

Indiana University-Purdue University Indianapolis
Indianapolis Faculty Council (IFC)
Minutes
April 5, 2017 ~ Campus Center Room 405 ~ 3-5 p.m.

Faculty and Guests Present: Doug Acheson, Kacy Allgood, Rachel Applegate, Leslie Ashburn-Nardo, Simon Atkinson, Mark Bannatyne, Tina Baich, Ed Berbari, Amy Blevins, Janice Blum, Ben Boukai, Boyd Bradshaw, Brian Brewer, Camy Broeker, Angela Bruzzaniti, Dwight Burlingame, Ken Carow, Andrea Copeland, Ken Carow, Cornelis De Waal, Jeff Dean, Rebecca Dixon (alt: Chen Lin), Gregory Druschel (alt: Kathy Licht), Joseph Dynlacht, Rob Elliott, Christine Fitzpatrick, Mary Ann Frank, Amanda Friesen, Janice Froehlich, Andy Gavrin, Gina Gibau, Anita Giddings, Philip Goff, Charles Goodlett, Claudia Grossman, Joan Haase, John Hassell, Jennifer Herron, Jay Hess (alt: Stephen Bogdewic), Andy Hudmon, Robin Hughes, Stephen Hundley, Benjamin James (alt: Matthew Landman), Josette Jones, Kevin Jones, Jim Klenner (alt: Barb Hanes), Mark Kaplan (alt: Simon Conway), Sarah Koskie, Daniella Kostroun (alt: Amber Comer), Mosopefoluwa Ladapo (alt: Laura Hoseh), Alan Ladd (alt: Elizabeth Whipple), Wei Li, Jane Luzar, Joyce Mac Kinnon, Lindsey Mayo (alt: Yan Liu), Marc Mendonca (alt: Brittney-Shea Herbert), Willie Miller (alt: Paul Moffett), Robert Minto, Miriam Murphy (alt: Susan deMaine), Megan Musgrave, Sophie Paczesny, Kristi Palmer, Megan Palmer (alt: Matthew Holley), Amir Pasic (alt: Patrick Rooney), Nasser Paydar, Tod Perry (alt: Sasha Fedorikhin), Lynn Pike (alt: Robert Aponte), Rebecca Porter, Rick Ralston (alt: Erin Foster), Stephen Randall (alt: Theodore Cummins), Simon Rhodes, Dan Rusyniak (alt: Travis Jerde), Jim Scheurich, Li Shen (alt: Tim Corson), Jodi Smith, Deborah Stiffler, Sean Stone, Kate Thedwall, Thomas Upton, Mark Urtel, John Watson, Jeff Watt, Ron Wek, Clark Wells, Marianne Wokeck, Emily Wren, Frank Yang, Michael Yard, and Michelle Yip-Schneider (alt: Jerry Young)

Members Absent: Gregory Anderson, Rafael Bahamonde, Robert Barr, Andy Barth, Terri Bourus, Thomas Davis, Valerie Eickmeier, Jennifer Embree, Anthony Firulli, James Gladden, Raymond Haberski, Paul Halverson, Reinhold Hill, Erik Imel, Richard Jackson, Jeremiah Jagers, Kathy Johnson, Andy Klein, Leonidas Koniaris, Joan Kowolik, David Lewis, Suzann Lupton, David Malik, Miriam Murphy, Bethany Neal-Beliveau, Jim Nehf, David Nelson, Robin Newhouse, Bill Orme, Mathew Palakal, Michael Patchner, Christine Picard, William Potter, Taylor Rhodes, Lilliard Richardson, Eva Roberts, David Russomanno, Saba Siddiki, Ross Silverman, Peggy Stockdale, David Stocum, Joseph Unthank, Ruben Vidal, Diane Von Ah, John Williams, Jr., L. Jack Windsor, Hiroki Yokota, Ayoun Yoon, and Domenick Zero

Agenda Item I: Welcome and Call to Order

IUPUI Faculty Council Vice President Jeff Watt called the meeting to order.

Agenda Item II: Adoption of the Agenda as the Order of Business for the Day

The Agenda was adopted as the Order of Business for the Day.

Agenda Item III: [Information Item] Organizational Development at IU

Martie Adler, Associate Director, Talent and Organizational Development
Rocca Mazza, Consultant, Organizational Development

Adler said organizational development (OD) is a planned effort to increase organizational effectiveness and organizational health using behavioral health methodologies. When communication issues arise between staff/faculty, faculty/faculty, and staff/staff, the OD team is available to consult with you, help pinpoint the cause, and suggest ways to improve communication. Understanding your organization's culture will help build trust within the department and setting clear expectations build a sense of security. There is no charge to use the service that is paid for and funded by the university. A question was asked about whether the service extended to the Columbus campus? Adler responded that it did.

Agenda Item IV: Updates/Remarks from the Chancellor

Nasser Paydar, Indiana University Executive Vice President and Chancellor of IUPUI

Paydar reported on the following:

- Search for Dean of the School of Health and Rehabilitation Sciences: The chosen candidate declined the offer after negotiation. Paydar and EVC Johnson met with school faculty and staff regarding next steps. Becky Porter agreed to extend her time as interim dean.
- President Trump's Proposed Budget: The proposed budget includes a decrease to the National Institute of Health budget as well as work-study, Pell grants, National Science Foundation, and others. Paydar has never seen a budget by the U.S. government approved as the President wishes, and it is hoped that the same remains true this time. The university office in DC is working hard against the loss of the programs outlined.
- Campus Conversations: The members of the Budgetary Affairs Committee and Campus Planning Committee have submitted a report of the findings from the Campus Conversations.
- Welcoming Campus Initiative: Five task forces were formed to review what it takes to make the campus welcoming, and many recommendations were received. Schools were asked to submit proposals on how to spend funds set aside for these recommendations and 50 have been received. Work has already begun on some of them.
- R&R: West Street utilities repair will be complete by August. Work has begun to make sure all classrooms have locks. Fifteen classrooms will also be renovated over the summer.
- IUPUI Anchor Housing Initiative: He referred to the appended flyer. The program assists full-time employees of the university who earn up to a certain income levels with the purchase or improvement of a home in the communities of Near West/River West, Riverside, and Ransom Place.
- The campus will host a U.S. citizen naturalization ceremony on April 27, at 10 a.m., in the Hine Hall Auditorium.
- Commencement is on May 14, at Lucas Oil Stadium. Tamika Catchings, former WNBA player for the Indiana Fever, will be the Commencement speaker.

Agenda Item IV: Updates/Remarks from the IFC President

Rachel Applegate, IUPUI Faculty President

Applegate reported on the following:

- The University Faculty Council (UFC) met on March 28. The legislative lobbyist for IU attended and reported on what they are doing on behalf of the university in Washington. President McRobbie distributed a statement on the legislative priorities. There are many things they care about, but they have to focus their efforts. News from the state looks positive with revenue forecasting. Performance funding is very helpful in that regard. The UFC and committees are looking at the Research Misconduct Policy. A few more issues need to be worked out, but will come back up for a vote. The UFC has an action list that will be held onto from year to year for consistency. At the State of the Campus address by Provost Lauren Robel (IUB), some student protestors blocked her view to the audience with a sheet. It was a shutdown of communication/discourse. President McRobbie was not happy with this situation and the campus is working on these issues.

Agenda Item VI: [Action Item] Statement in Support of the Safety and Wellbeing of IU Students, Faculty, and Staff

Rachel Applegate

The IFC Executive Committee moved to approve the following:

Indiana University leadership, including President McRobbie, Chancellor Paydar, and the Indiana University Board of Trustees, have issued statements in support of the safety and

wellbeing of Indiana University students, staff and faculty in light of concerns about immigration enforcement, privacy, and personal safety.

- “At Indiana University, we embrace openness to the world.” President McRobbie, 1/27/2017; Board of Trustees 2/3/2017
- The IU Office of International Services has a webpage that centralizes assistance with regard to student visas, faculty/staff/visitor visas, and DACA and undocumented students. <https://ois.iu.edu/visas/immigration-updates.html>
- “At IUPUI, we remain unwavering in our commitment to ensuring a welcoming, safe, civil, and inclusive community for all of our students, faculty, and staff. We recognize the absolute necessity of a diverse and inclusive community to an excellent education and welcome all IUPUI students, regardless of their background or country of origin.” Chancellor Paydar

The Indianapolis Faculty Council fully embraces the mission of being a welcoming academic community. We resolve to:

- protect the privacy of our students and colleagues
- encourage the civil exchange of ideas on political, cultural and human issues
- stand against expressions and acts of hatred or bigotry

We stand with the trustees, the president, and the chancellor in our support of student success.

