GOVERNANCE POLICIES

2013

http://www.publichealth.indiana.edu/departments/applied-health-science/index.shtml
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Mission of Department

The mission of the Department of Applied Health Science is to enhance scholarly inquiry, to prepare professionals at both entry and advanced levels, to provide instruction promoting healthy lifestyles and relationships, and to provide service to the University, our professions, and the global community. This mission is maintained through a program of research, teaching, and service in Applied Health Science.

Overview of Departmental Governance

The Governance Policies established for the Department of Applied Health Science are made with full recognition of the Bylaws of the Bloomington Faculty Council of Indiana University and the Constitution of the Faculty of the School of Public Health.

Anyone who is employed by and contributes to the mission of the department is considered a member of the Department of Applied Health Science.

Section 1. The Department Chair

A. Authority and Responsibilities of the Department Chair

Unless Department, School, or University policies explicitly assign responsibilities to others, the Department Chair is responsible for all matters within the jurisdiction of the Department and is accountable to the Dean. It is the Department Chair’s responsibility to

1. Manage the operations of the department including formulation of the department policies that are consistent with the policies of the School and University.
2. Appoint non-elected committees and call meetings (departmental or faculty).
3. Serve as a liaison between the department and University Administrators in representing the best interests of the department.

B. Other Responsibilities

1. Employment and supervision of faculty and staff and, through periodic evaluations, maintain excellence in teaching, research, and service.
2. Make recommendations concerning faculty development such as promotion, tenure, graduate faculty status, and sabbatical leave.
3. Make appropriate arrangements for student advising, course offerings, supervision of theses and dissertations, and student clubs.
4. To prepare an annual state of the Department report to present to the faculty and staff.
The chair’s decisions and action, where appropriate, are to be made with input from the departmental committees and/or faculty and staff in accordance with School and University policies.

Section 2. The Faculty

A. Definition of Faculty

All faculty who hold full-time academic appointments in the Department of Applied Health Science (hereafter the Faculty).

B. Voting Members of the Faculty

Consistent with the School of Public Health-Bloomington, voting members include all faculty members on the Bloomington campus holding at least a 70% academic appointment in the school and who are tenured, or whose service is being counted toward tenure, or who are clinical faculty, lecturers, or research scientists/scholar rank in the school. See University Academic Handbook in regards to voting faculty. BFC Constitution, Article 1 Section 1.3: Academic appointees who are not tenure-track (i.e., clinical ranks; research scientist/scholar ranks; lecturer ranks) on the Bloomington campus shall be considered faculty. This excludes designations such as acting, part-time, adjunct, visiting, postdoctoral fellow, research associate, and academic specialist.

C. Authority and Responsibilities of the Voting Members of the Faculty

The Faculty of the Department of Applied Health Science shall have legislative authority to establish academic policies in the following areas:

1. Standards of admission and retention of students.
2. Determination of the curriculum of the Department of Applied Health Science.
3. Planning, review, and advisement regarding the organization structure of the department as it relates to curriculum and academic programs, including those pertaining to teaching, service, and research.
4. Calling meetings of the Faculty.
5. Such other authority that may be subsequently delegated by the Board of Trustees, the officers of Indiana University, the Bloomington campus, or the School of Public Health.
6. Representation of the best interests of the department.
7. In actions related to faculty governance, faculty decisions and actions, wherever appropriate, are to be made in accordance with input from departmental committees and in accordance with School and University policies.
Section 3. Meetings of the Department and Faculty

A. Regular Meetings

1. There shall be at least one regular meeting of the Department of Applied Health Science, as a whole, each semester. The dates for the regular meetings shall be set by the Department Chair.

2. There shall be at least one regular meeting of the Department of Applied Health Science Faculty each month. The dates for the regular meetings shall be set by the Department Chair in consultation with the Faculty.

3. Days and times for future meetings throughout the semester will be established as soon as faculty teaching schedules are known.

4. The Chair will solicit agenda items or announcements prior to each meeting. Notice of meetings, along with an agenda, will be distributed one week in advance of the meeting dates. Due to special circumstances, some agenda items may take precedence over others.

B. Special Meetings

1. A special meeting of the Faculty may be called by:
   a) the Department Chair or
   b) the Faculty at large via a petition of one-third (1/3) of the voting members of the Faculty.

2. The date for a special meeting will be set by the Department Chair and will be held within three weeks of the call for a special meeting.

3. The agenda will be limited to the item(s) or issue(s) for which the special meeting was called.

C. Meeting Format

1. The Department Chair will designate an individual to take minutes.

2. Minutes of faculty meetings will be distributed to all full and part-time faculty.

3. Minutes of departmental meetings will be distributed to all department personnel.

4. Copies of all agenda and minutes, both of which are public record, will be kept on file in the Department office.

5. When requested by as few as one faculty member, voting shall be by paper ballot.

6. Robert’s Rules of Order shall serve as the guide at faculty meetings.

7. Scheduled meetings may be canceled if there are no items to be discussed.

8. Attendance is expected at all meetings.

   If unable to attend, individuals should, whenever possible, notify the Department Chair prior to the meeting.

9. The minutes shall reflect attendance.

Section 4. Appointments by the Chair

A. Administrative Team

Composition: Composition of the Administrative Team shall consist of the Chair, Assistant Chair, Director of Graduate Education, and Director of
Undergraduate Studies.

**Charge:** The charge of the Administrative Team is to serve in an advisory capacity to the Chair on topics related to administrative issues and management of the Department. Meetings are scheduled by the Department Chair as needed but at least two times each semester.

**B. Assistant Chair**

**Appointment:** The Assistant Chair shall be appointed by the Department Chair after a position vacancy and job description is distributed to all faculty. Faculty may nominate individuals, or an individual may self-nominate him/herself for consideration.

**Charge:** The main function of the Assistant Chair is to provide administrative assistance to the Department Chair. This may include, but is not limited to, teaching assigned courses, developing schedules, preparing reports, maintaining records, and representing the Department Chair in his/her absence.

**C. Director of Graduate Education**

**Appointment:** The Director of Graduate Education shall be appointed by the Department Chair after a position vacancy and job description is distributed to all faculty. Faculty may nominate individuals, or an individual may self-nominate him/herself for consideration.

**Charge:** The main function of the Director of Graduate Education relates to a) admission applications and b) procedures for the graduate concentration programs in Applied Health Science as well as the HSD and PhD programs. The Director of Graduate Education serves on the School of Public Health Graduate Studies Committee.

**D. Director of Undergraduate Education**

**Appointment:** The Director of Undergraduate Education shall be appointed by the Department Chair after a position vacancy and job description is distributed to all faculty. Faculty may nominate individuals, or an individual may self-nominate him/herself for consideration.

**Charge:** The main function of the Director of Undergraduate Education relates to a) admission applications and b) procedures for the undergraduate programs in Applied Health Science. The Director of Undergraduate Education serves on the School of Public Health Undergraduate Studies Committee.

**NOTE:** All job descriptions will be on file in the main office of the Department of Applied Health Science.
Section 5. Appointed Faculty Committees

A. Faculty Search Committees

Composition: In the event of position vacancies within the department, the Department Chair shall appoint representatives from the respective area, with input from Faculty, to serve on the Faculty Search Committee. A representative from outside the area, if needed, may also be appointed by the Department Chair. The Department Chair will appoint one faculty representative whose rank is at or above that of the open position to serve as Chair. Due to certain requirements of accrediting bodies, a student major in the concentration area in which the vacancy occurs may be appointed to serve as a member of the committee.

Charge: The committee, in conjunction with the Department Chair, will develop a job description and make a concerted effort to recruit the most qualified individual in accordance with all Affirmative Action Guidelines and University Policies related to hiring practices. Following an initial screening process, this committee will submit a short list of applicants, in no rank order, to the Department Chair as possible candidates for on-site interviews. The Department Chair will formally solicit input from faculty members about candidates who completed on-site interviews. Individual faculty members or any group of faculty members may provide input to the Chair regarding candidate qualifications and suitability for appointment. Having assured that a comprehensive reference check of the finalist(s) was conducted and that academic credentials were verified, the Department Chair shall make the recommendation for appointment.

