

# **BYLAWS AND RULES**

**SCHOOL OF PUBLIC HEALTH/HEALTH INFORMATION  
SCIENCES**

**UNIVERSITY OF LOUISVILLE**

---

## **ARTICLE I. PREFACE**

These Bylaws and Rules are the official statement of the organizational structure and the rules of governance and procedures of the Faculty of the School of Public Health/Health Information Sciences, University of Louisville. This document has two parts: The Bylaws and Appendices to the Bylaws. These parts are equally important to the internal operations of the School of Public Health/Health Information Sciences. Changes to the Appendices with the exception of Appendix 5 and Appendix 6 require approval **only** by the Executive Faculty of the School of Public Health/Health Information Sciences, in accordance with Article IX of these Bylaws. Changes to the Bylaws require approval by the Executive Faculty of the School of Public Health/Health Information Sciences, the President, and the Board of Trustees.

## **ARTICLE II. GENERAL FACULTY: MEMBERSHIP AND PRIVILEGES OF MEMBERSHIP**

A Member of the General Faculty of the School of Public Health/Health Information Sciences holds a faculty appointment (nontenurable (including part-time), probationary, permanent tenure; see **The Redbook**, Sec. 4.1.1, or voluntary) in the School of Public Health/Health Information Sciences. General Faculty are entitled to attend meetings of the Executive Faculty (Art. III.1.B).

The officers of the General Faculty are the same as those of the Executive Faculty (Article III, Sec. 2.).

The General Faculty may create *ad hoc* committees. Such committees report to the General Faculty and/or the Dean, as specified in their charge. Meetings of the General Faculty may be convened at the request of the Dean, a majority vote of the Faculty Forum (Article IV), or by petition of 20 General Faculty or 20 Executive Faculty. General Faculty are eligible to vote at these meetings. Notification of a meeting, together with an agenda, must be transmitted to all General Faculty by the Dean's Office at least five (5) working days before that meeting, unless an emergency mandates meeting at shorter notice. A quorum consists of those faculty present at a duly convened meeting. Parliamentary procedures follow *Robert's Rules of Order, Newly Revised*.

## **ARTICLE III. EXECUTIVE FACULTY**

### **Section 1. MEMBERSHIP AND PRIVILEGES OF MEMBERSHIP**

- A. A member of the Executive Faculty of the School of Public Health/Health Information Sciences
  1. holds a full-time, academic appointment in the University of Louisville with a primary appointment in the School of Public Health/Health Information Sciences; or
  2. may be a part-time or voluntary General Faculty who has been elected to the Executive Faculty. Part-time or voluntary General Faculty may be elected each May by their Department to the Executive Faculty for a term up to the duration of their current appointment. Each Department is entitled to elect one General Faculty to the Executive

Faculty who do not otherwise qualify as Executive Faculty, plus one additional General Faculty member for every ten Executive Faculty qualified under Art. III, Sec. 1.A.1; or

3. may be an Emeritus Faculty and has previously held membership in the Executive Faculty as defined by Art. III, Sec. 1.A.1. and who, by May first of each year, has expressed a desire to his/her Department Chair to be a member of the Executive Faculty.
  4. Since it is anticipated that the new School will include many faculty with joint/secondary appointments, for the first five years these faculty will be part of the Executive Faculty as well.
- B. Executive Faculty are entitled to vote in meetings of the Executive Faculty, and in School of Public Health/Health Information Sciences and University-wide elections, and on Bylaws and referenda affecting the Executive Faculty's jurisdiction (Art. III, Sec. 4); to serve on the Faculty Forum and on School of Public Health/Health Information Sciences Committees; and to represent the School on University bodies, except where prohibited in other sections of these Bylaws and Rules or in The Redbook and its ADDENDA. Executive Faculty are entitled to vote in meetings of the Department where they hold their primary School of Public Health/Health Information Sciences appointment, except where prohibited in other sections of these Bylaws and Rules or in The Redbook and its ADDENDA. Executive Faculty who are on leave or sabbatical, if they so request, retain their right to vote.

## Section 2. OFFICERS AND COMMITTEES

### A. OFFICERS:

Officers of the Executive Faculty are described in Appendix 1.

### B. STANDING COMMITTEES:

The Executive Faculty may establish Standing Committees by amendment of Appendix 2 of these Bylaws. Dissolution of Standing Committees or major changes in their function requires amendment of Appendix 2.

1. Four Standing Committees fulfill the requirements of **The Redbook**: Promotions, Appointment, and Tenure; Performance Criteria and Economic Welfare; Faculty Grievance; and Student Academic Grievance. Other Standing Committees of the Executive Faculty are listed in Appendix 2. The Procedures for Selection and Governance, the Membership, and the Responsibilities of the Standing Committees are detailed in Appendix 2.
2. The Executive Faculty may create ad hoc committees.
3. Committees may recommend action to the Faculty Forum, the Executive Faculty, and/or the Office of the Dean, as specified in their charge.

4. The Office of the Dean shall supply administrative and clerical support to the officers and committees of the Executive Faculty.

