

**245: THE CONSTITUTION OF THE FACULTY  
COLLEGE OF TECHNOLOGY INDIANA  
STATE UNIVERSITY**

**PREAMBLE**

245.0 The purpose of this Constitution is to set forth the role that the College of Technology Faculty and its legislative body, the College of Technology Faculty Council, shall have in establishing the goals and educational philosophy of the College of Technology and in formulating and implementing the policies of the College.

**ARTICLE I. THE COLLEGE OF TECHNOLOGY FACULTY**

Section 1. Authority and Governance

245.1.1.1 The authority of the College of Technology Faculty to participate in the determination of the policies of the College of Technology shall be within the limitations of the University Faculty Constitution and Bylaws and the Board of Trustees in the exercise of their constitutional authority.

245.1.1.2 The Constitution and Bylaws of the Faculty of Indiana State University guarantees the Faculty of the College of Technology a representative form of government in respect to the formulation and administration of internal policy and the right to participate in the selection, evaluation, and removal of its chief administrative officer or officers. Similarly, the Faculty of each academic subdivision of the College of Technology is guaranteed the right to participate in the selection, evaluation, and removal of department chairs and program center directors.

245.1.1.3 The College of Technology shall be autonomous in matters of internal policy, subject to the provisions of the Constitution and Bylaws of the Faculty of Indiana State University and to actions of the University Faculty, the Faculty Senate, and the Board of Trustees.

Section 2. Definition of College of Technology Faculty

245.1.2.1 All appointees with academic rank in the College shall constitute the Faculty of the College of Technology. (Hereafter referred to as the "Faculty.")

Section 3. Voting Members

245.1.3.1 Voting Members. Regular Faculty (as defined by the University Handbook) of the College of Technology shall be voting members.

245.1.3.1.1 Voting by Proxy is not allowed.

#### Section 4. Officers

245.1.4.1 The Officers of the Faculty shall be a Chair, Vice-Chair, Secretary, and Vice-Secretary, and shall be elected from the voting members of the Faculty as defined in 245.1.3 and 245.3.2.2. Faculty holding the position of Chair and Vice-Chair must be tenured. Faculty members who are departmental chairpersons may not serve as Chair or Vice-Chair of the Faculty, nor may those who hold higher administrative rank. The Officers are to be elected for one year and may serve for no more than two consecutive terms in any one office. The term of office shall begin August 1 and continue for one year.

245.1.4.2 The Officers shall be elected by the Faculty during the last meeting of the academic year, held as near May 1 as is feasible. Prior to this meeting during which the Officers and Parliamentarian of the College are to be elected, the Faculty Affairs Committee shall solicit nominations from the Faculty. The list of candidates shall be presented to the Faculty for consideration at least ten working days before the meeting. Additional nominations from the floor will be accepted during the election. (Working days are defined as regular class days during the Fall and Spring Semester.)

245.1.4.3 The Officers of the Faculty shall also serve as the officers of the College of Technology Faculty Council. (Hereafter referred to as the "Council.")

245.1.4.4 The Parliamentarian of the College, elected from the Faculty, is in addition to the elected Council members (245.3) and holds a speaking seat on the Council.

245.1.4.5 The Parliamentarian shall assure the orderly conduct of business by the procedures set forth in "Robert's Rules of Order."

245.1.4.6 A seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy by the Council. If the office of Chairperson becomes vacant before the end of the term of office, the Vice Chairperson shall assume the office of Chairperson, and the office of Vice Chairperson shall be vacant. Any time the office of Vice Chairperson or Secretary becomes vacant before the end of the term of office an election shall be held to select a replacement.

