

Bylaws of the University Faculty Council
Indiana University

1. The current edition of *Robert's Rules of Order* shall govern the conduct of the meetings of the Council except insofar as the bylaws make express provision to the contrary.
2. The meetings of the Council shall begin at 1:30 P.M. and adjourn at 4:30 P.M. unless a later adjournment is agreed to unanimously. The ~~Agenda Executive~~ Committee may fix a different time for a regular meeting or call a special meeting--providing due notice to the faculty.
3. The presence of a majority of voting members of the Council shall constitute a quorum.
4. The Co-Secretaries of the University Faculty Council shall determine for each campus the number of representatives to which it is entitled from the lists submitted by the President, as required in Section 1.3 of the Constitution of the Indiana University Faculty. The Co-Secretaries shall forward the lists with this determination to the faculty head of each campus legislative body by October 15, who shall certify to the Co-Secretaries of the University Faculty Council no later than the last day of February the names of those faculty members who will represent the campus on the University Faculty Council for the ensuing year. It shall be the responsibility of the faculty head of each campus legislative body to hold elections for campus representatives sufficiently early in the year so that this deadline can be met. The term of office of newly elected members of the University Faculty Council shall commence at the end of its last regularly scheduled meeting of the academic year.

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An affected faculty member or the Agenda / Executive Committee of the faculty organization of an affected campus may request the council's ~~Agenda Executive~~ Committee to change a faculty member's allocation to a campus for purposes of determining the number of representatives to which a campus is entitled. After giving affected campuses an opportunity to make submissions on the matter, the ~~Agenda Executive~~ Committee will report its determination to the council.

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4. A. Pursuant to Section 4.1.C.45 of the Constitution of the Indiana University Faculty, the ~~Chancellors of each campus and the Vice President for Research are designated to serve as ex-officio~~ Executive Vice Presidents of Indiana University are designated to serve as ex-officio non-voting members of the University Faculty Council.

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5. Before the April meeting the voting members of the Council, as it will be constituted in the ensuing year, shall elect the Co-Secretaries and five elected members of the ~~Agenda Executive~~ Committee by mail ballot. Of the five elected members of the ~~Agenda Executive~~ Committee, two shall be from the Bloomington campus, two from the Indianapolis campus, and one from another campus. Nominations for these posts shall be submitted by the incumbent ~~Agenda~~ Executive Committee from among the elected members who will constitute the Council in the ensuing year. To the extent feasible, nominations for Co-Secretaries should facilitate Co-Secretaries serving for two years on a staggered basis. The results of the election shall be announced at the April meeting of the Council. Thereafter, the new ~~Agenda~~ Executive Committee shall serve as the Nominations Committee. The term of office of the Co-Secretaries and of members of the ~~Agenda~~ Executive Committee shall be one year, commencing at the end of the Council's last regularly scheduled meeting of the academic year.
6. The duties of the Co-Secretaries shall be as follows:
 1. To keep comprehensive minutes of the proceedings and actions of the Council. The taped recording of a meeting of the Council will be retained for 12 months by the Co-Secretaries for reference by any interested member of the faculty.