### **Section 3. MEETINGS**

- A. At least one meeting of the Executive Faculty shall be convened during each semester of the academic year. Other meetings may be convened at the request of the Dean, a majority vote of the Faculty Forum, or by petition of 25% of Executive Faculty.
- B. An agenda is prepared by the Dean, in consultation with the Vice-Chair and the Secretary of Faculty Forum, and includes: approval of the minutes of the preceding regular meeting and of any special interim meetings; report from the Office of the Dean; committee reports; old business; and new business.
- C. Notification of the meeting, together with the agenda, must be transmitted by the Dean's Office to all Executive Faculty at least five working days before the time specified unless an emergency mandates a meeting on shorter notice.
- D. A quorum is the majority (greater than 50%) of Executive Faculty.
- E. Parliamentary procedures shall be governed by Robert's Rules of Order, Newly Revised.

### **Section 4. JURISDICTION**

Except as otherwise provided in **The Redbook** of the University of Louisville, the Executive Faculty of the School of Public Health/Health Information Sciences has general legislative powers over all matters pertaining to its own personnel policies, criteria, and procedures; to its own meetings; to amendment of these Bylaws and Rules; and to the admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees through the Dean for granting of degrees within the School, as specified in **The Redbook**, Article 3.3, Sec. 3.3.2.

## **ARTICLE IV. FACULTY FORUM**

The Faculty Forum is the elected representative body of the School of Public Health/Health Information Sciences Executive Faculty. The Forum is a standing committee of the Executive Faculty and provides a structure for effective communication among the faculty of the School of Public Health/Health Information Sciences, its committees, and administration. The Forum provides expeditious exercise of faculty prerogatives as defined in Sec. 3.3.2 of **The Redbook** of the University of Louisville. It provides timely action on the policy recommendations and actions of the Executive Faculty committees. It also provides a mechanism for individual faculty to present issues to the Executive Faculty.

The operations, membership, officers, and meetings of the Faculty Forum are detailed in Appendix 3.

## **ARTICLE V. ADMINISTRATIVE UNITS OF THE SCHOOL OF PUBLIC HEALTH**

### **Section 1. DEPARTMENTS**

The current Departments of the School of Public Health/Health Information Sciences are listed in Appendix 4.

### **Section 2. ESTABLISHMENT OF NEW DEPARTMENTS AND DISSOLUTION OF EXISTING DEPARTMENTS**

The Dean shall make recommendations through the Vice President for Health Affairs to the Provost, the President of the University, and the Board of Trustees for the establishment or dissolution of academic departments. Such recommendations shall follow only after formal consultation with the faculty members involved, the Council of Chairs and Deans, the Faculty Forum, the Executive Faculty, and in the case of degree granting programs, the Faculty Senate (**The Redbook**, Art. 3.4, Sec. 3.4.2.A). The formal recommendation from the Executive Faculty, including the vote tallies of the Departmental Faculty involved and of the Executive Faculty, shall accompany the Dean's recommendation.

Action by the Board of Trustees that establishes new departments or dissolves existing departments (**The Redbook**, Art. 3.4, Sec. 3.4.2.A) shall result in the appropriate change in Appendix 4 without requiring an additional ballot for change of these Bylaws and Rules.

### **Section 3. SECTIONS OR DIVISIONS**

To facilitate the departmental responsibilities of teaching, research, and service, the Dean may establish sections or divisions upon recommendation of the Chair(s) after endorsement by the faculty of the Department(s) involved.

## **ARTICLE VI. ADMINISTRATIVE OFFICERS**

### **Section 1. THE DEAN OF THE SCHOOL OF PUBLIC HEALTH**

- A. The Dean is the administrative and educational head of the School of Public Health/Health Information Sciences. The Dean shall report to the Vice President for Health Affairs through whom he/she is responsible for the administration of the School of Public Health/Health Information Sciences in accordance with **The Redbook**, Sec. 3.2.2.
- B. The Dean chairs the Faculty Forum, the Council of Chairs and Deans, the Executive Faculty, and the General Faculty. The Dean also is an ex officio, nonvoting member of all Executive and General Faculty committees, except the Promotion, Appointment and Tenure Committee; the Faculty Grievance Committee; and the Student Academic Grievance Committee.
- C. The Dean may create and appoint ad hoc committees.

- D. Specific duties and responsibilities, in addition to the items set forth in this section and in The Redbook, Sec. 3.2.2, are detailed in a job description that is approved by the Executive Faculty, the Provost, and the President of the University. The responsibilities of the Dean are detailed in Appendix 5.

## **Section 2. OFFICERS OF THE DEAN**

The appointment of Vice, Associate and Assistant Deans are recommended by the Dean for approval by the Vice President for Health Affairs, the Provost, the President, and the Board of Trustees.

## **Section 3. THE DEPARTMENT CHAIR**

The Department Chair is the administrative and educational head of the Department. The duties of the Department Chair are detailed in **The Redbook**, Sec. 3.3.5, and in Appendix 6.