Discussion opened with Scheurich (Education) opposing the statement by the EC as he felt it was a statement from the administration, not from the faculty. He proposed a statement to the EC, but there was no consultation back to him on revising the statement and voiced that this was not collegiality. He felt the university should bring in DACA students and Muslims to the faculty body to hear what they are experiencing and that the document by the EC should be reconsidered.

There was no further discussion. Since the motion came out of committee, no second was needed. A vote was taken and the motion passed (53 yes; 12 no; 5 abstain).

Agenda Item VII: [Action Item – Vote] Task Force Recommendations for Non-Tenure-Track Faculty Serving on the IFC

Circular 2016-04-1 appended to the minutes.

Applegate began the discussion by answering the questions that were submitted to the IFC:

1. Are there limitations on the representation by any one school?

Answer:

IUPUI Constitution and Bylaws:

--No limitation on IFC seats.

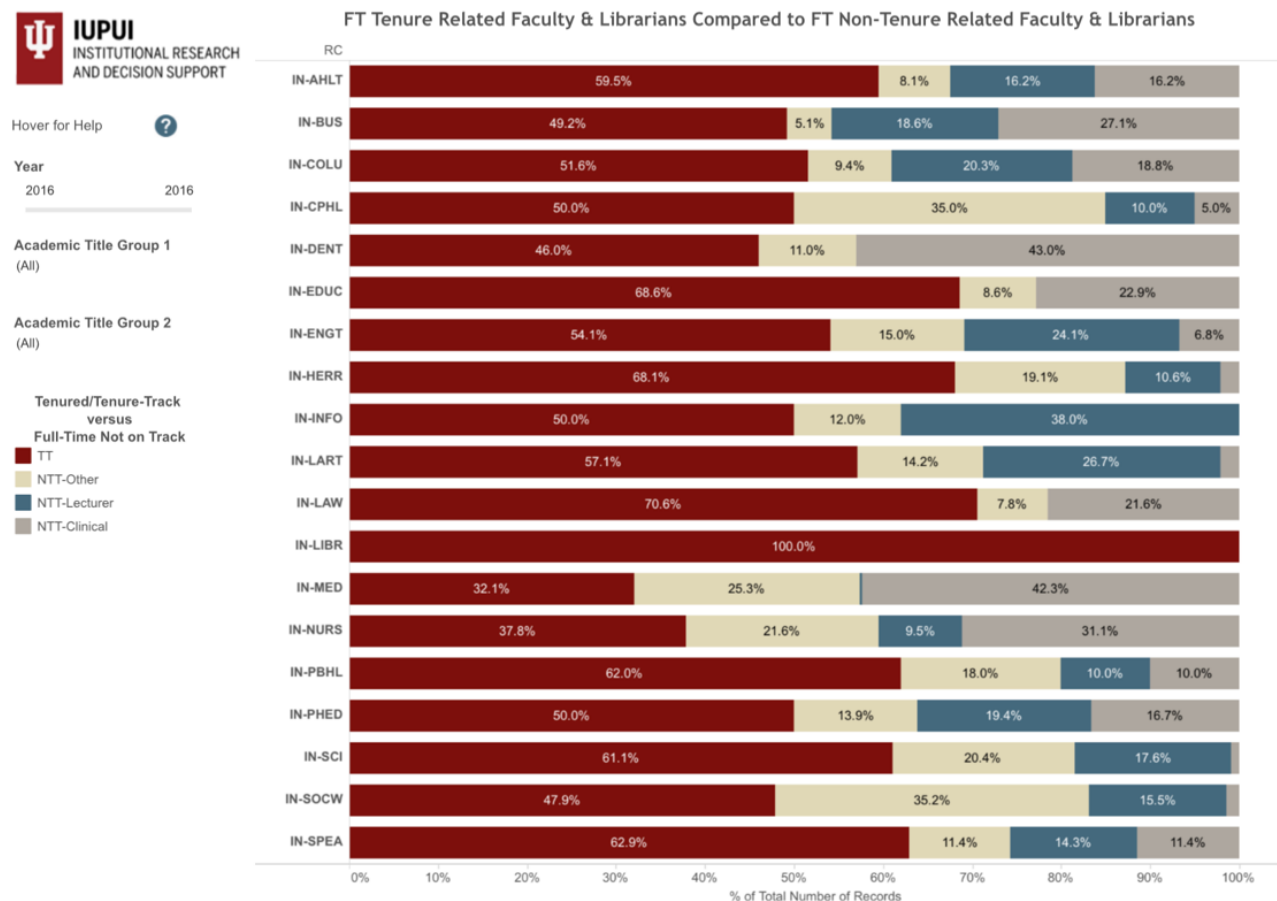
--Limit of 40% for any one school, for IUPUI seats on the University Faculty Council [In IUPUI C&B. Not specified in the IU Faculty Constitution.]

--Limit of 50% (“a majority shall not be from the same unit”) on any one IFC standing committee

--Limit of 1 member (or 2 for IUSM) on the Executive Committee

2. What are the current percentages of NTT faculty, by school?

From the IUPUI Decision Support webpage, March 2017



3. What will be the change in numbers of NTT faculty at the IFC?
2016-2017

Answer: If we use N=74, then

38 unit representatives: 1 each school except for:

- 2, Engineering & Technology
 - 2, Science
 - 3: Liberal Arts
 - 16: School of Medicine
- 38 at-large TT representatives
10 at-large NTT representatives

| | |
|---------|---|
| Current | 38 school representatives (all TT) 38 at-large TT 10 at large NTT |
|---------|---|

| | |
|---|---|
| | = 76 TT, 10 NTT = 86 total |
| Minimum NTT <i>Each unit selects only TT as unit reps.</i> | 38 school representatives (all TT) 38 at-large Representatives, of which 15 at-large NTT (to reach 40% of 38 seats) 23 at-large TT Totals: TT: 38 school, 23 at-large NTT: 0 school, 15 at-large = 61 TT, 15 NTT = 76 total |
| Maximum NTT <i>Each unit selects maximum NTT for its unit reps.*</i> | 38 school representatives*** 29 NTT 9 TT 38 at large. 1 NTT 37 TT = 46 TT, 30 NTT = 76 total |

***Schools that have only 1 seat (n=15) all select NTT. Schools with multiple seats (SLA, Science, E&T) divide evenly = 4 TT, 3 NTT. IUSM divides 30% TT (5) and 70% NTT (11), based on 2016 headcount proportions.

4. How would the IFC-EC adjust *at large* seating in order to create the required end result (not to exceed 40% NTT)?

Answer:

By the amendment, the proportion will always be at least 46 TT and at most 30 NTT (for 76 seats), set by University Policy ACA-18 (Regulation of Clinical and Lecturer Appointments, as well as IU Constitution). Pragmatically, because at large depends on school elections, the Constitution and Bylaws Committee will need to propose workable language, e.g. using the previous year's representation numbers. IFC at large elections will contain two pools (NTT and TT) and the top vote getters will be seated, according to the total seats in that category.

5. How are "full time faculty" counted, registered?

Question arises out of concern over clinicians who may have limited involvement in IU/IUPUI.

Answer:

1. Defining people who are at least 75% IU faculty employees is sometimes difficult.

2. Within-IUSM changes from TT to NTT lines has at most a 3-seat change for IFC seating. *If IUSM headcount is all NTT, they would elect their 16 seats from all NTT, vs. 4 TT and 9 NTT at present.*

| | |
|---|---|
| Maximum NTT <i>Each unit selects keeps 1 TT and all the other seats for NTT for its unit reps;</i> | 38 school representatives 19 NTT 19 TT 38 at large. 11 NTT 27 TT = 46 TT, 30 NTT = 76 total |
|---|---|

Watt opened the floor for discussion. Discussion included and approval for increased representation, but not with the current motion; support of collaboration, but the proposal does not strengthen research collaboration and may weaken the structure; clinical track faculty in medicine understand the missions of teaching, research, and service and are just as rigorous in these areas as other faculty, yet they cannot participate on the council; NTTF faculty are able to serve on IFC committees where most of the work is done, yet they cannot serve on the full council; School of Medicine branding and reporting is different; and confusion over what constitutes a full-time appointment.