B. Task Force Committees

Composition: Depending on new initiatives and/or other departmental issues, the Department Chair shall appoint a Task Force of Faculty and/or staff. The Department Chair shall appoint one person as Chair.

Charge: The committee charge will be to examine issues and make recommendations to the Department Chair relative to the issue for which the Task Force was appointed.

C. Standing Committees

Composition: Consistent with the School level, as approved by the School of Public Health Constitution, the Department of Applied Health Science may be assisted in its work through standing committees.

Charge: The committee charge will be to respond to the specific needs of a particular academic area, convening in regular intervals and over a longer
period of time than an ad hoc committee. In addition, ad hoc committees may be charged to respond to special needs and, based on need, may become standing committees.

Section 6. Other Faculty Committees

A. Curriculum Committees

Composition: The Curriculum Committees for each program area (Behavioral, Social, and Community Health; Public Health Administration; Human Development and Family Studies, Youth Development and Family Health; Professional Health Education, School and College Health; Safety and Safety Management; and Nutrition Science and Dietetics) shall consist of all faculty members and instructional staff in each program area. Each committee will elect one voting member of the faculty as its Curriculum Coordinator for a two-year term. Each Curriculum Coordinator shall call meetings as needed. The Curriculum Coordinator of each program area or a dually appointed and qualified alternate will serve concurrently on the Curriculum Council.

Charge: The charge of each Curriculum Committee is to review the curriculum for the respective concentration area. Revisions forwarded from the Curriculum Committees are carried forth by their representatives to the Curriculum Council for discussion and action.

B. Curriculum Council

Composition: The Curriculum Council shall consist of the Curriculum Coordinators from the established academic programs. The Director of Undergraduate Education and Director of Graduate Education as well as the Undergraduate Academic Advisor shall serve on the Curriculum Council in an ex-officio capacity.

Charge: The charge of the Curriculum Council is to oversee curriculum development and revision, which ultimately is to be presented to the entire faculty and instructional staff for review and comment. The Curriculum Council shall elect a chair for a two-year period. All meetings shall be open for any interested member of the Department to attend. The Curriculum Council shall meet, as needed, with the Department Chair.

C. Graduate Faculty Committee

Composition: The Applied Health Science Graduate Faculty Committee is a standing committee composed of voting departmental faculty members who hold either IU graduate faculty status or IU endorsed graduate faculty status.

Charge: The charge of the Graduate Faculty Committee is to provide oversight of all aspects of the departmental graduate program at both the masters and doctoral levels. This committee is to discuss and recommend to the
Faculty any and all revisions and/or additions to the graduate program. Committee members shall review applications for the masters and PhD degree programs.

Section 7. Elected Faculty Committees

A. Department Promotion and Tenure Committee Procedures

Composition: The department Promotion and Tenure Committee shall consist of all tenured members of the Faculty.

Charge: Beginning in August 2012, the Promotion and Tenure Procedures for the School of Public Health (Appendix E) were changed to require that all tenured faculty members participate in promotion and tenure deliberations at the department level for tenure-eligible candidates seeking promotion to associate professor (with tenure) as well as for clinical faculty members seeking promotion to associate rank, research scientists seeking promotion to assistant or associate rank, and lecturers seeking promotion to the rank of senior lecturer. In the case of tenured or tenure-eligible associate professors and associate clinical professors seeking the rank of full professor along with associate research scientists seeking the rank of senior research scientist, all tenured full professors will constitute the departmental committee. In all cases, the department Chair and, if applicable, the Dean will not vote at the department level. The role of the Department Chair in meeting deliberations will be as described in the School of Public Health Promotion and Tenure Procedures.

The purpose of this document is to stipulate the process to be followed by the Promotion and Tenure Committee. This process described hereafter mirrors those of the IU campus-wide Promotion and Tenure Committees. Additionally, in most regards the procedures are similar to those that were previously followed when the departmental committee was comprised of three elected representatives.

1. Planning
   a) A schedule of committee meetings for the following academic year will be distributed in April of each academic year.
   b) All participants must enter these dates on their calendars and avoid any scheduling conflicts unless otherwise exempted under the School of Public Health and Indiana University policies.

2. Dossier Availability for Review
   a) Members of the Committee must have sufficient opportunity to be
“materially engaged” with (i.e., have the opportunity to independently review) the dossier of each candidate.

b) Dossiers of all tenure-eligible, tenured, clinical, and scientist rank candidates will be available for review in the conference room of SPH 116 at least two weeks prior to the first meeting in mid-September of the fall semester.

c) Dossiers of lecturer rank candidates will be available at the same location at least two weeks prior to the first meeting scheduled for later in the first semester of an academic year.

d) During the dossier review process, no materials may be removed from the SPH 116 conference room by committee members. Likewise, no materials in a dossier may be photo-copied, scanned, or otherwise reproduced by committee members.

e) One copy of a candidate’s CV will be provided for each committee member for his/her personal use when reviewing the dossier and during committee deliberations. This copy may not be removed from the SPH 116 conference room. Furthermore, all copies must be accounted for and shredded following disposition of the case.

f) Reviews should be completed during regular week-day business hours of 8 a.m. to 5 p.m. Additionally, reviewers may work into the evening if they arrive to the review room before 4:45 p.m. and lock the door when they leave.

3. Meeting Attendance

a) All eligible faculty members must make every possible effort to attend all meetings unless exempted due to officially authorized leave or sabbatical or if recused. To be recused, a faculty member must indicate that s/he has a real conflict of interest that would not allow impartial participation in a specific case or the appearance of a conflict of interest that would preclude participation in a specific case. Recusal is on a case-by-case basis.

b) In extenuating circumstances and with prior approval of the Chair, members may vote via absentee ballot in accordance with School of Public Health procedures.

c) Members may not participate in deliberations of the committee via audio or video conference.

4. Oral Presentation of the Dossier

a) Prior to the meeting at which a dossier is initially discussed, the Chair will appoint a primary and secondary reader for every case.

b) During the initial deliberation of each case, these readers will have the following responsibilities:

Primary reader
- Presents the major points of the case based solely on factual evidence presented in the dossier.
- Answers clarifying questions about the case.

Secondary reader
• Presents additional pertinent information not covered by the primary reader based solely on factual evidence presented in the dossier.
• Answers clarifying questions about the case.

c) If, for an appropriate reason, a primary reader and/or secondary reader determines that s/he cannot fulfill this obligation, it is her/his responsibility to immediately notify the committee chair who will appoint a replacement within 24 hours.
d) In cases involving individuals from the non-tenure track ranks (i.e., clinical research scientist and lecturer), a senior faculty member from that rank category can serve as an ex-officio, non-voting member of the Committee for the purposes of interpreting job duties, roles, and responsibilities as well as the purpose and content of dossier exhibits.

5. **Committee Deliberations**
a) Primary reader presents a thorough overview of the case.
b) Secondary reader contributes additional pertinent information.
c) Open discussion based solely on the factual information presented in the dossier relative to the criteria as delineated in IU and SPH promotion and tenure documents.
d) All members have opportunity to contribute to the discussion.
e) Both positive and negative points, if any, about a case recorded.
f) Vote taken using confidential ballot (for cases involving tenure-eligible faculty members, two separate votes are recorded: a first vote for tenure and a second vote for promotion).
g) Each member completes an individual ballot; in order to vote in favor of tenure and/or promotion, the candidate must be rated as excellent in one category and at least adequate/effective in all other applicable categories OR, in the case of tenure-eligible and tenured candidates, very good in all applicable categories.
h) All ballots collected by the Chair and checked to assure correct completion
i) Chair and one additional committee member tallies and reports following results to committee:
   • Overall rating for each applicable category—research, teaching, and/or service.
   • Overall recommendation to tenure and/or to promote.

