INDIANA UNIVERSITY INDIANAPOLIS
SCHOOL OF HEALTH AND HUMAN SCIENCES

BYLAWS

Of

THE FACULTY ORGANIZATION

2025

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INDIANA UNIVERSITY INDIANAPOLIS

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PREAMBLE

The faculty of the School of Health and Human Sciences at Indiana University Indianapolis presents these bylaws as the framework of faculty governance to facilitate and sustain excellence in teaching, research, service, creative activity, and public scholarship in recognition of the common goal of the faculty to better health and quality of life through the process of our respective and collective work.

The bylaws of the faculty organization specify the composition of the faculty organization, including terms, election, and appointment of members, the election of officers, and the appointment of committees; the nature and frequency of meetings; the rules of procedure for meetings and committees; and the provisions for amending and suspending bylaws.

ARTICLE 1. NAME

Section 1. Name of Organization

The name of this organization shall be the "Faculty Organization" of the School of Health and Human Sciences (SHHS) of Indiana University Indianapolis (hereinafter called "The Faculty").

ARTICLE II. THE FACULTY

Section 1. Membership

The Faculty of the SHHS shall consist of persons with tenure (or accumulating credit toward tenure in the school), clinical faculty, lecturers, and any persons whose membership is ratified by a majority Faculty vote at a regular meeting of the Faculty Organization.

Section 3. Voting Members

As appointments by the Trustees, resignations, retirements, and terminations occur, the Dean of the SHHS shall communicate to the President Elect of the Faculty changes to the list of the name, rank, tenure, and voting status of each person holding an academic appointment.

Section 4. Associate (non-voting) Members

Part-time (<50% FTE in the SHHS), associate/ adjunct faculty, or visiting faculty members of the SHHS shall constitute the associate membership and are non-voting.

Visiting full-time faculty may be appointed for service on department committees; however, they shall not chair the committee and are non-voting.

Section 5. Emeritus (non-voting) Members

Faculty members of the SHHS granted the title of "Emeritus" by action of the Board of Trustees of Indiana University shall constitute the emeritus membership and are non-voting.

ARTICLE III. PURPOSES

Section 1. Statement of Responsibility/ Authority

The purpose of the Faculty Organization shall be to provide an operational framework for democratic discussion by the faculty and determination of academic and professional policies, standards, and procedures relating to the SHHS.

ARTICLE IV. LEGISLATIVE AUTHORITY OF THE FACULTY

Section 1. Legislative Authority

Legislative authority provides the power to establish general policies and to determine procedures for their implementation, subject to the approval of the Board of Trustees of Indiana University, applicable university-wide policies of Indiana University, the policies of Indiana University Indianapolis, the laws of the State of Indiana, and other provisions of these Bylaws.

Section 2. General Sources of Authority of the Faculty

In accordance with the laws of the State of Indiana and, in particular, the authority granted to the Trustees of Indiana University and Indian University to delegate to the faculty and to the university officials such authority as they may possess, such delegation being always revocable and the exercise of delegated authority remaining at the Trustees' pleasure and subject to their approval, these Bylaws confirm and establish in the faculty the responsibilities and duties herein specified. In accordance with long-standing U.S. traditions in higher education, primary authority in matters of academic policy resides with the Voting Faculty of the Faculty Organization.

Section 3. Specific Legislative Authority of the Voting Faculty

The Voting Faculty' legislative responsibilities and duties related to academic policies are:

a) Standards for student admission, placement, and academic standing;
b) Curriculum, course content, and examination procedures;
c) Grading, student evaluation, and grading appeals;
d) Adhering to the standards and policies of academic programs that require accreditation.

