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126 Policies and Procedures of the ISU Board of Trustees

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Authority: Approved by the Board of Trustees

126.1 Administration

It shall be the policy of the Indiana State University Board of Trustees to administer this University in accordance with the principles of college and university administration; to maintain and protect the academic freedom of the faculty; to furnish the faculty and instructional staff opportunities for research and continuing education to the end of providing suitable educational opportunities for all qualified applicants for admission to Indiana State University and the broadest and best educational opportunities that are within the power of this Board of Trustees to procure. It is the intent of the Trustees that all University-Wide policies are considered appropriately, formally approved, promulgated in a consistent format, and maintained by the University Secretary and posted in the University Policy Library.

126.2 Agenda

It shall be the policy of this Board of Trustees to transact such business at each meeting as may be included in an agenda for the meeting, which shall be prepared by the President of the University in consultation with the President of the Board. A copy of the agenda for a meeting shall be furnished to each Board member before the meeting. Any member of the Board of Trustees may cause an item to be placed on the agenda for a meeting by written request delivered to the President of the University or the President of the Board not later than the day preceding the day of the meeting. The Board of Trustees will not consider a matter not included in the agenda for a meeting unless, by resolution adopted by the favoring votes of at least two-thirds of the members present, the Board of Trustees determines that the matter is of such a nature that it should not be deferred until the next meeting.

126.2.1 Ratification of Policies and Procedure. This Board of Trustees now approves and ratifies the policies, procedures and administrative procedures stated in the Indiana State University Handbook, as published in 1979 and thereafter revised from time to time to reflect changes and additions approved by this Board of Trustees. Two routes exist for proposing adoption of new policy or revisions of existing policy.

126.2.1.1 Primary Route. New policies and policy revisions are initiated by the campus governance units in accord with their established areas of primary authority. The area of primary authority for students is defined within [Policy 165 Constitution of the Indiana State University Student Government Association](#). The area of primary authority for staff is defined

within [Policy 155 Indiana State University Staff Council Bylaws](#). Faculty Primary authority is defined in [Policy 145 Constitution of the Faculty of Indiana State University](#), Section 2.2.

126.2.1.2 Secondary Route. The Board of Trustees, the University President, or the chairs of University Governance Units may initiate a request for a revision of a policy or development of new policy outside its domain or primary authority. These requests must include the appropriate rationale for the change.

126.2.2 Board Consideration. All items for consideration by the Board of Trustees must be submitted to the Secretary of the University at least (8) business days in advance of a Board meeting.

126.2.3 Consideration of Primary Authority Items. The Board will determine whether to adopt the proposed policy/policy revision or to seek comment from the campus prior to taking final action. If the Board seeks comments, the campus community will be informed by the University Secretary and a minimum period of 60 days shall be set aside to receive comment. The Board will then take final action after appropriate consideration.

126.2.4 Consideration of Secondary Authority Items. The Board will determine whether to accept the proposed policy or request for policy revisions/development. If accepted, the proposal shall be forwarded to the appropriate campus governance unit for review and response.

126.2.4.1 Period of Response. The Board of Trustees shall determine the appropriate response period for units to consider the proposal. The normal period of consideration shall be 60-90 days for university-wide policies, 120-180 days for academic policies, and a maximum of one calendar year for items related to constitutions. An interim report of the progress of the campus unit in consideration of the proposal may be required. If the Board determines that the progress is insufficient, it may move directly to action as defined in Section 126.4.2.

126.2.4.2 Conclusion of Response. At the conclusion of the response period, a report shall be presented to the Board. At that time, the Board may elect:

- a. To seek additional information and extend the response period,
- b. Consider the item as defined in Section 126.2.3,
- c. To request additional information or modification of the proposal, or
- d. Initiate other action including initiating them directly.

126.3 President

It will be the policy of this Board of Trustees to work through the Office of the President of the University as the chief administrative officer of the University and the President of

the University will administer the University in accordance with these policies and shall be responsible for the execution of all policies of this Board of Trustees and the administration of the University. The President of the University shall be the Board's chief administrative agent on the University campus and may make such administrative arrangements as cannot well await the action of the Board of Trustees, subject to the approval of the Board of Trustees at its next regular meeting.

