INDIANA UNIVERSITY
Lilly Family School of Philanthropy
Bylaws of the Faculty
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ARTICLE I – VISION, MISSION, VALUES

Indiana University Lilly Family School of Philanthropy (LFSOP) envisions a thought-leading community where life-long learners and changemakers connect and challenge one another to improve the world. We believe that the discovery and sharing of indispensable knowledge about philanthropy contributes to a more just and equitable world.

Our mission is to increase understanding of philanthropy and generosity around the world through multidisciplinary research, transformational education, professional development, professional practices, and active engagement. Our school welcomes changemakers including learners, practitioners, communities, donors, and all who are curious about philanthropy.

To enact the vision and mission of the school, the Faculty of the LFSOP establishes these bylaws, guided by the following values:

- *Curiosity* –Lifelong and deep inquisitiveness about efforts to meaningfully improve societies.
- *Collaboration* –Welcome, open, and encouraging of intellectual pluralism.
- *Belonging* –Cultivating a deep recognition and affirmation of diverse and representative community members and denouncing racism and oppression of all forms.
- *Integrity* –Honest, fair, respectful of intrinsic worth, treating others with professional dignity, and conducting accurate research.
- *Globalism* –Connecting local, national, and international practices and communities.
- *Stewardship* –Mindful of economic, social, environmental, and personal resource capacities.
- *Accountability* –Data-informed pursuit of excellence, effectiveness, and equity

ARTICLE II – AUTHORITY OF THE FACULTY

Subject to the authority of the laws of the State of Indiana, the Indiana University Board of Trustees, the President of the University, the chief Indianapolis academic officer, and the University Faculty constitution, these bylaws confer and confirm in the Faculty of the LFSOP the authority and responsibilities herein specified.

Section 1. Legislative Authority. The Faculty shall have legislative authority to establish academic policies for the LFSOP in the following areas, consistent with the rules and policies of IU and IUPUI Faculty governance:

A. The school's academic mission.
B. The school's structure of Faculty governance.
C. Conferring of academic degrees.
D. Curriculum.
E. Admission and retention of students in the school.
F. Standards for student academic performance.
G. Standards of student conduct and discipline.
H. Standards for promotion and tenure.
I. Other matters affecting the academic mission of the school.
J Elect representatives to the IUPUI Faculty Council. Per the IUPUI Faculty Council, only core faculty members can be considered eligible to vote for or to hold this position.

Section 2. Exercise of Faculty Legislative Authority. The authority of the Faculty may be exercised by a simple majority vote in a meeting, by paper ballot, or by electronic vote, or shall be delegated by vote of the Faculty to a body of elected representatives, such as an Executive Committee, operating within the current Robert's Rules of Order and in compliance with Indiana Code 5-14-1.5 Chapter 1.5. Public Meetings (Open Door Law).[1] In accordance with IU policy, where non-tenure track appointees have voting privileges, their voting participation must be structured in a way that reserves at least 60% of voting weight to tenure track faculty. The academic integrity of the school and its programs ultimately is the responsibility of tenured and tenure-probationary faculty." ACA-18

Section 3. Review Authority. Legislative authority exercised by the committees and task forces of the Faculty are subject to review by the Faculty. Such reviews must be initiated at either a regular or special meeting of the Faculty.

Section 4. Consultative Authority. The Faculty shall have consultative authority to the Dean of the LFSOP and/or the Chancellor of IUPUI pertaining to:

A. Creation, reorganization, merger, and elimination of programs affecting the LFSOP.
B. LFSOP facilities and budgets.
C. Appointment, reappointment, Faculty status, promotion and tenure, conduct and discipline, and grievances of school Faculty.
D. Appointment of the Dean of the School.

ARTICLE III – MEMBERSHIP
The Lilly Family School of Philanthropy Faculty (The "Faculty") will consist of two groups:

Section 1. Core Faculty (Voting Faculty). All full time tenured and tenure-track faculty members (herein called tenure-track faculty) shall be voting members of the faculty. 2. All full-time non-tenure-track faculty shall be voting members of the faculty if they hold the following appointments: a. Clinical appointments, b. Lecturer and Teaching Professor appointments, c. Professor of Practice appointments, d. Research Scientist/Scholar appointments.

