

# CONSTITUTION OF THE FACULTY: School of Education Indiana University-Purdue 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 Education at Indiana University Purdue University 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 Education the powers and duties herein specified.

### **Section 2. Voting Membership**

The voting members of Faculty shall include all persons holding tenured, tenure-probationary, research rank, clinical, or lecturer appointments in the School of Education. Visiting Faculty and Emeritus Faculty may attend meetings but do not have voting privileges.

## **ARTICLE II. OFFICERS OF THE FACULTY**

### **Section 1. Presiding Officer**

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

## **Section 2. Secretary of the Faculty**

The Chair of the Policy Council shall serve as the Secretary of the Faculty.

## **Section 3. Duties of the Secretary**

The Secretary of the Faculty of the School of Education 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 at least two regular meetings of the School of Education Faculty. The first shall occur at a time no later than four weeks before the end of the Fall Semester. The second meeting will be held within four weeks before the end of the Spring Semester. The specific dates for the regular meetings will be set by the Dean.

## **Section 2. Special Meetings**

Special meetings of the Faculty of the School of Education may be called: (a) by the Dean of the School of Education, (b) by a majority vote by the Policy Council, or (c) by the Faculty on petition of 25% of the voting members of the Faculty forwarded to the Dean as the Presiding Officer. The specific date for a special meeting of the Faculty will be set by the Dean and will be held within three (3) weeks of the call for a special meeting.

## **Section 3. Report on the State of the School of Education**

A report on the state of the School of Education from the Dean to the Faculty shall be presented at a meeting of the Faculty in the Fall each year.

## **Section 4. Notice of Meetings**

The Presiding Officer shall notify each voting member of the Faculty by electronic mail at least two weeks in advance of the date of a special or regular meeting. In the case of an emergency

declared by the Dean or his/her designate, notification of a special meeting may be less than two weeks.

## **Section 5. Quorum**

Twenty-five percent (25%) of the voting members of the Faculty shall constitute a quorum for full Faculty meetings, policy council and standing committee meetings, department and program meetings. A constitutional amendment requires a quorum of 50% plus one of the voting members.<sup>1</sup>

## **Section 6. Resolutions at Faculty Meetings**

At full Faculty meetings, policy council and standing committee meetings, department and program meetings the Faculty may propose resolutions. All such resolutions supported by a majority vote at meetings of the Faculty will be submitted by electronic mail 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. Amendments to the constitution will be adopted if they receive approval of two-thirds of the votes cast.

# **ARTICLE IV. AUTHORITIES OF THE FACULTY**

## **Section 1. Legislative Authority**

The Faculty of the School of Education shall have legislative authority to establish general policies for the School of Education. 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 Education
- C. Planning, review, and advisement regarding the organizational structure of the School of Education as it relates to curriculum and programs, including those pertaining to service, research and development
- D. Class scheduling and School calendar
- E. Standard 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 annual performance review (APR)

---

<sup>1</sup> Campus policy ACA-18 (stipulates 60% of the voting weight must be reserved for tenure-track faculty).

- 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

## **Section 2. Review Authority**

Legislative authority exercised by the Policy Council (see Article VI) is subject to review by the Faculty. Such reviews must be initiated at either a regular or special meeting of the Faculty. Actions taken by the Policy Council may be reversed by a two-thirds majority of the votes cast in an electronic ballot of the Faculty.

# **ARTICLE V. AMENDMENTS TO THE CONSTITUTION**

## **Section 1. Method of Amending**

By majority vote of the Faculty at a regular or special meeting, or by majority vote of the Policy Council, or by petition of 10% or more voting members of the Faculty, amendments can be initiated. In cases where an amendment is initiated by action of the Policy Council or by petition of the Faculty, a special Faculty meeting shall be called for the purpose of discussing the proposed amendment. The date for the special meeting shall be set by the Dean to be held within three weeks of the amendment call. Within thirty days of the Faculty meeting at which the amendment was discussed, the Secretary of the Faculty shall circulate the proposed amendment with an electronic ballot to all voting Faculty.

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

A constitutional amendment requires a quorum of 50% plus one of the voting members. A two-thirds majority vote of the votes cast shall be required for adoption of an amendment.

# ARTICLE VI. POLICY COUNCIL

## Section 1. Purpose

General policy-making authority for the Faculty of the School of Education shall be vested in a Policy Council, which shall represent the total Faculty. It shall be the responsibility of the Policy Council to decide on matters of general policy and report its decisions to the Dean and to the Faculty at large. Implementation of adopted policies is the responsibility of the Dean.