## **ARTICLE VII. THE COUNCIL OF CHAIRS AND DEANS OF THE SCHOOL OF PUBLIC HEALTH**

The Council of Chairs and Deans is advisory to the Dean in all matters relating to the administration of the School of Public Health/Health Information Sciences. The Council of Chairs and Deans provides for the development, evaluation, review, and communication of matters of broad concern to the School of Public Health/Health Information Sciences. The Council of Chairs and Deans may provide advice on any topic so requested by the Dean. The membership, officers, and meetings of The Council of Chairs and Deans are detailed in Appendix 7.

## **ARTICLE VIII. SCHOOL OF PUBLIC HEALTH REPRESENTATIVES TO THE UNIVERSITY FACULTY SENATE AND UNIVERSITY-WIDE COMMITTEES**

As provided in **The Redbook**, the Executive Faculty of the School of Public Health/Health Information Sciences elects representatives to the University Faculty Senate. The qualifications, election procedures and responsibilities of Senators are detailed in Appendix 8.

The School of Public Health/Health Information Sciences selects nominees for University-wide committees (e.g., Faculty Grievance Committee and University of Louisville Athletic Association Board of Directors) and elects representatives to other University-wide Committees (e.g., Faculty Advisory Committee to the Presidential Search). The selection procedures are detailed in Appendix 9.

## **ARTICLE IX. BYLAWS AMENDMENT AND VOTING PROCEDURES**

These Bylaws and Appendices may be amended or revised by action of the Executive Faculty after a proposed amendment or revision has been presented to the Rules, Policies, and Credentials

Committee for its recommendation and then has been approved by the Faculty Forum. Proposed amendments and appendices of the Bylaws must not be in conflict with **The Redbook**. Changes to the Appendices require approval by the Executive Faculty of the School of Public Health/Health Information Sciences. Changes to Appendix 5 require approval by the Executive Faculty, the Provost, and the President (see **The Redbook**, Section 3.2.2). Changes to Appendix 6 require approval by the Executive Faculty of the School of Public Health/Health Information Sciences and the University Provost. Changes to the Bylaws, approved by the Executive Faculty, require subsequent approval by the President and University Board of Trustees (see **The Redbook**, Art. 3.1, Section 3.1.3).

To provide time for discussion by departmental faculty, a proposed Bylaws amendment or referendum affecting Art. III, Sec. 4 may not be voted upon by the Executive Faculty until 10 business days have passed following the date the Faculty Forum voted to forward the proposed amendment for Executive Faculty ballot.

The proposed amendment or referendum must be discussed at a meeting of the Executive Faculty held prior to voting by mail ballot and it must have been circulated to Executive Faculty at least 2 business days prior to the meeting.

If two-thirds of the voting Executive Faculty approve the proposed amendment or referendum, it is passed. If there is less than a quorum at the meeting, a mailed ballot will be required.

Voting for amendments to these Bylaws or Appendices for unit elections and for referenda shall be conducted as follows:

Ballots shall be distributed to all Executive Faculty and shall be collected by the Department Chair or Chair's designee, in sealed double envelopes. The outer envelope must be signed by the voting faculty member. The Department Chair is responsible for ensuring that all ballots received are cast by members of the Department's Executive Faculty. The ballots in the double envelopes are sent to the Secretary of the Executive Faculty. The ballots are opened at the designated time by the Secretary of the Executive Faculty in the presence of ballot tellers and faculty observers. For unit elections, the nominee(s) (with the number to be elected specified on the ballot) receiving the highest number of votes is (are) elected.

## **ARTICLE X. MISCELLANEOUS PROVISIONS DURING INITIAL PHASE OF THE SCHOOL**

These Bylaws and their Appendices have been formulated to serve a School that is fully staffed and operational. Since the School is being built, for the most part, from the ground up, there may be provisions in these Bylaws or their Appendices that cannot be followed as written during the initial phases of the School. This Article contains provisions for dealing with these situations, including expiration of the provisions in this Article.

### **Section 1. Adjustments for Initially Small Number of Faculty**

- A. In the event the number of Faculty required by a provision in these Bylaws or their Appendices cannot be met due to insufficient numbers of Faculty meeting the provision's criteria, the Rules and Policy Committee shall recommend to the Dean for approval to adjust

the Faculty number and/or criteria of the provision such that the provision's action can take place.

- B. Adjustments once made to a provision in the Bylaws or their Appendices under the provision of this Article may be revised under this Article only if one of the following is the case:
  - 1. The existing adjustment renders the provision untenable according to Section 1.A of this Article.
  - 2. The revised adjustment more closely represents the original number or criteria of the provision.

**Section 2.** Expiration of Provisions in this Article X

The provisions in this Article X shall expire with the earlier of:

- A. There is no provision in these Bylaws or their Appendices that is subject to Section 1.A of this Article.
- B. Five years have passed since the adoption of these Bylaws and their Appendices.

