

## **I. Governance of the IUSB Campus**

### **INDIANA UNIVERSITY**

Created in 1820 by an Act of the General Assembly, Indiana University is one of the oldest state universities in the Midwest, and with more than 92,000 students on its eight campuses, one of the largest institutions of higher education in the United States.

The eight campuses comprising Indiana University are:

[Indiana University Bloomington](#)

[Indiana University East \(Richmond\)](#)

[Indiana University-Purdue University Fort Wayne](#)

[Indiana University-Purdue University Indianapolis](#)

[Indiana University Kokomo](#)

[Indiana University Northwest \(Gary\)](#)

[Indiana University South Bend](#)

[Indiana University Southeast \(New Albany\)](#)

Other significant IU program sites include IUSB's Elkhart Center and IUPUI's Columbus Center.

### **IUSB's Mission**

Indiana University South Bend is a comprehensive public university offering a post secondary education through the master's level.

### **Mission Statement**

Indiana University South Bend provides a learning and working environment that attracts and retains students, faculty and staff; fully develops and challenges individual talents throughout the community; encourages free and spirited collaboration; and maintains a commitment to quality, integrity, and academic freedom.

### **Commitments**

To fulfill this mission Indiana University South Bend pledges the following:

## **To students and alumni**

- Prepare students to be successful in their chosen professions, valued citizens and leaders within their communities, individually enriched by their studies and the spirit of discovery.
- Provide and maintain academic programs of depth, quality, and value that challenge the abilities of all students.
- Develop and maintain a student-centered environment, focusing academic programs, policies, procedures, scheduling and planning on how best to serve students.
- Attract and sustain a student body that reflects the diversity of the community.
- Create a learning environment that serves the academic, civic, cultural, and career needs of an educated citizen within the global community.
- Provide support services that maximize student and alumni opportunities for success.
- Promote awareness of the excellence of Indiana University South Bend programs, alumni, and service.

## **To the community**

- Develop a workforce which possesses an educational foundation that enables continued growth intellectually and professionally.
- Provide graduates with an education relevant to the cultural, economic, and political life of the greater community.
- Provide life-long learning opportunities for professional development and personal enrichment.
- Be a committed partner in the community through programs and service.
- Enhance the economic growth of the region through business, labor, government, and civic partnerships.
- Promote a climate of inquiry which expands the intellectual resources of the community.

## **To faculty and staff**

- Support scholarship and creative activity that expand knowledge of our world and the community.
- Recruit and retain an outstanding and diverse faculty and staff.
- Encourage, support and reward education and professional growth of all employees.
- Develop and maintain a campus environment which welcomes and nurtures all; and is intolerant of bigotry, harassment, moral turpitude, and incompetence.
- Support compensation which is free from bias.

## **Academic Programs**

Indiana University South Bend offers academic programs leading to certificates, associate degrees, bachelor's degrees, and master's degrees in the arts and sciences and in various professional disciplines. For a complete list of certificate and degree programs see the current [IUSB Bulletin](#).

## **Academic Divisions and Departments**

Arts  
Business and Economics  
Continuing Education  
Education  
General Studies  
Labor Studies  
Liberal Arts and Sciences

Biological Sciences  
Chemistry  
English  
Foreign Languages  
History  
Mathematics  
Philosophy  
Physics  
Political Science  
Psychology  
Sociology  
Women's Studies

Public and Environmental Affairs  
Nursing and Health Professions

Dental Education  
Nursing  
Radiography

Social Work

## **Administrative Organization**

The following descriptions outline the flow of authority at IUSB:

The Chancellor is the chief executive officer of the campus, and oversees the academic, budgetary, student service and external communications programs of the campus in consultation with the chief administrators of those divisions. The Chancellor also is the university's chief representative to Indiana University, to the Indiana General Assembly and to other external constituencies.

The Chancellor is accountable to the Board of Trustees through the President's Office. He is responsible for the conduct of the affairs of the campus in accordance with all policies and procedures of the Indiana University system, all relevant state statutes and the legislative authority of the faculty.

Internally, the chancellor is assisted through consultation with the Chief Financial Officer, vice chancellors and directors of academic affairs, student affairs, external affairs, information technology, safety and security, buildings and grounds and other administrators whose divisions oversee issues of campus-wide concern. Regular consultation occurs through chancellor staff meetings attended by the aforementioned administrators.

The Chancellor is assisted, externally, by the IUSB Board of Advisors, which is comprised of one member of the IU Board of Trustees and representatives of the professional, business, labor, governmental and educational communities. The IUSB Board of Advisors was brought into existence by a 1972 resolution of the IU Board of Trustees, which charged chancellors to "seek the evaluation and recommendation of the board of Advisors of Regional Campuses involved before acting upon any major policy decision concerning that campus."

The Office of Academic Affairs is administered by the Vice Chancellor for Academic Affairs. The Office of Academic Affairs oversees IUSB's total academic program, including the development, coordination and promotion of all credit and noncredit programs and courses; the recruitment, development, evaluation and compensation of faculty members and other academic personnel; and the reallocation of resources among the academic units. The Vice Chancellor is assisted in carrying out these responsibilities by the deans, directors, chairs and other administrators appointed to lead IUSB's various academic units.

The Office of Student Affairs is responsible for the institutional aspects of student life, including the recruitment, admission, orientation and registration of students; the counseling of students with regard to University policies and procedures, financial assistance, and personal development; the maintenance of student records; the development and operation of co-curricular activities, including athletics; and the administration of the [IU Code of Student Rights, Responsibilities, and Conduct](#). The office is administered by the Vice Chancellor for Student Affairs.

The Office of Information Technologies oversees the infrastructure of technology including software/hardware selection, installation and maintenance; the University telephone system; instructional media and the operation of two-way interactive video instructional materials. OIT also oversees the integration of IUSB's technological networks with other IU and statewide computer networks.

The Office of External Affairs oversees public communications, development, alumni relations and campus publications in keeping with the mission of the University.

### **Appointed Committees**

Various campus committees are appointed in response to external mandates, to ensure compliance with applicable federal, state, or local laws, or to provide advice and oversight on specific campus services or activities.

**II. CONSTITUTION OF THE ACADEMIC SENATE, INDIANA UNIVERSITY  
SOUTH BEND** (Revised through April 2008)

*Preamble*

We, the faculty of Indiana University South Bend, in order to provide a governmental structure for our membership and a forum for the exchange of ideas, to promote excellence in scholastic and professional attainment, and to maximize the participation, the influence, and the effectiveness of the faculty in the operation and growth of Indiana University South Bend, do hereby constitute ourselves as the Academic Senate, Indiana University South Bend, and adopt this Constitution as our instrument of government.

Subject to the limitation imposed by the laws of the State of Indiana and the Board of Trustees of Indiana University, and the Indiana University Faculty Constitution, this Constitution establishes the powers and the duties herein provided for and confers them upon the Academic Senate, Indiana University South Bend. The Constitution is to be construed and implemented in the spirit of affirmative action principles and of civil rights legislation.

**ARTICLE I. MEMBERSHIP**

*Section 1. Voting Membership*

Full-time staff members holding the following academic positions shall be granted the right to vote in the Academic Senate:

Professor	Instructor	Associate Librarian
Associate Professor	Lecturer	Assistant Librarian
Assistant Professor	Librarian	Affiliate Librarian

Associate (5/98) faculty who are scheduled to teach at least one credit course in the fall of the current academic year or who taught at least one credit course in the preceding academic year, may select representatives from their number to serve as voting members of the Academic Senate. The number of representatives shall not exceed fifteen (15).

*Section 2. Emeritus Faculty*

Attendance and speaking rights at Senate meetings are extended to emeritus senate members (6/1996).

**ARTICLE II. OFFICERS**

*Section 1. President*

The duly elected President of the Academic Senate shall preside over all Senate meetings, shall serve as President of the Executive Committee, shall implement the decisions of the Senate and shall report from time to time on matters of importance to the Senate. The President shall be elected from among the tenured members of the faculty.

### *Section 2. Vice-President*

The duly elected Vice-President of the Academic Senate shall carry out all duties of the President in the absence of the President and shall handle Senate funds. The Vice-President becomes the President on the death, resignation, or permanent incapacity of the President(5/1998). The duty elected Vice-President shall come from the tenured members of the faculty (5/1998).

### *Section 3. Secretary*

The duly elected Secretary of the Academic Senate shall record and retain minutes of all Senate meetings, shall distribute copies of all minutes to all members, shall prepare in consultation with the Executive Committee the agenda for Senate meetings, shall handle all correspondence for the Senate, and shall send written notice of all Senate meetings to all members. The Secretary shall regularly provide the library with a copy of the minutes to be bound for permanent record and shall send each member of the Board of Trustees a copy of all resolutions passed by the Senate. The Secretary shall, upon leaving office, turn over all records of Academic Senate business to the successor.

### *Section 4. Parliamentarian*

The Parliamentarian of the Academic Senate, who shall be appointed by the President, will advise the President on parliamentary procedure.

## **ARTICLE III. ELECTION AND TENURE OF OFFICERS**

### *Section 1. Election Procedure*

The Academic Senate shall elect a nominating committee of three members at the December (2/1997) meeting to prepare a nomination slate for each position to be filled for the next year. This slate shall be presented at the February (10/1993) meeting of the Senate. In addition to these nominations, any member may be nominated from the floor at the February (10/1993) meeting of the Senate.

Election of officers shall be conducted by mail (10/1993) ballot circulated to voting members of the Senate after the February (10/1993) meeting of the Senate. Tabulated results of the election shall be certified by the Secretary and announced no later than the March (10/1993) meeting of the Senate. In the event that no nominees shall receive a majority of votes on the first ballot, the nominees receiving the greatest number of votes and the second greatest number of votes shall be contestants in a second ballot. In the case of a tie on the second ballot, the President shall cast the deciding vote. The nominee receiving a majority of the votes cast shall be declared the winner.

### *Section 2. Eligibility to Hold Office*

All voting members except the Chancellor, Vice Chancellors and Deans of Indiana University South Bend shall be eligible to hold office in the Academic Senate.

### *Section 3. Tenure of Office*

The President shall serve for two years. All other officers shall serve for one year, beginning on

July 1 (10/1993) following the election.

## **ARTICLE IV. MEETINGS**

### *Section 1. Format*

All meetings shall be presided over by the President of the Academic Senate. The Vice-President shall preside in the absence of the President. In the absence of both, a President pro tempore shall be elected by a majority vote of those members present and voting.

The agenda shall be prepared by the Executive Committee (see Article VI). Meetings shall be conducted according to the latest edition of Sturgis' Standard Code Parliamentary Procedure, except insofar as this Constitution and the by-laws may make express provisions to the contrary.

### *Section 2. Frequency*

Regular meetings shall be held monthly during the academic year, except that the Executive Committee may cancel any regularly scheduled meeting for lack of business. The academic year shall be defined to exclude the Summer Sessions.

Special meetings shall be called by the President upon written petition of at least ten members or upon a majority vote of the Executive Committee. The agenda for a special meeting shall be confined explicitly to matters contained in the petition. No meeting of the Academic Senate shall be called during official University vacation periods.

### *Section 3. Notices*

Written or electronic (5/1998) announcement of all regular meetings shall be made by the Secretary or President (5/1998) to all members at least one week in advance of such meetings.

Written or electronic (5/1998) announcement of all special meetings shall be made by the Secretary or President (5/1998) to all members at least three (3) school days -- excluding Saturdays and Sundays -- in advance of such meetings.

### *Section 4. Quorum*

A quorum shall consist of fifty voting members. (2/2003)

## **ARTICLE V. LEGISLATIVE AUTHORITY OF THE ACADEMIC SENATE**

### *Section 1. Source of Powers*

Subject to the limitations imposed by the laws of the State of Indiana, the Board of Trustees of Indiana University, and by the Indiana University Faculty Constitution, this constitution confirms and establishes in the faculty of Indiana University South Bend the power and duties herein specified. Said powers and duties shall be exercised exclusively by the Academic Senate of Indiana University South Bend.

### *Section 2. Legislative Authority*

- A. The Academic Senate has legislative authority in the following areas:
1. Standards of admission and retention of students.
  2. Determination of curriculum.
  3. Class scheduling and IUSB academic calendar.
  4. Determination of faculty status.
  5. Standards and procedures for faculty appointments.
  6. Standards and procedures concerning faculty promotion and tenure.
  7. Standards and procedures concerning faculty conduct and discipline.
  8. Standards and procedures for the appointment of academic administrative officials.
  9. Standards and procedures concerning athletics.
  10. Standards and procedures concerning student conduct and discipline.
  11. The conferring of degrees.
  12. Such other authority that may be subsequently delegated by the Trustees and/or the University Faculty Council.
  13. Other educational policies of IUSB.
- B. Legislative authority means the power to establish policies and to determine procedures for their implementation subject to the Board of Trustees, the University Faculty Council, the laws of the State, and other provisions of this Constitution.

### *Section 3. Consultation of the Academic Senate*

- A. IUSB administrative officials shall consult with the Senate concerning:
1. Decisions regarding the University's existing or prospective physical resources.
  2. Allocation of the University's resources among competing demands (i.e., budgeting).
  3. Appointment to (1) administrative positions at the campus or divisional level which involve responsibility for credit or noncredit academic programs, and (2) other campus-wide senior administrative positions with significant impact on academic programs (e.g., Athletic Director, Business Manager).
- B. This consultation may take a variety of forms, chief among which should be consultation with elected faculty representatives, in particular the Executive Committee of the Academic Senate and/or various standing committees of the Academic Senate.
- C. IUSB administrative officials shall keep the Academic Senate completely informed in an appropriate manner concerning all policies.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

### *Section 1. President*

The Executive Committee shall be chaired by the President of the Academic Senate.

### *Section 2. Members*

The membership of the Committee shall consist of the elected officers of the Senate, the immediate past president, the elected (5/1998) UFC Representatives and three members

nominated and elected in the same manner as officers of the Senate, except that the election shall be by plurality vote. The Parliamentarian shall serve as a non-voting member (5/1998).

### *Section 3. Eligibility*

Any voting member of the Academic Senate shall be eligible to serve on the Executive Committee, except that the Chancellor, Vice Chancellors and Deans shall not be eligible.

