Constitution and Bylaws of the Faculty of the Indiana University Richard M. Fairbanks School of Public Health

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CONSTITUTION AND BYLAWS FOR THE FACULTY OF THE INDIANA UNIVERSITY RICHARD M. FAIRBANKS SCHOOL OF PUBLIC HEALTH AT IUPUI

ARTICLE I. Name of Organization

The name of the organization shall be the Faculty Assembly (hereinafter called 'The Faculty Assembly") of the Indiana University Richard M. Fairbanks School of Public Health at IU Indianapolis (hereinafter called FSPH).

ARTICLE II. Powers and Responsibilities

Section 1. Source of Powers

Subject to the limitations imposed by the laws of the State of Indiana, the Board of Trustees of Indiana University, the Faculty Constitution of Indiana University and the Faculty Constitution for Indiana University at Indianapolis, these Bylaws confirm and establish faculty powers and responsibilities in the Faculty Assembly of the Indiana University Fairbanks School of Public Health (FSPH).

Section 2. Faculty's Rights and Responsibilities

The Faculty Assembly shall provide direction to the Dean of the FSPH on policies, regulations and procedures designed to achieve the vision, mission, goals and objectives of the FSPH. Specifically, and consistent with applicable campus and university policies and procedures, the faculty will:

1. Define the vision, mission, goals and objectives of the FSPH, in keeping with the overall mission of IUI and the University.
2. Determine the curriculum, subject matter, methods of instruction, admissions standards, retention policies and other academic standards and processes and consistent with the standards of the accrediting bodies used by the FSPH.
3. Establish the requirements for earning degrees and certificates and nominate candidates for degrees subject to the rights of review by appropriate governing bodies within the university and by appropriate external bodies when their prerogatives are affected.
4. Establish policies governing conduct and discipline of students in keeping with the overall mission, policies and procedures of IUI and the University.
5. Routinely review educational outcomes and policies and identify strategies to improve outcomes if necessary.
6. Recommend to the Dean procedures for general faculty welfare, conduct and discipline, in keeping with the overall mission, policies and procedures of IUI and the University.
7. Establish FSPH policies and procedures for awarding promotions and tenure, sabbaticals, research support, and other rewards or incentives, in keeping with the overall mission, policies and procedures of IUI and the University.
8. Establish and approve FSPH goals and objectives for research, community engagement, professional service, education and other areas as identified by the faculty.
9. Routinely review the FSPH outcomes related to research, community engagement,

professional service, education and other areas as identified by the faculty and identify strategies for improvement.
10. Routinely review the FSPH budget and make recommendations to the Dean.
11. Participate in process of selection and review of candidates for Dean, Associate and Assistant Deans, Department Chairs and Program Directors.
12. Establish faculty governing bodies and determine their powers, in keeping with the overall mission, policies and procedures of IUI and the University.
13. Implement processes/practices that may be subsequently delegated by the Trustees.

Section 3. Dean's Responsibilities to the Faculty Assembly

1. The Dean shall perform the following duties regarding the Faculty Assembly:
    - annually report on the state of the FSPH and attend other Faculty Assembly meetings as requested.
    - meet with the Steering Committee of the Faculty Assembly semi-annually and additionally as requested by the Faculty Assembly Steering Committee.
    - certify to the Secretary of the Faculty Assembly the names of all faculty members including department, academic rank, tenure status or non-tenure track, and full or part-time status, at least one (1) month prior to the beginning of the academic year or upon request of the faculty.
2. The Dean is not eligible to serve as an Officer of the Faculty Assembly or as a voting member of any Faculty Assembly Committee.

ARTICLE III. Faculty Assembly

Section 1. Membership

All research, clinical and teaching faculty as well as scientists holding full-time, part-time, adjunct, visiting or Emeritus appointments shall constitute the Faculty Assembly.

