
Zimmers	Teresa	FT1	IN-MED	IN-SURG

Berbari noted the following election results:

Election Results for the Executive Committee, Nominating Committee, and University Faculty Council**Election Results: Slate for Executive Committee – Tenure Track Faculty****Term: June 2020 through June 2022**

Number to Elect: 4

Last Name	First Name	Rank	School	Department Description
Mayo	Lindsey	T02	Medicine	Pediatrics
Miller	Willie	T02	University Library	University Library
Murphy	Miriam	T02	Law	Library
Watt	Jeff	T01	Science	Mathematics

*No two elected members of the committee shall be from the same academic unit, except from the School of Medicine which may have two members: one each from the basic science and clinical departments.

Election Results: Slate for Executive Committee – Non-Tenure-Track Faculty**Term: June 2020 through June 2022**

Number to Elect: 1

Last Name	First Name	Rank	School	Department Description
Donahue	Kim	FLS	Kelley School of Business	Kelley School of Business

*No two elected members of the committee shall be from the same academic unit, except from the School of Medicine which may have two members: one each from the basic science and clinical departments.

Election Results: Slate for Nominating Committee**Term: June 2020 through June 2022**

Number to Elect: 4

Last Name	First Name	Rank	School	Department Description
Berberi	Ed	T01	Engineering and Technology	Biomedical Engineering
Mayo	Lindsey	T02	Medicine	Pediatrics
Stiffler	Deb	T02	Nursing	Nursing
Windsor	L. Jack	T01	Dentistry	Biomedical Sciences and Comprehensive Care

Election Results: Slate for University Faculty Council**Term: July 1, 2020, through June 30, 2022**

Need to elect 4

Last Name	First Name	Rank	School	Department Description
Goff	Philip	T01	Liberal Arts	American Studies
Li	Jiliang	T02	Science	Biology
Palmer	Megan	T02	Medicine	Emergency Medicine
Thorington Springer	Jennifer	T02	Liberal Arts	English

Berberi said the IFC-EC is based on the current Constitution and Bylaws, and there is a change that could be coming if they are changed.

Agenda Item VI: [First Read] Proposed Changes to the IFC Constitution and Bylaws

John Watson, President

[Circular 2020-13](#): Guide to the Constitution and Bylaws Changes[Circular 2020-12.1](#): Constitution Changes[Circular 2020-11](#): Bylaws Changes

Watson shared the appended circulars and reported on the following:

- The purpose of this is to extend voting rights to all faculty regardless of tenure status.
- Watson shared the guide document to summarize the changes.
- Compliance with the 60/40 rule is an area of concern for this document.
- Watt shared the following unedited statement from Phil Goff (Chancellor's Professor, School of Liberal Arts):

“As someone who was deeply involved in the amendments two years ago to increase NTT faculty as IFC representatives and to create two new seats for NTT faculty on the Executive Committee (EC), I want to applaud most of these proposed amendments but also share my concern about one.

I'm most pleased to see the updating of the definition of faculty and the expunging of the old language of “voting faculty.” Very nice work.

What concerns me is the mandate that TT faculty be reduced from eight to six members of the EC. Previously, we created altogether new positions on the EC for NTT faculty. The rationale stated for this new amendment is that it moves us toward the 60/40 ratio of ACA-18. But that academic policy refers to a ceiling, not a mandated number. It reads that voting units “must be structured in a way that reserves at least 60% of voting weight to tenure track faculty.” This proposed amendment mandates what is supposed to be a ceiling and is not really in keeping with ACA-18.

I’m unconvinced that schools flouting ACA-18 should make us change our constitution to mandate a number that does not match the range the academic policy spells out. Form should follow function in governing structures just as in architecture. The function here is oversight in all three areas of faculty responsibility (research, teaching, and service). So giving up 1/4 of TT elected positions who work in all three areas in order to double the number of those who work in one or maybe two areas is a loss of expertise. I also fear it could lead to a loss of independence of thought on the EC if 40% of its members are on renewable contracts. Could that not open the door to undue influence by others up the line? I would not want my NTT colleagues in such an untenable position.

I want to be clear: I am strongly in favor of continuing a minimum of two NTT on the EC with potentially up to four, which is more in keeping with ACA-18. All who have served in that capacity since we changed the constitution have been stellar and wonderful to work with. The amendment should follow ACA-18 and make up to four seats available with a minimum of two seats at all times.

This would be fairly easy to implement. We elect five of the ten members annually. We could stop segregating TT from NTT in the list of candidates. The highest NTT vote getter is elected, no matter where they are in the tally. If two NTT faculty members are among the top five, they both are elected. This is more in keeping with ACA-18 and might help to mitigate some of the potential problems.

I understand the argument for representation and hope our schools will incorporate more NTT faculty into their committee and governing structures like Liberal Arts does. But certain schools ignoring ACA-18 and skewing the numbers should not require us to change the good sense of our constitution and misinterpret the intent of ACA-18 at the level of faculty governance.”

- Watson is in support to make these suggested changes to support the 60/40 rule. Watson highlighted where the exact change would occur in the documents.

This item will be sent out with the changes adopted at today’s meeting in an electronic ballot to voting members.

Agenda Item VII: [Discussion Item] Academic Specialists Proposal

Robert Yost, Chair, Faculty Affairs Committee

[Circular 2020-14](#): Proposal

Yost reported on the appended proposal and discussed the following:

- The Faculty Affairs Committee decided to review the academic specialist’s position (17 are currently working on campus). These individuals are in area of their own, serving as staff or faculty. The committee proposes the elimination of that specific classification and moving incoming

persons to similar positions as either staff or faculty members. The committee is not proposing to eliminate those positions, but rather no new academic specialists will be hired in that classification.

Agenda Item VIII: [Information Item] Promotion and Tenure Guidelines for 2020-2021

Margie Ferguson, Senior Associate Vice Chancellor for Academic Affairs

Rachel Applegate, Assistant Vice Chancellor for Faculty Affairs

Ferguson and Applegate spoke to the appended presentation and reported on the following:

- The ad hoc committee to review the promotion and tenure standards did a lot of work this year and they expect to be busy next year as well. She proposed that the IFC accept some updates to be implemented as soon as possible. Everyone who has already submitted items to go up this coming year, can maintain their current plan.

Agenda Item IX: Call for IFC or UFC Standing Committee Reports

- Academic Affairs Committee (Peggy Daniels Lee, Chair)
[Action Item - Vote] Percentage of IUPUI Courses Required for the Conferral of a Certificate
Circular 2020-04: Percentage of IUPUI Courses Required for the Conferral of a Certificate

The following proposal (unedited) was presented by the committee:

Percentage of IUPUI Courses Required for Conferral of Certificate

Scope

Students completing a certificate program from IUPUI with completed courses from another IU campus or external institution.

Policy Statement

IUPUI requires that a minimum of 25% of the credit hours earned for the conferral of a certificate be earned at IUPUI.

Reason for Policy

While specific policies exist for the conferral of a bachelor's or associate's degree, no policy currently exists for the conferral of IUPUI certificates.

Procedures

In reviewing requirements for the conferral of an IUPUI certificate, academic units must require that at least 25% of the completed coursework be earned at IUPUI.

Example: A 15-credit hour certificate (based on five, 3-credit hour courses), requires that at least two of the courses be completed at IUPUI to award the certificate. The 25% calculations come to 1.25 courses or 3.75 credit hours which would round up to 2 courses, in this example.

Example: An 18-credit hour certificate (based on six, 3-credit hour courses) requires that at least two of the courses be completed at IUPUI to award the certificate. The 25% calculations come to 1.5 courses or 4.5 credit hours which would round up to two courses, in this example.

Sanctions

Conferral of an IUPUI certificate with fewer than 25% of the coursework earned at IUPUI could result in rescinding the certificate.

History

The Higher Learning Commission has outlined specific criteria with respect to the minimum number of credit hours required for an institution to confer a bachelor's or associate's degree

The institution maintains structures or practices that ensure the coherence and quality of the programs for which it awards a degree. Typically, institutions will require that at minimum 30 of the 120 credits earned for the bachelor's degree and 15 of the 60 credits for the associate's degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by the Commission. Any variation from the typical minima must be explained and justified.

Based on the established minimum number of credit hours, a bachelor's or associate's degree requires that 25% of the course requirements be completed by the conferring school. This same standard should be used for conferral of an IUPUI certificate.

Lee also reported on the following:

- This was a first read at the last meeting to establish minimum requirements for a certificate at IUPUI.
- A motion was made for this item to a vote. The motion was seconded. An electronic ballot was sent instantly via Zoom questionnaire features. The motion passed with 68 votes for “yes”, 1 vote for “no”, and 3 votes to abstain.

- Athletic Affairs Committee (Jennifer Guiliano, Chair)

Guiliano spoke to the appended presentation and reported on the following:

- IUPUI is the 11th team to be added to the Horizon League.
- The committee meets regularly and has a set list of annual topics to address, including translating concerns that faculty have for the athletic department or the NCAA representatives.
- One issue the committee has worked on for three years, with significant progress this year, is missed class time. A study was done of all peer institutions and their missed class time policies. There is a weakness at IUPUI in that there is not language included about university-sponsored events (this extends beyond athletic events). The committee has worked with Student Affairs on proposals and hopes to get this on the agenda for the first fall IFC meeting.
- The COVID-19 pandemic has had impacts on athletics. Tournament seasons for the fall were suspended among spring event cancellations. An additional year of eligibility has been extended and the department is working with the NCAA to figure out financial support.
- March Madness cancellation will impact revenue granted to IUPUI from the NCAA. The goal is to uphold obligations to student athletes.
- All open athletic staff positions on campus are frozen.

- Campus Planning Committee (Lindsey Mayo, Chair)

Mayo reported on the following:

- The committee worked on Campus Conversations questions.
- They met with Janice Blum, interim vice chancellor for research and graduate education, about cross-cutting courses and training that could occur between schools and units as well as tuition difference between the units.
- They met with Boyd Bradshaw, associate vice chancellor for enrollment management and chief enrollment officer, and Jay Gladden, associate vice chancellor of undergraduate education and dean of university college, to talk about the test-optional approach and predictors for academic success as well as marketing approaches to recruit students. The marketing topic connected to conversations with IU Studios.
- They also met with Margie Ferguson, senior associate vice chancellor for academic affairs, to discuss faculty retention and trying to capture data on faculty who are leaving.

- Student Affairs Committee (Diane Sturek, Chair)
Sturek gave the following report (unedited):

May 5, 2020

Student Affairs Committee Report to IFC

- **Use of Student Engagement Roster and LMS Recommendations:**

1. If use of the Student Engagement Roster is required for the University to have documentation regarding whether enrolled students are attending class, the committee recommends that faculty be required to complete the Student Engagement Rosters at least once per semester to report attendance.
2. Faculty should be allowed to provide feedback to students using their desired method. Feedback can be provided to students individually through the Student Engagement Roster, Canvas, written comments or other methods. If faculty provide feedback using a method other than the Student Engagement Roster, faculty should have the option to “opt out” of the Student Engagement Roster with an explanation of how they provide feedback to students.
3. The University should explore ways to integrate the Canvas gradebook with the Student Engagement Roster.
4. Faculty should be informed of the importance of providing student feedback.

