BYLAWS OF THE IUN CONSTITUTION

In order to implement the provisions of the IUN Constitution, the Faculty of IUN do hereby enact these bylaws.

ARTICLE I: ELIGIBILITY TO VOTE (Reserved)

ARTICLE II: THE SENATE (Reserved)

ARTICLE III: OFFICERS (Reserved)

ARTICLE IV: ELECTIONS (Reserved)

ARTICLE V: EXECUTIVE COMMITTEE (Reserved)

ARTICLE VI: STANDING COMMITTEES

Section 6.1.1 Designation and Charge of Standing Committees

In order to exercise the authority delegated to it by the IUN Constitution, the Faculty hereby creates the following committees of the Faculty Senate and charges them as follows:

Academic Affairs
Committee shall be concerned generally with consideration of the implementation of University system-wide academic standards and policy review and recommendation in all areas of academic standards and academic program quality.

Academic Ceremonies
Committee shall assist administrative officers in the planning and coordination of annual commencement exercises and any matriculation ceremony, recommend candidates for honorary degrees, and constitute a committee for special occasions such as Addison-Locke-Roche Lectures.

Administrative Review
Committee shall review and evaluate the objectives and accomplishments of the IUN Administration, reporting to the Faculty each academic year.

Admissions
Committee shall review and make policy recommendations in all areas concerned with admissions and retention criteria and practices.

Affirmative Action
Committee shall review an Equal Employment Opportunity Affirmative Action Program and make policy recommendations and provide advice for affirmative action programs, it shall implement grievance procedures when policy so provides.

Assessment
Committee shall review policies concerning the assessment of educational outcomes and shall assist in the development of assessment policies and programs both at the campus and divisional level.

Budget
Committee shall carry out the duties specified in the 1984 Reduction in Force Statement; shall continually monitor budgetary developments and report to the Faculty Organization on likely financial difficulties, and shall also act as an advisory body to the Chancellor when requested to do so.

Calendar
Committee shall be responsible for preparation of the academic calendar and shall interact with the all-University Calendar Committee; it shall also make recommendations regarding scheduling of classes.

Campus Planning/Facilities
Committee shall review the physical plant, including land, in the relation to academic programs, and make policy recommendations for both short-range and long-range planning and development; shall make recommendations for office space allocation; and shall review and recommend policy for services for handicapped persons.

Computer
Committee shall review policy and practice with regard to funding, acquisition, and use of computer facilities, and make policy recommendations in this area.

Constitution Revision Committee
Committee shall receive suggestions in writing for amendments to the Constitution or changes in the Bylaws, review the Constitution and Bylaws periodically and make suggestions for change, and maintain a current version of the Constitution and Bylaws and a current codification of Faculty Organization policies, procedures, and expressions or opinions.

Elections
Committee shall provide representative faculty review of overall equipment needs and make policy recommendations for budgetary priorities and allocations, and shall function to facilitate equipment funding legislation implementation.

Equipment
Committee shall provide representative faculty review of overall equipment needs and make policy recommendations for budgetary priorities and allocations, and shall function to facilitate equipment funding legislation implementation.

Faculty Affairs
Committee shall concern itself with matters pertaining to the rights, privileges, and responsibilities of faculty members; it shall be advisory to or representative of faculty, depending on makers referred to it.
Faculty Development
Committee will conduct research and develop appropriate recommendations on a Faculty Development program at IUN.

Grants
Committee shall review and screen appropriate grant proposals from faculty members and recommend approval or disapproval to the Chancellor; shall provide special handling of grant proposals contravening grant policy; and shall review and report to the Faculty Senate on outside grants. Persons who apply for grants cannot serve on this committee.

Human and Animal Experiments
Committee shall help implement the safeguards outlined in university documents for research on human subjects and living animals.

International Affairs
Committee shall concern itself with matters pertaining to international affairs and programs, and provide liaison with the President's Council on International Programs.

Library
Committee shall develop appropriate policies and practices for funding, acquisition, and use of library facilities, and for long-range planning and evaluation.

Radiation Safety
Committee shall implement university radiation safety policies and make policy recommendations.