6. **Committee Letter Preparation**
a) Primary reader prepares a draft letter that includes
   • Results of overall vote of the committee for tenure and/or promotion.
   • Results of vote for each applicable area—research, teaching, and/or service.
   • Discussion of main factors in support of granting or denying tenure and/or promotion.
• If any votes were cast against granting tenure and/or promotion, rationale for those votes as presented during the committee discussion. ANY AND ALL NEGATIVE VOTES MUST BE JUSTIFIED IN THE LETTER BASED ON SPECIFIC CONCLUSIONS DRAWN FROM FACTUAL INFORMATION PRESENTED IN THE DOSSIER OR ABSENCE THEREOF.

b) Secondary reader reviews and provides feedback/edits prior to letter being made available to all committee members.

7. Committee Letter Review and Approval
a) Prior to the next scheduled committee meeting, all members of the committee must review the draft letter.
b) At a scheduled committee meeting, the committee letter will be discussed by the entire committee and approved and/or revised so that all members are in agreement.
c) If agreement is not reached, the letter will be revised by the primary reader and reviewed at subsequent meeting(s) until consensus is reached on its contents.
d) The letter is submitted to the Chair for inclusion in the candidate’s dossier.

8. Confidentiality
a) All deliberations of the Promotion and Tenure Committee are strictly confidential.
   • Committee members may not discuss any aspect of these deliberations with a candidate(s) at any time, now or in the future.
   • With the exception of the primary and secondary readers during the letter writing process, committee members may not discuss any case(s) among themselves outside of the formal committee meetings.

b) Disposal of print and electronic materials.
   • Once deliberations on a case are complete, all individual committee members are responsible for shredding any and all notes, draft letters, and/or other printed documents pertaining to that case.
   • Once deliberations on a case are complete, all individual committee members are responsible for deleting any and all electronic files pertaining to that case.

B. Pre-Tenure and Promotion Review Committee

  Composition: The Pre-Tenure Review Committee shall consist of three tenured faculty members within the Department. The three committee members shall be elected by a vote of all tenured and tenure-track faculty members. All eligible tenured faculty members shall be included on the ballot.
Charge: The charge for the Pre-Tenure Review Committee is to serve in an advisory capacity to the Department Chair and in a mentoring capacity to the candidate. The Department Chair shall appoint one person as chair. The committee will review the dossiers of all non-tenured faculty on an annual basis and assess each non-tenured faculty member’s progress in relation to three areas—teaching, research/creative activities, and service—in accordance with those standards established by Indiana University. Each member will independently assess the dossier relative to the candidate’s progress in each of these areas. The committee will then meet to discuss the dossier of each candidate. Using the current School criteria and grading system, each candidate will be evaluated in each of the three areas. Specific consideration will be given to the faculty member’s number of years toward tenure. The committee will then provide a written detailed assessment of each candidate to the Department Chair, including the mean scores in the three areas. The committee shall make a statement regarding whether a candidate is making satisfactory or unsatisfactory progress toward tenure.

Assistant Clinical Professors may request faculty reviews of progress made toward promotion. Formal dossier reviews may be useful in years leading up to consideration to promotion to Associate Clinical Professor.

All deliberations of the Pre-Tenure Review Committee are confidential. Individual candidates shall be instructed not to contact committee members nor shall committee members directly contact candidate(s). Any concerns a candidate or committee member may have shall be directed to the Department Chair. The Pre-Tenure Review Committee’s letter of recommendation shall be made available to the candidate through the Department Chair.

C. Probationary Review for Lecturers

All Lecturers and Senior Lecturers will be reviewed annually by the Department Chair and, contingent upon a successful review, will be reappointed following the School of Public Health Policy. Lecturers will be initially appointed for a three-year probationary period. During the first two years of their appointments, they will be reviewed by the Department Chair and, in the third year, they will be reviewed by a committee.

Composition: The Third-Year Review Committee shall consist of a Senior Lecturer, a Clinical Professor (Associate or Full Rank), and a tenured faculty member. The three committee members shall be elected by a vote of all voting members of the department faculty. All eligible senior lecturers and clinical and tenured faculty members shall be included on the ballot.

Charge: The committee will serve as Advisory to the Chair in making a recommendation for reappointment for the next three-year period when Lecturers will be preparing their dossiers for promotion to the rank of Sr.
Lecturer. Based on the School of Public Health policy, the promotion process will involve the Department and School Promotion and Tenure Committees. The main criteria for their evaluation will be based on excellence in the teaching area and adequacy in the service area. Those criteria for excellence in teaching are spelled out in the School’s Promotion and Tenure Handbook (also see the University Non-Tenure handbook). Only the teaching and service portions of the School’s Promotion and Tenure Handbook apply to Lecturer rank.

Section 8. Representation on School of Public Health Academic Council and Research Committee

According to the School of Public Health constitution, the proportion of non-tenure track faculty (clinical, lecturer, and research scientists/scholar rank) may not exceed 40% of the membership of the Academic Council, with tenure-track and tenured faculty comprising up to 60% of membership. Also, the Chairperson of the Academic Council will rotate among the five departments with no one department serving two years in a row. The Chairperson may vote in case of a tie or a deciding vote. When a Chair is elected from the Department of Applied Health Science, one additional member shall be elected from the department for faculty representation.

In accordance with the School of Public Health constitution, the Chair of the Department of Applied Health Science will prepare and distribute a ballot of all eligible faculty. The ballot will be distributed to all eligible faculty members for a vote. The ballot will list a date by which the ballot must be returned. Faculty will be asked to mark the ballot and return it to a designated member of the Support Staff in SPH 116 in the envelope provided with the voting faculty member’s initials placed ONLY on the outside of the envelope.

Section 9. Additional Election Procedures

The ballots for all elections will be counted by the Administrative Team. While the voters are required to initial the envelope, the Department Chair, with the Administrative Team, will separate the envelope from the ballot so no name can be identified with a vote. In case one or more of the Administrative Team Members’ names appear on the ballot, that/those person(s) will not participate in the ballot counting. Instead, faculty member(s) who are voting members of the Department or the School of Public Health will be appointed by the Department Chair to participate in the ballot counting.

Any ballot that is not received by the due date will be excluded.

Note

This document has been ratified by a unanimous vote of the attending faculty members of the Department of Applied Health Science, at a regularly scheduled department meeting held on April 5, 2013. Revisions to this document, as per School of Public Health policy, will require a 2/3 majority vote of the voting faculty of the Department of Applied Health Science.
APPENDIX A

Department of Applied Health Science
Department Policy for Grade Appeals for Graduate Students
Department of Applied Health Science  
Department Policy for Grade Appeals for Graduate Students

When a grade appeal arises at the graduate level:

- Students need to demonstrate attempts to communicate with the instructor to discuss the grade appeal and efforts towards a resolution.
- If the problem cannot be resolved satisfactorily between the student and instructor, then the student must discuss the grade appeal with the Assistant Department Chair in the Department of Applied Health Science.
- If the decision is made by the Assistant Department Chair to proceed with the grade appeal, the student must compose a formal complaint in writing, use the *Grade Appeal Application Form*, include all supporting documentation, and present the documentation to the Assistant Department Chair for consideration.
- The formal complaint will be considered within twenty (20) working days by the Assistant Department Chair by which time the Assistant Department Chair will serve as a mediator between the student and faculty member. A copy of the formal complaint and supporting documents will be forwarded to the course instructor prior to the mediation meeting.
- If the issue cannot be resolved, then the student may appeal the outcome and contact the Department Chair of Applied Health Science for mediation.
- If the issue is not resolved at the Department level, then the student may file an appeal with the Executive Associate Dean of the School of Public Health.

The Department of Applied Health Science follows all policies related to grade grievances as indicated in the School of Public Health’s Grade Grievance Policy, available in SPH 115, and Indiana University’s *Code of Student Rights, Responsibilities, and Conduct* (http://www.iu.edu/~code/index.shtml).

