

Indiana University School of Informatics, IUPUI
Bylaws
2010-2011

I. Rules of Procedure

The current edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings of the Faculty Council of the Indiana University School of Informatics, IUPUI, except insofar as the Constitution and Bylaws make express provision to the contrary.

As provided in Robert's Rules of Order, *ex officio* means that the members of committees serve by virtue of their offices or positions. When an *ex officio* member of a committee ceases to hold the office or position that entitles him or her to membership on that committee, his or her membership on that committee terminates automatically. Unless otherwise indicated, *ex officio* members who hold full-time faculty appointments have the same rights as regular members of committees, including the right to make motions and to vote.

II. Officers of the Faculty Council

A. The President – Felisa Tennant

The President shall serve for a one-year term. The duties and authorities of the President are as follows:

1. To preside at all Faculty Council meetings;
2. To chair the IU School of Informatics, IUPUI, Nominating Committee and Agenda Committee meetings;
3. With the consultation of the Agenda Committee, to appoint a Voting member to any vacant Faculty Council committee positions and to the positions of Secretary to serve until the next Faculty Council elections;
4. To be an *ex officio*, non-voting member of all Faculty Council committees.

B. The President-Elect – Josette Jones

The President-Elect shall serve for a one-year term. The duties and authority of the President-Elect are as follows:

1. Serve as chair of the Faculty Council in the absence of the President
2. Serve as a member of the Budgetary Affairs Committee
3. Serve as an *ex officio* member of the Faculty Affairs Committee
4. Succeed to the office of the President at the expiration of the President's term or in the event that the President's position becomes vacant;
5. Serve as a member of the Agenda Committee of the Faculty Council;

6. Serve as a liaison to the administrative officer charged with faculty development.

C. The Secretary – Edgar Huang

The Secretary will be elected to a one-year term and is eligible for re-election. The duties of the Secretary are as follows:

1. Notify all members of the Faculty Council at least five (5) working days in advance of a regularly scheduled meeting and at least ten (10) working days in advance of a special meeting by circulating an agenda with the time and place of each meeting;
2. Issue minutes of the meeting and conduct correspondence;
3. Serve as a member of the Agenda Committee.

III. Committees of the Faculty Council

A. Agenda Committee

Charge

The Agenda Committee shall meet monthly or as necessary to conduct the business of the faculty. The President of the Faculty Council shall report the actions of the committee for faculty consideration at each regularly scheduled Faculty Council meeting. The Agenda Committee will determine the agenda for each Faculty Council meeting. All communications requesting faculty consultation or Faculty Council action, study or advice will be placed on the agenda or referred back to an appropriate committee, which will then report back to the Agenda Committee with their findings and recommendations. The Agenda Committee shall review annually the charges and activities of each Faculty Council committee.

Composition

The Agenda Committee shall be composed of the President, the President-Elect and the Secretary of the Faculty Council, along with two (2) full-time or part-time faculty members. Members are elected for a two-year term and are eligible for re-election. Those holding a title of Executive Associate Dean, Associate Dean or Assistant Dean are not eligible to serve.

1. Secretary - Edgar Huang
2. Ruth Walker
3. President – Felisa Tennant, *Chair*
4. President-Elect – Josette Jones
5. Joe Defazio

Chair

The President of the Faculty Council shall serve as Chair of the Agenda Committee.

Voting Status

All members of the committee shall have a vote.

B. Budgetary Affairs Committee (replaces Resources and Planning Committees)

The Budgetary Affairs Committee shall review the general academic priorities of the IU School of Informatics, IUPUI, and the reflection of such needs in the creation of budgets, shall inform the faculty of budgeting procedures and points of potential faculty input and shall alert the faculty to matters for budgetary importance external to the IU School of Informatics, IUPUI. In keeping with the campus policy, in the case of financial exigency, the committee will participate with school administration in the formulation of a plan to address the problem, consulting the various campus and university policies on financial exigency and program modification.

Composition

The Budgetary Affairs Committee shall consist of up to five (5) full-time or part-time faculty members and the President-Elect of the Faculty Council. Members shall serve for a two-year term and are eligible for re-election. The Fiscal Officer of the IU School of Informatics, IUPUI, shall also serve *ex officio*.