- **Permanence of a grade given as the result of academic misconduct (working with Academic Affairs)**

“If the penalty for academic misconduct is an F for the course the grade will be considered permanent and not able to be replaced.”

Additional points:

1. Faculty should consider the grade level of the student and the importance of the assignment when assigning consequences for academic misconduct.
2. All other grades are replaceable.

Note: This policy was forwarded to Peggy Lee for consideration of the Academic Affairs Committee on 11/14/19.

Suggestions for the registrar:

Grade Replacement/Academic Misconduct Policies: The policy will be updated to: 1) reflect expanded- policy whereby a student may replace any grade (not just F grades) and then 2) any academic misconduct grade cannot be replaced (not just F grades). We also wanted to include a clause that reflected the FERPA consequences of talking to someone for a background check.

Missed class policy for athletes

Discussion of this policy included the following:

1. Encourage a culture of support and reasonable accommodation of student athletes regarding absences due to participation in University sponsored athletic events.
 2. Recommend that faculty receive notice in advance of the start of the semester of potential absences of student athletes registered in the course.
 3. Encourage the student athlete to work with individual faculty members in advance of missed classes.
 4. The use of the term “university sponsored events” is problematically vague and should be further defined.
- **Other items discussed**
 - UFC Taskforce on Consensual Relationships
 - Course Networking software
 - Board of Review/Faculty Grievance Advisory Panel (FGAP) Report 2019-2020 (John Watson)
[Circular 2020-15](#): Board of Review Annual Report

Watson presented the appended circular and reported on the following:

- It was a quiet year for faculty grievances. No requests were denied. One case carried over and one started but was dropped midway. There were seven instances in which the FGAP were involved.

Agenda Item X: Question / Answer Period

- An IFC member asked if changes that were accepted today regarding the Constitution and Bylaws would be sent back to the committee and a vote taken in the fall. Watson said that it is not necessary since a vote was taken and passed in favor of these amendments. The vote to accept all Constitution and Bylaws changes that were proposed will be sent out in a Qualtrics form tomorrow.
- How quickly could we transition to the plan for the fall semester? The task force reviewing changes for the next academic year does not want to make changes to the fall schedule and state that IUPUI is going completely online. Instead, they ask for patience in order to complete planning and making recommendations. Communication will be sent once decisions have been made.
- Will spring 2020 faculty evaluations be sent to department chairs? Why was the deadline for evaluations extended into finals week? Ferguson answered that normally these evaluations are sent to chairs and deans. The decision has been made that this will not happen for this year unless the faculty member decided to share their own evaluations. For the close date, the goal was to have a single open and close date instead of school-specific dates. Because the date was earlier than normal, given the pandemic, it was thought that students should be given more time for the evaluations.
- Is there going to be a mask policy if on-campus presence is required? Yes. The campus needs to provide masks. The task force is suggesting cloth masks.

Agenda Item XI: Unfinished Business

There was no Unfinished Business.

Agenda Item XII: New Business

There was no New Business.

Agenda Item XIII: Report from the IUPUI Staff Council

Lindsey Mosier, Second Vice President, IUPUI Staff Council

Mosier reported on the following in absentia:

- The Staff Council Retreat is tentatively scheduled for October 16.
- The fall blood drive is scheduled for October and they are hoping not to cancel.
- The Staff Council Executive Committee and full council are meeting normally via Zoom.
- The Staff Council is also having regular Zoom meetings with Vice Chancellor Camy Broeker and Senior Director for Human Resources Juletta Toliver to answer questions.
- Staff Council unit representative elections have concluded.
- Executive Committee nominations are underway with voting taking place later this month.
- The Staff Council mini conference was cancelled and plans to move forward for 2021.

Agenda Item XIV: 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
University Hall 5002/274-8974/fcouncil@iupui.edu/<http://www.facultycouncil.iupui.edu>

Report on Council Actions 2019-20 (per Bylaws Article 1. Section C.3)

Detailed final reports are available on the IFC committee webpage.

Committee Assignments

Academic Affairs Committee

Assigned:

- Student Engagement Roster: Review proposal and provide feedback on IFC endorsement to the Executive Committee. The Student Affairs Committee is reviewing as well.
- Voting rights of non-tenure-track faculty within the schools (working with the Faculty Affairs Committee)
- IU Online (Face-to-Face and residency) – Collaborate with the Student Affairs Committee.

Ongoing:

- 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.
- 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.
- Use of LMS (Canvas) data for instructional monitoring (online courses)
- Use of Boost, software that “proactively prevents students from missing assignments.”
- Percentage of a certificate that needs to be completed using IUPUI courses (from 2018-19 Annual Report). Needs endorsement by the IFC.

Completed:

- Review and make recommendations regarding the Global Learning Outcomes dated April 3, 2019.
- Review and provide feedback on IUPUI Test Optional Task Force Report of January 17, 2019.

Budgetary Affairs

Assigned:

- Change in Resource Planning Committee
- 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.

Ongoing:

- Campus Conversations
- Banded tuition results
- Midwest Student Exchange
- IU Fort Wayne
- RCM Review of University Assessment/Tax
- Continue meetings with deans one on one.
- Conversations with UFC Budgetary Affairs Committee to follow IU budget issues.

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
- Review student surveys.
- Monitor changes in medical school impact.
- Updates/refreshes of campus strategic plan.
- Results of faculty survey.

Ongoing:

- Campus Conversations
- Examine faculty vitality (IUPUI and School of Medicine)
- IU Branding

Constitution and Bylaws Committee

Assigned: No assignments as of August 2019.

Distance Education Committee

Assigned:

- Follow up on CTL “Faculty Crossing”
- 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 data 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.
- Time faculty are spending on online courses.

Diversity, Equity, and Inclusion Committee

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
- Climate Survey
- School diversity strategic plans
- Policies/procedures for incident reporting

Faculty Affairs Committee

Assigned:

- Review of Draft Research Disclosure Policies
- Voting rights of non-tenure-track faculty within the schools (working with the Academic Affairs Committee)
- 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” faculty, especially 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?
- Unit Recommendation Report from Board of Review 18-02.
- Propose Pinnell Award guidelines for the IUPUI campus.
- Lecturer Rank Criteria
- NTTF Voting
- Emeritus status eligibility (in light of changes to include teaching professor)

Faculty and Staff Relations Committee

Assigned:

- Bias training
- Discussion on communication across campus including all units and positions.
- Evaluation of the campus pedestrian safety: report back to the committee.
- Search committee training (better and more systematic across campus and at all levels)

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.
- Addition of language describing clinical rank (similar to language of lecturers).
- Addition of language describing the new teaching professor rank, when available from the campus.

Ongoing:

- Review the guide and updated all links.
- Review the guide and update for obsolete language.
- Review of the term “faculty” throughout the document and particularly in Section 1. Are definitions for faculty clearly defined? Are there definitions that are missing or confusing? Create annotation guide.

Fringe Benefits Committee

Assigned:

Ongoing:

- Monitor benefits
- Review forthcoming changes in retirement benefits provider and plan changes.

Library Affairs Committee

Assigned:

- Explore adding doctoral student thesis information to IUPUI transcripts.
- Collaborate with Research Affairs Committee regarding support for R1 university status.
- Link open access uploading to Activity Insight.
- Library Town Halls and Campus Tour
- Improve communication with faculty
- Discuss scholarly communication situation.
- Review and expand the Promotion and Tenure service offered by UL staff.

Ongoing:

- Providing input to and advocating for the University Library at IUPUI
- Continue to monitor Open Access policy
- Evolving nature of the scholarly record
- Training for chairs and associate deans for research (Open Access/ScholarWorks)
- Consider methods of educating general faculty regarding information-access issues.

Promotion and Tenure Committee

Assigned: No assignment given as of August 2019.

Research Affairs Committee

Assigned:

- Limited submission assignments to campuses
- Review of Draft Research Disclosure Policies
- 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 plans
- Use of Academic Analytics to help with incentives for awards for faculty.
- Description of effort of funded studies for dossiers developed for promotion and tenure.

Student Affairs Committee

Assigned:

- Student Engagement Roster: Review proposal and provide feedback on IFC endorsement to the Executive Committee. The Student Affairs Committee is reviewing as well.
- Course Networking (work with Technology Committee)

Ongoing:

- Discussion and vote on the permanence of a grade given as the results of academic misconduct (working with Academic Affairs Committee).
- Review of sexual misconduct policy brought forward by the UFC
- Off-campus student conduct (note new Greek policy)
- Campus climate for adult learners / co-curricular aspects
- Use of LMS (Canvas) for student intervention.
- Elaboration of co-curricular aspects of the Profiles.
- Review of Code of Student Rights, Responsibilities, and Conduct in relation to hate speech.

Technology Committee

Assigned:

- Intellectual Property and ability to share materials
- Communication with UITs
- Update on electronic and IT accessibility
- Find a better way to keep faculty informed. (A task force chaired by Margie Ferguson is underway for 2019-2020.)
- Potential replacement of Taskstream.

- 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.
- Course Networking (work with Student Affairs)

IFC Constitution and Bylaws Amendments Summary

April 21, 2020

CONSTITUTIONAL AMENDMENTS

The overall goal is to extend voting rights and representation in the IFC to the NTT faculty and add emergency procedures.

Article I. Section A.

Clarifies the definition of the faculty as a whole

Article I. Section B.

Detailed definition of the voting faculty

Detailed definition of the non-voting faculty

Note: These definitions match those found in the amended UFC Constitution

Article IV. Section A.3.

Brings the language regarding an alternate for an IFC member who cannot attend an IFC meetings into line with new definition of Voting Faculty

Article IV. Section F.1.

Changes the ratio of TT and NTT faculty in the IFC Executive Committee from 8:2 to 6:4. Six to 4 is maximum number of NTT allowed under the 60/40 rule. Six to 4 more closely matches the actual ratio of TT and NTT at IUPUI+ISUM, which is 40/60.

Article IV. Section F.5.

Adding a component to allow the IFC Executive Committee to act as the executive agent of the council without prior consultation with the council to take emergency action on educational matters when facing situations such as COVID-19.

Article V. Section F.2.

Updates the faculty definition for membership UFC Executive Committee in case of a tie.

BYLAWS AMENDMENTS

The overall goal is to adapt the Bylaws to match the proposed changes to the Constitution and add clarification to the Ombudsteam.

Article II. Section A.

Specify that Unit reps will be Voting Faculty as defined in the Constitution.

Article II. Section B.

New cap on the number of At-Large reps that can come from a single unit. This is to distribute voting power among the units in the face of a large increase of NTT faculty in the IUSM.

Article II. Section C.1.

Deleted phrase that limited the President and VP positions to TT faculty, now will be open to both NTT and TT faculty.

Article II. Section D.1.

Changes the number of IUPUI reps to the UFC to 12 to match the new IFC Constitution.

Article II. Section D.3.

Updates the apportionment of UFC reps between the TT and NTT faculty in accord with the changes to the UFC Constitution. The split will now be 8TT and 4 NTT of the 12 total. This is within the 60/40 rule. Clarify by reordering sentences in v.2.

Article IV. Section C.1.

Specifies that NTTF are eligible to serve on the Ombudsteam.

Article IV. Section C.4.