## Section 2. Governing Rules of the Policy Council

### A. Membership

The Policy Council shall consist of voting members as follows:

1. Seven of the voting members shall be elected tenured, tenure-probationary, research rank, clinical, or lecturer Faculty members from the School of Education. Six members must be tenured or hold tenure-probationary status and one member must be a non-tenure track Faculty member.
2. One of the voting members shall be a student from the School of Education chosen according to a procedure approved by Policy Council;
3. One voting member shall be staff elected from the School of Education.

### B. Term

1. Faculty members shall be elected for a term of two years and such terms shall commence at the conclusion of the last meeting of the academic year. A member, having served one term, is not eligible for re-election until one year has lapsed.
2. Staff members shall be elected for a term of two years and such terms shall commence at the conclusion of the last meeting of the academic year. A member, having served one term, is not eligible for re-election until one year has lapsed.
3. Student members shall serve a one-year term.

### C. Nomination and Election of Faculty Members

1. Each year Faculty members will be nominated and elected to fill open seats on Policy Council. The Agenda Committee will manage the nomination and election process. During the month of February the Agenda Committee will prepare a slate of nominees. Each open seat must have three nominees. The Agenda Committee shall take into consideration nominee rank, program

- affiliation, gender and sexual orientation, race/ethnicity, and other considerations to ensure a diverse and representative Policy Council. The nominee finishing second for any seat will be designated as the alternate.
2. When a seat on the Policy Council becomes vacant, the designated alternate will fill that seat for the remainder of the term of office. When there is no designated alternate, the Agenda Committee will appoint a Faculty member to serve the remainder of the term of office. In appointing a member the Agenda Committee must seek to maintain the diversity and representativeness of the Policy Council.
  3. When a designated alternate position becomes vacant, the Agenda Committee will select a Faculty member to serve the remainder of the term of office. In appointing an alternate the Agenda Committee must seek to maintain the diversity and representativeness of the Policy Council.
  4. When neither the member nor the designated alternate is able to attend a Policy Council meeting, the member shall ask another Faculty member to serve as designated alternate for that meeting.

D. Eligibility of Faculty Members

Only Faculty holding tenured, tenure-probationary, research rank, clinical, or lecturer appointments in the School of Education are eligible for election to the Policy Council. Members of the Dean's administrative team are not eligible to election of the Policy Council.

E. Chair

The Council shall elect one of its tenured or tenure-probationary Faculty members to serve as Chair of the Policy Council and of the Agenda Committee. The Chair is a voting member of the Council. The Chair or his/her designate shall preside at meetings of the Policy Council.

F. Last Meeting

The continuing members of the Policy council will meet with the new Policy Council members at the last meeting of the year.

G. Committees

The Policy Council shall be assisted in its work through operating and standing committees. The Agenda Committee will organize immediately after the conclusion of the Policy Council's last meeting of the academic year. All standing committees will organize at the beginning of the following academic year. The ex-officio member will call the first meeting of the year. In addition, ad hoc committees may be authorized in response to special needs.

1. Operating Committees

- a. Agenda Committee. The Agenda Committee shall consist of three persons, the Chair of the Council and two Faculty members who are

voting members of the Policy Council and who are elected by the Council to serve on the Agenda Committee. The Chair of the Policy Council shall also serve as Chair of the Agenda Committee. The Agenda Committee shall be responsible for:

- i. Preparing and distributing the agenda for each Policy Council meeting.
- ii. Serving as the input vehicle for all matters referred to the Policy Council.
- iii. Deciding whether matters for consideration are matters of policy or administration and report same to the Council.
- iv. Referring matters concerning policy to the Policy Council or the appropriate committee, and referring matters concerning administration to the appropriate administrative official of the School. It shall report to the Policy Council the disposition of all matters referred to it.
- v. Seeking Faculty preferences and appointing members to Policy Council standing committees. In appointing members to the standing committees, the Agenda Committee shall be mindful of the following guidelines in providing committee compositions which are representative of the Faculty:
  1. men and women
  2. racial/ethnic majority and minority Faculty members
  3. tenured, tenure-probationary, research rank, clinical, and lecturer Faculty members
  4. various programs
  5. undergraduate and graduate levels of responsibilities
- vi. Advising the Policy Council regarding need for an ad hoc committee should the nature of the matter require it.
- vii. Nominations and elections to Policy Council.

## 2. Standing Committees

Standing committees serve one or more of the following functions: 1) advise the Policy Council on matters of general policy; 2) initiate consideration of policy; and 3) implement or assist in implementing policies. The Policy Council has the option of creating additional standing committees if there are ongoing functions of the School not being met by present committees. The Dean, in consultation with the Agenda Committee, will choose a representative(s) of the Dean's staff to serve ex-officio on each committee. Except for the Promotions, Tenure and Contracts committee, all of the committees shall have at least one student and one staff member. Each committee shall present a summary report to the Policy Council by the Council's last meeting of the year, and each report shall be made available to the Faculty of the School of Education. All committee reports should document how the committee worked to institutionalize diversity and equity initiatives that become a lasting form of institutional commitment demonstrated to external and internal constituencies of the School of Education.