Up to 5 full-time or part-time faculty members

1. Jake Chen - Chair
2. John Brian Ludwick
3. Matt Powers
4. Liugen Zhu
5. President-Elect – Josette Jones
6. Rosiel Marasco (Fiscal Officer), *ex officio*
7. Clint Koch

Chair

The Chair shall be elected by the voting members of the committee. The Chair shall provide an annual report to the Faculty Council.

Voting members

All members of the committee shall have a vote except the Fiscal Officer.

C. Colloquia Committee

Charge

The Colloquia Committee shall consider prospective colloquia speakers proposed by the faculty and administration according to their qualifications, the suitability of the subject matter for an informatics and university research audience, and budgetary constraints. The Colloquia Committee shall make recommendations to the faculty relating to procedures for inviting speakers, organizing the colloquia and speaker visits, and handling publicity. The committee will forward recommendations to the Executive Associate Dean and report the final results to the faculty.

Composition

The committee shall consist of up to five (5) full or part-time faculty members. Members shall serve for a two-year term and are eligible for re-election. Associate Deans are eligible to serve as regular elected committee members.

Up to 5 full- or part-time faculty members

1. Jake Chen
2. Josette Jones
3. Karl MacDorman, *Chair*
4. Davide Bolchini
5. Amy Lu
6. J.T. Finnell
7. Mathew Palakal (Associate Dean for Research), *ex officio*

Chair

The chair shall be elected by the voting members of the committee to serve a two-year term and may be re-elected. The chair must be a faculty member. The chair shall provide an annual report to the Faculty Council.

Voting Status

All members of the committee shall have a vote.

D. Faculty Affairs Committee

Charge

The Faculty Affairs Committee shall make recommendations to the faculty relating to faculty matters, such as academic freedom, salary and benefits policies, equal opportunities, faculty development and other conditions of faculty work. The committee will forward recommendations to the Executive Associate Dean and report

the final results to the faculty. The committee will also advise the Executive Associate Dean or his or her designee on matters related to possible conflicts of interest or conflicts of commitment and will act as a review body should such conflicts become known. In the event of a conflict of interest or conflict of commitment, the committee shall review the matter and make findings and recommendations to the Executive Associate Dean or his or her designee, in accordance with university, campus and school policies on conflict of interest and conflict of commitment.

Composition

The committee shall consist of up to five (5) full or part-time faculty, a majority of which must be faculty with tenured or tenure-track appointments. Members shall serve a two-year term and are eligible for re-election. The President-Elect of the Faculty Council shall also serve *ex officio*.

Up to 5 full- or part-time faculty members, *majority shall be tenured or tenure-track*

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| 1. Bev Walker | |
| 2. J.T. Finnell | |
| 3. Polly Baker | tenure-track or tenured |
| 4. Narayanan Perumal - <i>Chair</i> | tenure-track or tenured |
| 5. Malika Mahoui | tenure-track or tenured |
| 6. President-Elect – Josette Jones | |
| 7. Amy Lu | |
| 8. Hadi Kharrazi | |
| 9. Edgar Huang | |

Chair

The chair shall be elected by the voting members of the committee to a two-year term and may be re-elected. The chair shall provide an annual report to the Faculty Council.

Voting Status

All members of the committee except the President-Elect shall have a vote.

E. Graduate Program Committee (replaces the Graduate Program Committee and graduate portion of Assessment Committee)

Charge

The Graduate Program Committee is charged with the responsibility of recommending admissions policies to the faculty and may assist in selecting students

for the graduate programs. The committee shall also maintain continuing review and oversight of graduate program curricula, grading policies, assessment and educational outcomes and recommend such changes and innovations as it considers appropriate and desirable.

Composition

The committee shall consist of each of the program directors for the graduate programs or their designees. One (1) student shall be appointed by the Executive Associate Dean from the graduate programs. The Associate Dean for Research and Graduate Studies shall serve *ex officio*.

Chair

The chair shall be elected by the voting members of the committee to serve a two-year term and may be re-elected. The chair must be a faculty member. The chair shall provide an annual report to the Faculty Council.

