

**PURDUE SCHOOL OF ENGINEERING  
AND TECHNOLOGY  
IUPUI**

**Constitution and Bylaws of the Faculty**

*Prepared by the Constitution and Bylaws Committee*

*Approved by the Faculty Senate in December 2005*

- **Constitution last amended by the Senate on December, 2005**
- **Bylaws (Promotion and Tenure Board composition) last amended by the Senate on March 8<sup>th</sup>, 2011**

## CONSTITUTION

of the FACULTY OF THE SCHOOL OF ENGINEERING AND TECHNOLOGY

of INDIANA UNIVERSITY – PURDUE UNIVERSITY at INDIANAPOLIS

Last amended December 2005

### I. THE FACULTY

Faculty Composition: The faculty of the School of Engineering and Technology, hereafter referred to as the “Faculty,” shall be composed of the Dean of the School of Engineering and Technology and the full-time members of the instructional and research staff of IUPUI who have academic rank or appointment in the School of Engineering and Technology. Upon recommendation by the Senate, the Faculty may elect other persons to Faculty membership by a majority vote of Faculty members voting in a mail ballot.

#### *INTERPRETATION OF Article I, A*

*The Faculty Senate interprets the section of the School's Faculty Constitution that describes faculty as “the full-time members of the instructional and research staff” to include full-time lecturers and persons holding full-time clinical ranks. Individuals holding visiting faculty appointments are not included.*

### II. Presiding Officer

The presiding officer of the Faculty shall be a President. Any tenured member of the Faculty not holding an administrative appointment shall be eligible to serve as President of the Faculty. The President shall represent the Faculty to administrators of the School, IUPUI, Purdue University, and Indiana University and to other appropriate bodies.

A President-Elect shall be elected annually by the faculty. Any tenured member of the Faculty not holding an administrative appointment shall be eligible to serve as President-Elect. This individual shall serve in this position for one academic year and then move automatically in to the position of President at the start of the following academic year.

### III. Certification of the Faculty

As appointments by the Trustees occur, the Dean shall communicate to the secretary of this Faculty the name, rank, and tenure status of each person holding an academic appointment in the School of Engineering and Technology.

## IV. LEGISLATIVE AUTHORITY OF THE FACULTY

### A. General Sources of Authority of the Faculty

In accordance with the laws of the State of Indiana, and subject to the authority of the Boards of Trustees of Indiana University and Purdue University duly delegated to the Faculty, this constitution confirms and establishes in the Faculty the general power and responsibility to adopt policies and regulations, and to determine procedures for their implementation in order to achieve the educational objectives of the School and the general welfare of those involved in its educational objectives.

Nothing in this constitution shall be interpreted as abrogating the agreement for the management of Indiana University-Purdue University at Indianapolis executed by the two Boards on February 1, 1971, unless or until such time as that agreement is modified or terminated.

### B. Specific Legislative Authority of the Faculty

Without implied limitation on the general legislative authority of the Faculty by failure of enumeration below, the Faculty shall have the specific power and responsibility to:

1. Recommend standards of admission, academic placement, and retention of students within the School of Engineering and Technology.
2. Develop course content and instructional and examination procedures, schedule classes, and determine the curricula of the School of Engineering and Technology subject to the interests of the Universities.
3. Nominate candidates for degrees.
4. Determine Faculty status.
5. Serve with other bodies of the University to recommend standards and procedures for Faculty appointment, promotion and tenure, as well as conduct and discipline.
6. Advise the Trustees and administrative officers on all matters concerning other privileges and the general welfare of the Faculty.
7. Recommend standards and procedures for Faculty participation in the appointment of academic administrative officers of the School.
8. Serve with other bodies of the Indiana University-Purdue University at Indianapolis Faculty to regulate athletic and other extracurricular activities at IUPUI.

9. Advise the Vice President-Indianapolis of Indiana University-Purdue University at Indianapolis concerning the policies and administration of the service organizations of IUPUI.
10. Advise the Vice President-Indianapolis of Indiana University-Purdue University at Indianapolis concerning policies of research and public service.
11. Advise the Boards of Trustees and authorities in the official chain from the School to the Boards concerning changes in academic organization at all levels.
12. Advise the Boards of Trustees and authorities in the official chain from the School to the Boards concerning IUPUI's existing or proposed physical facilities, staff, and general budgeting as they relate to academic objectives.
13. Recommend other educational policies and procedures as the Faculty sees need.
14. Request information from the Boards and administrative officers on matters of interest to the Faculty, discuss all matters pertaining to the Universities, and offer recommendations thereon at all levels of administration.