126.4 Faculty and Administrative Organizations

It shall be the policy of this Board of Trustees to recognize and work with the faculty and administrative organizations now in existence and operating on the campus of Indiana State University and further to consult with and counsel with through the regular academic and administrative channels on matters concerning the faculty, the University Faculty Senate and the various standing committees of the faculty organization, namely: the Administrative Affairs Committee, the Curriculum and Academic Affairs Committee, the Faculty Economic Benefits Committee, the Graduate Council, the University Faculty Affairs Committee, the University Research Committee, the Student Affairs Committee, and the Faculty Dismissal Hearing Committee. The proposal and recommendations of the University Faculty Senate and the standing committees which require Board of Trustees approval shall be transmitted to the Board of Trustees by the President of the University with recommendations for appropriate action.

126.5 Student Government Organization

It will be the policy of the Indiana State University Board of Trustees to recognize the student government organization now existing on the campus of this University and to encourage advice and consultation from the students to the Board of Trustees through the regular governing agency, Student Government Association.

126.6 Tenure and Employment

The policy of the Board of Trustees in regard to tenure and employment shall be as follows:

126.6.1 Policies Now in Existence. The Board of Trustees shall and does recognize all rules, regulations and policies of the University now in existence covering the tenure, employment and salary provisions of the administrative and instructional staffs and does hereby ratify the same as previously published by the University in the *Indiana State University Handbook*, as amended, and in the successor *University Policy Library*.

126.6.2 Support Staff Personnel. The employment of support staff personnel that may be necessary for the operation of the University shall be made by the President of the University upon the recommendation of the chief administrative officers responsible for the respective administrative divisions and the chairpersons of academic departments subject to the approval of the Board of Trustees.

126.6.3 Faculty Appointments. Appointments to the Indiana State University faculty of the rank of professor or below have been delegated to the President of the University (see [Policy 130 Delegation and Authority of the President and Presidential Succession](#)).

126.6.4 Academic Administrative Appointments. Appointments to academic administrative positions, including department chairpersons, heads of instructional service divisions and deans, has been delegated to the President of the University (See [Policy 130 Delegation and Authority of the President and Presidential Succession](#)) and the Provost and Vice President for Academic Affairs after consultation with the department faculty, the department chairpersons and deans directly involved in or affected by the appointment in question and, in the case of a general administrative officer, the University Faculty Senate.

126.6.5 Non-Academic Administrative Appointments. Appointments to non-academic administrative positions has been delegated to the President of the University (See [Policy 130 Delegation and Authority of the President and Presidential Succession](#)), on recommendation of the chief administrative officer of the administrative division in which the appointment is to be made.

126.6.6 Academic Tenure, Academic Freedom and Promotion. The policies on academic tenure, academic freedom and promotion now adopted by the University Faculty Senate and administration are hereby ratified and approved by this Board of Trustees and shall continue in operation, subject to amendment and change, at the discretion of the Board of Trustees.

126.7 Business Affairs

It shall be the policy of this Board of Trustees to conduct all of the fiscal business and business management of the Board of Trustees in accordance with the best business management possible and through the Office of the President of the University in accordance with the rules and regulations of the State Board of Accounts and the State Tax Board.

126.7.1 Change of Administration, Expansion, or Change of University Program. On any matters involving a change of administration, expansion or change of the present University program, change of facilities or re-organization of the existing program of the University, it shall be the policy of this Board of Trustees to institute no change in either the physical or instructional program of this University except on the advice of the President of the University and then after consultation with the administrative and faculty committee organizations affected thereby.

126.8 Public Statements

It will be the policy of this Board of Trustees and the members thereof to issue no public statements on any matter concerning the Board of Trustees and the University except

through the President of this Board of Trustees and the President of the University, and then only after consultation and the approval of the Board of Trustees. This policy, however, does not and is not intended to abridge the authority or power of the President of the Board in making and issuing the traditional and usual statements and public remarks necessary to the fulfillment of the office.

126.8.1 No Official Statements by Faculty or Administrative Staff Unless Authorized. Unless authorized by virtue of the official position or by designation as a representative of the University by the Indiana State University Board of Trustees or the President of the University, no member of the faculty or the administrative staff may speak officially for the University or enter into any negotiations which involve commitments or obligations on the part of the Indiana State University Board of Trustees or the University administration.

126.9 Use of Facilities

It will be the policy of this Board of Trustees to extend the use of all facilities of the University to the local communities served by the University, to promote in every way possible community participation and interest in the University and the University affairs and to furnish such facilities and educational resources as are needed by the community served by the University, to the end that this University may fulfill its broadest functions as an educational institution to the public it is trying to serve.