## ARTICLES

### 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](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 Committee on Budget and Planning
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 Committee on Budget and Planning 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. The SPH-B Academic Council is the general policy-making authority for the faculty of the School of SPH-B and represents the total faculty in five fundamental areas as articulated by the legislative authority of the Faculty within the Constitution: 1) Curricular Affairs; 2) External Engagement; 3) Internal Operations; 4) Faculty Affairs; and 5) Student Affairs. It is the responsibility of the Academic Council to decide on matters of academic policy as outlined in the SPH-B Constitution and report its decisions to the Presiding Officer of the School of Public Health and to the faculty at large. Subsequent implementation of adopted policies is the responsibility of the Presiding Officer of the School of Public Health. For descriptions and duties of standing committees, refer to the SPH-B Bylaws of the Faculty.

A. Standing Committees:

1.) Curricular Affairs

a. Undergraduate Studies Committee. The Undergraduate Studies Committee is composed of the undergraduate program coordinators from each of the school’s academic departments, a student representative from the SPH-B Student Government, and is chaired by the Executive Associate Dean with representation from staff across the school who are engaged with matters related to undergraduate studies and, as needed, a representative of the Public Health Leadership Committee. The Coordinators of Undergraduate Studies are from the Departments of Applied Health Science; Environmental Health; Epidemiology and Biostatistics; Kinesiology; and Recreation, Park, and Tourism Studies. The Undergraduate Studies Committee provides leadership to the school in all areas of undergraduate curricula, policies, and procedures. There shall also be one person designated from the Presiding Officer’s (the Dean of the school) 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 (“X”) 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. As a core function, this committee contributes to the evaluation and planning activities of the school on matters related to undergraduate studies.

b. **Graduate Studies Committee.** The Graduate Studies Committee is composed of the graduate program coordinators from each of the school’s academic departments, a student representative from the SPH-B Student Government, and is chaired by the Associate Dean for Research and Graduate Studies, with representation from staff across the school who are engaged with matters related to graduate studies and the Chair of the Public Health Leadership Committee. The Coordinators of Undergraduate Studies are from the Departments of Applied Health Science; Environmental Health; Epidemiology and Biostatistics; Kinesiology; and Recreation, Park, and Tourism Studies. The Graduate Studies Committee provides leadership to the school in all areas of graduate curricula, policies, and procedures. There shall also be one person designated from the Presiding Officer’s (the Dean of the school) 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 (“X”) courses; (3) standards and procedures for admission into each of the various majors in the School; and, (4) other graduate curriculum and academic policy matters. As a core function, this committee contributes to the evaluation and planning activities of the school on matters related to graduate studies.

c. **Public Health Leadership Committee.** The Public Health Leadership Committee is a committee that works closely with the Graduate Studies Committee and the Undergraduate Studies Committee. Members include the coordinators of each of the school’s MPH concentrations, with additional representation by a faculty member from any department that does not currently have an MPH concentration, staff responsible for matters related to CEPH accreditation, and leadership from the Master of Public Health Student Association. This committee is chaired by the school’s Director of Public Health Programs. The Public Health Leadership Committee is primarily responsible for ensuring consistency across the school’s public health-designated degree programs and for providing leadership and oversight on issues related to the
accreditation standards of the Council on Education for Public Health. This committee contributes to the evaluation and planning activities of the school on all matters related to the degrees in the school that are classified as public health.

2.) External Engagement
   a. Committee on Community Engagement & Workforce Development. The Committee on Community Engagement and Workforce Development provides leadership to the school in two key areas: 1) faculty, staff, and student engagement with community-based entities in ways that contribute to the advancement of public health practice; and, 2) the involvement of faculty, staff, and students in programs that support the professional development of a multidisciplinary public health workforce. As a core function, this committee contributes to the school’s evaluation and planning activities related to goals and objectives specific to community engagement and workforce development.
   b. Committee on Centers & Institutes. The Committee on Centers and Institutes is composed of the directors (or representatives) of centers and institutes that are based within the academic departments of the school. The committee provides leadership to the advancement of the school’s centers and institutes through the development of policies and procedures that support the sustainability of centers and institutes and the manner in which centers and institutes have mutually beneficial levels of engagement with faculty, staff, and students both within, and external to, the school. As a core function, this committee contributes to the school’s evaluation and planning activities on matters related to the manner in which centers and institutes support the goals and objectives of the school.

3.) Internal Operations
   a. Committee on Diversity & Inclusion. The Committee on Diversity and Inclusion provides leadership to the school to facilitate the realization of our commitment to promoting the inclusive engagement of diverse faculty, staff, and students. As a core function, this committee defines diversity, determines the diversity goals and objectives, contributes to the evaluation and planning activities of the school on matters related to the policies, procedures, and strategies that help to ensure attainment of the school’s expressed goals, objectives, and values associated with diversity and inclusion of faculty, staff, and students.
   b. Committee on Budget & Planning. The Committee on the Budget and Planning provides consultative leadership to the school’s Presiding Officer (the Dean of the school), deans and chairs of departments in order to help ensure that the school monitors and plans for the assurance of the financial resources necessary to fulfill the school’s mission, goals, and objectives. Members of this
committee include a faculty representative from each academic department, a representative from the Professional Staff Delivery Council and the Support Staff Council, a representative of the SPH-B Office of Development and Communications, and a representative of the SPH-B Student Government. The Dean also appoints a representative as an ex officio member of this committee. This committee contributes to the evaluation and planning activities of the school specifically regarding the adequacy of the school’s fiscal resources and the school’s performance against the school’s fiscal objectives.