## V. CONVOCATIONS OF THE FACULTY

The Faculty shall be convened at least once during each regular academic term to receive appropriate communications from the Dean of the School of Engineering and Technology. Business may be transacted by a quorum of fifty percent.

## VI. BOARDS OF THE FACULTY

The Faculty shall establish boards, which shall study, or oversee, and make recommendations regarding those issues that the Faculty believes require continuous monitoring. These boards are subject to review periodically by the legislative body of the Faculty.

## VII. LEGISLATIVE BODY OF THE FACULTY

- A. The Faculty delegates and conveys its legislative and policy-making powers to a representative body of the Faculty known as the "School of Engineering and Technology Faculty Senate," hereafter referred to as the Senate.

B. The Senate shall be subject to review and check by the Faculty through either of the following procedures:

1. Any action taken by the Senate may be forced back to the Senate for mandatory reconsideration if, within two weeks after circulation of the Senate Minutes covering the action, a petition by at least ten Faculty members stating the objections of the petitioners is received by the presiding officers of the Senate or, in his/her absence, in accordance with the procedures stated in the Bylaws.
2. At any convocation of the Faculty, past actions of the Senate may be brought to the floor for discussion. If a majority of those present reject a previous action of the Senate, the Senate must reconsider its action at its next regular meeting.

In either of the above two procedures, if the Senate reaffirms its original action in un-amended form, the issue must be submitted along with appropriate documents summarizing the opposing views to a mail ballot of the Faculty. The decision will be determined by a plurality of votes cast.

C. The Senate shall act as the agent of the Faculty in all interactions with Indiana University-Purdue University at Indianapolis and the Boards of Trustees and authorities in the official chain from the School to the Boards.

D. The Senate shall reapportion itself annually.

E. The Senate shall convene regularly during the academic year.

### VIII. PROVISIONS FOR AMENDMENT

A. Amendments to this constitution may be proposed in any one of the following ways:

1. By presenting a proposal to the Senate as a regular order of business. A simple majority of Senators shall be sufficient to approve it.
2. By a petition to the Senate, signed by ten members of the Faculty. The Senate shall receive such petitions and place them on its agenda for action.
3. By a petition signed by fifteen members for direct Faculty vote.

B. A proposed amendment shall be submitted to the Faculty by paper ballot, showing a return date. A two-thirds affirmative vote of the returned ballots shall constitute adoption.

C. The Senate will act under the amendments until such time as the Board of Trustees takes action.

## **BYLAWS**

of the FACULTY OF THE SCHOOL OF ENGINEERING AND TECHNOLOGY  
of INDIANA UNIVERSITY – PURDUE UNIVERSITY at INDIANAPOLIS

Last amended March, 8<sup>th</sup>, 2011

The Faculty of the School of Engineering and Technology of IUPUI sets forth the following bylaws:

I. Convocations of the Faculty

- A. The Dean of the School of Engineering and Technology shall call at least one convocation of the Faculty each term. The Dean shall set and publicize the specific time and place of such convocations after consultation with the Agenda and Administrative Advisory Committee of the Senate.
- B. The Dean or the Dean's appointed representative shall preside.
- C. A special convocation of the Faculty shall be convened when at least fifteen members of the Faculty so petition the Dean.
- D. The Agenda and Administrative Advisory Committee of the Senate shall aid the Dean in establishing the agenda for convocations. Any item may be brought up for discussion at any convocation and the Senate petitioned for action by a majority of the convened faculty.

II. Administrative Committees

- A. The Nominations Committee shall aid the Dean in selecting faculty members to serve on Administrative Committees.
- B. The Faculty should be informed of the activities, studies, and recommendations of any committee on which faculty members are asked to serve.
- C. Any major policy decisions made by the Administrative Committees shall be reviewed by the Senate.

III. Boards of the Faculty

The following boards are designed to be permanent boards of the Faculty and are subject to review periodically by the Faculty:

Academic Programs that are not contained within academic Departments in the School are to be considered as separate entities for purposes of Senate representation and as one entity for service on Standing Committees and Boards.

