GOVERNANCE POLICIES

SHARED VALUES

As the IU School of Public Health-Bloomington, we value

- health and quality of life as a human right,
- academic integrity,
- a commitment to diversity and civility,
- a quality education and what it promises,
- research and its application,
- community engagement,
- the responsible stewardship of resources, and
- the multidisciplinary traditions of our school.

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DEPARTMENT OF APPLIED HEALTH SCIENCE
GOVERNANCE POLICIES

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-Bloomington.

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 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. A quorum for AHS faculty meetings is defined as 50% of voting members of the faculty.

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 Studies, 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 Studies**

**Appointment:** The Director of Graduate Studies 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 functions of the Director of Graduate Studies relate to a) graduate admissions and b) procedures for the masters and doctoral degree programs in Applied Health Science. The Director of Graduate Studies serves on the School of Public Health Graduate Studies Committee.

D. **Director of Undergraduate Studies**

**Appointment:** The Director of Undergraduate Studies 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 functions of the Director of Undergraduate Studies relate to a) undergraduate admissions and b) procedures for the undergraduate programs in Applied Health Science. The Director of Undergraduate Studies 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.

Procedures: 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.

After the chair selects the preferred candidate, the following additional procedures shall be followed if an ensuing hire offer includes the provision of tenure. The candidate will be asked to provide a mini-dossier for use in an expedited tenure review by the relevant committee of tenured AHS faculty members, depending on proposed rank at hire. At a minimum, this dossier should include: the candidate’s CV; statement with evidence of excellence in research/creative activity, teaching, or service/engagement, and evidence of effectiveness in the other two areas. The department chair will add six external letters; three of these letters can be the reference letters supplied by the candidate as part of the application and three should be solicited by the SPH-B Executive Associate Dean in consultation with the department chair. If the candidate has previously been awarded tenure at a peer institution, evidence documenting research, teaching and service can be brief (summary information totaling 2-3 pages). If the candidate has not previously been awarded tenure at a peer institution, documentation
should be more substantial, including some documentation of research, teaching, and service performance.

Once the dossier, including all six external letters, has been compiled, the relevant faculty committee shall meet, conduct a review, and vote on whether or not tenure should be offered at hire. (Prior to a vote, committee members shall have a minimum of three business days to review the candidate’s dossier.) In so doing, the standard AHS Promotion and Tenure Committee Procedures shall be followed. If a majority of committee members present and voting affirms that tenure should be offered at the time of hire, then the department chair may make the recommendation for appointment with tenure.

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; Professional Health Education, School and College Health; Safety and Safety Management; and Nutrition Science and Dietetics) shall consist of all faculty members in each program area. Each committee will elect one voting member of the faculty as its Curriculum Coordinator for a one-year term. Each Curriculum Coordinator shall call meetings as needed.

Charge: The charge of each Curriculum Committee is to periodically review the undergraduate and master degree curricula and courses for the respective disciplinary area. New program and course proposals and revisions to
existing programs and courses from the Curriculum Committees are carried forth by their representatives to the Undergraduate Committee or Graduate Committee, as appropriate, for discussion.

**B. Undergraduate Committee**

**Composition:** The Applied Health Science Undergraduate Committee is a standing committee composed of one representative (a voting departmental faculty member) from each undergraduate curriculum committee. The Undergraduate Academic Advisors shall serve on the Undergraduate Committee in an ex-officio capacity. The chair of the Undergraduate Committee shall be the Director of Undergraduate Studies.

**Charge:** The charge of the Undergraduate Committee is to provide oversight of all aspects of the departmental undergraduate degree programs. This committee reviews all undergraduate curriculum development and revision. After review, items move to Department faculty for approval. All meetings shall be open for any interested member of the Department to attend.

**C. Graduate Committee**

**Composition:** The Applied Health Science Graduate Committee is a standing committee composed of voting departmental faculty members who hold IU graduate faculty status. The chair of the Graduate Committee shall be the Director of Graduate Studies.

**Charge:** The charge of the Graduate Committee is to provide oversight of all aspects of the departmental graduate degree programs. This committee reviews all graduate curriculum development and revision. After review, items move to the Department faculty for approval. Committee members with endorsed graduate faculty status shall review applications for the PhD degree program.

**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:** All tenured faculty members are eligible to 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 senior lecturer rank. 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. This committee will be referred to as the Promotion Committee. In all cases, the department Chair and, if applicable, the Dean will not vote at the department level. The Department Chair will attend but not participate in deliberations of either the Promotion and Tenure Committee or the Promotion Committee.