In addition to the aforementioned responsibilities, the Voting Faculty has interests, legislative responsibilities, and duties overlapping those of administration in the following areas:

e) Student conduct and discipline;
f) Student grievances against faculty;
g) Faculty advancement, promotion, and tenure;
h) Faculty status, conduct, and discipline;
i) Faculty grievances;
j) The privileges and general welfare of the faculty;
k) Appointment and retention of academic administrative officers;
l) Class scheduling and the academic calendar;
m) Research, service, and community engagement;
n) Academic organization/reorganization;
o) Physical facilities and budgeting insofar as they relate to academic objectives, and all other policies and procedures affecting the faculty and its academic mission.

ARTICLE V. OFFICERS OF THE FACULTY

Section 1. Officers

The Officers shall be comprised of five faculty, four individuals in the following elected positions: President-Elect, President, Past President, and the SHHS representative to the IUI Faculty Council with the fifth officer being an appointed Parliamentarian.

a) The Faculty Organization President-Elect will be elected by the Voting Faculty and serve a three-year term which consists of one year in each of the following roles: President-Elect, President, and Past-President.
b) All tenure and non-tenure track faculty members, excluding Deans and Associate Deans are eligible to run for the position of President-Elect.
c) Faculty may not serve in more than one officer position at any given time.

Duties and responsibilities of the Officers of the Faculty:

a) It shall be the duty of the President of the Faculty Organization to:

a) Call a minimum of one regular Faculty Organization meeting per semester;
b) Create and distribute the agenda for regular Faculty Organization meetings at least one week prior to the scheduled meeting of the Faculty Organization;
c) Preside over meetings of the Faculty Organization;
d) Serve as a member of the SHHS leadership team;
e) Approve minutes from the Faculty Organization meetings before they are distributed;
f) Appoint a parliamentarian annually;
g) Work with both the chair of Faculty Affairs and Bylaws Committee and administration to ensure the SHHS Bylaws are up-to-date and propose amendments for the good of the order.
h) The current President-Elect will assume the role of President at the conclusion of the first meeting of the Faculty at the start of the subsequent academic term.

b) It shall be the duty of the Past-President of the Faculty Organization to:

a) Serve as an advisor to the President.

c) It shall be the duty of the Parliamentarian of the Faculty Organization to:

a) Establish that a quorum exists at all meetings of the Faculty Organization and notify the President if a quorum does not exist;
b) Advise the President on matters of Parliamentary procedure;
c) Inform the President and President-Elect of any error in proceedings of the Faculty Organization, as noted in Robert's Rules of Order, that may affect the substantive rights of any member of the Faculty Organization.
d) The term of this position is on an annual basis.

d) It shall be the duty of the President-Elect of the Faculty Organization to:

a) Maintain the official record (minutes) of the proceedings and actions of all meetings of the Faculty Organization.
b) During the spring semester, the President-Elect shall announce openings on

Faculty Organization Committees for the following year to all members of the Faculty Organization.

c) Prepare copies of documents to be distributed at Faculty Organization Meetings (i.e. agenda's, meeting minutes, committee reports, motions, supporting documents, and others as needed).
d) During the spring semester, the President-Elect shall announce openings on Faculty Organization Committees for the following year to all members of the Faculty Organization.
e) Call for nominations and conduct voting for open elected Faculty Organization Committee positions.
f) Call for nominations and conduct voting for the successor to the position of President-Elect.
g) Prepare, distribute, and verify ballots (including mail and email ballots) for all elections conducted by the SHHS Voting Faculty;
h) Procure assistance from the Dean's officer for help with minutes and record keeping as needed.
i) The newly elected President-Elect will assume office at the start of the subsequent new academic term.
j) The current President-Elect will assume the role of President at the conclusion of the first meeting of the Faculty at the start of the subsequent academic term.

e) It shall be the duty of the SHHS Faculty Representative to Indianapolis Faculty Council to:

a) Attend IFC meetings;
   i. In the event they are unable to attend an IFC meeting, they will find a replacement member that meets the IFC established criteria for alternative attendees. This is to retain the appropriate voting eligibility for action items.
b) Report happenings of IFC meetings to the President of the Faculty Organization;
c) Inform the Faculty Organization of matters and issues present at IFC meetings that may affect any member or members of the Faculty Organization.
d) The school IFC faculty representative shall serve a two-year term.

f) Removal of officers:

An officer can be removed from office only by adoption of a motion to remove. The vote required for adoption of such a motion is (a) a two-thirds vote of those present and voting; (b) a majority vote of those present and voting, provided that previousnotice of the motion has been given; or (c) a majority vote of the entire membership, any one of which shall constitute sufficient approval for removal.