Section 2. Voting Members

Voting members of this organization shall have all membership privileges. Individuals having full-time faculty positions shall be voting members. The term “full-time faculty” includes all those whose professional activities are under the direct auspices and control of FSPH and include all persons on tenure or accumulating credit toward tenure in FSPH, as well as lecturers, and clinical and research faculty. Specifically, this includes full-time Research Associates and full-time Assistant Scientists/Scholars. Note that full-time or part-time individuals whose primary role is as a student are not considered faculty for the purposes of voting.

Part-time Faculty: There shall be two (2) members of the part-time or adjunct faculty appointed by the Faculty Assembly, from nominations by the part-time/adjunct faculty, to serve a term of two (2) years. One representative is appointed in alternating years. These members are Voting Members of the Faculty Assembly. Note that full-time or part-time individuals whose primary role is as a student are not considered faculty for the purposes of voting.

Emeritus Faculty: Emeritus Faculty members are non-Voting Members unless otherwise stated in the Bylaws.

Visiting Faculty: Visiting faculty members are non-Voting Members unless otherwise stated in the Bylaws.

ARTICLE IV. Faculty Assembly Organizational Structure

Section 1. Officers

There shall be a President, a Secretary, Past-President and a President-elect.

Section 2. Terms of Office

All officers will serve one-year terms with the option of being reelected for consecutive terms.

If at any time the current president is unable to remain in office, the president elect will assume the role of president for the remainder of the president's term, plus an additional year. All terms begin on July 1st .

Section 3. Duties of Officers

The *President* or designee will preside at the meetings of the Faculty Assembly. The President, or their designee from the Steering Committee, will represent the faculty on the School Operations Council (SOC) regarding the management of FSPH. If no member of the steering committee is available, the President will appoint a temporary designee and inform the faculty of the terms of the temporary appointment.

The *Secretary* will coordinate the scheduling of the Faculty Assembly meetings, develop and distribute the agenda, edit the minutes, facilitate and record votes, monitor timelines of Faculty Assembly duties, and ensure that details of all Faculty Assembly activities are distributed to all Faculty members.

The *President-elect* will support the President and will assume the office in the next fiscal year. In the absence of the President and Past-President, the President-elect will serve as chair of the Faculty Assembly meeting.

The *Past-President* will advise the President and serve, in absence of the President, as chair of the Faculty Assembly meeting. In addition, the Past-President shall serve as one of the representatives to the IUI Faculty Council (IFC) on behalf of FSPH.

Section 4. Steering Committee

1. Membership: The President, Secretary, Past-President and President-elect and five elected faculty from voting members of the faculty assembly will make up the Steering Committee.
2. Term of Office: All committee members not holding the office of President, Past-President, President-elect or Secretary will serve two-year terms and are not eligible for re-election for consecutive terms. Elections will be staggered.

3. Responsibilities: The Steering Committee serves as the leadership committee for the Faculty Assembly. The committee is responsible for determining whether additional Faculty Assembly meetings will be called, establishes the topics for discussion and to ensure fair nomination and voting procedures for each Faculty Assembly, and oversees the review of the FSPH vision, mission, values, goals and objectives. Additional responsibilities include:
   - Provide oversight and make recommendations to the Dean and Dean's Administration regarding matters pertaining to faculty affairs and faculty and administrative review.
   - Provide a forum for discussion of policies related to faculty affairs, including promotion and tenure, faculty workload and working conditions, staff support administrative policies and procedures governing faculty work, and all other faculty affairs-related matters with the Faculty Assembly and responsible committees (Article V) as needed.
   - Make recommendations to the Dean and Dean's Administration regarding policies related to faculty affairs, including promotion and tenure, faculty workload and working conditions, staff support, administrative policies and procedures governing faculty work, and all other faculty affairs-related matters.
   - Conduct regular internal performance reviews of the Associate and Assistant Deans, Department Chairs, Deans level Directors, and the Dean soliciting input from the Faculty Assembly and staff, in accordance with university policies and procedures. These reviews will be conducted every 2 years; reviewing Associate/Assistant Deans and Department Chairs/Deans level Directors in rotating years. Faculty and staff performance reviews of the Dean will be conducted every 5 years, in accordance with the existing schedule of administrative review of Deans. Special administrative reviews may be conducted when deemed necessary by the Faculty Assembly.
   - Additional duties may be assigned to the Steering Committee following approval of those additional duties by the Faculty Assembly.