### *Section 4. Duties*

The duties of the Executive Committee shall be:

1. To make appointments to the various standing committees of the Academic Senate. These appointments shall be made in consultation with the Senate member concerned. Such appointments shall be presented for ratification at the April (10/1993) meeting of the Academic Senate.
2. To make appointments to various ad hoc committees including all faculty appointments to search and screen committees for administrative positions requiring Senate consultation (see Article V, Section 3). In the case of administrative appointments carrying faculty rank, at least two-thirds of the Search and Screen Committee members shall be members of the full-time faculty of Indiana University South Bend.
3. To determine the agenda for regular Academic Senate Meetings. The agenda shall be compiled as follows:
  - a. Any person wishing to bring a matter before the Academic Senate for a vote shall submit the proposed motion or resolution to the President of the Executive Committee at least two weeks before the next regularly scheduled meeting of the Academic Senate.
  - b. The Executive Committee shall meet at least ten days before the next regularly scheduled meeting of the Academic Senate and shall decide by majority vote which items to place on the agenda of the next Senate meeting and which items to refer to the appropriate Senate committee for further study and recommendation; except that any matter may be placed on the agenda of the Senate if the President of the Senate deems it to be of such urgency that the Executive Committee should be bypassed; or, upon filing of a written petition, signed by ten members, with the President of the Senate at least ten days before the next regularly scheduled meeting of the Senate.
  - c. The Chairperson of the Executive Committee shall put such items of information (non-voting matters) on the agenda as he or she deems appropriate.
  - d. If there is not sufficient business to come before the Senate, the Executive Committee may cancel the next regularly scheduled meeting of the Senate.
4. To facilitate the implementation and effect of legislation passed by the Senate, the Executive Committee may edit the final draft of any such new legislation, which revisions shall be promptly submitted to the Senate membership for review, and shall refer such legislation to the appropriate administrative officials. The Executive Committee shall review and report upon the subsequent action of administrators in implementing the legislation.
5. To maintain a file of changes to the ACADEMIC HANDBOOK, and to work with the office of

the Vice Chancellor for Academic Affairs to periodically issue an updated version of the ACADEMIC HANDBOOK (6/1996).

*Section 5.*

The Executive Committee may invite nonmembers to participate in the discussion of matters of particular interest.

*Section 6.*

The Chairperson of the Executive Committee shall report to the next meeting of the Senate matters considered and actions taken by the Executive Committee.

*Section 7.*

A Secretary shall be chosen from the membership of the Executive Committee and such person shall keep minutes of the Committee. Copies of these minutes shall be put on open reserve in the library.

*Section 8.*

If the full Academic Senate cannot be convened in time, in cases of dire emergency the Executive Committee may act provisionally for the faculty. Any action of the Executive Committee may be appealed to the Senate.

*Section 9.*

In the event of a vacancy in any position on the Executive Committee except the President, a replacement to fill the unexpired term shall be nominated by the Executive Committee. As the first order of business at the next Academic Senate meeting, further nominations will be accepted from the floor and an election shall take place immediately on the close of the nominations. A position becomes vacant on the death or resignation of an elected member or on a member's incapacity to serve (5/1998).

## **ARTICLE VII. STANDING COMMITTEES**

*Section 1. Structure*

Standing committees shall be appointed by the Executive Committee, with ratification by the Senate. Standing committees shall consist of three to nine members (3/1993), at the discretion of the Executive Committee except when the constitution states otherwise (4/1996). The term of office shall normally be for one year, starting July 1 (10/1993). At the request of a standing committee and the recommendation of the Executive Committee, the Academic Senate may modify the term of office. In the event of a vacancy, the Executive Committee shall appoint a replacement. The chairperson of each standing committee shall be elected from and by the voting membership of that committee.

*Section 2. Eligibility*

Any voting member of the Academic Senate shall be eligible to serve on standing committees.

Associate (5/1998) faculty and students at Indiana University South Bend may apply to any of

the standing committees for admission to their proceedings; the committee shall determine the nature of their participation.

A standing committee shall not extend voting rights to more than two non-members of the Senate except when the constitution states otherwise (4/1996).

### *Section 3. Duties*

Standing committees shall make studies, formulate recommendations, prepare resolutions and carry out such other duties as may be assigned by the Academic Senate. Standing committees shall concern themselves with matters at their own initiative, at the request of the Academic Senate, its President, its Executive Committee, or at the request of the Chancellor of Indiana University South Bend. Any Senate member or administrative officer may, through the chairperson or other committee members, present matters for committee consideration. All actions of committees shall be recorded in minutes. Committees shall exercise discretion in reporting matters of a confidential nature. Meetings of standing committees shall be called by the chairpersons of the respective committees. The committee chairperson shall call meetings at the request of the President of the Academic Senate, or a majority of the members of the committee. A copy of all minutes shall be given to the President of the Academic Senate. All committee actions are subject to review by the Academic Senate.

Under circumstances when the element of time precludes the normal course of action concerning committee recommendations, the committee chairperson or President of the Academic Senate may seek the immediate recommendations of a committee on matters within the area of competence of that committee. The suggested areas of competence, listed below, should in no way inhibit the initiative of any committee.

### *Section 4. Records*

Chairpersons of all standing committees are responsible for:

1. Keeping a file of all committee minutes and correspondence for the school year and delivering these documents to the librarian before July 1 of that school year.
2. Compiling a year-end report which would include a description of the work of the committee and an assessment of how the committee carried out its work. This report must be filed with the librarian as soon as possible after the end of the school year, but no later than August 1st. Copies of this report are to be distributed to the faculty.
3. The librarian shall be responsible for keeping two copies of all past minutes and reports and correspondence and related documents of the Academic Senate and its standing committees.

### *Section 5. Powers*

Except in cases of emergency, all committees will circulate an agenda to all voting members of the Academic Senate at least three school days prior to a meeting. Any member interested in the subjects to be discussed in committee is to be allowed to attend the meeting and to speak freely on the question at hand except when committees are considering confidential matters that require the meetings be closed. In these special cases, the committee can indicate the necessity for executive session in the agenda (5/1998).

The Senate maintains the right to overrule any action taken by a committee. Minutes of all committees will be distributed to all members of the committee, members of the Executive Committee, and any other member of the Academic Senate who request to be put on the mailing list.

As agents of the Academic Senate, committees may make decisions and formulate policies which are binding on the Senate unless formally overruled. When a committee arrives at a decision or formulates a policy which it believes should be binding, it is to send a written copy of said decision or policy to the Secretary and President (5/1998) of the Academic Senate. The Secretary of the Academic Senate will include all such decisions or policies in a special section of the minutes of the next Academic Senate meeting. To obtain Academic Senate review of any such decision or policy it is necessary to submit a petition signed by ten or more members of the Academic Senate to the President or Secretary of the Academic Senate. The matter will then be placed on the agenda of the next meeting of the Academic Senate. Such review may also be instituted by decision of the Executive Committee. No committee action shall become policy until: 1) it is published in the Academic Senate minutes; and, 2) the next opportunity for review by the Academic Senate passes without alteration of the action (accomplished by majority vote of the Senate).

Administrative officers may appoint committees to obtain advice, but under no circumstances will such advice be considered to be the advice of the IUSB faculty. Only committees of the Academic Senate are authorized to be considered official voices of the faculty and to carry delegated legislative authority of the faculty as provided for in this Constitution and the Constitution of the University Faculty Council.

#### *Section 6. Voting by Proxy*

The members of the various standing committees have the right to appoint an alternate if they are unable to attend a meeting of their committee. The committee members may vote by proxy if they have delegated their voting rights in writing to their alternate.

#### *Section 7. Committees and Their Areas of Authority*

A. The Committee on Academic Affairs shall have authority over cheating, plagiarism, grading, registration, class scheduling and University calendars. (10/2002)

B. The Curriculum Committee of the Academic Senate (2/1999)

Mission:

We, as faculty, daily implement the curriculum. We also have primary responsibility for its development and oversight. Since curricular decisions are most often—and appropriately so—made at the academic unit level, the Curriculum Committee’s primary responsibility is to provide a campus perspective for changes.

The Committee therefore serves in the following capacities:

- 1) To maintain the institutional history of the curriculum committee by maintaining archives of past curriculum decisions for record purposes and for consultation for future decisions;
- 2) To consider and vote upon all new courses, programs, degrees, certificates, and minors offered at IUSB and upon all changes within current ones involving course numbering,

titles, credit hours, grading options, and descriptions;

3) To enhance communication among the different academic units in terms of proposed changes that will affect both current and future programs, especially as they increasingly use resources that cross academic unit boundaries;

4) To oversee the curriculum development process.

#### Membership and Terms:

The Curriculum Committee of the Academic Senate shall be comprised of one student member with an annual appointment and eight to twelve full-time faculty members. The membership should be representative of the faculty from the various divisions. These faculty will serve 3-year overlapping terms with approximately one-third of the memberships lapsing each year. In addition, a representative from the Registrar's Office and a representative from Academic Affairs shall serve the committee as ex-officio, non-voting members. (2/1999)

#### C. The Committee on Facilities Management (5/1998)

##### Charge:

The Committee on Facilities Management shall be concerned with matters pertaining to the utilization, modification, and expansion of campus facilities. (5/1998) The Committee regularly reviews the campus master plan and its implementation. The Committee shall bring faculty and staff concerns regarding campus facilities to the attention of the campus administration. (3/2008)

##### Membership:

Faculty members are to be appointed for two-year staggered terms. The committee will include one member appointed by the Professional Staff Council and one member appointed by the Bi-weekly Staff Council, with one-year renewable terms. The Director of Facilities Management will be an ex officio member. A committee chair will be elected annually by the committee from the faculty members (3/2008).

D. The Committee for Faculty Welfare shall have authority over matters pertaining to salaries, fringe benefits, research, academic freedom, and working conditions. It shall be concerned with all academic personnel and procedure matters not specifically delegated to other committees.

E. The Committee on Academic Personnel shall make recommendations concerning (5/1998) recruitment, sabbatical leaves, faculty expansion or contraction and part-time credit faculty. The Committee shall be concerned with the creation or elimination of academic administrative positions.

#### F. Non-Tenure Track Faculty Policy Committee (3/2000)

The Non-Tenure Track Faculty Policy Committee's main functions will be:

1. to monitor the execution of campus policies relating to NTTF
2. to recommend ways to improve and regularize the employment of NTTF in all units on campus; and
3. to provide an annual report concerning the employment of NTTF to the President of IU, Co-Secretaries of the University Faculty Council, Chancellor of IUSB and IUSB Academic Senate.

The membership of the committee shall include both tenure-track and non-tenure track faculty in equal numbers. The chair of the committee shall be a member of the IUSB Academic Senate. Non-tenure track faculty who are not members of the Senate but who were officially appointed to the committee shall have full voting rights.

G. The Committee on Student Affairs shall have authority over non-academic student affairs, including the following specific responsibilities:

1. To recommend and review policies related to student life, including student rights and responsibilities, safety, student housing and student fees.
2. To monitor student life as it relates to university student organizations, including officers' and senators' eligibility, elections, annual budgets and expenditures of the Student Government Association (SGA).
3. To monitor student support services, including the University Bookstore, the Student Counseling and Life Skills Center, and the Child Development Center, and, in conjunction with the Athletics Committee, the Student Activities Center (SAC).

The Committee on Student Affairs shall recommend one of its faculty members to serve as a liaison on the Campus Scholarship Committee.

Faculty Committee members serve as members of the Hearing Commission and/or the Campus Review Board (to hear student appeals) subject to the approval of the Executive Committee of the Academic Senate.

The Associate Vice-Chancellor for Student Affairs, or equivalent, shall serve as a voting ex-officio member of the committee. (1/2004)

H. The Committee on Library Affairs shall have authority over matters pertaining to the Library. The ranking librarian shall be an ex-officio voting member of this committee.

I. The Committee on Teaching shall develop standards of teaching excellence, and promote the use of evidence of teaching performance for constructive self-criticism by teachers, for the reward of good teaching by the University, and as criteria for promotion, tenure, and reappointment.

J. The Budget Committee shall concern itself with matters of the budget and shall have the following specific responsibilities:

1. To represent faculty interests in budget matters at IUSB (5/1998).
2. To consult with appropriate administrative officers in preparing IUSB's budget each year (5/1998).
3. To consult with the faculty members of this campus about budgetary procedures and practices (5/1998).
4. To evaluate present budgetary procedures and to propose modifications as needed (5/1998).

Members of the Budget Committee are to be appointed for a three year term, and appointment expiration dates are to be staggered so that as much continuity as possible is achieved (5/1998).

K. The Research and Development Committee regularly reviews applications and makes award recommendations to the Vice Chancellor for Academic Affairs for established internal grants and fellowships such as Grants-in-Aid of Research, Curriculum Development Grants, and Summer Faculty Fellowships. The Committee also provides occasional advice on other internal grant programs and assists when necessary in screening applications for external awards. At the request of the Executive Committee or the Vice Chancellor for Academic Affairs, or on its own initiative, the committee reviews and makes recommendations on University or Campus policies affecting research, patent and royalty arrangements and conflict of interest matters (3/1993). Members of the Research and Development Committee are to be appointed by the Executive Committee for staggered two-year terms (1/2002).

L. The Committee on Admissions and Advising (10/2002)

#### Committee Responsibilities:

The Committee on Admissions and Advising shall monitor all aspects of admission, advising, retention, academic probation, dismissal and readmission at IUSB. Additional responsibilities shall include:

1. Setting standards, policies and procedures governing admission to IUSB.
2. Making policy and procedural recommendations to the academic units governing advising, academic probation, dismissal and readmission to IUSB.
3. Making policy and procedural recommendations to the Academic Senate governing advising, academic probation, dismissal and readmission to IUSB.

#### Committee Membership:

1. Eight faculty members shall serve two year staggered appointments with four persons appointed each year. The faculty appointments shall be made by the Academic Senate Executive Committee. Each IUSB School and College should have a faculty representative.
2. Three administrative members shall serve one year renewable appointments made by the Academic Senate Executive Committee. The appointments will be drawn from recommendations made by the Vice Chancellor for Academic Affairs.
3. One student member shall serve a one year renewable appointment made by the IUSB Student Government Association.
4. The chairperson shall be a faculty member elected by the committee members at the first meeting of each academic year.

M. General Studies Degree Committee (4/1995)

The General Studies Degree Committee is the academic unit responsible for administering the Indiana University South Bend General Studies Degree. The Committee has the authority to develop and monitor policies and procedures for admission, advisement, academic quality, and the certification of graduates and recommendations for the granting of degrees. Members are appointed by the Executive Committee normally for staggered two-year terms, after soliciting

recommendations from the current members of the General Studies Degree Committee, the Degree Program Director, the Vice Chancellor for Academic Affairs, and the Academic Senate members at large. The IUSB General Studies Degree Director shall be an ex-officio voting member of this Committee. The Committee chairperson also serves as a member of the all-University School of Continuing Studies faculty governance body (5/1998).