- A. Unit Promotion and Tenure Board

1. Membership. The Unit Promotion and Tenure Board shall consist of seven tenured full professors of the Faculty who hold primary appointment in the School of Engineering and Technology. Persons holding administrative positions of assistant dean or higher are not eligible for membership. Two members from Engineering and two members from Technology shall be elected by the Faculty by secret ballot. (For purposes of this Board, tenured full professors in academic Programs not contained within academic Departments shall be considered part of Technology or Engineering, depending on where they reside.) The names of all eligible full professors shall be placed on the ballot. The Dean shall appoint three members, including at least one member from Engineering and one member from Technology. No more than three voting members of the Board may hold administrative appointments. Administrative heads at the primary level (e.g. Department Chairs, Program Directors) who write their own letters of assessment for candidates from their faculties may not vote at the Unit level in the promotion and/or tenure process for candidates from their faculties. Administrative heads of the candidate's department or program may be present during deliberations of the Unit Promotion and Tenure Board for the sole purpose of addressing questions of fact or clarification of issues related to the case but they may not influence the outcomes of Board deliberations or votes. A faculty member can participate in deliberations in only one level per candidate. He or she must recuse himself or herself from participating at any other level. No more than two members from the same Department or Program may serve on the Board simultaneously.

The Board will elect a chair from among its members who shall have a vote. The Dean may serve as *ex officio* without a vote for the sole purpose of addressing questions of fact or clarification of issues related to the case but they may not influence the outcomes of Board deliberations or votes.

2. Terms. Elected members shall serve two-year terms, half being elected each year. Appointed members shall serve one-year terms. Terms shall begin on August 1. No member may serve more than two terms or four years consecutively.
3. Duties and Responsibilities. This Board shall review all promotion and tenure dossiers for candidates presented for promotion and/or tenure according to the guidelines approved by the Senate and shall recommend on the promotion and/or tenure of candidates who are presented for consideration, voting by secret ballot and recording a vote for each candidate.
  - a. The Board shall review, when requested by the Senate, policies and practices of Departmental Primary Promotion and Tenure Boards.

- b. The Board shall review the dossier of candidates for appointment with tenure and forward its recommendation to the dean.
- c. The Board shall review recommendations from Departments or Programs for appointments of adjunct faculty and emeritus faculty and forward its recommendations for final action to the dean.
- d. The Board shall review promotion dossiers of adjunct faculty and forward its recommendations to the dean for final decision.
- e. The Board shall elect the School's representative to the IUPUI Promotion and Tenure Committee in accordance with established IUPUI guidelines.
- f. The Board shall establish procedures for its work.

## B. Primary Promotion and Tenure Boards

### 1. Membership.

- a. For all promotion and tenure actions except promotion to and tenure at the full professor level, each Department and Program not contained within an academic Department shall form a Primary Promotion and Tenure Board consisting of all tenured full professors from the candidate's Department or Program. Administrative heads at the primary level (e.g. Department Chairs, Program Directors) who write their own letters of assessment for candidates from their faculties may not vote at the Primary level in the promotion and/or tenure process for candidates from their faculties. At the invitation of the Board, Administrative heads of the candidate's department or program may be present during deliberations of the Primary Promotion and Tenure Board for the sole purpose of addressing questions of fact or clarification of issues related to the case but they may not influence the outcomes of Board deliberations or votes. A faculty member can participate in deliberations in only one level per candidate. He or she must recuse himself or herself from participating at any other level. The Board will elect a Chair from among its members to administer meetings and generate initial drafts of all committee documentation and reports which will be subsequently reviewed, edited and approved by all members of the Board. The following exceptions shall apply for automatic eligibility:
  - i. Tenured full professors whose primary responsibilities are not in the teaching, research and service activities of the candidate's Department or Program are not automatically eligible to serve on the Primary Promotion and Tenure Boards.

- ii. Tenured full professors who are on leave of absence or sabbatical cannot serve as Board members unless they are readily available to attend the Board meetings.

In cases where there are not at least four automatically eligible full professors in the candidate's Department or Program, their Department faculty (tenure-track and tenured) shall elect additional members by secret ballot from automatically eligible tenured associate professors in the Department or Program to meet a membership requirement of four. Only two associate professors may be elected to the Board. In uncontested elections, the automatically eligible associate professors shall be appointed without election. The following exceptions shall apply for automatic eligibility:

- i. Tenured associate professors whose primary responsibilities are not in the teaching, research and service activities of the candidate's Department or Program are not automatically eligible to serve on the Primary Promotion and Tenure Boards.
- ii. Tenured associate professors who are on leave of absence or sabbatical cannot serve as Board members unless they are readily available to attend the Board meetings.

In cases where there are not at least four eligible Board members in the candidate's Department or Program as described above, the Department faculty (tenure-track and tenured) shall elect by secret ballot additional tenured full professors and/or tenured associate professors as Board members to meet the membership requirement of four.

