

Indiana University School of Health and Rehabilitation Sciences

POLICY/PROCEDURE

Section 1

Title: Constitution and Bylaws

Adopted: Faculty **Implemented:** January, 1994 **Revised:** July, 2008

Originated by: Ad Hoc Constitution and Bylaws Committee

Policy:

There shall be an official Constitution and Bylaws for the SHRS.

Procedure:

See attached

FACULTY CONSTITUTION AND BY-LAWS
FOR THE INDIANA UNIVERSITY SCHOOL OF HEALTH AND REHABILITATION
SCIENCES

PREAMBLE The responsibility and authority for Health and Rehabilitation Sciences programs at Indiana University was conferred upon the faculty of the School of Medicine in 1960 by action of the Indiana University Board of Trustees. From 1960 to 1991, these programs were organized as a Division of Allied Health Sciences in the medical school. At the April 1991 meeting of the Trustees, the Division of Allied Health Sciences was approved as a university-wide school under the auspices of the School of Medicine. At its July 2003 meeting the Indiana University Board of Trustees approved renaming to the School of Health and Rehabilitation Sciences and that it have free-standing status on the Indiana University Purdue University Indianapolis (IUPUI) Campus.

The health and rehabilitation sciences program cluster is empowered to create its own organizational structure as allowed by the IUPUI campus and to conduct faculty business within that structure.

ARTICLE I. Name of Organization

The name of the organization shall be the Faculty of the Indiana University School of Health and Rehabilitation Sciences (hereinafter called “The Faculty”).

ARTICLE II. Responsibility

The Faculty shall have the responsibility for teaching, research and service. It shall also advise the Dean of the School of Health and Rehabilitation Sciences (hereinafter called “the Dean”) on policies, regulations and procedures designed to achieve the educational objectives of Indiana University School of Health and Rehabilitation Sciences (hereinafter called “the School”).

ARTICLE III. Organizational Structure

President and Vice-President/President-elect

There shall be a President and Vice-President/President-elect (hereinafter called the Vice President) of the faculty. Each year the faculty shall elect a Vice President from permanent full-time voting faculty. The Vice-President will be elected one year and succeed to the Presidency the second year.

The President shall chair Faculty meetings. In the President's absence, the Vice-President shall serve in this capacity. The meetings shall be conducted according to "Robert's Rules of Order Newly Revised" except as provided otherwise in this document. The President, on assuming office shall appoint a Parliamentarian to serve for one year. The duties of the Parliamentarian shall consist of advising the President on parliamentary procedures. The Faculty should meet at least four times per year to conduct its necessary business. A staff member from the Dean's office shall be responsible for secretarial duties (e.g. minutes).

ARTICLE III. Organizational Structure (continued)

1.3.1

Membership of the Faculty Organization

The Dean shall identify the status of all Faculty members, their ranks and whether full-time or part-time, voting or non-voting.

Voting members: Indiana University faculty having 50% FTE or greater positions in the SHRS shall be voting members. Indiana University faculty in a tenure track, or non-tenure track (including clinical track, lecturer track or research scientist track position) shall be voting members, except in matters that concern tenure/tenure-track decisions.

Non-Voting members: Visiting professors or part-time faculty (less than 50% FTE) shall not vote.

These faculty members may be appointed for service on committees but shall not chair committees.

An administrative liaison shall be appointed by the Dean of SHRS to serve on the following standing committees: Academic Studies and Research Development. The liaison shall not have a vote on the committee. Budgetary Affairs and Governance Committees be composed solely of faculty, without administrative liaisons.

Committees:

School Standing Committees:

All Committees are advisory and make appropriate recommendations to the Faculty except the Promotion and Tenure Committee and the Budgetary Affairs Committee (see charges). The general charge of each committee is follows:

Academic Studies and Research Development: To interface with school, campus and university administration regarding graduate and professional academic policies and procedures, to review new and revised curricula and course requests from programs in the school, to review and provide recommendation regarding exceptions requested to graduate program admissions, and to serve as a resource for faculty interested in developing grants and contracts.

Budgetary Affairs: To consult with and advise the Dean and the Faculty regarding school budget and planned allocation of financial resources.