Clarify that the Ombudsteam will have representation from different schools (i.e., no two schools will have representation on the team).

CONSTITUTION OF THE IUPUI FACULTY

Note: The first IUPUI Faculty Constitution was adopted in 1969. The present Constitution, with accompanying Bylaws, was adopted in April of 1978, and has been amended several times. This version includes amendments through 2019.

PREAMBLE

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

ARTICLE I. FACULTY MEMBERSHIP

Section A.

- ~~1. All individuals~~ individuals serving full-time who ~~are tenure-track, non-tenure-track, and emeritus faculty, hold instructor (including lecturer) or professorial (including clinical and research) rank, as well as or are~~ librarians of comparable rank, and who perform their functions primarily in Indianapolis, or who, having their principal functions elsewhere, have rank in an academic unit ~~which that~~ is primarily situated at IUPUI ~~(Indianapolis, Columbus, and Fort Wayne)~~; shall be considered members of the faculty.
- ~~2. The faculty is divided between, on the one hand, tenured and tenure-track faculty members, and, on the other, non-tenure-track faculty members.~~

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Commented [KL1]: Added by the IFC-EC 4-23-20 to denote that IUPUI is made up of IUPUI, IUPUC, and IUFW.

Section B.

- ~~1. All full time~~ tenured and tenure-track faculty members ~~(herein called tenure-track faculty)~~ shall be voting members of the faculty. ~~(referred to herein as the Voting Faculty).~~
- ~~2. All full-time non-tenure-track faculty shall be voting members of the faculty if they hold the following appointments:~~
 - a. ~~Clinical appointments.~~
 - b. ~~Lecturer and Teaching Professor appointments.~~
 - c. ~~Professor of Practice appointments.~~
 - d. ~~Research Scientist/Scholar appointments.~~
- ~~3. Those faculty described in Section B.1 and B.2 will be referred herein as the Voting Faculty.~~
- ~~4. Acting, visiting, adjunct, academic specialist, emeritus and other academic appointees are not voting members of the faculty.~~
- ~~2. Regarding issues that are in the broadest sense of the term relevant to IUPUI, voting privileges can be granted to full-time non-tenure-track faculty members, but these privileges must be made explicit in this Constitution or its Bylaws.~~
- ~~3. 5. Any provision in the IUPUI Constitution 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 IUPUI Faculty Council Executive Committee.~~

Section C.

The Office of Academic Affairs at IUPUI shall be responsible for maintaining a census of the faculty, as well as 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, and to the President of each academic unit not later than the middle of October each year.

Section D.

Anyone wishing to challenge any inclusion or omission from the official list shall first petition the Office of Academic Affairs. 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.

ARTICLE II. FACULTY RIGHTS AND RESPONSIBILITIES

The faculty shall:

1. advise the Chancellor of IUPUI, the Indiana University and the Purdue University Presidents, and the Boards 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. fix the academic calendar and the general policies for scheduling classes;
5. establish policies for institutional and student participation in extracurricular activities;
6. advise the Chancellor of IUPUI, the Indiana University and the Purdue University Presidents, and the Boards of Trustees concerning policies and administration of the libraries;
7. recommend to the Chancellor of IUPUI procedures for implementing at Indianapolis 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;
8. consult with decision-making administrators regarding proposed changes in academic organizations;
9. continually review educational policies;
10. consult with decision-making administrators regarding planning of physical facilities and staffing;
11. participate in the process of selecting candidates for major executive academic positions; and,
12. have the right to petition the Boards 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

The faculty of academic units within the university 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 (referred to herein as the Council) in regular and special meetings, subject to the limitation of this Constitution.
2. The Council shall adopt Bylaws of the IUPUI Faculty Council.
3. The Council shall fill vacancies for unexpired terms of any of its elected officers.

Section C. Review of Council Actions

1. If, at a duly called regular or special meeting of the Voting Faculty, a majority of those present and voting opposes an action of the Council, that matter shall 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 mail ballot of the faculty where a majority of those voting shall suffice for passage.
2. Fifty members of the Voting Faculty may mandate a referendum concerning an action of the Council. The Executive Committee of the Council shall conduct the referendum.

Section D. Meeting of the Faculty

1. There shall be at least one meeting of the Voting Faculty during the academic year. The time and place of the meeting shall be determined by the Vice President of the Faculty in conjunction with the Executive Committee. The Vice President of the Faculty shall preside at any meeting of the faculty. The Chancellor of IUPUI shall report on the state of the Indianapolis campus at the annual meeting.
2. Special meetings of the faculty may be called by the President of the Faculty, the Chancellor of IUPUI, the Vice President of the Faculty, the Executive Committee of the Council, the Council itself, or by petition of at least fifty members of the Voting Faculty, said petition to be delivered to the President of the Faculty. A special meeting shall be called within thirty days of receipt of such a petition. Any special meeting of the faculty must be called for a specific purpose and may depart from that purpose only by a suspension of the rules of order. Faculty must be given notice of time, date, place, and agenda of any meeting of the faculty at least ten days in advance. The Vice President of the Faculty shall be responsible for keeping minutes of such a meeting and for distributing a copy of the same to each member of the faculty.
3. One hundred members of the Voting Faculty shall constitute a quorum for a meeting of the faculty.

ARTICLE IV. FACULTY COUNCIL

Section A. Membership

Faculty Council shall be composed of elected and ex officio members. All members of the Council shall be eligible to vote in matters brought before the Council, unless otherwise restricted in this Constitution, the Bylaws, or university policy.

1. Elected members. Faculty members dedicated to teaching, research, creative work, and service, and librarians dedicated to performance, professional development, and service shall represent academic units. To be entitled to representation on the Faculty Council, an academic unit shall have its faculty organization documents on file with the President of the Faculty, be headed by an Academic Dean, and be certified by the IUPUI Faculty Council. The University Libraries of IUPUI shall be considered an academic unit.
 - a) Elected members of the Council shall consist of unit representatives and at-large representatives.
 - b) If the Council selects as President of the Faculty or Vice President of the Faculty, a faculty member who is not otherwise a member of the Council, this shall confer ex officio membership.
 - c) If the Council elects to its Executive Committee a faculty member or librarian who is not otherwise a member of the Council, this shall confer ex officio membership.
 - d) Elected members of the Council shall serve terms of two years, commencing with the first Council meeting of the fall semester. No elected member shall be eligible to serve more than two terms consecutively.
 - e) Election of unit representatives. Each academic unit shall conduct its election of unit representatives by procedures it shall itself establish. The results of the unit elections shall be reported by each academic unit president or chair to the Faculty Council Director and the President of the Faculty no later than the middle of March. The President shall announce the results of the elections at the April Council meeting.
 - f) Election of at-large representatives. Election of at-large representatives shall be conducted in accordance with the procedures specified by the Faculty Council Bylaws.
2. Ex officio members. The Chancellor of IUPUI, two members from the Chancellor's Cabinet who hold faculty appointments, having been designated by the Chancellor, and any elected member of the Executive Committee who is not otherwise a member of the Council shall be ex officio members of the Council.
3. Alternate members. A member of the Council who must be absent from any meeting of the Council may be represented at that meeting by an alternate who is not a member of the Council, who will be permitted voice and vote provided that the alternate is a member of the Voting Faculty. ~~If the absent member is a member of the Voting Faculty, the alternate must be a member of the Voting Faculty. If the absent member is not a member of the Voting Faculty, the alternate may be any member of the faculty. The alternate may have only one vote and may not represent more than one member of the Council.~~
4. Non-voting, ex officio members
 - a) The head of each academic unit located in Indianapolis shall be a non-voting ex officio member of the Council.
 - b) An elected representative of the faculty organization of academic units utilizing existing IUPUI faculty shall be non-voting ex officio members of the Council. The voting rights of each IUPUI faculty member shall be vested solely with the department and school or college of his or her primary academic appointment. Each such faculty organization shall be entitled to elect one ex officio non-voting representative.

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- c) An elected Parliamentarian of the Council who is otherwise not an elected member of the Council shall be a non-voting ex officio member of the Council.
 - d) The President or, in his or her absence, the Vice President of the IUPUI Student Assembly shall be a non-voting ex officio member of the Council.
 - e) The President of the IUPUI Staff Council shall be a non-voting ex officio member of the Council. When the Staff Council President is unable to attend meetings of the Council, he or she may send a designated alternate.
 - f) Members of the University Faculty Council (UFC) not otherwise holding positions in the IFC, shall be non-voting ex officio members.
 - g) An elected representative of the IUPUI Senior Academy (an organization of retired IUPUI faculty and staff members) shall be a non-voting ex officio member of the Council.
5. An individual elected in more than one capacity may serve in only one seat during the elected term on the Council.

Section B. Officers

The Officers of the Faculty Council shall be the President of the Faculty, the Chancellor of IUPUI, the Vice President of the Faculty, and the Parliamentarian of the Faculty Council. The Presiding Officer shall be the Vice President of the Faculty or his or her designee. The President of the Faculty, the Vice President of the Faculty, and the Parliamentarian may be from any academic unit, and shall be selected in accordance with the procedure specified by the Faculty Council Bylaws.

Section C. Meetings of the Council

- 1. Regular meetings of the Council shall be held monthly during the academic year, starting in September.
- 2. Special meetings may be called by the President of the Faculty, the Chancellor of IUPUI, the Vice President of the Faculty, the Executive Committee, or by petition of at least 20 members of the Council, said petition to be delivered to the President of the Faculty. The person(s) calling the meeting shall state the reason(s) for calling it, and the business of the meeting shall be restricted to items relevant to the matters for which it is called. Members of the Council must be notified at least one week in advance of the meeting.

Section D. Quorum

A majority of the Faculty Council shall constitute a quorum.

Section E. Record

The Vice President of the Faculty shall be responsible for preparing minutes of the Faculty Council meetings and the President of the Faculty shall be responsible for preparing 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 Faculty Council Office 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 sent to the IUPUI Archives for preservation.

Section F. Executive Committee

1. Composition. The Executive Committee shall consist of ten members of the Voting Faculty, ~~eight six~~ who are Voting-tenure-track faculty and ~~two four~~ who are not Voting-non-tenure-track faculty, elected by the Faculty Council. The President of the Faculty, who will chair the Committee, the Chancellor of IUPUI, or that officer's designee, and the Vice President of the Faculty, shall serve ex officio. The Immediate Past President of the Faculty shall also serve as a non-voting ex officio member.
2. Eligibility. Any person who has served as an elected member of the Council, as Chair of a Council Committee, as the presiding officer of a school faculty governance body, or in leadership of an academic unit committee within the past four years is eligible for election to the Executive Committee. Two of the elected faculty on the Committee may be from the same academic unit, provided one is Voting-tenure-track faculty and one is not. If the School of Medicine has two members, both may be Voting-Tenure-track faculty, and one each from the basic science and clinical departments.
3. Election. Each year, at the Council's April meeting, the Nominating Committee shall submit a slate of nominees to serve on the Executive Committee. At the following May meeting of the Council, four members of the Voting Faculty and one member who is not Voting Faculty shall be elected to the Executive Committee for terms of two years. They shall be eligible for re-election, provided that no person shall serve more than two terms consecutively.
4. Duties. The Executive Committee shall:
 - a) determine the agenda for its own meetings and for regular meetings of the Council;
 - b) solicit, with the help of the Faculty Council Director, the interest of faculty in serving on IUPUI Faculty Council Standing Committees by the middle of March;
 - c) serve as the Committee on Committees for the Council;
 - d) conduct the elections which are governed by the provisions of the Faculty Council Bylaws, and rule on matters of dispute relating to election procedures;
 - e) determine the proper apportionment of unit representatives among the academic units, in accordance with the Bylaws; and
 - f) perform such other duties as may be assigned to it by the Council or by the Council's Bylaws.
5. Emergency Procedures. The Executive Committee is delegated to act as the executive agent of the IUPUI Faculty Council without prior consultation with the Council as follows:
 - a) In cases requiring emergency action within a period during which no meeting of the Council is scheduled, including during the summer sessions;
 - b) Emergency actions taken by the Executive Committee require, at minimum, a simple majority which must include the President and Vice President;
 - c) When acting as the delegated executive agent for the Council, the Executive Committee will inform Council members through electronic communication of its activities; and
 - d) Actions taken by the Executive Committee as delegated executive agent for the Council may, at the request of an elected representative of the IUPUI Faculty Council, be reviewed by the Council at its next subsequent meeting and, where feasible, may be overruled by a two-thirds vote of the IUPUI Faculty Council.

