CONSTITUTION

OF THE

COLLEGE OF HUMANITIES, EDUCATION, AND SOCIAL SCIENCES

OF

PURDUE UNIVERSITY NORTHWEST

PREAMBLE

The faculty of the College of Humanities, Education, and Social Sciences adopts the following articles in order to describe its organization, define its powers and responsibilities, and set forth its general operating procedures. “College” hereinafter shall refer to the College of Humanities, Education, and Social Sciences.

ARTICLE I

THE FACULTY

The voting faculty of the College shall consist of all tenured and tenure-track faculty, all clinical professional faculty, all continuing lecturers, and all administrators with academic rank in the College with the proviso that only tenured, tenure-track, and clinical faculty may vote on promotion and tenure policies and procedures. Whenever the term “faculty” is used in this document, it shall refer to voting faculty as herein defined and shall be restricted to members of the College. Faculty holding appointments in more than one Department or School in the College shall be assigned by the Dean of the College to an appropriate Department or School for the purpose of participation and representation in faculty governmental operations.

The Chief Administrative Officer is the Dean of the College, who shall preside at convocations of the faculty.

The Secretary of the Faculty, not necessarily a voting member of the council, shall be elected by the Faculty Advisory Council.

ARTICLE II

FACULTY AUTHORITY AND RESPONSIBILITY

The faculties of the various colleges of Purdue University Northwest may exercise those authorities delegated to them by the Senate. The policies of the Senate take precedence over policies of colleges and administrative committees and councils.

Subject to the right of review by the Purdue University Northwest faculty through its governing body and except when the interest of Purdue University as a whole or the interests of other Colleges are affected, the faculty of the College shall exercise the authorities and advisory roles delegated to it by the Board of Trustees, as follows:

Authorities: 1) develop curricula; 2) establish course content; 3) establish instructional and examination procedures; 4) establish requirements for undergraduate degrees; 5) nominate candidates for degrees; 6) establish the criteria and procedures for faculty governance for the College; 7) determine admission criteria for the respective academic programs of the College; 8) originate and recommend new programs and degrees in the College.

Advisory Roles: 9) study and determine the educational policies of the College; 10) determine College promotion and tenure procedures as they relate to and implement University policies and procedures; 11) investigate and advise on matters of concern to the faculty and students in the College; 12) review the College budget and offer recommendations to the Dean of the College about the expenditure of any funds that exceed College operating costs; 13) assist in the selection of the College Dean and department heads when the need arises.

In addition, the faculty has the right to present its views and make recommendations on all matters concerning the operation and welfare of the College and University.

ARTICLE III

THE CHESS FACULTY COUNCIL

A Council is hereby established for the College and is authorized by the faculty to act for it in the transaction of normal business, subject to faculty review. The Council has three main responsibilities. First, it reviews and evaluates the curriculum proposals from the College before they are forwarded to the University Senate, and studies general educational policies within the College. Second, it provides criteria and procedures for faculty governance of the College. Third, it makes recommendations to the University administration about pending policy decisions that impact College faculty. The Council is authorized to establish its rules and procedures for fulfilling its duties and responsibilities as herein described.

A. COMPOSITION

The Council shall be composed as follows:

1. The Dean of the College.

2. A Chair shall be selected by the Council to preside over that body and the Chair will be responsible for decisions regarding parliamentary procedure. The Chair will have a vote.

3. A Secretary, who need not be a voting member of the Council, shall keep accurate, written accounts of the activities of the Council and shall promptly circulate these to all Council members and faculty.

4. Each Department or School of the College shall be entitled to faculty representation on the Council, according to the following criteria:

a. Members of the college voting faculty, excluding department heads and Associate Deans of the College, shall be eligible to serve on the Council. Serving on the Council is a voluntary assignment.

b. By mid-March, Departments and Schools of the College shall elect representatives to the Council from their faculty for the next academic year. Their terms shall be three academic years; initial terms shall be staggered. Any permanent vacancies on the Council shall be filled by the appropriate procedure wherein the Department or School will elect a representative following the rule articulated in Article III, A, 4, c. Permanent replacements of Council members shall serve the remainder of the three year term they assume. Temporary replacements for Council members who cannot serve for one semester of their term will be elected by their respective Department or School and will serve with vote for the duration of the permanent Council member’s absence.

c. Each Department or School of the College will be represented by two members on the Council; representation shall be determined by each Department or School.

5. If the Dean cannot attend a regularly scheduled Council meeting or a standing committee meeting, an Associate Dean of the College will attend the meeting without vote.

B. OPERATION OF THE COUNCIL

1. The Council shall hold regular meetings at least seven times each academic year. Additional meetings may be called by the Dean, by the Council, or by the faculty.

2. A quorum for meetings of the Council shall consist of one-half of its members.

3. The Council shall establish its own rules of procedure. However, no rules shall infringe the right of any member of the faculty to present in an appropriate manner any proposal before any regular Council meeting.

