

# FACULTY CONSTITUTION FOR THE INDIANA UNIVERSITY SCHOOL OF MEDICINE

## **ARTICLE I. Name of Organization**

The name of the organization shall be the Faculty of the Indiana University School of Medicine (hereinafter called 'The Faculty').

## **ARTICLE II. Responsibility**

The Faculty shall have the primary responsibility for the teaching of the students. It shall also advise the Dean of the Medical School (hereinafter called "the Dean") on policies, regulations and procedures designed to achieve the educational objectives of Indiana University School of Medicine (hereinafter named "the Medical School").

## **ARTICLE III. Organizational Structure**

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

### **Membership of the Faculty Organization:**

The Dean shall identify the status of all Faculty members, their ranks and whether full-time, part-time or volunteer.

Voting members of this organization shall have all membership privileges. Individuals having full-time Faculty positions with the rank of Assistant Professor or higher shall be voting members. The term "full-time Faculty" includes all those whose professional activities are under the direct auspices and control of the Medical School. Full-time professional librarians in the Medical School shall be voting members. Faculty holding full-time non-tenure track Clinical Rank, Scientist Rank, and Lecturer Rank appointments shall be voting members.

Associate Members of this organization shall have all membership privileges except those of voting and holding elective office. Such associate members shall comprise all individuals having other than full-time Faculty positions.

### **Committees:**

1. The Steering Committee shall consist of the President and Secretary of the faculty (who will be its Chair and Secretary, respectively), the President-Elect, the Secretary-Elect, the Immediate-Past President, the Dean, a representative from the Faculty-elected members of each Medical School Standing Committee, a representative from the IU School of Medicine Graduate Division, two representatives from the non-Indianapolis campuses, a representative from the IUPUI Faculty Council Executive Committee, a representative from the IU Faculty Council Executive Committee, and a representative from the IU Physician Practice Plan. The Steering Committee should meet at least ten times per year to conduct the necessary business of the Faculty.

**ARTICLE III: (continued)**

**Committees: (continued)**

2. Membership in Medical School Standing Committees:

There will be ten Medical School Standing committees that are listed below. The Faculty shall elect four members to each of them on as wide a representational basis as possible:

Academic Standards Committee

Admissions Committee

Biomedical Research Committee

Community Relations Committee

Education and Curriculum Council

Faculty Promotions and Tenure Committee

Lecturer and Clinical Rank Faculty Appointment Contract and Promotions Committee

Student Promotions Committee

Awards Committee

Faculty Development Coordinating Committee

and for any other Medical School Committees with the approval of the Dean and the Steering Committee.

Annually, the Steering Committee shall select one of the elected members of each of the above Medical School Committees to serve on the Steering Committee for two years. This representative will report actions of that Medical School Standing Committee as (1) verbal reports one or more times per year at Faculty Meetings and (2) written annual reports to be issued to each member of the Faculty with the minutes of the Annual Business Meeting.

3. The Nominations Committee shall consist of no fewer than five voting Faculty members appointed by the President of the Faculty to a one-year term. The President-Elect shall chair this committee.

4. Other Temporary Committees may be appointed by the President who shall specify their charges, membership and chair. They shall report to the Faculty on completion of their charges. The tenure of all such committees shall automatically lapse each July 1st.

### **ARTICLE III: (continued)**

#### **Unit Representatives to the IUPUI Faculty Council:**

The School of Medicine shall provide Unit Representatives to the IUPUI Faculty Council in the number as determined annually by that Council. The President, President-Elect, Secretary and Secretary-Elect of the Medical School Faculty shall serve as Unit Representatives to the IUPUI Faculty Council, provided that they are eligible by the IUPUI Constitution for such office, and will not otherwise be serving as members of that body. The Faculty during the annual election will elect the remainder of the needed representatives. Faculty from the School of Health and Rehabilitation Sciences will not vote for these IUPUI Faculty Council Representatives since they have separate representation to that body.

#### **Unit Nominees to the University Faculty Council:**

The Nominations Committee shall recommend and the Steering Committee shall designate two candidates for IUPUI at-large representative to the University Faculty Council. The Secretary shall send a letter nominating these candidates to the IUPUI Faculty Council Secretary no later than December 31st.

