

Bylaws of the Faculty  
School of Science  
Indiana University Indianapolis  
Adopted March 25, 2025

**SECTION I. FACULTY**

***Subsection 1. Membership***

The faculty of the School of Science, Indiana University Indianapolis, henceforth known as the FACULTY, shall consist of VOTING FACULTY and NONVOTING FACULTY. Meetings of the faculty as a whole shall be known as FACULTY ASSEMBLIES.

The VOTING FACULTY shall consist of members of the School of Science holding full-time tenured or tenure-track academic appointments at the Professor ranks (i.e., Professor, Associate Professor, and Assistant Professor), and full-time non-tenure track appointments at the Lecturer (i.e., Teaching Professor, Senior Lecturer, and Lecturer) and Clinical Professor ranks (i.e., Clinical Professor, Associate Clinical Professor, and Assistant Clinical Professor).

The NONVOTING FACULTY shall consist of members of the School of Science holding full-time academic non-tenure track appointments at the Research Professor (i.e., Research Professor, Associate Research Professor, and Assistant Research Professor) and Scientist (i.e., Scientist, Associate Scientist, and Assistant Scientist) ranks, and members determined by the Voting Faculty to have faculty status. Emeritus members of the School of Science shall also be nonvoting faculty unless otherwise determined by the voting faculty to have voting status.

***Subsection 2. Certification of the Faculty***

As appointments by the Trustees, resignations, retirements, and terminations occur, the Dean of the School of Science (see Section III.2) shall communicate to the Secretary of the Faculty (see Section IV.2) changes to the list of the name, rank, tenure and voting status of each person holding an academic appointment.

**SECTION II. LEGISLATIVE AUTHORITY OF THE FACULTY**

***Subsection 1. Definition of Legislative Authority***

Legislative authority means the power to establish general policies and to determine procedures for their implementation subject to the approval of the Board of Trustees of Indiana University, the laws of the State of Indiana, and other provisions of these Bylaws.

***Subsection 2. General Sources of Authority of the Faculty***

In accordance with the laws of the State of Indiana and, in particular, the authority granted to the Trustees of Indiana University to delegate to the faculty and to university officials such authority as they may possess, such delegation being always revocable and the exercise of delegated authority remaining at the Trustees' pleasure and subject to their approval, these Bylaws confirm and establish in the faculty the responsibilities and duties herein specified.

In accordance with long-standing US traditions in higher education, primary authority in matters of academic policy resides with the Voting Faculty.

***Subsection 3. Specific Legislative Authority of the Voting Faculty***

Without implied limitation on the general legislative authority of the Voting Faculty by failure of enumeration below, the Voting Faculty's legislative responsibilities and duties related to academic policies are:

- a) standards for student admission, placement, and academic standing,
- b) curriculum, course content, and examination procedures,
- c) grading and student evaluation, grading appeals

In addition to these, the Voting Faculty has interests, legislative responsibilities, and duties overlapping those of administration in the following areas:

- d) student conduct and discipline,
- e) student grievances against faculty,
- f) faculty appointment/reappointment, promotion, and tenure,
- g) faculty status, conduct and discipline,
- h) faculty grievances,
- i) the privileges and general welfare of the faculty,
- j) appointment and retention of academic administrative officers,
- k) class scheduling and the academic calendar,
- l) administration of libraries,
- m) research and public service,
- n) academic organization/reorganization,
- o) physical facilities and budgeting insofar as they relate to academic objectives, and
- p) all other policies and procedures affecting the faculty and its academic mission.

### **SECTION III. ADMINISTRATION**

#### ***Subsection 1. Departments***

The faculty recognize that the School of Science is composed of Departments brought together by established university procedures. Each Department's faculty shall be responsible for its own internal academic policies and procedures, subject to the approval of the Educational Policy Committee.

#### ***Subsection 2. Administration***

The faculty recognize that the Dean of the School of Science, henceforth known as the Dean, is the chief administrative officer of the School of Science. Associate and Assistant Deans are appointed by, act on behalf of and are responsible to, the Dean. The Dean, together with the Dean's Associate and Assistant Deans, comprise what is referred to herein as the Dean's Administration.

The faculty recognize that the Department Chairs are the chief administrative officers of the Departments. The

Department Chair, together with the faculty and staff who are appointed by, act on behalf of and are responsible to, the Chair, shall comprise the Department's Administration.