Approved: March 13, 2009
APPENDIX B

Department of Applied Health Science
Department Policy for Grade Appeals for Undergraduate Students
Department of Applied Health Science
Department Policy for Grade Appeals for Undergraduate Students

When a grade appeal arises at the undergraduate level:

- Students need to demonstrate attempts to communicate with the instructor to discuss the grade appeal and effort towards a resolution.
- If the problem cannot be resolved satisfactorily between the student and instructor, then the student must discuss the grade appeal with the Director of Undergraduate Education in the Department of Applied Health Science.
- If the decision is made by the Director of Undergraduate Education to proceed with the grade appeal, the student must compose a formal complaint in writing, use the Grade Appeal Application Form, include all supporting documentation, and present the documentation to the Director of Undergraduate Education for consideration.
- The formal complaint will be considered within twenty (20) working days by the Director of Undergraduate Education by which time the Director of Undergraduate Education will serve as a mediator between the student and faculty member. A copy of the formal complaint and supporting documents will be forwarded to the course instructor prior to the mediation meeting.
- If the issue cannot be resolved, then the student may appeal the outcome and contact the Department Chair of Applied Health Science for mediation.
- If the issue is not resolved at the Department level, then the student may file an appeal with the Executive Associate Dean of the School of Public Health.

The Department of Applied Health Science follows all policies related to grade appeals as indicated in the School of Public Health’s Grade Grievance Policy, available in SPH 115, and Indiana University’s Code of Student Rights, Responsibilities, and Conduct (http://www.iu.edu/~code/index.shtml).

Approved: March 13, 2009
APPENDIX C

Department of Applied Health Science
Graduate Faculty Membership Procedures
Department of Applied Health Science
Graduate Faculty Membership Procedures

Graduate Faculty Status Levels
Two levels of graduate faculty status are recognized by Indiana University Graduate School Policy--graduate faculty status and endorsed graduate faculty status. Following are the rights and responsibilities of Department of Applied Health Science graduate faculty.

Rights and Responsibilities

Graduate Faculty Members
All graduate faculty members shall have the following rights and responsibilities:

- Vote at all meetings of the department graduate faculty;
- Teach graduate level courses;
- Serve as academic advisor to masters students;
- Review masters degree applications;
- Serve on masters degree thesis committees, doctoral course prescription committees, and doctoral dissertation committees;
- Chair masters thesis committees;
- Co-chair dissertation committees; and
- Publish research regularly.

Endorsed Graduate Faculty Members
Endorsed graduate faculty members have the following additional rights and responsibilities:

- Review applications for the PhD degree and make admissions recommendations;
- Serve as advisor to PhD students;
- Chair doctoral dissertation committees; and
- Maintain a clear research program.

Selection to Graduate Faculty Status

University Graduate School Appointment
The University Graduate School will routinely grant graduate faculty status to all tenure-track faculty members at the time of appointment. In addition, graduate faculty status with or without endorsement to chair PhD dissertation committees may be granted by the Dean of Graduate Studies upon successful petition by an individual faculty member. The faculty member should send a brief memo explaining the request with a copy of the vita.
Department of Applied Health Science Appointment of Non-Tenure Track Faculty
For the purpose of serving on master’s thesis and PhD dissertation committees and teaching
graduate level courses, anyone with a doctoral degree who works for the Department of Applied
Health Science may be appointed to the Graduate Faculty at the discretion of the department chair
following submission of a CV and letter of justification.

Selection to Endorsed Graduate Faculty Status

University Graduate School Appointment
Graduate faculty status with endorsement to chair PhD dissertation committees may be granted by
the Dean of Graduate Studies upon successful petition by an individual faculty member. The faculty
member should send a brief memo explaining the request with a copy of the vita.

Department of Applied Health Science Appointment
In accordance with University Graduate School procedures, endorsed graduate faculty status is
usually conferred at the departmental level. All tenured faculty who have achieved the rank of
Associate or Full Professor will be automatically recommended for endorsed status. By a majority
vote of all departmental faculty members currently holding endorsed graduate faculty status,
untenured tenure-track graduate faculty members may be granted endorsed status. All of the
following are required for endorsed graduate faculty status:

- Publish research beyond the doctoral dissertation in refereed professional journals;
- Maintain a clear research program; and
- Complete one of the following three:
  a. Previous experience serving on doctoral course prescription committees and thesis and/or
dissertation committees; or
  b. Previous experience chairing doctoral dissertation committees at other institutions; or
  c. Previous experience directing research studies equal to or exceeding the complexity of a
doctoral dissertation.

Appointment Procedure

Untenured tenure-track graduate faculty members may request consideration for endorsed graduate
faculty status or may be nominated by a current endorsed graduate faculty member. In either case, a
letter containing a rationale for the appointment and current vita must be submitted to the Director
of Graduate Education. Upon receipt of required materials, the Director of Graduate Education will
inform all endorsed faculty members of their availability for review in a specially designated area.
All information contained therein will be kept confidential.

Within 21 working days, a vote will be held at a meeting of endorsed graduate faculty. Voting will
be by secret ballot to be tallied by an ad hoc committee of three graduate faculty members selected
by and including the Director of Graduate Education. An affirmative vote of a simple majority of all
departmental faculty members currently holding endorsed graduate faculty status is required for
approval.
Eligible voters who are unable to attend a meeting during which a vote is scheduled may submit a sealed absentee vote to the Director of Graduate Education prior to the date and time of the meeting. Absentee voters should use “yes” to signify approval or “no” to signify denial of the application.

The Director of Graduate Education will report the results of the vote to the Department Chair who will forward names of successful candidates to the Dean of Graduate Studies in a brief memo along with a vita. In addition, the name will be added to the roster of all currently endorsed graduate faculty members maintained by the Department Chair.

**Professional Development**

*Professional Development for Graduate Faculty*
Before assuming responsibility as a master’s thesis committee chair, newly selected graduate faculty shall have:

- Completed an orientation program provided by the HPER Dean’s office, and
- Attended a minimum of one course prescription committee meeting, one oral comprehensive examination meeting, one thesis or dissertation proposal meeting and one thesis or dissertation defense.

*Professional Development for Endorsed Graduate Faculty*
Before assuming responsibility as a dissertation committee chair, newly endorsed graduate faculty shall have:

- Completed an orientation program provided by the HPER Dean’s office, and
- Attended a minimum of one course prescription committee meeting, one oral comprehensive examination meeting, one dissertation proposal meeting and one dissertation defense.

Effective Date: April 22, 2005
Amended: September 7, 2007
Amended: February 25, 2011
Amended: October 14, 2011
APPENDIX D

School of Public Health - Bloomington
Constitution and Bylaws of the Faculty
Indian University
School of Public Health - Bloomington
Constitution and Bylaws of the Faculty

CONSTITUTION
Revision passed April 27, 2012

ARTICLE I – PURPOSE
The mission of the Indiana University School of Public Health – Bloomington (SPH-B) is to promote health among individuals and communities in Indiana, the nation, and the world through integrated multidisciplinary approaches to research/creative activities, teaching, and community engagement.
The Faculty of the SPH-B, who share a common interest in enacting the mission of the school and the advancement of an environment of learning, integrity, and exploration, establishes this constitution in order to more effectively conduct quality academic departments and associated programs and auxiliaries of:
- Education, teaching, and learning;
- Research, inquiry, and development; and,
- Service provision and leadership for communities at the local, University, professional, statewide, regional, national, and international levels.

ARTICLE II – NAME
Subject to the authority of the laws of the State of Indiana, the Indiana University Board of Trustees, the President of the University, the chief Bloomington campus officer, and the University faculty constitution, this constitution confirms and establishes in the Faculty of the Indiana University School of Public Health - Bloomington the authority and responsibilities herein specified.

In line with Indiana University and the Academic Handbook, the unit is the School of Public Health – Bloomington and includes the following departments: Applied Health Science; Epidemiology and Biostatistics; Environmental Health; Kinesiology; and Recreation, Park, and Tourism Studies. Within departments there are degree granting programs. Auxiliaries exist at both the unit and department levels.