#### N. Information Technologies Committee

##### Committee Charge:

The Committee has the authority and responsibility for creating policies and procedures concerning technology (broadly construed) as it applies to academic and instructional matters. The Committee also has the responsibility for advising the Vice Chancellor for Information Technologies on matters of administrative policy and procedure, and for creating guidelines governing distribution of information technology services and resources.

##### Committee Membership:

Eight faculty members, with voting privileges, with 2 year appointments staggered, four persons appointed each year by the Senate Executive Committee. Seven administrative members with voting privileges, with 1 year renewable appointments by the Senate Executive Committee, drawn from recommendations of the administrator in charge of the respective units of: Academic Affairs, Business Affairs, Student Affairs, External Affairs, Continuing Education, Schurz Library, Office of Information Technologies. One student member, with 1 year renewable appointment, made by the IUSB Student Association. The Vice Chancellor for Information Technologies is a non-voting consulting member.

A Chairperson would be elected annually from among the eight faculty members appointed by the Executive Committee.

##### Committee Procedures:

Among other procedures to be determined and established as needed and as appropriate by the Committee, the following procedures should be followed:

1. The Committee will schedule and hold regular monthly meetings, and others as necessary, and record minutes, to be published and retained according to established Senate rules.
2. The Office of Information Technologies will suggest agenda items to the Chair, as appropriate issues arise.
3. The Associate Vice Chancellor for Information Technologies will report on activities of the Office, and on other relevant matters, to the monthly Committee meeting.

#### O. Campus Directions Committee (6/1996)

##### Charge (3/2008):

The Campus Directions Committee is responsible for

- \*directing the periodical development of the campus strategic plan;
- \*organizing the campus re-accreditation self-study;
- \*regularly assessing the campus' mission; direction; priorities; and progress on its strategic plan;
- \*making recommendations on developing and/or revising the campus mission statement, the objectives, priorities, strategic initiatives, and the programs or initiatives that implement the

campus strategic plan to the appropriate administrative officers and Academic Senate;  
\*and reporting for the prior academic year at the first meeting of the Academic Senate in the new academic year.

#### Committee Membership (3/2008):

The Committee is comprised of faculty; representatives of administrative units and the Student Government Association; and non-voting consultants.

\*Nine faculty members, with voting privileges, with 3 year staggered appointment; the chair will be elected from among this group by the Committee for a 1 year term. The faculty appointments are made by the Executive Committee, drawn from recommendations made by the administrators of the various department and division/schools.

\*Eight members, with voting privileges, with 1 year renewable appointments by the director of the administrative units, and approved by the Senate's Executive Committee and Senate members, of the respective units of:

Professional Staff Council

Bi-Weekly Staff Council

AFSME Council

Academic Affairs

Administrative and Fiscal Affairs

Public Affairs and University Advancement

Student Affairs and Enrollment Management

Information Technology

One student member, with voting privileges, with a 1 year renewable appointment, made by the Student Government Association.

#### Non-voting Consultants:

Chancellor, or designate

Senior University Faculty Council representative, or designate junior representative

Vice President of the Academic Senate, or designate from the Senate Executive Committee

Director of Institutional Research

One IU South Bend Alumni Board member

#### P. Assessment Committee (5/2003)

##### Committee Charge:

The Committee is responsible for promoting and supporting the continuing development of assessment efforts at IUSB. The Committee is also responsible for advising the Vice-Chancellor for Academic Affairs, who maintains primary administrative responsibility for IUSB assessment efforts. The Committee oversees and coordinates assessment activities by collecting annual assessment data from individual units, conducting periodic assessment reviews of units and of general education, and awarding assessment grants.

##### Committee Membership:

Nine faculty members with voting privileges serve staggered three year appointments. Five

members will be appointed by the Executive Committee of the Academic Senate; four members will be appointed by the Office of Academic Affairs. A chairperson of the Committee will be appointed by the Vice-Chancellor for Academic Affairs from among the nine faculty members.

#### Q. General Education Committee (3/2008)

The General Education Committee shall have authority over the IU South Bend campus general education curriculum.

The General Education Committee shall:

1. Approve all courses proposed to satisfy the General Education Curriculum and forward General Education proposals for new courses to the Curriculum Committee.
2. Review the list of approved courses and the general education program annually, and make recommendations regarding needed course development and program changes.
3. Conduct annual assessment of the general education program, and report regularly to the Academic Senate Assessment Committee.
4. Review and revise course characteristics documents on the basis of annual program assessment findings.

Membership: Nine voting members shall be appointed from the full-time faculty, in consultation with the Director of General Education, from the following units: CLAS (3), Arts (2), Business (1), Education (1), Nursing & Health Professions (1), and Library (1). Members shall serve three-year staggered terms. A chair shall be elected annually from among the appointed faculty members. A student shall be appointed by the Student Government Association as a voting member for a one-year renewable term. The Director of General Education shall be an ex-officio voting member of this Committee.

## **ARTICLE VIII. ATHLETICS COMMITTEE**

### *Section 1. Membership*

The Athletics Committee shall consist of six (6) (2/1997) members of the Academic Senate, at least one member of each gender (2/1997), elected by the Senate in the same manner as officers of the Senate (see Article VI, Section 2) and one (1) student member elected by the Student Association.

Members of the Athletics Committee elected by the Academic Senate will be elected to staggered two year terms. Members of the Athletics Committee will elect its Chairperson at the first meeting of each academic year.

In the event of a vacancy, the Executive Committee shall appoint a replacement who will serve only the remainder of the Academic year. If a two year term were involved, the vacancy for the second year would be filled through normal nomination and election process (2/1997).

### *Section 2. Duties (12/2007)*

The Athletics Committee shall:

1. Serve in an advisory role concerning the annual athletic budget, both intramural and

intercollegiate, and supportive activities.

2. Establish guidelines concerning schedules for intercollegiate athletics and monitor compliance.
3. Establish eligibility requirements for participation in intercollegiate athletics and monitor compliance.
4. Approve participation in new intercollegiate athletic activities with the consent of the Senate.
5. Approve participation in post-season activities.
6. Propose, for the approval of the Senate, membership in athletic conferences.
7. In cooperation with the Scholarship Office, determine policies concerning allocation of athletic grants when available, in accordance with conference policies.
8. Make personnel recommendations in the athletic area to the Vice Chancellor for Student Affairs and Enrollment Management.

## **ARTICLE IX. SENATE PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE**

### *Section 1. Selection*

Election of members to the Promotion, Tenure and Reappointment Committee shall be held in the spring in conjunction with the election of Academic Senate officers. Terms of office shall be two years, four members to be elected in even-numbered years and three in odd-numbered years. Those selected will be the members receiving the most votes, with the following conditions:

The Committee shall consist of seven tenured or tenure-probationary (11/1998) faculty members, two of whom may be non-tenured. No senate member with a 50% or greater administrative workload assignment (11/1998) may serve on the committee.

### *Section 2. Eligibility and Disqualification*

Faculty members who are candidates for promotion or tenure may be elected to a two-year term but are disqualified from serving in the year of their candidacy. In the event of a vacancy, a special election will be held at the next meeting of the Academic Senate to select a replacement (4/1979).

Said replacement shall serve until the next election for the Promotion, Tenure and Reappointment Committee. Should a member be disqualified in the first year of the term the member may then serve the second year of the term.

No person shall serve on more than one campus Promotion, Tenure, and Reappointment Committee at the same time.

### *Section 3. Officers*

The Committee will elect its own chairperson and any other officers it desires from its own membership.

### *Section 4. Powers and Responsibilities*

A. All cases of promotion and tenure at IUSB without exception shall be under the jurisdiction of the Promotion, Tenure, and Reappointment Committee.

B. The Committee shall have access to all information pertinent to each promotion, tenure, and reappointment case. (12/1977).

C. No faculty member shall be denied reappointment without a recommendation of this committee.

D. Before formal dismissal proceedings are begun (see Article X for a definition of dismissal) the Committee shall consider the case and shall determine whether in its view formal dismissal proceedings should be instituted.

E. The Committee must promptly notify all candidates of the recommendations it has made. In the case of negative recommendations, reasons must be given in writing if the candidate so requests. These communications shall remain confidential, except when a candidate desires to disclose them.

F. Only rarely and for unusual and compelling reasons shall the Chancellor not support the recommendation of the Committee. In such cases the Chancellor shall provide the Committee with a detailed written report.

#### *Section 5. Procedures*

A. Faculty members and administrative officers will refrain from publicizing any information they may have about their colleagues' candidacy for promotion, tenure, and/or contract renewal beyond that which is necessary for the securing of information required for making these recommendations. Individuals may reveal their own candidacies to anyone at their own discretion.

B. The Vice Chancellor for Academic Affairs shall provide the chairperson with necessary clerical assistance and filing space for the work of the Committee.

C. In case of a negative recommendation, a candidate shall have the right to one appearance before the Promotion, Tenure and Reappointment Committee.

### **ARTICLE X. DISMISSAL**

Dismissal shall mean the involuntary termination of a tenured faculty member's appointment prior to retirement or resignation, or the termination of the appointment of a non-tenured faculty member prior to the expiration of the term of appointment. Dismissal is thus to be distinguished from the non-reappointment of a probationary faculty member.

Dismissal shall occur only for reason of:

- (a) incompetence,
- (b) serious personal or professional misconduct, or
- (c) extraordinary financial exigencies of the University.

**For policy and procedures regarding (a) and (b), see Article XI: Faculty Misconduct Policy. For policy and procedures regarding (c), see Contingency Planning Policy and Procedures,@ in Part II (The Academic Appointee and the Student on the Indiana University South Bend Campus) of the *Academic Handbook*. (3/ 2000)**

## **ARTICLE XI: FACULTY MISCONDUCT POLICY AND PROCEDURES**

### *Section 1. Scope and Definition*

This policy provides procedures to review complaints against faculty members of substantial or chronic incompetence or misconduct, limited to violations of formal rules of the University, such as violations of the Code of Academic Ethics (*IU Academic Handbook*), or failure to meet generally understood and accepted standards of professional conduct (4/2002). Communications and actions protected by principles of academic freedom may not be judged misconduct. \*

\* Emergency cases are handled according to the procedures in Section V. D.

When deficiencies are found pursuant to this policy, the Committee may recommend development of a program to remedy those deficiencies (see 'V.G.3, below) or a range of sanctions, including dismissal (see 'V.G. 4, below). When a faculty member has been the subject of a recommendation made pursuant to an alternative disciplinary procedure, approved by the University Faculty Council or the IUSB Academic Senate, the faculty member is not entitled to proceedings under this resolution. [Alternative procedures for certain types of misconduct include the *Procedures for Responding to Allegations of Research Misconduct*, the procedures under the *Code of Student Rights, Responsibilities, and Conduct* relating to claims against faculty members, and procedures described in the *IUSB Affirmative Action Plan*.] The faculty members covered by this policy shall include IUSB tenured and tenure-eligible faculty and librarians.

### *Section 2. Committee Membership*

By May 1 of each year, the voting members of the IUSB Academic Senate shall elect five tenured members of the faculty as the IUSB Faculty Misconduct Review Committee and five tenured faculty members to serve as alternates. The members of the Committee shall select their own presiding officer immediately following their election. The members shall hold office from the first day of May for staggered terms of two years. Members and alternates shall complete the review of any case which they have begun to consider. At least two years shall elapse between terms of office of regular members of the committee. In offering nominations for election to the Faculty Misconduct Review Committee, consideration should be given to representation across academic ranks and among divisions of IUSB.

### *Section 3. Definitions*

For all purposes of this policy, the following terms shall have the meanings specified below:

A. "Chair" shall mean the presiding officer of the Committee.

B. "Committee" shall mean the IUSB Faculty Misconduct Review Committee, as duly

constituted pursuant to this resolution.

C. "Dean" shall mean the person who submits a Request under 'V.A.1 herein for review of a Faculty Member's alleged misconduct.

D. "Faculty Member" is the person whose alleged misconduct is subject to a review by the Committee.

E. "FBR" shall mean the IUSB Faculty Board of Review, as duly constituted according to Article XII of the IUSB *Academic Handbook*.

F. "Parties" shall mean the Dean and the Faculty Member.

G. "Procedures" shall mean the procedures set forth below in part V of this policy.

H. "Request" shall mean the written complaint by a Dean (or, in cases under 'V.D.1 herein, by the Chancellor) to the Committee seeking a review of a Faculty Member's conduct pursuant to these Procedures.

I. "Working Day" shall mean any day other than a Saturday, Sunday or holiday on which the United States Postal Service is authorized to close.

#### *Section 4. Conflict of Interest*

Members of the Committee shall recuse themselves from a review if they hold an appointment in the Faculty Member's department (or division/college/school in the case of units that are not organized by departments), or if there is any other relationship with the Faculty Member that constitutes, or that creates the appearance of constituting, a conflict of interest. If a member of the Committee cannot serve during a review, the Chair of the Committee shall select an alternate member from the pool of elected alternates.

#### *Section 5. Procedures*

##### A. Complaint Initiation and Notification

1. A Request for a review of complaints of misconduct shall be submitted to the Chair of the Committee by the Dean of the Faculty Member's school. Such Request shall be in writing and be signed by the Dean. At the same time, the Dean shall give a copy of the Request to the Faculty Member. Except in cases of emergency as determined by the Dean, (4/2001) the Request will be submitted at the beginning of the academic year.

2. Such Request shall set forth, in reasonable detail, the nature of the alleged misconduct, and shall include a statement as to prior efforts made to resolve the complaints by negotiation. The Request shall also contain notice if the Dean seeks dismissal of the Faculty Member based on the alleged misconduct.

3. The Committee shall notify the Faculty Member in writing of its receipt of a Request, and shall provide to the Faculty Member, along with the notice, copies of:

- a. the IUSB Faculty Misconduct Review Committee Policy and Procedures;
- b. an explanation of the Faculty Member's rights and responsibilities under these Procedures, and also of his or her right to submit a written response to the allegations;
- c. the current membership of the Committee, including alternates; and
- d. the Request.

4. The Faculty Member may submit a written response to the allegations in the Request within 15 Working Days of the date of the receipt of the notification under 'V.A.3 above.

5. Upon receipt of a Request, the Chair of the Committee, in consultation with the other members of the Committee, shall initiate efforts to have the Parties resolve the complaints raised by the Request using "informal adjustment." Such informal adjustment negotiations would be mediated by a person or persons unaffiliated with the Committee or the parties. In cases where the Parties cannot negotiate an informal adjustment, and in cases where the Committee determines such informal adjustment is not appropriate, the Committee shall provide written notification of such determination to the Dean and the Faculty Member within 30 Working Days from receipt of the Request.

