PURDUE
UNIVERSITY

Constitution and Bylaws

of the

Faculty of the College of Science

Purdue University

West Lafayette, IN

CONSTITUTION OF THE FACULTY OF THE COLLEGE OF SCIENCE

Adopted 3/15/63; amended 11/29/67, 5/24/68, 10/6/71, 9/13/74, 10/4/78, 12/14/90, 6/1/97, 5/15/2004, 2/15/05, and 10/5/10

The faculty of the College of Science of Purdue University adopts the following constitution in order to describe its organization, define the responsibilities of its officers and separate parts, and determine its operating procedures.

ARTICLE I - ADMINISTRATION

The College of Science

The College of Science shall be composed of Departments brought together by established University procedures.

The College shall be administered by a Dean and various department heads as outlined below.

The Dean of the College of Science

The Dean is the chief administrative officer of the College.

The Heads of the Departments

The Department Head is the chief administrative officer of the department, and shall be responsible for the proper conduct and supervision of department affairs, maintenance of teaching and scholarly activities, development of educational and research policies, recruitment and recommendation for appointment of new faculty and staff (with due consideration for the opinions of the faculty), for recommended changes in salary, rank, and tenure of faculty, and/or such other duties as described in the University Code.

When a Department Head position vacancy occurs, a Selection Advisory Committee shall be elected by the voting faculty of the Department. The size of this committee shall be determined in consultation with the Dean who, also after consultation, may appoint additional internal or external members to the Selection Committee, but these appointments shall not numerically exceed more than one-third of the total committee. The committee Chairperson normally shall be chosen by the Dean from the faculty elected to the Committee. The Selection Advisory Committee shall solicit names of potential candidates, evaluate candidates, and prepare a list of acceptable persons. The Dean shall select a nominee from this list. If no candidate thereon is acceptable to the Dean, the Selection Advisory Committee shall add names to the list until a nominee is chosen.

The Departments

The Departments of the College of Science shall be responsible for providing adequate courses of instruction and promoting scholarly research activities in their respective areas of proficiency.

They shall establish suitable sequences of courses for students majoring and minoring in these areas. The organization of the College into Departments is for administrative reasons and shall not in any way hinder interdepartmental teaching or research.

ARTICLE II - THE FACULTY

Membership

The Faculty of the College of Science of Purdue University shall consist of the Assistant, Associate, and Full Professors of the various departments of the College. Other members of the staff with extended records of meritorious service may be elected to faculty membership by majority votes of the faculties of their department and of the College of Science.

Voting Privileges

Each member of the Faculty of the College of Science shall have one vote in Faculty meetings. Others present by invitation of the Dean or the Faculty may have a voice but no vote.

Officers

The Dean of the College of Science shall act as Chair at Faculty meetings, but may designate another to serve in this capacity when the Dean is absent. The Secretary of the Faculty shall be elected by the Faculty Council (Article III) from among its members.

Meetings

Regular meetings of the Faculty of the College of Science shall be held twice per semester when the University is in session. Special meetings may be held at other times if deemed desirable by the Dean or if requested in writing by ten percent or more of the members of the Faculty. Virtual meetings with appropriate web based discussion and electronic voting can be used in place of regular and special meetings of the faculty.

Jurisdiction

The Faculty of the College of Science shall have the power to consider, discuss, and make recommendations regarding any and all matters deemed to affect the welfare of the Faculty or the College of Science. The faculty shall vote on the receipt and approval of all reports and recommendations brought forward by the Faculty Council or committees which the Faculty has appointed. The Faculty, at its meetings, may consider matters introduced by any member from the floor or refer these to appropriate committees.

ARTICLE III - THE FACULTY COUNCIL

The Faculty Council shall consist of two elected members from each department plus an additional elected member from each of the four largest departments based on FTE Faculty at the start of the fall semester. The Dean and the Associate Dean of Academic Affairs shall be non-voting members of the Faculty Council. The Chair of the Faculty Council shall be elected by the members of the Faculty Council.

