



**Robert Stempel College
of Public Health
& Social Work**

Constitution and Bylaws

CONSTITUTION AND BYLAWS
for the
ROBERT STEMPEL COLLEGE OF PUBLIC HEALTH AND SOCIAL WORK

TABLE OF CONTENTS

PREAMBLE	3
I. INTRODUCTION	3
II. VISION, MISSION, VALUES, AND GOALS	3
III. FACULTY ASSEMBLY MEMBERSHIP AND OFFICERS	4
IV. FACULTY ASSEMBLY MEETINGS	4
V. STANDING COMMITTEES OF THE FACULTY ASSEMBLY	5
A. COLLEGE TENURE AND PROMOTION (T&P) COMMITTEE	5
B. EDUCATIONAL POLICY COMMITTEE (EPC)	7
C. NOMINATIONS COMMITTEE	9
D. STUDENT SCHOLARSHIPS COMMITTEE (SSC)	9
VI. OVERVIEW OF SCHOOL ADMINISTRATION AND DECISION-MAKING	10
VII. COLLEGE ADMINISTRATION	11
A. DEAN OF THE ROBERT STEMPEL COLLEGE OF PUBLIC HEALTH AND SOCIAL WORK	11
B. OFFICE OF THE DEAN	12
C. STANDING COMMITTEES for STEMPEL COLLEGE ADMINISTRATION	12
VIII. PROCESS FOR REVISING AND AMENDING THE CONSTITUTION AND BYLAWS	13
A. Adoption and Provision of Amendments	13
IX. IMPLEMENTATION OF THE CONSTITUTION AND BYLAWS	13

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PREAMBLE

We, the faculty of the Robert Stempel College of Public Health & Social Work (Stempel College), establish this Constitution and these Bylaws to provide for effective, flexible, and responsive governance of the College.

I. INTRODUCTION

Stempel College is one of the colleges within Florida International University. It consists of the School of Public Health that includes the Departments of Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Health Promotion and Disease Prevention; the School of Social Work; the Dietetics and Nutrition Program; and the Academy of Disaster Preparedness. This document describes the policies and procedures of the College. It supplements the policies and procedures of the University to which the Stempel College and its faculty are subject. The University's rules, policies, and procedures, and changes in them, take precedence over statements in this document.

II. VISION, MISSION, VALUES, AND GOALS

A. VISION

We are shaping the future by integrating our academic disciplines for our students and sharing our innovative research and solutions to promote health and wellness around the world.

B. MISSION

To inspire groundbreaking research and education in public health, dietetics and nutrition and social welfare from within a nurturing academic environment that influences policy and promotes healthy lives—especially for the most underserved—in communities near and far.

C. VALUES

We embrace the responsibility to be a force for good for our students and the diversity of our communities through ethical research and problem solving, while educating and serving with courage, integrity, fairness and respect.

D. GOALS

- Student and Faculty Success.
 - Grow enrollment consistent with FIU's strategic enrollment goals and objectives.
 - Support and strengthen student success efforts.
 - Prepare students at the undergraduate, masters, doctoral, and post-doctoral levels for successful career transition.
 - Support and advance quality instruction and a teaching environment that facilitates optimal learning.

Approved by the Stempel College Faculty Assembly: December 6, 2016

Approved by the Dean: March 3, 2018

Approved by the Provost: January 9, 2019

- Develop administrative strategies and structures to grow, recognize and reward faculty success in teaching, research, and community engagement.
- Research Preeminence.
 - Sustain and expand research leadership in health disparities to improve health equity and treatment.
 - Establish research leadership in Brain, Behavior, and the Environment, an emerging preeminent program based at Stempel College and supported by FIU.
 - Increase number and diversity of doctoral students, postdoctoral fellows and junior faculty dedicated to research-focused careers.
 - Increase number of submitted and awarded extramural research proposals and contracts submitted and awarded.
 - Increase number of patents, startups and licensing income.
- Operations, Communications and Revenue Strength.
 - Engage in continuous quality assurance to streamline the financial base through organizational efficiencies within all units and at the college level.
 - Strengthen college branding, promotion, and communications.
 - Increase and diversify revenue streams for the college.