If a person is removed from office, the President can appoint a replacement, in consultation with the executive committee, for the remaining term of the office.

ARTICLE VI. MEETINGS

Section 1. Faculty Meetings

a) A minimum of one (1) regular meeting of the Faculty Organization shall be held during both the fall and spring semesters.

b) Unless otherwise designated in these bylaws, the Faculty Organization and its committees shall operate using the most recent edition of Roberts Rules of Order.

Section 2. Special or Emergency Faculty Meetings

Special faculty meetings may be called by any member of the full-time faculty who has obtained the signatures of 20% of more of the Voting Members of the Faculty Organization in support of such a meeting. Once the President and/or Past-President has been represented with the petition for a Special or Emergency Meeting with requisite signatures, the President and/or Past-President has ten (10) business days to call a meeting of the Faculty Organization. The President and/or Past-President must give the members of the Faculty Organization a minimum of three (3) business days' notice that the Special or Emergency meeting will occur. The issue of the petition shall be the sole order of business of the Special or Emergency Faculty Meeting.

Section 3. Voting

a) Quorum. A quorum for SHHS is defined by Roberts Rules for Parliamentary procedure as 50% +1 of the voting members.
b) Any member of the Voting faculty may move to have a paper or email ballot on any issue requiring a vote of the Voting Faculty; as opposed to the in-person raising of hands or verbal statement of "I".
    1) Paper ballots
        i. For the election of officers, a request for a paper ballot will be granted automatically. For other cases, that do not require a paper ballot, a paper ballot can be granted by a majority vote.
        ii. Ballots shall be counted by the President-Elect, President, Past President, and Parliamentarian.
        iii. Ballots shall be held for recounted by the officers of the faculty until moved and ratified by faculty.
        iv. After completion of the voting, the voting body may direct that the paper ballots be destroyed.
    2) Email ballots
        i. In the case of an email vote (link to survey or email response), the process shall be announced online with a timeline for voting specified in the announcement.
        ii. Email ballots can only be offered and cast once discussion/ debate has been offered to the voting body.
        iii. Each voting member, proposing an Email ballot, needs to provide the platform and mechanism that affords each voting member a chance to engage in discussion/debate. The plan needs to be approved by a majority vote.

3) Proxy voting
   i. Given the opportunity for email voting on virtually every action item, proxy voting is not allowed.

4) Absentee voting
   i. Given the opportunity for email voting on virtually every action item, absentee voting is not allowed.

All voting outcomes will be recorded in the official minutes.

ARTICLE VII. STANDING COMMITTEES

Section 1. Composition of Committees

a) Budgetary Affairs

One (1) faculty member, excluding department chairs, from each department and/or program and the SHHS campus faculty representative to the campus Budgetary Affairs Committee resulting in a total of eight (8) faculty members. The SHHS fiscal officer and the Dean shall serve ex officio.

b) Promotion and Tenure

Seven (7) tenured faculty (at least one of whom is required to be at the rank of professor) and two (2) non-tenure track faculty (either clinical associate, clinical professor, or senior lecturer), resulting in a total of nine (9) faculty members. The non-tenure members will have voting limited to non-tenure track ranked positions. Deans and department chairs may not serve on the committee but may be called into serve on an individual case. The Dean and the Associate Dean of Faculty Affairs may not serve on, attend, or participate in Promotion and Tenure Committee Meetings in any capacity. Other Deans and department chairs may be called into serve on an individual case.

