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Approved by Faculty Senate Executive Committee: 8-0-0 [3-17-09]  
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## **INDIANA STATE UNIVERSITY**

### **COLLEGE OF NURSING, HEALTH, AND HUMAN SERVICES**

#### **CONSTITUTION**

##### **PREAMBLE**

The purpose of these statutes is to establish the role that the faculty in the College of Nursing, Health, and Human Services (hereafter referred to as the College) shall have in developing the goals and educational philosophy of the College, and in formulating and implementing the policies of the College.

##### **ARTICLE I**

#### **THE FACULTY OF THE COLLEGE**

##### **Section 1      Definition of the Faculty Council**

All tenured and tenure-track faculty appointed to a department within the College shall constitute the voting faculty of the College.

Part time temporary faculty, special purpose faculty, full-time temporary faculty, emeriti faculty, administrators, professional staff, staff representatives and student representatives shall hold speaking seats.

The Dean and Associate Dean(s) are not eligible to be appointed or elected to serve as a representative from any department to the Executive Committee or any of the standing committees. Chairpersons are eligible to be appointed or elected to serve as department representatives on the Executive Committee or any of the standing committees, except the Faculty Affairs Committee.

## **ARTICLE II**

### **AUTHORITY**

#### **Section 1 Source of Authority**

The authority of the Faculty Council to participate in the governance of the College shall be within the limitations of the statutes and by-laws of the faculty of Indiana State University.

#### **Section 2 Legislative Authority**

The legislative authority of the College faculty will be exercised by the Faculty Council and by the committees of that body.

The College shall be autonomous in matters of internal governance, subject to the provisions of the statutes and by-laws of the faculty of Indiana State University.

Each department of the College shall be autonomous in matters of internal department governance, subject to the limitation of the University Faculty Constitution and by-laws, and the College statutes and by-laws.

#### **Section 3 Primary Authority**

The Faculty Council shall have authority to formulate policy governing:

1. The curriculum of the College
2. The facilitation of teaching, research, and service
3. The structure of the College related to academic matters
4. Standards for admission, retention, progression, graduation and dismissal of students
5. Aspects of student life directly related to the academic process
6. Faculty conduct and discipline
7. Faculty appointment, retention, tenure and promotion
8. Protection for freedom of expression and academic freedom
9. Faculty and student grievance procedures

#### **Section 4 Advisory Authority**

The Faculty Council, consistent with University advisory practices, shall have the prerogative to advise those responsible for making decisions regarding:

1. Selection and removal of the principal administrative officers having college-wide, and/or department-wide responsibilities as well as the creation or abolition of such offices
2. College, and/or department budgets
3. Faculty benefits, including salaries, insurance, retirement, and leaves

4. College, and/or department research or service obligations to public or private agencies
5. Student conduct and discipline related to academic performance and professional ethics
6. Physical facilities and program support services

To permit the exercise of the Faculty advisory prerogative, it is necessary that the Faculty Council shall be apprised in advance of significant prospective actions by the administration.

## **ARTICLE III**

### **ORGANIZATION OF FACULTY GOVERNMENT**

#### **Section 1      Means of Exercising Authority**

The authority of the College faculty will normally be exercised by the Faculty Council and by the committees of that body.

#### **Section 2      Officers**

The officers of the Faculty Council (will be the same as the officers of the Executive Committee) shall be Chairperson, Vice Chairperson, and Secretary, and will serve for a one year renewable term.

#### **Section 3      Meetings**

The Faculty Council shall meet once each semester and also under the following conditions:

At the request of the Faculty Council Chairperson, or

At the request of three faculty members, or

Whenever the Faculty Council Chairperson receives a written request for delay in a policy passed by the College Executive Committee

Meetings are open to all faculty, administrators, staff, professional staff, and students except when the Faculty Council meets in executive session.

1. Quorum

The quorum should be more than half of the voting membership of Faculty Council.