III. FACULTY ASSEMBLY MEMBERSHIP AND OFFICERS

- A. The Stempel College Faculty Assembly (denoted Assembly) and its derivative committees will be the official body through which the faculty exercises college-wide program design, implementation, and evaluation, with the final approval of the Dean.
- B. The faculty consists of all tenured and tenure-earning faculty members, plus research faculty with Departmental obligations who are annually evaluated by the Department Chair/School Director, and any instructor, practice or non-tenure earning faculty who have an appointment of 50% FTE, or more, in a Department or School. All of the above have full voting rights. The Chairs and Dean will be considered part of the voting faculty with one vote each.
- C. The Chairperson and the Secretary of the Faculty Assembly are tenured faculty members elected by faculty vote during a Faculty Assembly meeting, to serve two-year terms. Associate Deans, Assistant Deans, Director of the Office of Student and Alumni Affairs (OSAA), Department Chairs and School Director in the Stempel College are not eligible to serve as Chairperson or Secretary of the Assembly.
- D. In the absence of the Chairperson, the Secretary will serve temporarily in place of the Chairperson.

IV. FACULTY ASSEMBLY MEETINGS

- A. The Assembly will meet at least once each fall and spring semesters. The meetings will be announced electronically at least one month prior to the meeting. Meeting materials will be distributed electronically at least one week prior to the meeting.
- B. The Chairperson of the Assembly may call for a special meeting if the circumstances arise that make it necessary to inform, or obtain documented agreement, or vote from the faculty.

Approved by the Stempel College Faculty Assembly: December 6, 2016

Approved by the Dean: March 3, 2018

Approved by the Provost: January 9, 2019

- C. If at least one third of the Assembly members petition the Chairperson of the Assembly to call a special meeting, a meeting will be scheduled within two weeks of the petition. A two-week notice prior to the next meeting will be provided to faculty identifying the issue at hand and the need for a faculty vote.
- D. The Secretary will distribute Assembly meeting minutes electronically within two weeks of meeting adjournment to all faculty members.
- E. A quorum exists if at least 50% of Assembly members plus one member (excluding members on leave) are present at any vote (whether in person, online, or by phone). A quorum is required for a majority vote from Assembly members who are present in the meeting (in person, online or by phone) to decide the outcome of an issue. No proxy votes will be accepted in the Assembly. In the event that a quorum is not present and a vote is required, the issue brought forward for a vote will be tabled for the next meeting.
- F. Revisions and amendments to the Constitution and Bylaws, as described in Section VII, require a two-thirds majority vote for approval.
- G. Issues may also be determined by e-mail voting, provided that at least 50% of Assembly members plus one member (excluding members on leave) participate in the e-mail vote. With the exception of revisions and amendments to the Constitution, a majority vote of those participating in the voting will determine the outcome of the issue. Faculty will be allowed at least three but no more than five working days to vote electronically.
- H. Meetings will be held in accordance with the provisions of this Constitution and Bylaws. If not otherwise specified, Assembly officers will run meetings using Robert's Rules of Order (latest edition).¹

V. STANDING COMMITTEES OF THE FACULTY ASSEMBLY

The Standing Committees of the Stempel College Faculty Assembly are (1) the College Tenure and Promotion Committee, (2) the Educational Policy Committee, (3) the Nominations Committee, and (4) the Student Scholarships Committee.

A. COLLEGE TENURE AND PROMOTION (T&P) COMMITTEE ²

The Stempel College T&P Committee will serve as the second level of review for T&P applicants. It will review an applicant after the respective Department or School T&P committee has reviewed the candidate (See details of the Department/School T&P Committee in the College T&P Committee Policies and Procedures manual).

¹ Robert, H. M., & Robert, S. C. (2011). *Robert's rules of order, newly revised*. Philadelphia: Da Capo Press.

² Stempel College guidelines for the promotion of Non-Tenure Track (NTT) clinical and research faculty are being developed and should be consulted once ratified. In the meantime, faculty can consult the university's NTT guidelines available at the Provost's Website: https://academic.fiu.edu/faculty_resources.html.