---

**Last Revisions made:**

---

## **Appendix 1: Officers of the Executive Faculty**

1. Chair: The Dean is the Chair of the Executive Faculty and presides over meetings of the Executive Faculty
2. Vice-Chair: The Vice-Chair of the Faculty Forum is the Vice-Chair of the Executive Faculty and:
  - a. presides in the absence of the Chair; and
  - b. with the Secretary, assists the Dean in developing agendas for the Executive and General Faculty meetings
3. Secretary: The Secretary of the Faculty Forum is Secretary of the Executive Faculty and is responsible for :
  - a. assuring that the proceedings of all meetings of the Executive Faculty are recorded and that notices, agendas and minutes are distributed to full-time and part-time faculty, the Dean, the President and the University Archivist;
  - b. distributing all mail ballots and serving as Chief Teller (The Secretary of the Executive Faculty receives ballots in double envelopes from the office of each Department Chair. The ballots are opened at the designated time in the presence of ballot tellers and at least one faculty observer.) for elections and referenda;
  - c. keeping a permanent record of all elections and referenda;
  - d. assuring that all amendments to these Bylaws and Rules are duly recorded and that amended copies of the Bylaws and Rules are periodically distributed to full-time and part-time faculty
4. Other Officers: The Executive Faculty may have other officers.

## Appendix 2: Standing Committees (Except for Faculty Forum)

### Section 1. PROCEDURES FOR SELECTION & GOVERNANCE

Committees of the Executive Faculty are governed by the following procedures, unless otherwise provided for in these Bylaws and Rules.

#### A. Election and Appointment of Members

1. Two-thirds of all committee members will be elected.
  - a. The Executive Faculty of each Department may nominate by departmental election one candidate for any committee for which their Department is eligible to nominate at that time.
  - b. A ballot listing the nominees is prepared by the Secretary of the Faculty Forum and circulated to all eligible voters within the Executive Faculty. Voting is secret. Ballots are collected in sealed and signed double envelopes by the Departmental Chair and returned to the Secretary for tabulation.
2. The remaining committee members will be appointed by the Dean.
3. At first, the School will be small and house only limited tenured faculty with primary appointments. The membership numbers for committees listed in this Appendix are ideals and may not be feasible at first. The ratio of 2:1 elected/appointed faculty is more paramount than the actual numbers.
4. The following procedures shall be followed to ensure adequate gender and under-represented minority composition across the standing committees of the school of Public Health. As a minimum, one female and one under-represented minority shall be in each of the standing committees. Prior to committee elections each spring, the Rules, Policies, and Credentials Committee (RPCC) shall review committee composition and request appropriate nominees from the Chairs of eligible departments as detailed in Art. VII, Sec. 2.A.2.c. Upon completion of the ballot tally, the Secretary of Executive Faculty shall notify the RPCC of the committee membership. The RPCC shall determine the adequacy of gender and under-represented minority composition of each of the committees listed above. If adjustment is needed, the Dean shall be provided the names of eligible candidates and he/she will appoint an individual to serve. If there are no eligible candidates, the committee will be charged with seeking appropriate advice from the under-represented constituency at the School before voting on issues of significance.
5. Elected, appointed, and at-large committee members shall have a term of office the same as that of other committee members and they may stand for reelection on the next ballot for that committee's membership. All other criteria for general (Art. VIII, Sec. 1.C) and specific (e.g. rank, tenure) committee membership apply to candidates for elected, appointed and at-large members.

6. In the event of a faculty vacancy in a committee, the Dean shall appoint a replacement, who shall serve for the remainder of the unexpired term of office.

B. General Composition & Organization of Committees

1. An individual may not be elected to more than one standing committee. Faculty Forum membership does not preclude membership in a standing committee.
2. A committee may not have more than one representative elected from any Department.
3. Voting members of the Council of Chairs and Deans are ineligible for elected membership on standing committees.
4. Members of standing committees serve staggered terms of three years; no member may serve more than two consecutive terms.
5. Attendance at committee meetings is mandatory. A record of attendance shall be part of the committee's normal meeting. Absences (total of excused and unexcused) from more than one-third of a committee's meetings within an academic year will result in a vacancy at the discretion of the Dean or Dean's designee.
6. Individuals who hold temporary Executive Faculty status (Art. III, Sec. 1.A.2 and 1.A.3) are not eligible to serve on School of Public Health/Health Information Sciences committees in voting capacity.

C. Student Membership on Executive Faculty Committees

Student membership on Executive Faculty Committees shall be as follows:

Faculty Forum – Two members  
Student Grievance – Two members  
Council of Chairs and Deans – Two members

Student representatives must be in good academic standing (not on probation) and enrolled full-time. They are selected by the student body under auspices of the established student government. A student may not serve simultaneously on more than one standing committee. The attendance of student and resident members at committee meetings is not mandatory although there should be adequate communication between student members to ensure one student at all meetings. Students jointly cast one consensus vote. If a disagreement occurs, the senior student present casts the deciding vote.

#### D. Officers

Each committee elects its own Chair from among its Executive Faculty members, except where stated otherwise in descriptions of individual committees and may have other officers. Such Chair and Officers are elected annually.

#### E. Review of Goals and Responsibilities

Each committee shall review annually its specific goals and responsibilities, recommending appropriate major changes to the Faculty Forum.

#### F. Subcommittees and Task Forces

Committees may establish subcommittees and task forces to assist them in their work. There are no eligibility restrictions for subcommittee and task force members.

### **Section 2. POLICY COMMITTEES**

These committees report through the Faculty Forum to the Executive Faculty and to the Dean. All committee recommendations shall be acted upon by the Faculty Forum. Any changes in the Bylaws and Rules, personnel documents, or any major policy changes that involve curricular matters require the approval of the Executive Faculty.