## 2. Agenda and Minutes

The agenda shall be compiled by the Faculty Council chairperson and circulated with pertinent documents at least five working days in advance of a meeting. The Faculty Council secretary shall circulate minutes to all Faculty Council members within ten working days.

## 3. Majority

A majority vote is defined as “more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.” [RONR (10<sup>th</sup> ed.), p. 387, 1.7-13; see also q. 4 on p. 114-115, and q. 6 on p. 115-116 of Robert’s Rules of Order Newly Revised in Brief, 2004, Robert, H.M., Evans, W.J., Honemann, D.H., & Balch, T.J.]<sup>1</sup>

Amendments or changes in the by-laws of these statutes require a two-thirds majority of the faculty.

## **Section 4     The Executive Committee**

### 1. Membership:

- a. The Executive Committee shall consist of one elected tenured or tenure-track faculty representative from each department.
- b. The Executive Committee will be established each April for the ensuing year.
- c. Members on leave shall be replaced by their respective department for the semester on leave.

### 2. Officers

- a. The Executive Committee shall annually elect from its membership a Chairperson, Vice Chairperson, and Secretary.
- b. Officers shall serve one year renewable terms of office.

### 3. Term of Office:

- a. Members shall serve for a three-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

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<sup>1</sup> If, for example, there are 10 members present at a meeting, and 4 vote in favor of a motion, while 3 vote against it, the 4 votes in favor are a majority of the 7 votes cast, and the motion is therefore adopted. Only a majority of those actually voting is required. Some may choose not to vote resulting in abstentions but the abstentions are not counted as cast votes.

- b. Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

4. Ex-Officio members:

The following members shall have speaking seats:

- a. Dean
- b. Associate deans
- c. Department chairpersons
- d. Director of the Student Affairs Office
- e. Director of the Learning Resource Center
- f. Student(s)

5. Meetings:

- a. Meetings shall be called at least nine times during the academic year.
- b. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson.
- c. Meetings are open to members of the administration, administrative/professional staff, faculty, and students (except executive sessions).

6. Quorum

A quorum will be more than half of the voting membership of the committee.

7. Agenda and Minutes

- a. The agenda shall be compiled by the committee Chairperson and circulated with pertinent documents five days in advance of a meeting.
- b. The committee Secretary shall circulate minutes to all Faculty Council members within ten working days.

8. Majority

A majority vote is defined as “more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.” [RONR (10<sup>th</sup> ed.), p. 387, 1.7-13; see also q. 4 on p. 114-115, and q. 6 on p. 115-116 of Robert’s Rules of Order Newly Revised in Brief, 2004, Robert, H.M., Evans, W.J., Honemann, D.H., & Balch, T.J.]

9. Authority

The authority of the Executive Committee includes:

- a. Acting in the name of the Faculty Council in those matters delegated by the Faculty Council
- b. Initiating legislation within the jurisdiction of the Faculty Council
- c. Investigating and make recommendations on matters referred or delegated to the committee.
- d. Keeping apprised of University administrative policies and procedures to fulfill the advisory functions of the College faculty in:
  - i. Selecting and removing of principle administrative officers
  - ii. Creating or abolishing of administrative offices
  - iii. Creating special committees to investigate and make recommendations on any matters falling under the primary or advisory authority of the Faculty Council. Special committees will be for determinate periods.
  - iv. Filling vacancies on all standing committees
  - v. Assigning to each standing committee annual evaluation activities which reflect achievement of various programmatic standards
  - vi. Reviewing and revising the College handbook in collaboration with designated administrator's office
  - vii. Considering recommendations from standing and special committees

Recommendations passed by Executive Committee will become policy two weeks following publication of minutes, unless: 1) University action is required, or 2) written request for delay is sent to the Chairperson of the Executive Committee by a Faculty Council member or the Dean.

Once a written request for delay is received, a meeting of Faculty Council will be scheduled within ten working days and the issue will be placed on the agenda.