- b. For promotion and tenure actions to the rank of full professor, each Department shall form a Primary Promotion and Tenure Board consisting of all tenured full professors from the candidate's Department. Administrative heads at the primary level (e.g. Department Chairs, Program Directors) who write their own letters of assessment for candidates from their faculties may not vote at the Primary level in the promotion and/or tenure process for candidates from their faculties. At the invitation of the Board, Administrative heads of the candidate's department or program may be present during deliberations of the Primary Promotion and Tenure Board for the sole purpose of addressing questions of fact or clarification of issues related to the case but they may not influence the outcomes of Board deliberations or votes. A faculty member can participate in deliberations in only one level per candidate. He or she must recuse himself or herself from participating at any other level. The Board will elect a Chair from among its members to administer meetings and generate initial drafts of all committee documentation and reports which will be subsequently reviewed, edited and approved by all members of the Board. The following exceptions shall apply for automatic eligibility:
  - i. Tenured full professors whose primary responsibilities are not in the teaching, research and service activities of the candidate's Department are not automatically eligible to serve on the Primary Promotion and Tenure Boards.
  - ii. Tenured full professors who are on leave of absence or sabbatical cannot serve as Board members unless they are readily available to attend the Board meetings.

In cases where there are not at least four automatically eligible full professors in the candidate's Department, the Department faculty (tenure-track and tenured) shall elect by secret ballot additional tenured full professors as Board members to meet the membership requirement of four.

2. Terms. Members shall serve one-year terms. Terms shall begin on August 1.
3. Duties and Responsibilities. The Board(s) shall review all promotion and tenure dossiers for candidates presented for promotion and/or tenure according to the guidelines approved by the Senate and shall recommend on the promotion and/or tenure of candidates who are presented for consideration, voting by secret ballot and recording a vote for each candidate.
  - b. The Board(s) shall review the dossier of candidates for appointment with tenure and forward their recommendations to the Unit Promotion and Tenure Board.

- c. The Board(s) shall make recommendations for appointment of adjunct faculty and emeritus faculty and forward their recommendations to the Unit Promotion and Tenure Board.
  - d. The Board(s) shall review promotion dossiers of adjunct faculty and forward their recommendations to the Unit Promotion and Tenure Board.
  - e. The Board(s) shall establish procedures for its work.
4. Pre-Tenure Evaluations. The Primary Promotion and Tenure Board in each Department and Program will evaluate the progress of each tenure-track faculty member during the third year during his or her probationary period. The evaluation will be made based on a dossier prepared by the faculty member. The Primary Promotion and Tenure Board(s) will summarize the results of the evaluation with a report. The Board chair will forward this report to the Unit Promotion and Tenure Board along with the recommendation letter from the head of the candidate's department or program. The Unit Board, after reviewing the faculty member's performance and the reports received, will write a report on the faculty member's performance with recommendations. The Dean will forward this report to the faculty member along with his/her recommendations and all other reports. The purposes of the evaluation reports are to provide guidance and feedback to the faculty member on his/her progress towards tenure and promotion and to aid in re-appointment decisions.
- a. A tenure-track faculty member may also request an annual pre-tenure evaluation of his or her progress by the Board by submitting a dossier to the Board before and after the third-year evaluation.
  - b. The timetable set for submission of the regular tenure and promotion dossiers to the Board(s) each year also applies to pre-tenure evaluation dossiers.

### C. Grievance Board

1. Membership. The Grievance Board shall consist of tenured members of the Faculty who do not also hold administrative appointments. Each Department of the School of Engineering and Technology shall elect one representative. The combined Programs not contained within academic Departments shall elect one representative.

The Chair and the Secretary of the Board shall be elected annually by the Senate from among the members of the Board.

2. Terms. Members shall be elected for two year terms. Approximately half of the members shall be elected each year. No member may serve more than three terms consecutively.
3. Duties and Procedures:
  - a. The Grievance Board shall promptly hear any grievance case brought to it by any member of the Faculty. The grievances may relate to individual rights, benefits, working conditions, appointment, tenure, promotion, reassignment, but shall not be limited to these.
  - b. After hearing the case, the Board shall recommend action on the matter to appropriate persons or bodies. A report on the Board's recommendations shall be sent to the grievant, with copies to the Dean and the President of the Faculty Senate.

#### IV. School of Engineering and Technology Senate

A. Membership of the Senate. The Senate shall be composed as follows:

1. The Vice President-Indianapolis and the Vice Chancellors of IUPUI as *ex officio*, non-voting members.
2. The Dean of the School of Engineering and Technology of IUPUI.
3. Members elected from academic units as established by apportionment of the Faculty. In calculating appointment, the Senate shall count faculty members with joint appointments as a percentage based on the portion of their work assigned to a Department of the School of Engineering and Technology. Academic Programs not contained within academic Departments will have at least one representative each.