A. **Tenured and Tenure-Track Faculty.** are responsible for teaching, research, and service. Through this work, and through their participation in faculty governance, tenure-track faculty have ultimate responsibility for the accomplishment and the integrity of LFSOP's academic mission.
B. **Lecturer Teaching Professors.** are non-tenure track appointments and are responsible for teaching, and for research and service that support teaching. Titles are lecturer, senior lecturer, and teaching professor. Initial Appointment may be for 1, 2 or 3 years.
C. **Professor of Practice.** are non-tenure track appointments whose primary duties are teaching and providing professional service, and activities that support student development and placement. This classification is appropriate for individuals who have achieved excellence in a field of practice, and who have attained a position of regional, national, and even international prominence. Titles are Professor of Practice. Initial Appointment may be for 1, 2 or 3 years.
D. **Clinical Faculty.** are non-tenure track appointments and involve one or more of the following educational activities for students: 1) developing, training, or building professional skills; 2) organizing or supervising internships, practicums, and other off-campus learning experiences; 3) leading interactions with community organizations, businesses, and agencies. Clinical faculty typically have a lower teaching expectation (number of sections) than lecturer-rank faculty, and a higher expectation than tenure-track faculty. Clinical faculty may also hold an administrative position. Titles are Assistant, Associate and Full Clinical Faculty. Initial appointment may be for 1, 2 or 3 years.

Section 2. Non-Core Faculty Members

A. **Adjunct Faculty.** These are individuals (from Indiana University and other institutions) who are hired for only teaching on a less than full-time basis, usually one semester at a time. They hold the adjunct title and are listed as adjunct for the academic year in which they teach in the LFSOP.

B. **Affiliate Faculty.** The affiliate designation is used for internal purposes to identify faculty members that are employed by Indiana University but hold a primary faculty

appointment in another school in the university. Appointment to the affiliate faculty of the LFSOP is an honor and requires evidence of research, teaching and professional expertise that contributes to the mission (service, research, teaching) of the LFSOP. Criteria for consideration of affiliate status includes evidence of current and significant philanthropic/nonprofit research; and evidence of ongoing contributions to teaching and/or service. Affiliate faculty status is re-evaluated every three years and Affiliate Faculty will be asked to submit a summary of activity prior to renewal of status.

C. **Leadership Fellows**. Community or international leaders with significant professional experience related to the mission of the LFSOP who voluntarily provide unpaid but important service to our faculty and students and to the campus mission. These are time limited appointments and reviewed every three years.

D. **Visiting Faculty.** Any class of faculty may be hired in visiting status for one year and renewed for a second year. Visiting faculty are not tenure-track or tenured.

ARTICLE IV – OFFICERS

Section 1. President. The President of the Faculty shall be the Presiding Officer of the Faculty. The President will be elected by a simple majority vote of the voting members of the Faculty. To be considered for this post, a faculty member must be a tenure track Faculty member. The President serves for two years. The President schedules the faculty meetings, sets the agenda for the faculty meetings, in consultation with the Executive Committee and the Dean, and presides over the faculty meetings. The President serves as the faculty liaison to the Dean and Associate Dean for Faculty Development and works with the Executive Committee to allocate committee assignments.

Section 2. **President Elect (Vice President).** The President Elect shall serve a one-year term during the 2nd year of the President's term. S(he) will assist the President with the aforementioned duties in Section 1 as determined by the President in consultation with the Executive Committee. This delegation will facilitate the transition from President Elect to the President of Faculty.

Section 3. Recording Secretary of the Faculty. The Recording Secretary of the Faculty is appointed by the Dean. S/He is not a voting member of the Faculty. The Recording Secretary of the Faculty shall keep minutes of all school-wide faculty meetings and distribute them to all members of the Faculty. The Recording Secretary will also keep minutes for all committees as deemed appropriate by the Executive Committee and will distribute those minutes to all the members of the respective committees. Faculty who are not members of the committee can request copies of committee minutes.

ARTICLE V – MEETINGS OF THE FACULTY

The purpose of the faculty meeting is to discuss salient issues at the school as perceived by the faculty of the school. Faculty meetings are intended to facilitate deliberative discussions, alongside voting on decisions, and sharing informational announcements.

