

# Indiana University School of Informatics, IUPUI Constitution

3/4/05

## **Preamble**

The field of informatics studies the application of information technologies and new media to the arts, sciences and professions. The IU School of Informatics, IUPUI, has the goal of internationally recognized excellence and leadership in informatics and new media programs, including undergraduate and graduate education, research, community service, placement and outreach. Essential to this goal is a strong faculty governance system that works cooperatively with the administration of the IU School of Informatics, IUPUI, to ensure fair and workable policies and procedures so that faculty, staff and students can maximize their contributions to the school's mission.

## **Article I. Name**

The name of the organization shall be the Faculty Council of the IU School of Informatics, IUPUI.

## **Article II. Powers and Responsibilities**

### Section 1. Source of Powers

Subject to limitations imposed by the law of the State of Indiana, the Board of Trustees of Indiana University, and those imposed by the faculty constitution of the IUPUI campus, this Constitution confirms and establishes the faculty powers and responsibilities of the Faculty Council of the IU School of Informatics, IUPUI.

### Section 2. Faculty Rights and Responsibilities

- A. The Faculty Council shall retain and exercise powers and duties pertaining to the formulation of goals and standards for informatics and new media education.
- B. Pursuant to the *Indiana University Academic Handbook*, the Faculty Council has legislative authority in the following areas:
  - 1. standards of admission and retention of students
  - 2. determination of curricula
  - 3. class scheduling and calendar
  - 4. determination of faculty status
  - 5. standards and procedures for faculty appointments
  - 6. creation of faculty governing bodies and determination of their powers
  - 7. standards and procedures concerning faculty promotion and tenure
  - 8. standards and procedures concerning faculty conduct and discipline

9. standards and procedures for the appointment of academic and administrative officials
10. standards and procedures concerning student conduct and discipline
11. conferral of degrees
12. such other authority that may be subsequently delegated by the Board of Trustees

Legislative authority may mean the power to establish policies and to determine procedures for their implementation subject to the Board of Trustees, the laws of the state and other provisions of the Constitution.

### Section 3. Executive Associate Dean's Powers and Responsibilities

- A. The Executive Associate Dean is the chief administrative officer of the IU School of Informatics, IUPUI, and may appoint the persons necessary to assist in the discharge of the duties of the office.
- B. The Executive Associate Dean shall perform the following duties in regard to the Faculty Council:
  1. Annually certify to the Secretary of the Faculty Council 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;
  2. Report to the Faculty Council at each meeting.
- C. The Executive Associate Dean is not eligible to serve as an officer of the Faculty Council or as Chair of any of the Faculty Council committees.

## **Article III. Faculty Council**

### Section 1. Membership

All faculty holding full-time, part-time or Emeritus appointments with the IU School of Informatics, IUPUI, shall constitute the Faculty Council of the IU School of Informatics, IUPUI.

### Section 2. Voting

- A. Voting: Full and Part-time Faculty

All faculty holding full-time or part-time appointments in the IU School of Informatics, IUPUI, shall be Voting members.

### Section 3. Associate Members

The Faculty Council shall have one (1) representative from the IU School of Informatics, IUPUI, Staff Council as an Associate member. This representative shall be elected by

the Staff Council and shall serve a two-year term. The Faculty Council shall have one (1) graduate student selected by the graduate student organization and one (1) undergraduate student selected by the undergraduate student organization as Associate members and they will serve one-year terms. Associate members will have all of the membership privileges on the Faculty Council except that these individuals may not vote or hold elective office.

#### **Article IV. Officers of the Faculty Council**

##### Section 1. Officers

There shall be a President, a President-Elect and a Secretary.

##### Section 2. Terms of Office

The President, President-Elect and Secretary will hold office for a one-year term, which will begin on July 1, with the President-Elect succeeding the President.

#### **Article V. Meetings**

##### Section 1. Regular Meetings

The Faculty Council shall hold at least two regular meetings each academic year. Additional meetings of the Faculty Council shall be scheduled at the discretion of the Agenda Committee. The Executive Associate Dean shall annually provide a detailed report of the state of the IU School of Informatics, IUPUI. The Executive Associate Dean may make such recommendations to the faculty and call such problems to their attention as are deemed pertinent.

##### Section 2. Special Meetings

Special meetings of the Faculty Council can be called by the President, the President-Elect, the Secretary or upon petition of five percent (5%) of the voting members of the Faculty Council. Special meetings shall consider the business detailed in the faculty petition. The President or President-Elect may also direct the Secretary to call a special meeting to discuss specific stated business.

##### Section 3. Notice of Meeting

The Secretary of the Faculty Council shall notify, by either campus mail or email, each member of the Faculty Council at least five (5) working days in advance of the date of a regularly scheduled meeting and at least ten (10) working days in advance of a special meeting. The Secretary should include a proposed agenda. As much as it is practicable, the schedule of regular meetings for the academic year should be sent to members of the Faculty Council at the beginning of each academic year.

#### Section 4. Quorum

Twenty-five percent (25%) of the total number of voting member shall constitute a quorum for receiving reports and for other business authorized by this Constitution. Physical presence is not required; the quorum can be constituted by members participating via teleconferencing or other remote communication methods.

#### Section 5. Record of Meetings

The Secretary shall prepare and circulate all minutes and other documents acted upon by the Faculty Council to all faculty members, retaining the original and filing copies with the Executive Associate Dean of the IU School of Informatics, IUPUI, and the President of the Faculty Council. The office of the Executive Associate Dean shall provide administrative and secretarial support for the Faculty Council, with oversight provided by the Secretary.

#### **Article V. Committees**

The Faculty Council shall carry out the following responsibilities concerning the committees of the IU School of Informatics, IUPUI:

1. elect the membership of standing Faculty Council committees, as provided for in the Bylaws,
2. create such ad hoc and standing committees as it deems necessary to perform the work of the Faculty Council
3. approve reports and actions of the standing and ad hoc committees,
4. request actions by the committees.

Reports and recommendations of each committee will be made to the Faculty Council on an annual basis. Minute of committee meetings shall be submitted to the Agenda Committee.

#### **Article VI. Elections**

The Nominating Committee shall submit a slate with two (2) candidates for each of the following offices: President-Elect and Secretary. Nominations from the faculty must be submitted on or before April 10 of each year. The Nominating Committee will circulate a list of candidates by April 15 to the Voting members of the Faculty Council. Elections will be conducted by mail ballots. Ballots must be returned no later than May 1 of each year and elections will be by simple majority.

#### **Article VII. Amendments**

The Constitution and Bylaws of the IU School of Informatics, IUPUI, may be amended by two-thirds (2/3) vote of the Voting members of the Faculty Council. A proposed amendment must be endorsed by ten percent (10%) of the Voting members, given to the

Secretary ten (10) working days before the next Faculty Council meeting, and circulated to the members five (5) working days before the meeting. The proposed amendment will be presented to the Faculty Council at this meeting as a first reading to allow time for discussion and the development of additional material. The final vote on the amendment may be taken at the next Faculty Council meeting or may be by mail ballot.