1   December 13, 2017

2   BYLAWS FOR THE SCHOOL OF INTERDISCIPLINARY STUDIES

3   PREAMBLE
4

5   These bylaws describe the structures and operating procedures of the School of
6   Interdisciplinary Studies in the College of Liberal Arts at Purdue University. They were
7   approved by faculty vote on December 13, 2017 and will remain current until amended
8   by a vote of the faculty as specified in section G of this document.
9

10   A. ADMINISTRATIVE STRUCTURE AND FACULTY
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12   1. ADMINISTRATIVE POSITIONS
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14   Administrative positions are held by tenured faculty members and, except for the School
15   Head (whose appointment is made by the Dean), persons holding administrative positions
16   are nominated by the Head and approved by the Dean. Administrative positions are the
17   Head, Associate Head, and the Program Directors of the School of Interdisciplinary
18   Studies. Program Directors are nominated by the Head with the consultation of the
19   respective program.
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21   2. FACULTY
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23   The voting faculty for the School include the Head, Associate Head, the Program
24   Directors, and tenure-track faculty members, who have full appointments in the school;
25   or joint appointments with a Purdue department or school, regardless of College, and a
26   program within the School of Interdisciplinary Studies.
27

28   All tenure-track faculty and lecturers affiliated with an interdisciplinary program are non-
29   voting members of the School. Though affiliated faculty cannot vote, they are
30   encouraged to participate in discussions and bring matters to the attention of the School
31   or the Programs.
32

33   3. HEAD OF THE SCHOOL
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35   "The Department [School] Head is the chief administrative officer in her/his area and,
36   as such, is responsible to develop, operate, and maintain an organization which achieves
37   maximum performance with the available resources at her/his disposal" (University
38   Memorandum No. 124, 6/16/67). The Head serves at the appointment and pleasure of
39   the Dean of the College of Liberal Arts (CLA). The Head is reviewed by the voting
40   faculty for the Dean every five years with re-appointment possible.
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42   4. ASSOCIATE HEAD
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44   The Associate head serves at the pleasure of the Head and is reviewed every three years

45   with reappointment possible.
46
47   5. PROGRAM DIRECTORS
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49   Program Directors are the chief administrative officers of the interdisciplinary programs
50   and are responsible for developing, operating, and maintaining programs that achieve
51   maximum performance with available resources. Program Directors are reviewed every
52   three to five years depending on the appointment period with reappointment possible.
53
54   6. SUPPORT STAFF
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56   All clerical and administrative personnel for the School of Interdisciplinary Studies (SIS)
57   are under the administrative direction of the Head and are appointed by and responsible
58   to her/him either directly or in partnership with program directors.
59
60   An exception to the above paragraph are the Business Manager and the Account Clerk
61   who are under the administrative direction and supervision of the University Business
62   Office.
63
64   B. SCHOOL AND FACULTY MEETINGS
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66   School meetings are open to all tenure-track faculty and lecturers affiliated with an
67   interdisciplinary program in the College of Liberal Arts. Faculty meetings are open only
68   to the voting faculty of the School.
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70   No quorum is required for school meetings or SIS faculty meetings.
71
72   The School Head chairs the meeting, unless she/he delegates that responsibility to
73   someone else. The administrative assistant records the minutes, which will be made
74   available prior to the next meeting.
75
76   Voting faculty members may vote at the School or at the Faculty meetings. Voting
77   faculty with teaching conflicts may give their proxy to another faculty member attending
78   the meeting. The proxy should be submitted to the administrative assistant 1 business day
79   prior to the meeting with a copy to the Head. A faculty member may not have more than
80   two proxies. Students may not be present for discussions of, and may not vote on,
81   personnel issues. When appropriate, a mail vote may be called for by the Head.
82
83   C. PRIMARY COMMITTEE COMPOSITION AND RESPONSIBILITIES
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85   The Primary Committee is a subcommittee of the Voting faculty (see A2). Its function is
86   to assess faculty eligibility for tenure and to determine faculty rank (assistant, associate,
87   and full professor). When assistant professors are being evaluated, the Full Primary
88   Committee will consist of the Head, Associate Head, all tenured voting faculty at the rank
89   of associate or full professor with .5 or greater FTE in SIS. When associate professors

90 are being evaluated, the Senior Primary Committee will be limited to the full professors
91 from the Primary Committee.
92
93 The Head chairs the Primary Committee and is the administrative representative of the
94 School to the CLA area committee with one other elected full professor from the
95 Primary Committee, who is the faculty representative. The faculty representative is
96 elected by all tenured and/or tenure-track faculty with .5 or greater FTE in SIS.
97 For more on the role of the Primary Committee and its procedures, see College of Liberal
98 Arts and University documents.
99

100   D. AD HOC COMMITTEES

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102 Committees may be appointed by the SIS Head to address specific issues. Such
103 committees will cease to exist when their mandate/report has been completed, unless
104 they are assigned additional tasks.

105   E. PROGRAM COMMITTEES

106 Each Program Director within SIS has the responsibility to form committees that are
107 necessary to administer the interdisciplinary program effectively. Some programs may
108 need committees for graduate student admission, funding, and examinations. Other
109 programs may need an undergraduate curriculum committee to facilitate new or
110 modified courses or plans of study.

111   F. MENTORING COMMITTEES

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113 Each untenured faculty member with a joint or full position in a program within the
114 School of Interdisciplinary Studies should consider forming a mentoring committee
115 consisting of faculty within and outside the School of Interdisciplinary Studies. The
116 committee or individual mentor provides advice and feedback.

117

118   G. AMENDING SCHOOL BYLAWS

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120 To amend these bylaws an amendment must be proposed by a resolution circulated to
121 all voting members of the faculty at least one week prior to the next SIS meeting. An
122 amendment shall be discussed at the next meeting and adopted when it has been
123 approved by two-thirds of the voting faculty.
124