

INDIANA STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SERVICES
CONSTITUTION

PREAMBLE

The purpose of these statutes is to establish the role the faculty in the College of 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

- A. All appointees with academic rank Lecturer, Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor shall constitute the faculty of the College of Health and Human Services.
- B. All tenured, tenure-track, and multi-year contract faculty appointed to a department within the College shall constitute the voting faculty of the College.
- C. Part time temporary faculty, full-time temporary faculty, emeriti faculty, administrators, professional staff, staff representatives, and student representatives shall be ex-officio members.
- D. The Dean, Associate Dean(s), and Executive Director of Nursing 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. They will be ex officio members.
- E. Chairpersons are not eligible to be appointed or elected to serve as the department representative on the Executive Committee or any of the standing committees, but will be ex-officio members, except for the Faculty Affairs Committee.
- F. Fellows may be appointed by the Dean for special assignments. Fellows are eligible to be appointed or elected to serve as the department representatives on the Executive Committee or any of the standing committees unless they occupy a position determined by the Faculty Council to have administrative status equal or superior to that of Assistant Dean.

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

- A. The legislative authority of the College faculty will be exercised by the Faculty Council and by the committees of that body.
- B. 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.
- C. Each department of the College shall be autonomous in matters of internal department governance, subject to the limitations of the statutes and bylaws of the faculty at Indiana State University and the statutes and bylaws of the College.

Section 3 Primary Authority

The Faculty Council shall have authority to formulate policy governing:

- A. The curriculum of the College.
- B. The facilitation of teaching, research, and service.
- C. The structure of the College related to academic matters.
- D. Standards for admission, retention, progression, graduation, and dismissal of students.
- E. Requirements for the granting of academic degrees.
- F. Aspects of student life directly related to the academic process.
- G. Faculty conduct and discipline.
- H. Faculty appointment, retention, tenure, and promotion.
- I. Protection for freedom of expression and academic freedom.
- J. 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:

- A. 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.
- B. College and/or department budgets.
- C. Faculty benefits including salaries, insurance, retirement, and leaves.
- D. College and/or department research or service obligations to public or private agencies.
- D. Student conduct and discipline related to academic performance and professional ethics.
- E. Physical facilities and program support services.

To permit the exercise of the Faculty's 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. Officers will serve for a one year renewable term.

Section 3 Meetings

- A. The Faculty Council shall meet once each semester. Additional meetings may be scheduled at the request of the Faculty Council Chairperson or at the request of 10% of the voting faculty of the College.
- B. Meetings are open to all members of the faculty, administration, administrative/professional staff, and students (except executive sessions).
- C. A quorum will be more than half of the voting membership of the Faculty Council
- D. The agenda shall be prepared by the Faculty Council Chairperson and made available with pertinent documents at least five working days in advance of a meeting. The Faculty Council secretary shall post minutes to all Faculty Council members within ten working days.
- E. A motion before the Faculty Council is passed when approved by a majority of those present and voting.
 - i. Electronic Voting
 - The College may use electronic voting in accord with the following procedures:
 - a. The College Executive Committee Chairperson, representing the will of the majority of the College Executive Committee, is authorized to call for an electronic vote.
 - b. An electronic vote is appropriate only when a matter has already been substantially addressed by the College or College Executive Committee; but, some minor issue (e.g., the Completion of minor revisions or the distribution of a piece of information) needs to be addressed prior to the vote or when, in the judgment of the Dean or the Chairperson, the interests of the College or College Executive Committee will be damaged if the matter has to wait until the next scheduled meeting.
 - c. The call for an electronic vote must be made that includes all voting members of the College Faculty or College Executive Committee or by an email for which the distribution lists includes all voting members of the College Faculty or College Executive Committee. In all cases, the communication medium employed must be one that reaches all voting members of the College faculty or College Executive Committee.

- d. At the discretion of the Chairperson of the College Executive Committee, the voting may commence immediately, or only after some designated period set aside for discussion.
- e. All voting members of the College faculty or College Executive Committee may vote through an approved electronic survey which will be open for a designated period of time.