### ***Subsection 3. Duties and Responsibilities of the Dean's Administration***

The faculty request that the Dean shall:

- a) be the chief administrative officer of the School of Science,
- b) allocate budgetary resources to the Departments and the Dean's Office,
- c) approve or disapprove of all faculty appointments and reappointments,
- d) collaborate with the Steering Committee in the appointment of an ad hoc committee to revise The Indiana University Indianapolis School of Science Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment as necessary,
- e) in the Fall of each year, articulate to the faculty the major issues to be considered by the Dean's Administration over the coming year,
- f) at least once each academic year, call a convocation of the faculty to report on the state of the School of Science,
- g) request that the Steering Committee add agenda items for Faculty Assemblies, h) communicate to the faculty all matters concerning the responsibilities, duties, and academic and professional welfare of the faculty that come before the School of Science and the university,
- i) communicate to the Secretary of the Faculty the name, rank, tenure and voting status of each person holding an academic appointment as appointments by the Trustees occur,
- j) represent, or designate a representative to, each standing committee of the faculty, except for the Unit Committee on which the Dean must serve, and
- k) appoint a member of the Dean's staff to serve as Staff Aide for a one-year term.

The faculty recognize the responsibilities and duties of the Dean's Administration as including but not be limited to:

- a) carrying out the policies adopted by the Voting Faculty within its authority to act,
- b) proposing procedures to the faculty for implementing each policy,
- c) obtaining from the faculty of each Department certification of students who are to graduate,
- d) proposing policies to the faculty for its consideration, and
- e) communicating to the faculty through the President of the Faculty (see Section IV.1) and the Steering Committee (see Section VI.2.a) all administrative decisions that have an academic impact.

### ***Subsection 4. Evaluation of Administrations***

The Dean's Administration shall be evaluated on behalf of the faculty in prescribed academic years by the Subcommittee for Administrative Review (SAR), which will consist of the Departmental Steering Committee Representatives, the President of the Faculty, and the Secretary of the Faculty. While the mechanism for this evaluation may vary, the mechanism must:

- a) be approved by the SAR,
- b) be based on input from the Faculty,
- c) evaluate the Dean's Administration in the context of the tasks for which it is responsible, and
- d) be able to produce results by July 1 at the end of the prescribed academic year.

Each Department's Administration will also be evaluated in prescribed academic years by the SAR on behalf of the faculty of the respective Departments. While the mechanism for this evaluation may vary, the mechanism must:

- a) be approved by the SAR,
- b) be applied to all Departments,
- c) be based on input from the Faculty of the respective Departments,
- d) evaluate the Chair's Administration in the context of the tasks for which it is responsible, and
- e) be able to produce results by July 1 at the end of the prescribed academic year.

The Dean will be reviewed by the Voting Faculty in their first full academic year in the role of Dean and in each successive year during their term. Because the University conducts a campus-level review of the Dean on a five-year cycle, the SAR will actively promote faculty involvement in the campus-level reviews of the Dean.

Assistant Deans, Associate Deans, and Department Chairs will be reviewed in the first full academic year in their administrative posts and in each successive year of their terms in the Dean's Administration.

The SOS reviews will consist of both a quantitative component and a qualitative component. The SAR will determine the most appropriate means for analyzing the data and for communicating the results in a constructive and collaborative manner. If subgroup analyses are deemed appropriate by the SAR, then reasonable steps must be taken to preserve anonymity, especially for small demographic subgroups within the respondent sample.

The SAR shall provide a summary of the evaluation of the Dean's Administration to the Dean and to the faculty. The SAR shall provide a summary of the evaluation of each Chair's Administration to the Department Chair, the faculty of the respective Department and to the Dean.

The SAR will meet during the fall semester to formulate and modify the review instruments; however, an attempt should be made to minimize changes in order to allow comparisons of faculty responses over time. The SAR may consult each administrator under review for items that they would like to add to the evaluation (e.g., to obtain feedback on specific initiatives or roles that are unique to that person's position).

Following each review, one copy of the final report for each administrator will be archived in a secure manner in the Dean's Office by the Dean's designee. Archived reports of the Dean and of Assistant and Associate Deans will be available to all faculty. Archived reports of Department Chairs will be available to faculty of the respective Departments and to members of the Steering Committee.