Approved by the Stempel College Faculty Assembly: December 6, 2016

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1. Membership:

The T&P committee shall be composed of one representative from each Department in Public Health (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, Health Promotion and Disease Prevention), Dietetics and Nutrition the School of Social Work, and a Member at-Large.

A representative from each Department and School will be elected to the Stempel College T&P Committee from among the tenured full Professors within the respective Department and School, in the spring to serve in the next academic year. Where there are either no tenured full Professors or only one tenured full Professor available in a Department or School, tenured Associate Professors will be eligible to be voted to become representatives to the College T&P Committee. Only full Professors may vote on candidates for promotion to full Professor. Tenured full Professors and tenured Associate Professors who are Chairs or the School of Social Work Director should not become members of the T&P to avoid them voting twice on the same candidate.

Departmental and School representatives to the Stempel College T&P Committee will be elected by members of the Faculty Assembly in their respective Departments or School in the spring to serve in the next academic year. The Member at-Large will be elected by all the Faculty Assembly. Nominations from faculty members and self-nominations will be accepted. The majority of the representatives on the committee must be Tenured Professors.

To encourage continuity on the Stempel College T&P Committee, the terms of office of Department and School representatives will be staggered with some representatives being elected to the Stempel College T&P Committee in odd years and others in even years. Each term of office will begin in the fall semester and last for two academic years. Serving members can be re-elected by their Department, or School, for continuation every two years.

The election scenario will be:

- Biostatistics even years
- Dietetics and Nutrition odd years
- Environmental Health Sciences even years
- Epidemiology odd years
- Health Policy and Management even years
- Health Promotion and Prevention odd years
- Social Work even years
- Member at-Large odd years

Members of the T&P Committee will elect a Chair from among their members at the first meeting of each spring semester by secret ballot. Ideally, the Chair will have served on the Committee previously. The Chair shall serve for two years and may be re-elected but not more than two consecutive terms.

Approved by the Stempel College Faculty Assembly: December 6, 2016

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2. Meetings:

- a. All faculty on the T&P Committee are expected to attend all meetings and to vote, when appropriate. The committee will meet as needed to conduct business, consider new appointments, and review tenure and promotion requests.

3. Responsibilities:

- a. The T&P Committee shall operate in accordance with the Tenure and Promotion documents approved by the College and the University.

B. EDUCATIONAL POLICY COMMITTEE (EPC)

The EPC is concerned with academic policy issues and overall coordination and direction of undergraduate and graduate studies in the Stempel College. It has oversight over course offerings and requirements for all degree programs. The EPC may create subcommittees or other structures and delegate portions of its activity to them, while retaining final authority.

1. Membership of the Educational Policy Committee:

Officers: The two officers of the EPC are the Chair and Vice-Chair, each of whom serves a one-year term. After serving the one-year term as the Vice Chair, the Vice Chair assumes the position of the Chair of the EPC. The Vice Chair is elected each year from the newly elected committee members of the EPC, *i.e.*, those EPC committee members who are just beginning their two-year terms.

The Chair is responsible for serving as a spokesperson for the committee and should be knowledgeable about both undergraduate and graduate education. The Chair of the EPC is also part of the University-wide curriculum committee and attends the monthly meetings. The Vice Chair will carry out the responsibilities of the Chair during her or his absence.

Ex-Officio Members: The Associate Dean of Academic Affairs will serve as a non-voting member to the EPC.

Staff from the Office of the Associate Dean of Academic Affairs attend the meetings to provide administrative support, take the minutes, schedule meetings, prepare agenda, and record and distribute minutes to the faculty. These materials will be reviewed by the EPC Chair and distributed to all faculty members in a timely fashion.

Voting Members: The eligible faculty members of each Stempel College School or Department will elect one primary EPC representative (who must hold a primary, full-time appointment in Stempel College) and one alternate member (who attends meetings and votes in the place of the representative as needed) for a two-year term. Faculty with appointments in the Dean's Office, as well as the Chairperson of the Faculty Assembly, are precluded from serving as representatives or alternates to the EPC. The Departments will stagger their elections so that the representatives' terms do not all end in the same year.