ARTICLE III – MEMBERSHIP
Voting members of the SPH-B will include all faculties on the Bloomington campus holding at least a 70% academic appointment in the school and who are tenured, or whose service is being counted toward tenure, or who are clinical faculty, lecturers, or research scientists/scholar rank in the school. See University Academic Handbook in regards to voting faculty. BFC Constitution, Article 1 Section 1.3: Academic appointees who are not tenure-track (i.e., clinical ranks; research scientist/scholar ranks; lecturer ranks) on the Bloomington campus shall be considered faculty. This excludes designations such as acting, part-time, adjunct, visiting, postdoctoral fellow, research associate, and academic specialist.
ARTICLE IV – AUTHORITY OF THE FACULTY

Section 1. Legislative Authority The Faculty of the SPH-B shall have legislative authority to establish academic policies for the SPH-B in the following areas:

A. The school’s academic mission.
B. The school’s structure of faculty governance, consistent with university faculty standards.
C. Authority of academic departments and programs of the school and the relationships between them.
D. Conferring of academic degrees.
E. Curriculum.
F. Academic calendar, with only such deviation from university and campus calendars made necessary by special curricular or accreditation requirements.
G. Admission and retention of students in the school.
H. Standards for student academic performance.
I. Student conduct and discipline, consistent with university and campus faculty standards.
J. Appointment, reappointment, faculty status, promotion and tenure, compensation, conduct and discipline, and grievances of school faculty, consistent with university and campus faculty standards.
K. Appointment and review of school academic officers (except the dean of the school) and administrative officers affecting the school’s academic mission, consistent with university and campus faculty standards.
L. Other matters affecting the academic mission of the school, subject to the legislative authority of the university and campus faculties.

Section 2. Exercise of Faculty Legislative Authority The authority of the Faculty may be exercised by a majority vote in meeting, by mail ballot, or by electronic vote, but normally shall be delegated to a body of elected representatives, the Academic Council, operating with the current Robert’s Rules of Order and Indiana Code 5-14-1.5 Chapter 1.5. Public Meetings (Open Door Law) (See http://www.in.gov/legislative/ic/2010/title5/ar14/ch1.5.html).

Section 3. Review Authority Legislative authority exercised by the councils and committees of the Faculty are subject to review by the Faculty. Such reviews must be initiated at either a regular or special meeting of the Faculty. Actions taken by such councils and/or such commissions may be reversed by a two-thirds majority of the votes cast in a ballot of the Faculty of the SPH-B, consistent with the current Robert’s Rules of Order and Indiana Code 5-14-1.5-1 Chapter 1.5 Public Meetings (Open Door Law).

Section 4. Consultative Authority The Faculty of the SPH-B shall have consultative authority pertaining to:

A. Creation, reorganization, merger, and elimination of programs affecting the SPH-B.
B. SPH-B facilities and budgets.

ARTICLE V – OFFICERS

Section 1. Presiding Officer The Dean of the SPH-B shall be Presiding Officer of the Faculty. In her/his absence, the Executive Associate Dean or her/his designee shall be designated as the presiding officer by the Dean.
Section 2. Secretary of the Faculty The Secretary of the Academic Council shall serve as the secretary of the Faculty and is not a voting member of the Faculty.

Section 3. Duties of the Secretary The Secretary of the Faculty shall keep minutes of all school-wide faculty and Academic Council meetings and distribute minutes of each meeting to all members of the Faculty.

ARTICLE VI - MEETINGS OF THE FACULTY
Section 1. Regular Meetings There shall be at least one regular meeting of the SPH-B Faculty each semester. The specific dates for the regular meetings shall be set by the Presiding Officer. Indiana Code 5-14-1.5 Chapter 1.5 Public Meetings (Open Door Law) shall be applied.

Section 2. Special Meetings Special meetings of the Faculty of the SPH-B, in whole or in part, may either be called by the Presiding Officer of the SPH-B, or by a majority vote of the Academic Council, or by the Faculty at large via a petition of ten (10) voting members of the Faculty. The specific date for a special meeting of the Faculty will be set by the Presiding Officer and will be held within three (3) weeks of the call for a special meeting.

Section 3. Report on the State of the SPH-B A report on the state of the SPH-B from the Presiding Officer to the Faculty shall be presented at a meeting of the Faculty at least once a year.

Section 4. Notice of SPH-B Meetings The Presiding Officer shall notify each member of the Faculty by mail or electronic mail at least one week in advance of the date of a special or regular meeting except in the case of an emergency as declared by the Presiding Officer.

Section 5. SPH-B Quorum A simple majority of 50%+1 of the voting members of the Faculty shall constitute a quorum.

Section 6. Resolutions at Faculty Meetings At SPH-B meetings, the Faculty may adopt resolutions. A resolution is a motion of some importance and uniqueness that is presented to a voting body in written/text form. Once presented, the resolution is voted on in similar fashion to any other motion that has been moved and seconded. All resolutions adopted by majority at meetings of the Faculty shall be submitted by mail or electronic mail to all eligible voting members of the faculty by the Secretary of the Faculty, within one week following the date of the meeting. Such resolutions shall come into force after approval by a majority of the votes cast.

ARTICLE VII - ACADEMIC COUNCIL
Section 1. Purpose General policy-making authority for the Faculty of the SPH-B shall be vested in an Academic Council, which shall represent the total Faculty. It shall be the responsibility of the Academic Council to decide on matters of academic policy as outlined by the Constitution and report its decisions to the Presiding Officer of the Faculty and to the Faculty at large. Implementation of adopted policies is the responsibility of the Presiding Officer.
Section 2. Governing Rules of the Academic Council

A. Membership The Academic Council shall consist of members as follows:

1.) Fifteen (15) voting members, three (3) each elected from the Departments of Applied Health Science; Epidemiology and Biostatistics; Environmental Health; Kinesiology; and Recreation, Park, and Tourism Studies.

2.) The Presiding Officer or the executive associate dean or her/his designee of the SPH-B shall serve as an ex-officio non-voting member.

3.) Two alternate members from each department shall also be elected to serve in the absence of a Council member.

4.) The proportion of non-tenure track faculty (clinical, lecturer, and research scientists/scholar rank) may not exceed 40% of the membership of the Academic Council.

5.) A quorum is met when a minimum of 2 of the required 3 members of each department are present.

B. Elections and Appointments Voting members of the Academic Council shall be elected by the departments before the close of the spring term. As a guideline, departments are encouraged to elect or appoint faculty who are representative of the faculty as a whole, and include:

1.) Underrepresented demographic populations amongst the voting faculty

2.) Junior and senior faculty members

3.) Research-oriented, service-oriented and teaching-oriented faculty

4.) Undergraduate and graduate levels of responsibility

C. Terms

1.) Academic Council members, representing the SPH-B Faculty, shall be elected at the department level for a term of three years and such terms shall commence during the last Academic Council meeting of the spring term at the beginning of New Business. Terms are to be staggered so that one (1) member is newly elected each year. A member is eligible for reelection or reappointment.

2.) Alternate members of the Council are elected for one year terms and are eligible for reelection or reappointment.

D. Vacancies When a seat on the Academic Council becomes vacant, the first alternate will fill that seat for the remainder of the term of office. If a first alternate position becomes open, the second alternate will assume that position. The department will then select a faculty member to fill the second alternate vacancy.

E. Eligibility for Academic Council Membership Eligible for election or appointment to the Academic Council as representatives of the SPH-B Faculty, are individuals holding at least a 70% academic appointment in the SPH-B and who are either tenured or whose service is being counted toward tenure, or who are clinical faculty, lecturers, or research scientists/scholar rank. Members of the Presiding Officer’s staff and line administrators reporting to the Presiding Officer’s office are not eligible for election or appointment to the Academic Council.

F. Secretary The Presiding Officer of the SPH-B shall designate one of her/his staff, with approval of the Academic Council, to serve as Secretary of the Academic Council. The Secretary is not a voting member of the Council.

G. Chairperson The voting members of the Academic Council shall elect annually a Chairperson who shall preside at meetings of the Academic Council and have authority
to place items of her/his concern on the agenda. The Chairperson is elected at the last scheduled meeting of the spring semester during New Business. Her/his term will commence at that point of the meeting and will continue until a new chair is elected during the last Academic Council meeting of the following spring semester. The Chairperson of the Academic Council will rotate among the five departments with no one department serving two years in a row. The Chairperson may vote in case of a tie or a deciding vote. In the case of an absence, the Chairperson of the Agenda Committee shall conduct the duties on behalf of the Academic Council Chairperson. When the Chair is elected, one additional member shall be elected from the Chair’s department.

H. Committees of Academic Council The Academic Council shall be assisted in its work through standing committees. In addition, ad hoc committees may be authorized in response to special needs, and based on need may become standing committees. For descriptions and duties of standing and ad hoc committees, refer to the SPH-B Bylaws of the Faculty.