Discussion was closed and a vote taken. The motion did not pass (29 yes, 42 no, 1 abstain). A motion was made and seconded to destroy ALL ballots. The motion passed.

Agenda Item VIII: Call for IFC or UFC Standing Committee Reports

- Academic Affairs Committee: Mark Bannatyne, chair, moved to approve the appended “Academic Standing Policy: Probation, Dismissal, Reinstatement (PDR).” A vote was taken and the proposal passed (63 yes; 0 no; 5 abstain).
- Faculty Affairs Committee: Marianne Wokeck, chair, reported on the following:
 - [Action Item-VOTE]: The committee moved to approve the appended proposal for the creation of an IUPUI Ombudsteam. A vote was taken and the proposal passed unanimously.
 - Professor of Practice: This item was not tabled, but sent back to the committee where they are reviewing questions received.
- Faculty Guide Committee: Kim White-Mills, chair, said the committee meets twice a year. Their work is guided by the work of the IFC. The committee will act on the documents up for approval at this meeting for placement into the Faculty Guide.
- Constitution and Bylaws Committee: Judy Wright, chair, presented the appended motions from the committee (PowerPoint presentation also appended). The motions will come back to the council for a vote at the May meeting.

Agenda Item IX: Election Results and Election Slates

[Action Item] Election Results for the Faculty Grievance Advisory Panel, Board of Review Pool, and At-Large Representatives (Tenure Track and Non-Tenure-Track);

Election Results: Faculty Grievance Advisory Panel

Term: February 1, 2017, through January 30, 2019

Number to Elect: 3

| Last Name | First Name | Rank | School | Department Description |
|------------------|-------------------|-------------|---------------|-------------------------------|
| Goff | Philip | Tenured 01 | Liberal Arts | Religious Studies |
| Mendonca | Marc | Tenured 01 | Medicine | Radiation Oncology |
| Schild | John | Tenured 02 | E&T | Biomedical Engineering |

Election Results: Board of Review Pool

Term: February 1, 2017, through January 30, 2019

Number to Elect: 10

| Last Name | First Name | Rank | School | Department Description |
|------------------|-------------------|-------------|---------------|------------------------------------|
| Belecky-Adams | Teri | TEN 02 | Science | Biology |
| Boyne | Shawn | TEN 01 | Law | Law |
| Dent | Alexander | TEN 01 | Medicine | Microbiology and Immunology |
| Goff | Philip | TEN 01 | Liberal Arts | Religious Studies |
| Humphrey | Richard | TEN L02 | Law | Law Library |
| Lahiri | Debomoy | TEN 01 | Medicine | Psychiatry |
| Li | Lei | TEN 02 | Science | Chemistry |
| Pavalko | Fred | TEN 01 | Medicine | Cellular and Integrated Physiology |
| Urtel | Mark | TEN 02 | PETM | Physical Education |
| Warner | Cheryl | TEN 02 | IUPUC | Science |

Election Results: At-Large Rep (Ten/Tenure Track)

Term: June 2017 through June 2019

Need to elect 21

| Last Name | First Name | Rank | | School | Department |
|---------------------|------------|------|-----|---------|------------|
| Agha | Anila | TEN | FT2 | IN-HERR | IN-HERR |
| Anton | Marta | TEN | FT1 | IN-LART | IN-LANG |
| Ashburn-Nardo | Leslie | TEN | FT2 | IN-SCI | IN-PSY |
| Berbari | Nicolas | NTK | FT3 | IN-SCI | IN-BIOL |
| Chernoff | Ellen | TEN | FT2 | IN-SCI | IN-BIOL |
| Cummins | Theodore | TEN | FT1 | IN-SCI | IN-BIOL |
| De Groot | Mary | TEN | FT2 | IN-MED | IN-MDEP |
| Goff | Philip | TEN | FT1 | IN-LART | IN-REL |
| Goodlett | Charles | TEN | FT1 | IN-SCI | IN-PSY |
| Hoffmann-Longtin | Krista | NTK | FT3 | IN-LART | IN-COMM |
| Mayo | Lindsey | TEN | FT2 | IN-MED | IN-PED |
| Mendonca | Marc | TEN | FT1 | IN-MED | IN-RAON |
| Miller | Willie | NTK | LT2 | IN-LIBR | IN-LIBR |
| Neal-Beliveau | Bethany | TEN | FT2 | IN-SCI | IN-PSY |
| Pollok | Karen | NTK | FT2 | IN-MED | IN-PED |
| Randall | Stephen | TEN | FT1 | IN-SCI | IN-BIOL |
| Roberts | Eva | TEN | FT1 | IN-HERR | IN-HERR |
| Sheeler | Kristina | TEN | FT1 | IN-LART | IN-COMM |
| Tezanos-Pinto | Rosa | TEN | FT2 | IN-LART | IN-LANG |
| Thorington Springer | Jennifer | TEN | FT2 | IN-LART | IN-ENG |
| Watson | John | TEN | FT2 | IN-SCI | IN-BIOL |

Election Results: At-Large Rep (Non-Ten/Tenure Track)

Term: June 2017 through June 2019

Need to elect 4 (1 for Clinical; 3 for Lecturer)

| Last Name | First Name | Rank Title | School | Department Description | Category for Election |
|------------------|------------|-----------------------|---------------------|------------------------|-----------------------|
| Angermeier | Lisa | Clinical Assoc. Prof. | PTEM | Physical Education | Clinical |
| Contino | Lisa | Senior Lecturer | Science | Psychology | Lecturer |
| Donahue | Kimberly | Senior Lecturer | Business | Business | Lecturer |
| Visovatti Weaver | Kathleen | Senior Lecturer | Health & Rehab Sci. | Health & Rehab Sci. | Lecturer |

[First Read] Election Slates for University Faculty Council, Executive Committee, and Nominating Committee

IUPUI Faculty Council: Slate for Executive Committee

Term: June 2017 through June 2019

Number to Elect: 4; Number to Slate: 8

| Last Name | First Name | Rank | School | Department Description |
|-----------|------------|------------------|------------------------------------|------------------------------------|
| Berbari | Ed | Ten Professor | Engineering and Technology | Biomedical Engineering |
| Comer | Amber | TT Asst. Prof. | Health and Rehabilitation Sciences | Health and Rehabilitation Sciences |
| Goff | Philip | Ten Professor | Liberal Arts | Religious Studies |
| Haug | Steve | Ten Professor | Dentistry | Prosthodontics |
| Kowolik | Joan | Ten Assoc. Prof. | Dentistry | Pediatric Dentistry |
| Mayo | Lindsey | Ten Assoc. Prof. | Medicine | Pediatrics |
| Mendonca | Marc | Ten Professor | Medicine | Radiation Oncology |
| Murphy | Miriam | Ten Assoc. Libr. | Law | Library |

| | | | | |
|---------|---------|------------------|----------------------------|-----------------------------------|
| Schild | John | Ten Assoc. Prof. | Engineering and Technology | Biomedical Engineering |
| Vidal | Ruben | Ten Professor | Medicine | Pathology and Laboratory Medicine |
| Windsor | L. Jack | Ten Professor | Dentistry | Biomedical and Applied Science |

*No two elected members of the committee shall be from the same academic unit, except from the School of Medicine, which may have two members: one each from the basic science and clinical departments.

IUPUI Faculty Council: Slate for Nominating Committee

Term: June 2017 through June 2019

Number to Elect: 3; Number to Slate: 6

| Last Name | First Name | Rank | School | Department Description |
|-----------|------------|------------------|------------------------------------|------------------------------------|
| Bourus | Terri | Ten Professor | Liberal Arts | English |
| Buse | Olguta | Ten Assoc. Prof. | Science | Mathematical Sciences |
| Idrees | Muhammad | Ten Assoc. Prof. | Medicine | Pathology and Laboratory Medicine |
| Li | Wei | TT Assist. Prof. | Health and Rehabilitation Sciences | Health and Rehabilitation Sciences |
| Lin | Jingmei | TT Assist. Prof. | Medicine | Pathology and Laboratory Medicine |
| Mendonca | Marc | Ten Professor | Medicine | Radiation Oncology |
| Vidal | Ruben | Ten Professor | Medicine | Pathology and Laboratory Medicine |

IUPUI Faculty Council: Slate for University Faculty Council

Term: February 1, 2017, through January 30, 2019

Need to elect 3; number to slate 6.

| Last Name | First Name | Rank | School | Department Description |
|-----------|------------|----------------------|---|---|
| Baich | Tina | Ten Assoc. Librarian | University Library | University Library |
| Jackson | Tambra | Ten Assoc. Prof. | Education | Education |
| Janga | Sarath | TT Assist. Prof. | Informatics and Computing | Informatics and Computing |
| Keith | NiCole | Ten Professor | Physical Education and Tourism Management | Physical Education and Tourism Management |
| Ladd | Alan | Ten Professor | Medicine | Surgery |
| Mesch | Debra | Ten Professor | Philanthropy | Philanthropy |
| Riner | Mary Beth | Ten Professor | Nursing | Nursing |
| Smith | Jodi | Ten Assoc. Prof. | Medicine | Neurological Surgery |
| Windsor | L. Jack | Ten Professor | Dentistry | Biomedical and Applied Dentistry |

Members Elected from Academic Units to Serve as Unit Representatives:

Members Elected to Represent Academic Units for 2017-19 (38 Elected Voting Positions)

Schools in **yellow** need to complete their elections.