Approved by the Stempel College Faculty Assembly: December 6, 2016

Approved by the Dean: March 3, 2018

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Each year the leader of the Stempel College Student Advisory Committee (See Section D2) will appoint a student representative and an alternate (who attends meetings and votes in place of the representative as needed) to the EPC. The student representative will serve a one-year term, but may be reappointed for a second term.

The election and appointment scenario of faculty members for the EPC will be:

In odd years:

- Biostatistics
- School of Social Work
- Environmental Health Sciences
- Health Policy and Management

In even years:

- Dietetics and Nutrition
- Epidemiology Health Promotion and Prevention

2. Operation of the Educational Policy Committee:

Generally, the EPC will interact with the School Director, Departmental Chairs, and academic program coordinators in discharging its responsibilities. To insure that all the faculty are aware of issues under consideration by the EPC, EPC meeting agendas will be distributed to all faculty and the one Student Advisory Committee member who sits on the EPC one week in advance of meetings. If a faculty member desires to express his or her opinion to the EPC, she or he may do so either through the Department's EPC representative, or by written communication to the EPC prior to the meeting at which the relevant issue will be addressed. Where an education policy or issue under consideration by the EPC is also of interest or concern to other standing or *ad hoc* committees of the College, the EPC will act in collaboration with the relevant committee.

The EPC will maintain collaboration with Departmental and School faculty by making a presentation at each College Faculty Assembly meeting.

3. Responsibilities of the EPC:

Responsibilities of the EPC include, but are not limited to:

- a. Review and make recommendations to the faculty and the Dean on accepting, changing or rejecting Departmental or School proposals, such as the fields in which degrees may be obtained.
- b. Approve new courses and modifications to the description, objectives, or credit hours of existing courses.
- c. Approve new academic majors and degree programs.
- d. Modify existing academic majors and degree programs, including those involving more than one Department and/or School and which are deemed substantial by the Associate Dean of Academic Affairs.
- e. Prepare and distribute a list of EPC activities each semester to members of the Assembly.

Approved by the Stempel College Faculty Assembly: December 6, 2016

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C. NOMINATIONS COMMITTEE

1. The Nominations Committee nominates faculty members to serve as Chairperson and Secretary of the Faculty Assembly and to represent the College in the Faculty Senate, on all standing committees of the Faculty Senate, and on all other University committees.
2. The Nominations Committee will be composed of three Assembly members representing Dietetics and Nutrition, Public Health, and Social Work (“units”) in the College. Each unit will have one representative on the Nominations Committee, unless mandated otherwise from the Assembly. Units will be responsible for selecting their own representatives to the Nominations Committee, consistent with the policies of the Faculty Assembly.
3. Members of the Nominations Committee will elect one of the members of the committee as the Chair.
4. Specific guidelines used by the Nominations Committee must be reviewed and approved by the Faculty Assembly.

D. STUDENT SCHOLARSHIPS COMMITTEE (SSC)

The SSC provides leadership for selecting the criteria and evaluating student candidates to award available scholarships at the College, Departmental/School and program levels. SSC provides new or amended criteria and develops specific student candidate evaluation rubrics based on the stated missions of scholarships.

1. Membership of the scholarships, graduate assistantships and tuition waivers committee:

Officers: The two officers of the SSC are the Chair and Vice-Chair, each of whom serves a one-year term. After serving one year as the Vice Chair, the Vice Chair assumes the position of the Chair of the SSC. The Vice Chair is elected each year from the newly appointed committee members of the SSC; that is, those SSC committee members who are just beginning their two year terms.

The Chair is responsible for serving as a spokesperson for the SSC. The Chair of the SSC convenes the meeting when appropriate to discuss changes in the criteria of awards or any ensuing procedural modifications. The Vice Chair will carry out the responsibilities of the Chair during her or his absence.

Ex-Officio Members: The Director of the OSAA serves as non-voting members to the SSC.