The term of office shall be three years, with approximately one-third of the members newly elected each year. Terms begin on August 15 following election during the preceding spring semester. No elected Council member may serve more than two consecutive terms.

The Faculty Council shall serve as an advisory body to the Dean. In this capacity, it shall promote communication between the Faculty and the Dean.

Faculty affairs will be the responsibility of the Faculty Council as a whole or by a subcommittee they designate. The Faculty Council shall be consulted in the formation and charge for special committees or task forces concerned with education or faculty affairs.

The Faculty Council shall be responsible for developing and maintaining orderly and efficient means of bringing before the faculty such items as are its concern. The Council shall maintain a study of the curricula of the College, shall cooperate with the Dean in the preparation of the agenda and calendar for faculty meetings, and shall develop and administer a procedure by which the performance of the Dean and Department Heads shall be reviewed at least once every five years. The Council shall elect one of its members to be both Secretary of the Council and Secretary of the Faculty and to report on the Council's actions in meetings of the Faculty.

The Undergraduate Education Policy and Curriculum Committee (UEPCC), the Graduate Education Policy and Curriculum Committee (GEPCC) and the Faculty Committee for Diversity (FCD) shall report to the Faculty Council.

Duties and responsibilities of these committees are described in Article IV.

There will be a minimum of two Faculty Council meetings per semester. The Dean in consultation with the Chair will convene meetings and set each agenda. Special meetings of the Faculty Council can be called by the Chair or at least one-third of the Faculty Council. Minutes shall be posted within one week of a council meeting.

The Faculty Council shall submit to the faculty matters that require ratification by the faculty. Specific items shall be sent to the whole faculty for a vote if a majority of the council votes to do so.

ARTICLE IV - COMMITTEES

The Elections Committee

The Elections Committee shall consist of three members, appointed by the Dean, to supervise all elections required by the College of Science. Its duties will include the dissemination of any necessary information about candidates, supervision of the nomination and voting procedures, and counting of the ballots. Term of service shall be two years.

The Undergraduate Education Policy and Curriculum Committee (UEPCC)

The Undergraduate Education Policy and Curriculum Committee shall consist of the Undergraduate Committee Chair from each of the departments in the College, plus two members from the Faculty Council to be selected by the Faculty Council. Under exceptional circumstances, if an Undergraduate Committee Chair prefers not to serve, a member of the corresponding committee can be designated by the Department Head as a substitute. The Associate Dean for Undergraduate Education and the Assistant Dean for Undergraduate Students shall be non-voting members of the UEPCC.

The UEPCC oversees graduation requirements, improvement of instruction, curriculum standards, evaluation of new programs and other matters related to undergraduate education and curriculum. The Chair of the UEPCC shall be elected by its members. The UEPCC shall submit to the Faculty Council matters that require ratification by the Council. Other items shall be sent to the Faculty Council for a vote if a majority of the UEPCC votes to do so.

The UEPCC shall report to the Faculty Council. The Chair of the UEPCC will normally attend meetings of the Faculty Council to report on the activities of the committee. The Chair of the UEPCC will not be a voting member of the Faculty Council unless already a member of the Faculty Council.

The Graduate Education Policy and Curriculum Committee (GEPCC)

The Graduate Education Policy and Curriculum Committee shall consist of the

Graduate Committee Chair from each of the departments in the College, plus two members from the Faculty Council, to be selected by the Faculty Council. Under exceptional circumstances, if a Graduate Committee Chair prefers not to serve, a member of the corresponding committee can be designated by the Department Head as a substitute. The Associate Dean for Graduate Education & International Programs shall be non-voting member of the GEPCC.