Fairbanks School of Public Health (1)

6/17: Ross Silverman

Herron School of Art (1)

6/17: William Potter

IUPUI Columbus (vote allowed by IFC-EC at their 9-16-10 meeting) (1)

6/18: Kevin Jones

Kelley School of Business (1)

6/18: Tod Perry

Lilly Family School of Philanthropy (1)

6/17: Dwight Burlingame

Robert H. McKinney School of Law (1)

6/17: Jim Nehf

School of Dentistry (2)

6/18: Richard Jackson

6/18: Sean Stone

School of Education (1)

6/18: Jim Scheurich

School of Engineering and Technology (2)

6/18: Doug Acheson

6/17: Sarah Koskie

School of Health and
Rehabilitation Sciences (1)
6/17: Wei Li

School of Informatics and
Computing (1)
6/17: Ayoung Yoon

School of Liberal Arts (4)
6/18: Cornelis de Waal
6/18: Ray Haberski
6/18: Megan Musgrave
6/19: Lynn Pike

School of Medicine (13)
*Does not include non-voting
members.
6/18: Kacy Allgood
6/19: Brian Brewer
6/19: Patrick Gerety
6/19: Brittany-Shea Herbert
6/19: Matthew Holley
6/18: Erik Imel
6/18: Benjamin James
6/18: David Nelson
6/18: Megan Palmer
6/18: Dan Rusyniak
6/18: Ruben Vidal
6/19: Elizabeth Whipple
6/18: Frank Yang
6/18: Yar (Samantha) Yeap*

School of Nursing (1)
6/18: Joan Haase

School of Phys Ed & Tourism
Man (1)
6/18: Mark Urtel

School of Public & Environmental
Affairs (1)
6/17: Saba Siddiki

School of Science (3)
6/18: Greg Druschel
6/18: Robert Minto
6/19: Peggy Stockdale

School of Social Work (1)
6/18: Jeremiah Jagers

University Library (1)
6/18: Tina Baich

Agenda Item X: Question / Answer Period

There were no questions.

Agenda Item XI: Unfinished Business

There was no Unfinished Business.

Agenda Item XII: New Business

There was no New Business.

Agenda XIII: Report from the IUPUI Staff Council

Barb Hanes, First Vice President

Hanes reported on the following:

- The Staff Development Grant applications are under review for the April 1 deadline. Nine were received. The next application deadline is August 1.
- The council heard a presentation on the Crimson Card where there were many questions.
- A vote to change the bylaws to allow electronic voting and will take place this year.
- The Blood Drive is tomorrow in the Med Sci Atrium and Taylor Courtyard.
- The Staff Development Mini Conference is in June.

Agenda XIV: Final Remarks and Adjournment

Watt announced the tentative meeting on April 18 will not be needed and was canceled. With no further business appearing, the meeting was adjourned.

Minutes prepared by Karen E. Lee, Director of Academic Affairs and Strategic Initiatives
INAD 5002/274-2215/fcouncil@iupui.edu/<http://www.iupui.edu/~fcouncil>

**IUPUI**HUMAN RESOURCES DEPARTMENT
Division of Finance & Administration

IUPUI ANCHOR HOUSING

WHAT IS IT?

The IUPUI Anchor Housing program assists full-time employees who earn up to certain income levels with the purchase or improvement of a home in selected areas of the neighboring communities of: **NearWest/River West, Riverside and Ransom Place.**

Applications will be open on May 1, 2017. The funds are limited and will be available until April 31, 2018.

WHO QUALIFIES?

You must be a full-time employee who earns up to 120% of the Area Median Income (currently \$80,040 for a family of four) and are either purchasing a home or making exterior renovations to a home in the designated area around the IUPUI campus.

WHAT ASSISTANCE IS PROVIDED?

IUPUI's anchor housing program offers down payment assistance or home improvement assistance in the form of a five-year forgivable loan. If you remain an employee of the campus and stay in your home, each year on the anniversary month you closed, 20% of the loan balance will be forgiven.

WHAT KIND OF PROPERTIES QUALIFY?

Single-family residences, town-homes, condos or duplexes qualify for the home buyer benefit. You must plan to live in the house as your primary residence to qualify. Single-family homes or duplexes qualify for the home improvement program as long as a homeowners' association does not maintain the home's exterior.

WHAT EXTERIOR IMPROVEMENTS QUALIFY?

Improvement projects may include roof replacement; masonry restoration; door and window repair or replacement; exterior restoration, painting, and lighting; gutters and downspouts; siding and trim repair; and street fronting site work (including landscaping, fencing, etc.).

For more information, visit

inhp.org/iupui

Apply Starting May 1, 2017

Proposed Amendment to the Constitution of the IUPUI Faculty Council (IFC)
Concerning the Voting Rights of Full-Time Non Tenure Track Faculty (NTTF)
Drafted by IFC Task Force to Consider Participation of NTTF in the IFC
April 2015

Background

Currently the IUPUI constitution states in Article IV. A. *Faculty Council shall be composed of elected and ex officio members.*
1. Elected members. *Faculty members dedicated to teaching, research, creative work, and service, and librarians dedicated to performance, professional development, and service shall represent academic units.* Although faculty in any rank or track may meet this definition, the constitution goes on to restrict non-tenure track faculty (NTTF) from serving on the IFC (outside of the 10 positions held specifically for NTTF).

During the past decade the profile of faculty at IUPUI has shifted dramatically, and as of October 2014, 48% are full-time non-tenure track faculty. In spring 2015, the IFC Executive Committee formed a task force to address participation of full-time NTTF in campus faculty governance. We (the members of the task force) make a general recommendation that the IFC should not restrict, beyond those restrictions already imposed by the IU Constitution and the UFC Bylaws, participation of full-time NTTF from serving as voting members of the IFC.

We propose that unit representatives be determined by the unit faculty via election by the voting membership, as defined by the unit's bylaws, and that all duly elected unit representatives be granted voting rights on the IFC. Further, NTTF should be granted the right to run for at-large positions on the IFC. In all cases, the number of NTTF seats allotment to the IFC as the unit's representatives and as the at-large representatives will be proportional to its size in the unit's faculty body and its size in the campus faculty body, respectively (in the spirit of Article IV, A.1.e of the IFC Constitution). However, the overall participation of NTTF as unit and at-large representatives in the IFC should be consistent with Indiana University policies, which reserves at least 60% of the voting weight to tenure-track faculty.

Listed below are the relevant sections of the constitution as well as proposed amendments that would need to be made to the IUPUI constitution in order to allow the participation of all full time faculty members (excluding visiting, acting, adjunct, and emeritus ranks) as full voting members of the IFC. The recommendation of the task force is to allow for all full time faculty in any track and rank to be eligible to be voting members of the IFC. Currently, the full-time faculty list includes (alphabetically): Clinical, Clinical Instructor, Instructor, Lecturer, Professor of Practice, Research Scientist, Scientist Scholar, Tenured, and Tenure Track.

Current: IFC Constitution Article IV. Section A.1f

Election of unit representatives. Each academic unit shall conduct its election of unit **TT and NTTF** representatives, **in a manner that reflects the proportion of TT and NTT faculty in the unit's faculty body** by procedures it shall itself establish. **In the case where a unit has to elect a single representative, this individual may be either a TT or a NTT faculty member, all in accordance with the unit's bylaws.** The results of the unit elections shall be reported by each academic unit president or chair to the Faculty Council Coordinator and the President of the Faculty no later than the middle of March. The President shall announce the results of the elections at the April Council meeting.