Each Department and Program not contained within an academic Department will have at least one Senator. The total number of Senators per Department or Program not contained within an academic Department will be determined as listed in the table below. Partial appointments which when totaled add up to a non-integer number shall be rounded up to the next whole number.

Number of full-time, non-visiting faculty members in a Department or Program	Number Senators	of
1-4	1	

5-8	2
9-12	3
13-16	4
17-20	5
21-24	6

4. Eligibility. Any member of the Faculty.

B. Election of Senators.

1. The normal term of an elected Senator shall be two years, beginning at the start of the academic year following his election. No elected Senator shall be eligible for more than two consecutive terms.
2. Annual elections shall take place in the month of March.
3. Elected Senators shall be chosen by secret vote within each Department or Program not contained within an academic Department.
4. Each Department or Program not contained within an academic Department will elect a substitute member each year that may represent the Department or Program in the absence of an elected Senator. This person will have the full rights of a Senator for that meeting.

C. Recall.

1. In the case of a Senator who absents himself unduly, the Senate may petition the Department or Program from which he is serving to recall the Senator and elect another. To pass a recall petition, the affirmative vote by secret ballot of two-thirds of the Senators present at a regular meeting shall be required.
2. An academic Department or Program not contained within an academic Department may recall a representative at any time. Half of the members of the Department or Program shall ask the Senate in writing to initiate such action.

D. Meetings and Operation of the Senate.

1. Meetings.

- a. Regular meetings of the Senate will normally be held on the second Tuesday, convening at 11:00 a.m., each month, September through May (omitting January). The date of the regular meeting may under unusual circumstances be changed by action of the Agenda and Administrative Advisory Committee. Changes are to be announced at least one week in advance of the actual date of the meeting.
  - b. The Senate may be convened for special sessions by:
    - i. the Dean of the School of Engineering and Technology; or
    - ii. the Agenda and Administrative Advisory Committee; or
    - iii. upon petition of 25 percent of the Senate; or
    - iv. in the case of rejection of an action taken by the Senate when 15 percent of the faculty members so petition.
2. Operation.
- a. Presiding Officer. The presiding officer of the Senate shall be the President of the Faculty Senate.
    - i. Short-term.
      - a) If the President is unable to preside, the President-Elect shall preside.
      - b) If the President-Elect is unavailable to preside, the President can designate a substitute.
    - ii. Long-term.
      - a) If the President is unable to complete a term, for whatever reason, the President-Elect shall serve as Interim President for the remainder of that term and then shall serve his/her elected term.
      - b) If the President-Elect is unable to complete a term, for whatever reason, the President can designate an Interim President-Elect for the remainder of that term.

- b. Sergeant-at-Arms. The presiding officer of the Senate shall select a member of the Faculty to act as Sergeant-at-Arms for the Senate. The Sergeant-at-Arms shall separate faculty visitors from voting members of the Senate, control the presence of persons not authorized to attend Senate meetings, and carry out instructions of the Senate or its presiding officer during each meeting.
- c. Parliamentarian. The presiding officer shall each year name the parliamentarian of the Senate for a year beginning with the fall semester. The business of the Senate shall be transacted according to *Robert's Rules of Order*.
- d. Secretary. The presiding officer shall appoint a secretary whose duties shall be to keep and distribute accurate minutes of Senate meetings.

3. Quorum.

Fifty percent of the members of the Senate shall constitute a quorum. During the absence of a Senator, only the official Department or Program Alternate member shall be permitted to serve in accordance with the procedures stated in the bylaws.

4. Attendance at Meetings.

Meetings of the Senate will normally be open to all faculty members, as observers, and to other persons invited to attend by the Agenda and Administrative Advisory Committee or the presiding officer. The presiding officer, at any time, may grant a faculty member who is not a Senator the privilege of the floor upon his or her request.

5. Order of Business.

The normal order of business at each regular meeting of the Senate shall be as follows:

- a. Call to Order
- b. Approval of Minutes of Last Meeting
- c. Acceptance of the Agenda
- d. Report of Officers
- e. Special Business for the Day

- f. Reports of Committees
  - g. Other Business
  - h. Memorial Resolutions
  - i. Adjournment
6. Agenda.

The agenda for a regular meeting of the Senate, as prepared by the Agenda and Administrative Advisory Committee, shall be distributed to the members of the Faculty at least five days before that meeting. In the case of special meetings, the agenda shall be available to members of the Faculty at least two days before that meeting. The agenda shall indicate what Senate documents are to be dealt with, what committees are to report, and what petitions are to be presented. Allotments of time for presentation of reports or documents may be indicated at the discretion of the Agenda and Administrative Advisory Committee. The agenda prepared by the Agenda and Administrative Advisory Committee may be modified by the Senate by consent or by a majority vote.