The term "informal adjustment" means alternative dispute resolutions, such as negotiation or mediation, to achieve mutually agreeable settlements. Any such settlement may be recorded at the request of the Faculty Member.

6. The Committee, based on the Dean's Request and the Faculty Member's written response, may decline to proceed if it determines there is an insufficient basis to merit formal proceedings and shall, in that case, proceed to make its recommendation accordingly pursuant to ' V.G below. The Parties shall be notified in writing of such a decision within 10 Working Days after receipt of the Faculty Member's response, but in any case no later than 25 Working Days after the date of the Request.

#### B. Commencement of Review Hearings

1. In the event that no informal adjustment is reached by the Parties, the Chair shall convene a hearing before the Committee to review the allegations presented in the Request. Such hearing shall begin within 20 Working Days after the expiration of the notification and response period under 'V.A.4. Notice of the date, time and place shall be given to all Parties, including the Faculty Member's counsel or advisor, if known.

2. The Faculty Member and the Dean may be represented by counsel or other advisors of his or her choosing during the proceedings, which counsel, in the case of the Dean, may be the University Counsel.

- a. Counsel shall be entitled to fully participate in the hearing, including the examination of witnesses.

- b. With the consent of the Faculty Member, a representative of a responsible educational

association will be permitted to attend the proceedings as an observer.

3. The Faculty Member may object to the Committee membership on the grounds of Conflict of Interest or inability to render an unbiased judgment. Objections shall be made in writing to the Chair within 5 Working Days after notification of the membership, pursuant to 'V.A.3.c above. The Committee, acting without the participation of the members objected to, shall consider the objections and, if reasonable, the Chair shall replace the person(s) with alternate(s) who do not have a Conflict of Interest.

#### C. Due Process

1. In all of its proceedings the Committee shall be governed by principles of due process and orderly procedures for ensuring the impartial examination by the Committee of all pertinent facts, University policies and procedures, and the legitimate interests of all parties involved.

2. The Faculty Member shall be afforded an opportunity to obtain necessary witnesses, and documentary and other evidence.

a. The Faculty Member and the Dean will provide to the Committee and to each other the names of all persons he or she wishes to call to testify within 5 Working Days after notice of the date set for the hearing. Therefore witnesses may be added only with the consent of the committee.

b. The Committee and the Administration will cooperate in securing witnesses and making available documents and other evidence.

c. The Parties shall have the right to examine all witnesses. Where the witnesses cannot or will not appear, but the Committee determines that the interests of justice require admission of their statements, the Committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories.

3. Hearings will be closed to the public unless the Faculty Member requests an open hearing. Requests for an open hearing shall be made to the Chair of the Committee in writing no later than 10 Working Days prior to the date set for the hearing. "Open" means any person may attend the proceedings; "closed" means that the meetings shall be attended only by the Faculty Member, the Dean, representatives of the Faculty Member and the Dean, members of the Committee, approved observers, and any witnesses that the Parties may request to be present. The Committee, however, in its discretion, may require that witnesses be excluded from any hearing prior to their own testimony.

4. An audio or video tape recording of the proceedings shall be made and transcribed; and a copy of the transcript shall be provided to each Party. The audio or video tape shall be maintained as part of the record pursuant to 'V.I.

5. The Faculty Member may, in his or her sole discretion, waive the right to a hearing hereunder or stipulate to certain facts.

#### D. Emergency Cases

1. In cases of alleged misconduct which the Chancellor determines require immediate actions to protect the interests of members of the University community, the Faculty Member may be suspended with pay or reassigned. The Chancellor shall give the Faculty Member notice of the emergency action and shall offer the Faculty Member the opportunity for an informal conference to discuss the emergency action.

2. If the Faculty Member objects to the propriety of the emergency action, the Faculty Member shall notify the Chancellor and the Committee of that fact in writing. The Chancellor shall, within 2 Working Days, provide the Committee and the Faculty Member a memorandum specifying the information on which the Chancellor is acting and the reasons why that information justifies the emergency relief. The Faculty Member shall submit to the Committee and the Chancellor a memorandum containing information and argument opposing the emergency relief within 2 Working Days of receipt of the Chancellor's memorandum. The Committee shall furnish its recommendation on the propriety of the emergency action to the Chancellor and the Faculty Member within 2 Working Days of receipt the Faculty Member's memorandum.

3. When emergency action has been taken, the Chancellor shall immediately submit a Request setting forth in reasonable detail the nature of the alleged misconduct and the sanctions the University seeks to impose. The Committee shall provide the Faculty Member with written notice of the Chancellor's Request and with the documentation called for in 'V.A.3 above. The Faculty Member shall have 15 Working Days from the date of notice to provide a written response. The Chair shall convene a hearing to review the allegations presented in the Request within 25 Working Days after the date of the Request. Notice of the date, time and place of the hearing shall be given to all Parties, including the Faculty Member's counsel or advisor, if known. The Hearing will be governed by the provisions of 'V.B.2 and 'V.B.3 and 'V.C above. The Committee shall make its findings and recommendations pursuant to ' V.F. and ' V.G below as soon as possible, but in any case within 10 Working Days of completion of the hearing.

#### E. Privacy

Except in the cases of open hearings pursuant to 'V.C.3 above, and, except for simple announcements as may be required, such as the time of the hearing and similar matters, public statements and publicity about the case by either Party shall not be allowed until the proceedings have been completed, including consideration by the FBR.

The members of the Committee and all persons contacted in connection with the Committee's review shall be reminded that they are responsible for maintaining confidentiality of the case.

#### F. Findings

1. No deficiencies: If the Committee finds that the Faculty Member has met accepted standards of conduct, the Committee shall make its recommendation accordingly pursuant to V.G below.

2. Some deficiencies, but deficiencies not substantial or chronic: If the Committee identifies some deficiencies in the Faculty Member's conduct, but these deficiencies are not judged to be substantial or chronic, the Committee will state their findings, in writing as provided in 'V.G below.

3. Substantial or chronic deficiencies: If the Committee determines that there are substantial or chronic deficiencies in the Faculty Member's conduct, the Committee will state their findings in writing as provided in 'V.G below.

#### G. Recommendations

1. The Committee shall render its written findings and recommendations within 15 Working Days of completion of a hearing. Whether or not there was a hearing, the Committee shall document its findings in a report that specifies the allegations, summarizes relevant information, and states the conclusions reached and the evidence on which it reached those conclusions. It should make explicit findings of fact with respect to each allegation and list the evidence relevant to that finding. The decision should then state the Committee's recommendations. The report and other retained documentation must be sufficiently detailed to serve as a basis for the Dean's action on the Committee's recommendations and to permit a later review by the FBR, should the Faculty Member grieve the Dean's actions. The factual findings of the Committee shall be conclusive on any later FBR proceeding.

2. Findings of misconduct and recommendations of sanctions shall be based on substantial evidence developed in the hearing record considered as a whole. Based on its findings, the Committee may recommend that no action is warranted, that a remediation plan be developed pursuant to ' V.G.3 below, or that sanctions be imposed pursuant to ' V.G.4 below.

3. The Committee may recommend a plan designed to assist the Faculty Member in remedying the identified deficiencies.

a. The plan will be developed by the Dean, or other administrative officer appointed by the Dean, and the Faculty Member.

b. At the request of either the Faculty Member or the Dean or such other administrative officer, the assistance of a third party (a mediator or a professional expert in the problem area identified) will be provided to assist in the development of the plan.

c. A plan should identify the deficiencies to be addressed, define goals or outcomes that are needed to remedy the deficiencies, outline the specific activities and programs that should be completed to achieve these goals and outcomes and indicate the appropriate benchmarks to be used in monitoring progress.

d. If agreement on the plan cannot be reached within three months of the date of the Committee's written recommendations, either party may petition the Committee, as provided for in 'V.H.1 hereof.

4. The Committee may recommend any of the following sanctions:

a. A written reprimand with a warning that additional sanctions will be imposed if there

is a repetition or continuation of the misconduct.

b. A probationary period during which the Faculty Member must abide by certain specified conditions or be subject to the imposition of further sanctions.

c. Dismissal, provided, that the Faculty Member had notice of the possibility of dismissal pursuant to 'V.A.2 above.

5. On its completion, the Committee's report shall be forwarded to the Dean and the Faculty Member. In cases in which dismissal is recommended, the report shall also be sent to the Chancellor.

6. Either Party shall have 10 Working Days to submit written comments to the Committee and the other Party. The Committee shall consider such comments and make any changes to its recommendations it determines are reasonable. Written notification of the Committee's decisions shall be given to both Parties.

#### H. Further Proceedings

1. In the event that the Parties cannot agree on a remediation plan as recommended by the Committee within three months after the recommendation, either Party may petition the Committee in writing (with a written copy to the other Party) for a proceeding on the matter.

a. Such petition shall describe in detail the status of discussions and the terms of any plan presented and the areas of disagreement.

b. The other Party may submit a written response within 5 Working Days.

c. The Committee shall set a date for a proceeding not less than 15 Working Days after receipt of the petition for review.

d. The Committee, in its discretion, may meet with each of the Parties, alone or together. The Parties may have a representative with him or her, but such person may not participate in the Committee's proceedings.

e. The Committee shall within 15 Working Days of the proceeding produce a remediation plan binding on the Parties or make such other recommendations it determines is warranted under these procedures, subject to review by the FBR.

2. In the event that a Faculty Member, previously sanctioned by the Committee pursuant to 'V.G.4, is allegedly not observing the conditions of the original sanction or is allegedly engaged in the same misconduct for which such Faculty Member was sanctioned, the Dean may submit a written petition for a re-hearing to the Committee, with a written copy given to the Faculty Member.

a. The Faculty Member may submit a written response to the allegations within 10 Working Days after receipt of the written petition.

b. The Chair shall convene a hearing before the Committee within 15 Working Days after receipt of the Faculty Member's response.

c. The hearing shall be conducted in accordance with the proceedings set forth in 'V.B and 'V.C of these Procedures.

d. The Committee shall render its written findings and recommendations as provided in 'V.F and 'V.G of these Procedures.

#### I. Records

After completion of the case and all ensuing related actions, the Committee Chair shall prepare a complete file, including the original records of all proceedings and copies of all documents and other materials furnished to the Committee. Access to the materials in the file shall be available to the FBR, and to others only upon authorization by the Committee for good cause.

The records of the Committee shall be kept and maintained at the offices of the Vice Chancellor for Academic Affairs.

#### J. Waiver of Time Requirements

Either Party may request an extension of time under these Procedures by written request given to the Committee and the other Party. Such extension shall be given if the other Party agrees in writing, or if, in its discretion, the Committee determines an extension is reasonable, it may also grant such extension in writing given to each Party and notify the parties.

#### K. Report to the IUSB Academic Senate

The Committee shall report annually to the IUSB Academic Senate the number and types of cases presented to it and the number and types of case dispositions.

### **ARTICLE XII. FACULTY BOARD OF REVIEW AND JUDICIAL COMMISSION (3/2000)**

#### *Section 1. Membership*

A Faculty Board of Review shall consist of five members nominated and elected in the same manner as officers of the Senate except that elections shall be by plurality vote. No Senate member with less than three years of full-time experience with Indiana University may serve on the Faculty Board of Review. A majority of the membership of the Faculty Board of Review must have tenure.

In the event of a vacancy a replacement shall be appointed by the Executive Committee, guided by the results of the previous election. Said replacement shall serve until the next election for the Faculty Board of Review.

## *Section 2. Responsibility*

The Faculty Board of Review shall assume its duties on July 1 following election.

The Faculty Board of Review shall hear cases concerning academic freedom, tenure, promotion, salary adjustment, termination of non-tenure appointments, and the nature or conditions of work. The aggrieved faculty member desiring a review of administrative action in these stated areas shall request a hearing by the Faculty Board of Review.

The termination of a tenured faculty member's appointment prior to retirement or resignation or the termination of a non-tenured faculty member's appointment prior to the expiration of its term, and other sanctions against faculty members where the governing regulations so require, may occur only after the faculty member has had an opportunity to have the matter reviewed by a committee constituted through the procedure approved by the IUSB Academic Senate to hear and make recommendations regarding complaints of misconduct asserted against a faculty member. Sanctions, which may be imposed only after review by such a committee, shall be based solely on information which has been presented to the committee and to which the faculty member has had the opportunity to respond. Other administrative actions affecting a faculty member, whether or not based on the recommendation of such a committee, may also be brought to the Faculty Board of Review as a grievance. (3/2000)

## *Section 3. Procedures and Policies*

### A. Procedures and Format for Submission of Cases

1. In promotion, tenure, and reappointment cases, only decisions by the Chancellor may be the subject of a review; the Faculty Board of Review does not control the decision-making process and shall accept an appeal only after the Chancellor has made a decision. It is understood that decisions subsequent to the Chancellor's also may be subject to a grievance.
2. In all cases, a faculty member wishing to present a grievance to the Faculty Board of Review shall submit a written notice to the Chairperson of the Faculty Board of Review, with copies, as appropriate, to the Division Dean/Director, the Senate Promotion, Tenure, and Reappointment Committee, the Vice Chancellor for Academic Affairs, and the Chancellor. The written document shall, when appropriate, cite the procedures violated and give the grievant's evidence as to the existence of a case. Serious efforts made to resolve the issue at the divisional level, whether on an informal or formal basis, should be cited in detail. The document should contain a clear statement that the case has failed to be resolved at the divisional level.
3. The document is considered in its final form at the time of submission to the Board, except for supplementary evidence that the Board may request.
4. The Chairperson of the Board shall request a written response from the appropriate party (Division Dean/Director, Senate Promotion, Tenure, and Reappointment Committee, Vice Chancellor for Academic Affairs, Chancellor), which response shall include a review of the procedures employed and any additional facts, with sources, dates, and the reason(s) leading to the decision. The response should be submitted within ten working days from the date

requested.

5. On the basis of the evidence gathered, the Board shall decide whether or not sufficient matter for an appeal exists. There is no restriction on the kind of complaint which may be submitted by an aggrieved faculty member. However, the Faculty Board of Review shall, in general, restrict its review to procedural grievances involving University decisions or actions which significantly violate or ignore duly established procedures, including grievances regarding promotion, tenure, and reappointment. In cases covered by the Faculty Misconduct Policy (Article XI), the Board may review the decision or action grieved against as well as the procedures by which it was taken. (March 2000) The Faculty Board of Review, however, is the sole arbiter of the merits of any case, and shall within ten working days of receiving it either dismiss it or begin the review process. The decision shall also be made according to the policies stated in Section B (1) below. Notice of the date of the initiation of the formal study of the case, or its rejection, shall be sent to all parties concerned, within fourteen calendar days of the decision.

