

CONSTITUTION OF THE FACULTY ORGANIZATION OF INDIANA UNIVERSITY NORTHWEST

Preamble

The faculty of Indiana University Northwest, in order to provide for the governance of our membership, to create a forum for the free exchange of ideas, to promote excellence in education, to maximize the participation, influence, and the effectiveness of the faculty in the operation and growth of Indiana University Northwest, does hereby constitute itself as the Faculty Organization for Indiana University Northwest, and adopt this Constitution as its instrument of government.

Subject to the limitations imposed by the laws of the State of Indiana and the Board of Trustees of Indiana University, and the Indiana University Faculty Constitution, this Constitution establishes the powers and the duties herein provided for, and confers them upon the Indiana University Northwest Faculty Organization. The Constitution is to be construed and implemented in the spirit of diversity that enhances this university community.

ARTICLE I: ELIGIBILITY TO VOTE

Section 1.1 The Faculty

Persons holding appointments as full-time faculty with instructional, clinical or research responsibilities of a regularly established academic division or the Library of Indiana University Northwest, shall be members of the Faculty. The Faculty may attend and speak in Faculty Organization meetings, to vote, to serve on a committee, and hold elected positions in the Faculty Organization.

Section 1.2 Administrators Holding Faculty Rank

Faculty members with full-time administrative responsibilities are members of the Faculty and may exercise all faculty privileges, except they may not hold office in the Faculty Organization.

Section 1.3 Emeritus Faculty

An emeritus member of the faculty may exercise faculty privileges to attend and speak in Faculty Organization meetings, but may not vote or hold elected positions in the Faculty Organization.

Section 1.4 Certification of Members

The Chancellor shall certify to the Secretary of the Faculty Organization the names of all academic appointees, and the Secretary shall then certify the membership classification within the Faculty Organization of these appointees. The certification shall be made within two weeks of the opening of the school year and thereafter as appointments occur.

ARTICLE II: THE FACULTY ORGANIZATION

Section 2.1 Method of Governance

The Faculty shall govern itself through the Faculty Organization, which shall exercise the powers and responsibilities of the Faculty. Its decisions in exercising these powers and responsibilities shall be final and subject to the limitations imposed by the laws of the State of Indiana, the Board of Trustees of Indiana University, and the Indiana University Faculty Constitution.

Section 2.2 Composition

The Faculty Organization shall be composed of the voting Faculty.

ARTICLE III: OFFICERS

Section 3.1 President

The President shall be elected from the members of the voting Faculty. The duly elected President of the Faculty Organization shall (1) prepare the agenda for and preside over all Faculty Organization meetings, (2) serve as the Chair of the Executive Committee, (3) serve as one of the University Faculty Council (UFC) Representatives, (4) serve as a member of the campus and the UFC Agenda Committee, (5) implement the decisions of the Faculty Organization and (6) report on a monthly basis during the academic year to the Organization on matters of importance.

Section 3.2 Vice President

The duly elected Vice President shall be elected from the members of the voting Faculty. The duly elected Vice President of the Faculty Organization shall assist the President in carrying out the President's duties and shall carry out all the duties of the President in the absence of the President. The Vice President shall become the President on the death, resignation, or permanent incapacity of the President.

Section 3.3 Secretary

The duly elected Secretary shall be elected from the members of the voting Faculty. The duly elected Secretary of the Faculty Organization shall record minutes of all Faculty Organization meetings, shall archive the minutes in a publicly available repository, shall distribute copies of all minutes to all members, shall handle all correspondence for the Faculty Organization, and shall send written or electronic notice of all Faculty Organization meetings to all members. The Secretary shall, at the direction of the President of the Faculty Organization, make available to each member of the Board of Trustees a copy of any resolutions passed by the Faculty Organization. The Secretary shall, upon leaving office, turn over all records of the Faculty Organization business to the successor.