Governance: To monitor policy and procedure changes at the School, campus and university levels and their impact on faculty governance, to recommend appropriate revisions to the Constitution and By-Laws (Constitution, By-Laws), to be responsible for academic issues and policies as they relate to maintaining a current School of Health and Rehabilitation Sciences Policy and Procedures Manual, to periodically review the SHRS Faculty Grievance document to monitor its compliance with other university documents, to conduct the annual Faculty elections for School standing committee members and the Vice-President, and to conduct election of a unit representative to the IUPUI Faculty Council in odd years for a two year term.

Promotion and Tenure: To assist faculty with preparation of dossiers, to review and evaluate faculty dossiers, to recommend to the Dean concerning promotion, tenure, 3-year review, and long term non-tenure contract, faculty enhancement, and dismissal decisions, to write and review policies and procedures for promotion/tenure that are consistent with other University documents, to review dossiers of new faculty appointees to recommend appropriate rank/tenure when requested, and to conduct dossier preparation seminars in even-numbered years. To perform the peer review component of annual faculty evaluation, to review and revise policies, procedures, and documents related to the annual faculty evaluation process, and implement the Awards program including reviewing dossiers for School awards.

The number of members for each standing committee will be as follows:

Budgetary Affairs	Department Chairs plus one elected member
Governance	3
Academic Studies and Research Development	4
Promotion and Tenure	7-5 tenured, 2 non-tenure rank having long term contract with voting limited to non-tenure rank decisions. Full rank preferred.

All members of standing committees are elected by faculty ballot unless a vacancy arises and is filled by appointment from the President.

Voting faculty may serve on and chair standing committees except for Promotion and Tenure. The chair of the Promotion and Tenure Committee must be a full-time tenured faculty member.

Elected membership on all committees is two years. Approximately 50% of the membership will be elected in even years; the remainder will be elected in odd years.

Each committee elects its chair. Upon the resignation of a chair of a standing committee, the remainder of the membership of the committee will elect a new chair.

Each Chair of a Standing Committee will report actions of that committee at each regular faculty meeting.

Electronic copies of the report should be submitted to the designated individual on the Dean's staff for distribution to all faculty members with the agenda for the next regular faculty meeting. Year-end reports are due from each committee by May 1 and are submitted to the President.

ARTICLE III. Organizational Structure (Continued)

Special Committees:

Special committees may be appointed by the President in consultation with the Dean or designee. The charge(s), membership and committee chair shall be specified. The term of all such committees shall automatically lapse when the charge(s) is (are) completed. (Faculty Grievance Committees will be appointed in this manner.) Active Special Committees will report their activities at regular scheduled faculty meetings. Student appeals are a responsibility of the Associate Dean.

Unit Representative to IUPUI Faculty Council

The faculty shall elect a Unit Representative to the IUPUI Faculty Council for a two-year term. Election shall be held in odd years. Only full-time tenured or tenure-eligible faculty members shall be eligible for election.

At-Large Representatives to IUPUI and University Faculty Council:

Full-time faculty members are eligible to serve as At-Large Representatives to the IUPUI Faculty Council and to serve as members of the University Faculty Council.

ARTICLE IV: Faculty Elections

The Governance Committee is charged with conducting elections. Faculty preferences for committee membership and other elected positions will be determined by self-nomination forms circulated to voting faculty in January. If after mid-February, there are fewer candidates than vacant elective positions for any office or committee, the Governance Committee shall nominate additional candidates (with their consent) to bring the number up to at least one more than the number of vacant elective positions in each category. The final list of candidates for each position shall be circulated to the Faculty for election by mail ballot of voting Faculty members during the first part of March, with ballots to be returned no later than mid-March. A separate ballot for election of tenured members for the Promotion and Tenure Committee should be mailed to only those Faculty members who are on a tenure track position. A separate ballot for election of non-tenure rank-long term contract members for Promotion and Tenure Committee should be mailed to only those Faculty members who hold non-tenure rank positions.

Notification of election results should be sent to the President and to the Dean by April 1.

ARTICLE V: Terms of Officer and Duties

The term of office for President and Vice-President is one year commencing June 1 and ending May 31 of the following year.

The term of elected office for School Standing Committees shall be two consecutive years.