#### Section 5. Recall of Officers

245.1.5.1 Any Officer(s) of the Faculty may be recalled for reasons of failure to perform the required duties of the office, unprofessional conduct that reflects on the Faculty, or disregard for the College Constitution. A petition bearing the names of 20% of all voting Faculty and stating the complaint will be delivered to the Chair of the Faculty Affairs Committee (FAC). The Chair

of the FAC will announce the time, place, and agenda five working days prior to a meeting of the Faculty to address the complaint and take subsequent action. The date for the Faculty meeting shall be no later than ten working days following the receipt of the complaint from the Faculty. The Chair of the FAC, or a designate in cases of conflict of interest, will preside at the meeting, with the Secretary of the FAC keeping minutes of the proceedings. If the resolution of the complaint results in a recall as indicated by the approval of a simple majority of all voting membership of the Faculty, an election shall be held within ten working days to fill the vacant position(s).

## Section 6. Faculty Meetings

245.1.6.1 The Faculty shall hold two regular meetings during each academic year. The first Faculty meeting shall be held during the first six weeks of the academic year. The agenda for this meeting shall include the standing committee memberships and a list of charges for those committees. The second meeting shall be held as near May 1 as is feasible. The May meeting agenda shall include the election of new Faculty Officers and written reports of standing committee activities.

245.1.6.2 Special meetings of the Faculty must be called by the Secretary at the request of the Dean of the College, the Council, or on petition of 20% of all voting members of the Faculty, or as provided in 245.5.2.1. Actions, Motions, Resolutions, Vetoes, Appeals, Legislative Proposals, Policies, or other such actions, shall be voted on as prescribed in 245.1.7.

245.1.6.3 Notice of meetings of the Faculty shall be distributed by the Secretary at least five working days in advance.

245.1.6.4 A simple majority of greater than one half of all voting members of the Faculty shall constitute a quorum.

245.1.6.5 Actions shall be confined to the passing of Resolutions and elections. Vetoes, Appeals, Policies, and Legislative Proposals shall be voted on as prescribed in 245.1.7.

245.1.6.6 The Secretary of the Faculty is responsible for having minutes of Faculty meetings published and circulated within two weeks after each meeting.

245.1.6.7 The Secretary of the Faculty is responsible for keeping the minutes of all Faculty and Council meetings, Resolutions, Procedures, Policies, Standing Committee reports, and all other such actions in a carefully prepared notebook to be stored in a repository. All documents, such as the Constitution, Policies, Promotion and Tenure, Grievance Procedure, and like items of interest to the Faculty and operation of the College, shall be made available on a designated website and be kept current.

## Section 7. Faculty Vote

245.1.7.1 Within five working days after a meeting in which measures such as; Vetoes, Appeals, or Legislative Proposals have been introduced, the Secretary shall prepare an official ballot, per 245.1.7.2, for the purpose of a vote on the measure and deliver it to each voting member of the Faculty.

245.1.7.2 The form of an official ballot will be determined by the Faculty Affairs Committee. If, in the judgment of the Faculty Affairs Committee, an electronic vote is appropriate for a matter under consideration, such a vote may be taken. The Ballot must include a complete statement of the motion (including its proposer and second), and any accompanying rationale, and be distributed to the voting faculty.

245.1.7.3 Ballots shall be returned to the Secretary within five working days of the date on which they were delivered.

245.1.7.4 Changes to the Constitution or Bylaws are adopted and become effective upon approval by two thirds of all voting members of the Faculty, as defined in 245.1.3.

245.1.7.5 Proposals other than those defined in 245.1.7.4 shall become effective upon approval by a simple majority of all voting members of the Faculty, as defined in 245.1.3.

## **ARTICLE II. LEGISLATIVE AUTHORITY OF THE COLLEGE FACULTY**

### Section 1. Means of Exercising Authority

245.2.1.1 The legislative authority of the Faculty will be exercised by the Council and by the committees of that body, as outlined in Article IV and the Bylaws of this Constitution. The Faculty may, however, exercise its legislative authority directly in Faculty meetings as provided for in Article I, Sections 6 and 7, and in Article II, Section 4.

### Section 2. Primary Authority

245.2.2.1 Subject to the limitations of Article I, Section 1, the Faculty shall have authority to formulate policy governing:

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. The facilitation of teaching and research.
4. The structure of the College with reference to academic matters.