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

Section 4 Executive Committee

A. Purpose:

The purpose of the committee is to exercise the powers and authority of the Faculty Council.

B. Membership:

The Executive Committee shall consist of one elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, are eligible to serve on the Executive Committee.

Members of the Executive Committee may not simultaneously serve on the University Faculty Senate Executive Committee during any portion of the academic year.

The Executive Committee will be established each April for the ensuing year.

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

C. Officers:

The Executive Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

D. Term of Office:

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

Officers will serve one year renewable terms starting at the beginning of the Academic year and ending at the close of the last summer session.

E. Ex-Officio members:

The following will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

F. Meetings:

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

G. Quorum:

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

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available With pertinent documents at least five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

I. Majority:

A motion before the Executive Committee is passed when approved by a majority of those present and voting.

J. Authority:

The authority of the Executive Committee includes:

- i. Acting in the name of the Faculty Council in those matters delegated by the Faculty Council.
- ii. Initiating legislation within the jurisdiction of the Faculty Council.
- iii. Investigating and making recommendations on matters referred or delegated to the committee
- iv. Keeping apprised of University administrative policies and procedures to fulfill the advisory functions of the College faculty in:
 - a. Selecting and removing principle administrative officers.
 - b. Creating or abolishing administrative offices.
- v. 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 pre-determined periods.
- vi. Filling vacancies on all standing committees.

- vii. Assigning each standing committee specific tasks consistent with the functions of the committee.
- viii. Reviewing and revising the College handbook in collaboration with designated administrator's office.
- ix. Considering recommendations from standing and special committees. Recommendations passed by Executive Committee shall become policy two weeks following publication of minutes, unless:
 - a. University action is required or
 - b. A written request for delay is sent to the Executive Committee Chairperson 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.

K. Functions:

The following are the functions of the Executive Committee:

- i. Review the mission, vision, and value statements of the College and Departments and make recommendations to the Faculty Council.
- ii. Review the strategic plan and make recommendations to the Faculty Council.
- iii. Call meetings of the Faculty Council at least twice a year, once each semester.
- iv. Review and approve new program proposals within the College.
- v. Review and approve the college's standing committee operating policies and procedures.
- vi. Review and approve new and revised department statutes and bylaws, handbooks, and promotion and tenure documents.
- vii. Review and approve revised department mission, vision, and value statements.
- viii. Review and approve faculty and student grievance procedures.
- ix. Submit an annual report 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 Assessment Committee (AC)

A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to program and activity assessment.

B. Membership:

The Assessment Committee shall consist of one appointed or elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Assessment Committee.

The Assessment Committee will be established each April for the ensuing year.

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

C. Officers:

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

D. Term of Office:

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.

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.

E. Ex-officio members:

The following will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

F. Meetings:

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

G. Quorum:

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

H. Agenda and Minutes:

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

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions:

The following are the functions of the Assessment Committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- ii. Communicate expectations for assessment.
- iii. Develop methods and opportunities for sharing expertise and assessment exemplars.
- iv. Review policies and procedures governing undergraduate and graduate assessment and make recommendations to the Executive Committee.
- v. Monitor the implementation of undergraduate and graduate program and activity assessment plans.
- vi. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate.
- vii. Appoint subcommittees as needed.
- viii. Submit an annual report to the Executive Committee.

Section 2 Curriculum and Academic Affairs Committee (CAAC)

A. 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.

B. Membership:

The Curriculum and Academic Affairs Committee shall consist of one appointed or elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Curriculum and Academic Affairs Committee.

One undergraduate and one graduate student will be ex-officio members. The Committee will solicit students from the departments. The Committee will appoint Student representatives.

The Curriculum and Academic Affairs Committee will be established each April for

The ensuing year.

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

C. Officers:

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

D. Term of Office:

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.

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.