c) Faculty Affairs and Bylaws

Six (6) voting members, elected from the faculty excluding the Dean, Associate Deans, and Department Chairs. The Parliamentarian and the Associate Dean of Faculty Affairs shall both serve ex-officio, in a non-voting capacity. The resulting committee shall be comprised of eight (8) members, of whom six (6) are voting members.

d) Accessibility, Excellence, and Opportunity

Six (6) voting members, two (2) non-voting staff, and two (2) non-voting students shall comprise the committee resulting in a total of ten (10) members. The two (2) staff members and two (2) students shall be appointed in the same manner as Faculty Organization Committee members.

e) Undergraduate Curriculum, Academic Policies & Student Affairs

Six (6) voting members and the Director of Student Success or his/her designee who serves ex-officio and is non-voting shall comprise the committee resulting in a

total of seven (7) members. Each department with an undergraduate program at the time of the election will have a reserved seat on this committee. Any remaining seats shall be open to any member of the Faculty Organization.

f) Graduate Curriculum, Academic Policies & Student Affairs

Seven (7) voting members shall comprise the committee. Each department and/or program with a graduate program at the time of the election will have a reserved seat on this committee. Any remaining seats shall be open to any member of the Faculty Organization.

g) Scholarship Committee

Thirteen (13) voting members shall comprise the committee.

Section 2. Committee Selection

a) The President-Elect will call for nominations and conduct voting for open elected Faculty Organization Committee positions in late spring.
b) Management of the election will be performed by the President-Elect, President, and Past President.
c) Election protocols shall follow the Policy on Conducting Elections of the SHHS Faculty Organization
d) Newly elected members will assume their roles in the subsequent academic term.
e) Committee membership shall consist of a two (2) year term with the exception of members on the P&T Committee at the rank of professor, who shall choose to serve a one- or two-year term. The term length shall be specified at the time of the election. Each committee will have members with staggered terms.
f) A faculty member shall not serve on more than two (2) School committees; elected or otherwise.
g) The faculty member with the last name starting with a letter closest to A in the alphabet shall convene the first committee meeting.
h) Each committee will elect its own chair.
i) The following standing committees will be elected:
    i. Accessibility, Opportunity, and Excellence
    ii. Undergraduate Curriculum, Academic Policies & Student Affairs
    iii. Graduate Curriculum, Academic Policies & Student Affairs
    iv. Budgetary Affairs
    v. Promotion & Tenure
    vi. Faculty Affairs and Bylaws
j) The following standing committee will be appointed by the Dean (subject to Section 2(l)):
    a. Scholarship Committee
k) Committee membership shall strive to have equal department and/or program representation.
l) Committee appointments will occur in the following manner: Department Chairs will make recommendations to the Dean. The Dean will then make an appointment. If the appointment is not accepted, the seat shall remain

open until the next election cycle.

m) The Associate Dean of Student Affairs shall serve ex officio (non-voting) on the Graduate Curriculum Academic Policies & Student Affairs and Undergraduate Curriculum Academic Policies & Student Affairs committees. The Associate Dean of Faculty Affairs shall serve ex officio (non-voting) on the Faculty Affairs and Bylaws committee.
n) Internal committee voting results in a tie
    a. When a vote pertaining to recommendations of policy and procedure changes to the faculty organization results in a tie, the committee shall bring the topic to the full faculty organization for further discussion and vote.
    b. When committees have responsibility to make decisions outside of the whole Faculty Organization (i.e. Undergraduate affairs approving curriculum changes) tie votes shall be resolved by the SHHS Faculty Organization President who will cast the deciding ballot.
    c. When votes are passed forward within the university (i.e. Promotion and Tenure cases) or serve only as recommendations, no further action is needed to resolve tie votes.
o) Each committee may convene an ad hoc committee to assist with workload.

