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 Committee on Budget and Planning 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.

**ARTICLE VII - ACADEMIC COUNCIL**

**Section 2. Governing Rules of the Academic Council**

**H. Committees of Academic Council** 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.

1.) **Standing Committees:**
   Curricular Affairs
   Undergraduate Studies Committee
   Graduate Studies Committee
   Public Health Leadership Committee
   External Engagement
2.) **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. For descriptions and duties of Ad Hoc committees, refer to the SPH-B Bylaws of the Faculty. The **Committee on Appointments** is an annual Ad Hoc that operates during the end of the academic year in establishing membership for the respective committees for the school.

Article VII, Section 2H revision was approved by a faculty vote on April 2, 2013.

I. **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 Committee on Budget and Planning; 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
Committee on Budget and Planning 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.