

APPENDIX B

INDIANA STATE UNIVERSITY BOARD OF TRUSTEES POLICIES AND PROCEDURES

I

It shall be the policy of the Indiana State University Board of Trustees to administer this University in accordance with the principles of college and university administration; to maintain and protect the academic freedom of the faculty; to furnish the faculty and instructional staff opportunities for research and continuing education to the end of providing suitable educational opportunities for all qualified applicants for admission to Indiana State University and the broadest and best educational opportunities that are within the power of this Board of Trustees to procure.

II

It shall be the policy of this Board of Trustees to transact such business at each meeting as may be included in an agenda for the meeting, which shall be prepared by the President of the University in consultation with the President of the Board. A copy of the agenda for a meeting shall be furnished to each Board member before the meeting. Any member of the Board of Trustees may cause an item to be placed on the agenda for a meeting by written request delivered to the President of the University or the President of the Board not later than the day preceding the day of the meeting. The Board of Trustees will not consider a matter not included in the agenda for a meeting unless, by resolution adopted by the favoring votes of at least two-thirds of the members present, the Board of Trustees determines that the matter is of such a nature that it should not be deferred until the next meeting.

This Board of Trustees now approves and ratifies the policies, procedures and administrative procedures stated in the Indiana State University Handbook, as published in 1979 and thereafter revised from time to time to reflect changes and additions approved by this Board of Trustees.

III

It will be the policy of this Board of Trustees to work through the Office of the President of the University as the chief administrative officer of the University and the President of the University will administer the University in accordance with these policies and shall be responsible for the execution of all policies of this Board of Trustees and the administration of the University. The President of the University shall be the Board's chief administrative agent on the University campus and may make such administrative arrangements as cannot well await the action of the Board of Trustees, subject to the approval of the Board of Trustees at its next regular meeting.

IV

It shall be the policy of this Board of Trustees to recognize and work with the faculty and administrative organizations now in existence and operating on the campus of Indiana State University and further to consult with and counsel with through the regular academic and administrative channels on matters concerning the faculty, the University Faculty Senate and the various standing committees of the faculty organization, namely: the Administrative Affairs Committee, the Curriculum and Academic Affairs Committee, the Faculty Economic Benefits Committee, the Graduate Council, the University Faculty Affairs Committee, the University Research Committee, the Student Affairs Committee, and the Faculty Dismissal Hearing Committee. The proposal and recommendations of the University Faculty Senate and the standing committees which require Board of Trustees approval shall be transmitted to the Board of Trustees by the President of the University with recommendations for appropriate action.

V

It will be the policy of the Indiana State University Board of Trustees to recognize the student government organization now existing on the campus of this University and to encourage advice and consultation from the students to the Board of Trustees through the regular governing agency, Student Government Association.

VI

The policy of the Board of Trustees in regard to tenure and employment shall be as follows:

1. The Board of Trustees shall and does recognize all rules, regulations and policies of the University now in existence covering the tenure, employment and salary provisions of the administrative and instructional staffs and does hereby ratify the same as published by the University in the Indiana State University Handbook, and as amended.
2. The employment of support staff personnel that may be necessary for the operation of the University shall be made by the President of the University upon the recommendation of the chief administrative officers responsible for the respective administrative divisions and the chairpersons of academic departments subject to the approval of the Board of Trustees.
3. Appointments to the Indiana State University faculty of the rank of professor or below shall be made by the Board

of Trustees on the recommendation of the President of the University.

4. Appointments to academic administrative positions, including department chairpersons, heads of instructional service divisions and deans, shall be made by the Board of Trustees on the recommendation of the President of the University and the Provost and Vice President for Academic Affairs after consultation with the department faculty, the department chairpersons and deans directly involved in or affected by the appointment in question and, in the case of a general administrative officer, the University Faculty Senate.
5. Appointments to non-academic administrative positions shall be made by the Board of Trustees on recommendation of the President of the University and the chief administrative officer of the administrative division in which the appointment is to be made.
6. The policies on academic tenure, academic freedom and promotion now adopted by the University Faculty Senate and administration are hereby ratified and approved by this Board of Trustees and shall continue in operation, subject to amendment and change, at the discretion of the Board of Trustees.

VII

It shall be the policy of this Board of Trustees to conduct all of the fiscal business and business management of the Board of Trustees in accordance with the best business management possible and through the Office of the President of the University in accordance with the rules and regulations of the State Board of Accounts and the State Tax Board.

On any matters involving a change of administration, expansion or change of the present University program, change of facilities or re-organization of the existing program of the University, it shall be the policy of this Board of Trustees to institute no change in either the physical or instructional program of this University except on the advice of the President of the University and then after consultation with the administrative and faculty committee organizations affected thereby.

VIII

It will be the policy of this Board of Trustees and the members thereof to issue no public statements on any matter concerning the Board of Trustees and the University except through the President of this Board of Trustees and the President of the University, and then only after consultation and the approval of the Board of Trustees. This policy, however, does not and is not intended to abridge the authority or power of the President of the Board in making and issuing the traditional and usual statements and public remarks necessary to the fulfillment of the office.

Unless authorized by virtue of the official position or by designation as a representative of the University by the Indiana State University Board of Trustees or the President of the University, no member of the faculty or the administrative staff may speak officially for the University or enter into any negotiations which involve commitments or obligations on the part of the Indiana State University Board of Trustees or the University administration.

IX

It will be the policy of this Board of Trustees to extend the use of all facilities of the University to the local communities served by the University, to promote in every way possible community participation and interest in the University and the University affairs and to furnish such facilities and educational resources as are needed by the community served by the University, to the end that this University may fulfill its broadest functions as an educational institution to the public it is trying to serve.

(Basic document adopted by the Indiana State University Board of Trustees, January 9, 1962; amendments and modifications added as approved by Board of Trustees action.)