6. Should the faculty member wish to withdraw the appeal, this may be done at any time prior to the beginning of the formal study of the case. Once the formal hearing has begun, the grievance may be withdrawn only by the mutual consent of the parties and the Faculty Board of Review.

## B. Policies and Procedures for the Conduct of Reviews

1. During the initial study of the case, the Faculty Board of Review may:

- a. Request additional data from any party concerned,
- b. Interview either party separately,
- c. Interview witnesses suggested by either party,
- d. Conduct an informal review session with both parties without cross-questioning,
- e. Request additional meetings with either party for further clarification,
- f. Decide to accept or reject the case, by a simple majority vote of the full Faculty Board of Review.

2. If a decision to reject the case is not reached after the initial study, the Faculty Board of Review may continue with the informal review of the case, or the aggrieved faculty member may request and receive a formal hearing. At a formal hearing:

- a. The Chairperson of the Faculty Board of Review, or a designated member of the Board, will serve as the presiding officer.
- b. The faculty member, or a chosen representative, may make a statement outlining the case.
- c. The other party or representative may make a statement.

- d. Either party may be questioned by legal counsel and by each other.
  - e. Other witnesses may be called in by either party.
  - f. Members of the Faculty Board of Review may question either party.
3. At any stage of the proceedings (including (1) and (2) above, the Faculty Board of Review reserves the right to use a tape recorder. A copy of the tape(s) shall be made available, at the discretion of the Faculty Board of Review, on the request of involved parties, who will be bound by the same strict principles of confidentiality as the Faculty Board of Review.
4. Each party may have its own legal counsel, but the Faculty Board of Review is not a court. It can only react as a board of faculty members who make recommendations based on their experience in academic life and their wisdom as professors.
5. The Chairperson of the Board shall keep the detailed accounts of the case. These files shall be kept for at least five (5) years, and shall not become the property of any succeeding Board. Strict confidentiality is to be observed by all parties to a grievance, at all levels of the petitioning process, except where the grievant is collecting evidence.

#### C. Procedures for Reporting Recommendations

1. The report of the Faculty Board of Review shall be sent to the Chancellor, with copies to all parties concerned. In general, the report should describe the general nature of the grievance and the procedures or rights to which the faculty member believed he or she was entitled and which he or she alleges were denied. The report should summarize the evidence received on the issues considered relevant by the Faculty Board of Review and declare what the Board finds to be the facts (resolving disputes where resolution is necessary upon the basis of facts found by the Faculty Board of Review and its stated interpretations of meaning of policies, resolving disputed interpretations where resolution is necessary), the Faculty Board of Review should state its conclusions and make recommendations based thereon.
2. If the Chancellor, upon receipt of the Faculty Board of Review recommendation, proposes to take action substantially different from that recommended by the Faculty Board of Review, the Chancellor shall first review the case with the Board. The Chancellor shall, in writing, advise the interested parties of the decision and the reasons therefore.
3. In giving the annual Faculty Board of Review report to the Senate, the Chairperson shall indicate only the number of cases received and the disposition of each one. Any procedural recommendations which would enhance the operation of future boards may be made at this time.

#### *Section 4. Disqualification*

A member of the Faculty Board of Review shall be disqualified from hearing or investigating a case whenever that member has participated in a prior decision on that case or when that member believes he or she cannot render an impartial judgment. Whenever a member of the Faculty Board of Review is disqualified by this section, the Executive Committee shall choose a

qualified Senate member as a temporary replacement.

### **ARTICLE XIII. AMENDMENTS**

#### *Section 1.Proposal*

A motion to amend this Constitution shall be presented to the Executive Committee. Subject to the action of the Executive Committee debate on the proposed amendment shall be the first order of new business at the next regular meeting of the Senate or at any special meeting of the Senate occurring at least one week after the presentation of the proposed amendment to the Senate by the Executive Committee.

#### *Section 2.Ratification*

The vote on a proposed amendment shall be by secret mail ballot of all voting members of the Academic Senate, within one week after a majority of the voting membership attending the meeting (3/1997) of the Senate has voted in regular or special meeting that discussion the proposed amendment be closed. The amendment shall be ratified when voted for by two-thirds of all valid votes which have been cast by mail ballot twenty days from the time the ballots have been distributed by the Secretary of the Senate.

### **ACADEMIC SENATE BY-LAWS ACADEMIC SENATE BY-LAWS**

The Academic Senate, or the Executive Committee at its own discretion, may decide that any specific question shall be voted on by mail ballot of all members of the Senate. (4/1986)

The election of IUSB's elected representatives to the IU University Faculty Council shall follow the provisions as described for the election of Senate officers, except that plurality vote will prevail. The representatives shall serve two year staggered terms, or otherwise as may be determined by the Senate's Executive Committee. An IUSB UFC representative shall report periodically to the Academic Senate on matters of interest and/or importance. (1/1996)

In years with five positions to be filled on the Promotion, Tenure and Reappointment Committee, the lowest winning vote will be considered a one-year term. (2/1998)

Senate meetings are open. A meeting can be closed by a simple majority of members present. (3/1999)

### **III. The Academic Appointee and the Indiana University South Bend Campus**

#### **Academic Appointments**

Except for clarifications noted below, policies about faculty and librarian appointments and rank, found in the Indiana University Academic Handbook, are followed by Indiana University South Bend.

#### **INSTRUCTOR**

The title "Instructor" is rarely used on this campus.

#### **EMERITUS**

The Emeritus title may be conferred on a retired faculty member or librarian upon the approval of the Indiana University Board of Trustees. Consideration for the title will be based on the individual's professional accomplishments, service to the University, and length of service. The decision to recommend is made by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs, to whom a recommendation is made by the retiring faculty member's division dean or director. The faculty members in the home unit of the person being considered for the Emeritus title are to be involved in the process, either through an ad hoc committee or through individual solicitation of recommendation by the unit chairman or director. To be eligible for the title, the faculty member must have attained age 62, have served Indiana University at least ten years, and have been awarded tenure. (IUSB Administrative Policy, Adopted 9/22/86)

#### **PART-TIME Teaching Appointments**

Indiana University South Bend uses both part-time and associate titles. The title "Part-Time" is used for individuals who are appointed to a fractional full-time position (budget line 2000), whereas the title "Associate" is used for all other non-full-time positions (budget line 2300). Where ranks are included in the title, appointment should be at the rank which would be given were the individual being appointed to a full-time position.

The initial term for a part-time appointment may extend beyond one semester or summer session, whereas the term of appointment for an associate is limited to a particular semester or summer session. Associate faculty consist primarily of those persons appointed to teach one or two sections in a semester or one course in a summer session. The primary assignment of associate faculty is teaching in the classroom and laboratory. Other duties may be specifically assigned. Associate faculty members may not teach in excess of 50 percent of the full-time load in any semester or summer session, except in emergency situations and with the approval of the Vice Chancellor of Academic Affairs, in which case the assigned FTE may not exceed 75 percent.

## AFFILIATED SCHOLARS

This program, adopted on November 9, 1987, allows departments or division to designate persons actively engaged in scholarly research as affiliated scholars at IUSB. Such affiliated scholars will not become employees of Indiana University, and therefore will not qualify for any employee benefits, such as health care, retirement, life insurance, disability insurance, or fee courtesy.

Affiliated scholars will have permission to use the IUSB letterhead stationery and the IUSB official address. They may use IU as the official recipient and administrator for external grants, subject to applicable university procedures. They also may have full borrowing privileges, equivalent to fulltime faculty and including interlibrary loan, from the IUSB Library. All other privileges and services, such as computer access, office space, duplicating, secretarial support and telephone access are subject to availability and should be spelled out very clearly in writing by the supervising department chair or dean at the time of the appointment as affiliated scholar. All appointments must have a definite term for residence at IUSB, must have the final, written approval of the Vice Chancellor for Academic Affairs, and must be documented with all appropriate personnel actions material.

Minimum qualifications for appointment as an affiliated scholar should include one or more of such accomplishments as:

- Publications in refereed journals or books
- Creative activities in refereed or juried venues
- Papers delivered at significant scholarly meetings
- Demonstrated success in winning grant support for scholarly or creative activity

(Adopted by Academic Cabinet on March 30, 1998)

### **Appointment Policies**

Indiana University South Bend is an Equal Opportunity/Affirmative Action Employer with an Affirmative Action Officer on Campus.

Indiana University complies with all federal regulations regarding discrimination on the basis of sex, age, race, religion, ethnic origin, veteran status, or handicap.

Although the initial appointment of a faculty member with rank of Assistant Professor or above may be from one to three years, all reappointments during a probationary period shall be limited to one year. For additional information on official notification dates of non-reappointment of probationary academic personnel, see the Indiana University [Academic Handbook](#).

### *1. Appointment Dates*

Academic-year appointments begin one week before the start of fall classes and end on Commencement Day in May. Semester-long appointments begin one week before the start of classes and end on December 31 for fall, and Commencement Day for spring.

Summer session appointments begin on the first day of classes and terminate on the last date for submission of final grades for summer sessions.

### *2. Annual Reports and Evaluations*

All full-time faculty members and librarians are required to submit at the end of the calendar year an annual report on their teaching, research, and service activities during the period. Associate faculty who have taught in both semesters of the year are also encouraged to file a report. The principal administrative officer of the department or division is to provide the faculty member with a written evaluation of performance no later than February 15. The annual reports and evaluations become part of the individual's file and should be written with care. They play an important role in evaluating the faculty member for reappointment, promotion, tenure, and salary increases.

### *3. Annual Review of Tenure-Probationary Faculty*

Subsequent to submission of the annual report, the immediate supervisor will confer with the tenure-probationary faculty member to review the individual's professional performance and discuss all matters relevant to eligibility for reappointment and the award of tenure. The faculty member shall cooperate with the principal administrative officer to insure that the file on which such a review is based contains all relevant materials. One copy of the written annual evaluation shall be kept in the file and a second copy given to the faculty member.

### *4. Procedures for the Non-Reappointment of Non-Tenured Faculty*

Procedures and recourse available to the faculty member who receives either a negative reappointment recommendation or a negative reappointment decision are outlined in the Indiana University [Academic Handbook](#) and in the Academic Senate Constitution.

## **Guidelines for Promotion, Tenure and Reappointment at IUSB** (Academic Senate action 12/18/78)

### *1. Routing of Recommendations*

Routing of recommendations for promotion and tenure at IUSB proceeds from the initiator to the departmental promotion and tenure committee and departmental chairperson (where applicable). Recommendations are then sent to the divisional promotion and tenure committee. This committee sends its recommendations to the divisional dean/director, who forwards all

recommendations with his/her own to the Academic Senate Promotion, Tenure, and Reappointment Committee. Its recommendations are then sent to the Vice Chancellor for Academic Affairs, who sends his/her recommendations to the Chancellor. The Chancellor sends his/her recommendations to the President, whose positive recommendations then go to the Board of Trustees of Indiana University, which makes the final decision. Routing and procedures may vary for candidates associated with system-wide schools.

## *2. Criteria and Procedures*

The Indiana University Academic Handbook describes in general the criteria and procedures governing Promotion, Tenure, and Reappointment at Indiana University in the sections entitled "Faculty and Library Tenure" (p. 56-62), "Faculty Promotions" (p. 62-65), and "Librarian Promotions" (p. 65-66).

It is manifestly desirable and beneficial to IUSB for faculty, both probationary and tenured, to strive to achieve excellence in as many areas as possible. A candidate for promotion and/or the granting of tenure will normally excel in at least one of the areas of teaching, scholarship, or service and exhibit at least satisfactory performance in the remaining areas. In exceptional cases, promotion and/or tenure may also be given to a candidate exhibiting a balance of strengths demonstrating excellent overall performance (1/94).

The emphasis placed upon research/creative activity, teaching, and service varies among the academic units at IUSB, and tenure-probationary faculty should be made aware of these differences. It is the responsibility of each unit at the appropriate level of review to evaluate its expectations and provide tenure-probationary faculty members as soon as possible after their initial appointment with a written statement clearly outlining the unit's general expectations regarding the type and quality of activities in the three areas evaluated for reappointment, tenure, and promotion.

A copy of this written statement and a copy of the letter or memo by which this statement was communicated to a faculty member should be given to the Senate PTR Committee, which will maintain a file of such documents, and to the Vice Chancellor for Academic Affairs, who is charged by the Indiana University Academic Handbook "with the responsibilities of (a) reviewing such documents with respect to whether they are consistent with such documents at higher levels, and (b) maintaining a file of such documents" (Academic Senate Action, 9/92).

## *3. Activities and Procedures of the Academic Senate Promotion, Tenure, and Reappointment Committee (see also Article IX of the Senate Constitution)*

The committee shall evaluate candidates' qualifications for tenure, promotion, and reappointment and report its recommendations to the Vice Chancellor for Academic Affairs.

a. In the spring preceding the decision academic year, the administration and the committee shall develop a schedule, establishing decision year dates for the committee to receive dossiers and make its recommendations to the Vice Chancellor for Academic Affairs.

b. The office of the Vice Chancellor for Academic Affairs provides lists of candidates to the committee by August 31.

c. Submitted documentation proceeds through the divisional offices to the committee.

d. The committee submits its recommendations in writing to the Vice Chancellor for Academic Affairs. Hand receipts supply accountability for all materials. A separate letter, with a report of the numeric vote and a listing of areas of excellence, completes the report sent to the Vice Chancellor for Academic Affairs.

e. The committee sends letters to the candidates and all previous review levels, informing them of the committee's recommendation. The vote tally is not reported to the candidates.

f. Only after the committee sends its letters of recommendation to the candidates, may the Vice Chancellor for Academic Affairs and the Chancellor meet with the committee.

g. In the event a candidate receiving a negative recommendation requests an oral or written explanation, the committee will/must respond.

h. Reconsideration

1. Any member of the committee has the privilege to call for another vote on a specific candidate until the time the letters are sent to the candidates.

2. After letters to candidates are sent, the committee may still meet to reconsider cases at the request of the candidates. The criteria for granting such requests are given in part (b) (Reconsideration) of (*Section 4, Candidate Rights*) below.

i. Records - The committee shall maintain internal records of its deliberations, procedures, and actions. In addition, the committee shall distribute an annual report to all Academic Senate members and to the library. This report shall include a description of the committee's internal procedures and a report of the number of affirmative recommendations of promotion and/or tenure cases according to rank and categories of excellence in teaching, service, and research and/or creative work.

j. The Chancellor and the Vice Chancellor for Academic Affairs are requested to provide the Academic Senate with a report on their recommendations by rank and categories of excellence as well.