Section 3. Responsibilities of Committee Chairs

It shall be the duty of the committee chairs to:

a) Hold a minimum of one meeting, either face-to-face or virtual per semester.
b) Submit written announcements and updates to the Faculty Organization President-Elect one week prior to scheduled Faculty Organization meetings for inclusion in the agenda and minutes.
c) Submit an annual report to the Faculty Organization President-Elect at least two weeks prior to the annual spring meeting.
d) The chair of the scholarship committee will cast the deciding vote in the event of a tie.

Section 4. Committee Responsibilities

a) Budgetary Affairs

This committee shall consult and advise the Dean and the Faculty regarding the school budget and planned allocation of financial resources. The Committee shall obtain and examine the information necessary to sustain effective involvement in the ongoing budget and strategic planning processes in the school. The Committee shall make recommendations to the Dean on matters pertaining to budget and resource allocation and keep faculty and staff informed of the fiscal health of the school. This committee shall act as an advisory committee to the Dean and the Faculty financial difficulties as outlined in the IUI policy on "Institutional Financial Difficulties'. Members of this committee will be responsible for assisting the Department Chairs and the Dean in forecasting and budgeting of enrollment and expenses.

b) Promotion & Tenure

This committee shall be responsible for matters involving implementing, third year reviews, tenure, and promotion policies and decisions in accordance with the "IUI School of Health and Human Sciences and Criteria for Faculty Promotions." This requires the committee to stay informed on current promotion and tenure guidelines at the campus/university level. When requested, provide consulted feedback on annual review for all faculty ranks who are either tenure or non-tenure track and conduct post-tenure review for tenured and non-tenured faculty. Third year reviews, promotion, and tenure policies must adhere to the campus minimum. A SHHS Promotion and Tenure representative who can be Tenure Track or Non-Tenure Track professor shall serve as the P&T faculty representative to the campus Promotion and Tenure Committee. The campus committee representative shall be elected by the Promotion and Tenure Committee.

c) Faculty Affairs and Bylaws

This committee shall be responsible for monitoring policy and procedure changes at the school, campus, and university levels and their impact on academic freedom, faculty governance, and all other concerns relevant to the welfare and morale of the academic members of the SHHS. To monitor and review the SHHS faculty grievance policy and recommend appropriate revisions to the constitution and bylaws.

d) Accessibility, Excellence, and Opportunity

This committee shall advise and make recommendations to school administrators on issues relative to promoting and ensuring accessibility, excellence, and opportunity as it relates to: recruitment, hiring, retention, and advancement of faculty and staff; and recruitment, enrollment, retention, and graduation of students. Additionally, the faculty chair of this committee shall serve on the IUI Faculty Council Diversity, Equity, and Inclusion committee.

e) Undergraduate Curriculum, Academic Policies, & Student Affairs

The Undergraduate Curriculum and Academic Policies Committee shall be responsible for the curricula of undergraduate programs in the SHHS. This committee shall interface with school, campus, and university administration regarding undergraduate level curriculum and academic policies and procedures. The function of this committee is to review new and revised undergraduate level curricula and course requests from departments within the school. Additionally, this committee shall review new and revised academic policies from departments providing undergraduate education within the SHHS. Regardless, this committee sends items to the full SHHS voting faculty as discussion or action items.

f) Graduate Curriculum and Academic Policies

The Graduate Curriculum and Academic Policies Committee shall be responsible for the curricula of graduate programs in the SHHS. This committee shall interface with school, campus, and university administration regarding graduate level curriculum and academic policies and procedures. The function of this committee is to review new and revised graduate level curricula and course requests from departments within the school. Additionally, this committee shall review new and revised academic policies from departments providing graduate education within the SHHS, including requests for endorsement to chair school dissertation committees. Regardless, this committee sends items to the full SHHS voting faculty as discussion or action items.

g) Scholarship Committee

Scholarship Committee shall be responsible for monitoring and determining recipients for SHHS student scholarships.

ARTICLE VIII.