4. At the request of any council member, a vote may be conducted by secret ballot.

5. The Council may create the standing committees that it needs to aid in carrying out its duties and responsibilities. Four standing committees shall be the Agenda Committee, the Curriculum Committee, the Educational Policy and Faculty Affairs Committee, and the Budget Advisory Committee.

a. The Agenda Committee shall consist of the Dean, the Chair of the Council, and the Chairs of the standing committees. The Dean is without vote. The Chair of the Council will also chair the Agenda Committee. The agenda for meetings of the Council will be prepared by the Agenda Committee. The agenda for regular meetings of the Council together with appropriate documents shall be distributed to the faculty members of the college at least five business days before those meetings. In the case of special meetings, the agenda shall be available at least three business days before the meeting. The Agenda Committee will also provide recommendations to the Dean regarding the agenda for faculty convocations.

b. The Curriculum Committee shall consist of one Council member from each Department within the College. Members of the Curriculum Committee may not also be members of the Education Policy and Faculty Affairs Committee. The Chair shall be elected by the Committee annually. The Curriculum Committee shall concern itself with evaluation of proposals for new courses, revision of existing courses and programs, the review of new programs, and recommendations concerning the requirements for majors. All curricular proposals shall originate with the faculty in the various Departments or Schools within the College in a faculty-authorized committee. The member from the School of Education and Counseling will serve without vote and all curriculum documents from the School of Education and Counseling will be submitted to the committee for information only and for numbering purposes.

c. The Education Policy and Faculty Affairs Committee shall consist of four Council member who are not also members of the Curriculum Committee. The Chair shall be elected by the Committee annually. The Education Policy and Faculty Affairs Committee is charged with studying, evaluating, and making recommendations about any educational or administrative policy of interest to the faculty of the College. Such policies include, but are not limited to, general curricular standards, core requirements, graduation requirements, general academic organizations, administration of faculty teaching loads and course releases, academic advising, and tenure and promotion policies. Only one representative from any one department or school can be on this committee.

d. The Budget Advisory Committee shall consist of four Council member who are not also members of the Curriculum Committee. The Chair shall be elected by the Committee annually. The primary purpose of the Committee is to meet regularly with the Dean to review the College budget and provide recommendations about the distribution and expenditure of available College funds in excess of those needed to cover operating costs.

6. The Council may also create ad hoc and special committees and delegate to them specific duties and assignments necessary for the fulfillment of the faculty’s responsibilities.

7. The Chair of the Council is responsible for maintaining the Council membership list. The Chair will apprise Departments and Schools of any anticipated vacancies on the Council for the forthcoming academic year and solicit representatives from each Department or School sufficient to populate the Council by the dates as indicated in Article III, A, 4, b. The Chair of the Council will report on all Department and School nominations at the final Council meeting of the academic year, and shall facilitate the process of nominating the new Chair of the Council and Chairs of the standing committees following a procedure agreed upon by members of the Council at the final meeting of the academic year.

ARTICLE IV

FACULTY GOVERNANCE

1. The faculty shall convene no less than once each semester of the regular academic year at times designated by the Dean. Additional convocations may be called by the Dean. The Dean shall also call a convocation upon a written request signed by at least fifteen percent of the faculty. The Dean shall notify the faculty of the time, the place and the agenda for a convocation at least five business days in advance of the convocation.

B. As established in Articles II and III, the powers and responsibilities of the faculty shall be exercised by the Council. However, the actions of the Council shall be subject to review and check by the faculty through the following procedures:

1. At any convocation of the faculty, past actions of the Council may be brought to the floor for discussion. If a majority of those present rejects a previous action of the Council, the council must reconsider this action at its next regular meeting.

2. Any action taken by the Council can be forced back to the Council for reconsideration by faculty petition. Such a petition must be received by the Chair of the Council within four weeks after the circulation of the Council minutes covering the action. The petition must be signed by at least fifteen percent of the faculty and state the specific action of the Council and the petitioners’ reasons for objecting to this action. In either of the above procedures, if the Council affirms its original action, the issue must be submitted by ballot to the faculty. The decision of a simple majority of those voting in such a ballot shall be final.

ARTICLE V

COMMITTEES OF THE COLLEGE

Within the guidelines approved by the President of Purdue University, the Council shall establish procedures for the selection and operation of the College’s promotion and tenure committees, which serve in an advisory role.

ARTICLE VI

FACULTY PARTICIPATION IN THE SELECTION OF

ADMINISTRATIVE PERSONNEL

The CHESS Faculty Council endorses and encourages participation of the faculty in the selection of its administrative officers and believes that faculty selection advisory committees should be used for the selection of the Dean and department heads.

ARTICLE VII

AMENDMENTS TO THIS CONSTITUTION

Amendments to this Constitution may be initiated in either of the following two ways:

1. In a faculty convocation a motion to amend, submitted in writing and approved by a majority vote, will be submitted to the faculty for possible ratification.

2. In a council meeting a motion to amend, submitted in writing and approved by a majority vote, will be submitted to the faculty of the College for possible ratification.

Any motion to amend this Constitution as initiated and passed in either a faculty convocation or a Council meeting shall be submitted to the faculty in a secret ballot, to be administered by the Secretary of the Council, within sixty days of the original initiation. A two-thirds affirmative vote of those voting will be necessary for the ratification. Should the date of the original motion fall within the last month of the academic year, the period for ratification may be extended into the first part of the next regular semester.

* Initiated 1/10/2017
* Accepted by Faculty Advisory Council 2/3/2017
* Revised and approved by CHESS faculty during retreat 2/17/2017
* Revised by CHESS Faculty Council 4/26/19