#### 4. *Candidate Rights*

##### a. Notification Procedures

1. The faculty member is notified by his or her principal administrative officer that he or she is under consideration for reappointment or the award of tenure. Promotion candidacies may be initiated by a chairperson or faculty members.

2. Each recommending level forwards its own and all previous recommendations to the next recommendation level. Vote counts are attached to committee recommendations on a separate page.

3. The faculty member is to be immediately sent notification, by each recommendation level, of that level's recommendation.

4. The committee chairperson or administrative officer of the recommendation level at which the first negative recommendation is given will inform the faculty member, at once and in writing, of the recommendation. The faculty member with a negative recommendation on reappointment or tenure, shall also receive a written statement of the "Policies Governing Reappointment and Non-Reappointment during Probationary Appointment Period," and the Indiana University Academic Handbook statement on criteria for tenure.

5. The faculty member, upon receipt of the initial notification of negative recommendation, may request an oral and/or a written explanation from the committee chairperson or administrative officer of the recommendatory level giving the initial negative recommendation. That person or, in case of a committee recommendation, the committee as a whole will provide the requested explanation.

b. Reconsideration - A candidate receiving a written recommendation from the Academic Senate Promotion, Tenure, and Reappointment Committee may request that the committee reconsider its recommendation. However, the following criteria must all be met:

1. The candidate must request reconsideration within one week of receiving the committee's letter.

2. The candidate must have received a positive recommendation from at least one previous review level.

3. The candidate must provide significant additional material.

c. Appeal - When a candidate has been informed by the Chancellor of a negative promotion, tenure, or reappointment recommendation, the candidate may appeal that recommendation in writing to the Faculty Board of Review.

d. Mid-term Review - Faculty members midway in the progress toward tenure (usually the third year) may prepare a dossier for mid-term review. Early in the Fall Semester the Academic Senate Promotion, Tenure, and Reappointment Committee invites submission of the dossier and sends a confidential advisory evaluation of the candidate's progress toward promotion and or tenure. The committee does not retain copies in its files.

## 5. *Dossiers*

Note: Faculty librarians should consult the guidelines issued by the Dean of University Libraries.

## A. Comments about Dossier Organization

1. Faculty should consult with their divisional deans or the head of their program regarding the items to be included in the front of the dossier.
2. Candidates should avoid including in their dossiers any material that is unrelated to promotion, tenure, or reappointment.
3. Where necessary, a supplementary volume should be used for items of extended length or secondary importance.
4. The candidates are responsible for explaining the relevance of evidence submitted in their dossiers, evaluation criteria, and to guide the reader through the material by arranging and presenting it clearly. They should remember that some readers will not be familiar with the candidates' areas of expertise or with the proper weight to be given to some specialized evaluations (e.g., those of outside scholars, refereed journals).

## B. Outline for Dossier Format

### I. Introduction

A. Title page (specifying whether for tenure or promotion or both)

B. Table of contents

### II. Informational Documents

A. Curriculum vitae

B. Annual reports and evaluations

### III. Recommendations

A. Written statement of the standards and expectations of the academic unit (college or division, and/or department therein) regarding the type and quality of activities in the three areas evaluated for Reappointment, Tenure and Promotion.

B. A copy of the letter or memorandum to the candidate communicating the above standards and expectations from the head of the academic unit of the candidate.

C. Statements from official PT&R levels of review.

D. Letters from faculty, administrators, students, and others.

### IV. Teaching

- A. Brief statement of teaching philosophy
- B. List of specific courses taught, by semester and academic year
- C. Student evaluations, listed by course and semester, to include:
  - 1. Procedures used for collecting student evaluations
  - 2. Enrollment in each section
  - 3. Number of students responding to the evaluation forms in each section
  - 4. Summary of average evaluation scores for each section
  - 5. All comments appearing on the original evaluation forms, listed by course and semester
- D. Selected examples of class syllabi, reading lists, examinations, and handout materials
- E. Teaching awards
- F. List of publications relevant to teaching (include samples in supplementary volume)
- G. Grants awarded relevant to teaching or curriculum development
- H. Evidence of course development and innovation
- I. Letters not included under III, above, from colleagues, students, and others addressing quality of teaching
- J. Other relevant evidence of teaching performance
- V. Scholarship and Creative Activities
  - A. List of published books, articles, and/or creative works, to include:
    - 1. Departmental evaluation of the stature of the journals in which articles appear, the museums, theaters, etc, exhibiting the creative works
    - 2. Statement of the candidate's contribution in works having more than one author
    - 3. Distinctions between peer-reviewed and other works
  - a. Works "in press"
  - b. Papers presented at professional meetings
  - c. Brief outline of research program and work in progress
  - d. Grants awarded for research
  - e. Letters not included under III, above, from colleagues, students, and others addressing quality of scholarship or creative activities
  - f. Other relevant evidence of scholarly or creative contributions.
- VI. Service

A. University service, listed by semester and year:

1. Department
2. Division
3. IUSB
4. All-university

B. Service external to the university

C. Letters not included under III, above, from colleagues, students, and others addressing quality of service

D. Other relevant evidence of service

### **Faculty Work Assignments**

In order to meet the long term instructional needs of its students, IUSB also concerns itself with the needs, interests, and strengths of individual faculty members, which are not uniform and may not remain constant. The university, therefore, seeks to be supportive of differing and changing faculty interests by permitting varying assignments to teaching, research or creative activity, or service to be made in faculty workloads. The nature of the mission of some academic units, and/or professional accreditation requirements, may also influence the work assignment of the individual faculty member. Both the administration and the faculty remain cognizant of their responsibility to assess faculty performance equitably, no matter what the nature of the work assignment.

A full-time faculty member's basic teaching assignment is 12 credit hours per semester, or the equivalent. Tenured or tenure probationary faculty, under the principles listed below, may receive reassigned time to engage in research, scholarship, creative activity, or service. Lecturers, instructors, and visiting faculty are expected to teach 12 credit hours per semester, unless specific arrangements have been made for alternative administrative, research, or creative assignments. The Vice Chancellor for Academic Affairs may authorize reduced teaching loads for faculty members with administrative assignments. With the approval of the Vice Chancellor and the department and/or divisions involved, limited teaching reductions also may be authorized for research or creative purposes. All reductions in teaching load are contingent upon the ability of an academic program to continue to staff the curriculum for which it is responsible. Faculty members who teach full-time will be expected to demonstrate genuine contributions to the art of teaching and significant enhancement of their teaching skills and activities, as well as significant time spent with students outside the classroom as mentor, advisor, and director of projects. Since effective university teaching requires continuing professional development in the form of scholarly inquiry or creative activity, faculty members who teach full-time are expected to document activity in research, scholarship, creative activity, or service, even though publication and performance may be held in abeyance.

All faculty work assignments and expectations must be approved by the faculty member and his or her department head, Dean, and the Vice Chancellor for Academic Affairs; shall be made for a specific term; shall be described clearly in writing; and, shall be reviewed by all concerned parties prior to the expiration of the stated term. The Vice Chancellor for Academic Affairs will report annually to the faculty on the numbers and types of work assignment distributions in effect at IUSB.

### *Faculty Work Assignment Operating Principles*

By directive of the Indiana University Board of Trustees, faculty work is measured by the Teaching Capacity Model. The following principles govern the application of the Teaching Capacity Model to the faculty:

1. All parties acknowledge that the implementation of the Teaching Capacity Model should promote the quality of instruction at IUSB.
2. All types of instruction and ancillary activities in which a faculty member engages will be used to measure the faculty member's contribution to her or his unit's capacity. The different types of teaching are assigned a full-time equivalent (FTE) value as a percentage of full-time faculty effort using values used by IUSB for the reporting of Instructional Effort.
3. The Teaching Capacity Model applies to full-time, tenured and tenure-probationary faculty. Faculty with assignments external to an academic unit and whose salaries are not paid by the academic unit, and faculty on leave without pay are excluded from the calculation of the unit's total capacity. Faculty on sabbatical leave are included in the calculation of the unit's total capacity, but the total capacity of the academic unit is reduced by four courses each semester for each sabbatical leave.
4. Since tenure-probationary faculty are required to demonstrate a minimum of satisfactory performance in research, scholarship, or creative activity, at least 25% of the full-time effort of such faculty members shall be reassigned from teaching to research, scholarship, or creative activity.
5. Tenured faculty members may apply for reassignment from teaching to research, scholarship, creative activity, or service.
  - (a) Reassignments to research, scholarship, or creative activity (normally limited to 25% FTE) are based upon a proposal for a specific research or scholarly project, or pattern of creative activity, which is presented to and approved by the department chair and/or Dean to whom the faculty member reports. The Vice Chancellor for Academic Affairs also will review and approve the proposal.

(b) Reassignment proposals should state clearly the length of time for which reassignment from teaching is requested. Whatever the term proposed and approved, progress toward the goal of the project will be evaluated annually, as described below.

(c) When the reassignment proposal is approved, the faculty member and the appropriate administrators will complete a "Reassignment Agreement for Scholarship."

(d) Each department or discipline within a Division will maintain general guidelines regarding what types of research, scholarship, or creative activities are to be considered meritorious.

(e) Faculty must demonstrate progress in research, scholarship, or creative activity on an annual basis by completing a "Reassignment Report for Scholarship" which is attached to the Annual Report submitted to the faculty member's supervisor each year. Progress is evaluated using the guidelines developed by the department or the disciplinary faculty of a Division.

6. Should the chair's or dean's review of the Faculty Annual Report and Reassignment Report for Scholarship lead to a decision not to approve a request for reassigned time, such a decision shall automatically be reviewed by the Vice Chancellor for Academic Affairs. The faculty members then may ask for a further review by the Chancellor; and, following the Chancellor's decision, the case may be submitted to the Academic Senate Faculty Board of Review, since "the nature or conditions of work" are one of the areas of responsibility of this body.

7. Faculty may request changes in their work assignment by initiating the procedures outlined above in section 5. Such action to change the nature of one's work assignment must be taken with due consideration to the need to fulfill the mission of the department or division.

8. Management of the reassignment of faculty work from teaching to administrative service for the department, division, campus, or university, is the responsibility of the campus administration. Administrative reassignments are clearly defined as to responsibilities and terms; are initiated by the completion of a "Reassignment Agreement for Service"; and are reviewed annually using the "Reassignment Report for Service."

## **Remuneration**

### *1. Academic Year Salaries*

Most full-time faculty members are paid on the ten-month basis, August to May. Administrators who are employed on a twelve-month basis are paid on the first of each month.

Payments are received on the first of the month for the work of the previous month, with the following exceptions:

- a. Newly-hired faculty will receive the first check on September 15, continuing faculty on September 1;
- b. If the first day of the month falls on Saturday, Sunday, or a legal holiday, payment will customarily be made on the preceding Friday, except that the January 1 check will be paid on the first business day following;
- c. The final check for the academic year will be paid on the last day of the academic year, generally in mid-May.

## *2. Summer Teaching at IUSB*

Faculty members who are interested in summer teaching assignments should notify their department chairperson or dean early in the fall semester of their availability to teach. Specific teaching assignments, work loads, and salaries will be governed by those policies established within departments, divisions and the Office of Academic Affairs.

## **Guidelines for Salary Adjustment Cases at IUSB Not Covered By Affirmative Action**

(Academic Senate action, April 11, 1979)

### *1. Normal Routing of Salary Adjustment Requests*

Routing of salary adjustment requests at IUSB proceeds from the initiator to that person first responsible for making a salary decision (usually the department chairperson or dean or director). If the aggrieved faculty member desires further administrative review, the salary adjustment request proceeds to the divisional dean/director, then to the Vice Chancellor for Academic Affairs, and from there to the Chancellor. If the aggrieved faculty member still desires further review, the salary adjustment request may be presented to the Academic Senate Faculty Board of Review.

### *2. Faculty Board of Review*

An explanation of the structure, membership, and mandate for the Faculty Board of Review appears in the IUSB Academic Senate Constitution, Article XI.

### Criteria for Submitting Salary Adjustment Requests

Generally the Faculty Board of Review will hear only those cases that meet the following criteria:

- a. Cases previously been routed through proper campus administrative levels,

- b. Cases previously received negative decisions at the highest campus administrative levels,
- c. Request has been submitted to the Faculty Board of Review in writing and with justification.

### Procedures

The Faculty Board of Review will first examine the written request (and justification) to determine if a prima facie case exists.

If the request warrants further investigation, the Faculty Board of Review shall hear the Senate member concerned and make such other investigation as it deems necessary or advisable in formulating its opinion and recommendation.

### Records and Reports

The Faculty Board of Review will keep complete records as well as copies of any materials related to each salary adjustment request.

The Faculty Board of Review shall report annually to the Academic Senate the number and types of cases presented to it, and indicate the number of cases in which it was recommended that the Senate member be sustained.

In each specific case the Faculty Board of Review shall forward, in writing, its opinion and recommendation to the Senate member concerned and to all appropriate administrative officials.

All appropriate administrative officials shall then state in writing their decisions with reasons therefor. This statement shall be sent to the Senate member concerned and to the Faculty Board of Review.

### **Family Leave Policy**

After three years of service and with a frequency not to exceed once every three years, a full time academic appointee is eligible for a partially paid leave:

(1) For the birth or placement of a child for adoption by the academic appointee or the academic appointee's spouse, which leave must be concluded within twelve (12) months of the birth or placement.

(2) For the serious health condition of the academic appointee's spouse, child, or parent, when the academic appointee is the primary or co-primary caretaker.

The partially paid leave shall be for a period not to exceed fifteen (15) weeks or the end of the semester, whichever occurs first.

During the partially paid leave, the academic appointee shall be paid an amount not to exceed 50% of the appointee's salary. Contributions to the appointee's retirement plan during this period of leave shall be based on the reduced salary actually paid.

During the period of leave, the academic appointee, other than a librarian or a clinical faculty member, is relieved from teaching duties while continuing research, creative work and service activities, and upon return to regular duties, the academic appointee shall not be required to assume a heavier teaching load than normal; the continuing duties of a librarian or of a clinical faculty member during the period of leave shall be negotiated by the academic appointee and the dean of the academic appointee's school or designee of the dean, and said continuing duties shall approximate the proportion of salary received during the leave. Upon return from leave, a librarians or clinical faculty member shall not be required to assume more duties than usual.