Section 1. <u>Procedures for Bylaws: Revision</u>

a) Any voting member of the Faculty Organization may, at any time, request the Faculty Affairs and Bylaws Committee to review and recommend revisions of the Bylaws.
b) The committee, itself, can put forth a motion to amend the Bylaws.
c) A simple majority in favor of the proposal is needed for advancement from the committee to the Faculty Organization.
d) Written proposed revisions of Bylaws shall be distributed at least two (2) weeks prior to a vote for action on the revisions by the SHHS Faculty Organization Officers, and should include the following:
    i. The proposed amendment, precisely worded.
    ii. The current policy.
    iii. The policy as it will read if the amendment is adopted.
    iv. The proposers' names and their rationale for offering the amendment.
    v. The numeric vote from the Faculty Affairs and Bylaws Committee.
e) Each voting member should be afforded an opportunity to discuss/ debate the amendment, prior to the vote being taken; if a paper ballot, then this means dedicated time in a faculty organization meeting. Conversely, if via email, then per the guidelines in Article 6,3,b,2.
f) Approval of revisions of Policies requires a simple majority affirmative vote of the entire Faculty Organization.
g) All revisions of the Bylaws become effective upon adoption by the Faculty Organization.

ARTICLE IX.

Section 1. Procedures for Policy Proposal and Adoption

a) The Faculty Organization may formally adopt rules or principles to further the conduct of the SHHS that do not involve a budgetary or financial component which shall be known

as policies.

b) The Dean shall have jurisdiction over adopting policies which involve a budgetary or financial component. Adaption of policies within the Dean's discretion may be adopted with an endorsement of the faculty; however, faculty endorsement is not necessary for policy adoption.

c) The faculty organization shall adopt policies by following the Policy Proposal and Adoption Process.

Section 2. Policy Proposal and Adoption Process

a) Policy Statement

The faculty organization shall formally approve SHHS policies through an established process, publish those policies in a consistent format, and maintain SHHS policies in a central, readily accessible policy website or location. Members of the faculty organization must comply with the procedures in this policy for drafting, approving, revising, distributing, maintaining, and rescinding SHHS policies.

b) Policy Template

A standard template as formatted for posting on the SHHS policy website or central repository, should be used for all SHHS policies.

c) Authority for Approving Policies

SHHS policies may be adopted and posted only with the approval of the Faculty Organization or the Dean in accordance with the scope of the policy.

d) Development and Review Period

i. The adoption of an SHHS policy should be based on the determination that its requirements are necessary to support a school mission or goal; to promote consistency, efficiency, and effectiveness. Policies should impose the minimum burden on affected constituencies, including time and resources to comply, and should be consistent with achieving the stated objectives.

ii. As part of the policy development process, policy drafts should undergo review by the relevant committee. The Faculty Organization President is available to assist with identifying the relevant committee for policy review.

iii. New policy proposals, policy revisions, and notices to resend policies shall be disseminated to members of the Faculty Organization at least two weeks prior to voting on said policy.

e) Procedures for Adopting, Revising, or Resending a Policy

i. Any voting member of the Faculty Organization may, at any time, request the

relevant Committee to propose or review and recommend revisions of Policies.

ii. The committee, itself, can put forth a motion to amend the Policies.

iii. A simple majority in favor of the Policy is needed for advancement from the committee to the Faculty Organization.

iv. Written proposed revisions of Policies shall be distributed at least two (2) weeks prior to a vote for action on the revisions by the SHHS Faculty Organization Officers, and should follow the Policy Proposal Template.

v. Each voting member should be afforded an opportunity to discuss/ debate the amendment, prior to the vote being taken; if a paper ballot, then this means dedicated time in a faculty organization meeting. Conversely, if via email, then per the guidelines in Article 6,3,b,2.

vi. Approval of revisions of Policies requires a simple majority affirmative vote of the entire Faculty Organization.

vii. All revisions of the Policies become effective upon adoption by the Faculty Organization unless otherwise stated in the proposed Policy.