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.