Proposed Amendment to IFC Constitution Article 1. Section B.1

All tenured and tenure-track full time faculty **members as well as all full-time non-tenure track faculty (excluding visiting, acting, adjunct, and emeritus ranks)** shall be voting members of the faculty **and are eligible, regardless of track, to serve on the IFC either as unit or as at large representatives.**

Proposed Amendment to the IFC Constitution: Article IV. Section A.1g

Election of at-large representatives. Election of at-large **TT and NTTF** representatives shall be conducted in accordance with the procedures specified by the Faculty Council Bylaws, **in a manner that is reflective of their proportion in the campus faculty body**, provided that the number of ~~tenured or tenure-track~~ at-large representatives shall be equal to the number of unit representatives, and provided further that the number of elected ~~tenured or tenure-track~~ representatives from any academic unit shall be less than one-half of the total number of elected members of the Council. ~~Ten additional at-large representatives shall come from the ranks of the full-time non-tenure-track faculty (NTTF) and be elected by their peers; they will have the same rights and duties as other at-large representatives.~~

Proposed Amendment to IFC Bylaws Article II. Section B.

For the purpose of the election of at-large representatives, a distinction is to be made between two groups of voting faculty:

1. Full-time tenured or tenure-track faculty (hereafter Group 1) and
2. Full-time non-tenure-track faculty (hereafter Group 2).

For each group, two elections are required to choose at-large representatives to the IUPUI Faculty Council: one for nominating candidates for the available at-large representatives' positions, and a second to elect the at-large representatives. For the first ballot, for each group the slate of candidates will consist of all eligible voting members of that group. In the subsequent voting, at-large representatives will be elected by each group from a slate resulting from the popular vote in the first election by that group (Constitution Article IV, Section A, Subsection 1, Paragraph g.).

1. Nomination to the at-large ballot

- a) Each voting member of Group 1 shall be eligible to nominate no more than three persons from a list of the tenured or tenure-track voting faculty prepared by the Faculty Council Coordinator under the supervision of the Nominating Committee. Each voting member of Group 2 shall be eligible to nominate no more than three persons from a list of non-tenure track faculty prepared by the Faculty Council Coordinator under the supervision of the Nominating Committee.

- b) These lists shall be distributed no later than the middle of November and the nominating votes shall be returned no later than the middle of December to the Faculty Council Office for counting under the supervision of at least two members of the Nominating Committee.

- c) The Nominating Committee shall submit to the Faculty by the end of January two ballots.

1. One ballot for the tenured or tenure-track voting faculty containing twice the number of nominees as the number of persons to be elected.

2. One ballot for the non-tenure-track faculty also containing twice the number of nominees as the number of persons to be elected. ~~and securing that the results of each election be such that of the ten non-tenure-track faculty representatives on the Faculty Council no more than two shall come from the same school and that there are at least two representatives from each of the clinical, research, and lecturer ranks.~~

3. Each ballot shall contain the names of persons receiving the most nominations. In the case of a tie for the last position on a ballot, the Nominating Committee shall select persons for the ballot from among those tied.

2. Elections

- a) For each group the ballots containing the names of the nominees shall be distributed by the Faculty Council Coordinator no later than the end of January. The two ballots shall identify each nominee by name, academic title, school, department, and administrative title, if any. Each voter may vote for as many at-large representatives on their ballot as there are positions to be filled and this number shall be specified on the ballot. No candidate may receive more than one vote per ballot. Votes shall be returned to the Faculty Council Office no later than the end of February for counting under the supervision of at least three members of the Nominating Committee before the middle of March. For each group the candidates receiving the greatest number of votes shall be declared elected. In case of a tie, the Executive Committee shall vote by secret ballot to break the tie. **Only if needed, the total number of at large representatives from each group will be adjusted by the IFC Executive Committee to ensure a minimum of 60% tenure/tenure track faculty in the overall makeup of the faculty council—excluding deans and other administrators.**
- b) The chair of the Nominating Committee shall announce the results of the election at the Council's April meeting.

Task Force Members:

Ben Boukai
Patricia Capps
Xiaoling Xuei
John Hassell
Megan Palmer, Chair
Kate Thedwall
Robert Yost
Ken Wendeln
Lisa Angermeier

Change from Current

Determination of N Using All Faculty

7

Circular 2016-04

| Fall 14 Census (Inc Librarians In Units except UL) | | | | | | | | Min 60% TT (n=75) | | N |
|--|-------|--------|-------|--------|-------|-------|------|-------------------|--------|-----|
| | TT | % Unit | NTT | % Unit | % Tot | Total | n=75 | TT | NTT | 110 |
| Herron | 33 | 0.846 | 6 | 0.154 | 0.005 | 39 | 1 | 1 | 0 | 110 |
| Business (Kelly)** | 29 | 0.547 | 24 | 0.453 | 0.019 | 53 | 1 | 1 | 0 | 110 |
| Columbus | 34 | 0.607 | 22 | 0.393 | 0.017 | 56 | 1 | 1 | 0 | 110 |
| Dentistry | 53 | 0.558 | 42 | 0.442 | 0.033 | 95 | 1 | 1 | 0 | 110 |
| Education** | 21 | 0.636 | 12 | 0.364 | 0.009 | 33 | 1 | 1 | 0 | 110 |
| Engr. & Tech.** | 69 | 0.627 | 41 | 0.373 | 0.032 | 110 | 1 | 1 | 0 | 110 |
| Health & Rehab. Sci. | | | | | | | | | | 110 |
| informatics and Computing | 23 | 0.561 | 18 | 0.439 | 0.014 | 41 | 1 | 1 | 0 | 110 |
| Journalism | | | | | | | | | | 110 |
| Law | 38 | 0.760 | 12 | 0.240 | 0.009 | 50 | 1 | 1 | 0 | 110 |
| Liberal Arts** | 151 | 0.671 | 74 | 0.329 | 0.058 | 225 | 2 | 1 | 1 | 110 |
| Library & Info. Sci. | | | | 0.000 | | | | 0 | 0 | 110 |
| Medicine | 594 | 0.404 | 878 | 0.596 | 0.688 | 1472 | 13 | 5 | 8 | 110 |
| Nursing** | 43 | 0.538 | 37 | 0.463 | 0.029 | 80 | 1 | 1 | 0 | 110 |
| Philanthropy | 9 | 1.000 | 0 | 0.000 | 0.000 | 9 | 1 | 1 | 0 | 110 |
| Phys. Ed & Tour. | 18 | 0.563 | 14 | 0.438 | 0.011 | 32 | 1 | 1 | 0 | 110 |
| Public & Env. Affairs | 22 | 0.759 | 7 | 0.241 | 0.005 | 29 | 1 | 1 | 0 | 110 |
| Public Health | 27 | 0.794 | 7 | 0.206 | 0.005 | 34 | 1 | 1 | 0 | 110 |
| Science** | 132 | 0.721 | 51 | 0.279 | 0.040 | 183 | 2 | 1 | 1 | 110 |
| Social Work | 48 | 0.600 | 32 | 0.400 | 0.025 | 80 | 1 | 1 | 0 | 110 |
| University Library*** | 26 | 1.000 | 0 | 0.000 | 0.000 | 26 | 1 | 1 | 0 | 110 |
| Number | 1370 | 0.518 | 1277 | 0.482 | | 2647 | 32 | 22 | 10 | |
| Percent | | 0.518 | | 0.482 | | 1.000 | | | | |
| | | | | | | | | 0.6875 | 0.3125 | |
| Without Medicine | | | | | | | | | | |
| | 776 | | 399 | | | 1175 | | | | |
| | 0.660 | | 0.340 | | | 1.000 | | | | |

0.6875 0.3125

| | TT | NTT | Total |
|------------------------|---------|---------|-------|
| Unit Reps | 22 | 10 | 32 |
| Max Elected at LargeAt | 16 | 16 | 32 |
| total possible | 38 | 26 | 64 |
| reuiored prop by UFC | 0.59375 | 0.40625 | |

| | TT | NTT | Total |
|--------------------|----------|----------|-------|
| Unit Reps | 22 | 10 | 32 |
| Allotment of Seats | 17 | 15 | 32 |
| total possible | 39 | 25 | 64 |
| propotion: | 0.609375 | 0.390625 | |

ACADEMIC STANDING POLICY: PROBATION, DISMISSAL, REINSTATEMENT (PDR)

Date: ~~September 10, 2016~~ Revised: February 28, 2017; March 22, 2017 (editorial changes in red)
 To: IUPUI Academic Affairs Executive Committee, Indianapolis Faculty Council

Having gained the endorsement of the Undergraduate Affairs Committee, we offer this memo for consideration by the IFC Academic Affairs Executive Committee.