ARTICLE V. Committees

Section 1. Role of the Committees

Standing Committees will be established as the working structure for the Faculty Assembly. They will keep records of their work. A representative of each committee will report actions of that FSPH standing committee as verbal reports at least one time per year at Faculty Assemblies. Brief annual summary reports and all committee meeting minutes will be recorded and saved in shared committee folders for record keeping. The chairperson and members of each standing committee are responsible for determining the rules by which the committee receives reports, votes, and otherwise conducts business. These rules should be established or reaffirmed at the first committee meeting of each academic year.

Ad Hoc Committees may be appointed by the Faculty Steering Committee which shall specify

their charges, membership and chair. They shall report to the Faculty Assembly at least annually or on completion of their charges, whichever occurs first.

Section 2. Academic Program Standing Committees

1. **Undergraduate Program Committee**
   a. Membership The Undergraduate Program Committee Chair will be elected annually from the Committee membership.
      - The Undergraduate Program Committee's membership will be composed of one designated faculty from each department as determined by the department chair.
      - The Dean or their designee with oversight will serve as an ex officio member of the Undergraduate Program Committee.
      - The President of the FSPH Undergraduate Student Association (or President's designee) will serve as the student representative on the Undergraduate Program Committee.
      - Community representatives may be added to the committee membership as needed.
      - Subcommittees may be established and may include ad hoc members as needed to fulfill committee responsibilities.
   b. Term of Office: The term of the Undergraduate Program Committee is two years and members may be re-appointed for unlimited subsequent terms.
   c. Responsibilities: The Undergraduate Program Committee provides faculty oversight for matters of undergraduate admissions, curriculum and standards for student academic progress within the undergraduate degrees or undergraduate certificate programs.
      - The Committee will review and develop specific recommendations for the Assembly on academic policies and standards.
      - The Committee will receive proposals for courses that are to be added to or dropped from existing undergraduate curricula, or that are to be significantly revised. After reviewing new course proposals or changes to courses, the Committee will provide feedback to the appropriate individual(s) or approve the course/changes.
      - The Committee will receive and review proposals for new undergraduate majors, minors, programs, or certificates. Responsibility for approving new minors, programs, and certificates is at the Committee level. After its review of new undergraduate majors or degrees, the Undergraduate Program Committee will present a recommendation to the Faculty Assembly for approval.
      - Each semester, the Committee will act as the undergraduate Academic Progress Review Committee responsible for reviewing each undergraduate student's academic standing and will make decisions regarding probation and recommendations regarding dismissal as appropriate.

2. **Masters Program Committee**
   a. Membership: The Masters Program Committee Chair will be elected annually from the Committee membership.

- The committee will be composed of the designated faculty program director/representative from each masters degree (MHA, MS in Global Health and Sustainable Development, MS in Biostatistics) and each concentration within the MPH degree (e.g., departmental concentrations).
- The Dean or their designee with oversight will serve as an ex officio member of the Masters Program Committee.
- The President of the FSPH Graduate Student Association (or President's designee) will serve as the student representative on the Masters Program Committee.
- As new Masters level degrees and concentrations are established, a faculty representative from the degree or concentration will be added to this committee.
- Subcommittees may be established and may include ad hoc members as needed to fulfill committee responsibilities.

b. Term of office: The term is two years and members may be re-appointed for unlimited subsequent terms.