Staff from the OSAA attend the meetings to provide administrative support, take the minutes, schedule meetings, prepare agenda, and record and distribute minutes to the faculty. These materials will be reviewed by the SSC Chair and distributed to all SSC members in a timely manner.

Voting Members: The eligible faculty members of each Stempel College School or Department will elect one primary SSC representative (who must hold a primary, full-time appointment in the Stempel College) and one alternate member (who attends meetings and votes in the place of the representative as needed) for a two-year term. Faculty with appointments in the Dean’s Office, as well as the Chairperson of the Faculty Assembly, are precluded from serving as

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representatives or alternates to the SSC. The Departments/School will stagger their elections so that the representatives' terms do not all end in the same year.

The election and appointment scenario of officers for the SSC will be:

In odd years:

- Biostatistics
- School of Social Work
- Health Policy and Management
- Epidemiology
- Health Promotion and Prevention

In even years:

- Dietetics and Nutrition
- Environmental Health Sciences

2. Meetings and operation of the student scholarships committee:

The committee will meet as needed to conduct business, as scholarship opportunities require. SSC will interact with OSAA and the Office of the Associate Dean of Academic Affairs in discharging its responsibilities. To ensure that all faculty are aware of scholarships under consideration by the SSC, SSC meeting agendas will be distributed to all faculty. If a faculty member desires to express his or her opinion to the SSC, she or he may do so either through the Department's SSC representative or by written communication to the SSC prior to the meeting at which the relevant issue will be addressed. When a scholarship under consideration by the SSC is also of interest or concern to other standing or *ad hoc* committees of the College, the SSC will collaborate with the relevant committee.

The SSC will present SSC reports to the College faculty through the College Faculty Assembly.

3. Responsibilities:

While working closely with the OSAA and the Academic Dean's Office, SSC will coordinate the communication with the prospective student candidates to ensure timely submission of scholarship, GAs and tuition waiver applications. SSC may institute new and specific subcommittees or other operational structures based on the requirements of current and future scholarships.

VI. OVERVIEW OF SCHOOL ADMINISTRATION AND DECISION-MAKING

Policy and program decisions are recommended in three ways (1) by the Stempel College faculty as a whole, (2) by standing or special committees of the Stempel College, or (3) by the Dean. The nature and importance of any individual matter determines how it is addressed. Stempel College governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central

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importance. However, the ultimate responsibility and decision-making rests on the Dean after careful, open, and deliberate discussion with Department Chairs/School Director and the faculty as a whole.

VII. COLLEGE ADMINISTRATION

A. DEAN OF THE ROBERT STEMPEL COLLEGE OF PUBLIC HEALTH AND SOCIAL WORK

1. Appointment: ³

The Dean is appointed by the Provost after consultation with broad representation including the faculty of Stempel College. The term is four years with option of renewal(s) based on meeting performance excellent expectations.

2. Responsibilities:

The Dean of Stempel College serves as the chief executive and administrative officer of the College. The major responsibility of the Dean is to provide active leadership in the promotion, direction and support of educational and research activities of the Stempel College, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. The Dean provides representation and visibility in the community and leadership in identifying and hosting relevant community leaders and activities on campus. Furthermore, the Dean has general administrative responsibility for the Stempel College.

During the first year of appointment, the Dean will provide the members of the Stempel College faculty either a revision or reaffirmation of the Constitution and Bylaws for the Stempel College.

Additional responsibilities of the Dean include:

- a. Assure compliance with standards to maintain accreditation status, including the preparation of self-study reports and annual reports, coordination of site visits, evaluations, and responses to summary reports.
- b. Design a strategic plan in consultation with the members of the faculty.
- c. Assess instructional and administrative processes and lead in the study of methods for improving them.
- d. Evaluate faculty administrators annually in accordance with criteria approved by the Office of the Provost.
- e. Recommend to the Provost, in accordance with the Rules of the University Faculty, appointments, promotions, dismissals, and matters affecting the tenure of members of the Stempel College faculty.
- f. Encourage excellence in research and educational endeavors.
- g. Offer all faculty members Departmental privileges, assign responsibilities appropriate to their rank, and maintain a high level of morale.
- h. Prepare an annual budget for the consideration of the Provost.