THE ISSUE

Because of our varied policies and procedures on academic standing at IUPUI:

1. Students with identical degree objectives, identical course enrollments and identical grades can be treated differently—in terms of their academic standing with IUPUI—simply because their academic homes differ (e.g., University College Pre-Biology major vs. School of Science Biology major).
2. A student whom one school has put on probation can miss important academic support intervention if he/she changes majors to a school with a less rigorous academic standing policy. This also happens when students change into a school which only applies standing policies to those students who began the semester in that school.
3. A student whom one school has dismissed from their program can be reinstated by changing their major and thereby re-entering through University College or another school.
4. Students who graduate from IUPUI with roughly the same academic history and apply to the same graduate or professional school (or licensure process) might report very different academic standing histories based solely on the differing policies and practices in place in the different IUPUI schools from which they graduated.
5. Though we have a campus-wide policy on Probation, Dismissal, and Reinstatement (PDR), schools are inconsistent in applying it. Some schools do not always apply academic standing at the end of each term; these schools are in effect more lenient than the policy allows.
6. Also problematic, the campus-wide PDR policy—as written—is based on “IUPUI GPA hours” and “IUPUI grades” neither of which is a recorded field within the student information systems. This means schools would have to hand-calculate hours and GPAs in order to correctly apply the policy as written.

PROPOSED SOLUTIONS FOR YOUR CONSIDERATION

1. The Undergraduate Affairs Committee has recommended that the Academic Affairs Committee of IFC consider editing the campus-wide PDR policy changing the “IUPUI GPA hours” and “IUPUI grades” language to “IU GPA hours” and “IU grades.” The latter are in fact fields in SIS and are criteria by which students can be efficiently and consistently evaluated. See Appendix A for current version of the PDR policy along with these suggested edits.
2. If you take the action above, then the policy will more closely align with the academic records being maintained in the Student Information System (SIS). Therefore, the following procedures could be adopted by the Registrar’s Office as a temporary solution while the campus moves to better enact the academic standing policy. In the long term, schools would be encouraged to take ownership of the process listed below, perhaps with trouble-shooting support provided by the Registrar’s Office.
3. Transition of academic unit ownership over this process allows each school to have the necessary flexibility to run, review, and update this information more quickly in the SIS system. Additional benefits to schools include consistent tracking of academic standing, not dependent upon consistent staffing in schools, ensuring that students in need of academic interventions (probation)

are identified and coded as early as possible so interventions can occur in first four weeks of next semester, and ensuring that students in need of a time away (dismissal) are identified and dismissed as early as possible so as to avoid having them accumulate more debt and take up seats that could be utilized by students in a better position to succeed.

- a. Implement procedures to facilitate school-by-school compliance with the existing campus-wide PDR policy (which was originally approved by IFC in 2005 and reported to ICHE in 2013, and which we hope will be updated to address the issues noted above):
<http://www.iupui.edu/~fcouncil/documents/probation-dismissal-reinstatement.htm>
 - i. Registrar's office runs report of students who meet the definitions for Good Standing, Probation, and Dismissal at end of each term. *This centralized process would benefit schools initially by ensuring that the data being extracted at the end of the term would be using the minimum criteria in alignment with campus policy.*
 - ii. Registrar's office would make this report available to the schools through their normal department shares folders.
 - iii. Schools would have a reasonable amount of days to review and make edits for errors, for grade changes, or for more restrictive policies that exist in the schools (more restrictive policies are specifically allowed within the campus-wide PDR policy).
 - iv. Registrar's office will then batch upload the standing codes and work with the academic units to apply the negative service indicators.
 - v. Schools would continue to their current practices with regard to appeals of academic standing, and with reinstatement procedures.
 - vi. Schools would be reminded that they will continue to have access to edit student academic standing even after the batch upload process has run
 - vii. Additionally, because there is no IFC policy on Deans List, schools would be encouraged to adopt their own process for adding this academic standing to the student record.
 - viii. The procedures explained above have been discussed and affirmed by the Campus Advising Council.
4. Ask the EVC to reiterate to the Deans that it would be unethical to have PDR policies more lenient than the campus standard for the sole purpose of maintaining headcount. The PDR policies exist to identify students who need early intervention and to encourage students to step away from the university before digging too deep of an academic **and fiscal** hole.

Endorsement of Undergraduate Affairs Committee, September 2016
Revisions recommended by Indianapolis Faculty Council, October 2016
Updated February 2017
Updated March 2017

Document Authors: Matthew Rust, Director of Campus Career and Advising Services
Kim Lewis, Associate Registrar

APPENDIX A: IFC'S CAMPUS-WIDE PROBATION, DISMISSAL, REINSTATEMENT POLICY

Source: <http://www.iupui.edu/~fcouncil/documents/probation-dismissal-reinstatement.htm>

Suggested edits are in blue or marked to be stricken.

IUPUI Policy for Undergraduate Probation, Dismissal and Reinstatement

General

1. This policy affects undergraduate students only.
2. Academic units may establish policies for probation, dismissal and reinstatement that are more restrictive than provisions outlined by this policy.
3. Academic units are encouraged to clearly explain their probation, dismissal and reinstatement policies in programmatic materials.
4. Students may be academically released from a particular program if they do not make consistent and appropriate academic progress relevant to their fields of study. The decision to release is left to the discretion of the appropriate officer in the school.
5. The academic requirements for probation, dismissal and reinstatement detailed by this policy take precedence over qualification for student financial aid and/or maintaining student visa status.
6. ~~To ensure equity between inter-campus transfer students and transfer students from outside the IU system, only IUPUI grades will be considered in determining probation and dismissal.~~
To ensure equity between intercampus transfer students (ICT) and transfer students from outside the IU system, academic units may review ICT students initially selected for probation/dismissal status for possible exception based on IUPUI enrollment. Units should allow students to complete a minimum of 12 IUPUI credit hours prior to consideration for probation/dismissal.
7. Dismissal is a campus-level action and may be invoked only by the standards noted below. Students not meeting the requirements specified will generally be released by their schools, but not dismissed by the campus.
8. By signing the reinstatement petition, the student agrees to meet with an academic advisor and meet all requirements stipulated by the school.
9. Academic units are encouraged to recommend steps to enhance the students' chances of readmission, such as attending reinstatement workshops, removing grades of incomplete, undertaking assessment of their academic problems, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUI.
10. Readmission after a second dismissal is extremely rare.
11. Probation, dismissal, and reinstatement status must be reported into the Student Information System each major semester (fall/spring). This allows all academic units, advisors, and other student support staff to carefully monitor student progress.

Probation

1. Students whose Indiana University cumulative grade point average (GPA) falls below a 2.0 will be placed on probation. Students will be informed of the probationary status by letter.

2. Students may be continued on probation when the semester GPA is at least a 2.0 but the Indiana University cumulative GPA is below a 2.0.
3. Students will be removed from probationary status once the Indiana University cumulative GPA is at least 2.0.

Dismissal

1. Students on probation ~~at IUPUI who have completed a minimum of 12 IUPUI GPA hours are subject to dismissal~~ **will be dismissed** if they fail to attain a **semester GPA** of at least 2.0 in any two consecutive semesters (fall and spring) and the Indiana University cumulative GPA is below 2.0.
2. Students who are dismissed for the first time cannot enroll until one regular (fall or spring) semester has elapsed since dismissal and must petition by the established deadlines to be reinstated.
3. Students dismissed two or more times must remain out of school for the next two consecutive regular (fall and spring) semesters and petition by the established deadlines to be reinstated.

Reinstatement

1. Reinstatement will be the decision of the academic unit to which the students are petitioning.
2. Students who are reinstated will be classified as probationary students until the Indiana University cumulative GPA is at least 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3. In each subsequent semester on probation, the student must achieve a semester GPA of at least 2.0. Failure to meet the semester GPA requirement while on probation will result in dismissal.