Commented [MOU2]: Formerly this was 8 to 2 but was changed to 6 to 4 to match the 60:40 rule.

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.

ARTICLE V. REVIEW FUNCTIONS OF THE FACULTY

Section A.

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

Section B.

The Faculty Boards of Review shall consider grievances of faculty members or librarians concerning academic freedom, tenure, promotion, salary adjustment, the nature or conditions of work, or reappointment. Any faculty member or librarian desiring a review of university action in these stated areas shall request, in writing, a review by a Faculty Board of Review.

Section C.

Collective faculty judgment on major issues affecting faculty interests may be expressed via a referendum. A referendum shall be initiated by delivery to the President of the Faculty of a petition by the Chancellor of IUPUI, the Vice President of the Faculty, the Executive Committee of the Council, the Council itself, or at least 50 members of the Voting Faculty. The Executive Committee of the Faculty Council shall conduct the mandated referendum within four weeks of the delivery of such petition. The question (or series of questions) comprising the referendum shall be answerable by the word "yes" or "no." A majority vote shall be necessary to sustain or reject the question(s). The President of the Faculty shall inform the faculty of the results of the referendum within a period of no longer than 30 days after the final receipt date of answer specified on the circulated referendum.

ARTICLE VI. AMENDMENTS

Section A.

A constitutional amendment may be brought to the Council by any member thereof, or by a petition signed by twenty members of the Voting Faculty.

Section B. Adoption

1. If an amendment is approved by two-thirds of those present and voting at any regular meeting of the Council, copies of the amendment shall be distributed by campus mail by the President of the Faculty to the Voting Faculty within one week of this approval.
2. If fifty or more members of the Voting Faculty so request by a written petition delivered to the President of the Faculty within three weeks after Council approval, the President of the Faculty shall then call a special meeting (Constitution Article IV, Section C, Subsection 2) of the entire Voting Faculty within no less than two weeks nor more than four weeks to consider the amendment. The amendment may be returned to the Council (with or without instructions) by a majority vote of those present and voting at this special meeting.

If the amendment is not returned to the Council, the President of the Faculty shall conduct a mail ballot within one week after the meeting.

3. If no meeting is requested, a mail ballot shall be conducted within four weeks after Council approval and counted no earlier than four weeks later.
4. The ballots shall be distributed within a time frame to assure that both ten-month and twelve-month faculty will have the opportunity to cast their ballot.
5. An amendment shall become effective at the beginning of the academic year following its adoption, unless otherwise specified.

Amended: 06/26/86; 10/07/87; 06/25/92; 01/01/93; 03/04/93; 07/01/98; 03/02/00; 05/31/04; 03/03/09, 11/03/09, 04/03/18, 05/07/19.

BYLAWS OF THE IUPUI FACULTY COUNCIL

BYLAW ARTICLE I. OFFICERS OF THE COUNCIL: DUTIES

Section A. President

The President of the IUPUI Faculty shall:

1. be the primary representative of, and spokesperson for, the Faculty;
2. serve as co-chair of the University Faculty Council and represent the IUPUI faculty at University Faculty Council and University Faculty Council Executive Committee meetings;
3. serve as informal intermediary between aggrieved faculty members and the Administration;
4. be an ex officio member of the Executive Committee and serve as its chair;
5. 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; and,
6. at the end of the elected term, the President shall normally serve as the Immediate Past President for one year.

Section B. Chancellor

The Chancellor of IUPUI shall be an ex officio member of the Faculty Council and shall represent the University Administration.

Section C. Vice President

The Vice President of the IUPUI 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. be the liaison with the Faculty Council Director 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;
5. prepare an annual summary of the activities of the Council for the faculty;
6. serve as an ex officio member of the Executive Committee;
7. perform such other duties as may be delegated by the President; and,
8. in the President's absence, serve in the President's stead.

Section D. Parliamentarian

The Parliamentarian shall be appointed by and serve at the pleasure of the Vice President of the Faculty in conjunction with the President of the Faculty and the Chancellor of IUPUI, and he or she shall:

1. serve as advisor on parliamentary procedure to the Presiding Officer;
2. serve as a resource to faculty committees at their requests; and,
3. serve as an ex officio member of the Constitution and Bylaws Committee.

Section E. Immediate Past President

The Immediate Past President shall:

1. serve as an advisor to the newly elected Presiding Officer;
2. serve as a resource to faculty committees, at their request; and,
3. normally serve as a non-voting ex officio member of the Executive Committee for one year.

BYLAW ARTICLE II. ELECTIONS

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

Unit representatives to the IUPUI Faculty Council shall be elected in accordance with the procedures specified by the IUPUI Faculty Constitution Article IV, Section A, Subsection 1, Paragraph f.

Unit representatives shall be ~~full-time members of the Voting Faculty and may be of any rank~~. The total number of unit representatives shall be forty (40). Each academic unit shall have at least one unit representative.

The Executive Committee shall equitably apportion the remaining academic unit representatives among the academic units based on the number of Voting Faculty in each unit as relates to the number of all Voting Faculty.

Section B. Elections of At-Large Representatives to the IUPUI Faculty Council

At-large representatives shall be members of the Voting Faculty. The total number of at-large representatives shall be sixty (60).

Two elections are required to choose at-large representatives to the IUPUI Faculty Council: one for nominating candidates for the available at-large representatives' positions and a second to elect the at-large representatives.

1. Nomination to the at-large ballot
 - a) Each member of the Voting Faculty shall be eligible to nominate no more than three persons from a list of the Voting Faculty prepared by the Faculty Council Director under the supervision of the Nominating Committee.
 - b) The list shall be distributed no later than the middle of November and the nominating votes shall be returned no later than the middle of December to the Faculty Council Office for counting under the supervision of at least two members of the Nominating Committee.

- c) The Nominating Committee shall submit the ballot to the Voting Faculty by the end of January.
 - 1) The ballot shall contain one and one-half times the number of nominees as the number of persons to be elected.
 - 2) The ballot shall contain the names of persons receiving the most nominations. In the case of a tie for the last position on a ballot, the Nominating Committee shall select a person for the ballot from among those tied.
- 2. Elections of At-Large Representatives
 - a) The ballots containing the names of the nominees shall be distributed by the Faculty Council Director to members of the Voting Faculty no later than the end of January. The ballot shall identify each nominee by name, academic title, school, department, and administrative title, if any. Each member of the Voting Faculty may vote for as many at-large representatives on their ballot as there are positions to be filled and this number shall be specified on the ballot. No candidate may receive more than one vote per ballot. Votes shall be returned to the Faculty Council Office no later than the end of February for counting under the supervision of at least three members of the Nominating Committee before the middle of March. The candidates receiving the greatest number of votes shall be declared elected. In case of a tie, the Executive Committee shall vote by secret ballot to break the tie. No unit shall have more than 6 At-Large Representatives.
 - b) The chair of the Nominating Committee shall announce the results of the election at the Council's April meeting.

Commented [MOU1]: We need to see a current break down of number of At-Large reps by Unit using the NTT + TT numbers and the new definition of Voting Faculty

Section C. Election of the President and the Vice President of the Faculty

- 1. Eligibility. Members of the Voting Faculty ~~holding the rank of assistant professor or higher and librarians of comparable rank~~ shall be eligible for nomination by the Nominating Committee as President of the Faculty or Vice President of the Faculty, provided that any nominee shall have served, or shall be presently serving, as a member of the Faculty Council. The slate shall be announced to the Council at its March meeting.
- 2. Term of office. The President of the Faculty and the Vice President of the Faculty shall serve a term of two years starting immediately after the last meeting of the academic year. 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 President of the Faculty and the Vice President of the Faculty at its April meeting by a vote of those present and voting.
- 4. Vacancy. In case of a vacancy in the office of the President of the Faculty or the Vice President of the Faculty, the Executive Committee shall appoint a President or a Vice President pro tem until another election can be held.
- 5. Privileges. The President of the Faculty and the Vice President of the Faculty 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.

Section D. Election of IUPUI Representatives to the University Faculty Council (UFC)

- 1. Number of members - UFC. The number of members elected from IUPUI to the University Faculty Council ~~will shall~~ be ~~determined twelve~~ in accordance with the provisions of Article 4, Section 4.1, Subsection B of the Indiana University Faculty Constitution.

2. Term of office - UFC. All elected members shall serve terms of two years, starting with the first meeting of the academic year, and shall be eligible for re-election, provided that no member shall serve more than two terms consecutively, or until their successors are elected, and whereby any extension beyond two terms may not exceed the length of one term.
3. Apportionment - UFC. The President of the IUPUI Faculty shall serve ex officio. The remaining twelve members shall be elected from the IUPUI Voting Faculty-at-large, provided that not more than 40% of the total number of four members may be from the same academic unit, and that eight be tenure track and four be non-tenure-track faculty. Half, or the number nearest to half, of the at-large members shall be elected each year.
4. Nomination - UFC representatives from IUPUI.
 - a) The faculty of each academic unit may nominate two candidates. These nominations shall be submitted by the president or chair of the unit to the Nominating Committee by the middle of January.
 - b) Additional nominations may be made by filing with the Nominating Committee, by the middle of January, a nominating petition signed by at least 25 members of the Voting Faculty.
 - c) The Nominating Committee may supplement the list of nominees if necessary to provide a reasonable balance between academic units and to select nominees with current or recent experience as members of the IUPUI Faculty Council. The ballot shall slate at least twice the number of persons as the number to be elected. Any candidate nominated for membership on the University Faculty Council shall be provided the opportunity to file a written statement of not more than fifty (50) words to accompany the ballot.
5. Elections - UFC.
 - a) The Faculty Council Director shall distribute the ballot to the Voting Faculty by the end of January. The ballot shall identify each nominee by name, academic title, school, administrative title, if any, and term of service on the IUPUI Faculty Council, if any, and it shall designate the number of candidates to be elected. The ballot must be returned to the Faculty Council Office before the end of February.
 - b) A subcommittee of no fewer than three members of the Nominating Committee appointed by the President of the Faculty with the concurrence of the Executive Committee shall open and verify the returned ballots and assure that votes are properly tallied and reported to the President by the middle of March. The President shall report the results to the Council at the April meeting. In case of a tie, the Executive Committee shall vote by secret ballot to break the tie.
6. Vacancies - UFC. In case an at-large member of the University Faculty Council cannot complete his or her term of office, the Executive Committee shall decide if, and by what method, the vacancy is to be filled, provided that if an election is held to fill the vacancy, the nominees shall be drawn from the slate of nominees prepared for the last election of the at-large members.

