BYLAWS OF THE IUFW FACULTY COUNCIL

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BYLAW ARTICLE I. MEMBERSHIP OF THE FACULTY COUNCIL

The membership of the Faculty Council shall be allocated in the following way.

1. Dental Education = 2

2. Medical Imaging = 1

3. Nursing = 3

4. School of Medicine = 1

5. School of Social Work = 1

6. School of Health and Human Sciences = 1

7. School of Public Health = 1

BYLAW ARTICLE II. OFFICERS OF THE FACULTY AND FACULTY COUNCIL: DUTIES

Section A.

The officers of the Faculty Council shall be the officers of the faculty.

Section B. President

The President of the IUFW Faculty shall:

1. be the representative on the Purdue University Fort Wayne Senate

2. preside at all convocations

3. preside over assemblies of the faculty unless the assembly is called by the Chief Academic Officer who shall then preside over the assembly

4. be the primary representative of, and spokesperson for, the Faculty;

5. serve as informal intermediary between aggrieved faculty members and the IUFW Administration;

6. be an ex officio member of the Executive Committee and serve as its chair; and

7. be responsible for reviewing, editing, and distributing the minutes of the Executive Committee meetings, including reporting in the minutes those present at and those absent from the committee meetings.

Section C. Vice President

The Vice President of the IUFW Faculty shall:

1. preside at all regular and special meetings of the Faculty Council;

2. be responsible for reviewing, editing, and distributing the minutes of the Council meetings, including reporting in the minutes those present at and those absent from the Council meetings;

3. report in the minutes of the Council meetings on the status of all Council actions which require subsequent implementation but have yet to be completed, and shall continue to report the status of implementation of such actions until they are completed or the Council authorizes their discontinuation from the minutes;

4. prepare an annual summary of the activities of the Council for the faculty;

5. serve as an ex officio member of the Executive Committee;

6. perform such other duties as may be delegated by the President; and,

7. in the President's absence, serve in the President's stead.

Section D. Secretary

The Secretary of the IUFW Faculty shall:

1. be the liaison with the administrative support staff to circulate the next Council meeting agenda and documents at least two days in advance of the meeting to all members of the Faculty Council and to such other persons as the Executive Committee may designate. Members of the Council shall be notified of the time, place, and agenda of any special meeting at least six days in advance of the meeting;

2. circulate notices of meetings and agendas;

3. record the attendance of Councilmembers, guests, and visitors at the meetings;

4. be responsible for the minutes of all convocations and assemblies of the faculty as well as the regular and special meetings of the Faculty Council, and:

5. maintain Council committee records and reports

Section E. Parliamentarian - ex officio

The Parliamentarian shall be selected by the Executive Committee of the Faculty Council for a one-year term beginning in the fall semester and he or she shall.

1. serve as advisor on parliamentary procedure to the faculty and council; and

2. serve as a resource to faculty committees at their requests.

BYLAW ARTICLE III. ELECTIONS

Section A. Election of Unit Representatives to the IUFW Faculty Council

Unit representatives to the IUFW Faculty Council shall be elected in accordance with the procedures specified by each unit.

New programs. Newly established programs with no eligible voting members may appoint one (1) unit representative to speak/act/vote on their behalf until the time when voting faculty are established in the program.

Section B. Election of the President, Vice President, and Secretary of the faculty and Faculty Council

1. Eligibility. Members of the voting faculty shall be eligible for nomination by the Nominations and Elections Committee as President, Vice President, or Secretary of the Faculty. The slate shall be announced to the Council no later than April 1st.

2. Term of office. The President, Vice President, and Secretary of the Faculty shall serve a term of two years starting immediately after the end of the spring semester. They shall be eligible for re-election, provided that no person shall serve more than two terms consecutively in the same office.

3. Election. The Faculty Council shall elect the first President, Vice President, and Secretary of the Faculty via paper or electronic ballots from a slate of nominees prepared by the Nominations and Elections Committee no later than July 1, 2018, thereafter the voting faculty shall elect the President, Vice President, and Secretary of the Faculty via paper or electronic ballots from a slate of nominees prepared by the Nominations and Elections Committee no later than the end of the spring semester.

4. Vacancy. In case of a vacancy in the office of the President, Vice President, or Secretary of the Faculty, the Executive Committee shall nominate a candidate who shall be ratified by a paper or electronic vote of the Faculty Council.

