CONSTITUTION OF THE FACULTY:
School of Journalism, Indiana University-Indianapolis
Preamble

In order to discharge more effectively its responsibility to conduct quality programs of professional education, and research and development, and to provide professional services and leadership for its statewide, national, and international clientele, the Faculty of the School of Journalism at Indiana University in Indianapolis draws this constitution.

ARTICLE I. THE FACULTY

Section 1. Source of Powers

Subject to the authority of the laws of the State of Indiana, the Indiana University Board of Trustees, the President of the University, and the University faculty constitution, this constitution confirms and establishes in the Faculty of the Indiana University School of Journalism the powers and duties herein specified.

Section 2. Voting Membership

The voting members of Faculty shall include all persons holding tenured, tenure-probationary, university-lecturer or teaching-staff appointments in the School of Journalism, as well as endowed chairs.

ARTICLE II. OFFICERS OF THE FACULTY

Section 1. Presiding Officer

The Executive Associate Dean of the School of Journalism shall be presiding officer of the Faculty. In his/her absence, a presiding officer shall be designated by the Executive Associate Dean.

Section 2. Interim Officer

In the prolonged absence of an Executive Associate Dean, the Dean shall appoint those persons necessary for the operation of the School of Journalism, including but not restricted to the presiding officer of the Faculty.

Section 3. Secretary of the Faculty

The Office Manager shall serve as the Secretary of the Faculty.

Section 4. Duties of the Secretary

The Secretary of the Faculty of the School of Journalism shall keep minutes of all faculty meetings and distribute minutes of each meeting to all members of the Faculty.

ARTICLE III. MEETINGS OF THE FACULTY

Section 1. Regular Meetings

There shall be meetings of the School of Journalism Faculty at a frequency determined by the Faculty.

Section 2. Special Meetings
Special meetings of the Faculty of the School of Journalism may be called by the Executive Associate Dean of the School of Journalism. The specific date for a special meeting of the Faculty will be set by the Associate Executive Dean.

**Section 3. Report on the State of the School of Journalism**

A report on the state of the School of Journalism from the Associate Executive Dean to the faculty shall be presented at a meeting of the Faculty some time during each year.

**Section 4. Notice of Meetings**

The Secretary of the Faculty shall notify each voting member of the Faculty at least a day in advance of the date of a special or regular meeting except in the case of an emergency declared by the Executive Associate Dean or his/her designate.

**Section 5. Quorum**

Fifty percent (50%) of the voting members of the Faculty shall constitute a quorum for a faculty meeting.

**Section 6. Resolutions at Faculty Meetings**

At meetings the Faculty may propose resolutions. All such resolutions supported by a majority vote at meetings of the Faculty will be submitted by the Secretary of the Faculty, within the week following the date of the meeting, to the voting members of the Faculty. Such resolutions will be adopted if they receive approval by a majority of the votes cast.

**ARTICLE IV. AUTHORITIES OF THE FACULTY**

**Section 1. Legislative Authority**

Pursuant to the *Indiana University Academic Handbook*, the Faculty of the School of Journalism shall have legislative authority to establish general policies for the School of Journalism. The Faculty has legislative authority in the following areas:

A. Standards of admission and retention of students

B. Determination of the curricula and programs of the School of Journalism.

C. Planning, review, and advisement regarding the organizational structure of the School of Journalism as it relates to curriculum and programs, including those pertaining to service, research and development.

D. Class scheduling and School calendar.

E. Standards and procedures for faculty appointments and reappointment.

F. Creation of faculty governing bodies and determination of their powers.

G. Standards and procedures concerning faculty promotion, tenure and merit review.

H. Standards and procedures concerning faculty professional conduct and discipline.

I. Standards and procedures for the appointment of academic administrative officials.
J. Standards and procedures concerning student academic and professional conduct and discipline.

K. The conferring of degrees.

L. Such other authority that may be subsequently delegated by the Trustees.

M. Other educational policies of the School.

**ARTICLE V. POWERS AND RESPONSIBILITIES OF THE EXECUTIVE ASSOCIATE DEAN AND THE DEAN**

**Section 1. Authority of the Executive Associate Dean**

The Executive Associate Dean is the chief administrative officer of the School of Journalism, Indiana University-Indianapolis, and may appoint the persons necessary to assist in the discharge of the duties of the office.

**Section 2. Responsibilities of the Executive Associate Dean**

The Executive Associate Dean shall perform the following duties in regard to the Faculty:

A. Annually certify to the Secretary of the Faculty the names of all faculty members, including academic rank, tenure status or non-tenure track, and full or part-time status, one (1) month prior to the beginning of the academic year or upon request of the faculty;

B. Report to the Faculty at each meeting.

**Section 3. Responsibilities of the Dean**

The Dean shall report to the Faculty at least once a semester on the status of the School of Journalism as an institution operating on two campuses, Indianapolis and Bloomington.

**ARTICLE VI. AMENDMENTS TO THE CONSTITUTION**

**Section 1. Method of Amending**

By majority vote of the Faculty at a regular or special meeting, amendments can be initiated. Within two days of the Faculty meeting at which the amendment was discussed, the Secretary of the Faculty shall circulate the proposed amendment to all voting Faculty.

**Section 2. Vote Required for Adopting Amendments**

A two-thirds majority vote of the votes cast shall be required for adoption of an amendment.

**ARTICLE VII. COMMITTEES**

**Section 1. Responsibilities of the Faculty**

The Faculty shall carry out the following responsibilities concerning the committees of the School of Journalism:

A. Elect the membership of Faculty ad hoc committees charged with such responsibilities as the hiring of faculty and staff, curriculum revision, technology, and scholarships,
B. Approve reports and actions of the committees,

C. Request actions by the committees.

Reports and recommendations of committees will be made to the Faculty on a regular basis.

Section 2. Committee Membership

On some committees, such as those reviewing promotion and tenure, membership is restricted to tenured faculty. The entire Faculty will constitute the committee for curriculum matters.

Approved by the Faculty of the School of Journalism—April 27, 2010.