



College of Arts and Sciences

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Memorandum

To: C. Jack Maynard, Interim Provost and Vice President for Academic Affairs

From: John Murray, Dean

Date: June 4, 2015

RE: By-laws for the Department of Multidisciplinary Studies

As requested by President Bradley, the faculty members associated with the Department of Multidisciplinary Studies have created and approved departmental bylaws. The votes for these bylaws were as follows:

YES:NO:ABSTAIN

Sociology 3:0:0

Philosophy 1:0:1

Multidisciplinary Studies 9:0:0

International Studies 12:2:1

Gender Studies 14:1:0

The bylaws clarify a number of important points, including: 1) how votes are taken in the new department; 2) how faculty performance is evaluated; and 3) how the bylaws can be changed.

These bylaws will be a wonderful foundation for the new chairperson to begin her work with the faculty.

I hope by creating them now, we have addressed the president's concerns.

Draft Bylaws Revised: May 2015

**I. Name of Unit**

The name of the unit is the Department of Multidisciplinary Studies

**II. Mission Statement**

The 21<sup>st</sup> century presents the academy with a new learning environment that often raises questions and frames problems that the traditional university model was not designed to confront effectively. The Department of Multidisciplinary Studies provides a structure to create, support, and sustain inquiry that crosses traditional disciplinary boundaries, modeling a different way of thinking and new approaches to problems. The component programs of the Department of Multidisciplinary Studies take a dynamic approach to the generation, application, and dissemination of knowledge, encouraging their faculty and students to pursue interests and potentially create new programs as they engage in conversations that naturally extend across and beyond disciplinary lines. Through a variety of major and minor programs, the Department brings together and supports an intellectually diverse faculty and serves students by encouraging instructional excellence and offering opportunities and events that enhance the academic experience at Indiana State University.

**III. Membership**

**a. Faculty**

The faculty of the Department of Multidisciplinary Studies shall consist of faculty with primary or joint appointments to the Department as well as faculty whose appointments are in other units on campus but who are affiliated with one or more of the academic programs of the Department in accordance with the guidelines of those programs. Faculty will participate at different levels in the governance of the department reflective of the nature of their appointment.

Individual program integrity will be preserved by individual programs retaining the right to determine their program faculty. The integrity of the authority of the Resident faculty will be preserved by referring

departmental matters to departmental committees with membership reflective of the different natures of faculty appointments.

- i.) **Resident Faculty:** this category consists of regular faculty members who hold either a full-time or joint appointment in the Department of Multidisciplinary Studies.

In accordance with their terms of appointment, Resident faculty are required to maintain an active research agenda, teach courses for the Department of Multidisciplinary Studies and/or serve students in a non-teaching capacity, and to serve the Department through their attendance at meetings, their service on departmental committees, and their representation of the Department to the College, University, and community.

- ii.) **Program Faculty:** this category consists of regular faculty who have been recognized as voting faculty in one or more of the member programs but who hold their full-time appointment in another unit on campus.

Program faculty members shall serve the Department in a primary capacity through participation in one or more of its member programs. The individual programs retain the right to appoint their faculty according to their established guidelines and procedures. The duties of these faculty members are determined by the individual programs, but program faculty are also encouraged to participate in the Department through their attendance at meetings, their service on departmental committees, and their representation of the Department to the College, University, and community.

## b. Programs

- i. The inaugural programs in the Department of Multidisciplinary Studies consist of Gender Studies, International Studies, Multidisciplinary Studies, Philosophy, and Sociology. New programs may be added in the future.

- ii. Each academic program housed in the department shall operate according to bylaws developed and approved by each program's faculty, consistent with the bylaws of the Department.

#### **IV. Governance**

##### **a. Duties of the Chairperson**

The Chairperson represents the Department's interests to the administration of the College and the University, and informs the Department of the views and policies of the administration. The Chairperson also represents the Department to other academic departments and University entities. In the main, the responsibilities of the Chairperson are elaborated in section 350 of the University Handbook. Considering the unique nature of this Department on campus, the Chairperson will need to maximize consultation and collaboration both internally and externally. Special attention is thus called to section 350.3 of the Handbook, "Regular Consultation with Department Faculty."

##### **b. Faculty Voting Rights**

Each member of the Resident faculty will have one vote for matters requiring a vote by the Department as a whole. For each of those academic programs where fewer than 2/3 of that program's faculty are Resident faculty, the program itself will have a separate vote cast by a designated representative chosen by the program.

##### **c. Department Standing Committees**

Resident and Program faculty members will participate in the governance of the Department through service on standing committees. Standing Committees will report regularly to the department. In addition to these standing committees, the Department faculty may create ad hoc committees to investigate and make recommendations on any matters within its jurisdiction.

##### **Common Operation:**

- Committees will include faculty representation from each academic program, where possible, unless otherwise specified;

- Committees will pursue permanent charges and additional charges as needed;
- Committees will maintain a regular meeting schedule; committee meetings will be open to all Resident and Program faculty; notes of meetings will be published;
- Committees will submit an annual report documenting work conducted in service of their charges;
- Terms of service will be one academic year (from the opening day of the fall term until the final day of the spring term); committee membership will be determined during the last regularly scheduled department meeting each year.

#### **i. Administrative Affairs**

Charges: Develop, implement, and review department policies, processes, and practices; promote consultation and collaboration within department; contribute to strategic planning and agenda setting; advise on budgetary priorities; seek budget-enhancing opportunities.

#### **ii. Faculty Affairs**

##### **1. Membership**

At least three tenured Resident and/or Program faculty members. As possible, one pre-tenure member from the Resident and from Program faculty; one Instructor from the Resident and from the Program faculty. The Committee will be chaired by a tenured faculty member. Tenured members of the Faculty Affairs Committee would constitute the peer review committee. It will consist of the tenured faculty from the Committee. One additional tenured faculty [as described in Appendix A] may join the committee for the purpose of completing individual peer reviews.