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2. To prepare a summary of the activities of the Council each year and to distribute it to the general faculty.
 3. To serve as Co-Chairpersons of the ~~Agenda~~Agenda Executive Committee ~~in the absence of the President.~~
 4. To report in the minutes the names of those present at a Council meeting. In addition to absences, names of alternates present shall be reported.
 5. To circulate--as soon as possible after each Council meeting--the minutes of the meeting; Council documents and circulars; and the agenda, time, and place of the next Council meeting. These are to be circulated to all Council members, members of the faculty and librarians who request them, academic administrators, the main library on each campus, the Director of the News Bureau (now Office of Communications), and the Secretary of the Trustees of Indiana University. All University Faculty Council minutes, documents, and circulars shall be made electronically available to the University community in a timely manner for three years.
 6. To serve as administrators of the University Faculty Council.
 7. To serve as Co-Secretaries of the Indiana University Faculty (Section 3.1, Constitution of the Indiana University Faculty).
 8. To call meetings of the faculty (Section 3.3, Constitution of the Indiana University Faculty).
 9. To represent the Indiana University faculty in meetings with the Trustees, the President, other officers of Indiana University, and their administrative committees, including the academic and administrative cabinets.
 10. To convene, together with the appointing officer (normally the President), the review committees for Indiana University administrators.
7. The functions of the ~~Agenda~~Agenda Executive Committee shall be as follows:
1. The ~~Agenda~~Agenda Executive Committee shall determine the Council's agenda and communicate the agenda to all Council members not less than two weeks prior to the Council meeting. All communications--including those from individual faculty members--requesting Council action, study, or advice shall be placed on the agenda or referred to an appropriate body or committee for consideration. In the latter case, the ~~Agenda~~Agenda Executive Committee shall report its action to the Council which may--with the concurrence of a simple majority vote--request the ~~Agenda~~Agenda Executive Committee to place a referred item on the agenda.
 2. The ~~Agenda~~Agenda Executive Committee shall prepare the final draft of any new legislation approved by the Council.
 3. The Executive Committee may approve any legislation that falls within the authority of the UFC on behalf of the Council, such legislation having the same effect as if it had been approved by the Council in the normal manner; provided that:
 1. Notice of the Executive Committee's intention to consider legislative action shall have been given to Council members at least one week before the meeting at which the Executive Committee votes on the legislation;
 2. There is unanimous consent of the Executive Committee, including the President, to the proposed action;
 3. No more than four members of the Council have notified the Co-Secretaries of their objection to the proposed action within seven calendar days of being notified of the action taken.
 - 2.4. The legislation is not subject to the provision of section 2.4.c.4 of the Constitution and does not affect the Constitution or the Bylaws of the UFC.
 - 3.4. Emergency items should be referred to the ~~Agenda~~Agenda Executive Committee before being given precedence on the agenda.
 - 4.5. The ~~Agenda~~Agenda Executive Committee at any time may request the Council to determine the implementation and the effect of any past legislation or action or to reconsider any past legislation.
 - 5.6. Any faculty member on request prior to a meeting shall be invited by the ~~Agenda~~Agenda Executive Committee to participate without vote in the meeting, subject--however--to the exercise by the ~~Agenda~~Agenda Executive Committee of its responsibility for taking

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varied points of view into account and for the efficient management of the Council's time. On its own initiative, the ~~Agenda~~Agenda Executive Committee may invite any non-member to participate in the discussion of matters of particular interest. Faculty members, students, members of the university staff, and members of the press are welcome to attend meetings of the Council--subject to the adequacy of available space. The ~~Agenda~~Agenda Executive Committee may invite the general faculty to participate in special meetings of the Council to be governed by ad hoc rules adopted by the ~~Agenda~~Agenda Executive Committee.

~~6-7.~~ At the request of the President or of the ~~Agenda~~Agenda Executive Committee on its own motion, the Council may meet in Executive Session.

~~7-8.~~ The ~~Agenda~~Agenda Executive Committee shall serve as the University Faculty Council's Nomination Committee.

8. Committees:

~~1.~~ Council Standing Committees:

~~1.~~ The Council's standing committees and the subject matters expected to be in their purview are:

Affirmative Action Committee:

~~Affirmative action policies programs; liaison with the University's Affirmative Action Office.~~

Educational Policy Committee:

~~Operation and assessment of academic programs; admissions and retention in academic programs; assessment and evaluation of students' academic performance; policies for conferring academic degrees; distance learning; programs to improve and evaluate teaching and learning; liaison with FACET.~~

External Relations Committee:

~~Legislative and governmental relations; marketing; fund raising; liaison with Vice President for Public Affairs and Government Relations.~~

Faculty Affairs Committee:

~~Academic ranks; appointments, promotion, and tenure; grievance and discipline standards and procedures; special faculty recognition and awards.~~

Faculty Compensation and Benefits Committee:

~~Faculty compensation and benefits, liaison with Vice President for Administration (on benefits matters).~~

Faculty Governance Committee:

~~Standards, policies, and procedures concerning faculty governance; search and screen and review procedures for administrators; Constitution of the Indiana University Faculty and Bylaws of the University Faculty Council; oversight and consultation on publication of and amendment of the Indiana *University Academic Handbook*.~~

Finances and Facilities Committee:

~~Periodic budgets and other financial affairs; consultation on tuition and charges policies and procedures; new buildings, modifications to existing structures, safety and security, machinery and other accommodations as they affect the delivery of academic programs; liaison with Vice President and Chief Financial Officer and Vice President for Administration (on facilities matters), liaison with the Indiana University Foundation.~~

Library Committee:

~~Development of university library resources, including information and other technology resources, and policies governing their use.~~

Research Affairs Committee:

~~Development of University policy and practice related to research; address issues affecting support for research activities.~~

Student Affairs Committee:

~~Student welfare; student employment and benefits; student rights, responsibilities, and discipline.~~

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~~Technologies Policy Committee:~~

~~Development of information and other technology resources and policies governing their use; liaison with the Vice President for Information Technology.~~