#### **SECTION IV. OFFICERS OF THE FACULTY**

##### ***Subsection 1. The President of the Faculty***

The President of the Faculty shall be a tenured member of the Voting Faculty at the rank of Associate Professor or Professor. The President's term of service shall be one year, to commence August 1 prior to the start of the Fall Semester upon completion of the term as Secretary. The President shall:

- a) communicate to the faculty all matters concerning the responsibilities, duties, and academic and professional welfare of the faculty that come before the School of Science and the university,
- b) preside over Faculty Assemblies,
- c) preside over meetings of the Steering Committee, and
- d) perform other duties appropriate to that office and the desires of the faculty.

Should the President be temporarily or permanently unable to perform the duties of that office, the Past-President will assume the position of the President. Should the Past-President be unable to do so, the Secretary of the Faculty will assume the position of the President. Should the Secretary of the Faculty be unable to do so, the Steering Committee will elect one of its Department Representatives to assume the position of the President in the interim, for the remainder of the term, or until such time as a mail ballot is conducted to elect a new President from among the Voting Faculty, whichever is shorter.

***Subsection 2. The Secretary of the Faculty***

The Secretary of the Faculty shall be the Secretary of the Steering Committee and President-Elect of the Faculty and shall be a tenured member of the Voting Faculty at the rank of Associate Professor or Professor. The Secretary shall be elected by the Voting Faculty at the last regularly scheduled meeting of the academic year. In the absence of a meeting at the scheduled time because of unforeseen circumstances, a mail ballot shall be conducted. The Secretary of the Faculty's term of service shall be one year, to commence August 1 prior to the start of the Fall Semester after the Secretary of the Faculty's selection, and upon completion of this term the Secretary of the Faculty shall assume the position of President of the Faculty. The Secretary of the Faculty shall:

- a) maintain a roster of the faculty of the School of Science, including name, rank, tenure and voting status,
- b) have prepared and distributed the agenda of all Faculty Assemblies as prescribed in these Bylaws,
- c) have prepared, distributed, and verified ballots (including mail ballots) for all elections conducted by the School of Science Voting Faculty,
- d) have prepared and distributed minutes of all Faculty Assemblies within ten days after each assembly,
- e) maintain permanent records of all legislation passed by the Voting Faculty, of all resolutions adopted, of all matters under current consideration, and of all actions taken by the Dean's Administration to implement legislation passed by the Voting Faculty,
- f) each year have compiled and distributed to the faculty a list of the members of the standing and ad hoc committees of the faculty,
- g) have maintained a collection of the minutes of the standing and ad hoc committees of the faculty, and have caused them to be deposited in the appropriate archives,
- h) in the absence of the President and Past-President, preside over Faculty Assemblies and the Steering Committee, and perform other duties appropriate to that office and the desires of the faculty,
- i) be a non-voting, ex-officio member of the Steering Committee,
- j) maintain a record copy of these Bylaws and The Indiana University Indianapolis School of Science Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment, and transmit copies of approved amendments and revisions to the Bylaws to the Dean of Faculties of the University and the President of the IU Indianapolis Faculty Council for information, and
- k) maintain the official copies of the operating procedures of the standing committees.

Should the Secretary of the Faculty assume the position of President of the Faculty as stated in Subsection 1 or be temporarily or permanently unable to perform the duties of the Office of Secretary, the Steering Committee will elect one of its Department Representatives to assume the position in the interim, for the remainder of the term, or until such time as a mail ballot is conducted to elect a new Secretary of the Faculty from among the Voting Faculty, whichever is shorter.

### ***Subsection 3. The Past-President***

The Past-President shall be a member of the Steering Committee. The Past-President's term of service shall be one year, to commence August 1 upon completion of the term as President. The Past-President shall:

- a) be a non-voting, ex-officio member of the Steering Committee,
- b) upon invitation of the Dean represent the faculty on the School of Science Chairman's Council,
- c) maintain contact with the School of Science representatives on the Indiana University Indianapolis Faculty Council and report as needed to the Steering Committee,
- d) serve as an interim Secretary of the Steering Committee in the absence of the Secretary from a regularly scheduled meeting, to prepare and distribute minutes of that meeting, and
- e) in the absence of the President, preside over Faculty Assemblies and the Steering Committee, and perform other duties appropriate to that office and the desires of the faculty.

Should the Past-President be temporarily or permanently unable to perform the duties of that office, the Steering Committee will elect one of its Department Representatives to assume the position in the interim, for the remainder of the term.