Voting Status

All members of the committee shall have a vote except the student member and the *ex officio* member.

F. Nominating and Awards Committee

Charge

The Nominating Committee shall present a slate of nominations for all committees and officers, except when otherwise provided in the Bylaws.

The committee will submit to the faculty two (2) names each for the positions of President-Elect and Secretary. Slates for the various faculty committees shall be submitted with at least one (1) name per position. If the position of President-Elect becomes vacant, the committee shall submit the names of two (2) candidates and hold a special election to fill this position.

The committee will also work with various campus and university governance bodies to elect school representatives to the University Faculty Council, the IUPUI Faculty Council, to campus and university committees, including promotion and tenure and sabbatical leave committees. The committee will also work to ensure that representatives from the school are provided with opportunities to serve on campus and university administrative committees.

The committee shall regularly survey members of the faculty to identify members interested in serving as officers, representatives, committee members or school

representatives to campus and university committees and councils. It is the responsibility of the committee to confirm whether faculty members are willing to serve. The committee shall prepare written ballots and shall conduct all faculty elections.

The committee may also be asked to identify, nominate, review and approve recommendations for faculty for school, campus and university awards.

Composition

The committee shall consist of up to five (5) full or part-time faculty members, a majority of which must be faculty with tenured or tenure-track appointments. Members shall serve for a two-year term and are eligible for re-election. The President of the Faculty Council shall serve *ex officio*.

Up to 5 full- or part-time faculty members, *majority shall be tenured or tenure-track*

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|-------------------------------|-------------------------|
| 1. Hadi Kharrazi | tenured or tenure-track |
| 2. Davide Bolchini | tenured or tenure-track |
| 3. Mark Pfaff | |
| 4. Joe Defazio- <i>Chair</i> | tenured or tenure-track |
| 5. Mahesh Merchant | |
| 6. President – Felisa Tennant | |

Chair

The Chair shall be elected by the voting members of the committee to a two-year term and may be re-elected. The chair shall provide an annual report to the Faculty Council.

Voting

All members of the committee shall have a vote except the President of the Faculty Council.

G. Promotion, Tenure and Annual Review Committee

The Promotion, Tenure and Annual Review Committee shall recommend, review and make public all policies and procedures relating to annual reviews, third-year reviews, reappointments, promotions, grants of tenure and post-tenure review consistent with the policies and procedures established by the university, campus, school and by the faculty. The committee shall make recommendations to the Executive Associate Dean respecting annual reviews, third-year reviews, reappointments, promotion, grants of tenure and post-tenure review in accordance with established policies of Indiana University, IUPUI and the IU School of Informatics. The committee shall also establish time frames for submission of

materials for annual reviews, third-year reviews, reappointment, promotion, tenure and post-tenure review.

Composition

The committee shall consist of at least three (3) full or part-time faculty members. These faculty members must be tenured and a majority must hold the rank of Professor. The Associate Deans are not eligible to serve. Members shall be elected for a two-year term and are eligible for re-election. ~~The Associate Dean for Academic Affairs shall serve *ex officio*.~~ Only faculty members holding the rank of Professor may vote on candidates seeking promotion to full rank.

1. Polly Baker, Chair
2. vacant
3. Yaoqi Zhou
4. vacant

Chair

The chair shall be elected by the voting members of the committee to serve a two-year term and may be re-elected. The Associate Dean for Academic Affairs and Undergraduate Studies may not serve as chair. The chair shall provide an annual report to the Faculty Council.

Voting

All members of the committee shall have a vote except the Associate Dean for Academic Affairs and Undergraduate Studies.

H. Student Affairs Committee (replaces student portion of Academic Affairs Committee)

Charge

The Student Affairs Committee shall make recommendations to the faculty relating to student matters, such as academic freedom, educational and disciplinary policies and issues, student grievances, student concerns and other conditions of student life both within the IU School of Informatics, IUPUI, and within the campus and university. The committee will forward recommendations to the Executive Associate Dean and report the final results to the faculty. The Assistant Dean shall serve *ex officio*.