##### **2. Charges**

To conduct faculty annual and biennial reviews; to propose and review relevant policies and processes; and hear faculty grievances.

### **iii. Curricular Affairs**

Charges: Manages process by which curricular programs and/or course proposals are created, revised or modified; Implements and reviews academic assessment of programs; regularly consults with the relevant Resident and Program faculty to promote collaboration among programs.

### **iv. Student Affairs**

Charges: Organize process of determining annual student recognition (awards, scholarships, etc.); encourage and promote student organizations affiliated with the department; and respond to student grievances.

### **d. Department Meetings**

The Department of Multidisciplinary Studies shall hold a minimum of two regular meetings during each academic year. The first meeting shall be held during the first six weeks of the academic year, and the Department Chairperson shall report at this meeting on the current status of the department. The last meeting shall be held in the last four weeks of the spring semester at which the individual programs shall report on their activities during the academic year. Other department meetings may be called by the Chairperson, by the request of two programs, or by petition of 40% of the voting membership of the department [as defined in section IV.b.].

Department meetings shall be announced at least one week in advance, except in emergencies. The Chairperson shall preside over department meetings. Fifty percent plus one of the voting membership of the department [as defined in section IV.b.] shall constitute a quorum.

## **V. Authority**

The authority for departmental bylaws is derived from section V.F of the Constitution of the College of Arts and Sciences, "Government and Authority of Academic Departments and Equivalent Entities," quoted below in toto:

- A. The faculty of each department or equivalent is guaranteed a representative form of government in respect to the formulation and administration of internal policy and the right to participate in the selection of its chief administrative officer(s).
- B. Each department or equivalent entity shall be autonomous in matters of internal policy subject to the provisions of this Constitution and Bylaws with particular attention given to those areas set forth in the University Handbook under the title of "Duties and Responsibilities of Chairpersons of Academic Departments."
- C. These by-laws may be changed by a two-thirds vote of the voting membership [as defined in section IV. b. of these by-laws].

Parliamentary Authority shall be by Robert's Rules of Order when needed.

**VI. Amendments**

**VII. Appendices**

## **Appendix A**

### **Promotion, Tenure, Post-Tenure, and annual review of faculty**

All faculty, both regular and temporary, must meet the criteria for reappointment, tenure and promotion at the University level found in the University Handbook section 305.4.

As with all College of Arts and Sciences faculty seeking promotion and tenure, those within the Department of Multidisciplinary Studies must meet the minimum standards and provide relevant supporting materials as described in the College of Arts and Sciences Guidelines for Pre-Tenure, Tenure, and Promotion Evaluation.

Similarly, faculty undergoing post-tenure biennial review must meet the minimum standards as described in the College of Arts and Sciences Biennial Faculty Performance Evaluations

(<http://www.indstate.edu/cas/docs/Biennial%20Review%20Process%20approved%20091113.pdf>).

The following statements elaborate on the requirements for satisfactory annual and post-tenure review, tenure, and promotion provided in the College guidelines.

For faculty within MST to earn a Satisfactory rating in teaching, their teaching needs to reflect the disciplinary, inter- or multi-disciplinary standards of the programs within which they teach.

For faculty within MST to earn a Satisfactory rating in research, their scholarship needs to reflect the disciplinary, inter- or multi-disciplinary standards of the program in which they were appointed. It also should represent a discernible body of scholarship, reflecting an identifiable scholarly agenda, whether it does or does not cross disciplinary boundaries. Faculty in MST are likely to present to a variety of scholarly audiences, but should demonstrate that their work has appeared after a peer-review process.

For faculty within MST to earn a Satisfactory rating in service, they should demonstrate service to the Department as a whole in addition to serving the needs of their programs, and at levels above the Department, starting after their 3 year review.

The unique circumstances of a multidisciplinary department require an elaborated process for faculty evaluation. Resident faculty and temporary faculty need to be evaluated by their Departmental colleagues, but also by those with expertise in their disciplinary and multidisciplinary teaching and research. The process below outlines how an additional faculty member could be selected to serve on an individual's peer review subcommittee.



- 1) Faculty being evaluated will offer suggestions as to one additional member of the MST review committee and unless there is a conflict of interest, one of those suggestions will serve on the review committee for this particular individual. The additional suggested faculty members must hold tenure at Indiana State University, and when possible, should be members of the Resident or Program faculty.
- 2) The peer review subcommittee will create a more specific statement of research, and in rare cases teaching, guidelines for each individual faculty member, within the general guidelines of the Department. These guidelines will govern that faculty member's annual review, and/or tenure and promotion assessment, and will be designed to demonstrate attainment of the disciplinary or multidisciplinary standards corresponding to the general Departmental and College standards, specifying what constitutes a "sustained" record of a "body of published, refereed research" (quotes from College Guidelines) for this candidate. Pre-tenure candidates will receive a written copy of their personal guidelines at least one month prior to the due date of their first annual review portfolio, and these guidelines will be attached to their appointment letter.
- 3) The annual portfolios of pre-tenure faculty should include at least the following: letter of appointment with appended tenure guidelines; curriculum vitae; previous years' review letters; statements of research, teaching and service philosophy; course syllabi; lists of courses taught with enrollments; student evaluations, letters documenting faculty observation of teaching; list of departmental, college, university, professional, and community service with descriptions of role as needed; demonstration of research productivity including copies of work submitted and published (including grant applications), photographs of exhibitions, programs of performances and presentations, reviews of work, invitations to present research, etc. as appropriate in the candidate's field.