Section E. Election of the Executive Committee

1. Election of members to the Executive Committee of the Faculty Council shall be made in accordance with the provisions of Article IV, Section F of the Constitution of the IUPUI Faculty Council.
2. In case an elected member of the Executive Committee cannot complete his or her term of office, the Executive Committee shall choose the replacement from the eligible slate of nominees from the last two elections to the Executive Committee.

BYLAW ARTICLE III. COMMITTEES OF THE FACULTY

Section A. Committee on Committees

1. Composition. The Committee on Committees shall be composed of the members of the Executive Committee of the Faculty Council.
2. Responsibilities. The Committee on Committees shall:
 - a) determine the size, appoint the members, and designate the chairs of each standing committee of the faculty, except as provided otherwise by the Constitution or the Bylaws. At least one member of each standing committee shall be a member of the Faculty Council, and no committee shall have a majority of its members appointed from the same academic unit. To facilitate year-to-year transition, the Committee on Committees may designate that a standing committee will have staggered co-chairs, each serving two-year terms;
 - b) specify the terms of service of each person appointed to a standing committee, provided that no appointment shall be for a term exceeding two years, and that no person shall be eligible to serve more than three terms consecutively on the same committee;
 - c) make recommendations to the Council concerning the establishment of new committees, abolition of existing committees, or modification of the charge to any committee; and,
 - d) solicit and receive from the faculty, nominations for committee appointments, provided that the nominees shall have indicated their willingness to serve if appointed.

Section B. Standing Committees

The standing committees of the faculty shall be:

1. Academic Affairs. This committee shall make recommendations to the Council on matters relating to general, not school specific, educational curriculum matters, establishing and revising academic calendars, degree formats, graduation requirements, the academic structure of IUPUI, and other related matters. The Executive Committee of the IUPUI Faculty Council may appoint one or more students as non-voting members of the standing committee. The Executive Committee of the IUPUI Faculty Council shall make this appointment based on nominations submitted by the Undergraduate Student Government and Graduate Student Organization.
2. Athletic Affairs. This committee participates in the development of general athletics policies related to academic matters, team competition, and practice schedules within the scope of athletics conference and association rules. The committee participates in the approval of plans for addition/elimination of sports and plans for significant modification of athletics facilities. The Chancellor shall appoint the IUPUI Athletic Affairs Committee on the recommendation of the IUPUI Faculty Council Executive Committee. The Committee shall consist of seven voting members. The Committee's voting membership shall have a majority of faculty.
3. Budgetary Affairs. This committee shall act as a representative of the Council in offering to the IUPUI Chancellor and the Campus Administration its continuing advice and the Faculty perspectives on all aspects of the IUPUI budgetary policy and the allocation of the IUPUI 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.

Among others, the committee's responsibilities shall include:

- a) Assessing the fiscal health of all academic and administrative support units, through its participation in the Campus Planning and Budgetary Hearings, and by other means including direct communication with faculty budgetary committees at the school or unit level.
 - b) Considering and reviewing the general academic priorities of IUPUI and the reflection of such needs in capital outlays and in the creation of budgets.
 - c) Considering the relative allocations of the Campus financial resources with respect to new programs and the implications to existing programs.
 - d) Alerting the Council to all matters of budgetary importance internal or external to IUPUI.
 - e) Facilitating coordination and communication among school level budgetary affairs or equivalent committees.
4. Campus Planning.
- a) Composition. This committee shall act as a representative of the Council in offering to the IUPUI Chancellor and the Campus Administration its continuing advice and the Faculty perspectives on academic and strategic planning.
 - b) Duties. Broad faculty involvement in institutional planning is valued. The Committee is not itself the faculty planning body, but works to facilitate involvement and communication between the Faculty Council, Executive Committee, Budgetary Affairs Committee, and committees and academic units concerning institutional planning and improvement at IUPUI. This Committee shall be responsible for continued communication with the Administration, particularly the Senior Advisor to the Chancellor for Planning and Institutional Improvement.
5. Constitution and Bylaws. This committee shall periodically review the Constitution and Bylaws, draft revisions when necessary and provide, in conjunction with the Parliamentarian, interpretations of those documents when questions arise.
6. Distance Education. This committee represents the IUPUI Faculty Council and advises and acts as liaison with administration as well as faculty and other units concerned with distance education, including those that involve collaboration with other institutions. The committee coordinates its activities with those of the IUPUI Faculty Council Technology Committee, the Center for Teaching and Learning, UITS, the Office of Online Education, and individual schools.
7. Diversity, Equity, and Inclusion.
- a) Composition. Voting members of this committee shall be comprised on one faculty representative from each academic unit, one staff representative, and two student representatives (one undergraduate and one graduate). The ex officio members shall include the Associate Vice Chancellor for Faculty Diversity and Inclusion and the Vice Chancellor for Diversity, Equity, and Inclusion.
 - b) Duties. This committee is to advise and make recommendations to the IFC and campus leadership on issues relative to promoting and ensuring diversity, equity, and inclusion. To accomplish this charge, the committee shall have, but will not be limited to, the following duties:
 - 1) Promote the recruitment, hiring, retention, and advancement of diverse faculty and staff.
 - 2) Advocate for increased recruitment, enrollment, retention, and graduation of students from diverse backgrounds and experiences.

- 3) Disseminate information and successful practices related to diversity, equity, and inclusion in higher education.
 - 4) Ensure the availability of mentoring opportunities for diverse faculty.
 - 5) Review and make recommendations based on campus DEI plans and reports.
 - 6) Provide guidance to academic and support units with their DEI plans upon request.
 - 7) Provide a representative/liaison to meetings of the Chancellor's Diversity Cabinet and the Vice Chancellor's Diversity Group.
 - 8) Encourage campus development of DEI education and training opportunities for faculty, staff, and students.
8. Faculty Affairs. This committee shall advise the Council on matters involving the faculty, including but not limited to, issues of academic freedom, appointments, and tenure and promotion policies and procedures.
 9. Faculty-Staff Relations. This committee shall be responsible for setting up the two Constitutionally-mandated annual joint meetings in conjunction with the Staff Council's Faculty Relations Committee. This committee shall serve in conjunction with the Staff Council's Faculty Relations Committee as a clearinghouse for information of common interest. The Committee shall, when necessary, meet independently to formulate faculty positions on faculty-staff matters.
 10. IUPUI Faculty Guide.
 - a) Composition. This committee shall include faculty members appointed by the Executive Committee and administrative members appointed by the IUPUI Chancellor as appropriate for review and production of the Faculty Guide.
 - b) Duties. This committee shall be responsible for developing the IUPUI Faculty Guide as a supplement to the Indiana University Academic Policies. This committee then shall review the IU Policies and the IUPUI Faculty Guide annually and make recommendations concerning revisions to the Faculty Guide to the Faculty Council.
 11. Fringe Benefits. This committee shall be responsible for reviewing needs unique to the IUPUI campus and recommending to the Council policies to deal with such needs, and shall participate in policy development and ongoing reviews of fringe benefits matters affecting the total Indiana University system.
 12. Library Affairs. This committee shall review and advise the Council on policies and resources of the IUPUI University Library. It shall also consider issues that might affect the quality of the campus libraries. This committee may serve as a forum for the discussion of existing or proposed policies and for the critique of planning and budgetary proposals. The Executive Committee of the IUPUI Faculty Council may appoint one or more students as non-voting members of the standing committee. The Executive Committee of the IUPUI Faculty Council shall make this appointment based on nominations submitted by the Undergraduate Student Government and Graduate Student Organization.
 13. Research Affairs. This Committee shall periodically review research policies and procedures, draft revisions when necessary, and provide interpretations about those policies and procedures when questions arise. The Committee shall include faculty members from a broad range of schools across campus reflecting both faculty and student research interests and artistic/scholarly activities. The Committee shall coordinate its activities with other relevant committees with a goal of improving the environment for research at IUPUI. The Committee shall be responsible for continued communication with the administration through the IUPUI Vice Chancellor for Research.
 14. 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 the Vice Chancellor for Student Life and to the Dean of Students in the areas of student administrative and campus life services. The committee shall maintain liaison with IUPUI student governing bodies. The committee membership shall include two full-time

students: one enrolled as an undergraduate and one enrolled in either the Graduate School or one of the graduate professional programs. Appointments of student members will be made from nominations submitted to the Executive Committee of the IUPUI Faculty Council by the IUPUI Undergraduate Student Assembly and the Graduate Student Organization. Student members shall have the same responsibilities and privileges as the other members of the Student Affairs Committee.

15. Technology. This committee shall examine overall planning, use, and funding of technology at IUPUI; and advise and act as liaison with administration, as well as faculty and other technology committees including those which are university-wide (e.g., University Faculty Council, University Information Technology Services). The Executive Committee of the IUPUI Faculty Council may appoint one or more students as non-voting members of the standing committee. The Executive Committee of the IUPUI Faculty Council shall make this appointment based on nominations submitted by the Undergraduate Student Government and Graduate Student Organization.
16. Nominating.
 - a) Composition. This committee shall consist of seven members who are or were members of the Faculty Council serving staggered two-year terms. No more than two members of the committee shall be elected from the same academic unit.
 - b) Election.
 - 1) Members of the faculty shall be nominated by the Nominating 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 at its May meeting. Those persons elected will commence their terms of committee service on July 1, following their election. The nominee receiving the highest number of votes in any year should chair the committee during the second year of his or her term.
 - c) Duties. The Nominating Committee shall:
 - 1) solicit and receive from members of the Voting Faculty nominations for at-large representatives to the IUPUI Faculty Council (Bylaws Article II, Section B) and for members of the University Faculty Council (Bylaws Article II, Section D);
 - 2) nominate members of the faculty and librarians for elections by the Faculty Council to the positions of:
 - a) President of the Faculty and Vice President of the Faculty (Bylaws Article II, Section C)
 - b) membership on the Executive Committee (Bylaws Article II, Section E),
 - c) membership on the Nominating Committee (Bylaws Article III, Section B, Subsection 15, Paragraph b, Subparagraph 2),
 - d) at-large membership on the IUPUI Promotion and Tenure Committee (Bylaws Article III, Section C, Subsection 2, Paragraph b), and
 - e) membership in the pool for appointment to Faculty Boards of Review (Bylaws Article IV, Section E, Subsection 2);
 - 3) verify in every case that any nomination is made with the prior consent of the person(s) nominated; and
 - 4) oversee the election of the at-large IUPUI representatives and the UFC representatives. The members of the Faculty Grievance Advisory Panel shall be nominated by the Executive Committee for election by the Faculty Council at their January meeting (Bylaws Article IV, Section C, Subsections 1-2).