The purpose of the following section is to stipulate the process to be followed by the Promotion and Tenure Committee and the Promotion 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 Promotion and Tenure Committee and Promotion Committee meetings for the following academic year, consistent with the coinciding, online SPH calendar, will be distributed in April of each academic year.

   b) Being expected to attend all pertinent meetings, eligible members are expected to attend all scheduled meetings and must enter all pertaining meeting dates on their calendars as well as avoid any scheduling conflicts unless otherwise exempted under the School of Public Health and Indiana University policies.

   c) In April of each year, a Chair of the Promotion and Tenure Committee will be elected by a vote of all tenured faculty members that is conducted electronically; all votes will be confidential.

   d) In April of each year, a Chair of the Promotion Committee will be elected by a vote of all tenured full professors that is conducted electronically; all votes will be confidential.

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, lecturer, and scientist rank candidates will be available online in an eDossier format at least one week
prior to the first scheduled fall semester meeting(s) of the respective committees.
c) Each committee member may print one copy of a candidate’s CV for use when reviewing the dossier and during committee deliberations. Committee members must assure that any and all print copies of CVs or any other dossier materials are destroyed via shredding immediately at the end of the review process.

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 only 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) Only committee members physically in attendance when a candidate’s case is deliberated are eligible to vote on that case; absentee votes are not allowed.
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 Committee Chair will appoint a primary and secondary reader for every case.
b) During the initial deliberation of each case, readers will have the following responsibilities:
   Primary reader
   • Presents the major points of the case based solely on factual evidence presented in the dossier relative to the applicable SPH tenure and/or promotion criteria.
   • 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) Committee Chair facilitates open discussion based solely on the factual information presented in the dossier relative to the criteria as delineated in SPH and IU 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 are recorded.
f) Vote is taken using confidential SPH-approved 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 (i.e., balanced case).
h) All ballots are collected by the Committee Chair and checked to assure correct completion.
i) The Committee Chair with the assistance of one additional committee member tallies and reports the 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 which will be made available electronically.
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 Committee Chair who will upload it into the eDossier for the appropriate candidate as well as enter the Committee vote and recommendation(s).

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, including any time 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.
   - Primary and secondary readers are responsible for deleting any and all letter drafts from shared file platforms (e.g., BOX).

B. Pre-Tenure 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 SPH eDossiers of all
non-tenured faculty on an annual basis and assess each non-tenured faculty member’s progress in relation to three areas—research, teaching, 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 SPH Promotion and Tenure criteria and grading system, each candidate will be evaluated in each of the three areas, with specific consideration of the faculty member’s number of years accrued 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 provide 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 eDossiers 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

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. 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 deciding vote.

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 electronically to all eligible faculty members for a vote and include the date by which the ballot must be returned. This vote will be conducted electronically via a standard polling platform that will be managed by a qualified Department staff member who is appointed by the Chair. To the extent possible, all votes will be confidential.

Section 9. Additional Election Procedures

The ballots for all elections will be tallied electronically with the results reported by the appointed staff person to the Department Chair.

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

Note

This document was 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; modifications were approved by unanimous vote of faculty members on December 2, 2016; modifications were approved at a vote of the faculty members, April 7, 2017; modifications were approved at a vote of the faculty members, February 2, 2018. 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 Studies in the Department of Applied Health Science.
- If the decision is made by the Director of Undergraduate Studies 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 Studies for consideration.
- The formal complaint will be considered within twenty (20) working days by the Director of Undergraduate Studies by which time the Director of Undergraduate Studies 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 the Graduate School 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 the Graduate School 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 Studies. Upon receipt of required materials, the Director of Graduate Studies 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 of endorsed graduate faculty will be held. The ballot will be distributed electronically to all endorsed graduate faculty for a vote and will include the date by which the ballot must be returned. This vote will be conducted electronically via a standard polling platform that will be managed by a qualified Department staff member and supervised by the Director of Graduate Studies. To the extent possible, all votes will be confidential. An
affirmative vote of a simple majority of all departmental faculty members currently holding endorsed graduate faculty status is required for approval.

The Director of Graduate Studies will report the results of the vote to the Department Chair who will forward names of successful candidates to the Dean of the Graduate School 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 SPH-B 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 SPH-B 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
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