

## Model School Council Constitution

### Preamble

*The purpose and name of this body—not exactly the same as the mission of your School.*

### Authority / Role

*Legislative authority: from IU Constitution [Special note 1 at end]*

*Consultative role*

### Membership, voting rights, meetings

*Consider full time/rank/appointment type, split appointments, emeritus*

*Consider administrators (dean, associate deans)—role and voting*

*[Special note 2 on NTT voting at the end]*

### Leadership

*Nomination, election, term of office, and qualifications for the presiding officer of the council.*

*Duties of presiding officer other than presiding: setting agenda? Chairing an executive committee? Representing the School at IFC? Attending dean's meetings?*

*Other officers: secretary, future president, chair of any executive committee.*

*Method of replacing an officer if needed.*

### Committees

*Specify the nomination or election process*

*Consider if departments or areas need specific representation*

*Coordinate with administrators and administrative functions*

*Essential:*

*Executive, planning, policy → small, high-level committee to assist the presiding officer*

*Budgetary Affairs Committee. (Can be included in executive or other committee)*

*Promotion and Tenure Committee.*

*Potential:*

*Academic affairs; per-program, graduate, undergraduate curriculum*

*Faculty affairs, faculty policy*

*Student affairs; admissions*

*Awards (faculty, staff or student)*

*Grievance, post-tenure review, etc.*

*Others: library, nominating, research, assessment*

### Processes

*Minimum number of meetings per academic year*

*Normal and extraordinary methods of calling meetings (e.g., by executive committee, or by petition of 10+ faculty)*

*Methods of voting; any differences for voting particular things; specifics about what can and cannot be voted on electronically; when a quorum is needed and what that is*

*Method for amending the Constitution*

Special note 1:

ACA-04 Constitution of the IU Faculty

Areas within the faculty's legislative authority include:

- A. Academic mission.
- B. Structure and standards for faculty governance.
- C. Standards and procedures for creation, reorganization, merger, and elimination of academic programs and units.
- D. Standards and procedures for determining the authority of academic units and the relationship between them.
- E. Curriculum.
- F. Class scheduling and academic calendar.
- G. Admission and retention of students.
- H. Student academic performance.
- I. Standards and procedures for student conduct and discipline.
- J. Athletics.
- K. Creation and definition of academic ranks.
- L. Standards and procedures for faculty appointments, promotion and tenure, compensation, conduct and discipline, and grievances.
- M. Standards and procedures for appointment and review of academic officers.
- N. Conferring degrees.
- O. Other authorities delegated to the faculty by the Trustees.

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School faculties (and campus faculties with regard to academic programs not within the authority of a school faculty) have legislative and consultative authority pertaining to the school regarding:

- 1. The school's academic mission.
- 2. The school's structure of faculty governance, consistent with University faculty standards.
- 3. Creation, reorganization, merger, and elimination of academic programs and units within the school.
- 4. Authority of academic units within the school and the relation between them.
- 5. Conferring of degrees.
- 6. Curriculum.
- 7. Academic calendar, with only such deviation from University and campus calendars made necessary by special curricular or accreditation requirements.
- 8. Admission and retention of students in the school.
- 9. Standards for student academic performance.
- 10. Student conduct and discipline, consistent with University and campus faculty standards.
- 11. Appointment, promotion and tenure, compensation, conduct and discipline, and grievances of school faculty, consistent with University and campus faculty standards.
- 12. School facilities and budgets.

13. Appointment and review of school academic officers (except the dean of the school) and administrative officers affecting the school's academic mission, consistent with campus and University standards.
14. Other matters affecting the academic mission of the school, subject to the legislative authority of the University and campus faculties.

Special note 2:

ACA-18 Regulation of Clinical and Lecturer Appointments specifies that NTT should make up no more than 40% of the voting weight of any faculty body.

Currently no IUPUI school constitution discriminates in general voting between NTT and TT. To protect decisions against protests, it may be wise to have differentiated voting where matters are contested. That is, in any vote which is closer than the margin of NTT and TT in a School, call for voting by appointment type. *This is just a suggestion.*