

Indianapolis Faculty Council

By-Laws & Structure

Article 1: Name

This organization shall be known as the Indianapolis Faculty Council for Ivy Tech Community College (ITCC).

Article 2: Mission Statement

The Indianapolis Faculty Council supports the academic vision and mission of the college through the encouragement and promotion of communication, cooperation, and a culture of shared governance in order to achieve outcomes that support the strategic plan and academic endeavors of the college.

Article 3: Objectives/Purpose

The purpose of this organization shall be to:

1. Serve as an advisor to the Vice Chancellor of Academic Affairs.
2. Encourage and promote professional development of faculty.
3. Encourage and promote faculty participation in community activities.
4. Promote faculty input in planning and implementing college programs, initiatives, services, policies, and facilities.
5. Advocate for faculty viewpoints on all issues in which faculty are stakeholders.
6. Promote communication between faculty, adjunct faculty, staff, administration, and community.

Article 4: Membership

Membership is open to all full-time faculty and adjunct members of the faculty whose primary required role within the college is teaching. Deans and senior administrators whose primary duties are administrative are excluded from the council.

Article 5: Composition of the Indianapolis Faculty Council

The Indianapolis Faculty Council shall consist of four elected Cabinet Members (Chair, Vice Chair, Secretary, and Treasurer), two elected representatives from the Senior Faculty (F-5 faculty), two elected representatives from the Adjunct Faculty, and one elected representative from each of the seven schools within the college for a total of 15 members.

Article 6: Cabinet Members of the Indianapolis Faculty Council

6.1: The Cabinet shall consist of four elected positions: Chair, Vice Chair, Secretary, and Treasurer. The four elected cabinet members must be full-time faculty members. The Chair and Vice Chair positions must hold the rank of Professor (F5). If an F5 faculty member is unable or unwilling to serve as either the Chair or Vice Chair, then these positions may be opened up to any rank of faculty member. The Secretary and Treasurer positions are open to any rank of full-time faculty member.

6.2: Cabinet members shall serve a two-year term, with nominations and elections in the spring of even-numbered years and terms to begin in the summer term of even-numbered years (except for the first year of the council). Individuals may not serve more than two terms in the same position in succession unless no suitable candidate is available.

6.3: All elections shall be held by electronic vote. Cabinet Members shall be nominated by and selected from full-time faculty members. The candidate receiving the most total votes (majority) shall be elected.

Candidates can be self-nominated or peer-nominated; peer nominations can be refused by the nominee. Interim or current Council members will verify acceptance of all peer-nominations. If only one nomination is sent to the Cabinet for the school or voting body, then that individual is automatically elected to the position.

If there are no nominations from a specific school or voting body, then nominations will be handled in the following order:

1. The Cabinet members will try to recruit individuals to serve.
2. If the Cabinet fails, the VCAA selects an individual.
3. If the VCAA fails to select an individual or the selected individual is unwilling to serve, that school or voting body does not have a representative in that election cycle.

6.4: Each Cabinet Member shall have one vote on the Indianapolis Faculty Council. A person can not serve in more than one position or capacity on the council.

6.5: Duties of Cabinet Members:

- The Chair shall serve as the lead of the Council, preside over all meetings, and represent the Indianapolis service area at the Statewide Faculty Council (SFC) meetings.
- The Vice Chair shall assume chair duties in the absence of the chair; serve as the lead of the Senior Faculty Standing Committee; serve as sergeant at arms to keep meetings on track; and serve as logistics coordinator when needed for room reservations, etc.
- The Treasurer shall maintain and update the budget; report budget and expenditures at each meeting; and serve as the point of contact for all financial transactions.

- The Secretary shall keep accurate records of meetings and content of each meeting; distribute meeting minutes to all members; and accept nominations for officers and create and distribute ballots for officer elections.

Article 7: Representative Members of the Indianapolis Faculty Council

7.1: Representation to the Indianapolis Faculty Council shall be as follows:

- Two Representatives from Senior Faculty (F-5 ranking faculty)
- Two Representatives from Adjunct Faculty
- One Representative from each of the seven schools within the College:
 - School of Nursing
 - School of Business, Logistics and Supply Chain
 - School of Information Technology
 - School of Public Affairs and Social Services
 - School of Arts, Sciences and Education
 - School of Advanced Manufacturing, Engineering and Applied Technology
 - School of Health Sciences

7.2: Representatives shall serve a two-year term, with nominations and elections in the spring of odd-numbered years and terms to begin in the summer term of odd-numbered years. Individuals may not serve more than two terms in the same position in succession unless no suitable candidate is available.

7.3: Candidates can be self-nominated or peer-nominated; peer nominations can be refused by the nominee. Interim or current Council members will verify acceptance of all peer-nominations. If only one nomination (or two nominations for the Senior Faculty and Adjunct Faculty) is sent to the Cabinet for the school or voting body, then that individual is automatically elected to the position.