E. Ex-officio members:

The following will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

F. Meetings:

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

G. Quorum:

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

H. Agenda and Minutes:

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

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions:

The following are the functions of the Curriculum and Academic Affairs committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- ii. Review policies and procedures governing undergraduate and graduate curricula and make recommendations to the Executive Committee.
- iii. Review requirements for all undergraduate and graduate degrees and certificates and make recommendations to the Executive Committee.
- iv. Make recommendations to the Executive Committee regarding:
 - a. New curricula.
 - b. Extensive revision of existing curricula.
 - c. Changes in requirements for all academic programs.
- v. Collaborate with appropriate College personnel regarding:
 - a. Development and use of physical facilities.
 - b. Selection and use of clinical facilities.
 - c. Resources vital to effective teaching.
- vi. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate.
- vii. Review individual courses for congruence with the College philosophy and program objectives.
- viii. Recommend the establishment, abolishment, merger, or subdivision of schools/departments and other academic units of the College.
- ix. Appoint subcommittees as needed.
- x. Submit an annual report to the Executive Committee.

Section 3 Faculty Affairs Committee (FAC)

A. Purpose:

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

B. Membership:

The Faculty Affairs Committee shall consist of one elected tenured faculty representative from each department and two senior instructors from the college (where appropriate). For evaluation purpose, the instructors will only serve during the review of instructors for retention, promotion, and biennial review.

The two instructors serving on the College Faculty Affairs Committee will be elected by the voting faculty of the College. The department will nominate one senior instructor from their department (where appropriate). From the slate of nominated

instructors, the voting faculty within the college will vote and the two nominees with the highest number of votes will be elected to serve on the College Faculty Affairs Committee for a two year term.

The Faculty Affairs Committee will be established each April for the ensuing year.

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

C. Officers:

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

D. Term of Office:

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.

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.

E. Ex-officio members:

The following will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

F. Meetings:

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

G. Quorum:

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

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available With pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working

days.

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions

The following are the functions of the Faculty Affairs Committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- ii. Formulate and recommend policies and procedures pertaining to the College faculty including:
 - a. Appointment, retention, tenure, promotion, faculty performance pay (salary), workload, and leaves.
 - b. Facilitation of teaching, research, and service.
- iii. Recommend applicants for tenure, promotion, leaves, and retention.
- iv. Promote fulfillment of faculty obligations and standards of excellence regarding teaching, research, service, professional ethics, and professional growth and development.
- v. Advocate for faculty rights regarding leaves of absence, retirement, travel and meetings, academic freedom, workload, and working environment.
- vi. Appoint subcommittees as needed.
- vii. Submit an annual report to the Executive Committee.

Section 4: Student Affairs Committee (SAC)

A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to the students in the College.

B. Membership:

The Student Affairs Committee shall consist of one appointed or elected one tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Student Affairs Committee.

One undergraduate and one graduate student from each department will be ex-officio members.

The Student Affairs Committee will be established each April for the ensuing year.

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

C. Officers:

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

D. Term of Office:

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.

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.

E. Ex-officio members

The following will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

F. Meetings:

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

G. Quorum:

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

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available With pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions:

The following are the functions of the Student Affairs Committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- ii. Review the department policies regarding undergraduate and graduate students including, but not limited to:
 - a. Admission, progression, retention, graduation, and dismissal.
 - b. Scholarships, honors, and awards.
 - c. Academic and developmental advising.
 - d. Non-curricular, program-related areas and activities.
- iii. Hear and act upon petitions pertaining to student policies.
- iv. Review and revise the College student handbook in collaboration with the department chairpersons.
- v. Appoint subcommittees as needed.
- vi. Submit an annual report to the Executive Committee.

Approved by Faculty Senate: 26-0-0 [3/26/09]

Approved by Faculty Senate Executive Committee: 8-0-0 [3-17-09]

Approved by Faculty Affairs Committee, Faculty Senate: 5-0-0 [2-12-09](4 members absent)

Approved by College Faculty: 39-0-0 [11-10-08] (15 faculty absent)

Approved by College Executive Committee: 10-0-0 [10-28-08] (one member absent)

Approved by Governance Committee: 5-0-0 [10-20-08] (one member absent)

Revision Approved by Ad Hoc Constitution and Structure Committee: 7-0-0 [8-3-12]

Revision Approved by CNHHS Faculty Council Executive Committee: 6-0-0 [8-31-12]

Revision Approved by CNHHS Faculty: 51-3-3 [9-7-12]

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