#### A. Rules, Policies and Credentials Committee (RPCC)

##### 1. Membership

This committee shall consist of two elected and one appointed Executive Faculty.

##### 2. Responsibilities

- a. Upon the request of the Executive Faculty, the Faculty Forum, the Dean, or by petition of 10 Executive Faculty Members, the Committee shall review these Bylaws and Rules for possible changes and proposed recommendations. Such recommendations shall be forwarded to the Faculty Forum for its recommendation and then, if approved, to the Executive Faculty for action, according to the procedures outlined in Art. XI.
- b. Upon the request of the Executive Faculty, the Faculty Forum, the Dean, or by petition of 10 Executive Members, the Committee shall formulate interpretations relative to these Bylaws and Rules. Interpretive recommendations of the Committee are communicated to the Dean and are forwarded to the Faculty Forum for action (Art. IV, Sec. 4). In event of an impasse between the Dean and the Executive Faculty, the Dean's decision is final, and the record of the objection by the Executive Faculty is forwarded by the Secretary of the Executive Faculty to the President.
- c. The Committee develops and reviews procedures whereby departments nominate candidates to University-wide and School of Public Health/Health Information

Sciences committees as well as procedures for conducting all unit-wide elections. The RPCC reviews the membership of standing committees and the Faculty Forum annually before spring elections to determine which departments are eligible to nominate candidates. The responsibilities, the absence policy, and the probable time commitment associated with committee membership are forwarded by the RPCC to the Department Chairs prior to departmental election of candidates. The Department Chairs shall be instructed to inform nominees of these committee responsibilities and policies to insure that able Faculty are nominated to Committee vacancies. In addition, the Chairs and Faculty shall be instructed to pay particular attention to gender and minority membership across the standing committees. The RPCC shall exercise the procedures in Art. VII, Sec. 1.A.3, to ensure adequate gender and under-represented minority composition of the membership among the committees of the School.

- d. The RPCC verifies the eligibility of each candidate and rules on the eligibility of any challenged office holder or candidate. The RPCC shall meet with the newly elected committee members before the new academic year begins to ensure that the elected faculty are aware of the duties involved in the particular committee to which they have been elected; and that the elected faculty do not have standing conflicts that would interfere with attendance at committee meetings. If faculty decline committee membership, the candidate receiving the next highest vote shall be the replacement. The RPCC also initiates necessary changes in the composition of the Faculty Forum to reflect increases or decreases in the size of departments, the inclusion of new departments, and the exclusion of discontinued departments.

### C. Committee on Performance Criteria and Economic Welfare

#### 1. Membership

- a. This Committee consists of two tenured elected and one tenured appointed Executive Faculty.
- b. Members serve staggered terms three years with a limit of two consecutive terms.

#### 2. Responsibilities

- a. The Committee develops, forwards for approval, and, when approved, publishes unit guidelines (School of Public Health/Health Information Sciences Policies for Annual Performance Reviews and Performance-Based Salary Increases) that are minimum guidelines for the preparation of departmental procedures and criteria to review the academic performance of faculty.
- b. The Committee is responsible for reviewing and approving the criteria and procedures for awarding performance-based salary increases proposed by each Department. It shall ensure that the procedures are clearly written; that they utilize objective, as well as appropriate subjective criteria; and that they follow the minimum guidelines established by the Faculty Senate and **The Redbook**.

- c. The Committee is responsible for working with the Dean and other administrative officers to protect faculty from gross inequities in salaries and other benefits, in accordance with Sec. 4.2.2.A of **The Redbook**.

### Section 3. ACTION COMMITTEES

These committees report directly to the Dean unless otherwise indicated in these Bylaws and Rules. Policy recommendations developed by these committees shall be transmitted to the Faculty Forum for its action. During each academic year, presentations to the Faculty Forum of the activities of each of the action committees are scheduled on a regular basis. These presentations include a summary of the prior year's activities and plans for the future, requests for changes in scope and membership of the committees, and discussion of policies with Forum members. Major policy changes that involve personnel matters require the approval of the Executive Faculty.

#### A. Appointment, Promotion, and Tenure Committee

##### 1. Membership

The Committee consists of four elected and two appointed Executive Faculty holding the rank of Professor.

##### 2. Responsibilities

The Committee is responsible for the development of comprehensive academic personnel documents ("Guidelines for Promotion, Appointment and Tenure and for Periodic Career Review in the University of Louisville School of Medicine").

The documents must be prepared with the full participation and approval of the Executive Faculty. The documents must be in compliance with these Bylaws and Rules. The documents shall contain details for criteria discussed in **The Redbook** and any additional criteria to be considered in faculty appointments, promotions, tenure, annual performance or periodic career reviews. Upon final approval, this document, together with **The Redbook**, shall establish procedures and be the only criteria for appointment, promotion, tenure and annual and periodic career reviews. Any changes to these personnel documents require approval of the Executive Faculty.