Section 3.4 Parliamentarian

The Parliamentarian of the Faculty Organization, who shall be appointed by the President, will advise the President on parliamentary procedure.

Section 3.5 Representative(s) to all University Faculty Council

The University Faculty Council Representative(s) shall attend all university Faculty Council meetings and report on said meetings to the Faculty Organization. Said Representative(s) shall be elected in the same manner as the Officers of the Faculty Organization.

ARTICLE IV: ELECTIONS

Section 4.1 Nominations

The President shall annually appoint an Election Committee of three voting members to hold the election for all elected offices.

1. All elections will begin with an open nomination process. The Election Committee shall provide an avenue, e.g. form, survey, etc. for any faculty member to nominate any eligible colleague for each available office. Self-nominations shall also be accepted. Members of the election committee must secure each nominee's consent to run for said office or position prior to placing the name in on the ballot.
2. The Election Committee shall solicit nominations throughout the fall semester for candidates for five Faculty Board of Review members. The election shall be held before the end of the fall semester.
3. The Election Committee shall solicit nominations throughout the spring semester for candidates for the office of President (every other year), Vice President, Secretary, and UFC Representative. The President, Vice President, and UFC Representatives should be tenured faculty members. The election shall be held before the end of the spring semester. The incoming officers will take office on the last day of the spring semester.

Section 4.2 Voting

The Election Committee shall submit to the voting Faculty a secret mail ballot containing the names of the nominees for all elected offices. The candidate(s) receiving the highest number of votes on the ballot shall be declared elected and the Committee shall report the results to the academic unit, the Faculty, and the Chancellor. In the case of a tie, the selection shall be determined by a run-off election.

Section 4.2 Eligibility to Hold Office

Any member of the voting Faculty of Indiana University Northwest, except faculty members with full-time administrative responsibilities, shall be eligible to hold office in the Faculty Organization.

Section 4.3 Term of Office

The President of the Faculty Organization and members of the Executive Committee shall serve for two years. All other officers shall serve for one year beginning at the end of the Spring semester.

ARTICLE V: EXECUTIVE COMMITTEE

Section 5.1 Presiding Officer

The President of the Faculty Organization shall be the presiding officer. The presiding officer shall prepare the agenda for Executive Committee meetings and report matters considered and actions taken by the Executive Committee to the next meeting of the Faculty Organization.

Section 5.2 Secretary

The duly elected Secretary of the Faculty Organization shall record minutes of all Executive Committee meetings, shall archive the minutes in a publicly available repository, shall distribute copies of all minutes to all members, shall handle all correspondence for the Executive Committee, and shall send written or electronic notice of all Executive Committee meetings to all members. The Secretary shall, upon leaving office, turn over access to all records of the Executive Committee business to the successor.

Section 5.3 Members

The Executive Committee of the Faculty Organization shall be composed of the President, Vice President, Secretary, the elected members of the Executive Committee, the immediate past Secretary (for one year after leaving office), and the immediate past President. The elected representative (representatives) from Indiana University Northwest to the University Faculty Council, if he/she or they are not already elected members of the Executive Committee, shall be a non-voting member of the Executive Committee.

Section 5.4 Eligibility

All members of the Indiana University Northwest voting Faculty shall be eligible to serve on the Executive Committee.

Section 5.5 Divisional Representation

Each of the regularly established academic units shall elect at least one member to the Executive Committee. The College of Arts and Sciences shall elect three representatives, the College of Health and Human Services shall elect two. In addition, the Library shall elect one member and two members of the Executive Committee shall be elected at large.

Section 5.6 Election

Members of the Executive Committee shall be elected in the same manner as the Officers of the Faculty Organization; however, the election of the divisional members shall take place in March after the announcement of the election of the President, the Vice-President and the Secretary.

Section 5.7 Term

Elections for members of the Executive Committee shall be staggered. For this reason, the term for the first elected members of the Executive Committee shall be one year. Thereafter, the term for all other members of the Executive Committee shall be two years. New members of the Executive Committee shall begin their terms at the end of the Spring semester. Vacancies in the Executive Committee shall be filled by election.