5. Standards for admission and retention of students.
6. Requirements for programs and the granting of academic credit.
7. Faculty conduct and discipline.
8. Faculty appointment, retention, tenure, and promotion.
9. Freedom of expression and academic freedom.
10. Aspects of student life which relate directly to the educational process.
11. The Faculty shall have the authority and the obligation to assure the necessary and proper implementation of the foregoing powers.

### Section 3. Advisory Authority

245.2.3.1 The Faculty is properly concerned with and should actively participate in decisions made on other matters that may affect the educational policies for which it has primary responsibility. Therefore, the Faculty shall have authority to advise on all matters of College policy and decisions, particularly those matters dealing with:

1. Selection, evaluation, and removal of the principal administrative officers, as well as the creation or abolition of such offices.
2. College budgets.
3. Research or service obligations involving use of College resources.
4. College development and physical facilities.
5. Student conduct and discipline.
6. Sabbatical Leaves, or Leaves of Absence.

245.2.3.2 In the performance of this advisory function, it is necessary that the Faculty be apprised in advance of significant prospective actions by the Administration of the College.

### Section 4. Faculty Veto

245.2.4.1 The Faculty shall have the power to veto any action of the Council. The procedure shall be as follows:

1. A Faculty meeting shall be called by written petition as provided in

Article I, Section 6, or Article V, Section 2, for the purpose of discussing the Council action in question.

2. The procedure outlined in Article I, Section 7, shall be followed to determine the will of the Faculty.

### **ARTICLE III. STRUCTURE OF THE COLLEGE OF TECHNOLOGY FACULTY COUNCIL**

#### Section 1. Membership

245.3.1.1 Group I. Faculty Representation. There shall be one elected voting member, (245.1.3.1), from each department in the College in addition to the Chair, Vice-Chair, Secretary, and Vice-Secretary. These individuals constitute the voting membership of the Council. The Parliamentarian shall hold a speaking seat on the Council.

245.3.1.2 Group II. Administration Representation. The Dean, or an appointed representative, shall hold a speaking seat on the Council.

245.3.1.3 Group III. Student Representation. A full-time undergraduate student representative selected by the Student Affairs Committee shall have a speaking seat on the Council.

#### Section 2. Eligibility

245.3.2.1 Voting members of the Faculty, as defined in 245.1.3.1 and 245.1.4.1 above, shall be eligible for election to the Council, except as provided in the following paragraph, 245.3.2.2, and except as provided for re-election.

245.3.2.2 No voting member of the Faculty who occupies the position of an Assistant Dean, or who occupies a position determined by the Faculty Council to have administrative status equal or superior to that of an Assistant Dean shall be eligible for election to the Faculty Council

#### Section 3. Terms of Office

245.3.3.1 The term of office of the Faculty elected voting members from each department shall begin August 1 and continue for two years. The term of office of the student representative shall be for one year. The Secretary shall notify the departments of the status of the departmental representatives at the Spring Faculty meeting.

#### Section 4. Manner of Election of Representatives

245.3.4.1 Each department shall elect a representative to the Council.

245.3.4.2 A departmental seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy through a departmental election by the appropriate department.

#### Section 5. Officers of the Council

245.3.5.1 The Officers of the Council shall be those defined in 245.1.4.1.

### **ARTICLE IV. OPERATION OF THE COLLEGE FACULTY COUNCIL**

#### Section 1. Meetings

245.4.1.1 The Council shall meet at least once each month of the College year at a regularly scheduled place and time. Notice of all meetings shall be distributed by the Secretary at least five working days in advance.

245.4.1.2 Meetings must have a quorum and minutes shall be kept.

245.4.1.3 Additional meetings may be called by the Chair or a majority of Council members. A meeting of the Council shall also be called to consider any specific agenda presented by 20% of all voting members of the Faculty.