The GEPCC oversees graduation requirements, improvement of instruction, curriculum standards, evaluation of new programs and other matters related to graduate education and curriculum. The Chair of the GEPCC shall be elected by its members. The GEPCC shall submit to the Faculty Council matters that require ratification by the Council. Other items shall be sent to the Faculty Council for a vote if a majority of the GEPCC votes to do so.

The GEPCC shall report to the Faculty Council. Proposals from the GEPCC are sent to the Faculty Council for approval. The Chair of the GEPCC will normally attend meetings of the Faculty Council to report on the activities of the committee. The Chair of the GEPCC will not be a voting member of the Faculty Council unless already as member of the Faculty Council.

The Faculty Committee for Diversity (FCD)

This committee shall be called the Faculty Committee for Diversity. It will report to the Faculty Council. See the appendix for details regarding the mission and charge for this committee.

The Faculty Committee for Diversity will consist of seven departmental representatives, an Associate Dean, and the Director and Associate Director of the Science Diversity Office who will be non-voting members. The Co-chairs will be the associate dean and one faculty member elected from the group.

Department representatives will be chosen in the spring/summer to serve a renewable two-year term.

It is the mission of the Faculty Committee for Diversity to improve the climate for diversity in the College of Science. The Committee will address the climate for diversity for faculty, staff and graduate and undergraduate students. The Committee will act as a resource for the Departments and the College in this regard.

The FCD shall report to the Faculty Council. The Co-Chairs of the FCD will normally attend meetings of the Faculty Council to report on the activities of the committee. The Co-chairs of the FDC will not be voting members of the Faculty Council unless they are already members of the Faculty Council.

The Grade Appeals Committee

The Grade Appeals Committee shall consist of faculty, undergraduate and graduate student members as stipulated by the University Senate. Members shall be selected randomly by department from the voting faculty of the College by the Elections Committee in a public drawing. The roster of eligible faculty members shall be made public prior to the time of the drawing. The Grade Appeals Committee shall hear and act upon all cases brought before it in accord with the provisions of the appropriate University Senate Documents. Term of service shall be two years.

The Grievance Hearing Committee

The Grievance Hearing Committee shall consist of thirty members selected randomly by department from the voting faculty of the College by the Elections Committee in a public drawing with the roster of eligible faculty members made public prior to the time of drawing. Term of service shall be two years. Individuals holding the positions of dean, associate dean, assistant dean, director, associate director, assistant director, department head, associate department head, or assistant department head, or who act in any of the above capacities, shall not be eligible. The Committee shall hear and act upon all cases brought before it in accord with the provisions of the appropriate University Memorandum and Senate Documents. A non-tenured faculty member may not serve as a chairperson of a panel constituted to hear grievances.

When randomly selecting persons to serve on the Grade Appeals Committee and the Grievance Hearing Committee, the randomization will be constrained so that no individual will serve on both committees at the same time.

The Promotions Committee

The Promotions Committee of the College of Science shall consist of:

(a) The Dean
(b) The Heads of Departments
(c) One full professor from each department, to be elected for a term of two years by the full professors in that department.
(d) One additional full professor from each department having more than twenty full professors with at least a half-time appointment in that department, to be elected for a term of two years by the full professors in that department. Faculty with half-time appointments in more than one department will have to choose the department in which they will be counted. Faculty participating in the VEPR (Voluntary Early Partial Retirement) program will be treated, for the purposes of this section, as if they are full-time employees.
(e) The elections specified in subsections (c) and (d) shall be held during either the fall or spring semesters.
(f) Effective from July 1, 2004 all candidates for election to the area promotions committee shall be full professors and shall not hold the positions of Assistant

or Associate Head or Assistant or Associate Dean.

(g) At the time of the elections specified in subsections (c) and (d), each department will elect a first alternate and a second alternate. If a member of group (b), (c), or (d) is unable to attend a particular meeting of the committee, the member will be replaced by the first alternate, or the second alternate if the first is unable to attend.