c. Responsibilities: The Committee provides faculty oversight for matters of admission, curriculum, FSPH scholarship selection and standards for student academic progress for the masters programs and the graduate certificate programs.
   - Admissions to masters degree programs and concentrations will be handled by the respective department that offers each degree program or concentration.
   - The Committee will review and develop specific recommendations for the Assembly on academic policies and standards.
   - The Committee will provide oversight and guidance for the curriculum offered within the various masters degree programs. The Committee will receive proposals for courses that are to be added to or dropped from existing masters curricula, or that are to be significantly revised. After reviewing new course proposals or changes to courses, the Committee will provide feedback to the appropriate individual(s) or approve the course/changes.
   - The Committee will receive and review proposals for new masters-level degrees, concentrations, and certificates. Responsibility for approving new concentrations and certificates is at the Committee level. After its review of new masters-level degrees, the Committee will present a recommendation to the Faculty Assembly for approval.
   - Each semester, faculty members of the Committee will act as the masters Academic Progress Review Committee responsible for reviewing each masters student's academic standing and will make decisions regarding probation and recommendations regarding dismissal as appropriate. In the case of the MHA program, this review will be conducted by the departmental MHA committee. The representative of the MHA committee will request the support of the Committee as needed.

3. Doctoral Program Committee

a. Membership: The Doctoral Program Committee Chair will be elected annually from the Committee membership.
   - Membership is comprised of the directors of each doctoral degree program

(PhD/concentrations and DrPH), or their designees.
- The Dean or their designee with oversight will serve as an ex officio member of the Doctoral Program Committee.
- As new Doctoral degree programs are established, the director of the degree program, or a designee, will be added to this committee.

b. Term of Office: The term for at-large members is two years and members may be re-appointed for unlimited subsequent terms.

c. Responsibilities: The Doctoral Program Committee provides faculty oversight for matters of doctoral program curriculum and standards for student academic progress for all doctoral degree programs in the FSPH.
- The Doctoral Program Committee will be responsible for the curricula for the doctoral programs offered within FSPH. The Committee will receive proposals for courses that are to be added to or dropped from existing doctoral curricula or that are to be significantly revised. After reviewing new course proposals or changes to courses, the Committee will provide feedback to the appropriate individual(s) or approve the course/changes.
- The Committee will receive and review proposals for new doctoral degrees as well as new minors to be offered. Responsibility for approving new minors is at the Committee level. After its review of new doctoral degrees, the Committee will present a recommendation to the Faculty Assembly for approval.
- Individual doctoral program chairs will be responsible for the annual review of each doctoral student's academic standing within their respective program. The Committee will provide guidance as needed regarding probation and dismissal as appropriate.
- Each department will be responsible for admission decisions and the selection of scholarship recipients within their respective doctoral programs.

Section 3. Faculty Affairs Standing Committees

1. Promotion and Tenure Committee

a. Membership:
- Departmental faculty shall elect representatives from among their tenured professors or associate professors with a primary appointment in the department.
- The Dean and the Faculty Assembly Steering Committee will each nominate at least two qualified faculty for two at-large positions on the committee. The nominees must be from different departments so that no more than two members from a department will be represented on the committee. The faculty assembly will elect the at-large representatives by ballot and the two candidates who receive the greatest number of votes will be considered elected.
- The Committee Chair must be a full professor with preferably one year or more of service on the committee prior to election. The Committee shall elect the Chair from the pool of eligible Committee members. If no eligible Committee members are available to serve, the Dean and the Faculty Assembly Steering Committee shall each nominate one eligible faculty member. The Faculty Assembly shall then elect the Chair by ballot, with the candidate receiving the greatest number of votes considered elected.

- The Dean or their designee with oversight shall serve as an ex-officio member without vote.
- The School representative to the Campus P&T Committee shall be a Full Professor who is either the immediate past chair of the School committee or a current or former member of the School committee who has served no less than two years on the School committee. The School representative to the Campus P&T Committee shall serve in that position for no less than two and no more than four continuous years.
- If the chair wishes to resign from the role of the chair but remain on the committee, the committee shall elect a new chair from among its members.
- No individual currently holding the administrative title of Dean, Associate Dean, or Department Chair may serve on the Committee.
- P&T Committee members will identify ad hoc members from other units who meet rank requirements to participate in reviews in the event that the Committee does not have a sufficient number of faculty members at the appropriate rank to vote, or representation for all areas.