10. Functions:

- a. Review the yearly operating plan
- b. Make recommendations regarding the College budget
- c. Monitor/Review/Evaluate/Update the Strategic Plan
- d. Call meetings of the Faculty Council at least twice a year, once each semester
- e. Review and approve new program proposals
- f. Review and approve standing committee operating policies and procedures
- g. Review and approve new and revised departmental bylaws
- h. Review and approve revised mission, vision, and value statements
- i. Review and approve faculty and student grievance procedures
- j. Prepare an annual report to be provided to the Faculty Council

## **ARTICLE IV**

### **COMMITTEES OF THE FACULTY COUNCIL**

The standing committees are the first level for conducting the legislative and advisory business of the Faculty Council. They are directly responsible to the Executive Committee of the Faculty Council.

#### **Section 1 Curriculum and Academic Affairs Committee (CAAC)**

##### **1. Purpose**

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to College courses curricula, activities and resources which are primarily academic in nature.

##### **2. Membership**

###### **a. Faculty**

- i. Each department will either appoint or elect one tenured or tenure- track faculty as a representative.
- ii. Members on leave shall be replaced by their respective department for the semester on leave.

###### **b. Students**

- i. One undergraduate and one graduate student shall have speaking seats.
- ii. The students are appointed by the Student Affairs Committee.

##### **3. Officers**

The Curriculum and Academic Affairs Committee shall annually elect from its membership a chairperson, vice chairperson, and secretary.

##### **4. Term of Office:**

- a. Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.
- b. Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

5. Ex-officio members

The following members shall have speaking seats:

Dean  
Associate Dean for Academics  
Department chairpersons  
Director of Student Affairs Office  
Director of the Learning Resource Center

6. Meetings

- a. Meetings shall be called regularly during the academic year.
- b. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson.
- c. Meetings are open to members of the administration, administrative/professional staff, faculty, and students (except for executive sessions).

7. Quorum

A quorum will be more than half of the voting membership of the committee.

8. Agenda and Minutes

- a. The agenda shall be compiled by the committee Chairperson and circulated with pertinent documents five days in advance of a meeting.
- b. The committee Secretary shall circulate minutes to all Faculty Council members within ten working days.

9. Majority

A majority vote is defined as “more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.” [RONR (10<sup>th</sup> ed.), p. 387, 1.7-13; see also q. 4 on p. 114-115, and q. 6 on p. 115-116 of Robert’s Rules of Order Newly Revised in Brief, 2004, Robert, H.M., Evans, W.J., Honemann, D.H., & Balch, T.J.]

10. Functions

- a. Review the mission, vision, and value statements and make recommendations to the Executive Committee
- b. Review policies governing undergraduate and graduate curricula and make recommendations to the Executive Committee

- c. Review requirements for all undergraduate and graduate degrees and certificates and make recommendations to the Executive Committee
- d. Make recommendations to the College Executive Committee regarding:
  - i. New curricula
  - ii Extensive revision of existing curricula
  - iii Changes in requirements for all academic programs
- e. Collaborate with appropriate College personnel regarding:
  - i. Development and use of physical facilities
  - ii Selection and use of clinical facilities
  - iii Resources vital to effective teaching
- f. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate
- g. Review individual courses for congruence with the College philosophy and program objectives
- h. Recommend the establishment, abolishment, merger or subdivision of schools/departments and other academic units of the College
- i. Appoint subcommittees as needed
- j. Submit an annual report to the Executive Committee

**Section 2 Faculty Affairs Committee (FAC)**

1. Purpose

The purpose of the committee is to formulate, implement, and evaluate policies and procedures pertaining to the faculty of the College.

2. Membership

One elected tenured faculty member per department

Members on leave shall be replaced by their respective department for the semester on leave.

3. Officers

The Faculty Affairs Committee shall annually elect from its membership a Chairperson, Vice Chairperson, and a Secretary.

4. Term of Office

- a. Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.
- b. Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

5. Meetings

- a. Meetings shall be called regularly during the academic year.
- b. Meetings will be called by the Chairperson, or the Vice-Chairperson in the absence of the Chairperson.
- c. Meetings are open to members of the administration administrative/professional staff, faculty, and students (except for executive sessions).