Scholarship/Financial Aid
Committee shall represent the faculty in policy development and control of scholarship programs and shall make recommendations for financial aid policy.

Security
Committee shall serve as a mechanism for two-way communication between the Safety and Security Division and other elements of the university community.

Student Affairs
Committee shall review policies dealing with all aspects of student life and shall make recommendations for policy changes.

Survey & Curriculum
Committee shall review, criticize, and make policy recommendations with respect to all aspects of the credit curriculum, degree or non-degree.

Teaching & Classroom Technology
Committee shall provide a forum for the showing of common and unique educational concerns in such areas and objectives as test construction, evaluation, statistics, the relationships of teaching and research, and philosophy of education; it shall review policy and make recommendations relevant to audio-visual and other instructional technology services, as well as these matters.

Writing Across the Curriculum
Committee shall function as a support group that will encourage writing in our courses and increase awareness of writing as a learning strategy. The Committee plans faculty development workshops and supports the implementation of writing requirements in courses.

UFC Committees
The Committees shall include Affirmative Action, Educational Policy, External Relations, Faculty Affairs, Faculty Compensation and Benefits, Faculty Governance, Finances and Facilities, Honorary Degrees, Library, Student Affairs, Technologies Policies, University Planning, and University Research Policy.

ARTICLE VII: ELECTED COMMITTEES

Section 7.1.1 Appeals to the Faculty Board of Review
The Faculty Board of Review shall hear appeals from any faculty member concerning administrative actions regarding his/her academic freedom, tenure, promotion, salary adjustment or nature and conditions of work.

Section 7.1.2 Time for Filing an Appeal
An Appeal shall be filed within sixty (60) calendar days of the issuance of the final administrative action giving rise to the appeal. If the sixtieth day is on a weekend or holiday, the appeal must be submitted by the next business day.

Section 7.1.3 Method of Filing an Appeal
All appeals shall be in writing, placed in a sealed envelope and filed by submitting the appeal to (1) any member of the Faculty Board of Review or (2) to the President of the Faculty Senate who shall be required to transmit the appeal to the Faculty Board of Review. The person filing the appeal shall deliver a copy of the appeal to the administrative officer whose action is being appealed at the time the appeal is filed.

Section 7.1.4 Drafting the Appeal
An appeal shall contain at least (1) a specification of the administrative action being appealed, including an identification of the administrative officer(s) involved in the appeal; (2) the reasons for requesting the review, including any supporting documents; (3) a list of persons the Faculty Board of Review may wish to interview in regard to this case; and (4) a proposed remedy.

Section 7.1.5 General Hearing Procedures
Ten days prior to the hearing, both the faculty member bringing the appeal and the administrative officer whose action is being appealed shall give the presiding officer of the Faculty Board of Review a written list of all witnesses and a written list of all evidence he/she plans to call or introduce at the hearing. The Faculty Board of Review will notify these witnesses of the time and place of the hearing and request their attendance.

Section 7.1.6 Setting the Hearing in Cases involving Academic Freedom or Tenure
The Faculty Board of Review shall set a hearing date that is mutually agreeable to the faculty member filing the appeal and to the administrative officer(s) whose actions are being appealed. The faculty member filing the appeal, the administrative officer(s) whose action is being appealed and all witnesses notified to appear shall attend the hearing.

Section 7.1.7 Setting the Hearing in Cases involving Promotion, Salary Adjustment, Discipline or the Nature and Conditions or Work
The Faculty Board of Review shall set a hearing date that is agreeable to the faculty member filing the appeal. The Faculty Board of Review shall conduct any investigation it deems necessary to gather the
data needed to render a fair decision. At the time of the hearing the faculty member may explain and elaborate upon the written appeal that he/she has filed. In its discretion, the Faculty Board of Review may meet separately with the faculty member filing the appeal and the administrative officer(s) involved or it may request a joint meeting.

Section 7.1.8 Confidentiality of Hearings The Proceedings of the Faculty Board of Review shall remain confidential and all hearings will be closed. The faculty member filing the appeal, the administrative officer(s) involved in the appeal, witnesses, and members of the Faculty Board of Review shall avoid public statements about matters before the Board. No public announcement of the actions or decisions of the Faculty Board of Review shall be made public unless the faculty member filing the appeal and the administrative officer(s) so agree. Such announcement shall include either the complete report of the Faculty Board of Review or an abridgement of that report when the abridgement is necessary to protect the privacy of individuals or the confidentiality of records.