APPROVED BY IUPUI Academic Affairs Committee, March 9, 2005

*Passed by Academic Affairs Committee: 3/9/05
Approved for First Reading by FC Executive Committee: 3/24/05
First Reading at Faculty Council: 4/5/05
Second Reading at Faculty Council: 9/6/05
Third Reading at Faculty Council: 11/1/05*

PDR policy AAC ver 8-March 9-2005

Creation of an IFC Ombudsteam

Rationale:

The IUPUI Faculty Council (IFC) has in place policies and procedures for evaluating and guiding grievances by faculty. The IFC grievance process is carefully designed and does not warrant review or revision.

The role of the grievance process is limited, however, in that it does not provide opportunity for faculty to voice concerns and/or learn about options the goal of which is to resolve issues, ease tension, or improve working conditions.

Other universities make use of an ombuds(man/person) to field faculty concerns, including formal grievances. Typically, a single person is designated as ombuds(man/person). To address the complexity of the IUPUI campus, designating a team is likely to serve the different character of its many and diverse academic units.

The creation of an ombudsteam is designed to designate place(s) where and persons to whom faculty can voice concerns and learn about options for channeling criticisms and addressing complaints, which may include a formal grievance, so that faculty can be fully informed about possible actions and consequences before making a decision as to what steps, if any, to take next.

The creation of an IFC ombudsteam requires two steps that are described in the motion, below: one is a decision in principle to proceed with establishing an ombudsteam; the other is to determine the particulars for implementing the ombudsteam and its operation.

- The goal of the IFC Ombudsteam is to link problems to options for resolution
- The framework for the IFC Ombudsteam is designed in the following way:
- The IFC Ombudsteam is made up of five members with three-year staggered terms
 - Three members are drawn by the IFC-EC from the IFC grievance panel, which is elected annually, with consideration of diversity in regard to academic unit, rank, gender, and ethnic background
 - One of those three members serves as chair (a position that can rotate, especially in situations of possible or perceived conflict of interest)
 - The chair is the liaison to the IFC Executive Committee, the Office of Academic Affairs, and the Office of Equal Opportunity
 - Two members are drawn from a pool of emeritus faculty in the Senior Academy
 - The membership of the IFC Ombudsteam, including contact information, is posted on the IFC website so that faculty can choose with whom to get in touch initially
- All conversations with any member of the IFC Ombudsteam are confidential, neutral, informal, and independent

- The Ombudsteam allows faculty to choose among team members faculty with different expertise, experience, and background as the person with whom to confer
 - Ombudsteam members not serving as primary or preferred contact may lend advice, when asked
- The IFC Ombudsteam follows the Standards of Practices & Code of Ethics of the International Ombudsman Association (<http://www.ombudsassociation.org/About-Us.aspx>)
- The location for the IFC Ombudsteam will be determined, in cooperation with the Office of Academic Affairs
- Administrative support of the IFC Ombudsteam will be determined, in cooperation with the Office of Academic Affairs
 - Designated space
 - Telephone
 - Administrative support
 - Support for faculty members serving on IFC Ombudsteam

Motion:

Create an IFC Ombudsteam in order to provide faculty with a safe place and trustworthy persons where and with whom to have conversations that allow voicing and fielding concerns as well as exploring and evaluating options. Creation of the IFC Ombudsteam does not obviate the IFC grievance policy and procedure on the IUPUI campus.

This IFC Ombudsteam consists of five (5) members with each of the members able to serve as primary or preferred contact. Of those members, three (3) are drawn from the IFC grievance panel, which is elected annually by the IUPUI faculty, and two (2) from the emeritus faculty of the Senior Academy. The members serve three-year, staggered terms. The IFC Executive Committee determines annually the constituting chair of the IFC Ombudsteam, who serves as liaison to the Offices of Academic Affairs and the Office of Equal Opportunities.

All conversations are confidential, neutral, informal, and independent. The IFC Ombudsteam follows the Standards of Practices & Code of Ethics of the International Ombudsman Association. Decisions about possible next steps are those of the faculty, not the IFC Ombudsteam, except in the case of violations that require follow-up in compliance with the law.

Motion to Amend the Bylaws of the IUPUI Faculty Council

Offered by: Judith Wright, Chair, Constitution and Bylaws Committee

The following six changes are submitted for approval by the Faculty Council:

- **Item 1: Bylaw Article III, Section B.11 is amended to remove Metropolitan Affairs as a standing committee of the council.**

Rationale: The council has not appointed a Metropolitan Affairs Committee and does not intend to so do in the foreseeable future.

The specific change to Bylaw Article III, Section B will remove the wording and renumber the remaining items accordingly:

BYLAW ARTICLE III. COMMITTEES OF THE FACULTY

Section B. Standing Committees

The standing committees of the faculty shall be:

~~11. Metropolitan Affairs. This committee shall monitor IUPUI's community service activities, identifying needs and stimulating interest in additional interaction. The Executive Committee of the IUPUI Faculty Council may appoint one or more students as non-voting members of the standing committee. The Executive Committee of the IUPUI Faculty Council shall make this appointment based on nominations submitted by the Undergraduate Student Government and Graduate Student Organization.~~

~~12.~~ 11. Research Affairs. This Committee shall periodically review research policies and procedures, draft revisions when necessary, and provide interpretations about those policies and procedures when questions arise. The Committee shall include faculty members from a broad range of schools across campus reflecting both faculty and student research interests and artistic/scholarly activities. The Committee shall coordinate its activities with other relevant committees with a goal of improving the environment for research at IUPUI. The Committee shall be responsible for continued communication with the administration through the IUPUI Vice Chancellor for Research.

~~13.~~ 12. Staff Relations. This committee shall be responsible for setting up the two Constitutionally-mandated annual joint meetings in conjunction with the Staff Council's Faculty Relations Committee. This committee shall serve in conjunction with the Staff Council's Faculty Relations Committee as a clearinghouse for information of common interest. The Committee shall, when necessary, meet independently to formulate faculty positions on faculty-staff matters.

~~14.~~ 13. Student Affairs. This committee shall review and make recommendations to the Council regarding matters involving student affairs. The committee shall provide advice and guidance to the Vice Chancellor for Student Life and to the Dean of Students in the areas of student administrative and campus life services. The committee shall maintain liaison with IUPUI student governing bodies. The committee membership shall include two full-time students: one enrolled as an undergraduate and one enrolled in either the Graduate School or one of the graduate professional programs. Appointments of student members will be made from nominations submitted to the Executive Committee of the IUPUI Faculty Council by the IUPUI Undergraduate Student Assembly and the Graduate Student Organization. Student members shall have the same responsibilities and privileges as the other members of the Student Affairs Committee.

~~15.~~ 14. Technology. This committee shall examine overall planning, use, and funding of technology at IUPUI; and advise and act as liaison with administration, as well as faculty and other technology

committees including those which are university-wide (e.g., University Faculty Council, University Information Technology Services). The Executive Committee of the IUPUI Faculty Council may appoint one or more students as non-voting members of the standing committee. Executive Committee of the IUPUI Faculty Council shall make this appointment based on nominations submitted by the Undergraduate Student Government and Graduate Student Organization.

~~16-~~ 15. Nominating.

➤ **Item 2: Bylaw Article III, Section D is removed in its entirety.**

Rationale: The former Undergraduate Curriculum Advisory Committee no longer exists and was replaced by the Undergraduate Affairs Committee of the Office of Academic Affairs of the university.