Each campus chancellor shall appoint a panel of faculty and administrators to approve leaves requested pursuant to the terms of this policy and to ensure that the leaves are in compliance with this policy.

Leave taken pursuant to this policy shall count as all or part of the federal Family and Medical Leave Act requirements.

This policy is effective until June 30, 2001. At that time it will be reviewed and may be renewed by the affirmative action of the Board of Trustees upon the recommendation of the faculty and administrators of the University.

### **Fringe Benefits**

For detailed information on faculty insurance, retirement programs, long term disability, tax saver benefit plan, tax deferred annuity plans, and fee courtesy see the Indiana University Academic Handbook. Questions about fringe benefits may be directed to the Office of Human Resources. Application, reimbursement, and claims forms are available in the Office of Human Resources. Effective dates for benefits are the same as appointment dates.

If terminating at the end of the fall semester, the deduction from the employee's last check covers the December health insurance premium, and conversion, if desired, must be completed within the month of January. If terminating at the end of the second semester, the check delivered the day after Commencement is the last. It will include a premium deduction for May, and conversion must be completed within the month of June. There will be three premium deductions (for June, July, and August) from the first check in the fall for 10-pay employees who are continuing. Premiums will not be deducted from checks of Summer Session employees.

**Auto Liability:** If a University vehicle assigned to this campus is involved in an accident, a report (Automobile Accident of Loss Notice) must be completed by the driver and two copies sent to the Business Office via the Safety and Security Office.

## **Support for Professional Development and Research**

Among the responsibilities of faculty members are teaching, research or creative work, and public and professional service. As far as possible, course loads, schedules and financial assistance are designed to accommodate faculty members' requirements for professional development. (For a complete description of services, see the Reference Guide for Faculty at the Academic Affairs web site.)

### *1. Sabbatical Leaves-of-Absence Program*

Sabbatical leave eligibility requirements are detailed in the Indiana University [Academic Handbook](#).

Faculty members seeking a sabbatical leave during all or part of a given academic year must submit an application to the Dean/Director of their division by December 15 of the preceding academic year. Divisional approval (and departmental approval, where appropriate) must accompany the application, which is then forwarded from the division by early January to the Academic Senate Personnel Committee for review. Final approval of sabbatical leaves rests with the Indiana University Board of Trustees.

Sabbatical applications must include a statement indicating the proposed use of the leave. Applicants for sabbatical leave must demonstrate that the leave will enhance their capacity to contribute to the University. Appropriate sabbatical projects may include scholarly research, creative activity, postdoctoral study, and other similar activities. Within reasonable limits, the faculty member is expected to adhere to the approved plan. At the termination of the leave, and not later than three months after returning to the campus, the faculty members shall submit a detailed report of activities undertaken to the Office of Academic Affairs. This report will be used in evaluating the faculty member's future applications for sabbatical leave.

As far as possible, departmental schedules should be arranged so as to permit eligible members of the faculty to take sabbatical leaves. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the departmental program.

### *2. Financial Support for Professional Development and Research*

IUSB faculty members are encouraged to see both internal and external financial support for research, curriculum development, and professional development. Up-to-date information concerning IUSB and Indiana University system-wide grant programs is available at the Academic Affairs web site. Information about external sources of funding is also accessible at this site or through the Contracts and Grants Coordinator, who is also available to assist in the location of funding sources and preparation of grant proposals.

### *3. University Center for Excellence in Teaching (UCET)*

A member of the full-time faculty is appointed with released time to serve as the Director of the University Center for Excellence in Teaching (UCET). The services provided by UCET include a mentor program; peer visits and teaching consultations intended to improve an individual's teaching; new faculty orientations; a library of pedagogical books and software for faculty review; assistance with integrating technology into teaching; workshops and seminars related to teaching; and support for a number of faculty discussion groups.

### *4. Travel*

Travel allowances supporting travel to professional meetings are available within the limits of travel sums budgeted by each department or division.

Detailed travel regulations are described in the University Travel Guide. Copies of this and travel updates are available in the Office of Financial Administrative Services. It is important to remember that no reimbursement will be made unless required arrangements are made.

Full-time employees who make at least one business trip each year are eligible for a no-membership-fee corporate American Express and/or Diners Club card. Contact the Office of Business Affairs for details.

### *5. Office of Information Technologies (OIT) Support for Professional Activities*

The Office of Information Technologies (OIT) is a service unit established to support the professional activities/responsibilities of faculty members, in addition to the normal support for administrative and student technology utilization. Resources, in so far as available, are directed towards providing current technology for instruction and office technology activities.

For detailed information on the following topics, please visit the OIT web site:

Instructional Media Services  
Computer Services

Faculty Computers/Printing  
Faculty Computer Accounts  
Software Licenses  
Network, E-Mail and Backup Services  
HelpDesk Support  
Computer Use Training

Telecommunications

## **Faculty Publications and Achievements**

One copy of any publication by an IUSB faculty member should be sent to the Office of Academic Affairs. The publication will be noted in the faculty member's permanent file and forwarded to the Faculty Publications Archives in the Schurz Library.

A notice of any performance, presentation, exhibit, or similar professional activity, as well as any grant, fellowship, award, or other honor, should be sent to the Office of Academic Affairs for notation in the permanent file. A similar notice should be sent to the Office of Public Communications, for use in campus, University, and/or public media releases.

## **Faculty Awards**

### *1. The Eldon F. Lundquist Award*

The late Eldon F. Lundquist of Elkhart was a distinguished long-time member of the Indiana legislature. He is remembered especially for his ardent support of higher education in this state. In 1979 his friends established an IU fund in his honor. Since 1985 the income from this fund has been used to make an annual Lundquist Faculty Fellow award. The governing clause from the Instructions for the Administration of the Fund reads as follows.

"The award shall be made to a meritorious faculty member of Indiana University South Bend, who has exhibited excellence in teaching, scholarly or artistic achievement, and diversified relevant service, preferably in community service throughout the Michiana region."

### The Award

The award consists of a \$2000 honorarium and an expense allowance of \$1000 for clerical support, research assistance, materials, travel, and other expenses. Each Lundquist Fellow is expected to present an address at the public ceremony at which his/her successor is announced.

### Eligibility

Tenured faculty members and librarians may be nominated. While senior rank or a specific length of employment is not required, a long and continuous record in the Michiana area and at IUSB is desirable.

### Nomination Procedure

Candidates for the award may be nominated by a colleague, by a member of the community, or by the selection committee. The letter of nomination should include a list of names of those individuals from whom supporting letters have been or will be solicited. The list should include individuals outside IUSB who can help the committee evaluate the candidate's public service.

The letter of nomination should describe the candidate's achievements in the areas of teaching, scholarly or artistic activity, and service (for librarians the activities appropriate to librarianship will be included in the teaching area). The nominator or candidate must provide a vita documenting the appropriate achievements. The committee asks that the materials submitted in support of a candidate be condensed so as to fit in a one-inch ring binder. Letters of nomination, supporting letters, and other documents should be mailed to the Chair of the Academic Personnel Committee of the Academic Senate. The Academic Personnel Committee informs faculty and administration of the appropriate deadlines for submission of nominations and supporting documentation.

## *2. Awards for Teaching*

### **Indiana University South Bend Distinguished Teaching Award**

(Teaching Committee, July, 1988; Academic Senate, September, 1992; Teaching Committee, December, 1992; IUSB Distinguished Teaching Award Committee, November, 1994)

#### Eligibility and Nomination

The Vice Chancellor for Academic Affairs shall encourage division deans/directors/chairs to nominate excellent teachers for the Indiana University South Bend Distinguished Teaching Award. Nomination of faculty for this award shall be an agenda item for the Deans Council at the first meeting of each Spring Semester.

Any full-time Indiana University South Bend faculty member who has completed three full years (is in the fourth year or more of service) of teaching on this campus is eligible for nomination. A faculty member can be nominated by any administrator or other faculty member. Self nominations will not be considered. The nomination shall be in the form of a letter to the nominated faculty member's division dean, director or chair, who will then determine whether the faculty member wishes to be nominated. Nominations are due in the office of the Vice Chancellor for Academic Affairs by April 1 of each year. If the faculty member wishes to accept the nomination, a list of suggested materials and a timetable for teaching portfolio completion will be provided from the office of the Vice Chancellor for Academic Affairs. These materials will include a copy of the All-University Distinguished Teaching Award Guidelines, and a copy of notes on teaching portfolio preparation.

The nominee shall have primary responsibility for assembling the teaching portfolio with the exception of inclusion of solicited letters of reference. Solicited letters are to be requested by the nominee's division dean/director/chair. Once the letters are received, they are to be sent to the Vice Chancellor for Academic Affairs for inclusion in the teaching portfolio. Solicited letters are to remain confidential.

The nominee shall have primary responsibility for assembling the teaching portfolio with the exception of inclusion of solicited letters of reference. Solicited letters are to be requested by the

nominee's division dean/director/chair. The Director of the University Center for Excellence in Teaching (UCET) will serve as consultant to all nominees so as to ensure the strongest possible presentation of the teaching portfolio.

Once the portfolio is completed and solicited letters have been received, the letters and portfolio are sent to the Vice Chancellor for Academic Affairs for final assembly. Solicited letters are to remain confidential.

For detailed information on the following topics for this award please, visit the [Academic Affairs](#) web site.

Selection Committee

Procedures

The Award

Award Frequency

Outline For Portfolio Preparation

Suggested Resources Available to Aid Teaching Portfolio Development

## **Indiana University Teaching Award**

Indiana University gives a number of awards for outstanding teaching by faculty members. The Indiana University [Academic Handbook](#) describes these awards. The deadline for submission of dossiers for nominees from this campus is approximately December 1. Requests for nominations are sent to all faculty early in the fall of each year.

## **FACET Awards**

Each year approximately 35 Indiana University faculty members with a record of distinction as teachers are selected to participate in the Faculty Colloquium on Excellence in Teaching (FACET). This intercampus project is sponsored and supported by the Office of the President.

FACET has two major goals. The first is to recognize IU's most exemplary teaching faculty. The second is to encourage teaching excellence across the state by forming a network of distinguished IU scholar-mentors. FACET "alumni" convene frequently to discuss issues which have an impact on classroom practice and university policy.

### Eligibility

FACET participants must be full-time, tenure-track faculty members (which includes librarians). Faculty nominated should not simply be good teachers; they should be the institution's outstanding teaching faculty. Nominees may have won Distinguished Teaching Awards (university-wide or campus-specific)--but nominations are not restricted to that group of faculty. Requests for nominations are sent to all faculty early in the fall of each year.

### *3. Awards for Service*

Indiana University may award each year one or more of the W. George Pinnell Award for Outstanding Service for service by faculty and librarians to the University, to a profession or discipline, or to the public. The Indiana University Academic Handbook describes this award. The Faculty Welfare Committee of the Academic Senate reviews the dossiers of the nominees from this campus and may submit up to five candidates for consideration for this award.

### *4. Awards for Research*

#### **Indiana University South Bend Distinguished Research Award**

##### Eligibility and Nomination

The Vice Chancellor for Academic Affairs shall encourage division deans/directors/chairs to nominate excellent researchers for the Indiana University South Bend Distinguished Research Award. The criteria for "research and creative activities" listed in the "Faculty Promotions" section of the Indiana University Academic Handbook (1997, p. 64) should be followed in defining research. Nomination of faculty for this award shall be an agenda item for the Academic Cabinet at the first meeting of each spring semester.

Any full-time Indiana University South Bend faculty member who has completed three full years (and is in the fourth year or more of service) of teaching on this campus is eligible for nomination. A faculty member can be nominated by any administrator or other faculty member. Self nominations will not be considered. The nomination shall be in the form of a letter to the nominated faculty member's division dean, director, or chair. Nominations are due to the Contracts and Grants Coordinator by November 1 of each year. A list of suggested materials and a timetable for research portfolio completion will be provided to the nominator from the Contracts and Grants Coordinator. The nominated faculty member may or may not be informed of his or her nomination at the discretion of the nominator.

The nominator shall have primary responsibility for assembling the candidate's research portfolio with the exception of inclusion of solicited letters of reference. Solicited letters are to be requested by the nominee's division dean/director/chair. Once the letters are received, they are to be sent to the Contracts and Grants Coordinator for inclusion in the research portfolio. Solicited letters are to remain confidential.

For detailed information on the following topics for this award please, visit the [Academic Affairs](#) web site.

Selection Committee

Procedures

The Award

Award Frequency

Outline for Portfolio Preparation

## **IV. The Academic Appointee and the Student on the Indiana University South Bend Campus**

### **Legislative Authority**

The Faculty of IUSB have the legislative authority for

1. standards of admission and retention of students,
  2. class scheduling,
  3. standards and procedures concerning student conduct and discipline,
  4. determination of curriculum.
- (refer to faculty constitution)

### **Admission to Class**

Students whose names appear on any class roster are duly registered and subject to departmental or divisional policies. Faculty retain the responsibility for ensuring that students have met the prerequisites requirements.

### **Addition of Courses**

No student may add a course after the first week of the regular semester or a summer session without the signature of the instructor, the head of the division in which the course is offered and the head of the division in which the student is registered. After the second week of the semester, students must also present a written statement of explanation, and obtain the signature of the Vice Chancellor for Academic Affairs.

### **Closed Sections**

At the instructor's discretion, additional students may be allowed to enroll in sections closed to further enrollment. The student must complete the form, Enrollment in a Closed Class, signed by the instructor, to register for the class.

### **Consortium Students**

Indiana University South Bend is one of six institutions of postsecondary education in St. Joseph and Elkhart Counties which are members of the Northern Indiana Consortium for Education (NICE) (see IUSB Bulletin).

Eligibility for enrollment in a consortium course includes the following requirements:

1. enrolled full-time in a member school,
2. be an undergraduate student,
3. take a class which is not available at the home institution,
4. take a class only during the Fall and Spring Semesters,
5. take a class only on a space available basis.

A student who applies for admission to a class through the consortium will present a NICE Application Form, obtained from the Office of the Registrar, to the instructor. If space is available, the instructor signs the form signifying approval for enrollment in the class.

An IUSB faculty member who has given permission for a guest student to take an IUSB class will receive a special CONSORTIUM STUDENT FINAL GRADE ROSTER for the consortium student(s) in his or her class.

### **Audit Policy**

Instructors must give signed permission for students to audit classes. Any work that may be required of auditors must be agreed upon by the instructor and the auditor prior to registration. Changes from audit status to credit status and vice versa can be made only with the permission of the instructor and no later than the date identified in the schedule of classes. Any department or division has the option to exclude auditors from a particular course. The standard fee rate per credit hour is assessed for a course taken on an audit basis. No credit will be given for the course, but the audited course will be so indicated on the student's transcript with a grade of NC.