³ Source: "Procedures for Administrative Positions in Colleges/Schools," Office of the Provost. Consult the latest version at https://academic.fiu.edu/faculty_resources.html.

i. Develop and implement policies for Graduate Assistant positions funded by the Stempel College, and assisted by the Associate Dean and faculty members appointed by the Department Chairs and School Director.

B. OFFICE OF THE DEAN

Consistent with the guidelines developed by the Provost,⁴ the Dean has the authority to recruit, hire or make changes at any time in college/school administrative positions. These positions include those of Chairs, Directors and Associate/Assistant Deans, and Center/Institute Directors, which are normally held by faculty. Any appointment or change of such administrative positions are discussed with the Provost prior to making the appointment and not processed until the unit has received confirmation that the offer letter has been reviewed from the Office of the Provost.

C. STANDING COMMITTEES for STEMPEL COLLEGE ADMINISTRATION

The Standing Committees of the Stempel College are (1) the Dean's Executive Committee and (2) the Student Advisory Committee.

1. EXECUTIVE COMMITTEE

The Executive Committee will be comprised of the Dean, Associate Deans, Dean's office Staff Directors, Department Chairs, School Director, Director of the Office of Student and Alumni Affairs, Director of Public Health Programs, Research Institute or Center Directors, Chairperson of Faculty Assembly.

a. Membership: The voting members of the Executive Committee shall comprise the Associate Deans, Directors, Department Chairs, School Director, Research Institute or Center Directors, and Chairperson of Faculty Assembly. Other non-voting members may be appointed by the Dean with the consent of the voting members of the Executive Committee.

b. Meetings: The Executive Committee shall meet monthly each semester.

c. Responsibilities: The Executive Committee shall advise the Dean on any administrative matters brought before it and assist the Dean in interpreting and implementing the policies and procedures of the Stempel College.

2. STUDENT ADVISORY COMMITTEE (SAC)

a. Membership: The SAC will be composed of one undergraduate, one Master's, and one PhD student selected by each Department and School.

b. Responsibilities:

- The SAC shall serve as a liaison between all students in the Stempel College and the Dean.
- The SAC will transmit concerns and recommendations to the Dean at SAC meetings, which will occur at least once during the fall and once during the spring semesters.

⁴ Source: "Procedures for Administrative Positions in Colleges/Schools," Office of the Provost. Consult the latest version at https://academic.fiu.edu/faculty_resources.html.

VIII. PROCESS FOR REVISING AND AMENDING THE CONSTITUTION AND BYLAWS

Occasionally, it may be necessary to modify this document to clarify or change existing policies, to remove policies that have been rendered redundant or irrelevant, or to comply with new University rules. The Chairperson of the Faculty Assembly will bring requested clarifications or changes to the attention of the faculty at the Faculty Assembly Meeting. The Nomination Committee will then appoint or elect a “Constitution & Bylaws” Subcommittee that will revise and review a specifically identified part of the document or the document in its entirety. After discussion and revision of the document, the subcommittee will submit the revised document to the faculty for further discussion, input and approval, either electronically or by convening a Faculty Assembly Meeting.

In addition, the Constitution and Bylaws must be revised or reaffirmed within 24 months of the appointment of the Dean of the Stempel College.

A. Adoption and Provision of Amendments

1. At least a two-thirds vote of a quorum of the Faculty Assembly in attendance will be necessary to enact revisions (changes) to the Constitution and Bylaws. Proposals approved may then be submitted as amendments (additions) to the Constitution and Bylaws.
2. Decisions about revisions (changes) and amendments (additions) may also be determined by e-mail voting when necessary, provided that 50% of Faculty Assembly members plus one member (excluding members on leave) participate in the e-mail vote. At least a two-thirds favorable vote of those participating in the election is required to adopt a proposed amendment. Faculty will be allowed at least three but no more than five working days to vote electronically.

IX. IMPLEMENTATION OF THE CONSTITUTION AND BYLAWS

This document will take effect upon ratification by the Faculty Assembly, the Dean and the Provost.

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