Section 1. Regular Meetings. There shall be at least two regular meetings of the Faculty each semester. The specific dates for the regular meetings shall be set by the President.

Section 2. Special Meetings. Special meetings of the Faculty, in whole or in part, may either be called by the President of the Faculty or by the Faculty at large via a petition of two-thirds of the voting members of the Faculty. The specific date for a special meeting of the Faculty will be set by the President and will be held within three (3) weeks of the call for a special meeting.

Section 3. Agenda. At the beginning of each year, during the faculty retreat, faculty will identify issues of concern to be discussed in faculty meetings during the upcoming academic year, with adjustments as needed. The President shall be responsible for the agenda for regular meetings throughout the year. Agenda items forwarded from any committee must be placed on the agenda of the faculty within the timeframe of two upcoming faculty meetings. The President may place additional items on the agenda. Individual Faculty members may forward agenda items to the President for consideration. Additional meetings may be called when necessary to complete business.

Section 4. Report on the State of the LFSOP. A report on the state of the LFSOP from the Dean to the Faculty shall be presented at a meeting of the Faculty at least once a year.

Section 5. Notice of LFSOP Meetings. The President shall notify each member of the Faculty by email at least one week in advance of the date of a special or regular meeting except in the case of an emergency, as declared by the President.

Section 6. LFSOP Quorum. A simple majority of 50%+1 of the voting members of the Faculty shall constitute a quorum.

Section 7. Resolutions at Faculty Meetings. At LFSOP meetings, the Faculty may adopt resolutions. A resolution is a motion of some importance that is presented to a voting body in written/text form. Once presented, the resolution is voted on in similar fashion as any other motion that has been moved and seconded.

Section 8. Attendance at Faculty Meetings. All Faculty will be permitted to attend and participate in Faculty meetings. Eligibility to vote is specified in Article VI.

Section 9. Conduct of Meetings. The President shall chair meetings or designate a member of the voting faculty to serve in the President's absence.

ARTICLE VI – VOTING ELIGIBILITY

Section 1. Voting Rights. All members of the Core Faculty shall be entitled to vote on all matters within the authority of the Faculty and of any committees on which they may serve.

Section 2. Voting Eligibility. The voting faculty shall be entitled to vote on all matters properly brought before it at regular and special meetings. Voting faculty action shall be by majority vote of the voting faculty who were present (virtually or in person).

Section 3. Voting Procedures. Unless otherwise provided in these bylaws, voting on all matters shall be by voice vote, by show of hands, or by electronic ballot as the President deems appropriate, unless at least one voting faculty member requests a show of hands or a secret ballot. *See Article II, Authority of the Faculty, for additional guidance on voting.*

ARTICLE VII – COMMITTEES

Committees shall be established as the working basis of the Faculty. Committee service enables faculty to contribute to and ensure the success of the school and is essential for faculty governance. Faculty members shall rotate across different committees over time. They shall keep records of their work and will report to the full faculty. New standing committees can be created only with the approval of the majority of the Voting Faculty.

Section 1. Structure. The Faculty is authorized to establish such committees as it deems necessary for the efficient conduct of matters within its authority (see committee descriptions below).

Section 2. Committee Membership. Any Faculty member of the LFSOP may serve and vote on committees, consistent with the rules and policies of IU and IUPUI Faculty governance.

Section 3. Ex-Officio Membership. When appropriate, the Dean and/or the Associate/Assistant Deans of the LFSOP, or her/his designee, will serve as ex-officio non-voting members of LFSOP Faculty committees.

Section 4. Standing Committees. Committee members shall have terms of two years, except for those defined by their position, which shall last as long as a committee member holds that position. In addition to the membership described below, all committees must have at least two Core Faculty members.

A. Executive Committee. This committee shall include the President, President-elect, the Associate Dean for Faculty Development and one other Core Faculty member at large elected by the Core Faculty. The charge of the Executive Committee is to set the agenda for faculty meetings, to appoint committees, to identify committee charges for the academic year, in consultation with committee chairs, and to communicate progress of the committees to the full faculty.

B. Academic Fairness/Faculty Grievance Committee. This committee shall consider policies and procedures related to faculty employment, student and faculty grievances. It shall consist of five tenured professors of the Voting Faculty and the Associate Dean for Faculty Development.

