

BYLAWS OF THE SCHOOL OF INFORMATICS AND COMPUTING, INDIANA UNIVERSITY BLOOMINGTON

Adopted May 8, 2013

Effective July 1, 2013

PREAMBLE

The Faculty of the School of Informatics and Computing (SoIC), Bloomington draws these Bylaws as the framework of governance to facilitate and sustain excellence in research, creative activity, teaching, service, and civic engagement. The school and university constitutions govern and provide guidance on matters not yet specified in these bylaws. The empty sections are placeholders for amendments.

1. OFFICERS

1.1. Dean

1.2. Associate Deans

1.3. Chairs

2. THE FACULTY

The Faculty constitutes the governing body of SoIC, Bloomington.

- 2.1. The voting faculty of SoIC, Bloomington shall exercise the powers and responsibilities of these bylaws.
- 2.2. The voting faculty of SoIC, Bloomington consists of all tenured and tenure-track Professors, Clinical Professors, Professors of Practice, Lecturers, and Research Scientists with a full-time equivalent (FTE) appointment at any percentage within SoIC, Bloomington. The voting rights of Clinical Professors, Research Scientists, Lecturers, and Professors of Practice may be restricted, by vote of tenured and tenure-track faculty, to issues of relevance to their appointment.
- 2.3. Voting faculty shall vote in the unit of their primary appointment and shall be counted in that unit for purposes of representation. No faculty member may vote or be represented in more than one unit.
- 2.4. Tenured and tenure-track Professors shall make up at least 60% of all voting bodies.

3. VOTING

The following list specifies basic voting protocols for the voting faculty for SoIC, Bloomington Campus votes:

- 3.1. Voting on the SoIC, Bloomington Campus follows, both in procedure and in the determination of outcomes, the specifications in the SoIC constitution, Section 3. Only issues pertaining specifically to Campus-level voting are specified here.
- 3.2. The SoIC, Bloomington Faculty Policy Committee, 40% of any unit, 10 faculty members of the campus, or the Dean may call for a Campus vote.
- 3.3. Unit bylaws will specify the procedures and protocols for calling Unit-level votes, consistent with the principles established within these bylaws and in the School constitution.

- 3.4. The results of the vote must be reported to the faculty within five working days after the vote is cast and tallied.

4. **AUTHORITIES AND RESPONSIBILITIES OF VOTING FACULTY**

The voting faculty of SoIC, Bloomington shall exercise all legislative and consultative authority granted by the Indiana University Constitution and Academic Handbook, subject to law, subsequent actions of the Indiana University Board of Trustees, and policies of the Bloomington campus.

The voting faculty has the **legislative authority** to establish policy and determine procedures for its implementation in matters of research, creative activity, teaching, service, and civic engagement. Areas within that authority include, but are not limited to the list in Articles 1.2 and 2.2 of the Indiana University Constitution. As stated in Article 2.4 of the Indiana University Constitution, the legislative authorities delineated in Article 2.2 of the Indiana University Constitution are allocated to school faculties.

The voting faculty has **consultative authority** that includes, but is not limited to, the list in Articles 1.2 and 2.3 of the Indiana University Constitution. As stated in Article 2.4 of the Indiana University Constitution, the consultative authorities delineated in Article 2.3 of the Indiana University Constitution are allocated to school faculties.

The faculty exercises its authority over these areas by means of majority votes of the faculty.

5. **COMMITTEES**

5.1. **FACULTY POLICY COMMITTEE**

5.1.1. **ROLE**

The Faculty Policy Committee represents the Faculty as a whole in advising the Dean on faculty policy issues and representing the Faculty to Campus, School and University bodies. The Faculty Policy Committee also initiates actions, proposes policies, brings items for discussion at faculty meetings, holds informational and deliberative meetings for the Faculty as a whole, and recommends the creation of ad hoc committees and task forces. The committee is expected to set agendas and formulate proposals for faculty consideration. Proposals will be brought to the faculty for discussion and voting.