### ***Subsection 4. The Staff Aide***

The Dean is requested to appoint a member of the Dean's office staff to assist the President and the Secretary of the Faculty in the execution of their duties and responsibilities to the faculty.

## **SECTION V. FACULTY ASSEMBLIES**

### ***Subsection 1. Regular Faculty Assemblies***

Regular Faculty Assemblies shall be held at least once each semester at a date and time set by the Steering Committee.

### ***Subsection 2. Special or Emergency Faculty Assemblies***

Special Faculty Assemblies may be called by the Steering Committee or any member of the faculty who has obtained the signatures of 15% or more of the members of the Voting Faculty in support of such a meeting. If such a meeting has been requested, the President, in consultation with the Steering Committee, shall call such a special meeting within ten regular class days after the request is received, with notice being given to the faculty at least three regular class days prior to the meeting date. The issue of the petition shall be the sole order of business of the special meeting.

### ***Subsection 3. Convocations***

At least once each academic year the Dean shall call a convocation of the faculty to report on the state of the School of Science.

### ***Subsection 4. Attendance at Faculty Assemblies***

Faculty Assemblies shall be open to all faculty members, and to other persons invited to attend by the Steering Committee or by the President. Members of the press shall be admitted only by invitation of the Steering Committee or by a majority vote of the Voting Faculty. A representative of the Indiana University Indianapolis News Service, or officially recognized student newspapers, and any student representative approved by the Steering Committee will be allowed to attend the faculty assemblies.

#### ***Subsection 5. Executive Sessions***

At any Faculty Assembly, the Voting Faculty may declare itself in executive session, excluding all visitors not explicitly designated for attendance at the executive session. It may also exclude Nonvoting Faculty.

#### ***Subsection 6. Order of Business***

The normal order of business at each regular Faculty Assembly shall be:

1. Call to Order
2. Approval of Minutes of the Last Faculty Assembly
3. Acceptance of the Agenda
4. Reports offered by the Dean's Administration and Officers of the Faculty
5. Business Agenda for the Day
6. Reports of Committees
7. Adjournment

(Memorial Resolutions may appear on the Agenda in any position chosen by the Steering Committee.)

#### ***Subsection 7. Agenda***

- a) Preparation and Distribution. The agenda for each regular Faculty Assembly, as prepared by the Steering Committee, shall be distributed by the Secretary of the Faculty to the members of the faculty at least one week before that meeting or convocation. In the case of special Faculty Assemblies, the agenda shall be available to members of the faculty at least three days before that meeting. The agenda shall indicate what issues and documents are to be dealt with, what committees are to report, and what petitions are to be presented. Documents for faculty consideration that involve a change of regulations shall clearly show a comparison of the existing and proposed new regulations. Allotments of time for presentation of reports or documents may be indicated at the discretion of the Steering Committee.
- b) Modification. The agenda prepared by the Steering Committee may be modified either by consent or by a majority vote of the Voting Faculty present and voting, except that only subjects specifically listed in the announced agenda for a special Faculty Assembly may be considered at that meeting. However, prior to a vote being taken on any item of business at any Faculty Assembly which was not included on the agenda provided by the Steering Committee for that Faculty Assembly, the Voting Faculty may postpone action on that item until the next regular or (appropriate) special Faculty Assembly if at least 20% of the Voting Faculty present request postponement.

#### ***Subsection 8. Voting***

On matters that cannot be adequately resolved by voting of departmental representatives to the Steering Committee, votes may take place at a Faculty Assembly.

- a) Quorum. A quorum of the Faculty Assembly shall consist of 25% of the Voting Faculty.