### **ARTICLE IV. Faculty Elections**

Voting Faculty members may nominate candidates for President-Elect, Secretary-Elect, or Faculty-elected membership of Medical School Standing Committees, and Unit Representatives to the IUPUI Faculty Council. Candidates must be voting Faculty members. Their nominations must be submitted in writing to the Secretary on or before November 10th each year. If, after November 10th, there are fewer candidates than vacant elective positions for any office or committee, the Nominations Committee, with the concurrence of the Steering Committee, shall nominate additional candidates (with their consent as above) to bring the number up to at least one more than the number of vacant elective positions in each category. The final list of candidates for each position shall be circulated to the Faculty for election by mail or electronic ballot of voting Faculty members during the first part of December, with ballots to be returned no later than December 15th. The results of the election of Unit Representatives shall be validated by the Secretary of the IUPUI Faculty Council on or before March 1st. All election results shall also be validated at the Annual Business Meeting.

Voting members of non-Indianapolis campuses may nominate candidates for Faculty Steering Committee membership. Their nominations must be submitted in writing to the Secretary on or before November 10th each year. If, after November 10th, there are fewer candidates than necessary, the Nominations Committee, with the concurrence of the Steering Committee, shall complete the slate. The final list of candidates shall be circulated for the vote by mail or electronic ballot to the Faculty of non-Indianapolis campuses only. The results of the election shall be validated at the Annual Business Meeting.

## **ARTICLE V. Terms of Office and Duties**

The President-Elect and Secretary-Elect shall hold this position for one year commencing July 1st and shall become President and Secretary respectively during the second year following their election.

The term of the elected office for Faculty members shall be one subsequent year for President and Secretary and two consecutive years for membership in any one Medical School Standing Committee. Two members shall be elected yearly to each Medical School Standing Committee to replace those whose tenure lapses.

The term of office for the representatives from the non-Indianapolis campuses shall be two years. The two representatives shall be elected in alternate years and shall be from different campuses. To facilitate rotation of representation, election of a faculty member from a campus shall render the Faculty of that campus ineligible for this position in the subsequent three annual elections. It shall be the particular duty of the elected representatives to communicate the concerns of the Faculty at the regional centers to the Steering Committee.

A voting member of the Faculty may hold only one elective position within the Medical School, but may serve simultaneously on the IUPUI Faculty Council and/or the all University Faculty Council.

The Dean, Associate and Assistant Deans of the School are ineligible for elective office.

### **Unexpired Terms:**

The President shall appoint voting Faculty members to fill any vacancies arising in Faculty-elected positions. Such appointments shall be effective until the next Faculty elections, when the Faculty shall elect a voting Faculty member to serve any unexpired part of the term.

The President shall chair Faculty and Steering Committee Meetings. In the President's absence, the President shall delegate this authority to another member of the Steering Committee. The meetings shall be conducted according to Robert's "Rules of Order" except as provided otherwise in this Constitution and By-Laws. The President on assuming office may appoint a Parliamentarian to serve for one year.

The Secretary, in addition to duties given elsewhere in this Constitution, shall conduct correspondence and keep minutes for the Faculty and Steering Committee meetings.

## **ARTICLE VI. Faculty Meetings**

Fifty voting members of the Faculty shall constitute a quorum.

Regular Meetings shall be held at least two times a year. One of these shall be an Annual Business Meeting to be held during the Spring of each year to validate the election of a President-Elect, Secretary-Elect, two members of each Medical School Standing Committee, the Unit Representatives to the IUPUI Faculty Council, and those

## **ARTICLE VI: (continued)**

elected to complete unexpired terms of office. This meeting shall also consider reports from the Steering Committee spokesperson of the Faculty-elected members of each standing Medical School Committee and from the Dean.

Special Meetings shall be called within thirty days of the receipt by the Secretary of a petition from twenty-five members of the Faculty. Special Faculty meetings shall consider the business detailed in the Faculty petition. The President or the Dean may also direct the Secretary to call a Special Faculty Meeting to discuss stated specific business.

Notification of Meetings: The Secretary shall notify all members of the Faculty at least one week in advance by circulating an agenda by mail or electronic media, and the time and place of each Faculty meeting. The Secretary shall also issue minutes of each meeting.

Agenda for Meetings: To place new business on the agenda, a Faculty member should give notice to the Secretary at least two weeks before the meeting concerned and such notice shall be in writing.

## **ARTICLE VII. Amendments to the Constitution**

Proposed amendments to the Constitution must be submitted to the Secretary of the Faculty at least fourteen days before a Faculty meeting. The proposed change shall appear on the agenda for the Faculty Meeting at which it is to be discussed. Approval of an amendment to the Constitution requires at least two-thirds affirmative votes of those responding in a mail or electronic ballot of voting Faculty members to be conducted with the next annual elections.

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Adopted November 11, 1970.

Amended 4/29/71; 5/16/73; 3/8/77; 5/25/81; 5/9/85; 4/27/88; 4/26/89; 5/17/00; 3/1/01; 5/20/03; 5/16/06.