Section 5.8 Duties

The duties of the Executive Committee, or a subcommittee named by it, shall be:

1. To act as a Committee on Committees, or appoint a subcommittee in its stead, to make appointments to the various standing committees of the Faculty Organization. To make appointments to various ad hoc committees. All appointments shall be made in consultation with the Faculty Organization member concerned and with three administrators designated by the Chancellor. All appointments shall be submitted for ratification at the April meeting of the Faculty Organization.

2. To prepare the agenda for Faculty Organization meetings.
3. When requested, to prepare, edit, and/or review resolutions submitted for debate and vote to the Faculty Organization. To refer such resolutions to the appropriate administrative officials and faculty committees. To review and report upon the subsequent action of administrators in implementing the resolution(s).
4. To advise the administration on faculty governance.
5. To supervise the activities of the standing and ad hoc committees.
6. To maintain a file of changes to the Academic Handbook and to work with the office of the Vice Chancellor for Academic affairs to periodically issue an updated version of the Academic Handbook.
7. In the event the full Organization cannot be convened in time, to act provisionally for the faculty in the case of a dire emergency. Any action of the Executive Committee may be reconsidered at the next meeting of the Faculty Organization.
8. To set the time and day of the regular meetings of the Faculty Organization.
9. To take action on matters referred to it by the Faculty Organization. To carry out any and all other duties needed to fulfill the responsibilities imposed on the Executive Committee by the provisions of this Constitution and the bylaws.

ARTICLE VI: STANDING COMMITTEES

Section 6.1 Appointment

The Standing Committees of the Faculty Organization shall consist of the standing committees designated by the bylaws.

Section 6.2 Eligibility

Any member of the Faculty shall be eligible to serve on the standing committees; provided that only those faculty that meet the specific requirements set forth in the bylaws for specific committees can serve on those committees.

Section 6.3 Duties

The standing committees shall make studies, formulate recommendations, prepare resolutions and carry out such other duties as may be assigned by the bylaws and the Faculty Organization. Standing committees shall concern themselves with matters at their own initiative, at the request of the Faculty Organization, its President, the Executive Committee, or any administrative officer of Indiana University Northwest. All actions of committees shall be recorded in minutes. The committees shall exercise discretion in reporting matters of a confidential nature. Meetings of standing committees shall be called by the chairpersons of the respective committees. A copy of the minutes shall be recorded unless confidential matters are involved. All committee actions are subject to review by the Faculty Organization.

Chairpersons of all standing committees are responsible for:

1. Meeting with the President within one month of appointment to review the committee's charge.
2. Convening no less than two meetings of the committee during the academic year

Section 6.4 Records

Chairpersons of all standing committees are responsible for:

1. Keeping a file of all committee minutes and correspondence for the school year, and delivering these documents to the central repository on or before May 1 of that academic year.
2. Compiling a written report which includes a description of the work of the committee and an assessment of how the committee carried out its work. This report must be submitted to the President of the Faculty Organization on or before May 1 of that academic year. Copies of this report are to be distributed to the faculty.
3. The President shall keep one copy of all past minutes and reports, and correspondence, and related documents of the Faculty Organization and its standing committees

Section 6.5 Powers

As agents of the Faculty Organization, committees may make decisions and formulate policies which are subject to the approval of the Faculty Organization. When a committee arrives at a decision or formulates a policy which it believes should be binding, it shall send a written copy of said decision or policy to the Secretary and the President of the Faculty Organization. Said decision or policy shall be scheduled for review by the Faculty Organization at the next convenient Faculty Organization meeting. The Faculty Organization maintains the right to overrule any action taken by a committee. No decision or policy shall become final until it is approved by the Faculty Organization.

ARTICLE VII ELECTED COMMITTEES

Section 7.1 Faculty Board of Review

The Faculty Board of Review shall consist of five tenured members of the faculty, one of whom shall be designated as the presiding member.