- b) Majority. A simple majority of the Voting Faculty present and voting at any Faculty Assembly shall suffice to prevail and a simple majority of those ballots returned in a mail or electronic ballot shall suffice, unless otherwise specified in the Bylaws. Any use of the term “ballot” in this document implies a paper or electronic ballot.
- c) Mail or Electronic Ballot. Any member of the Voting Faculty may move to have a mail or electronic ballot on any issue requiring a vote of the Voting Faculty. For an electronic ballot, the Secretary of the Faculty will ensure that the 4 stipulations, indicated below, are also completed appropriately in the electronic process.
  - 1. With each mail ballot the Secretary of the Faculty shall have provided a self-addressed envelope for the return of the ballot. To ensure secret balloting, the envelope shall have a provision for a member’s vote-validating signature that shall be separate from the ballot.
  - 2. The Steering Committee shall specify a date and time by which the mail ballot must be cast. This date shall be at least 14 days and at most 30 days after distribution of the ballots and the minutes of the Faculty Assembly at which the issue was discussed. No ballots received after the specified date shall be counted.
  - 3. When a ballot is returned, the Secretary of the Faculty shall have noted that the member whose signature appears on the envelope has voted. No ballot shall be accepted without a validating signature.
  - 4. Ballots shall be counted by the Secretary of the Faculty. Ballots shall be held for recount by the Steering Committee, should the Steering Committee so choose.
- d) Destruction of Ballots. After a vote on any issue before the Faculty Assembly or any faculty committee has been made and accepted, a motion may be made to destroy the ballots. If such a motion is made and passed, the ballots shall be destroyed by the Secretary of the Faculty. This process, when requested, would also apply to electronic ballots.
- e) Reconsideration. If twenty members of the Voting Faculty shall make known, either by vote at a Faculty Assembly or by written petition to the President, that they wish an item which was previously considered by the Steering Committee on behalf of the faculty or by a faculty committee to be reconsidered at a Faculty Assembly or referred to the Voting Faculty by mail ballot, then the matter shall be handled in whichever of these manners is chosen by the petitioners. If both reconsideration and a mail ballot are sought by separate groups of the Voting Faculty, then reconsideration at a Faculty Assembly shall precede such a mail ballot. This provision for reconsideration does not include personnel decisions of the Academic Promotion and Tenure Committees.
- f) Academic Degrees. No faculty member shall be entitled to vote to confer a degree on themself.

***Subsection 9. Rules of Order***

Robert’s Rules of Order shall govern the conduct of Faculty Assemblies, except as specifically provided in the Bylaws.

**SECTION VI. COMMITTEES OF THE FACULTY**

***Subsection 1. General Operation of Committees***

- a) Membership. Any member of the Voting Faculty may serve on any committee of the faculty except as specified below. Further, beyond matters judged to be confidential and not appropriate for general discussion outside the committee, the members of each committee are expected to communicate and consult with the faculty in their Departments and the faculty of the School of Science. The method of selection of Department Representatives, with the exception of the Unit Committee, shall be left to the Voting Faculty of the



individual Departments.

- b) Committee Chairs. Unless otherwise specified in these Bylaws each committee shall elect its own chair as its first order of business at its first meeting of each academic year. That member whose name is first in alphabetical order of the members of the committee shall act as convener for the first meeting of the academic year unless otherwise specified in these Bylaws. Any faculty member representing a Department on any committee is eligible to chair that committee. (Unless otherwise specified, this excludes the Dean or any designee of the Dean, unless as a faculty member, that person is also a designated Department representative.) The chair should, if possible, be a member with previous experience on the committee to ensure continuity.
- c) Subcommittees. Within the boundaries of its authority, each standing committee shall have the power to establish subcommittees. The membership of a subcommittee may be drawn from outside the parent committee or from outside the School of Science or the university, but the chair of a subcommittee shall always be a member of the parent committee.

### ***Subsection 2. Standing Academic Committees***

- a) The Steering Committee
  - 1. Membership. The voting members of this committee shall consist of the President, the Dean or the Dean's designee, one representative from each Department in the School of Science, and one elected representative from School of Science non-tenure track faculty. Departmental representatives shall be tenured Associate Professors or Professors; Non-tenure track faculty shall be selected from senior rank Clinical (Associate or Full rank), Lecturer (Senior Lecturer or Teaching Professor), or Research Scientist/Scholars (Associate or Full rank). The Voting Faculty within each department shall elect the Department's representative to the Steering Committee. The non-tenure track Voting Faculty with primary appointment in the School of Science will elect the non-tenure track representative to the Steering Committee; this vote will be managed by the Steering Committee Secretary. Each representative shall serve a two-year term, but none may serve a third consecutive complete term. To maintain continuity, the sets of representatives in successive years should have ideally at least three members in common. At each Spring Faculty Assembly or soon thereafter the President will announce for the next academic year which representatives are continuing their terms, which representatives have concluded their first term and are eligible for a second two-year term, and which representatives have concluded their second term and should be replaced. The Secretary, who serves as Secretary of the Faculty, and Associate and Assistant Deans shall be nonvoting ex-officio members of this committee.
  - 2. Duties and Responsibilities. This committee shall serve as the primary legislative body of the School of Science. The members of this committee represent their departments and are responsible for effective communication between the faculty of their departments and this committee. This shall include circulating the minutes of Faculty Assemblies. Along with the general responsibility to make certain that all of the legislative responsibilities and duties of the faculty are being attended to this committee shall:
    - i. serve as representatives of the Faculty with higher administration or the Trustees,
    - ii. receive, review, initiate or make recommendations concerning proposals relating to the general welfare of the Faculty,
    - iii. receive, review, initiate or make recommendations concerning proposals relating to administrative practices and policies,
    - iv. review the long-range plans of the School and advise the Dean on them,
    - v. call special Faculty Assemblies as necessary,
    - vi. propose an agenda for each Faculty Assembly,