1.) Standing Committees:
Academic Fairness/Faculty Grievance Committee
Agenda Committee
Budgetary Affairs Committee
Distinguished Service Award Selection Committee
Distributed Education Committee
Gender and Diversity Affairs Committee
Graduate Studies Committee
Research Committee
Teaching/Learning/Assessment Committee
Tenure and Promotion Committee
Undergraduate Studies Committee

2.) Ad hoc Committees Ad hoc committees shall be appointed by the Academic Council for the accomplishment of specific tasks to operate within a specific and stated duration of time.

I. Other Official Bodies of the SPH-B
1.) Committees School-wide committees may be established to further assist the work of the SPH-B.
2.) Task Forces. Task Forces may be appointed by the Presiding Officer for the accomplishment of specific objectives.
3.) Working Groups Working groups may be appointed by the Presiding Officer of the SPH-B for ongoing areas of work, function, and operations.

J. Operating Guidelines
1.) Duties of the Academic Council Chairperson. The Chairperson of the Academic Council shall: a.) preside at all regular and special meetings of the Council; b.) oversee the functions of the Council Secretary; c.) maintain communication with the Agenda Committee; d.) make tentative agenda available to all faculty prior to each Academic Council meeting; and e.) serve as liaison between faculty and administration.

2.) Duties of the Academic Council Secretary. The Secretary of the Academic Council shall: a.) keep minutes of the proceedings of the Academic Council; b.) distribute minutes of each meeting of the Academic Council to all faculty members
in the SPH-B; c.) prepare a summary of activities of the Academic Council each year with distribution to all faculty members in advance of the fall meeting of the SPH-B faculty; and, d) prepare and regularly update the Policy Manual for the SPH-B at the direction of the Academic Council.

3.) **Duties of the Academic Council Members.** All Academic Council Members shall: a.) attend all Academic Council meetings; b.) provide summaries to respective faculties; c.) provide feedback from department faculties and be entrusted with latitude to vote with the best intentions of the School; d.) as needed, serve on ad hoc and standing committees e.) and other duties as assigned by the Academic Council Chair.

4.) **Amending Governing Rules of the Council.** An amendment to the Governing Rules of the Council must be approved by at least six (6) of the voting members at two consecutively scheduled meetings of the Council. A petition of objection to the proposed change, if signed by eight (8) faculty members and filed with the Agenda Committee prior to the second scheduled meeting, shall mandate that a special faculty meeting be conducted on the petition.

**ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

**Section 1. Method of Amending** A call for amendments may be initiated by majority of the votes cast by the Faculty at a regular or special meeting, or by majority vote of the Academic Council, or by petition of fifteen (15) or more voting members of the Faculty. In cases where a call for an amendment is initiated by action of the Academic Council or by petition of the Faculty, a special Faculty meeting shall be called for the purpose of discussing the proposed amendment. The date for the special meeting shall be set by the Presiding Officer to be held within three (3) weeks of the amendment call and a copy of the amendment shall be provided to each voting member of the Faculty at least one (1) week prior to the meeting. Within thirty (30) days of the Faculty meeting at which the amendment was discussed, the Secretary of the Faculty shall circulate the proposed amendment with a ballot to all voting Faculty, consistent with the current Robert’s Rules of Order and Indiana Code 5-14-1.5 Chapter 1.5 Public Meetings (Open Door Law). (See http://www.in.gov/legislative/ic/2010/title5/ar14/ch1.5.html.)

**Section 2. Vote Required for Adopting Amendments** A two-thirds majority vote of the votes cast shall be required for adoption of an amendment.
Indiana University
School of Public Health - Bloomington
Constitution and Bylaws of the Faculty
BYLAWS
Revision passed April 27, 2012

ARTICLE I – PREAMBLE
In order to discharge more effectively the authority and responsibility to conduct quality academic programs of education, of research and development, and to provide professional services and leadership for its statewide, national, and international clientele, the Faculty of the Indiana University School of Public Health – Bloomington (SPH-B) draws these bylaws.

ARTICLE II – AUTHORITY OF THE FACULTY
The Faculty of the SPH-B shall have legislative authority to establish councils, committees, task forces, working groups and other official bodies of the faculty related to the academic policies for the SPH-B serialized in the SPH-B Constitution (Article IV, Section 1). All such bodies must operate with the SPH-B Constitution, the current Robert’s Rules of Order, and Indiana Code 5-14-1.5 Chapter 1.5. Public Meetings (Open Door Law)(See http://www.in.gov/legislative/ic/2010/title5/ar14/ch1.5.html).

ARTICLE III – ACADEMIC COUNCIL
Section 1. Purpose of Academic Council. The general and principle policy-making authority for the Faculty of the SPH-B shall be vested in an Academic Council which shall represent the total Faculty. It shall be the responsibility of the Academic Council to decide on matters of academic policy as outlined by the SPH-B Constitution and report its decisions to the Presiding Officer of the Faculty and to the Faculty at large, as described in the SPH-B Constitution.

Section 2. Operating Guidelines of Academic Council
A. Quorum at Academic Council Meeting. The quorum at an Academic Council meeting is met when a minimum of 2 of the required 3 members of each department are present.
B. Duties of the Academic Council Chairperson. The Chairperson of the Academic Council shall:
   1.) Preside at all regular and special meetings of the Council
   2.) Oversee the functions of the Council Secretary
   3.) Maintain communication with the Agenda Committee
   4.) Make tentative agenda available to all faculty prior to each Academic Council meeting
   5.) Serve as liaison between the faculty and administration of the unit
C. Duties of the Academic Council Secretary. The Secretary of the Academic Council shall:
   1.) Keep minutes of the proceedings of the Academic Council
   2.) At the direction of the chair, distribute minutes of each meeting of the Academic Council to all SPH-B faculty members.
3.) Maintain a summary of activities of the Academic Council each year with
distribution to all faculty members in advance of the fall meeting of the SPH-B faculty
4.) Prepare and regularly update the Policy Manual for the SPH-B at the direction
of the Academic Council

A. Duties of the Members of Academic Council.
   1.) Attend all faculty meetings in their entirety
   2.) Provide summaries to respective faculties
   3.) Provide feedback from department faculties
   4.) As needed, serve on ad hoc and standing committees

B. Disciplinary Procedures & Removal. The faculty and Academic Council has the
right to make and enforce rules, guidelines, and to require members to refrain from
conduct that harms the SPH-B and/or a repeated dereliction of duty. Therefore the
Academic Council has the right to discipline its members, including the Chair of the
Academic Council, following very specific procedures that are outlined in the current
version of Robert’s Rules of Order.

Any officer, except the Chair of Academic Council, may be removed through a motion
accepted by a majority vote of the Academic Council whenever, in its judgment, the
best interests of the Academic Council and SPH-B would be served thereby, but such
removal shall be without prejudice to the rights, if any, of the Academic Council
member.

The Chair may be removed only upon a two-thirds vote of all of members of
Academic Council in the form of a resolution. When a motion is of such importance
or length as to be in writing it is usually written in the form of a resolution. When a
member wishes to introduce a resolution for removal of the Chair to be adopted after
having obtained the floor, the written resolution is read to the Council and is handed
to the Chair. Subsequently a vote is taken and with two-thirds in favor of the
resolution, the Chair is removed from office. Following this removal, Academic
Council must introduce a secondary motion for a new Chair to continue with all other
matters of the Council and the meeting.

C. Amending Governing Rules of the Council. An amendment to the Governing
Rules of the Council must be approved by at least eight (8) of the voting members at
two consecutively scheduled meetings of the Council. A petition of objection to the
proposed change, if signed by twelve (12) faculty members and filed with the Agenda
Committee prior to the second scheduled meeting, shall mandate that a special
faculty meeting be conducted on the petition.

ARTICLE IV – COMMITTEES OF ACADEMIC COUNCIL
Section 1. Committees. The Academic Council shall be assisted in its work through the
establishment and operations of standing committees. Operating guidelines for standing
committees will be approved by the Academic Council. Operating guidelines for prospective
standing committees are available upon request in the SPH-B Dean’s office. In addition, ad
hoc committees may be authorized in response to special needs.