Subsection 7.1.0 Term of Office

The members of the Faculty Board of Review shall hold office from the first day of February for a term of one year that shall be automatically extended to allow those members to complete the review of any case under consideration. No member shall hold office for two successive terms of office.

Subsection 7.1.1 Responsibility of the Faculty Board of Review

1. The Faculty Board of Review shall hear cases concerning academic freedom, tenure, promotion, salary adjustment, and the nature or conditions of work. Any member of the faculty desiring a review of administrative action in these stated areas shall request in writing a hearing by the Faculty Board of Review.
2. The Faculty Board of Review may also express its judgment to administrators on administrative action by giving an opinion and or a recommendation on any case presented to it which raises an issue of academic freedom, tenure, promotion, salary adjustment, or the nature of conditions of work.

Subsection 7.1.2 Procedure of the Faculty Board of Review

1. In cases involving academic freedom or tenure, the Faculty Board of Review shall accord each party the right to have counsel of his/her own choosing, to present witnesses and other evidence in his/her behalf, and to cross-examine witnesses testifying against him/her.
2. In cases involving promotion, salary, or the nature or conditions of work, the Board of Review shall hear the faculty member concerned and make such other investigation as it deems necessary or advisable in formulating its opinion and recommendation.
3. In conducting appeals, the Faculty Board of Review shall adhere to all other procedures specified in the bylaws to the Constitution.

Subsection 7.1.3 Report to the Faculty.

The Faculty Board of Review shall report annually to the faculty the number and types of cases presented to it, and indicate the number of cases sustained.

Subsection 7.1.4 Appointment of Temporary Member

Whenever a member of the Faculty Board of Review is unable to serve for any reason, the elected representatives on the Faculty Board of Review shall, subject to the approval of the President of the Faculty Organization, appoint a member to fill the vacancy for the particular case pending before the Board.

ARTICLE VIII MEETINGS

Section 8.1 Regular Organization Meetings

1. The Faculty Organization shall hold monthly meetings during each academic year. Early in the first semester the Chancellor shall report in detail on the state of the Northwest Campus of Indiana University, summarizing the academic year, public service, and fiscal operations of the preceding academic year. The Chancellor may make recommendations to the faculty and call pertinent problems to their attention.
2. Regular and special meetings are open to all faculty, students, and staff of Indiana University Northwest. The presiding officer, in her/his sound discretion, may recognize any person from the floor that desires to speak.
3. The meetings shall be conducted in accord with *Robert's Rules of Order*. The Agenda for regular meetings of the Faculty Organization shall be published no later than forty-eight hours before the meeting and only those items listed on the published Agenda shall be voted on by the Organization at its regular meeting. All resolutions shall be submitted in writing on a form prescribed by the Secretary. Adjournment shall be two hours after a meeting is scheduled to begin unless the members present vote unanimously to extend the meeting.
4. At the meetings of the Faculty Organization, the officers of the Faculty Organization may speak "off the record" if the officer vacates his/her office temporarily for that purpose in accordance with *Robert's Rules of Order*.

Section 8.2 Special Faculty Organization Meetings

Special meetings of the Faculty Organization may be called by the President or in his/her absence by the Vice President or by the Secretary. The Secretary of the Faculty Organization shall notify the Voting Faculty by mail or E-mail of the meeting at least one week in advance of the date of a special meeting.

Section 8.3 Quorum at Faculty Organization and Executive Committee Meetings

Forty voting members shall constitute a quorum at regular and special meetings of the Faculty Organization. Fifty-one percent of the members shall constitute a quorum for regular and special Executive Committee meetings.

Section 8.4 Regular Executive Committee Meetings

The Executive Committee shall hold regular monthly meetings preceding the monthly Faculty Organization meeting throughout the academic year. The meetings are open to all faculty, students, and staff of Indiana University. Regular meetings can be called with one week notice to the members.