~~University Planning Committee:~~

~~Development of the University's missions; plans and procedures that implement the missions; authority and responsibility relationships of academic units; standards, policies, and procedures for the creation, change, assessment, and termination of academic units.~~

- ~~2. Following the Council's April meeting and before June 1, the Agenda~~Agenda Executive~~ Committee shall appoint the members of standing committees for the following year and designate the committees' chairs. Each committee shall have at least two members who are members of the Council. To the extent practicable each standing committee should include one member from each campus who is a member of the campus faculty organization committee with responsibilities for the same subject matter.~~
- ~~3. Each standing committee must meet in person at least once a year, other meetings may be held via telephone conferences or other electronic media.~~
- ~~4. A committee may create a subcommittee including members of the parent committee and other members as may be appropriate.~~
- ~~5. With the agreement of the Agenda~~Agenda Executive~~ Committee, two or more committees may create a task force composed of members from each of those committees, and other members as may be appropriate, to work on a matter relevant to the jurisdiction of those committees.~~

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2. Honorary Degrees Committee:

The Honorary Degrees Committee and the standards and procedures for awarding honorary degrees are governed by Indiana University Honorary Degree Policy adopted by the University Faculty Council on November 10, 1992 (with duly adopted amendments, if any).

3. Other Committees:

The Agenda~~Agenda Executive~~ Committee may create and appoint ad hoc committees and task forces and may make recommendations of faculty members to serve on administratively appointed committees.

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- 9. Elected Council members, faculty chairs of the Agenda or Executive Committee of the campus-wide institution of faculty governance on every campus (or their elected alternates), and student representatives may appoint alternates to serve in their place at any meeting. Any elected member of the Council who is to be absent for a semester or longer shall be replaced during that period in accordance with procedures specified in the election unit's constitution or bylaws.

10. Retention and disposition of Faculty Council files:

- 1. Definition and principles:
 - 1. All records and files created or received by the Co-Secretaries of the UFC as administrator of the Council and relating to Faculty Council business are defined as the official records of the UFC.
 - 2. Records and files created or received by the chairpersons of UFC committees are defined as UFC committee files and are therefore excluded from the provisions of these rules.
 - 3. The maintenance of official UFC records and files shall be in accordance with general Indiana University rules established by the Trustees, the Vice President for Administration, and the Indiana University Controller.

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4. For records or files created or received by June 30, the period of maintenance shall commence on the following first of July.
2. Maintenance of UFC records and files: Official UFC records and files shall be maintained in the Faculty Council Office for the minimum periods specified:
 1. Incoming and outgoing correspondence relating to UFC business and incoming correspondence log: three years.
 2. Tape recordings of UFC meetings: one year.
 3. Election ballots or other data relating to elections and committee assignments: one year.
 4. Tabulations by name of votes in Council meetings: one year.
 5. File copy of agendas, minutes, circulars, and each year's Summary of the Year: indefinitely.
3. Disposition of UFC records and files:
 1. Subject to space limitations, official UFC records and files may be retained in the UFC office for longer periods than those specified in Bylaw 10.B, at the discretion of the Co-Secretaries.
 2. Tape recordings of minutes, ballots, and other election materials relating to elections and committee assignments may be erased / discarded after one year, at the discretion of the Co-Secretaries.
 3. Other official UFC records and files shall be offered to the University Archives upon expiration of the period specified in Bylaw 10.B.
 4. Surplus copies of items listed under Bylaw 10.B.(5) shall be offered to the University Archives at the end of the Council year in which they have been created.
4. Exceptions:
 1. The records and files of UFC committees, while not subject to these rules, are an important resource for the efficient administration of Council activities and a potentially valuable historical record. Chairpersons are encouraged to pass UFC committee records and files on to their successors at the conclusion of the Council year and/or to offer them to the University Archives at an appropriate time.
 2. Files maintained by the UFC staff for their own use and containing unofficial materials shall not be subject to the provisions of these rules.
5. Effective date:

These rules shall become effective as of July 1, 1984.

Adopted by the University Faculty Council: April 16, 1974
Amended by the University Faculty Council: February 8, 1977
Amended by the University Faculty Council: April 26, 1977
Amended by the University Faculty Council: October 14, 1980
Amended by the University Faculty Council: December 8, 1981
Amended by the University Faculty Council: November 30, 1982
Amended by the University Faculty Council: March 8, 1983
Amended by the University Faculty Council: November 27, 1984
Amended by the University Faculty Council: March 26, 1985
Amended by the University Faculty Council: April 23, 1991
Amended by the University Faculty Council: February 9, 1993
Amended by the University Faculty Council: November 12, 1996
Amended by the University Faculty Council, October 14, 2003



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