b. Terms of Office:
   - Members will serve three-year, staggered terms and may be re-elected for one additional term. Members who have served two three-year terms may serve again after at least a one-year break in service on the committee. In the case of individuals serving terms of less than three years, the total limit of continuous service on the committee shall not exceed six years.
   - The Chair shall serve for two years and may be re-elected for up to one subsequent two-year term as chair.
   - Notwithstanding stated terms, members shall serve until replaced by properly elected or appointed members.
   - If a member resigns or is otherwise unable or disqualified from service before their term ends, they shall be replaced as soon as practicable under the membership appointment process as outlined above.
   - Terms of office will commence July 1st of each year.

c. Responsibilities: The P&T Committee serves as the FSPH's review and recommending body in actions which lead to appointment or promotion in academic rank and the granting of continuing appointment and tenure. Votes, comments and all documents related to the deliberations of the P&T Committee shall be considered privileged and confidential information to the Committee and to the Dean of the FSPH. Specifically, the P&T Committee will:
   - Assess the qualifications of individuals who are in the process of being recruited to the school's faculty to recommend the appropriate rank and tenure status for Associate and Full Professor recruitments to the Department Chairs and Dean.
   - Conduct a three-year review of tenure-track faculty members and provide the candidate with a written formative assessment of the faculty member's progress toward promotion and tenure. Recommendations to improve the dossier will be provided to the reviewee no later than the Spring submission date for third-year reviews to Faculty Appointments and Advancement.

- Review each dossier forwarded in support of a candidacy for promotion and/or tenure; provide the Dean and candidate's Department Chair with a record of its vote(s) and a written review of each candidate.

2. Budgetary Affairs

a. Membership:

- Up to five faculty, ideally one from each department, shall be appointed to the Budgetary Affairs committee following election by Department faculty.
- The President and Past-President can serve as members of the committee.

b. Terms of Office:

- Each member shall serve a one-year term.
- Members may be re-appointed in subsequent years following election by their department's faculty.

c. Responsibilities:

- Review the budget annually with the FSPH Fiscal Officer.
- Provide advice and Faculty perspectives to the Dean on budgetary affairs, especially how allocation/re-allocation of financial resources impact the economic wellbeing of the faculty and academic programs.
- Inform the Faculty Assembly on budgeting procedures, points of potential faculty input into budgetary decisions, and other appropriate financial matters.

3. Scholarship Committee

Membership:

- Voting members will include a faculty representative from each academic department. Each faculty member will be nominated for service by the department chair.
- Non-voting members may be assigned at the Dean's discretion to provide information and technical support to the committee.

Terms of Office:

- Voting members will be asked to serve a 2-year term with the opportunity for annual extensions.

Responsibilities:

- Determine FSPH scholarship recipients via a majority vote. Determinations should be based on feedback submitted by application reviewers external to the committee. The procedures for these reviews will be established in a separate document maintained by the Dean's Office.

- Review scholarship award policies and procedures and recommend revisions to the Dean's Office as needed.

ARTICLE VI. School of Public Health Administration

Section 1. Dean's Administration

The Faculty Assembly recognizes that the Dean is the Chief Administrative Officer of FSPH. Associate and Assistant Deans are appointed by act on behalf of and are responsible to the Dean. The Dean, together with the Dean's Associate and Assistant Deans, comprise what is referred to herein as the Dean's Administration.

Section 2. Departmental Powers and Responsibilities

The Faculty Assembly recognizes that FSPH is composed of Departments brought together by established university procedures. Each Department's faculty shall be responsible for its own internal academic policies and procedures, consistent with the goals and objectives of FSPH and in accordance with academic policies and procedures.

Department chairs are appointed by the Dean with the advice of the Faculty Assembly and departmental faculty. The Faculty Assembly recognizes that the Dean, Associate and Assistant Deans, and the Department Chairs are the chief administrative officers of the FSPH.