Section 8.5 Special Executive Committee Meetings

The President of the Faculty Organization can convene a special Executive Committee meeting to consider emergency matters with forty-eight hour notice to the members.

Section 8.6 Executive Session

Both the Faculty Organization and the Executive Committee can convene an executive session whenever confidential matters that pertain to named individuals are to be discussed. When confidential matters are to be discussed, these items shall be designated as confidential on the agenda. When agenda items marked as confidential are ready to be heard, the presiding officer shall declare the meeting in executive session. At this time the presiding officer shall direct everyone in the room, except those authorized to vote, to leave the meeting. Only those items listed on the agenda as confidential shall be discussed in executive session. When discussion on those items is concluded, the President shall declare the meeting in open session, conduct any necessary votes, and proceed with the rest of the Faculty Organization business.

Section 8.7 Faculty Organization Business

Only those items listed on the Agenda that has been published and distributed to the faculty forty-eight hours before the meeting shall be discussed and voted on by the Faculty Organization or the Executive Committee at its regular meeting.

ARTICLE IX: FACULTY ASSEMBLIES

Section 9.1 The Call for an Assembly

1. Faculty Assemblies may be called and presided over by the Chancellor for the purpose of transmitting communications from either the President of the University, the Board of Trustees, or the Chancellor. The first assembly of the school year shall be an all University assembly.
2. Faculty Assemblies may be called and presided over by the President of the Faculty Organization for the purpose of providing a broad and open forum for the discussion of matters that do, will, or may affect the faculty.

Section 9.2 The Business of an Assembly

No business may be conducted at an Assembly.

ARTICLE X: AUTHORITY OF THE FACULTY

Section 10.1 Legislative Authority

Subject to the limitations imposed by the laws of the State of Indiana, the Board of Trustees of Indiana University, and the Indiana University Faculty Constitution, the Faculty at IUN, through the Faculty Organization and its Committees, shall have the authority to establish policy and procedure with the advice and consent of the administration in the following areas:

1. The academic mission;
2. The structure and standards for faculty governance;
3. The standards and procedures for creation, reorganization, merger, and elimination of academic programs and units;
4. The standards and procedures for determining the authority of academic units and the relationship between them;
5. The curriculum;
6. Class scheduling and the academic calendar;
7. Admission and retention of students;
8. Creation and definition of academic ranks;
9. The standards and procedures for faculty appointments, promotion and tenure, compensation, conduct, discipline and grievances;
10. Standards and procedures for appointment and review of academic officers;
11. Conferring degrees; and
12. Other authority delegated to the faculty by the Trustees.

Section 10.2 Regulatory Authority

The Faculty shall exercise the power delegated to it by the Trustees for the government of student conduct. In the exercise of this power, the faculty may reward, censure, and suspend those who continue to be refractory until the matter can be reviewed by the Board of Trustees. This authority may be delegated to appropriate officials and bodies, subject to review by the faculty at its discretion.

Section 10.3 Administrative Authority

The Faculty through its Faculty Organization and its Committees shall (1) prepare and propose bylaws to this Constitution, (2) prepare its own Agenda (3) Initiate proposals for faculty consideration, and (4) fill vacancies in the Offices of Secretary and Parliamentarian.

Section 10.4 Review Authority

The Faculty shall express its judgment on administrative action through its Faculty Board of Review which may give an opinion and recommendation on any case presented to it which raises an issue of academic freedom, tenure, promotion, salary adjustment, or the nature or conditions of work.

Section 10.4 Consulting Authority

The Faculty through its Faculty Organization and its Committees, may express their opinion on any question related to the policy or administration of the University by resolution. The Faculty, through its Faculty Organization and its Committees, shall be available at all times to act in an advisory or consultative capacity with any member(s) of the administration on matters of university policy.

