March 21, 2014

BYLAWS FOR THE SCHOOL OF INTERDISCIPLINARY STUDIES

PREAMBLE

These bylaws describe the structures and operating procedures of the School of Interdisciplinary Studies in the College of Liberal Arts at Purdue University. They were approved by faculty vote on March 21, 2014 and will remain current until amended by a vote of the faculty as specified in section G of this document.

A. ADMINISTRATIVE STRUCTURE AND FACULTY

1. ADMINISTRATIVE POSITIONS

Administrative positions are held by tenured faculty members, and except for the School Head (whose appointment is made by the Dean), persons holding administrative positions are nominated by the Head and approved by the Dean. Administrative positions are the Head and the Program Directors of the School of Interdisciplinary Studies.

2. FACULTY

The voting faculty for the School include the Head, the Program Directors, and tenure-track faculty members who have joint appointments with (a) a Purdue department or school, regardless of College, and (b) a program within the School of Interdisciplinary Studies.

During the first week of each Fall semester Program Directors who are appointed fulltime in a CLA department or school and the Head of SIS will sign an MOU that states the directors are voting members of the School of Interdisciplinary Studies.

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

3. HEAD OF THE SCHOOL AND DIRECTORS OF PROGRAMS

“The Department [School] Head is the chief administrative officer in her/his area and, as such, is responsible to develop, operate, and maintain an organization which achieves maximum performance with the available resources at her/his disposal” (University Memorandum No. 124, 6/16/67). The Head serves at the appointment and pleasure of the Dean of the College of Liberal Arts (CLA). The Head is reviewed by the voting faculty for the Dean every five years with re-appointment possible.

The Head has administrative authority for the School and has responsibility, working in
conjunction with Program Directors, for all aspects of School operation except academic promotion and tenure decisions. The Head chairs the Primary Committee and is the administrative representative of the School to the CLA area committee with one other elected full professor who is the faculty representative.

3. PROGRAM DIRECTORS

Program Directors are the chief administrative officers of the interdisciplinary programs and are responsible for developing, operating, and maintaining programs that achieve maximum performance with available resources. Program Directors are responsible for creating all committees, by appointment or by election, that are beneficial to the program.

4. SUPPORT STAFF

All clerical and administrative personnel for the School of Interdisciplinary Studies (SIS) are under the administrative supervision of the Head and are appointed by and responsible to her/him. All clerical and administrative personnel for the African American, American, Jewish, and Women’s, Gender, and Sexuality Studies programs are under the administrative supervision of Program Directors.

An exception to the above paragraph are the Business Manager and the Account Clerk who are employees of the University Business Office and work with the Head on budget and financial matters, but are not legally responsible to the Head.

B. SCHOOL AND FACULTY MEETINGS

School meetings are open to all tenure-track faculty and lecturers affiliated with an interdisciplinary program in the College of Liberal Arts. Faculty meetings are open only to the voting faculty of the School.

School or faculty meetings are scheduled monthly during the academic year, normally at times that avoid conflict with teaching. The date, time, and place for meetings are announced early in the fall semester, however additional meetings also may be called during the year. If no issues are pending, the scheduled meeting may be cancelled.

Items for the School meeting agenda will be solicited by the School Head from the Program Directors, Jointly Appointed Faculty, Affiliated Faculty, Staff, and Graduate Students during the week prior to the scheduled meeting. Program Reports are included in every agenda.

No quorum is required for school meetings or SIS faculty meetings.

The School Head chairs the meeting, unless she/he delegates that responsibility to someone else. The administrative assistant records the minutes, which will be made available prior to the next meeting.
Voting faculty members may vote at the School or at the Faculty meetings. Students may not be present for discussions of, and may not vote on, personnel issues.

C. PRIMARY COMMITTEE COMPOSITION AND RESPONSIBILITIES

The Primary Committee’s function is to assess faculty eligibility for tenure and to determine faculty rank (assistant, associate, and full professor). When assistant professors are being evaluated, the Full Primary Committee will consist of all tenured voting faculty at the rank of associate and full professor. When associate professors are being evaluated, the Senior Primary Committee will consist of all voting faculty who are full professors. For more on the role of the Primary Committee and its procedures, see College of Liberal Arts and University documents.

D. AD HOC COMMITTEES

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

E. PROGRAM COMMITTEES

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

F. MENTORING COMMITTEES

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

G. AMENDING SCHOOL BYLAWS

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