Section 3. Duties and Responsibilities of the Dean's Administration

The primary duties and responsibilities of the Dean and their Administration are to execute the vision, mission, values, goals and objectives of FSPH as established by the Faculty Assembly. In addition, the faculty request of the Dean that he/she shall:

1. Be the chief administrative officer of FSPH.
2. Allocate budgetary resources to the Departments and the Dean's Office, or other actions as required of all faculty appointments and reappointments considering the recommendations of the appropriate faculty committee.
3. Articulate to the faculty the major issues to be considered by the Dean's Administration no less than annually.
4. Consider faculty representation on search committees for administrative positions.
5. At least once each academic year, call convocation of the faculty to report on the state of FSPH.
6. Communicate to the faculty the name, rank, tenure and voting status of each person holding an academic appointment as appointments by the Trustees occur.
7. The Dean's Administration may not serve as voting members on any Faculty Assembly committee unless otherwise stated in the FSPH Faculty Bylaws.

ARTICLE VII. Faculty Elections

Voting Faculty members may nominate candidates for President-Elect, Secretary-Elect, and Faculty-elected membership of FSPH Standing Committees. Candidates must be voting

Faculty members. Their nominations must be submitted in writing to the Secretary on or before May 10th each year. If, after May 10th, there are fewer candidates than vacant elective positions for any office or committee, the Steering Committee will nominate additional members to bring the number up to at least one more than the number of vacant elective positions in each category. The final list of candidates for each position shall be circulated to the voting Faculty for election by electronic ballot during the first part of June, with elections finalized no later than June 15th. All elections shall be by secret ballot, and candidates shall be elected by majority of votes.

For a replacement of the unexpired term of any representative (other than President or President-elect) who is unable to complete a term or for a temporary replacement of any such officer who will be on leave for more than three consecutive months, the Steering Committee shall make a temporary appointment without resorting to an election. The name of the new or temporary appointee must be announced at the next scheduled Faculty Assembly.

In the case that the President is unable to complete a term or will be on leave for more than three consecutive months, the President-elect will assume the role of President. For a replacement of the unexpired term of President-elect who for this or other reasons is unable to complete the term, a special election will be called, with the special election finalized within 30 days.

ARTICLE VIII. Faculty Assembly Meetings

Section 1. Meetings

The Faculty Assembly shall convene at least three (3) regularly scheduled meetings throughout the calendar year. Additional meetings may be convened at the request of the Steering Committee. During at least one of the meetings, the Dean shall report in detail on the IUI FSPH. The Dean may make recommendations to the faculty and identify problems that are deemed pertinent. Additional regular meetings may be called by the President, or any officer designated by the President, or upon petition of ten (10) Voting Members.

Section 2. Special Meetings

Special meetings of the Faculty Assembly shall be scheduled, if requested in writing by ten (10) Voting Members. These special meetings shall be limited to the business detailed in the faculty petition. The President or any officer designated by the President may also direct the Secretary to call a special Faculty Assembly meeting to discuss specific business.

Section 3. Notice of Meetings

The Secretary of the Faculty Assembly shall formally notify each member of the Faculty Assembly at least three (3) working days in advance of the date of a regular, additional or special Faculty Assembly meeting and include a proposed agenda. The dates of the three (3) regular meetings will be scheduled at the beginning of the academic year and listed in the FSPH Academic Calendar. All Faculty Assembly meetings shall be scheduled at times when the majority of the voting membership is available to attend.

Section 4. Quorum

Twenty-five percent (25%) of the total number of Voting Members shall constitute a quorum for receiving reports and conducting business authorized by these Bylaws.

Section 5. Record of Meetings

The Secretary shall prepare and make available to all faculty members all minutes and other documents acted upon by the Faculty Assembly. The Office of the Dean shall provide administrative and secretarial support for the Faculty Assembly, with oversight provided by the Secretary.

ARTICLE IX. Amendments to the Constitution and Bylaws

Written notice of proposed changes to the bylaws will be shared in writing with the Faculty Assembly two weeks before a scheduled vote. Amendment to and revision, including deletion, addition, or substitution, of these Bylaws shall require a paper or an electronic ballot of the Voting Faculty. Amendment and revision shall require a two-thirds majority vote of the ballots returned. Approved amendments and revisions shall become a part of this document or replace this document, as appropriate, and copies of them shall be transmitted by the Secretary of the Faculty to the Dean of Faculties of the University and the President of the IUI Faculty Council for information.