The term of office of the unit representative to the IUPUI Faculty Council shall be two years; the unit representative may be re-elected for a second term.

A voting member of the Faculty may hold no more than two elective positions on standing committees within the School. A full-time Faculty member may serve simultaneously on the IUPUI Faculty Council and the University Faculty Council.

The Dean and Associate/Assistant Deans of the School are ineligible for elective office in the Faculty but may vote and take part in meetings.

Unexpired Terms/Vacancies:

In the event the President cannot complete a term of office, the Vice President will succeed to the Presidency and complete the remainder of the current term plus his/her regular term as President. If both the President and Vice President are unable to complete their terms, a special election will be held to fill the two positions.

When a committee vacancy arises, the Chair of the committee must request the President to appoint a replacement to complete the vacated term. The President shall appoint voting Faculty members to fill any vacancies. Such appointments shall be effective until the next Faculty election, when the Faculty shall elect a voting Faculty member to serve any unexpired part of the term.

ARTICLE VI: Faculty Meetings

A quorum is defined by Roberts Rules for Parliamentary Procedure as 50% + 1 of the voting members. The number of faculty constituting a quorum will be determined by the parliamentarian at the beginning of each academic year. The number of faculty required to establish a quorum will be announced by the parliamentarian at the first faculty meeting of each academic year and will remain in effect for that academic year.

Regular meeting shall be held at least four times a year, generally twice during each regular semester. In order to facilitate faculty participation in School activities, the time period of 12:00 Noon until 2:00 PM E.S.T. on Fridays is reserved for those activities. Written notice is given to the faculty by the President at least two weeks in advance. Each meeting shall consider reports from Committee Chairs and from the Dean.

Special meetings of the faculty are called by the Dean or the President of the Faculty. Individual faculty members can request a special meeting by submitting a written statement, supported by the signatures of seven other voting faculty members, to the President of the Faculty. Upon receipt of a request for a special faculty meeting, the President must schedule a meeting within four weeks. Written notice is given to the Faculty by the President at least two weeks in advance.

Agenda for Faculty meetings are determined by the President. Individual faculty members place items on the agenda by giving written notice to the President.

ARTICLE VII: Procedure for Changing this Document

This document may be changed by a vote of two-thirds of the voting faculty present, given a quorum. Proposed changes must be submitted to the President of the Faculty four weeks in advance of the next regular faculty meeting or be submitted with a request for a special faculty meeting. A notice of the proposed change will be distributed to the faculty by the President at least three weeks in advance of the meeting.

1.3.1

References: Faculty Constitution for the Indiana University School of Medicine, 1989
School of Health and Rehabilitation Sciences Faculty Governance Guidelines,
1991

APPROVED via Mail Ballot by SAHS Faculty: January 14, 1994

Article III, Promotion & Tenure Committee Campus Responsibility and Membership

Approved January 27, 1995

Article III, Representative to IUPUI Council on Undergraduate Learning,

Approved April 7, 1995

Article III, Student Technology Fee Implementation Committee,

Approved November 1, 1996

Article III, Unit Representative to IUPUI Faculty Council

Article III, At-Large Representative to IUPUI and University Council

Article V, Terms of Office and Duties

Approved April 11, 1997

Article III, Governance Committee General Charge

Approved September 12, 1997

Article VI, Quorum Definition

Approved 10/30/98

Article III, Standing Committees

Article IV, Faculty Elections

Article V, Terms of Office and Duties

Approved September 22, 2000

Revisions in Articles II, III, IV

Adopted 7/1/02

Revision in Article III, Organization Structure, Committees

Approved 3/22/05

Revision/Addition to the Preamble

Approved 4/18/05

Revision/Addition to the SHRS Committee Structure

Approved: 4/24/2006

Revised 8/8/06

Revision in Article III, Organization Structure

Approved 10/17/2006

Revision in Article III, Organization Structure, Committees, Academic Studies and Research
Development

Approved 8/30/06

Revision in Article III, Organization Structure, Membership of the Faculty Organization,

Approved 10/19/07

Revision in Article III, Membership of the Faculty Organization, Promotion and Tenure,
Organizational Structure, Special Committees

Revision in Article IV, Faculty Elections

Approved 5/16/08