Section 7.1.9 Conflicts of Interest The Faculty Board of Review and its members shall be sensitive to the existence of or the appearance of conflicts of interest in any case coming before the Board. Conflicts of interest may arise in any of the following circumstances:

1. A member of the Board is a party to an appeal. A member may be a party if he/she files an appeal or his/her action is the action appealed.
2. A member of the Board is consulted about the appeal. This may occur either during or before his/her election to the Board. Consultation with either a colleague or an administrative officer is covered.
3. A member of the Board is a member of the same department or other academic unit as the faculty member filing the appeal.
4. A member of the Board has an on-going professional relationship with either party to the appeal. This includes on-going research projects and/or on-going team-teaching, course-development, or related activities.
5. A member of the Board has or has had an association or relationship with either party to the appeal and the nature of that association or relationship is such that the member of the Board may not be able to render an objective decision in the matter.

Section 7.1.10 Excusing a Member Whenever a conflict of interest appears to exist, the member of the Board shall excuse himself/herself from the appeal on his own initiative. In any event, whenever the Board reasonably believes that a conflict of interest may exist, the Board shall ask that member to excuse himself or herself from the appeal.

Section 7.1.11 Decisions of the Faculty Board of Review (a) The Faculty Board of Review shall write its decision and distribute that decision to the faculty member and administrative officer(s) involved within thirty(30) days after the hearing is concluded.

(b) In cases involving promotion, salary adjustment, or the nature and conditions of work, within thirty (30) days after receiving the Faculty board of Review decision, the administrative officer(s) involved shall provide a written statement to the faculty member initiating the appeal and to Faculty Board of Review, stating the administrative officer's decision on appeal, including the reasons for that decision.

(c) In cases involving academic freedom and tenure, the decision of the Faculty Board of Review shall also be submitted to the Chancellor. Within thirty (30) days after receiving the decision of the Faculty Board of Review, the Chancellor shall provide a written statement to the faculty member initiating the appeal and to Faculty Board of Review, stating the University's decision on appeal, including the reasons for that decision.

ARTICLE VIII: MEETINGS (Reserved)

ARTICLE IX: FACULTY ASSEMBLIES (Reserved)

ARTICLE X: AUTHORITY OF THE FACULTY (Reserved)

ARTICLE XI: RECORDS (Reserved)

ARTICLE XII: ADOPTION OF THESE BYLAWS

Section 12.1.1 Proposal

These proposed Bylaws shall be first be presented to the Executive Committee. The Executive Committee shall schedule the proposed amendment for a first reading at the next regular meeting of the Faculty Organization. The proposed amendment shall be presented to the Faculty for first reading at the Faculty Organization meeting. After the first reading, the President of the Faculty Organization shall schedule the proposed amendment for second reading and debate at the next regularly scheduled meeting.

Section 12.1.2 Adoption

At the second reading, these Bylaws shall be submitted to the Faculty Organization for debate and vote. If two-thirds of the faculty present vote to adopt these Bylaws, the President shall declare these Bylaws duly adopted.

Section 12.1.3 Revocation of all other Bylaws

In enacting these Bylaws, the faculty of Indiana University Northwest hereby revokes all previously enacted Bylaws.

ARTICLE XIII: AMENDMENTS TO THESE BYLAWS

Section 13.1.1 Proposal

A motion to amend these bylaws shall be presented to the Executive Committee. The Executive Committee shall schedule the proposed amendment for first reading at the next regular meeting of the Senate or at any special meeting of the Faculty Senate occurring at least one week after the presentation of the proposed amendment to the
Senate by the Executive Committee.

Section 13.1.2 Approval

A proposed amendment to these Bylaws shall be presented for a second reading at the next regularly scheduled meeting of the Faculty Senate following the first reading. If two-thirds of the Senators present at the Faculty Organization meeting vote to approve the amendment, the President shall declare the Bylaws so amended.