- a. Faculty and Budgetary Affairs Committee. This committee shall be concerned with policies related to Faculty grievances, promotion, tenure, reappointment, recruitment, search and screen, load, merit review, sabbatical leaves, etc. It shall also make recommendations to the Dean regarding sabbatical leaves and shall advise the Dean on budgetary affairs. When dealing with matters of Faculty affairs, the student and staff members shall not vote.
- b. Faculty Development and Advancement. This committee shall be concerned with ensuring Faculty members understand their rights and responsibilities as articulated in the school, campus and university policies and procedures. The committee shall be concerned with the review and revision of relevant school and campus bulletins and handbooks. The committee shall be concerned with policies and procedures related to Faculty review and advancement and the development of procedures to monitor and inform Faculty about progress toward promotion. The committee shall be concerned with Faculty recognition through internal and external awards.
  - i. Promotions, Tenure and Contracts Committee: The promotions, tenure and contracts committee will consist of the tenured Faculty elected to the Faculty Development and Advancement committee. The concerns of this committee shall be restricted to reviewing dossiers and making recommendations regarding individual Faculty promotion and tenure awards.
- c. Grievance Hearing Committee. This committee shall receive student grievances, conduct hearings, and make recommendations for disposition of the cases to the Dean of the School of Education.
- d. The Committee on Teacher Education. This committee shall make recommendations regarding all aspects of undergraduate teacher education and other undergraduate curricula, student recruitment and retention, admissions, and programs in the School: review and coordinate all graduate level initial teacher certification changes; make recommendations regarding program and policy changes related to teacher education graduate courses and programs; and advise the Policy Council and Dean (and/or his/her designee) on other matters pertaining to teacher education. This committee's membership shall include P-12 School representatives from Indianapolis Schools involved in teacher education and certification and Faculty outside of the School of Education. It shall also provide advice on policies and matters of recruitment, admissions, fellowships, scholarships and placement for undergraduate students. This committee will be concerned with supporting international undergraduate students and visiting scholars working in undergraduate programs and engaging in other activities pertinent to the international mission of the School's undergraduate programs and initiatives.
- e. Graduate Studies Committee: This committee shall be concerned with policies and procedures related to graduate programs and graduate



courses. Specific duties include: making recommendations regarding all aspects of graduate study, reviewing all graduate level course and program changes and initiatives, providing oversight of the quality of graduate course and program offerings, and advising the Associate Dean for Graduate Studies and Research on matters related to the operation of the Office of Graduate Programs. The committee will provide advice on policies and matters related to research, development and special partnerships. It will also provide advice on policies and matters of recruitment, admissions, fellowships, scholarships and placement for graduate students. This committee will be concerned with supporting international graduate students and visiting scholars working in graduate programs and engaging in other activities pertinent to the international mission of the School's graduate programs and initiatives.

#### H. Operating Guidelines

1. Duties of Council Chair. The functions of the Chair shall include:
  - a. Presiding over meetings of the Policy Council.
  - b. Keeping minutes of the proceedings of the Policy Council;
  - c. Distributing minutes of each meeting of the Policy Council to all Faculty members in the School of Education as soon as possible following each meeting of the Council;
  - d. Serving as Chair of the Agenda Committee;
2. Policy Council Meetings.
  - a. All meetings of the Policy Council are open meetings, except that the Dean and/or a majority vote of the Council may declare the Council to be in executive session.
  - b. Only members of the Policy Council have access to the floor during meetings, except when permission has been granted by consent of the Council or the Agenda Committee.
  - c. A majority of the voting members shall constitute a quorum. Conduct of the meetings shall be governed by procedures agreed upon by the Faculty. Meetings will normally be held monthly and cancellation of regular meetings shall be at the discretion of the Agenda Committee.
3. Amending Council Operating Guidelines. An amendment to the Operating Guidelines of the Council may be approved by at least three-fourths of the voting members at two consecutive scheduled meetings of the Council. A petition of objection to the proposed change, if signed by at least ten Faculty members and filed with the Agenda Committee prior to a second scheduled meeting, shall mandate, at the discretion of the Policy Council, a special Faculty meeting or that a Faculty referendum be conducted on the proposal.

Approved by the Faculty of the School of Education—May 4, 2018  
Approved by the Indianapolis Faculty Council – May 24, 2018  
Effective Date – July 1, 2018

---