Section 10.5 Exercise of Authority

Faculty authority may be exercised through the Faculty Organization and its Committees, in regular or special meetings, by mail vote, by E-mail vote or as provided by this Constitution.

ARTICLE XI: RECORDS

Section 11.1 Central Repository

The Library is designated as the central repository of the records of the Faculty Organization. The Library shall maintain a paper or electronic copy of all documents issued by the Faculty Organization.

Section 11.2 Access to Records

Any voting member of the Faculty shall have access to the records of the Faculty Organization. This access shall include viewing a copy of the records. A written copy of specified records shall be provided to any voting member of the Faculty within forty-eight hours after a written request is served on the library unless the request for records is extensive. If the request for records is extensive, the library shall set a reasonable time for responding to said request.

ARTICLE XII: ADOPTION OF THIS CONSTITUTION

Section 12.1 Proposal

This proposed Constitution shall be first be presented to the Executive Committee. The Executive Committee shall schedule this Constitution(s) for first reading at the next regular meeting of the Faculty Organization.

Section 12.2 Revision

1. At the first reading, this Constitution, accompanied by a proposed set of resolutions implementing key policy decisions and Bylaws, shall be presented to the Faculty Organization at its regular meeting. Within ten working days after the Faculty Organization meeting, the Faculty Organization shall schedule at least one Faculty Assembly to discuss this proposed Constitution. Members of the Constitution Revision Committee shall be present at the Faculty Assembly(s) convened to discuss this Constitution. No vote shall be taken at that Assembly(s). An advisory vote on the proposed resolutions and changes presented at the Assembly(s) will be taken for the guidance of the Constitution Revision Committee.
2. After the Faculty Assembly(s), the members of the Constitution Revision Committee shall convene to consider any and all recommended changes to the Constitution. The Constitution Revision Committee shall, in the exercise of its sound discretion, adopt as many of the changes as feasible, revise the proposed Constitution, and submit the revised Constitution and revised resolutions to the Faculty Organization for approval of the voting Faculty.

Section 12.3 Debate

At the next regularly scheduled Faculty Organization meeting, the revised Constitution shall be submitted to the Faculty Organization for debate and discussion. Within ten working days after the Faculty Organization meeting, the Election Committee shall prepare and submit a secret mail ballot to the voting Faculty asking them whether they choose to adopt either a Faculty Senate or a new Faculty Organization. All ballots shall be returned within ten working days. If a minimum of one hundred faculty vote in favor of this ballot, the new Constitution that received a majority vote shall be submitted to the Faculty for ratification.

Section 12.3 Ratification

Within seven working days after the faculty votes to choose a new Constitution, the Faculty Organization shall submit the proposed Constitution to the faculty for ratification by mail ballot. The vote on this proposed Constitution shall be by secret mail ballot of all voting members of the faculty. The ballots shall be distributed within seven working days after the Faculty Organization has voted in regular or special session to adopt this Constitution. All ballots shall be returned to the Election Committee within ten working days after they are distributed. If a minimum of one hundred faculty vote, the Constitution shall be ratified when two-thirds of those faculty voting by the close of the ten day voting period have voted in its favor. If this proposed Constitution is approved in this manner, the Chairman of the Faculty Organization shall declare said Constitution adopted.

Section 12.4 Effective Date of this Constitution and Revocation of all other Constitutions

This Constitution shall become effective at the beginning of the academic year following its passage. By enacting this Constitution, the faculty of Indiana University Northwest hereby revokes all previously enacted Constitutions. This revocation shall become effective at the same time this Constitution becomes effective.

ARTICLE XIII: AMENDMENTS TO THIS CONSTITUTION

Section 13.1 Proposal

A motion to amend this Constitution shall be presented to the Executive Committee. The Executive Committee shall schedule the proposed amendment for the next regular meeting of the Organization or at any special meeting of the Organization occurring at least one week after the presentation of the proposed amendment to the Organization by the Executive Committee.