A. Standing Committees:
   1.) Academic Fairness/Faculty Grievance Committee. The Academic
Fairness/Faculty Grievance Committee is the recipient of grievances from faculty and or students if the grievance reaches the unit level. Thus the committee serves two functions: 1) as a hearing body for faculty grievances; and, 2) as a hearing body for academic fairness matters for students. Their role is to act not as a mediator but rather as a hearing mechanism to enable an individual to submit their grievance. The committee follows the same guidelines as those outlined in the Faculty Academic Handbook (http://www.indiana.edu/~vpfaa/policies/Handbooks%20and%20Guides.shtml) and the Code of Student Rights, Responsibilities and Conduct (http://www.iu.edu/~code/code/index.shtml) for Indiana University. Briefly, an individual submits a complaint; the committee studies the documentation then conducts a hearing of the involved parties, and passes down its judgment. This committee meets only when there are grievances to be resolved.

2.) **Agenda Committee of the Academic Council.** This committee will meet with the Presiding Officer to review and establish priorities for the academic year and will serve to bring forward agenda items from the faculty to the Academic Council chairperson including faculty objections to amendments and may call for a special meeting of the faculty to address these objections. In the absence of the chairperson of the Academic Council the chairperson of the Agenda Committee will preside over Academic Council meetings.

3.) **Budgetary Affairs Committee.** Consistent with the purpose of the Budgetary Affairs Committee of the Bloomington Faculty Council, the SPH-B Budgetary Affairs Committee acts as a representative of the SPH-B faculty, staff and students in offering to the Dean its continuing review and advice on all aspects of the unit’s budgetary policy and the allocation of financial resources, especially those proposed allocations and re-allocations of financial resources that have bearing on the economic well-being of the faculty and staff. The committee focuses its recommendations on issues related to: implementation of faculty and staff salary policies; determining the impact of long-term investments on the budget; analysis of the impact of campus assessments and charges; and analysis of budgetary impacts of new programs and significant changes to existing programs. The chair is appointed at the first AC meeting in the fall, and can be either an AC member or alternate from the current year.

4.) **Distinguished Service Award Selection Committee.** The purpose of the annual Distinguished Service Award is to recognize outstanding faculty for their individual achievements, contributions to their professional areas, and service to their university, school, and department. The selection committee will be comprised of one Academic Council representative from each academic department.

5.) **Distributed Education Committee.** The purpose of the Distributed Education Committee is to provide motivation, incentive, reward, recognition, and support for faculty, staff, and graduate students to incorporate distributed education technologies into teaching and research.

6.) **Gender and Diversity Affairs Committee.** The primary purpose of the committee is to promote and support equitable affairs across the unit relative to diversity and gender both in terms of providing support and being a catalyst for the understanding and appropriate behavior in a diverse environment.

7.) **Graduate Studies Committee.** The Graduate Studies Committee is charged
with the development and implementation of policies and procedures for the administration of graduate degree programs in the School. The Committee serves as the representative body of the SPH-B’s graduate faculty.

8.) **Research Committee.** The primary responsibility of the Research committee is to facilitate and enhance research in the SPH-B. As a subcommittee of Academic council, the Research Committee will be responsible for initiating, vetting, revising, and recommending policies and procedures related to research for the school. These policies will then be processed through the Academic Council. To enhance faculty research, the Research committee specifically focuses its work on: developing policies and procedures that facilitate research productivity of faculty and students and that support the school’s research climate; establishing the indicators by which research productivity in the school is evaluated; assisting in the development and administration of internal funding mechanisms that provide support for the research efforts of both faculty and students; and collaborating with other offices in the school/campus to improve funding and visibility of scholarly work that is being conducted in the SPH-B.

9.) **Teaching/Learning/Assessment Committee (TLA).** This is a committee to which faculty are appointed and is responsible for the promotion and assessment of teaching and learning. The committee is involved in learning outcome assessments for degree programs and facilitates the SPH-B encouragement of excellence in teaching and assessment. The TLA committee is also charged with fostering and maintaining a relationship with the Indiana University Bloomington campus Center for Innovative Teaching and Learning (CITL).

10.) **Tenure and Promotion Committee.** The SPH-B Tenure and Promotion Committee consists of six members, two tenured faculty elected from their peers in their respective department. The Committee conducts its work with complete confidentiality neither offering or supplying information in any verbal or nonverbal form to anyone outside of the working committee; a breach of confidentiality is considered a serious violation of ethical conduct. The committee evaluates each candidate’s tenure and/or promotion dossier and writes a recommendation regarding each candidate’s tenure and/or promotion case. The Committee forwards its letter indicating the final committee recommendation, including the committee’s vote, to the Dean of the SPH-B. This Committee also evaluates and makes recommendations for related tenure and promotion guidelines, procedures, and issues.

11.) **Undergraduate Studies Committee.** The Undergraduate Studies Committee shall be composed of the Directors of Undergraduate Studies from the Departments of Applied Health Science; Environmental Health; Epidemiology and Biostatistics; Kinesiology; and Recreation, Park, and Tourism Studies. There shall also be one person designated from the Presiding Officer’s staff to serve as an ex-officio, non-voting member. This designated person shall serve as the Chairperson of the Committee. In the event that the Committee has no member from the Academic Council, the Council Chairperson shall appoint a Council member to serve as non-voting, ex-officio liaison between the Council and the Committee. The Committee shall be responsible for review of all matters pertinent to undergraduate education and shall recommend new policies as well as significant changes to existing policies to the Academic Council for action. This shall include such matters as: (1) new curricula and degrees as well as
changes to existing curricula and degrees; (2) interdisciplinary curricula and interdepartmental (“T”) courses; (3) standards and procedures for admission into each of the various majors in the School; and, (4) other undergraduate curriculum and academic policy matters.

B. Ad hoc Committees. Ad hoc committees shall be appointed by the Academic Council for the accomplishment of specific tasks to operate within a specific and stated duration of time.

**SPH-B Implementation Committees** Based on the ongoing process of accreditation to the Council on Education for Public Health (CEPH), there shall be the establishment of Ad Hoc committees for the purposes of the implementation and maintenance of CEPH accreditation goals, standards, and criteria that are organized by the Presiding Officer of the SPH-B for the purposes of assisting in implementing policy decisions of the faculty according to the procedures in the School Policy Handbook. Members are appointed by the Presiding Officer following a review of the Academic Council. Committee membership should reflect a liaison relationship with both the Presiding Officer’s office and the Academic Council.

**ARTICLE V – OTHER OFFICIAL BODIES OF SPH-B**

**Section 1. Committees.** The SPH-B shall be further assisted in its work through the establishment and operations of school-wide committees.

**Section 2. Task Forces.** Task forces may be appointed by the Presiding Officer of the SPH-B for the accomplishment of specific objectives related to growth, success, and development of the SPH-B.

**Public Health Leadership Taskforce.** The Public Health Leadership Taskforce has the responsibility to provide oversight to the current MPH program and to coordinate curricular activities associated with the former structures of the School of HPER (Health, Physical Education and Recreation) transitioning to a school of public health. The Public Health Leadership Taskforce can make recommendations to Academic Council and SPH-B Implementation Committee (subcommittee of Academic Council).

**Section 3. Working Groups.** Working groups may be appointed by the Presiding Officer of the SPH-B of ongoing areas of work, function, and operations the SPH-B. Although each working group is mainly comprised of staff of SPH-B there may be faculty representation on each and as such is included with these Faculty Bylaws.

**ARTICLE VIII – AMENDMENTS TO THE BYLAWS**

**Section 1. Method of Amending.** Bylaws explain the operations of the Academic Council, its committees, and other official bodies of the SPH-B. Due to the fluid nature of those bodies of the SPH-B, the process to amend the Bylaws is different than the process of amending of the Constitution. A call for amendments may be initiated by a majority vote of the Academic Council, a petition from the majority of voting members within committees of Academic Council (standing and Ad Hoc) or petition from voting members of another official body of the SPH-B. Amendments are placed on the Academic Council agenda as a discussion item of a regularly occurring meeting. A vote by the Academic Council, acting as the official
representatives of the Faculty, Departments, and the programs, can be taken at the next scheduled meeting after a 30-day period. Academic Council members must show evidence of discussing the proposed Bylaw amendment with the faculty within their respective departments within the 30-day period showing respect to the current Robert’s Rules of Order and Indiana Code 5-14-1.5 Chapter 1.5 Public Meetings (Open Door Law) (See http://www.in.gov/legislative/ic/2010/title5/ar14/ch1.5.html).