A vacancy occurring among the members of group (c) or (d) shall be filled by election for the period of the unexpired term by the procedure specified by (c) or (d) respectively.

The Promotions Committee, with the Dean as Chair, shall review and act upon recommendations for promotion made by the Department Heads, for the awarding of Distinguished Professorships and for Honorary Doctoral degrees.

The Student Cases Committee

The Student Cases Committee shall consist of one faculty member per department selected annually by the departments. The Committee shall consider petitions by students seeking waivers, or alternative course approval, of published graduation requirements of the College. The Committee shall act only on College requirements, not Departmental requirements.

Other Committees

Other Committees, such as ad hoc committees and subcommittees, may be created by the Dean, the Faculty, or the Faculty Council, provided only that these do not conflict with or duplicate duties regularly assigned to one of the committees named above.

ARTICLE V - AMENDMENTS

An Amendment to the Constitution may be submitted by any member of the Faculty. The amendment must be submitted in writing with the signatures of the proposer and at least three additional members of the Faculty, stating the amendment and the underlying rationale.

Proposed amendments to the Constitution shall be submitted and distributed to the Faculty at least two weeks in advance of a meeting of the Faculty. At that meeting, the proposed amendments shall be considered. Vote on the proposed amendments shall be taken at the following meeting, and at least a two-thirds vote of those present shall be necessary for adoption.

BYLAWS OF THE FACULTY OF THE COLLEGE OF SCIENCE

Bylaws accepted July 1, 1968; amended December 14, 1990 and October 5, 2010

1. Regular or special meetings of the Faculty shall be convened by written or electronic notice to the Faculty, giving date, place, time and agenda of the meeting. It shall be mailed no later than one week prior to the meeting.

2. The members of the Faculty attending a convened meeting form a quorum for the business indicated on the agenda for that meeting. A majority vote of those present shall be necessary to make a decision. A written ballot on any issue will be taken if requested by a member.

3. Any new business properly introduced during a meeting shall be decided by a majority vote of those present.

4. Action on the new business can be postponed to the following meeting of the Faculty by:

   a. The Dean of the College of Science, or
   b. The Secretary of the Faculty Council, or
   c. Request of 20% of the members attending.

5. Changes and amendments to the above sections shall follow the procedures indicated for the amendment of the Constitution.

THE FACULTY COUNCIL

1. The minutes of the meetings of the Council shall be distributed to the members of the Council.

2. Actions taken by the Council shall be on the agenda of the first following meeting of the Faculty.

3. Actions taken within ten days before a scheduled meeting of the Faculty shall be reported at that meeting by the Chairperson or a member of the Council.

   Those actions for which faculty approval is required shall be placed on the agenda for the next following meeting of the Faculty.

4. A member of the Council who is unable to attend a meeting of the Council may send an observer who may participate in the discussions, but the latter shall not vote.

5. The Council shall inform the Faculty of the membership of all administrative and faculty committees of the College.

COLLEGE OF SCIENCE FACULTY REPRESENTATION

IN THE UNIVERSITY SENATE

Rules accepted May 23, 1964;
amended February 21, 1968, December 14, 1990 and October 5, 2010

The total number of representatives from the College, called Senators, is established by the University Senate. The terms of service are regulated by the Senate Constitution.

The faculty of each department shall elect one member as a departmental Senator using procedures adopted by that department. The remaining seats shall be filled by Senators elected at-large, as described below, with the restriction that no more than three members of any department may serve on the senate simultaneously.

Nomination and Election of Senators At-Large

The nomination and election of Senators at-large requires the services of the Elections Committee. Nominations shall be made on appropriate nomination forms carrying the nominee's signature and those of two nominators who are members of the College faculty.

Each voter in the College shall receive a single ballot containing the names of all at-large nominees. Ballots shall be completed and counted using a system of proportional representation.

Replacement in Case of a Vacancy

Replacement of Senators elected at-large shall be effected by a new election.