- vii. conduct mail/email ballots as necessary,
- viii. receive, review, initiate or make recommendations concerning budgetary matters and the School's financial health in accordance with current university policies, and
- ix. collaborate with the Dean in the appointment of an ad hoc committee to revise The Indiana University Indianapolis School of Science Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment as necessary,
- x. solicit nominations from the faculty for any position which is to be filled by a vote of the Voting Faculty, and provide nominees for unit representatives to and encourage at-large representatives for the Indiana University Faculty Council, the Indiana University Indianapolis Faculty Council, and other such positions at the appropriate times, taking care to obtain the consent of any nominee to have his/her name placed in nomination, and
- xi. appoint a member of the Voting Faculty to any elected position or office of the Faculty which falls vacant prior to an election in due course, provided that the Committee shall report its action to, and seek the approval of, the Voting Faculty at the next regular Faculty Assembly. Persons appointed to such vacancies and confirmed by a vote of the Voting Faculty shall serve the remainder of the unexpired term. Should the Voting Faculty fail to confirm the Committee's appointee, the Voting Faculty shall proceed at once to elect a replacement to fill the vacancy for the unexpired term.

b) The Undergraduate Education Committee

- 1. Membership. This committee shall consist of the Dean, or the Dean's designee, one representative from each Department in the School of Science, one member from the Forensic and Investigative Sciences Program and one member from the Neuroscience Program.
- 2. Duties and Responsibilities. Among its responsibilities this committee shall:
  - i. receive, review, initiate, or make recommendations to the Faculty concerning matters related to undergraduate academic policy within the School of Science,
  - ii. approve or disapprove of all undergraduate courses to be added, dropped or significantly changed in the School of Science and report such action to the Faculty in a timely fashion,
  - iii. conduct a continuing review of the undergraduate educational policies of the School of Science in relation to the policies of other units of the university and the university as a whole, and
  - iv. communicate with the Graduate Education Committee as needed.

c) The Nominations and Awards Committee

- 1. Membership. This committee shall consist of the Dean, or the Dean's designee, and one representative from each Department in the School of Science.
- 2. Duties and Responsibilities. Except as noted elsewhere, this committee shall:
  - i. at the request of the Dean publicize, solicit applications, review applications, and select those to be funded for School of Science grants and awards,
  - ii. at the request of the Dean publicize and solicit applications for awards in teaching, research, and service for faculty and students as are to be made by the School of Science, review applications and select recipients, and

- iii. publicize, solicit applications for, and choose School of Science and university scholarship nominees.

d) The Unit Committee

The Unit Committee considers all candidates for promotion and tenure in the School of Science after they have been considered by the appropriate Department Primary Committee(s) but before they are considered by the Dean of the School of Science. The committee shall ensure that the faculty member has been treated fairly in case of a negative decision. In each Department, either the Voting Faculty will elect the representative to the Unit Committee, or the Primary Committee will elect this representative if the Primary Committee itself is elected by the Voting Faculty. The membership, duties, and responsibilities of the Unit Committee are described in the Indiana University Indianapolis School of Science Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment. The Chair of this committee shall, if possible, have previous experience on a Primary Committee, a School of Science Unit Committee, and the Indiana University Indianapolis Promotions and Tenure Committee to ensure continuity.

e) The Library Committee

1. Membership. This committee shall consist of the Dean, or the Dean's designee, a representative from the library staff designated by the Dean, and one representative from each Department in the School of Science.
2. Duties and Responsibilities. This committee, in consultation with the Faculty, shall advise the Dean's Administration and the library staff on library matters which affect the School of Science.