Areas that necessitate the call and vote for amending the Bylaws are as follows:

A. An Ad hoc Committee of Academic Council becoming a Standing Committee of Academic Council and require inclusion within the Bylaws.

B. The formation of a new Standing Committee of Academic Council that requires inclusion within the Bylaws.

C. A change in the description of a Standing Committee of Academic Council that requires a change of the description within the Bylaws.

D. The dissolution of a Standing Committee of Academic Council or other official body of SPH-B that requires the removal of the committee from the Bylaws.

E. The general grammatical updating, altering, editing of words, phrases, and sentences within the Bylaws.

A full revision, that changes the principles and operating guidelines of the Academic Council, of the Bylaws requires the following of the process of amendment as described within Article VIII of the Constitution.

Section 2. Vote Required for Adopting Amendments. A two-thirds majority vote of the Academic Council shall be required for adoption of an amendment of the Bylaws.
APPENDIX E

School of Public Health - Bloomington
Promotion and Tenure Procedures
As Amended April 5, 2013
Sequential Stages of Review. Decisions about tenure and promotion are reached through the comprehensive and rigorous peer review of achievements and promise. The review process begins in the candidate’s home department. Each case moves through a sequence of reviews, from the candidate’s department, to the school and then the campus.

Split Appointments. In the case where a candidate holds appointments in multiple units/departments and a department in SPH-B has been designated as the home department for promotion and tenure purposes (P&T home), the candidate will be reviewed based on standards established in a Memorandum of Understanding (MOU). The MOU will have been signed at hiring by the candidate and the heads (the chair of the SPH-B department and the chair of the other department, or the dean, if a non-departmentalized school). The MOU identifies the P&T home department; outlines the candidate’s responsibilities in each department; provides information on teaching and service obligation, thus preventing excessive service and teaching obligations for the candidate.

At the time of review for tenure, the department not serving as the P&T home will be asked to write a report, which may be in the form of a letter written either by the chair or by a committee comprised of rank eligible faculty members from the department. This report will be placed in the dossier early so it is available to the P&T home department in their deliberations.

Review Committees. Two (2) separate faculty review committees will be constituted at each level of review in the school; that is, two separate committees at the department level and two separate committees at the school level. To be specific, within the department there will be a review committee constituted for reviewing candidates seeking tenure and/or promotion to the rank of associate professor, and there will be a separate committee constituted for evaluating candidates seeking promotion to the rank of full professor. Likewise, at the school level there will be a committee constituted for evaluating candidates seeking tenure and/or promotion to the rank of associate professor, and separate committee constituted for evaluating candidates seeking promotion to the rank of full professor.

The department faculty committee that reviews candidates for tenure and/or promotion to the rank of associate professor will be comprised of all tenured faculty members holding the rank of associate or full professor in the candidate’s department. The department faculty committee that reviews candidates for promotion to the rank of full professor will be comprised of all tenured faculty members holding the rank of full professor in the candidate’s department. Both of these committees that review the candidate will write a substantive report evaluating the candidate’s performance in Research/Creative Activity, Teaching, and Service/Engagement as well as reporting the votes for the committee’s recommendation.
The committee shall appoint a chair from among their members to facilitate the review process and to call for the secret ballot when the time seems right. The Chair of the department shall serve as *ex officio* member of the departmental committees for the purpose of information sharing only and another member of the committee shall serve as the committee Chair; the departmental Chair would not participate in the discussion of cases and would refrain from offering any information that would influence the committee members’ evaluation of the case.

For departmental committees, all eligible faculty in the department must vote excluding the department Chair (not committee Chair) and if relevant, the Dean. The departmental Chair and Dean will register their votes later in the review process in the form of their evaluative letters. Associate Deans must vote within their home departments.

If, for any reason, the department has fewer than three rank-eligible faculty members, additional faculty member(s) will be identified from within the school by the Executive Associate Dean in consultation with the department Chair in order to bring the committee size up to the minimum required number of three rank-eligible faculty members. The Chair and Executive Associate Dean will recruit the identified faculty member(s). Upon their agreement to serve on the committee, a Memorandum of Understanding (MOU) will be drafted by the Executive Associate Dean. The candidate will be asked to approve/accept the choice(s), and this agreement is reflected in the MOU. The candidate may reject a choice only for cause. The MOU is to be signed by the candidate, the Chair, and the recruited faculty member(s). Each party will receive a copy of the MOU and the original will be secured in a locked cabinet in the Office of the Dean.

Following the department committee review, the department Chair provides a separate substantive evaluation and recommendation.

At the school level, two committees (one for consideration of promotion and tenure cases, and one for consideration of cases for promotion to the rank of full professor) will be constituted. Each committee will include representatives from each of the five departments in the school and the composition of the committee should be composed to reflect the diversity of the school’s faculty. These members will be appointed by the Dean in consultation with the department Chairs and Associate Deans. Full professors who serve on the promotion review committee also may serve on the School promotion and tenure review committee. The committee is to be composed of two members from each of the five academic departments; however, in the case(s) where a department has fewer than two rank-eligible tenured faculty members, the Dean may choose to name only one.

As with the departmental committees, only tenured associate and full professors may serve on the committee reviewing candidates for tenure and/or promotion to the rank of associate professor; likewise, only tenured full professors may serve on the committee reviewing candidates for promotion to the rank of full professor. The Executive Associate Dean will serve as *ex officio* chair of the school committee to facilitate the process and will not direct the outcome. The school committee reviewing the candidate will write the school report including the votes on the recommendation.

Any and all representative(s) on the school committee from the home department of the candidate will have voted at the department level and therefore are required to abstain from engagement in the deliberations and will recuse themselves from voting at the school level.

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Committee Reports. Committee reports, at both the department and school level, are to capture the range of assessments expressed during the deliberations (minority reports of individual committee members are not allowed), while also providing an evidence-based rationale for the chosen recommendation. Independent evaluations by individual faculty members may not be included in tenure or promotion dossiers, with the exception of their serving as observations on collaborative projects or as peer assessments of teaching. All committee members must have access to all dossier materials assembled by the chair and candidate, including external letters and (in the case of the school committee) the recommendation from the department committee and chair. All oral deliberations by review committees are strictly confidential.

Eligibility and Voting. Eligibility is guided by the principle of rank-appropriateness: only tenured faculty within a unit may vote on tenure cases; only tenured full professors may vote on candidates seeking promotion to full. Faculty are responsible to be “materially engaged” in the review process, by familiarizing themselves with the dossier and by attending committee meetings where the case is discussed and voted upon. No proxy voting is allowed; a faculty member who will be absent from a vote may not authorize another to cast a vote on his or her behalf. Absentee ballots are allowed, if the faculty member will be unable to attend the meeting, has fully acquainted him/herself with the dossier and submits an anonymous ballot, in a sealed envelope, to the department Chair prior to the meeting at which candidate’s case is to be discussed. Faculty may recuse themselves for good cause, which removes them from involvement in consideration of the individual case for which they are recused. Eligible faculty may vote only once per case; faculty members who have already voted at an earlier stage may not be involved in the deliberations or voting at a later stage. At all stages of review, all eligible faculty must vote on all performance areas using the evaluative ratings provided on the ballot, and also for the overall recommendation for tenure and/or promotion. Comments may not be written on the ballot, which allows only for checked-box voting. Votes for all eligible faculty members must be reported in the dossier, and all absences and abstentions accounted for, by the Chair (department committee) or the Executive Associate Dean (school committee). Voting is by secret ballot. Ballots are to be stored in a locked cabinet in the Dean’s Office, and are to be retained for a minimum of 12 months, after which they are to be shredded.