Section C. Promotion and Tenure Committee

1. Composition. The IUPUI Promotion and Tenure Committee shall consist of the following members:
 - a) one representative from each school with five or more full-time members who are based at IUPUI except from the School of Medicine which shall have two representatives, one each representing the basic science and the clinical departments;
 - b) one librarian representative who shall be elected by the IUPUI Library Faculty;
 - c) six members elected at-large by the IUPUI Faculty Council; and
 - d) the executive vice chancellor who shall serve as a member ex officio without vote.

All members of the committee shall be tenured and to the extent practicable shall hold appointment at the rank of professor or librarian. No person with the authority and responsibility to sign an administrative document concerning the title, pay, or working conditions of a faculty member or librarian may serve on the Promotion and Tenure Committee. The Chair of the Committee shall be elected from and by the members of the Committee.

2. Election
 - a) School representatives shall be elected by the respective promotion and tenure committee of each school from among the school's eligible members in accord with procedures established by each school. The librarian representative shall be elected by the IUPUI Library Faculty in accord with procedures which that group shall establish. Elections shall be held in time for the representatives to be named prior to November 1. The head of the faculty governance of each school and of the IUPUI Library Faculty shall notify the executive vice chancellor of the name of the representative by November 1 of each academic year.
 - b) Six at-large members of the Promotion and Tenure Committee shall be nominated by the Nominating Committee. The slate shall be announced to the Council at its September meeting for election at the October meeting.
3. Term of office. Term of office shall start December 1. Terms for school or librarian representatives may be up to three years and shall be determined by school or IUPUI Library Faculty procedures. The term for at-large representatives shall be three years. No elected member of the committee may serve more than six consecutive years. The chair will be elected annually.
4. Responsibilities. The IUPUI Promotion and Tenure Committee shall:
 - a) monitor the promotion and tenure policies of the university and recommend, as may be desirable from time to time, such modifications as the Faculty Council may seek thereof;
 - b) recommend on the promotion and tenure of those candidates who are presented for consideration by the schools or libraries. Voting shall be by secret ballot, and the results recorded for each candidate;
 - c) review, as needed or requested, methods to establish primary and unit promotion and tenure committees, and, when such methods are deemed to be deficient, recommend changes to the schools or libraries;
 - d) review, as needed or requested, primary and unit level procedures for promotion and tenure and, when such procedures are deemed deficient, recommend changes to the schools or libraries;
 - e) review, as needed or requested, documents which specify standards that are used at the primary, unit, and campus levels to evaluate whether candidates meet the criteria for tenure and promotion and, when such documents are deemed deficient, recommend changes to the schools, libraries, or campus;

- f) establish such internal committee procedures as may be necessary to assist the committee and the Executive Vice Chancellor and Chief Academic Officer in providing for reviews of candidates for promotion and tenure; and,
 - g) receive requests from any faculty member or librarian, and, if appropriate, investigate and evaluate the promotion and tenure process of any department or unit, and make a written report to the faculty member or librarian making the request and to the department chairperson or the chief administrative officer of the unit.
5. The Executive Vice Chancellor shall provide the administrative support necessary for the operation of the committee.

Section D. Reports

Chairpersons shall supply the President of the Faculty the minutes of committee meetings on a continuing basis, and each committee shall make an annual report to the Council toward the close of the academic year.

BYLAW ARTICLE IV. FACULTY GRIEVANCES PROCEDURES

Section A. Purpose

1. To further the aims of IUPUI in teaching/performance, research/scholarly activity/creative work/professional development, and professional/public service, the faculty has established grievance procedures. These grievance procedures serve the full-time tenured and tenure-track faculty and librarians, full-time clinical and scientist/scholar rank faculty, and full-time lecturers of the IUPUI campus, by providing peer evaluation with respect to administrative actions of dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and the nature or conditions of work. Equity for the individual and the good of the university shall always be considered.
2. The IUPUI Ombudsteam is an elected faculty group designed to be available early on in the course of emerging concerns or potential grievances. It is further designed to provide designated places and persons for faculty to voice concerns and learn about options for channeling criticisms and addressing complaints so that faculty can be fully informed about possible actions and consequences before they make a decision as to what steps, if any, to take next. The IUPUI Faculty Ombudsteam serves all IUPUI faculty, including both full- and part-time faculty and librarians who may utilize these grievance procedures and other faculty and librarians who may wish to voice concerns but otherwise lack standing to file a formal grievance pursuant to these procedures.
 - a) The Faculty Ombudsteam members are available to serve as impartial consultants for faculty/librarians and administrators who seek confidential informed advice from senior faculty colleagues.
 - b) The Ombudsteam members also are available to help resolve situations informally by the following means:
 - Identifying and evaluating options and possible solutions to respond to concerns
 - Providing coaching, shuttle diplomacy, or informal mediation
 - Making referrals to appropriate resources within and outside the university for additional support
 - With the faculty member or librarian's consent and without serving as an advocate for the individual, making formal inquiries and ensuring concerns are heard with relevant university administrators, offices, and representatives

- Advocating for fair, objective processes for addressing and resolving concerns and potential grievances
 - Encouraging and facilitating discussions between the parties to the emerging concern or potential grievance
 - Other actions consistent with the International Ombudsman Association Standards of Practice and applicable university policy and law
- c) At the conclusion of its work, the Faculty Ombudsteam shall not compile any report or file containing the specific information of any concern or potential grievance brought to it.
3. A Faculty Board of Review is to consider grievances, via a Formal Hearing, to gather appropriate information, and to consider its findings in light of existing policies and principles of fairness. The Board of Review shall file a written report of its findings and recommendations in a timely and expeditious manner.
4. In each formal grievance case, the Faculty Board of Review acts in an impartial way. It is not an advocate for the faculty member or librarian, nor is it an advocate for the administration. The Board shall determine:
- a) whether appropriate procedures were followed;
 - b) whether the grievance arose from inadequate consideration of the qualifications of the faculty member or librarian;
 - c) whether presentation of erroneous information substantially affected the decision; and
 - d) whether essential fairness was accommodated throughout the decision-making process.
 - e) The Boards of Review may consider the issues set forth in 4 a-d regarding promotion and/or tenure grievances, but a Board of Review shall not function as a substitute Promotion and Tenure Committee.
5. In those cases in which the Board of Review concludes that the rights of a faculty member or librarian have not been adequately protected, the Board is expected to formulate a recommendation for remediation.

Section B. Submission of Grievances

1. A faculty member or librarian seeking advice about or informal assistance with review of an administrative action may contact:
 - a) the President of the IUPUI Faculty; or,
 - b) the Chair or any member of the Faculty Ombudsteam.
 - 1) The Ombudsteam roster will be available in the IUPUI Faculty Council Office.
2. A faculty member or librarian may consult informally with a member of the Faculty Ombudsteam before filing a formal grievance for a Board of Review.
3. A faculty member or librarian may request that a grievance be considered by a Faculty Board of Review without first presenting it to the Faculty Ombudsteam.

Section C. Composition and Election of Faculty Ombudsteam

1. The Faculty Ombudsteam shall consist of five members of the IUPUI faculty and librarians nominated by the Executive Committee and elected by the IUPUI Faculty Council at its May meeting. [Non-tenure-track faculty and m](#)Members of the IUPUI Senior Academy who have served as faculty or librarians are also eligible for election. The President of the IUPUI Faculty serves as a member ex officio.
2. In offering nominations for election to the Faculty Ombudsteam, the Executive Committee should give consideration to representation across the academic units of IUPUI.

- a) At least three members of the Ombudsteam shall be tenured full or emeritus professors.
- b) At least four members should have served on the IUPUI or a Unit Promotion and Tenure Committee; Academic Affairs Committee; Faculty Affairs Committee; Diversity, Equity, and Inclusion Committee; on a Faculty Board of Review; or as President of the IUPUI Faculty.
3. Ombudsteam members shall hold office beginning July 1, for staggered terms of three years.
4. [Ombudsteam members shall be representative of different schools. No two members shall be from the same school.](#)
5. The members of the Ombudsteam shall elect their own chairperson, who should be a tenured full Professor or Librarian.
5. No faculty member serving on the Faculty Ombudsteam may serve concurrently on a Faculty Board of Review or as the Grievant's representative before a Faculty Board of Review.

Section D. Procedures of the Faculty Ombudsteam

1. When an Ombudsteam member has been contacted by a faculty member/librarian or an administrator seeking advice, that member will:
 - a) meet with the Individual to discuss the case; and
 - b) inform the Individual concerning the types of further assistance the Ombudsteam members can provide and other resources available on campus.
2. The Ombudsteam members who are contacted by or designated to assist the faculty member/librarian or administrator shall keep all information shared by the individual in confidence.
3. The faculty member or librarian may terminate the assistance of the Faculty Ombudsteam at any time.
4. The meetings of the Ombudsteam and the process of assistance employed by the Ombudsteam members should be informal, neutral, impartial, and confidential consistent with the International Ombudsman Association Standards of Practice as permitted by applicable university policy and law.
5. The full Ombudsteam should meet regularly to review its methods and update facilitation techniques.
6. Reports:
 - a) The Ombudsteam shall not report case-related or summary data that include any specifics of individual cases.
 - b) The Ombudsteam shall prepare an annual summary of its work for the Executive Committee of the IUPUI Faculty Council. This report shall include only the number of cases, the categories of the concerns and potential grievances, the number or cases in which the Ombudsteam was successful in resolving concerns and potential grievances, and the number of cases in which the individual withdrew the request for assistance prior to the Ombudsteam completing its work.
7. A faculty member requesting the assistance of the Ombudsteam may also utilize assistance offered by other faculty or other organizations, except that an attorney representing the faculty member or librarian or the Administration may not participate in any process facilitated by the Ombudsteam.

Section E. Composition and Election of Faculty Boards of Review

1. Each Faculty Board of Review shall consist of five members appointed by the Executive Committee of the IUPUI Faculty Council from a group of 20 faculty members and librarians elected by the Faculty Council.
 - a) Members should be appointed to a Board of Review as needed on a rotating basis.
 - b) No more than two members of a Board may be from the same academic unit.
 - c) No more than four members should hold the same academic rank.
 - d) At least four of the members shall be tenured.
 - e) No person with the authority and responsibility to sign an administrative document concerning the title, pay, or working conditions of a faculty member or librarian may serve on a Board of Review.
2. At its January meeting, the Faculty Council shall elect members to serve on the Boards of Review from a slate of eligible faculty members and librarians presented by the IUPUI Nominating Committee.
 - a) The number of nominees should be at least half again as many as the number of positions to be elected.
 - b) If there is a tie vote that affects the election of a member, an individual vote of the Council involving only the tied nominees shall be taken.
 - c) If during the course of the year the Executive Committee determines that there is a need for additional Board members, the nomination and election process may be repeated.
3. Faculty members and librarians elected to be members of Boards of Review shall hold office beginning February 1 for staggered terms of two years. Members should complete the review of any case that they have begun to consider, even if their terms have expired. (If a member leaves after the Formal Hearing has begun, that member shall not be replaced. The Board shall continue with four members and may continue with only three members with the consent of the parties concerned.)
4. An orientation session for all elected members shall be provided annually by the President of the IUPUI Faculty or his/her designee. An IUPUI Faculty Board of Review Current Practices Manual, approved by the Executive Committee of the IUPUI Faculty Council and the Chief Academic Officer, will be provided.
5. Faculty members or librarians elected to be members of Boards of Review shall be eligible for re-election, except that no person may serve more than two terms consecutively.
6. In the event legal actions are brought against faculty members or librarians in connection with or as a result of their membership on a Board of Review, the Trustee's Liability Insurance Policy, resolution of May 22, 1971, shall apply.