C. Resource and Planning Committee. The LFSOP Resource and Planning Committee shall act as a representative of the faculty in offering advice to the LFSOP Dean and Associate Deans on all aspects of budgetary policy, the allocation of financial resources, and long-term planning process for the development and utilization of the school's resources related to academic programs. In particular, the committee will offer advice on proposed allocations and re-allocations that affect the economic well-being of faculty and academic programs. At a minimum, the committee shall consist of at least three core faculty members, with 2/3 being tenure track faculty. The committee shall also include the Dean, Associate Dean for Faculty Development, and Chief Financial Officer of LFSOP as ex-officio members. The committee may seek input from additional representatives (including faculty, staff, students, and community representatives) as necessary. The committee shall be appointed by the President of the Faculty, in consultation with the Executive Committee and the Associate Dean for Faculty Development. The 60-40 voting rule applies to issues related to any advisory votes (see Article II).

D. Academic Programs and Assessment Committee (APAC). This committee shall discuss and make recommendations to the full faculty on issues related to the creation, implementation, and assessment of the curriculum, including courses, degrees, and academic programs; matters related to teaching; and the interpretation of applicable university and school policies and practices; and support for and recognition of teaching and mentoring activities within the school. At a minimum, the committee shall consist of the Associate Dean for Faculty Development (ex-officio), the Assistant Dean for Academic Affairs (ex-officio), the Program Directors (ex-officio), the Assistant Dean for Enrollment Management and Student Success (ex-officio), and at least 3 additional Core faculty (including the Committee Chair). Input from students will be sought as needed, and students will be invited to join committee meetings when the APAC deems appropriate. Additional alumni and community representatives may be invited to give input as the APAC deems appropriate. The committee shall be appointed by President of the Faculty, in consultation with the Executive Governance Committee and the Associate Dean for Faculty Development. The 60-40 voting rule applies to issues related to creation of the curriculum (see Article II).

E. Graduate Admissions Committee. This committee will review applications to all MA programs and the PhD program and make recommendations to the Graduate

School for admissions. It will also consider priority rankings for funding decisions for graduate students. It will be comprised of the Director of the PhD Program, the Director of the MA Programs, the Assistant Dean for Enrollment Management and Student Success, the Associate Dean for Faculty Development, the Assistant Dean for Academic Affairs and at least two faculty familiar with the graduate programs.

F. PhilD Admissions Committee. This committee shall include the Director of the PhilD and at least two other faculty members, who must be core LFSOP faculty. Additional members may include the Director of the PhD program, staff from LFSOP Enrollment Management and Student Success, and affiliated or adjunct faculty, as needs arise. The charge of the Committee is to review applications for the PhilD program and select and accept applicants for matriculation.

G. Promotion & Tenure Committee. This committee shall review and vote on all promotion and tenure applications, including promotion cases for faculty with clinical and lecturer ranks. The committee shall also review applications for sabbatical leaves and present recommendations to the Associate Dean for Faculty Development and Dean. This committee is not appointed or elected, because it is a committee of the whole faculty who are eligible to serve. This committee shall consist of all tenured faculty members at the rank of associate professor or higher with a 50% or more appointment in the School. The Committee shall follow IUPUI guidelines. Per IU and IUPUI faculty guidelines, only faculty of the rank being sought, or higher, may vote on tenure and promotion cases. Specifically:

- Tenured full professor – votes on all candidates seeking promotion and/or tenure.
- Tenured associate professor – votes on all candidates, EXCEPT those seeking promotion to full (whether tenured or NTT).
- Clinical full professor – votes only on candidates seeking promotion to clinical professor, clinical associate professor or senior lecturer.
- Clinical associate professor – votes only on candidates seeking promotion to clinical associate professor or senior lecturer.
- Professor of Practice – votes only on candidates seeking promotion to senior lecturer.
- Senior lecturer – votes only on candidates seeking promotion to senior lecturer.
- Senior scientist/scholar – votes only on candidates seeking promotion to associate or senior scientist/scholar.
- Associate scientist/scholar – votes only on candidates seeking promotion to associate scientist/scholar.