245.4.1.4 Meetings of the Council shall be open except when the Council declares Executive Session.

#### Section 2. Agenda and Minutes

245.4.2.1 Agenda for all meetings shall be distributed to the Faculty by the Secretary at least three working days in advance, except in emergencies. The agenda shall be compiled by the Chair and Secretary.

245.4.2.2 Unapproved minutes of Council meetings shall be distributed to the members and attendees within ten working days after the meeting. Approved minutes shall be distributed to the Faculty within ten working days following approval.

#### Section 3. Quorums

245.4.3.1 Two thirds of the voting membership of the Council shall constitute a quorum.

#### Section 4. Majorities

245.4.4.1 For the purpose of voting on a motion, a majority is defined as a simple majority

- 245.4.4.2 A motion before the Council is passed when approved by a simple majority.
- 245.4.4.3 Motions for Proposed Amendments to the Constitution or Bylaws (governed by Article IX), or decisions to bring a matter directly to the floor, are passed when approved by a two-thirds majority. Proposed Amendments to the Constitution or Bylaws must then be presented to the Faculty for vote per 245.1.7.

#### Section 5. Channels of Legislative Action

- 245.4.5.1 The normal route of legislative action is: (1) The agenda is brought to the floor of the Council in accordance with Article IV, Sections 1 and 2. (2) The agenda is presented as a motion to the Council. (3) If the motion is accepted the Council assigns the agenda to the appropriate standing committee or as deemed necessary by the Council, to an ad hoc committee. (4) The standing or ad hoc committee will consider the agenda and make its recommendations and/or present its findings to the Council. (5) The Council will render its decision on the agenda. The Council will report decisions and/or recommendations to the Dean. (6) Faculty actions in the area of its primary authority with which the Dean does not concur must be reconsidered by the Council no later than the next regularly scheduled meeting following such action.
- 245.4.5.2 In the normal route of legislative action, a decision to reject or alter an agenda shall be final unless the decision is appealed to the next higher authority.
- 245.4.5.3 Exceptions to the normal route of legislative action are: (1) Resolutions without legislative significance may be considered by the Council at any time, (2) a protest from a department that an action of the Faculty or Council has encroached upon departmental autonomy may be considered directly, (3) Proposed Amendments to the Constitution or Bylaws, and (4) bringing items directly to the floor.

### **ARTICLE V. INTERPRETIVE AUTHORITY OF THE COLLEGE OF TECHNOLOGY FACULTY**

#### Section 1. Jurisdiction Relative to Administration and Students

- 245.5.1.1 In jurisdictional disputes arising out of the exercise of the primary authority of the Faculty, the Council shall, by majority vote, express its judgment. Should the Council's judgment be ignored, modified, or rejected, the Council shall submit the question to the Faculty as provided in Article I, Sections 6 and 7. If the Faculty decision is ignored, modified, or rejected, the question shall be carried to the University Faculty Senate for determination.
- 245.5.1.2 Decisions on questions of jurisdiction shall be understood to be a reaffirmation of the basic assumption in the Preamble that all groups should be afforded



the greatest possible latitude for the performance of their respective roles in the operation of the College.

## Section 2. Jurisdiction Relative to Departments

245.5.2.1 When a department of the College, through its Chair, protests an action of the Faculty or the Council as encroaching on the autonomy of the department, the Council shall, by majority vote, express its judgment. The Chair of the department may appeal this decision to the Faculty. In such event, the Secretary shall call a meeting of the Faculty and conduct a subsequent vote as provided in Article I, Sections 6 and 7.

## **ARTICLE VI. JUDICIAL AUTHORITY OF THE COLLEGE FACULTY**

### Section 1. Scope

245.6.1.1 The Faculty shall have judicial authority for all matters over which it has primary or advisory legislative authority as defined in Article II, Sections 2 and 3.

### Section 2. Jurisdiction

245.6.2.1 A member of the Faculty, or a group of Faculty members, may file a grievance with the Council after other avenues have been exhausted.