f) The Assessment Committee

1. Membership. The Committee will consist of one faculty representative from each department who will have voting privileges on the Committee. One Associate Dean will serve as a non-voting liaison to the Committee from the Dean's Office. The Committee will also select one of its voting members as a representative to the Indiana University Indianapolis Program Review and Assessment Committee.
2. Duties and Responsibilities. This committee shall:
  - i. facilitate the assessment of student learning at School and department levels,
  - ii. provide the Associate Dean for Academic Programs with an annual report from each department, which the Associate Dean will collate into the annual School of Science assessment report to be submitted to the Indiana University Indianapolis Program Review and Assessment Committee, and
  - iii. provide the Indiana University Indianapolis Program Review and Assessment Committee with whatever information it requests.

g) The Research Committee

1. Membership. This committee shall consist of the Dean, or the Dean's designee, and one representative from each Department in the School of Science. Departmental representatives shall be tenured or tenure-track faculty within the Professor ranks. The Dean or Dean's designee is eligible to serve as committee chair.
2. Duties and Responsibilities. Among its responsibilities this committee shall:
  - i. make recommendations to the Faculty and to the Dean concerning research policies within the School of Science,
  - ii. review research proposals on behalf of the School,

- iii. review proposals for all new school and campus research centers to be housed in the school, and review existing research centers as requested by the Dean or other campus administrators, and
- iv. communicate with the Graduate Education committee as needed.

h) The Graduate Education Committee

1. Membership. This committee shall consist of the Dean, or the Dean's designee, one representative from each Department in the School of Science, and one member from the Forensic and Investigative Sciences Program. Departmental and Program representatives shall be tenured or tenure-track faculty within the Professor ranks. The Dean or Dean's designee is eligible to serve as Committee Chair.
2. Duties and Responsibilities. Among its responsibilities this committee shall:
  - i. receive, review, initiate, or make recommendations to the Faculty concerning matters related to graduate programs within the School of Science,
  - ii. approve or disapprove of all graduate courses and programs to be added, dropped or significantly changed in the School of Science and report such action to the Faculty in a timely fashion,
  - iii. conduct a continuing review of the graduate education policies of the School of Science in relation to the policies of other units of the university and the university as a whole.
  - iv. communicate with the Research Committee and the Undergraduate Education Committee as needed.

i) The Grievance Committee

1. Membership. The Grievance Committee shall consist of School of Science faculty who are either tenured or hold the rank of Teaching Professor. Grievance Committee members cannot hold administrative appointments (e.g., Deans, Associate Deans, Chairs, Program Directors, or Center Directors). Each department in the School of Science shall elect one representative to the Grievance Committee for a two-year term. The Grievance Committee shall elect a Chair and Secretary from amongst its members at the start of the academic year. A member of the Committee who is a member of a department from which a case arises is disqualified from considering that case. If the Chair of the Grievance Committee is a member of the department from which a case arises, then the Secretary will act as Chair when considering that case.

Members shall be elected for two-year terms. Biology, Earth and Environmental Sciences, and Psychology shall elect new members on odd years, Chemistry and Chemical Biology, Mathematical Sciences, and Physics shall elect new members on even years. If no Teaching Professor member is elected to this Committee, nominations for a Grievance Committee member at the rank of Teaching Professor will be solicited from the entire School of Science, and a by-election will be run electronically. The outcome of the election will ensure a Teaching Professor faculty member is a member of the committee. If no nominations for the by-election are brought forward, the Dean shall nominate 2 teaching professors in this circumstance for the by-election.

2. Duties and Responsibilities. The Grievance Committee shall promptly hear any grievance case brought to it by a faculty member, adjunct faculty member, or non-faculty academic appointee. Grievances may relate to decisions by administrators that affect working conditions including, but not limited to, individual rights, benefits, salary, appointment, tenure, promotion, reassignment, and academic freedom. After hearing the case, the Grievance Committee shall recommend action in a report that shall be sent to the Grievant, with copies to the Dean and President of the Faculty Senate. The Dean will decide on the appropriate actions based on the Grievance Committee recommendations.

The process for filing a grievance and the operating procedures of the Grievance Committee are detailed in the Grievance Committee Operating Procedures document.

### ***Subsection 3. Standing Academic/Administrative Committee***

- a) The Council of Liberal Arts and Science
  1. Membership. The School of Science members of the council are appointed by the President of the Faculty and the Dean of the School of Science. This council may be chaired by the Deans or the Deans' designees.
  2. Duties and Responsibilities. This council shall design and facilitate collaboration between the Schools of Liberal Arts and Science including, but not being limited to, the areas of curriculum, marketing, relationships with the Undergraduate Education Center, and relationships with other schools of the university.