Section 13.2 Readings

A proposed amendment to this Constitution shall be presented for a first reading at the next regularly scheduled meeting of the Faculty Organization. The proposed amendment shall be scheduled for second reading at the next regularly scheduled meeting of the Faculty Organization.

Section 13.3 Debate

At the second reading, the faculty shall debate the proposed amendment to this Constitution. When the debate is closed, the Faculty Organization shall submit the amendment to the faculty for vote on a mail ballot.

Section 13.4 Ratification

The vote to ratify a proposed amendment shall be by secret ballot of all voting members of the faculty. The ballots shall be distributed within one week after the Faculty Organization has voted in regular or special session to close discussion on the proposed amendment. All ballots shall be returned to the Election Committee within 10 days after they are distributed. If a minimum of one third of the total number of voting faculty vote, the amendment shall be ratified when three-quarters of those faculty voting by the close of the ten day voting period have voted in its favor.

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 FACULTY ORGANIZATION (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 Organization 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.

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 continually monitor budgetary developments and report to the Faculty Organization on likely financial concerns, 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 Registrar and the all-University Calendar Committee; it shall also make recommendations regarding scheduling of classes.

Campus Athletics

Committee shall include representation from the faculty, student athletes ex officio, Faculty Athletic Representative, and also the Athletic Director as an ex officio non-voting member. This committee shall report at least annually to the Campus Executive Committee.

The committee will assure that

- institutional control of campus athletics programs is shared by faculty and administration, with the input of student-athletes.
- campus athletics programs meet Indiana University's stated fundamental goals for intercollegiate athletics.
- campus athletics support the well-being of student-athletes, support academic achievement, and contribute to the academic mission of the university.
- campus athletics excels athletically and integrates with the entirety of the university.

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.

Classroom Technology and Distance Education

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.

Computer

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

Community Engagement Committee

Committee shall concern itself with matters pertaining to the scholarship of community engagement including identifying ways to build strong university-community partnerships anchored in and supportive of the scholarship of teaching, research, and service.

Constitution Revision Committee

Committee shall receive suggestions in writing for amendments to the Constitution or changes in the Bylaws, review the Constitution and Bylaws annually 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.

Diversity and Inclusion Committee

The committee would

- assist ODEMA (the Office of Diversity and Multicultural Affairs) with their annual reports on diversity and inclusion.
- participate in the One Book, One Campus initiative
- work on any issues related to diversity and inclusion as needed by the Faculty Organization Executive Committee
- assist the EEOC Officer with any non-compliance related issues related to diversity and/or inclusion as needed.

Elections

Committee shall administer the fair and transparent elections of officers and other elected posts in the Faculty Organization in accordance with procedures specified in the Constitution.

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 matters referred to it.

Faculty Development

Committee will concern itself with supporting the growth and success of new and continuing IU Northwest faculty.

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 Organization on outside grants. Persons who apply for grants cannot serve on this committee.

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.

Retention

Committee shall review and propose ideas in areas concerned with student retention and continuing enrollment.

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.

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.

ARTICLE VII: ELECTED COMMITTEES

Section 7.2.1 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 7.2.2 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 7.2.3 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 Organization 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 7.2.4 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 7.3.1 General Hearing Procedures of the Faculty Board of Review 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 7.3.2 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 7.3.3 Setting the Hearing in Cases involving Promotion, Salary Adjustment, Discipline or the Nature and Conditions of 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 7.3.4 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 7.3.5 Conflicts of Interest The Faculty Board of Review and its members shall be sensitive to the existence of or the appearance of conflicts or 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 7.3.6 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 on interest may exist, the Board shall ask that member to excuse himself or herself from the appeal .

Section 7.3.7 Decisions of the Faculty Board of Review

1. 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.
2. 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.
3. 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 Faculty Organization or at any special meeting of the Faculty Organization 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 Organization following the first reading. If two-thirds of the Faculty present at the Faculty Organization meeting vote to approve the amendment, the President shall declare the Bylaws so amended.