### Section 3. Procedure

245.6.2.2 Any grievance must be presented in writing to the Chair of the Faculty Council. Within twenty working days of initially receiving the grievance, the Council shall determine whether the grievance is of such a nature as to warrant a hearing.. A grievance accepted for a hearing shall be transmitted by the Council to the standing committee, or appropriate ad hoc committee, within whose province the matter falls. This Committee shall examine the issue expeditiously with proper attention to due process as outlined in the Constitution of the Faculty of Indiana State University, and present the decision in writing to the aggrieved party, or parties, immediately upon the decision, indicating the route of appeal.

245.6.2.3 Within twenty working days after the decision of a committee is filed, the aggrieved party, or parties, may file an appeal in writing to the Council. If action is taken on the appeal, the Council shall reach a decision by majority vote. A written report of the action shall be filed with the Dean of the College, with the committee from which the appeal was taken, and with the aggrieved party or parties. This decision may be appealed as described in the applicable section of the University Constitution.

## **ARTICLE VII. COMMITTEES OF THE COUNCIL**

## Section 1. Standing Committees

245.7.1.1 The standing committees of the Council are identified in the Bylaws of this Constitution which defines the size, composition, tenure, and duties of these committees. Standing committees are responsible to the Faculty through the Council. Meetings of the standing committees are open except when a committee declares executive session. Meeting time, date, and agenda will be distributed to the Faculty at least three working days in advance of the scheduled meeting.

## Section 2. Ad Hoc Committees

245.7.2.1 The Council may for special purposes and for determinate periods create ad hoc committees to investigate and make recommendations on any matter falling under the primary or advisory authority of the Faculty.

## **ARTICLE VIII. GOVERNANCE AND AUTHORITY OF THE DEPARTMENTS**

245.8.1.1 The Faculty of each Department 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, evaluation, and removal of its chief administrative officer(s).

## **ARTICLE IX. AMENDMENTS AND BYLAWS**

245.9.1.1 This Constitution and Bylaws may be amended as follows:

1. By preparation of a written statement of the proposed change signed by a two-thirds majority of the voting members of the Council (245.4.4.3) or 20 % of the voting members of the Faculty (245.1.3); and
2. By bringing the matter before the Council for initial debate; and
3. By approval of two-thirds of the voting membership at the next Council meeting; and
4. By approval of the Faculty in the manner provided in Article I, Sections 6 and 7; and
5. By approval of the University Faculty Senate.

## **246: BYLAWS**

### I. Standing Committees of the Council

- 246.1.1 The standing committees of the Council are the first echelon for conduct of the majority of the business of the Faculty, both in the area of the primary and advisory authority. They also serve as the judicial bodies for grievances falling within their provinces.
- 246.1.2 The membership of standing committees is composed, except as especially noted below, of voting members of the Faculty (245.1.3) nominated by the Council and approved by a majority of the Faculty. Administrative representatives to standing committees shall hold speaking seats.
- 246.1.3 Each standing committee shall have a predetermined number of Faculty members. Terms of service for these Faculty members shall begin upon election, but not later than October 1. Standing committee membership shall be announced at the Fall Faculty meeting (245.1.6.1). Appointment to a standing committee shall normally be for a period of two years ending September 30, with terms so staggered that approximately 50% of the membership shall carry over from one year to the next. Reappointment to a committee is not precluded.
- 246.1.4 A seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy by the Council.
- 246.1.5 Each standing committee shall elect its own officers from among the Faculty in its membership. Meetings shall be open except when a committee declares executive session. Each committee shall present a written resume of its activities and attendance for the year at the Spring meeting of the Faculty
- 246.1.6 The standing committees of the Council concern themselves with matters which are of significance to the College, questions which arise between or affect several of the constituent departments, and matters which although arising within one department have an influence upon the character and welfare of the College.
- 246.1.7 Issues which pertain only to individual departments will normally be dealt with by those departments unless appealed to the Council.

### II. Academic Affairs Committee

#### 246.2.1 Membership:

Faculty members, one representing each department.

Administrative representative.