6 Quorum

A quorum will be more than half of the voting membership of the committee.

7. Agenda and Minutes

- a. The agenda shall be compiled by the committee Chairperson and circulated with pertinent documents five days in advance of a meeting.
- b. The committee Secretary shall circulate minutes to all Faculty Council members within ten working days.

8. Majority

A majority vote is defined as “more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.” [RONR (10<sup>th</sup> ed.), p. 387, 1.7-13; see also q. 4 on p. 114-115, and q. 6 on p. 115-116 of Robert’s Rules of Order Newly Revised in Brief, 2004, Robert, H.M., Evans, W.J., Honemann, D.H., & Balch, T.J.]

9. Functions

Fulfill the advisory functions of the College faculty on such matters as:

- a. The selection and removal of principal administrative officers in the College as well as creation or abolition of such offices
- b. Formulate and recommend policies and procedures pertaining to the College faculty including (1) appointment, retention, tenure, promotion, merit pay (salary), workload, and leaves and (2) facilitation of teaching, research, and service
- c. Recommend applicants for tenure, promotion, leaves, and retention
- d. Promote fulfillment of faculty obligations and standards of excellence regarding teaching, research, service, professional ethics, and professional growth and development
- e. Advocate for faculty rights regarding leaves of absence, retirement, travel and meetings, academic freedom, workload, and working environment
- f. Appoint sub-committees as needed

- g. Submit an annual report to the Executive Committee

### **Section 3 Student Affairs Committee (SAC)**

#### 1. Purpose

The purpose of the Student Affairs Committee is to formulate and evaluate policies and procedures pertaining to the students in the College.

#### 2. Membership

##### a. Faculty

- i. Each department will either appoint or elect one tenured or tenure-track faculty as a representative.
- ii. Members on leave shall be replaced by their respective department for the semester on leave.

##### b. Students and Student Organizations

One undergraduate and one graduate student from each department shall have speaking seats. One student from each student association shall have a speaking seat.

#### 3. Term of Office

- a. Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.
- b. Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

#### 4. Officers

The Student Affairs Committee shall annually elect from its membership a chairperson, vice chairperson, and secretary.

#### 5. Term of Office

Officers shall serve one year renewable terms of office.

6. Ex-officio members

The following members shall have speaking seats:

Dean  
Associate Dean for Student Affairs  
Department chairpersons  
Director of Student Affairs Office  
Director of the Learning Resource Center

7. Meetings:

- a. Meetings shall be called regularly during the academic year.
- b. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson.
- c. Meetings are open to members of the administration, administrative/professional staff, faculty, and students (except executive sessions).

8. Quorum

A quorum will be more than half of the voting membership of the committee.

9. Agenda and Minutes

- a. The agenda shall be compiled by the committee Chairperson and circulated with pertinent documents five days in advance of a meeting.
- b. The committee Secretary shall circulate minutes to all Faculty Council members within ten working days.

10. Majority

A majority vote is defined as “more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.” [RONR (10<sup>th</sup> ed.), p. 387, 1.7-13; see also q. 4 on p. 114-115, and q. 6 on p. 115-116 of Robert’s Rules of Order Newly Revised in Brief, 2004, Robert, H.M., Evans, W.J., Honemann, D.H., & Balch, T.J.]

11. Functions

- a. Review the policies formulated by the departments regarding undergraduate and graduate students including, but not limited to (1) admission, progression, retention, graduation, and dismissal, (2) scholarships, honors, and awards, (3) academic and developmental advising, and (4) non-curricular, program-related areas
- b. Hear and act upon petitions regarding student policies

- c. Review and revise the College student handbook in collaboration with the school directors and department chairpersons
- d. Coordinate selection of student representatives for the Faculty Council, standing committees for the Faculty Council, and other committees as requested
- e. Appoint subcommittees as needed
- f. Submit an annual report to the Executive Committee