Section F. Procedures for Beginning a Formal Board of Review Hearing

1. A faculty member or librarian desiring a formal review of administrative action shall submit to the President of the Faculty a specific written request for review stating:
 - a) the category or categories of the grievance actions involved (dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and/or nature and conditions of work);
 - b) the nature of the grievance in a concise summary of the grievance scenario;
 - c) the steps taken to have the grievance redressed prior to contacting the President; and
 - d) the redress of the grievance sought.
2. The Chief Academic Officer of IUPUI shall immediately be informed of the request. If discrimination or sexual harassment is alleged in the complaint, a copy of the complaint shall also be sent to the IUPUI Office of Equal Opportunity.

- a) The determination of whether discrimination or sexual harassment has occurred is in the purview of the Director of the Office of Equal Opportunity. The Board of Review shall not render an opinion concerning the existence of discrimination or sexual harassment.
 - b) The Board of Review can proceed, however, with a formal hearing concerning the conditions of work, essential fairness of treatment, and other aspects of the grievance generally in the purview of Boards of Review. A simultaneous investigation of charges of discrimination or sexual harassment by the Director of the Office of Equal Opportunity shall not delay the Board of Review process.
 - c) A faculty member or librarian may not file a Board of Review grievance against the Director of the Office of Equal Opportunity. Rather, any faculty or librarian complaint concerning the Office of Equal Opportunity may be brought to the Executive Committee of the IUPUI Faculty Council, which shall gather appropriate information and advise the Chancellor.
3. If the Chief Academic Officer of IUPUI is unable to resolve the problem to the satisfaction of the faculty member or librarian within two weeks, the President of the Faculty shall submit the grievance to the Faculty Council Executive Committee to determine that:
 - a) administrative reviews have been completed;
 - b) the complaint was brought within one year, for good cause; and
 - c) the complaint falls within the purview of a Faculty Board of Review.
 4. If the conditions of Section F.3 have been met, the Executive Committee of the IUPUI Faculty Council shall constitute a Board of Review to consider the grievance (See Section E). In the motion approving the appointment of a Board of Review, the Executive Committee shall specify a reasonable time period during which the hearing should be conducted and the final report issued. The time period should allow for the timing during the academic year, but should not generally exceed six months.
 5. Disqualification
 - a) A potential member of a Board of Review who is a member of a department (or a school which is not departmentalized) from which a case arises is disqualified from considering that case.
 - b) A member of a Board who believes that he/she may not be impartial shall disqualify himself or herself, and a replacement shall be appointed by the Executive Committee provided that the formal hearing has not yet been initiated.
 6. The Grievant may withdraw a complaint at any time. If the complaint is withdrawn prior to the appointment of a Board of Review, the grievant has up to one year to ask for the complaint to be reopened. If the complaint is withdrawn after the appointment of a Board of Review, it is up to that board to determine at that time whether a future request by the grievant to reopen the case will be considered. If so, the grievant will have up to one year from the date of the appointment of the Board of Review to ask for the complaint to be reopened.
 7. Among other things, Boards may be asked to review cases of Dismissal and Non-Reappointment
 - a) Dismissal shall mean the involuntary termination of a tenured faculty member's or librarian's appointment prior to retirement or resignation, or the termination of the appointment of a non-tenured faculty member or a librarian prior to the expiration of his or her term of appointment. Dismissal shall be deemed legitimate only by reasons of:
 - 1) incompetence,
 - 2) serious personal professional misconduct, or
 - 3) extraordinary financial exigencies of the University.

- b) Non-reappointment shall mean the involuntary termination of a non-tenured faculty member or librarian at the time of the expiration of his or her term of appointment.

Section G. Board of Review Meetings and Reports

1. Before the first meeting
 - a) Upon notice that a Board of Review will be convened, the Chief Academic Officer of IUPUI shall have the appropriate administrator promptly furnish a written statement of the reasons for the action which led to the grievance. This document should be a concise narrative that provides pertinent background information and that addresses all of the points made in the Grievant's written request for review of administrative action.
 - b) The Grievant may provide for the Board of Review a written response to this statement of reasons.
 - c) In setting the date for a Formal Hearing, sufficient time must be allowed for the Grievant and other parties involved to prepare their case.
2. General Considerations
 - a) The Faculty Council Office will provide logistical support for the Boards of Review.
 - b) The Board of Review proceeding does not delay the timing of administrative actions related to other policies and procedures.
 - c) Throughout the Board of Review process, the Grievant and the Administration should communicate only with the Chair of the Board and not with the other members of the Board.
 - d) The Board may consult concerning clarification of legal matters at any time with the members of the Law School faculty who have been designated as the IUPUI Board of Review consultants by the School of Law Executive Committee.
3. The President shall call the initial meeting of the Board of Review. At the first meeting;
 - a) the President shall respond to procedural questions;
 - b) the President shall present the Grievant's written statement, the Administration's written response, and the Grievant's written response to that (if any); and
 - c) the presiding officer of each Board shall be elected by the Board's members from among its members.
4. At formal hearings before the Board of Review,
 - a) The Grievant shall be required to appear in person, video conferencing or other forms of electronic participation should not be used.
 - b) Both parties shall have the right to counsel or a representative of their choice. If external or University legal counsel are present, they shall offer private advice to their clients but may not speak during the hearing unless special permission to do so is granted by the Chair of the Board of Review. If the Grievant wishes to have another faculty member or librarian present as a representative, that person may speak during the hearing to help the Grievant present his/her case effectively, as long as the Chair of the Board deems that the representative's participation is not disruptive to the Board of Review process.
 - c) The faculty member or librarian and the administrative parties shall be permitted to present witnesses and other evidence relevant to the case, and to hear and question all witnesses who are called to appear before the Board. So that the hearing is not unreasonably delayed, a witness may reply in writing to questions drafted by the board if the witness is unable to attend the hearing. Witnesses shall not be present in a hearing during the presentation of other witnesses unless all parties concur.
 - d) The faculty member or librarian making the complaint is responsible for stating the grounds upon which he or she bases the complaint.

- e) The hearing may also include observers, but observers will not be permitted to attend the hearing of the Board of Review if either the Grievant or the University Administration objects.
5. The Board of Review may request and secure further information from the Grievant and/or the university administration when it feels this is necessary to render a proper decision. The Chief Academic Officer (or Chancellor) Administration and Grievant shall make available to the Board of Review all materials relevant to the decision against which the faculty member or librarian had complained, provided that:
 - a) confidential faculty records of other faculty members and librarians shall not be made available to the Board of Review; and
 - b) all further information obtained by the Board shall be shared with the parties to the grievance.
 6. An electronic record of the hearing shall be prepared at the University's expense through the Office of Academic Affairs. The tape will be available to the Board during their deliberations. It also will be made available for confidential listening in the Office of Academic Affairs on request to either party in the dispute. Copies of the tape may not be made for either party in the dispute. Upon completion of the Board's review, this tape, along with the Board's written documentation and correspondence, shall be kept in the Office of Academic Affairs; provided that if the Board reviewed any letters of recommendation that had been obtained under pledge of confidentiality, such letters shall be returned to the original confidential file and shall not be part of the Board's stored materials. Four years after the completion of the Board of Review, the material shall be destroyed.
 7. Board recommendations.
 - a) Upon completion of the Formal Hearing and submission of additional written materials, the Board of Review shall meet in executive session to assess:
 - 1) whether a reasonable case has been made by the Administration to support the decision complained of by the aggrieved faculty member or librarian;
 - 2) whether essential fairness was accommodated in observing the formalities and in following the procedures; and
 - 3) whether the challenged actions are inconsistent with the policies of Indiana University or the policies of the school or division involved.
 The Board shall render a decision within two weeks.
 - b) If the Grievant withdraws the grievance, the Board of Review process shall cease and no Board of Review report shall be compiled.
 - c) If the Grievant voluntarily leaves the University (not because of dismissal or non-reappointment) during the period of time in which the Board is considering the grievance, the Board of Review may choose to continue its work when doing so appears to be in the best interest of the University. If the Board chooses not to continue, it shall report the decision and reasons to those listed Section G, Subsection 9, paragraph b. If the Board continues, it shall submit a Final Report as specified in Section G, Subsection 9.
 8. The final report.
 - a) The Board must make a Final Report that includes:
 - 1) the nature of the grievance and redress sought,
 - 2) a summary of the findings of the Board,
 - 3) conclusions of the Board based upon the findings,
 - 4) recommendations of the Board based upon the conclusions, and
 - 5) signatures of the Board members.
 - b) Copies of the Final Report must be communicated to:
 - 1) the Chancellor of IUPUI;

- 2) the Grievant;
 - 3) the appropriate School administrative officer;
 - 4) the President of the Faculty;
 - 5) the Chief Academic Officer;
 - 6) the Office of Academic Affairs; and
 - 7) each member of the Faculty Board of Review.
9. Unit Recommendation Report.
 - a) Upon completion of the Final Report, the Board may prepare a Unit Recommendation Report recommending changes in the operation of the academic unit that could benefit the prevention of future grievances.
 - b) A Unit Recommendation Report shall be communicated to the dean of the academic unit, the faculty president of the academic unit, and the Chancellor of IUPUI.
 10. Administrative response.
 - a) Any review by the University Administration of the final report of the Board of Review shall be limited to information that has been presented to the Board of Review, and shall remain within the confines of sections A.4 and G.7.a of the present article, as will any determination by the Administration to agree or disagree with the recommendations of the Board.
 - b) Should the Administration in its review chance upon any information that affects in any way the decision-forming process but that was not previously communicated to the Board of Review, this new information must be shared promptly with all parties to the grievance. The President of the IUPUI Faculty Council, upon consultation with the Board of Review, shall then determine whether the new information warrants a reexamination of the grievance.
 - c) In cases where any such information cannot be legally disclosed to all parties, the Administration shall promptly inform all parties to the grievance of its existence, identify it under a general nondisclosure category, and clarify the extent to which that information influences its final decision.
 - d) The Chancellor of IUPUI shall report the Administration's final decision within four weeks after receiving the report of the Board of Review. Copies of this report shall be sent to all parties that received the final report of the Board of Review in accordance with section G.8.b of the present article.
 - e) If a recommendation of the Board of Review is not followed by the Administration, the Chancellor's report shall state in detail the reason(s) that the Administration disagrees with said recommendation, pointing out divergent interpretations of facts or erroneous representations of procedural handlings.
 - f) If the Administration fails to state its reasons against the Board of Review's recommendations, the President of the IUPUI faculty shall
 - 1) inform in writing all parties that received the final report of the Board of Review of the fact, and
 - 2) include it in his or her report for the May meeting of the IUPUI Faculty Council as described in section G.12 of the present article.
 - g) Should the Administration agree with the findings and recommendations of the Board of Review but form in the end a decision not in harmony with the latter, the Administration shall clarify the extent to which its final decision was shaped by reasons foreign to the Review.
 11. Further appeal by the Grievant may be made to the President of the University and the Board of Trustees.
 12. A copy of each final Faculty Board of Review Report and the Chancellor's response shall be kept in confidence in the Office of Academic Affairs.