246.2.2 Duties: Formulate policy governing **Undergraduate:**

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. Structure of the College with reference to academic matters.
4. Standards for admission and retention of students.
5. Requirements for programs.
6. All courses of instruction, including those offered through Lifelong Learning; and all workshops, travel courses, and other special offerings, whether with or without academic credit.
7. Coordination of library services.
8. Convocations and all such conferences related to academic affairs.

246.2.2.1 The committee will concern itself with the educational philosophy of the College and with the relation of existing and future curricula and educational policies relating to that philosophy.

246.2.2.2 Take appropriate action in the foregoing areas as directed by the Council.

### III. Faculty Affairs Committee

246.3.1 Membership:

Faculty members, one representing each department.  
Administrative representative.

246.3.2 Duties: Formulate policy governing:

1. Faculty appointment, retention, tenure, and promotion.
2. Facilitation of teaching and research, including teaching load.
3. Leaves of absence.
4. Freedom of expression and academic freedom.
5. Faculty conduct and discipline.

6. Professional ethics.
7. Professional growth.
8. Retirement.
9. Superintendence of Faculty elections.
10. Faculty Grievances.

246.3.2.1 Take appropriate action in the foregoing areas as directed by the Council.

#### IV. Graduate Affairs Committee

246.4.1 Membership:

Members of the College Graduate Faculty, one representing each department.  
 The College Ph.D. Coordinator.  
 A College Graduate program Coordinator.  
 Administrative representative.

246.4.2 Duties: Formulate policy governing **Graduate**:

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. Facilitation of teaching and research.
4. Structure of the College with reference to academic matters.
5. Standards for admission and retention of students.
6. Requirements for programs.
7. Appointment recommendations to the Graduate Faculty.
8. Selection criteria for graduate assistants and graduate fellows.

246.4.2.1 Review and advise on individual cases brought to the committee.

246.4.2.2 Take appropriate action in the foregoing areas as directed by the Council.

#### V. External Affairs Committee

246.5.1 Membership:

Three Faculty members.  
 Administrative representative.

246.5.2 Duties: Formulate policy governing:

1. Gifts and bequests to the College.
2. Public relations with other Colleges (secondary and post-secondary).
3. Public relations with business and industry.
4. Consulting services by members of the Faculty.
5. Guest speakers to ISU campus.
6. College publications.
7. Social affairs.

246.5.2.1 Take appropriate action in the foregoing areas as directed by the Council.

VI. Student Affairs Committee

246.6.1 Membership:

Faculty members, one representing each department.  
Two non-voting College student members (one each: full-time undergraduate and full-time or part-time graduate).<sup>1</sup>

246.6.2 Duties: Formulate policy governing:<sup>2</sup>

1. Student safety, welfare, and rights.
2. Student organizations, social activities, and publications.
3. College scholarships, honors, and awards.
4. Student grievances.
5. Student behavior with respect to curriculum and instruction.

246.6.2.1 Take appropriate action in the foregoing areas as directed by the Council.

<sup>1</sup>The undergraduate student representative shall be the undergraduate student representative to the Council. The graduate student representative shall be selected by the Graduate Affairs Committee.

<sup>2</sup>As long as these are not in conflict with the Student Government Association.

## VII. College Personnel Committee

### 246.7.1 Membership:

Faculty members, one representing each department. When Possible, two shall hold the rank of Full Professor, two Associate, and a fifth of either rank.

Only Full-time, Tenured Faculty may serve.

Individuals must hold the rank of either Full or Associate Professor.

Faculty making application for promotion or leave may not serve.

Chairs and Deans may not serve.

No more than two members may be from a single Department

### 246.7.2 Duties:

246.7.2.1 Review and make recommendations concerning Applications for Promotion, Tenure, Performance Reviews, and Leaves.

246.7.2.2 Recommend to the Faculty Affairs Committee changes or needed Policies governing;

1. Promotion Review
2. Tenure Review
3. Leaves Review
4. Performance Reviews

## VIII. Departmental Personnel Committee

246.8.1 Each Department shall have a Personnel Committee