Composition

The committee shall consist of up to five (5) full or part-time faculty members. Members shall serve for a two-year term and are eligible for re-election. One (1) student each shall be appointed by the Executive Associate Dean from the graduate and undergraduate student bodies.

Up to 5 full- or part-time faculty members

1. Davide Bolchini
2. Ricardo Laranja
3. Hadi Kharrazi - *Chair*
4. Beth Lykins
5. Susan Tennant
6. Mark McCreary (Assistant Dean), *ex officio*

Chair

The chair shall be elected by the voting members of the committee to serve a two-year term and may be re-elected. The chair must be a faculty member. The chair shall provide an annual report to the Faculty Council.

Voting Status

All members of the committee shall have a vote except the student members and the Assistant Dean.

I. Technology and Library Resources Committee (replacing Library, Informatics Online, Web Design Committee and Technology Committees)

Charge

The Technology and Library Resources Committee shall recommend policies and review procedures related to technology and consider requests for technology purchases which have significant or school-wide impact. The committee shall also act as the liaison with IUPUI University Library and other campus libraries in terms of policies and in recommending new books, journals and other print and electronic resources for purchase or access. The committee will also provide guidance as to the IU School of Informatics, IUPUI web site and online educational program needs.

Composition

The committee shall consist of up to five (5) full or part-time faculty members. Members shall serve two-year terms with eligibility for re-election. The Executive Associate Dean will appoint one (1) student representative from the undergraduate and graduate student body. The school's Technology Coordinator and its Webmaster will serve *ex officio*.

Up to 5 full- or part-time faculty members

1. Skip Comer
2. Steve Mannheimer

3. Albert William
4. Chris Newlon
5. Sara Hook - *Chair*
6. C. Thomas Lewis
7. Kim Melluck (Technology Coordinator), *ex officio*
8. Nate Garrett (Webmaster), *ex officio*

Chair

The Chair will be elected by the voting members of the committee and shall serve for a two-year term with eligibility for re-election. The chair shall provide an annual report to the Faculty Council.

Voting

Each member of the committee shall have a vote except the *ex officio* members.

J. Undergraduate Program Committee (replaces undergraduate portions of Curriculum Committee and Assessment Committee)

Charge

The Undergraduate Program Committee is charged with the responsibility of recommending admissions policies to the faculty. The committee shall also maintain continuing review and oversight of undergraduate program curricula, grading policies, assessment and educational outcomes and recommend such changes and innovations as it considers appropriate and desirable.

Composition

The committee shall consist of up to four (4) full or part-time faculty members from each of the three program areas – Informatics, New Media and HIA. At least half of the faculty members for the informatics and new media programs must hold tenured or tenure-track appointments. Members shall serve for a two-year term and are eligible for re-election. One (1) student shall be appointed by the Executive Associate Dean from the undergraduate programs. ~~The Associate Dean for Academic Affairs shall serve *ex officio*.~~

Up to 4 full-or part-time faculty members from each of the three program areas. At least half of the faculty members for the informatics and new media programs must hold tenured or tenure-track appointments.

Informatics Subcommittee:

1. Barbara Hayes
2. Jennifer Stewart
3. Malika Mahoui *tenure-track or tenured*
4. Pedro Romero *tenure-track or tenured*
5. Will Ryan

Media Arts and Science Subcommittee:

6. Beth Lykins
7. Edgar Huang *tenure-track or tenured*
8. Polly Baker *tenure-track or tenured*

HIA Subcommittee:

9. Bev Walker
10. Felisa Tennant
11. Ruth Walker
12. Lindsey Lawton - *Chair*
13. Tony Faiola, *ex officio*

Chair

The chair shall be elected by the voting members of the committee to serve a two-year term and may be re-elected. The chair must be a faculty member. The chair shall provide an annual report to the Faculty Council.

Voting Status

All members of the committee shall have a vote except the student member and the *ex officio* members.

IV. Terms of Office

Terms of office for all elected and appointed officers and committee members will run from July 1 to June 30 unless otherwise specified.

V. Committee Meetings

Physical presence at committee meetings is not required. For purposes of conducting committee business and voting, a quorum can be constituted by members participating through teleconferencing or other remote communication methods.