##### 3. Procedures

The committee makes recommendations to the Dean for granting of tenure and on the appointment and promotion of probationary and tenured and term faculty to the rank of Associate Professor and Professor, respectively. The involvement of the Committee in other matters concerning appointments, promotion and annual and periodic career reviews shall be delineated in the unit personnel documents. Any representative from the candidate's Department shall vacate the meeting during the discussion and abstain from voting.

The Committee is not directly involved in the appointment and reappointment of faculty who hold term appointments. However, the committee shall review and approve

departmental guidelines for such evaluations and reappointments and shall oversee promotion to advanced ranks (Associate Professor and Professor).

B. Faculty Grievance Committee

1. Membership

The committee consists of two elected and one appointed tenured Executive Faculty who are not members of the Council of Chairs and Deans.

2. Responsibilities

The Committee considers faculty grievances according to **The Redbook**, Sec. 4.4, and makes informal inquires under **The Redbook**, Sec. 4.5.3.B.1.b.

C. Student Academic Grievance Committee

1. Membership

The Committee consists of two elected and one appointed Executive Faculty who are not members of the Council of Chairs and Deans and two students. At least two faculty members must be present during grievance proceedings.

2. Responsibilities and Procedures

The responsibilities, procedures and timelines of action for the Student Grievance Committee are delineated in **The Redbook**, Chapter 6 in Art. 6.6 and Art. 6.8, and in “The University of Louisville Student Academic Grievance Procedure” document. Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate grievance. In order to comply with accrediting standards, the matters for consideration are limited to those concerning instructional activities, research activities, as well as personal characteristics and behaviors suitable for a career in the field of Public Health.

## Appendix 3: Faculty Forum: Options, Membership, Officers, and Meetings

### Section 1. Membership

- A. The Faculty Forum consists of one Executive Faculty representative elected from each Department listed in Appendix 4. Those departments with more than 10 Executive Faculty may elect a second representative. Departments with more than 20 Executive Faculty may elect a third representative. Two (2) members of the student body are voting members of the Faculty Forum (one consensus vote between them). Voting members of the Council of Chairs and Deans are not eligible for election to the Faculty Forum, but they are represented; one member is elected to represent the Council of Chairs and Deans in the Faculty Forum. There is also a non-voting Faculty Senate liaison.
- B. The term of office of faculty representatives to the Faculty Forum is three years, with no representative serving more than two full consecutive terms. Terms of office are staggered to elect one-third of the membership each year. The term of office of student representatives is one year.
- C. Representatives are elected by departments before the end of April. Elections are by secret ballot and require a majority vote of a Department's Executive Faculty. Elected representatives may be recalled by two-thirds of a Department's Executive Faculty.
- D. Attendance at meetings of the Faculty Forum is mandatory. Unexcused absence from two consecutive regular meetings, or three regular meetings during the year, shall result on an automatic vacancy of office. Extenuating circumstances that would justify an excused absence should be reported to the Chair of the Forum. An automatic vacancy shall also result from a total of five absences (excused and unexcused) during the year. In the event of such a vacancy, the Department in question shall conduct a special election within thirty (30) days to fill the unexpired term.

### Section 2. Officers

- A. The Dean is Chair of the Faculty Forum. The Faculty Forum elects from its ranks a Vice-Chair and a Secretary. These elections are conducted by the Dean. Nominations for officers of the Faculty Forum are made from the floor and must be for faculty members with at least more than one year of his/her term remaining. Student members of the Faculty Forum are ineligible for election as officers and are not counted in the constitution of a quorum. Officers are elected by secret ballot at the first meeting in June and assume office immediately. The term of each elective office is one year with the office holder eligible for re-election. The officer continues to serve as an elected departmental representative. Officers may be removed from their positions on a motion supported by a two-thirds majority of the Faculty Forum membership.
  1. The Chair:
    - a. presides at all regular and special meetings of the Faculty Forum

- b. appoints members to *ad hoc* committees
2. The Vice-Chair:
  - a. with the Secretary, assists the Dean to develop agendas for Faculty Forum meetings
  - b. assumes the responsibilities of the Chair in the event of the Chair's absence
3. The Secretary:
  - a. assures that the proceedings and resolutions arising from each meeting of the Faculty Forum are recorded
  - b. serves as Chief Teller and records all results of all voting arising from each meeting of the Faculty Forum
  - c. distributes the notice, agenda and minutes of each Faculty Forum meeting to all members of the Faculty Forum, the President, and the University Archivist, and makes them available to all members of the Executive Faculty
  - d. serves as an ex-officio, non-voting member of the Rules, Policies, and Credentials Committee
  - e. transmits recommendations of the Faculty Forum to the Office of the Dean
4. The Faculty Forum may establish other officers.
5. The Office of the Dean shall supply administrative and clerical support to the officers and committees of the Faculty Forum.

### **Section 3. Meetings**

The Faculty Forum shall meet monthly, except during the month of July. An agenda and minutes of the previous meetings of the Faculty Forum and Council of Chairs and Deans shall be circulated at least five working days before each Faculty Forum meeting. At regular meetings the agenda includes:

- A. approval of the minutes of the preceding regular meeting and of any special interim meetings
- B. report from the Office of the Dean
- C. committee reports
- D. old business
- E. new business

Items not included on the agenda may be proposed for discussion and information. The items may be acted on only if agreed by two thirds of the quorum present.