4.) Faculty Affairs
   a. **Committee on Teaching & Learning.** The Committee on Teaching & Learning provides leadership to the school on matters related to the delivery of teaching, student learning outcomes, and curricular assessment and the school’s efforts toward ensuring effective methods and models of teaching for faculty and other instructors. This committee also provides leadership to the school in areas related to online education and other diverse and innovative approaches to the advancement of the school’s teaching and learning approaches. The Committee on Teaching & Learning is also charged with fostering and maintaining a relationship with the Indiana University Bloomington campus Center for Innovative Teaching and Learning (CITL). As a core function, this committee contributes to the school’s evaluation and planning activities on matters related to enhancing the school’s approaches to teaching and learning and assisting faculty in the process of evaluation, and principally the process of tenure and promotion.
   
   b. **Committee on Research & Creative Activity.** The Committee on Research & Creative Activity provides leadership to the school on matters related to the school’s research and creative activity portfolio, and the policies and procedures related to the conduct and dissemination of research and creative activity by faculty, staff, and students. This committee also leads the school’s internal mechanisms to make investments in research and creative activity efforts by faculty, staff, and students. As a core function, this committee contributes to the evaluation and planning activities of the school to ensure attainment of the school’s goals and objectives related to research and creative activity and assisting faculty in the process of evaluation, and principally the process of tenure and promotion. The terminology, research and creative activity are in line with the tenure and promotion guidelines of the University.
   
   c. **Committee on Service.** The Committee on Service provides leadership to the school on matters related to academic service by faculty, staff, and students, with particular emphasis on the
establishment of policies and procedures that support academic service and the manner in which service activities of faculty and staff are acknowledged in processes related to their career advancement. As a core function, this committee contributes to the evaluation and planning activities of the school on matters related to academic service and assisting faculty in the process of evaluation, and principally the process of tenure and promotion. The service and engagement is in line with the tenure and promotion guidelines with the University and is distinct from community engagement and workforce development and other external activities.

d. Faculty Grievance Committee. The Faculty Grievance Committee is the recipient of grievances from faculty if the grievance reaches the unit level (the School). Thus the committee serves the function as a hearing body for faculty grievances. The role is to act not as a mediator but rather as a hearing mechanism to enable an individual to submit their formal grievance. The committee follows the same guidelines as those outlined in the most current version of the Faculty Academic Handbook for Indiana University. Briefly, an individual submits a complaint to the chair of the committee; 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. This committee is appointed by the Academic Council and includes faculty representation from each academic department of the school.

5.) Student Affairs

a. Committee on Student Affairs. The Committee on Student Affairs provides leadership on matters related to the school’s continuum of programs and services that contribute to a student’s academic experience within the school. Of particular focus for this committee is the facilitation of student engagement in the research, teaching, and service mission of the school, issues related to student recruitment and retention, and advising and career services. As an extension of providing leadership, a core function of this committee contributes to the evaluation and planning activities of the school on matters related to the continuum of programs and services for students.

b. Student Academic Fairness Committee. The Academic Fairness Committee is the recipient of grievances from students if the grievance reaches the unit level. Thus the committee serves the function of 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 most current version of 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. This committee is appointed by the Academic Council and includes faculty representation from each academic department of the school, and one student representative upon the recommendation of the SPH-B Student Government.

B. Ad hoc Committees. Ad hoc committees shall be appointed by the Academic Council for the accomplishment of specific tasks to operate within a finite periods on specific tasks, activities, and needs. The finite periods must be a stated duration of time. These Ad Hoc Committees continue the responsibility of the Academic Council to decide on matters of academic policy as outlined in the SPH-B Constitution and report its decisions to the Presiding Officer of the School of Public Health and to the faculty at large. Other Committees are developed based on the five fundamental areas of faculty governance based on the legislative authority of the Faculty within the Constitution, as needed.

a. Committee on Appointments. The Committee on Appointments is an annual Ad Hoc Committee that will be convened for one month (April) to make appointments to each committee in a manner that ensures a majority faculty representation based on the type of committees from the school’s departments and, additionally, other faculty, staff and students based on interest, expertise, and with respect to issues of diversity and inclusion. To constitute the membership of these committees that do not have specified representatives, the following process will be implemented. Prior to the end of each academic year (by the end of April), the Dean’s office, via an online system, will issue a call for membership that includes a list of all committees and a brief description of each. All faculty and staff will be invited to indicate their interest in serving on one or more committees. Members will subsequently be notified of the standing committee to which they have been assigned and notified of meeting dates for the upcoming academic year.

Article IV revision was approved by a faculty vote April 2, 2013.

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 VI – 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.