5. Privileges. The President, the Vice President, and Secretary shall have all the privileges of membership on the Council, including the right to participate in debate and to vote in the business of the Council.

BYLAW ARTICLE IV. COMMITTEES OF THE FACULTY

Section A. Standing Committees

All standing committees shall have the same composition unless otherwise stated. All standing committees shall have three members. No unit may have more than one member on any committee. At least one member of every committee must be a member of the Faculty Council. All committee members shall have staggered two-year terms. All terms commence one week before the beginning of the majority of classes at IUFW.

The standing committees of the faculty shall be:

1. Academic Affairs. This committee shall review and make recommendations to the Faculty Council on relevant policies being considered by the IUPUI Academic Affairs Committee including those regarding program development and coordination.

2. University Resources Policy Committee.

a. This committee shall review and make recommendations to the Faculty Council on all aspects of the IUFW and IUPUI budgetary policies and the allocation of financial resources, especially those proposed allocations and re-allocations of financial resources that have bearing on the economic well-being of the faculty and the academic programs at IUFW.

b. This committee shall review and make recommendations to the Faculty Council on matters such as:

1. planning and optimal utilization of the physical facilities of IUFW, including buildings, library resources, scientific and other equipment, and educational aids (including labs and distance education);

2. staff needs, utilization and planning;

3. interdepartmental and interinstitutional cooperation for improved facilities and staff utilization; and

4. nonacademic planning, including architecture, landscaping, parking, and traffic.

5. policies and resources of the IUFW, Purdue Fort Wayne, and IUPUI libraries.

c. This committee shall examine overall planning, use, and funding of technology at IUFW; and advise and act as liaison with IUFW administration, Purdue Fort Wayne, and other technology committees including those which are university-wide.

d. This committee shall review and make recommendations to the Faculty Council regarding all aspects of the IUFW advancement efforts.

3. Faculty Affairs.

This committee shall review and make recommendations to the Faculty Council on matters involving the faculty such as the responsibilities, rights, privileges, opportunities, welfare of the Faculty, academic freedom. Matters involving appointments and tenure and promotion policies and procedures will be handled in individual departments at IUFW and through IUPUI.

4. 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 IUFW and IUPUI administrators. The committee also will maintain liaison with IUFW student governing bodies.

5. Nominations and Elections

a. Composition. All members of this committee must be members of the Faculty Council and shall serve staggered two-year terms.

b. Election.

1. Members of the voting faculty shall be nominated by the Nominations and Elections Committee. The slate shall be announced to the Council at its April meeting.

2. Election of the members of the Nominating Committee shall be by vote of the Faculty Council. Those persons elected will commence their terms of committee service on July 1, following their election.

c. Duties. The Nominating Committee shall: solicit nominees, administer elections, and report the results for President, Vice President, and Secretary of the Faculty Council as well as members to the IUPUI Faculty Council, and all committees.

Section B. Ad hoc Committees

Ad hoc committees shall be established by the Faculty Council to carry out work that (a) does not clearly fall under the purview of an existing Senate committee or subcommittee, or (b) the Senate feels would be better conducted by a group specially appointed for the purpose.

A Faculty Council document establishing an ad hoc committee should specify (1) the membership of the committee, (2) the task to be carried out by the committee, and (3) the date by which the committee should complete its work.

Ad hoc committees cannot be carried over to a new academic year without special authorization by the Faculty Council.

ARTICLE V. PARLIAMENTARY AUTHORITY

Section A.

Except as explicitly provided herein, the Faculty shall conduct its business according to provisions of *Robert’s Rules of Order*, as most newly revised.

ARTICLE VI. AMENDMENTS

Section A.

An amendment of the Bylaws may be brought to the Council by any member thereof, or by a petition signed by twenty percent (20%) of the voting faculty.

Section B. Adoption

1. Amendments may be approved at regular meetings of the Faculty Council.

2. Amendments must be distributed with the agenda for that meeting.

3. An amendment shall be considered adopted if it is approved by at least two-thirds of the Faculty Council members present and voting at any regular meeting of the Council.

4. If an amendment is approved by a simple majority of Faculty Council members present and voting, but less than two-thirds, it may then be adopted at the next regular meeting by vote of a simple majority of the members present and voting or by a simple majority vote of the voting faculty who vote to approve the amendment.

5. The amendment shall become effective as provided for in the amendment or, failing that, on the first day of the academic year following the completion of the steps above.

Adopted: April 30, 2018

Amended: February 4, 2022