### ***Subsection 4. Ad Hoc Committees***

The President of the Faculty, the Steering Committee, or the Voting Faculty present and voting at a Faculty Assembly may establish such ad hoc committees as they see fit, save that no ad hoc committee shall be established without a specific term and mandate.

## **SECTION VII. ADMINISTRATIVE COMMITTEES**

### ***Subsection 1. Definition of Administrative Committees***

Committees that are necessarily chaired and/or organized by the Dean or Dean's designee, that have fiscal responsibilities or student members are Administrative Committees.

### ***Subsection 2. Duties and Responsibilities of the Faculty***

Any member of the Voting Faculty may serve on any administrative committees, and unless otherwise specified below, only members of the Voting Faculty may serve on administrative committees. These representatives shall exercise the legislative authority of the Voting Faculty as appropriate for that committee.

### ***Subsection 3. Standing Administrative Committees***

- a) The Academic Appeals Committee

This Committee shall advise the Administration on matters of student grievances against faculty in the School of Science and matters of student conduct and discipline.

- b) The Technology Committee
  1. Membership. Voting members of the committee shall consist of the Dean's Designee, Second Dean's designee, one representative from each department in the School of Science, one graduate student, and all IT Staff Representatives who support SoS infrastructure (allocated no more than two votes). The committee shall be chaired by the Dean or Dean's first designee.
  2. Duties and Responsibilities. This committee shall:
    - i. be a forum for the discussion of the use of technology in teaching, research, and service,
    - ii. advise the administration on school-wide policies regarding the use of technology in teaching, research, and service,
    - iii. advise the administration on the trends and uses of technology in teaching, research, and service,
    - iv. establish and review annually a technology plan for the School of Science, and
    - v. advise the administration on the expenditure of technology funds.

## **SECTION VIII. DOCUMENTS**

### ***Subsection 1. Amendment to and Revision of these Bylaws***

Amendment to and revision, including deletion, addition, or substitution, of these Bylaws shall require a mail ballot of the Voting Faculty. Amendment and revision shall require a two thirds majority vote of the ballots returned. Approved amendments and revisions shall become a part of this document or replace this document, as appropriate, and copies of them shall be transmitted by the Secretary of the Faculty to the Dean of Faculties of the University and the President of the Indiana University Indianapolis Faculty Council for information.

### ***Subsection 2. Standing Committee Operating Procedures***

Each standing committee of the faculty (other than the Unit Committee) will prepare and maintain (through continual review) a document describing its operating procedures. Amendment to and revision of each such document must be approved by the Voting Faculty via the Steering Committee.

Each administrative committee is also encouraged to prepare and maintain (through continual review) a document describing its operating procedures.

The operating procedures of the Unit Committee are described in The Indiana University Indianapolis School of Science Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment (see Subsection 3 below).

### ***Subsection 3. The Promotion, Tenure, and Reappointment Document***

The Voting Faculty will approve standards and procedures concerning faculty promotion and tenure. Details of the School of Science promotion and tenure process (including those relating to the Department Primary Committees) are described in The Indiana University Indianapolis School of Science's Criteria and Documentation Guidelines for Promotion, Tenure, and Reappointment. Amendment to and revision of this document shall be at the recommendation of an ad hoc committee of full professors in the School of Science, appointed by the Dean with consultation of the Steering Committee and/or the Chair's Council. This committee shall consult with the faculty, but, because promotion, tenure, and reappointment are not rights delegated to the faculty, approval of amendments to and revision of this document remain the right of those university officials to whom such rights have been delegated by the Boards of Trustees of Indiana University. Approved amendments and revisions to this document shall become a part of or replace this document, as appropriate, and copies of them shall be transmitted by the Secretary of the Faculty to the Dean of Faculties of the University and the President of the IU Indianapolis Faculty Council. The chair of an ad hoc committee to revise the promotion, tenure, and reappointment document should, if possible, have previous experience on a Primary Committee, a School of Science Unit Committee, the Indiana University Indianapolis Promotions and Tenure Committee, and the Indiana University Indianapolis Faculty Council.

This document replaces the previous School of Science Bylaws, dated June 12, 2024. Earlier versions are dated July 3, 2022, November 30, 2020, April 26, 2012, December 16, 2009, March 1, 2008, and April 30, 2004.