## **Appendix 4: Departmental List**

The School of Public Health and Information Sciences includes the following Departments:

- ◆ Epidemiology and Clinical Investigation Sciences
- ◆ Environmental and Occupational Health Sciences
- ◆ Bioinformatics and Biostatistics
- ◆ Health Knowledge and Cognitive Sciences
- ◆ Health Management and Systems Sciences

## Appendix 5: The Responsibilities of the Dean

The Dean shall be the academic and administrative leader of the School of Public Health/Health Information Sciences. The Dean shall report to the President through the Vice President for Health Affairs and shall administer the School in accordance with the Bylaws and Rules of the School of Public Health/Health Information Sciences and **The Redbook** and policies of the University of Louisville. The Dean shall be responsible for and have the authority to provide:

- ◆ Education in accordance with the essentials specified by the degree requirements and accreditation standards;
- ◆ Quality Public Health initiatives within the University of Louisville, UofL Health Care, and Jefferson County, working in conjunction with the Jefferson County Health Department;
- ◆ A scholarly environment to include the support of research and other scholarly activity.

In discharging these responsibilities, the Dean shall:

- ◆ Meet with the President, the Vice Presidents, and other Deans as appropriate in the development of University policies;
- ◆ Meet with the faculty, staff, students, Faculty Forum, and Council of Chairs and Deans as appropriate in the formulation and administration of policies of the School of Public Health/Health Information Sciences;
- ◆ Support the concept of a coordinated Health Sciences Center and coordinate the programs of the School of Public Health/Health Information Sciences with other units of the University, as appropriate;
- ◆ Make recommendations for the appointment, promotion, and tenure of faculty members and departmental chairs; the appointment and continuation of acting departmental chairs, both after consultation with departmental faculty;
- ◆ Make recommendations on the appointment of Vice, Associate, and Assistant Deans and other medical school administrators;
- ◆ Be responsible for all final decisions relations to the operation of the School of Public Health/Health Information Sciences within the properly authorized policies of the School of Public Health/Health Information Sciences and the University of Louisville;
- ◆ Be responsible for the preparation and administration of the budget of the School of Public Health/Health Information Sciences;
- ◆ Keep the President and the faculty fully informed of the educational and financial status of the School of Public Health/Health Information Sciences;
- ◆ Cooperate with the University Development Office in fund-raising activities on behalf of the School of Public Health/Health Information Sciences;
- ◆ Lead the faculty of the School of Public Health/Health Information Sciences in the development and maintenance of high quality instruction, scholarship, healthcare and policies;
- ◆ Maintain a liaison with students, staff, faculty, alumni and community, including local, regional, state, and national Public Health organizations;

- ◆ Assign and monitor office and laboratory space within the School of Public Health/Health Information Sciences
- ◆ Perform such other functions appropriate to the office as may be directed by the President or the Vice President for Health Affairs.

## Appendix 6: The Responsibilities of the Departmental Chair and Chair Reviews

### Section 1: RESPONSIBILITIES

The Department Chair is the administrative and educational head of the Department and is directly responsible to the Dean. In this capacity the Chair:

- A. ensures excellence of the educational program;
- B. cooperates with initiatives outside of the Department that School and University leaders set;
- C. mentors all faculty and develops formal mentoring programs for junior, women and under-represented minority faculty;
- D. recruits and retains adequate numbers of faculty especially women and under-represented minority faculty;
- E. develops and oversees the responsible stewardship of departmental budgets;
- F. represents the Department in the Council of Chairs and Deans and communicate its proceedings to the departmental faculty;
- G. conducts regular faculty meetings at least monthly;
- H. is responsible for ensuring the preparation and approval of appropriate departmental documents, such as the mission statement, performance criteria, annual work assignments, and ensuring compliance thereof;
- I. recommends to the Dean new faculty appointments and reappointments after a vote by a majority of the Executive Faculty of the Department;
- J. submits the recommendation of the Executive Faculty of the Department, along with his/her recommendation to the Dean for each Department member being considered for promotion or tenure;
- K. conducts the election of the departmental representative(s) to the Faculty Forum by secret ballot;
- L. conducts the election of the departmental nominees for the faculty committees and for the University Faculty Senate by secret ballot and transmits their names to the Secretary of the Executive Faculty;
- M. is responsible for collecting sealed mail ballots for Bylaws amendments, referenda, the election of candidate to committees, and the University Faculty Senate, and for transmitting them to the Secretary of the Executive Faculty

N. is the ethical leader of the faculty and in that capacity should act as a role model.

Ballots shall be distributed to all Executive Faculty and shall be collected by the Department Chair or designee in sealed double envelopes, the outer one of which is signed. The Department Chair is responsible for ensuring that all ballots received are cast by members of the Department's Executive Faculty. The ballots in the double envelopes are sent to the Secretary of the Faculty Forum.

**Section 2: REVIEWS OF CHAIRS**

- A. The composition of the review committee is described in Appendix 9, Section 2 of this document.
- B. The review process must include the collection of adequate data to assess each of the Chair responsibilities enumerated above.
- C. The final report of the committee to the Dean will specifically comment on the quality of the Chair's performance in each of the responsibilities enumerated above.