13. The President of the IUPUI Faculty shall prepare a report for the May meeting of the IUPUI Faculty Council on Faculty boards of Review activity for the year. The report shall include no confidential information related to any case but shall include:
 - a) the number of cases brought to the Faculty Boards of Review in each of the following categories: dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and the nature or conditions of work; and
 - b) in each category for each Board of Review:
 - 1) the number of cases in which the findings and recommendations of the Board supported the position of the grievant,
 - 2) the number of cases in which the findings and recommendations did not fully support the grievant,
 - 3) the number of cases in which the recommendations of the Board were sustained by appropriate and sufficiently documented Administrative action,
 - 4) the number of cases and the extent to which the recommendations of the Board were denied by the Administration and, within the latter,
 - 5) the number of cases that involved violations by the Administration of section 9 of the present article, and the general character of those violations.

Section H. Confidentiality

1. The activities of the Boards and the Faculty Ombudsteam shall be carried out in confidence.
2. Confidential material shall be treated in accord with the Indiana University Policy ACA-27 "Access to and Maintenance of Academic Employee Records."
3. Public statements concerning the details of any case are to be avoided by the principals involved, including Board members, Faculty Ombudsteam members, the Grievant, or other faculty member or librarian raising a concern or potential grievance, witnesses, observers, and administrative officials, prior to and during the hearing, and to the extent practicable at all times thereafter.

BYLAW ARTICLE V. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Most Recent Edition) shall govern the conduct of the meetings of the faculty legislative bodies except insofar as the Constitution or the Bylaws may otherwise provide.

BYLAW ARTICLE VI. AMENDMENTS

Section A. Introduction of Amendments

A resolution to amend the Bylaws may be introduced at any regular meeting of the Faculty Council by any member thereof, by the Constitution and Bylaws Committee, or by written petition of at least 20 members of the Voting Faculty submitted to the President of the Faculty. Any resolution to amend the Bylaws not arising from the Constitution and Bylaws Committee shall be referred to that committee for review. The Constitution and Bylaws Committee shall report to the Council at its regular meeting.

Section B. Adoption

Adoption of an amendment to the Bylaws shall require a favorable vote of 2/3 of those present at a regular meeting of the Faculty Council, if prior notice of the intention to conduct a vote is given to members of the faculty and to members of the Council. If no prior notice is mailed at

least two weeks prior to the meeting adoption will require a favorable vote of 2/3 of the total membership of the Faculty Council.

Section C. Clerical Modifications

The President is authorized, after consultation with the Chair of the Constitution and Bylaws Committee, to make simple clerical modifications to the Bylaws—such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the Bylaws to reflect changes in the names of administrative offices or positions—provided that doing so in no way alters the intent of the text thus modified.

Adopted 6/1/82. Amended: 07/26/84, 08/21/85, 06/26/86, 10/07/87, 04/05/90, 08/05/91, 03/05/92, 05/07/92, 06/25/92, 01/01/93, 02/03/94, 05/07/97, 05/28/98, 04/06/00, 02/01/01, 03/06/03, 04/06/04, 04/05/05, 03/06/07, 05/06/08, 01/13/09, 03/03/09, 05/05/09, 06/01/09, 05/03/11, 12/3/13, 4/15/14, 5/5/15, 5/2/17, 4/3/18, 5/7/19, 3/3/20

Clerical Modifications: 10/3/12, 6/29/15, 9/15/17, 6/12/18, 10/10/19

Motion from the Faculty Affairs Committee

April 2020

The IUPUI Faculty Council Faculty Affairs Committee moves:

That the IFC recommend to IUPUI campus and school leadership to phase out usage of the academic appointee classification, “academic specialist.”

- Current employees in academic specialist positions can continue to serve
- No new academic specialist positions be created, posted, searched, or filled

Roles that have been filled by academic specialists should be created consistent with existing faculty classifications:

- Tenure-track faculty
- Tenure-track librarians
- Clinical faculty
- Lecturer-rank faculty
- Professors of Practice
- Research scientists

Non-faculty academic employees would remain; they are not voting members of the faculty:

- *Research Associates*
- *Postdoctoral appointees*

If the duties of the position will not be consistent with those categories, the position should be created as a staff position.

Possible:

That the IFC recommend to the UFC that the UFC Faculty Affairs Committee consider whether IU Policy describing Academic Specialists be updated or eliminated. ([ACA 14 Classification of Academic Appointments](#))



Office of Academic Affairs
IFC Ad Hoc Committee to Review Promotion and Tenure

Promotion and Tenure Guideline Updates for 2020-2021

IUPUI

1

Candidates/Administrators CAN implement in 2020-2021 if desired; otherwise, in full effect in 2021-2022

Minor changes

- Update language about ‘electronic’ publications
 - Remove obsolete wording print vs. online
- Supply standard language to describe tenure period extensions
 - Extension has been granted: no details
- Change **presentation / formatting** of the P&T guidelines: content not changed, but rearranged

Already done:

- Incorporation of teaching professor criteria (including some temporary phase-in measures)



2

Other changes

1. Change [language](#) on use of student evaluations:
 - *From absolute/comparative to formative/personal*
 - *Student evals still required*
 - *Consistent with UFC task force recommendations*
 - *Fall: revisit entire issue of student evaluations*

2. NTT service on campus P&T committee:
 - Elections to be held in the fall
 - Total of 6, at-large, staggered terms
 - Elect 3 in fall of 2020, 3 more in fall 2021
 - Requires [bylaws change](#) (in fall 2020)
 - Will not vote on TT cases

3. Pilot **optional parallel review committee** for community-engaged scholars in 2020-2021
 - *Does not require P&T guideline changes for an optional additional committee*



Percentage of IUPUI Courses Required for Conferral of Certificate

Scope

Students completing a certificate program from IUPUI with completed courses from another IU campus or external institution.

Policy Statement

IUPUI requires that a minimum of 25% of the credit hours earned for the conferral of a certificate be earned at IUPUI.

Reason for Policy

While specific policies exist for the conferral of a bachelor's or associate's degree, no policy currently exists for the conferral of IUPUI certificates.

Procedures

In reviewing requirements for the conferral of an IUPUI certificate, academic units must require that at least 25% of the completed coursework be earned at IUPUI.

Example: A 15-credit hour certificate (based on five, 3-credit hour courses), requires that at least two of the courses be completed at IUPUI to award the certificate. The 25% calculations come to 1.25 courses or 3.75 credit hours which would round up to 2 courses, in this example.

Example: An 18-credit hour certificate (based on six, 3-credit hour courses) requires that at least two of the courses be completed at IUPUI to award the certificate. The 25% calculations come to 1.5 courses or 4.5 credit hours which would round up to two courses, in this example.

Sanctions

Conferral of an IUPUI certificate with fewer than 25% of the coursework earned at IUPUI could result in rescinding the certificate.

History

The Higher Learning Commission has outlined specific criteria with respect to the minimum number of credit hours required for an institution to confer a bachelor's or associate's degree

The institution maintains structures or practices that ensure the coherence and quality of the programs for which it awards a degree. Typically, institutions will require that at minimum 30 of the 120 credits earned for the bachelor's degree and 15 of the 60 credits for the associate's degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by the Commission. Any variation from the typical minima must be explained and justified.

Based on the established minimum number of credit hours, a bachelor's or associate's degree requires that 25% of the course requirements be completed by the conferring school. This same standard should be used for conferral of an IUPUI certificate.



1



2

Committee Composition

Voting Members

Jennifer Guiliano
 Malcolm Moran
 Cullen Merritt
 Stan Burton, Community Leader (2020)
 Jeremy Wilson, Faculty Athletic Representative
 Josh Everetts, Student Athlete Advisory Committee Representative
 Dan Galante, Student Athlete Advisory Committee Representative

Non-Voting Members

Roderick Perry, Director of Athletics
 Jaunelle White, Senior Associate Athletics Director
 Denise O'Grady, Associate AD for Academics
 Laura Hue, Associate AD for Compliance
 Sharon Holland, Alumni Relations Representative
 Margie Smith-Simmons, Chief of Staff, Office of the Chancellor
 Geoffre Sherman, Health & Human Sciences
 Jennifer Herring, Athletics Administrative Manager

3

Annual Topics

- Monthly reports from the Director of Athletics
- NCAA Policy Changes
- External Affairs Updates
- Compliance and Governance Report
- NCAA Policy on Combating Sexual Violence
- Office of Sports Medicine Update
- Nutrition Update
- Strength & Conditioning Update
- Missed Class Time Reports by semester and sport
- Student-Athlete Academic Performance Reports
- Budget and Fiscal Affairs Update
- Development Update
- SAAC Update
- Life Skills Update
- Reports from Head Coaches

4

Missed Class Time

Completed an NCAA meeting of Faculty Athletic Representatives on missed class time and its implications for all Horizon League Members.

From that meeting: Need to expand the IUPUI missed class time policy to accommodate university sponsored events.

Draft Policy has been circulated to IFC Student Affairs, via chair Diane Sturek.

Athletics Affairs will be working on requested revision (definition of term "university sponsored event") and will then refer it to the appropriate IFC Committees. We hope to have consensus on the draft for the first fall meeting of IFC.

5

Impact of COVID-19

Suspension of all Spring sports

Suspension of Fall sports tournament seasons

Additional year of eligibility (fluid)

Cancellation of NCAA March Madness

has/will impact NCAA funding to Horizon Schools.

Hiring Freeze on all open Athletics positions

including Men's Basketball Head Coach

6

Annual Report on Board of Review Activity

Since May 2019

John Watson, President
IUPUI Faculty Council meeting
May 5, 2020

Total Number of Board of Review Cases: 0**Total Number of Requests Denied: 0**

Number of Board of Review Cases (Approved) for:

- Dismissal
- Academic Freedom
- Non-Reappointment
- Tenure
- Promotion
- Salary Adjustment
- Nature or Conditions of Work
- Office of Equal Opportunity

*Same case.

Case Carried Over from 2018-2019 (This case is not included in the count above.):

Board of Review Case 18-02: A board of review was appointed, and a formal hearing was held on June 17, 2019, regarding dismissal of a tenured faculty member. The board's findings did not fully support the grievant. The chancellor supported the board's recommendations. As allowed by the Bylaws, a Unit Recommendation Report was sent to the school dean and IFC president for action.

Requests Approved 2019-2020:

Board of Review Case 19-01: A board of review was approved by the Faculty Council Executive Committee; however, the case was disbanded before it was officially appointed.

Requests Denied: None**Total Number of Grievances Referred to the Faculty Grievance Advisory Panel: 7**

Members of the Faculty Grievance Advisory Panel reported two contacts by faculty members or librarians during the 2018-2019 academic year.

- 0 Grievance(s) were resolved prior to any request for a Board of Review.
- 0 Grievance(s) was sent to a Board of Review.
- 7 Grievance(s) have not been referred to a Board of Review.