Responsibilities of the Faculty Policy Committee include:

1. Advising the Dean on faculty policy and short- and long-term planning issues such as academic affairs, diversity issues, facilities planning, budget planning, faculty workload and salary matters, and structural reorganization, merger or elimination of units within the School or on the campus;
2. With the Dean and the faculty, initiate reviewing the performance of Associate Deans, and advising the Dean on reappointment;
3. Reviewing the SoIC, Bloomington bylaws at least every three years to assess the need for changes;
4. Providing representatives to administrative committees of executive or consultative nature at the Campus and School level, such as academic affairs, faculty affairs and merit review, budgetary affairs, communication, diversity, internal or external merger

- elimination or reorganization, facilities and space planning, and other ad hoc committees as needed;
5. Appointing three of its members to serve on the School Policy Committee;
 6. Appointing one of its members as the School's representative to the Bloomington Faculty Council, when the School's elected member is not able to serve on the Council; and
 7. Serving as the Campus faculty's Committee for matters that are not foreseen by these bylaws.

5.1.2. MEMBERSHIP

The Faculty Policy Committee will include two elected tenured representatives per unit on the Bloomington campus. Members are elected according to the unit bylaws in a secret ballot. Members serve staggered three-year terms, commencing on July 1 of each year. When a vacancy occurs, the appropriate unit will elect a replacement for the remainder of the term. Approximately one third of the committee is elected at the end of each academic year. The updated Faculty Policy Committee, when it first convenes, selects its own Chair, from within its ranks.

5.1.3. MEETINGS

Meetings of the Faculty Policy Committee shall be held at least once a month during the academic year. Minutes will be recorded by a member of the committee and distributed within two weeks to the members of the committee. The Dean and Executive Associate Dean may be invited to attend the committee meetings, but they are not voting members of the committee.

5.2. PROMOTION AND TENURE COMMITTEE

5.2.1. ROLE

The Promotion and Tenure Committee of SoIC, Bloomington oversees evaluations of teaching, research, creative activity, and service as a basis for recommendations for promotion and tenure of faculty in each of the units. The Promotion and Tenure Guidelines of the school and unit will inform the work of the committee. The Committee will make a recommendation to the Dean or Executive Associate Dean. The Dean will in turn provide his or her recommendation and pass all recommendations to date, including the voting tally, to the Office of the Vice Provost for Faculty and Academic Affairs. The committee will review the SoIC, Bloomington Promotion and Tenure guidelines, in consultation with the faculty and the Faculty Policy Committee, at least every three years. SoIC, Bloomington Promotion and Tenure guidelines, or changes to them, must be approved by faculty vote.

5.2.2. MEMBERSHIP

The Promotion and Tenure Committee is comprised of two elected tenured representatives per unit on the Bloomington campus and could include members with primary appointments outside of the School. Normally, members should be Full Professors. Administrators with specific responsibilities for Promotion and Tenure at the Unit, Campus, School or University level, with respect to the cases that would be considered by the Promotion and Tenure Committee (normally, unit chairs and the dean) are not eligible to serve as members of the Promotion and Tenure Committee. Members are elected according to the unit bylaws in a secret ballot. Typically the election results are finalized no later than the end of the spring semester and the unit Chairs report the results to the Dean and the Faculty Policy Committee. The Dean or Executive Associate Dean convenes the committee if it has not convened by September 1st. Members serve staggered three-

year terms, commencing on July 1 of each year. When a vacancy occurs, the appropriate unit will elect a replacement for the remainder of the term. Approximately one third of the committee is elected at the end of each academic year. The updated Promotion and Tenure Committee, when it first convenes, selects its own Chair, from within its ranks.

5.3. CURRICULUM COMMITTEE

5.4. BUDGETARY AFFAIRS COMMITTEE

5.5. ACADEMICS FAIRNESS COMMITTEE

6. CHANGES TO THIS DOCUMENT

The Faculty Policy Committee will review this document at least every three years to assess the need for changes and to make recommendations for such changes to the Faculty. These bylaws shall be enacted and amended by simple majority of a vote of the Bloomington Campus faculty of the School of Informatics and Computing.