7. Reports and Documents.

Normally, all matters brought before the Senate shall be in the form of a numbered report, if for information, or of a numbered document, if for action. Each proposed action shall be presented in a standard format which carries a document number, date, subject, and source, references as appropriate and intended disposition. Committee reports shall list the names of the committee members with an indication of their respective vote.

In preparing documents for Senate consideration that involve a change of regulations, documents shall clearly show a comparison of the existing and proposed new regulations.

8. Voting.

Decisions of the Senate shall be determined by a majority vote of those Senators present and voting, unless contrary requirements are specified elsewhere in these Bylaws or in the Constitution of the Faculty. The President and President-Elect do not vote.

Upon all occasions when a majority vote is not apparent after oral voting, any member may call for a vote by show of hands, and the presiding officer shall honor that request.

In the event of a tie vote, the President-Elect shall vote in order to break the tie.

Any member of the Senate may request that the vote on any issue be taken by secret written ballot. This request shall be granted without debate.

When two or more persons have been nominated for the same elective position, the vote shall be by written ballot.

At least 60% of the voting members of the Senate shall hold tenured or tenure eligible appointments.

#### 9. Implementation of Senate Actions.

The Dean of the School of Engineering and Technology shall be responsible for taking the immediate actions called for by decisions of the Senate. He shall report actions taken at the next meeting of the Senate.

#### 10. Minutes.

The minutes of each meeting shall be distributed to members of the Faculty with the agenda for the following meeting of the Senate.

### E. Standing Committees of the Senate.

All committees of the Senate shall be directly responsible to the Senate.

The terms of committee membership shall begin on August 1. Election of committee members for the following academic year shall take place prior to April 15. Election of committee chairs by the Senate shall take place at the May meeting of the Senate.

Each standing Senate committee shall keep written minutes and report to the Senate at its request or at the request of the Agenda and Administrative Advisory Committee. Annually, each standing committee shall submit a written report to be distributed to the Faculty.

Programs not contained within academic Departments will be combined as one entity for purposes of representation on standing committees that require one representative from each Department.

Vacancies on school-wide elected committees or boards that arise prior to the next election cycle shall be filled by an eligible nominee (i.e. a faculty member from Engineering, Technology or the combined Programs as previously

represented by the vacating member) who received the next highest number of votes for the position occupied by the vacating member. Should this nominee be unwilling or unable to serve, this process will continue until the election list is exhausted of eligible nominees, at which point the presiding officer will offer an eligible nominee to the Faculty Senate. A majority vote will be required to confirm the selection of this new committee or board member who will serve until the next election cycle.

1. The Agenda and Administrative Advisory Committee.

- a. Membership. The Agenda and Administrative Advisory Committee shall consist of the President of the Faculty Senate, who shall serve as chair of the committee; the chairs of standing committees; and the Dean, who shall be a non-voting member. The Secretary of the Faculty Senate shall serve as secretary of the committee. When chairs of standing committees are unable to attend meetings of the Agenda and Administrative Advisory Committee, they shall designate a member of their committee to attend meetings and act on their behalf.
- b. Meetings. Meetings of the committee may be called by the President of the Faculty Senate, by the Dean, or by petition of a majority of the members of the committee. By majority vote, the Senate may direct the President of the Faculty Senate to call a meeting of this committee.
- c. Duties and Responsibilities.
  - i. The Agenda and Administrative Advisory Committee shall propose for Senate approval the agenda for every session of the Senate. It shall insure the distribution of the agenda to each member of the Senate.
  - ii. This committee shall assist the Dean in selecting the dates for and in preparing the agenda of convocations of the Faculty.
  - iii. The committee shall schedule annual reports of the standing committees of the Senate.
  - iv. The committee shall receive communications from any Faculty member or group of Faculty members who wish to present any proposal before any meeting of the Senate. The committee shall take appropriate action to bring the proposal before the Senate.

- v. If a proposal is referred to a Senate committee or Faculty board for study, the committee(s) or board(s) concerned shall submit their recommendations concerning the proposal, together with the proposal in its proposer's original or amended form, to the Agenda and Administrative Advisory Committee within thirty days of referral. This committee will be required, unless the proposer desires otherwise, to place the proposal and any committee recommendations regarding the proposal on the agenda of the next regular meeting of the Senate.
- vi. This committee may enable representatives of the student body to present their recommendations at appropriate times to the Senate for consideration and action.
- vii. This committee should arrange for attendance at the appropriate Senate meeting of any person or persons who may have special resources that might aid the Senate in its deliberation on specific agenda issues.
- viii. This committee shall coordinate the activities of the committees of the Senate on common, related, or interdependent matters.
- ix. This committee shall advise the administration on matters of concern to the University.
- x. This committee shall assist the Dean in implementing the Senate's decisions.
- xi. This committee shall act for the Senate in emergency situations when time does not permit Senate action.
- xii. This committee shall act for the Senate during the summer when a quorum of the Senate may not be available.