The specific change to Bylaw Article III, will remove Section D and reorder the remaining item accordingly:

BYLAW ARTICLE III. COMMITTEES OF THE FACULTY

~~Section D. Undergraduate Curriculum Advisory Committee~~

~~1. Composition.~~

- ~~a) The Undergraduate Curriculum Advisory Committee shall consist of the following members:~~
 - ~~(1) nine tenured or tenure track faculty members constituting a representative group from across the campus, and serving three year terms;~~
 - ~~(2) one representative of the Academic Policies and Procedures Committee (preferably the chair or designee), who shall serve ex officio without vote; and~~
 - ~~(3) the Dean of the Faculties, or the Dean's designee, who shall serve ex officio without vote.~~

~~b) The Chair of the Committee shall be elected from and by the members of the Committee.~~

~~c) At any time there may be no more than two committee members from any one school.~~

~~2. Election. Three members rotate off the Committee every year with three new members replacing them. Two of the three new members will be elected by the IUPUI Faculty Council from a slate of nominees prepared by the Nominating Committee; the third will be appointed by the Dean of the Faculties. Elections are held in the spring and new members begin their term in the fall. A member may serve consecutive terms.~~

~~3. Nomination.~~

~~a) Each school on campus with undergraduate programs will recommend to the Nominating Committee candidates for a slate to be prepared by the Nominating Committee. Preference is to be given to those who chair or serve on a school's curriculum committee or other appropriate committees. Associate deans or their equivalent from the different schools on campus may not be considered for this committee.~~

~~b) The Nominating Committee will slate candidates in such a way as to ensure balance across programs and schools on the IUPUI campus.~~

~~4. Responsibilities. The Undergraduate Curriculum Advisory Committee shall:~~

~~a) review all new campus undergraduate programs with particular consideration of proposed courses that may overlap with or duplicate existing courses or programs in other schools, and oversee the undergraduate course remonstrance process;~~

~~b) mediate and propose solutions to resolve curricular disputes between undergraduate programs, in particular when remonstrance cannot be resolved between units;~~

- ~~c) encourage interdisciplinary work in teaching, curriculum development, and research, particularly in the life sciences;~~
- ~~d) provide collaborative support for the development of IUPUI's general education program and its guiding Principles of Undergraduate Learning;~~
- ~~e) review changes in program requirements that have the potential to affect course enrollments in other schools and programs; and,~~
- ~~f) screen all activities involved in the creation, revision, and elimination of undergraduate degree programs with a view to upholding the integrity of the Mission and Vision of IUPUI, as well as the value of undergraduate degrees, certificates, and programs at IUPUI.~~
- ~~5. The Committee reports to both the IFC Executive Committee and the Dean of Faculties.~~
- ~~6. The Dean of the Faculties shall provide the administrative support necessary for the operation of the committee.~~

Section E. Section D. Reports

Chairpersons shall supply the President of the Faculty the minutes of committee meetings on a continuing basis, and each committee shall make an annual report to the Council toward the close of the academic year.

- **Item 3: Bylaw Article IV, Section F.4 is amended to address the expectations for a reasonable time frame for completion of a Board of Review.**

Rationale: The change allows for timely completion of a grievance review by a Board of Review while acknowledging that some cases require a longer time period than others. For example, a longer period may be required if the Board of Review is appointed shortly before the summer break. The change provides for each Board of Review to be given an expected time frame for completion of the particular review.

The specific change to Bylaw Article IV, Section F.4 will add wording as follows:

BYLAW ARTICLE IV. FACULTY GRIEVANCES PROCEDURES

Section F. Procedures for Beginning a Formal Board of Review Hearing

4. If the conditions of Section F.3 have been met, the Executive Committee of the IUPUI Faculty Council shall constitute a Board of Review to consider the grievance (See Section E). ~~In the motion approving the appointment of a Board of Review, the Executive Committee shall specify a reasonable time period during which the hearing should be conducted and the final report issued. The time period should allow for the timing during the academic year, but should not generally exceed six months.~~

- **Item 4: Bylaw Article IV, Section G.1.c. is amended by removing the previous eight-week timeframe.**

Rationale: The Executive Committee will now set expectations for completion of each Board of Review based on the individual case.

The specific change to Bylaw Article IV, Section G.1.c removes wording as follows:

BYLAW ARTICLE IV. FACULTY GRIEVANCES PROCEDURES

Section G. Board of Review Meetings and Reports

1. Before the first meeting

a) Upon notice that a Board of Review will be convened, the Dean of the Faculties of IUPUI shall have the appropriate administrator promptly furnish a written statement of the reasons for the action which led to the grievance. This document should be a concise narrative that provides pertinent background information and that addresses all of the points made in the Grievant's written request for review of administrative action.

b) The Grievant may provide for the Board of Review a written response to this statement of reasons.

c) In setting the date for a Formal Hearing, sufficient time must be allowed for the Grievant and other parties involved to prepare their case. ~~Boards should strive to finish each case in as timely a manner as possible, usually within eight weeks of the Board having been convened.~~

➤ Item 5: Bylaw Article IV, Section G.4 is amended to require a grievant to appear in person at the meeting of a Board of Review.

Rationale: The Executive Committee is clarifying that a grievant needs to appear in person when his/her case is heard before the Board of Review.

The specific change to Bylaw Article IV, Section G.4 adds a new subsection a) and reorders the remaining items accordingly:

Section G. Board of Review Meetings and Reports

4. At formal hearings before the Board of Review,

~~a) The Grievant shall be required to appear in person; video conferencing or other forms of electronic participation should not be used.~~

~~a) b)~~ Both parties shall have the right to counsel or a representative of their choice. If external or University legal counsel are present, they shall offer private advice to their clients but may not speak during the hearing unless special permission to do so is granted by the Chair of the Board of Review. If the Grievant wishes to have another faculty member or librarian present as a representative, that person may speak during the hearing to help the Grievant present his/her case effectively, as long as the Chair of the Board deems that the representative's participation is not disruptive to the Board of Review process.

~~b) c)~~ The faculty member or librarian and the administrative parties shall be permitted to present witnesses and other evidence relevant to the case, and to hear and question all witnesses who are called to appear before the Board. Witnesses shall not be present in a hearing during the presentation of other witnesses unless all parties concur.

~~c) d)~~ The faculty member or librarian making the complaint is responsible for stating the grounds upon which he or she bases the complaint.

~~d) e)~~ The hearing may also include observers, but observers will not be permitted to attend the hearing of the Board of Review if either the Grievant or the University Administration objects.

➤ Item 6: Bylaw Article IV, Section G.4.c (as numbered above) is amended to allow for a witness to provide written answers to questions asked by a Board of Review.

Rationale: To avoid delays in completion of a Board of Review, the Board will permit a witness to submit written answers to questions asked by the Board.

The specific change to Bylaw Article IV, Section G.4.c adds wording as follows:

Section G. Board of Review Meetings and Reports

4. At formal hearings before the Board of Review,

a) The Grievant shall be required to appear in person; video conferencing or other forms of electronic participation should not be used.

~~a)~~ b) Both parties shall have the right to counsel or a representative of their choice. If external or University legal counsel are present, they shall offer private advice to their clients but may not speak during the hearing unless special permission to do so is granted by the Chair of the Board of Review. If the Grievant wishes to have another faculty member or librarian present as a representative, that person may speak during the hearing to help the Grievant present his/her case effectively, as long as the Chair of the Board deems that the representative's participation is not disruptive to the Board of Review process.

~~b)~~ c) The faculty member or librarian and the administrative parties shall be permitted to present witnesses and other evidence relevant to the case, and to hear and question all witnesses who are called to appear before the Board. **So that the hearing is not unreasonably delayed, a witness may reply in writing to questions drafted by the board if the witness is unable to attend the hearing.** Witnesses shall not be present in a hearing during the presentation of other witnesses unless all parties concur.

~~e)~~ d) The faculty member or librarian making the complaint is responsible for stating the grounds upon which he or she bases the complaint.

~~d)~~ e) The hearing may also include observers, but observers will not be permitted to attend the hearing of the Board of Review if either the Grievant or the University Administration objects.

This completes the motion.

IUPUI Faculty Council

Tuesday, April 4, 2017

Motion to Amend the Bylaws

Constitution and Bylaws Committee

Judith Wright, Chair

Item 1

Remove the Metropolitan Affairs Committee as a standing committee of the council.

Bylaw Article III. Committees of the Faculty

Section B. Standing Committees

- Remove item 11. Metropolitan Affairs.
- Renumber remaining items.

Item 2

Remove Article III, Section D Undergraduate Curriculum Advisory Committee.

Bylaw Article III. Committees of the Faculty

- Remove Section D in its entirety.
- Reorder the remaining section.

Item 3

Add language regarding the time frame for completion of a Board of Review.

Bylaw Article IV. Faculty Grievances Procedures.

Section F. Procedures for Beginning a Formal Board of Review Hearing, Section F.4.

- Add new sentence.
 - Executive Committee will give the Board of Review a time frame
 - Taking into consideration the timing during the year
 - Not generally to exceed 6 months

Item 4

Remove the previous eight-week time frame for completion of a Board of Review.

Bylaw Article IV, Section G.1.c

- Remove second sentence.

Item 5

Requires a grievant to appear in person at the meeting of a Board of Review.

Bylaw Article IV, Section G.4

- Add new part a)
 - The Grievant must appear in person.
 - Video conferencing should not be used.
- Reorder the remaining sections.

Item 6

Board of Review witnesses may submit written answers to questions asked by the Board of Review.

Bylaw Article IV, Section G.4.c.

- Add new sentence.

End of motion.