### **Class Rosters**

Class rosters are printed five times each Fall and Spring Semester, and three times during a summer session. The first roster is distributed to faculty immediately following final registration.

The second roster comes at the beginning of the second week of classes, after completion of OFFICIAL LATE REGISTRATION--DROP/ADD, and includes a listing of all students officially enrolled in the course, along with those who have withdrawn during the regular DROP/ADD period. Students whose names do not appear on the second roster will receive no credit for the course and should not attend class. Any student whose enrollment status is uncertain should be asked to consult the Registrar.

The third roster comes at the beginning of the fourth week of classes and includes all late registration, drop, and add activity through the third week of classes for the Fall and Spring Semesters. If a student is attending class and is not on this roster he or she should be referred to the Registrar's Office to check on his or her registration status.

The fourth roster, **MID-TERM GRADE** roster, arrives about mid-way through the regular semester. The mid-term roster is used by the Registrar's Office as an audit of all officially enrolled students. The names of all freshmen enrolled in a particular course appear on a separate (pink) roster. Freshmen grade strips, printed from the latter are mailed to the students. An additional copy of the grade strip goes to the University Division. University Division counselors review the information and see students as needed.

The fifth roster, **FINAL GRADES** roster, are sent to faculty about two weeks before final exams. A set of instructions is included; these instructions detail the procedures required for entering final grades. Grades for graduating students are immediately compiled and provided to the student's divisional office, which in turn, determines whether or not that student has met all

requirements for graduation. Final grades are mailed to the student approximately one week after the last day for submission of grades.

Final grade rosters are due in the Registrar's Office no later than forty-eight (48) hours after each final examination is given.

## **Grading Code**

Faculty will assign grades for course work consistent with the official grade code of the University and division policies.

1. A B, C, D are passing grades and plus and minus may be added.
2. F (failed),
3. I (incomplete),
4. S (satisfactory, may be given when identified in class schedule and on roster as S/F grades),
5. W (withdrawn).
6. R

See the IUSB Bulletin for detail on quality points assigned for plus or minus grades.

### *Deferred Grades (R)*

The deferred grade of R is assigned for research courses in which the student's work is evaluated when the research is completed. It may also be used at the end of the first term of a two-term course or a course that overlaps two terms if the course is announced as a deferred grade course in the Schedule of Classes.

If work is interrupted due to extenuating circumstances, a special arrangement between the student and instructor must be made on a term-to-term basis. If a student drops out of a course before the work is complete, the instructor will assign a regular grade (A, B, C, W, etc.) for the course.

Other restrictions apply to the use of the R grade. Further information or clarification can be obtained from the Registrar's Office.

### *Incompletes (I)*

A grade of I (Incomplete) may be given when a substantial amount (not less than three-fourths) of the work of the course is satisfactorily completed as of the end of the semester. Note: the completed portion of the student's work must be of passing quality.

The grade of Incomplete should be awarded only under circumstances of hardship - when it would be unjust to hold a student to the time limits ordinarily fixed for completion of course work. Whenever possible, instructors should make sure that students receiving incompletes have a clear understanding of work to be completed, deadlines to be met, and any other conditions which apply.

By assigning an Incomplete, an instructor implicitly authorizes and requires the I to be changed to an F at the end of a specified time period, not to exceed one year. If the instructor does not otherwise act to remove the I, the Registrar will automatically change the I to an F at the end of the time period. Both the student and the instructor in whose course the student received the Incomplete shall be notified of this change in grade.

The Incomplete must be removed within a calendar year from the date of its recording, except that the division Dean/Director may authorize adjustments of this period in exceptional circumstances.

#### *Method for Removing Incompletes*

A grade of Incomplete may be removed by the student completing the course within the time limits and the instructor sending the appropriate Removal of Incomplete form to the divisional office.

Each division should maintain a card-file record of Incomplete grades recorded in courses of that division. This record, on a specially designed card completed by the instructor, should include:

1. the name of the student,
2. the course number and hours of credit,
3. semester and year of enrollment,
4. the signature of the instructor,
5. a brief statement of the reason for the Incomplete,
6. an adequate guide for removal of the Incomplete grade (with a suggested final grade) in the event of the departure or extended absence of the instructor from the campus.

Under conditions of absence stated in (6) above, the department Chair or division Dean/Director is responsible for evaluating additional work completed by the student, reassessing the work done for the course as necessary, and the assigning of the final grade.

#### *Withdrawal (W)*

A grade of W (Withdrawal) is given automatically on the date of withdrawal to the undergraduate who withdraws during the first four weeks of a regular semester or during the first two weeks of a summer session. Thereafter, it is given only when the student withdraws with the approval of the divisional Dean/Director.

If the student is failing on the date of withdrawal, the grade recorded on the form shall be F. Appropriate forms for processing withdrawals must be obtained by the student from the office of his or her divisional Dean/Director. Termination of class attendance does not constitute official withdrawal and will result in a grade of F.

## **Change of Grade**

The grade assigned by the course instructor at the end of a term is the student's grade for that course. Only in exceptional cases will this final grade be changed. Such requests are normally initiated by the instructor concerned on a Request for Change of Grade form obtainable from the Registrar's Office. Requests for a change of grade must be reviewed by the Academic Affairs Committee and the Vice Chancellor for Academic Affairs.

Grade change requests arising from clerical errors will be considered only if accompanied by detailed explanations of how the errors occurred. Work completed after the end of a course is not an acceptable reason for a grade change. If the student is unable to finish the assigned work by the end of the term, the instructor should consider whether or not the I is the appropriate grade. Errors in judgment will be considered only if any reevaluation done by the faculty member applies to the whole class.

If a student disputes his/her final course grade, the student must discuss the matter with the faculty member assigning the grade no later than the end of the next regular semester.

If the faculty member disagrees with the student's case for changing the grade, the student may appeal to the chairperson of the department that offered the course. If the chairperson of the department disagrees, the student may appeal to the dean or program director of the area that offered the course. If the faculty member, chairperson, dean or program director all disagree with the student's request, the student may then appeal the Academic Affairs Committee of the IUSB Academic Senate. That committee then makes its recommendation to the Vice Chancellor for Academic Affairs, who makes a final resolution.

In those instances where either the faculty member, chairperson, or dean or program director supports the student's appeal, the student and the person supporting the appeal must submit a written appeal to the Academic Affairs Committee of the Academic Senate. That committee will review the appeal and make a recommendation to the Vice Chancellor for Academic Affairs, who makes a final resolution.

(Approved 2/24/95)

## **Academic Rules and Regulations**

Academic rules and regulations of Indiana University, as well as divisional requirements, can be found in the current edition of the Bulletin.

## **Student Evaluations**

Student evaluation of instruction may be used for faculty evaluations for promotion, tenure and reappointment decisions and as well as salary increases.

## **Class Meetings**

To meet University and accrediting agencies' standards, instructors should hold class meetings as officially scheduled. Canceled class meetings should be made up in an academically appropriate manner.

## **Instructor Absence**

Every effort should be made to avoid absence from scheduled classes. Necessary absences for reasons other than illness should be approved in advance by the chair/director/dean. The faculty member should arrange for a qualified substitute to meet with the class, or arrange with students to make up the lost time. In the case of illness or an emergency situation, if possible, the students should be notified prior to the scheduled class meeting. Also, the division/department must be notified immediately to allow posting of a notice outside the classroom.

## **Make-Up Work**

Policies regarding student absences from scheduled classes are generally determined by the instructors of the classes in which they occur. Cases of extended or repeated absence should be referred to the Vice Chancellor for Student Affairs and will be dealt with by that office.

No member of the faculty shall have the right to require participation by a student in an activity which requires the absence of the student from regularly scheduled classes, except when the Vice Chancellor for Academic Affairs or the Vice Chancellor for Student Affairs has approved such absence.

## **Campus Closing**

Information concerning closing because of weather is contained in the Bulletin under the heading "Emergency Closing". Off-campus classes will be canceled when the off-campus site is closed for weather emergencies.

IUSB on-campus emergency closing will not necessarily be the same as off-campus closing.

Monitor Michiana area radio and television stations for closing announcements.

## **Academic Misconduct: Cheating and Plagiarism**

The faculty member has a responsibility to foster the intellectual honesty of the students. Should the faculty member detect signs of plagiarism or cheating, it is his or her duty to investigate thoroughly, to take appropriate action with respect to the grades of the students, and to report the matter to the Office of the Vice Chancellor for Student Affairs. For detailed information concerning the procedure to be followed in the case of cheating or plagiarism, the student's right of appeal, and the penalties to be assessed, see the Code of Student Rights, Responsibilities, and Conduct (October 8, 1996), pages 17 through 31.

## **Examinations**

No examinations are to be given during the seven calendar days prior to the last scheduled day of class. Two-hour final examination periods are scheduled to be held after the last day of class in the fall and spring semesters. Summer session final examinations are to be administered on the last class meeting day.

The office staff cannot proctor examinations. Each instructor is responsible for proctoring his or her own examinations or providing a qualified substitute.

## **IUSB Policy on Final Examinations**

A student who fails to attend the final examination of a course and who has a passing grade up to that time, may be given a grade of Incomplete (I).

In the event a student is scheduled to take more than two final examinations on the same day, the student may exercise the following options:

1. Take all final examinations as they are scheduled;
2. Consult with the instructors or the departments or divisions giving the final examinations to determine if any make-up examination(s) is or can be scheduled. If no make-up examination is available, then the student must notify the instructor or department/division of the course scheduled for his or her third (and additional) final examination of the day. That instructor or that department/division will then be obligated to adjust the student's final examination schedule, provided the student has notified that instructor or department/division thirty calendar days or more prior to the date on which the final examination scheduling conflict exists.

Students are to be notified by the instructor of any deviation from the published final examination schedule no later than six weeks prior to the beginning of the final examination period.

## **Faculty-Student Relations**

### *Release of Information in Student Records*

An implicit and justifiable assumption of trust is placed in the University as custodian of personal data submitted by a student entering the University or generated during her/his enrollment. This mutual relationship of trust between the University and the individual student requires that such data be held in confidence.

### *Release of Public Information*

The following student information maintained in the IUSB Registrar's Office is considered public and will be released upon request: name, address, affirmation of current enrollment, full or part-time status, class standing, division, dates of previous enrollment and degree received.

Public information shall be released freely unless the student files the appropriate form requesting that certain public information not be released. A restrainer APPLICABLE TO ONLY CURRENT SEMESTER may be filed with the Registrar's Office. Public information which cannot be restricted includes name, enrollment status, degree, and dates of attendance.

### *Restricted Information*

The University will respond to requests for confidential data (that is, information not normally available to the general public) in compliance with the amended Family Educational Rights and Privacy Act of 1974.

### *Consultation with Students*

All faculty should arrange to be available to students at other than scheduled class hours. A schedule of office hours should be submitted to the secretary of the division or department by the end of the second week of classes.

### *Sexual Harassment*

Sexual harassment violates Federal and State laws, including Title VII of the Civil Rights Acts of 1964, 1990, Title IX of the Education Amendments of 1972 and the Indiana Civil rights Law. Therefore, conduct on the part of any member of the University community which inappropriately introduces sexuality into a teaching, learning, or working relationship shall not be tolerated. Sexual harassment as defined below may result in disciplinary action, up to and including separation from the University.

Sexual harassment is defined as unwelcome sexual advances, including requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals, or
3. Such conduct has the effect of unreasonable interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

(Sex Discrimination Guidelines, EEOC, March 30, 1972)

Sexual harassment is an extremely serious offense. Depending on the circumstances, the penalties for sexual harassment could include the disenrollment of a student, or the dismissal of a staff member or untenured or tenured faculty member. Individuals who believe they have been victims of sexual harassment should contact the Affirmative Action Office.

Further information on sexual harassment can be found in the Indiana University Academic Handbook and the Code of Student Rights, Responsibilities, and Conduct. The IUSB Affirmative Action Plan available from the Affirmative Action Office contains information on IUSB procedures.

The Code of Academic Ethics states "that sexual or amorous relationships between faculty (as well as Associate Instructors) and students for whom they have professional responsibility are generally unacceptable even when both parties have consented to the development of such a relationship" (The Indiana University Academic Handbook). Furthermore, a relationship that the faculty member genuinely believes to be consensual may lead to charges of sexual harassment at a later date. If a faculty member has an amorous relationship with a student for whom he or she has professional responsibility, and the student later believes that the relationship was not consensual, the faculty member is placed in an extremely difficult situation.

All members of the University community are responsible for ensuring that their conduct does not sexually harass any other member of the University community. University administrators and supervisors have the further responsibility of preventing and eliminating sexual harassment within the areas they oversee. Any member of the university community that is aware of sexually harassing behavior should take immediate steps to ensure that this matter is addressed.

Since they are not an Affirmative Action issue, allegations of amorous relationships between faculty and students under their supervision fall under the jurisdiction of the Vice Chancellor for Academic Affairs. The Affirmative Action officer will provide assistance to the Vice Chancellor upon request.

#### *Racial Harassment and Harassment Based on Sexual Orientation*

A student has the right to be free from unlawful racial harassment or harassment based on sexual orientation in any building or at any location on any university property, or during the course of university activities.

Racial harassment includes any behavior, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Harassment based on sexual orientation includes any behavior, physical or verbal, that victimizes or stigmatizes an individual on the basis of sexual orientation.

Racial harassment or harassment based on sexual orientation can involve any of the following:

1. The unlawful use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person.
2. Physical or verbal behavior that involves an express or implied threat to interfere unlawfully with an individual's personal safety, academic efforts, employment, or participation in university sponsored extracurricular activities, and causes the person to have a reasonable apprehension that such harm is about to occur.

3. Physical or verbal behavior that has the purpose or reasonably foreseeable effect of interfering unlawfully with an individual's personal safety, academic efforts, employment, or participation in university sponsored extracurricular activities, and causes the person to have a reasonable apprehension that such harm is about to occur.

4. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners toward the speaker.

Further information on racial harassment or harassment based on sexual orientation can be found on pages 2 and 3 of the Code of Student Rights, Responsibilities, and Conduct. The material above is paraphrased from that code.

Racial harassment or harassment based on sexual orientation are extremely serious offenses. Depending on the circumstances, the penalties for could include the disenrollment of a student, or the dismissal of a staff member, or untenured or tenured faculty member. Individuals who believe they have been victims of racial harassment or harassment based on sexual orientation should contact the Affirmative Action Office.