Decisions of the Agenda and Administrative Advisory Committee under the provisions of xi and xii above shall be held to a minimum, and at the first Senate meeting to follow, the committee shall report such actions to the Senate, which by a majority vote may reverse or alter such decisions at that meeting or the one following.

## 2. Nominations Committee.

- a. Membership. The Nominations Committee shall consist of one Faculty member elected by the Faculty of each Department and one Faculty member elected from the combined Programs not contained within academic Departments.
- b. The chair of the committee shall be elected annually by the Senate from the members of the committee.
- c. Terms. Members shall serve two-year terms. Approximately half of the members shall be elected each year.
- d. Duties and Responsibilities.
  - i. This committee shall aid the Dean in selecting Faculty to serve on Administrative Committees.
  - ii. This committee shall nominate faculty members for positions elected by the Faculty of the School of Engineering and Technology: President of the Faculty Senate, School representatives to the IUPUI Faculty Council, faculty members of the Student Affairs Committee, the members of the Constitution and Bylaws Committee, and members of the Budgetary Affairs Committee. This committee shall also nominate other representatives the Faculty is called upon from time to time to select.
  - iii. This committee shall establish election procedures and certify the results to the Senate and the Faculty.
  - iv. This committee shall solicit from each Department the names of members elected to the Unit Promotion and Tenure Board, the Grievance Board, the Nominations Committee, the Faculty Affairs Committee, the Resources Policy Committee, and the Undergraduate Education Committee.

- v. This committee shall nominate faculty members to serve as chairs of standing committees for election by the Senate, as provided in Section IV, E of these Bylaws.
- vi. This committee shall maintain records of membership of Faculty boards and Senate committees and establish patterns of rotation of terms.
- vii. This committee shall archive election tallies for a minimum of two years.
- viii. This committee shall ascertain the number of Faculty in each Department as of February 1 of that academic year. This committee shall recommend the composition of academic groups for representation to the Senate on the basis of assignment. At the February meeting of the Senate each year, this committee shall recommend to the Senate for its approval the number of Senators to represent each academic group for the following academic year.
- ix. This committee shall annually solicit from the Faculty information concerning Faculty preferences and qualifications for committee assignments.

### 3. Faculty Affairs Committee.

- a. Membership. The Faculty Affairs Committee shall consist of one Faculty member elected by each Department and one Faculty member elected from the combined Programs not contained within academic Departments.

The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be elected each year.
- c. Duties and Responsibilities. This committee shall review and advise the Senate on those matters which pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, collectively and individually. These matters include, but are not limited to, tenure and academic promotion, insurance and health program planning, academic responsibilities, standards of appointment and retention, professional development, faculty workload, salary policy, and policies regarding outside activities (consulting, intellectual property, patents/royalties, conflicts of interest) and sabbaticals/administrative leaves.

#### 4. Student Affairs Committee.

- a. Membership. The Student Affairs Committee shall consist of five Faculty members elected by the Faculty – two from Engineering Departments, two from Technology Departments, and one from the combined programs not contained within academic Departments.

The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Members of the committee shall serve two-year terms. Approximately half of the members shall be elected each year.
- c. Duties and Responsibilities. This committee shall review and advise the Senate on matters having to do with the general social, cultural, and practical welfare of all students of the University. The major responsibility of the committee is to serve as a liaison between the Senate and the Student Council of the Purdue School of Engineering and Technology. Specific non-classroom matters of concern to this committee shall include, but not be limited to, intramural athletics, counseling, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, Student Government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, and any other matters which would enhance the University environment of the student for learning and living.

#### 5. Resources Policy Committee.

- a. Membership. The Resource Policy Committee shall consist of one Faculty member elected by each Department, one Faculty member elected from the combined Programs not contained within academic Departments, and an administrative representative appointed by the Dean who shall serve *ex officio* without vote. The committee may also invite representatives from related units (e.g., the library) to serve as non-voting members of the committee.

The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Elected members shall serve two-year terms. Approximately half of the members shall be elected each year.

- c. Duties and Responsibilities. This committee shall review and advise the Dean through the Senate on matters such as planning and optimal utilization of the physical facilities of the University, including buildings, scientific and other equipment, library, and educational aids. In addition, this committee shall conduct regular reviews of faculty development awards, school development awards, and staff awards and make recommendations regarding policies and procedures for these awards.