If there are no nominations from a specific school or voting body, then nominations will be handled in the following order:

- The Cabinet members will try to recruit individuals to serve.
- If the Cabinet fails, the VCAA or Dean selects an individual.
- If the VCAA or Dean fails to select an individual, that school or voting body does not have a representative in that election cycle.

All elections shall be held by electronic vote.

- Representatives from the Senior Faculty shall be nominated by and selected from those faculty holding the rank of Professor (F5). The two candidates receiving the most total votes (plurality or relative majority) shall be elected. The two elected representatives from the Senior Faculty should be from different schools unless no alternative candidates are available.

- Representatives from the Adjunct Faculty shall be nominated by and selected from adjunct faculty. The two candidates receiving the most total votes (plurality or relative majority) shall be elected. The two elected representatives from the Adjunct Faculty should be from different schools unless no alternative candidates are available.
- Representatives from the seven schools of the College shall be nominated by and selected from full-time faculty in their respective schools. The seven elected College representatives must be full-time faculty members. If a full-time faculty member is unable or unwilling to serve as a College representative, then these positions may be opened up to an adjunct faculty member within the same College. The candidate receiving the most total votes (plurality or relative majority) for each school shall be elected.

7.4: Each Representative Member shall have one vote on the Indianapolis Faculty Council. A person can not serve in more than one position or capacity on the council.

7.5: The duties of the Indianapolis Faculty Council Representative Members shall be as follows:

- Attend a minimum of 75% of scheduled council meetings.
- Conduct listening tours with constituencies to address concerns and get feedback from faculty within your schools/areas
- Bring feedback and concerns to scheduled meetings
- Communicate back to constituencies the council's minutes/meeting summary
- Provide input to Chancellor and Vice Chancellor regarding decisions and directives that directly relate to faculty work

Article 8: Standing Committees within the Indianapolis Faculty Council

8.1: Senior Faculty Standing Committee - duties might include emeritus faculty recognition, the faculty reclassification process, and faculty alumni engagement.

- The Vice Chair of the Indianapolis Faculty Council shall serve as the lead of the Senior Faculty Standing Committee unless they do not hold the rank of full professor. If this occurs, the Senior Faculty Standing Committee shall be in-charge of electing an interim lead.

8.2: A motion to add additional Standing Committees can be presented by any elected council member during a regularly scheduled meeting. If seconded, the new Standing Committee will be officially formed.

Article 9: Meetings and Communications

9.1: The Chair of the Indianapolis Faculty Council shall call general council meetings as often as necessary to conduct the business of the Council.

- Meetings with the entire faculty assembly should occur a minimum of once per year.
- Meetings with the full Indianapolis Faculty Council (15 elected members) should occur a minimum of once per 8-week term.
- Meetings with the Senior Faculty Standing Committee should occur a minimum of once per 8-week term.
- Meetings of the Cabinet Members of the Indianapolis Faculty Council (4 elected members) should occur once a month during the fall and spring semesters and once per summer term.

9.2: Any member of the council can suggest meeting agenda items. Council members will contact the Chair to propose an item for discussion.

9.3: Discussion during meetings is to be open. Notes will include general discussion and action items. All motions raised and seconded during meetings shall be distributed by the Secretary to all faculty for an electronic vote. All motions require a majority of votes cast to pass. The Secretary will inform faculty of the outcome of all votes.

9.4: Campus leadership may be included in meetings or portions of meetings on occasion to increase communication. The Indianapolis Faculty Council shall communicate items to the campus VCAA or to the Statewide Faculty Council for further consideration as it deems appropriate.

Article 10: Amending the Bylaws

A motion to amend the Indianapolis Faculty Council Bylaws can be presented by any elected council member during a regularly scheduled meeting. If seconded, the amendment will be submitted to the full faculty for an electronic vote. For an amendment to pass, two-thirds of the total votes cast must approve the change.

Article 11: Vacancies or Removal of a Council Member

If a vacancy occurs, then the Council Chair shall check to see if the nominee that had the next amount of votes in the most recent election is still interested in serving. If so, that nominee shall fill the vacancy and complete the term. If no nominee is next in line, nominations and a special election will be held to fill that vacancy. The special election process shall follow the same procedures and rules as the general election.

If at any time the council or representatives feel that an individual representative does not fulfil their stated duties, then the council or representatives may move to remove that member from the council. Any member may be removed by a petition which

outlines the reason for removal and is submitted to the council chair. The petition must contain the signatures of at least two-thirds of the Council.

Article 12: Communication

The Indianapolis Faculty Council Chair will participate on the Statewide Faculty Council. The flow of communication from the Indianapolis Faculty Council Chair to the SFC shall be:

- Faculty members address items at campus faculty council meetings.
- Campus faculty council communicates those items directly to the campus Chancellor.
- In most cases, resolution should occur at the campus level.
- When appropriate, those items that cannot be addressed at the campus level will be communicated to and addressed by the SFC.