## **Appendix 7: The Council of Chairs and Deans: Operations, Membership, Officers, and Meetings**

### **Section 1. MEMBERSHIP**

- A. The Council consists of the Dean, the Department Chairs and Assistant, Associate and Vice Deans of Public Health
- B. The Dean may appoint two faculty who are not Executive Faculty and two Executive Faculty to serve as members of the Council.
- C. Two graduate students are members of the Council.

### **Section 2. OFFICERS**

- A. The Dean, or designee, is Chair of the Council and presides at its meetings.
- B. The Dean may appoint a Secretary of the Council who need not be a member.

### **Section 3. MEETINGS**

- A. Meetings of the Council shall be held monthly except in July.
- B. Special meetings may be convened by the Dean or upon the request to the Dean by three members of the Council. The agenda shall be included in this request.
- C. Parliamentary procedures shall be governed by *Robert's Rules of Order, Newly Revised*.

### **Section 4. FUNCTION**

The Council is advisory to the Dean in all matters relation to the administration of the School of Public Health/Health Information Sciences. The Council provides for the development, evaluation, review and communication of matters of broad concern to the School of Public Health/Health Information Sciences. The Council may provide advice on any topic so requested by the Dean.

## **Appendix 8: Faculty Senators: Qualifications, Election, Procedures, and Responsibilities**

### **Section 1. QUALIFICATIONS**

- A. Senators representing the School of Public Health/Health Information Sciences shall have a primary appointment in the School of Public Health/Health Information Sciences.
- B. Each Department may have one senator.

### **Section 2. ELECTION**

- A. In each Department that elects a senator, election shall be by secret ballot.

### **Section 3. RESPONSIBILITIES**

- A. Senators represent the Faculty of the School of Public Health/Health Information Sciences, not their Departments nor themselves in the University Faculty Senate. Consensus opinion of the School's faculty should be sought and conveyed to the Senate by the senators.
- B. Senators shall meet at the beginning of each academic year to elect a liaison with the Faculty Forum.
- C. Attendance at meetings of the University Faculty Senate is mandatory. Absence from two consecutive regular meetings or a total of three regular meetings during a Senate year may result in an automatic vacancy of office, unless there are extenuating circumstances. In the event of a vacancy, the Secretary of the Executive Faculty may fill the vacant office with the appropriate, eligible candidate from the previous election or by special election, if necessary.

## Appendix 9: Other Committees of the School of Public Health/Health Information Sciences

### Section 1. SEARCH COMMITTEES FOR DEPARTMENT CHAIRS

#### A. Membership

The Committee is appointed by the Dean. The Dean appoints its Chair from among its Executive Faculty. The Committee consists of three Executive Faculty with the rank of professor or associate professor. Gender and minority composition shall be considered in making the appointments. It will also include an Executive Faculty member of the Department concerned, and may have other non-voting members from outside of the School of Public Health/Health Information Sciences Executive Faculty. The non-voting members, however, may not exceed 49% of the Committee's Executive Faculty.

#### B. Responsibilities

The Committee shall recommend to the Dean a minimum of two candidates for the Chair of the Department concerned. In developing its recommendation, the Committee must have secured the approval of the majority of the Executive Faculty of the Department concerned. The Dean of the School of Public Health/Health Information Sciences shall consult with the Dean of the Graduate School for Departments with graduate programs. After acceptance by the Dean, the recommendations of the Committee, the Departmental faculty and the Dean are forwarded to the President and the Board of Trustees for approval.

### Section 2. REVIEW COMMITTEES FOR DEPARTMENT CHAIRS

#### A. Purpose

The performance of each Department Chair shall be reviewed at the beginning of the sixth year following the date of appointment, and every five years thereafter. Earlier review may be initiated at any time by the Dean. Additionally, a majority of the tenured Executive Faculty of the Department concerned may request an earlier review of the Chair. Such a request will be considered by the Dean in accordance with **The Redbook** 3.3.5.D.3.

#### B. Membership

The Dean shall appoint a three-member committee from a slate of six randomly selected tenured Executive Faculty candidates nominated by the Faculty Forum after consultation with the Chair to be reviewed for potential conflicts of interest. The Dean appoints its Chair.

#### C. Responsibilities

1. The Committee shall evaluate the Chair's performance since appointment or last review. The Committee shall seek the opinions of all members of the Department including current students, graduate students, and staff and may seek extramural consultation.

2. The Committee shall conclude its deliberations expeditiously but before the sixth anniversary of the date of appointment or reappointment, and shall, by majority vote, make one of the following recommendations:
  - a. Endorsement.
  - b. Provisional endorsement, with specific recommendations that may include an earlier date for the next review.
  - c. Non-endorsement, delineating the reasons for the recommendation that the Department Chair be replaced.
3. The recommendation of the Committee's final report shall be presented by the Dean to the Chair of the Department within ninety days following its submission to the Dean and before submission to the President. The Dean will meet with the Executive Faculty of the Department within ninety days to discuss his or her recommendation.