6. Undergraduate Education Committee.

- a. Membership. The Undergraduate Education Committee shall consist of one Faculty member elected by each Department, one Faculty member elected from the combined Programs not contained with academic Departments, and an administrative representative appointed by the Dean who shall serve *ex officio* without vote.

The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be elected each year.
- c. Duties and Responsibilities. This committee shall review and advise the Senate on matters such as improvement of instruction, grades and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admission, academic placement, the academic calendar, policies for scheduling classes, honors programs, general educational policy, general research policies, military training programs, and inter-Departmental and inter-institutional research and educational programs. The committee shall also review and recommend action on all new undergraduate course offerings; review and recommend action on all new undergraduate programs or degrees prior to proper administrative action; review and recommend action on the deletion of any undergraduate course, program, or degree; and coordinate all undergraduate curricula in the School of Engineering and Technology, reserving for Departments the right to act on curricular matters and alterations of programs and degrees.

7. Graduate Education Committee.

- a. Membership. The Graduate Education Committee shall consist of the chairs of the departmental graduate committees (maximum one per academic department), and an administrative representative appointed by the Dean who shall serve *ex officio* without vote. If a chair of a departmental graduate committee is unwilling or unable to serve, the affected department shall designate a replacement.

The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. If a departmental graduate committee chair chooses not to serve, a designee shall be elected each year by that department.
- c. Duties. This committee shall provide for the orderly functioning of the graduate programs offered by this Faculty and serve as liaison between this Faculty, the IUPUI Graduate Affairs Committee, and the Purdue University Graduate Council. The committee shall review and recommend to the Senate and the appropriate Council actions necessary to extend, develop, or change the pattern of graduate education. The committee shall coordinate all graduate curricula in the School of Engineering and Technology, reserving for Departments the right to act on curricular matters and alteration of programs and degrees.

#### 8. Constitution and Bylaws Committee.

- a. Membership. The Constitution and Bylaws Committee shall consist of five Faculty members elected by the Faculty – two from Engineering Departments, two from Technology Departments, and one from the combined Programs not contained within academic Departments.

The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be elected each year.
- c. Duties and Responsibilities. This committee shall review the Constitution and Bylaws of the Faculty from time to time, shall draft amendments to propose to the Senate for approval, shall consult with Faculty members who wish to propose amendments, and shall provide interpretation of the Constitution and Bylaws when needed. The committee shall monitor changes in IUPUI, IU, and Purdue University faculty governance documents and advise the Senate regarding such changes.

#### 9. Budgetary Affairs Committee.

- a. Membership. The Budgetary Affairs Committee shall consist of five Faculty members elected by the Faculty – two from Engineering Departments, two from Technology Departments, and one from the combined Programs not contained within academic Departments – and an administrative representative appointed by the Dean who shall serve *ex officio* without vote.

The chair of the committee shall be elected annually by the Senate from the members of the committee.

- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be elected each year.
- c. Duties and Responsibilities. This committee shall inform the Senate on budgeting procedures, points of potential faculty input into budgetary decisions, and other appropriate financial matters and shall advise the Dean through the Senate on budgetary matters affecting the academic mission of the School.

#### 10. Computing Resources Committee.

- a. Membership. The Computing Resources Committee shall consist of one Faculty member elected by the Faculty of each Department and one Faculty member from the combined Programs not contained within academic Departments. The administrator responsible for information technology will serve *ex officio* and without vote.

The chair of the committee will be elected annually by the Senate from the members of the committee.

- b. Terms. Members shall serve two-year terms. Approximately half of the members shall be elected each year.
- c. Duties and responsibilities. This committee shall review and advise the Dean and the School of Engineering and Technology's information technology services administrator on matters that concern planning, policies, and optimal utilization of computing facilities and resources within the school. This committee shall also address the coordination of computer services with the campus information technology entity.
- d. Frequency of meeting. This committee shall meet monthly or as needed during the regular academic year. These meetings shall be convened by the chair.

## V. Assurance and Assignment

Any and all members of the Faculty of the School of Engineering and Technology are assured of audience before any committee or board, provided that in addition to the opportunity to express verbally any concern, there is in writing (minimum of twelve copies) a proposal and/or resolution in proper form to be referred either to a committee, board, or to the Senate.

## VI. Amendments to the Bylaws

Amendments to the Bylaws of the Faculty consistent with the Constitution of the Faculty may be adopted by vote of two-thirds of those Senators present and voting at a regular meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting. If the proposed amendment is approved by a simple majority of those voting, but not by two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.