H. Faculty Annual Review Committee. IUPUI observes a mandated annual review policy for all faculty. There will be a subcommittee of the members of the Promotion and Tenure Committee that will conduct annual reviews of faculty on the tenure track and other non-tenure track faculty in concert with the principal administrative officer of

the school. The Associate Dean for Faculty Development will chair this committee. The reviews will be submitted to the Dean and made available to the individual faculty member in a timely manner.

Section 5. Ad Hoc Committees. *Ad hoc* committees shall be appointed by the Faculty for the accomplishment of specific tasks to operate within a specific and stated duration of time. *Ad hoc* committees shall make recommendations to the entire faculty before an official recommendation is made to the Dean.

A. Search and Screen Committees. Search and Screen committees shall be appointed by the Dean in consultation with the elected President of the Faculty. These committees should consist of four or more faculty members and a student representative. All members shall have equal voting rights on the committee. The Committee shall generally be chaired by a Core Faculty member. The Dean or his/her designee will determine to whom to make the offer after considering the recommendations of the search and screen committee, and feedback from faculty, staff, and students who interacted with the job candidates. The Dean or her/his designee will present offers to the job candidates and negotiate all contractual details.

B. Other Official Short-Term Bodies of the LFSOP. The Dean may form School wide committees to further assist the work of the LFSOP. Likewise, Task Forces may be appointed by the Dean for the accomplishment of specific objectives.

ARTICLE VIII: PROMOTION AND TENURE

Section 1. Process for Promotion and Tenure

Any eligible IUPUI faculty member may choose to apply for promotion or tenure according to university guidelines. The candidate shall submit application materials directly to the Associate Dean for Faculty Development. The Associate Dean's Office will manage the process of the dossier from that point forward, including the solicitation and collection of outside letters when required. The Promotion and Tenure Committee members of the appropriate rank shall evaluate the dossier and make a written review and recommendation to the Associate Dean. After evaluating the dossier and the recommendations of the Promotion and Tenure Committee, the Associate Dean will make an independent recommendation to the Dean; the Dean in turn shall make an independent evaluation and shall provide copies of this letter, the Associate Dean's letter and the Promotion and Tenure Committee's letter to the candidate and the Review Committee, when appropriate. In all cases the separate, written recommendations of the Promotion and Tenure Committee, the Associate Dean and the Dean will be forwarded to the Executive Vice Chancellor or campus level authority.

The annual review will identify strengths and weaknesses in the areas of teaching, research and service for the faculty member being evaluated. Annual reviews only assess the prior year's

work. The third-year review provides for a separate opportunity for the school to assess a tenure-probationary candidate's progress toward promotion and tenure. If significant issues are identified in the three-year review, the candidate may ask for a fourth-year review for further guidance. These materials are not considered in the final dossier for promotion and tenure. See the most recent edition of the Chief Academic Officer's Promotion and/or Tenure Guidelines for detailed guidance.

Section 2. Qualifications for Promotion and Tenure. See LFSOP guidelines for promotion and tenure as well as Campus guidelines.

ARTICLE IX: PARLIMENTARY PROCEDURE

The LFSOP shall follow the most recent edition of *Robert's Rules of Order* in all cases where they are applicable and not inconsistent with the Bylaws or other governing documents adopted by the LFSOP faculty.

ARTICLE X – AMENDMENTS TO THE BYLAWS

Section 1. Method of Amending. A call for amendments may be initiated by a simple majority of the votes cast by the voting members of the Faculty (as defined in Article III) at a regular or special meeting, or by majority vote of the Executive Committee or its equivalent or by petition of two-thirds or more voting members of the Faculty. In cases where a call for an amendment is initiated, a special Faculty meeting shall be called for the purpose of discussing the proposed amendment. The date for the special meeting shall be set by the President to be held within three (3) weeks of the amendment call and a copy of the amendment shall be provided to each voting member of the Faculty at least one (1) week prior to the meeting. Within thirty (30) days of the Faculty meeting at which the amendment was discussed, the Secretary of the Faculty shall circulate the proposed amendment with a ballot to all voting Faculty, consistent with the current Robert's Rules of Order.

Section 2. Vote Required for Adopting Amendments. A simple majority of the votes cast by the voting members of the faculty (as defined in Article III) shall be required for adoption of an amendment.

REVISED NOVEMBER 2023

[1] See http://www.in.gov/legislative/ic/2010/title5/ar14/ch1.5.html), by vote of the Faculty.