

BYLAWS AND RULES

SCHOOL OF PUBLIC HEALTH/HEALTH & INFORMATION SCIENCES

UNIVERSITY OF LOUISVILLE

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ARTICLE I. — PREFACE

I. These Bylaws PURPOSE

The purpose of these Bylaws is to establish the organization and Rules are the official statement of the organizational structure and the rules of governance and legislative procedures of the Faculty of the School of Public Health/Health and Information Sciences, (SPHIS) of the University of Louisville (UofL) as authorized by the Redbook (Section 3.3.4).

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II. GOVERNANCE STRUCTURE

The administration and governance of the SPHIS is the responsibility of the Dean and is implemented by the chairs and committees of its departments and programs, the faculty, committees mandated in these Bylaws, and by advisory *ad hoc* committees as may be established by the Dean or the Faculty Council.

A. Dean of the SPHIS

The Dean is the educational and administrative leader of the SPHIS. The Dean is responsible to the University President (Redbook, Section 3.2.2), and reports to the Executive Vice President University Provost (EVPUP) through the Office of the Executive Vice President for Health Affairs (EVPHA) for review. The Dean administers the SPHIS in accordance with the Redbook and policies of the UofL and the SPHIS Bylaws, and other policies of the SPHIS. Responsibilities, duties, and actions of the Dean will be consistent with the policies and regulations adopted by the Board of Trustees, the Office of the President, the EVPUP, and the faculty of the School (Appendix A). The Dean is accountable for assuring that the SPHIS achieves its mission and contributes to the accomplishment of the university mission (Redbook, Minimum Guidelines for Faculty Personnel Reviews). The Dean is assisted by members of the Executive Committee and the Faculty Council in the development of all policies. These policies are implemented by the Dean, Associate and Assistant Deans, and the Department Chairs of the School. The Dean is responsible for all final decisions related to the operation of the SPHIS according to the unit and university policies, and is an *ex officio*, nonvoting member of school committees, with the exception of those noted in the Bylaws, and will receive notice of and copies of the minutes of all committees, including *ad hoc* committees. The job descriptions of Associate and Assistant Deans are prepared by the Dean and made available to the faculty. The Dean will be reviewed in accordance with the Redbook (Section 3.2.3).

B. Executive Committee

Responsibility. The Executive Committee is responsible for advising the dean on all matters pertinent to development and implementation of policies and procedures and their communication to the faculty. The Executive Committee is advisory to the Dean in all administrative matters related to the mission of the school, and its implementation with the exception of recommendations regarding promotion and tenure (see Section V.A.2); and faculty grievances (Redbook, Article 4.4). The Executive Committee provides the structure for effective communication among the faculty, staff, its committees, and the administration.

Composition. The Executive Committee is composed of the Dean, Associate and Assistant Deans, Department Chairs, and other relevant appointments made by the Dean. The Dean serves as the Chair of the committee. The Executive Committee meets on a monthly basis or as often as needed by the Dean, and may request a meeting of the SPHIS Faculty in accordance with the Bylaws (see Section IV.A). The committee members are expected to balance advocacy for their

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constituents with the overall mission of the SPHIS, and to be candid and to support the Executive Committee decisions when a majority vote is achieved. Minutes of meetings are recorded. An Administrative Assistant in the Dean's Office who does not hold membership on the committee will record the minutes.

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C. Departments and Department Chairs

The establishment or elimination of a department requires a change to the Bylaws, and is subject to the rules for amendments to the Bylaws (see Section VII). The SPHIS includes the following five Departments: Bioinformatics and Biostatistics; Environmental and Occupational Health Sciences; Epidemiology and Population Health; Health Management and Systems Sciences; Health Promotion and Behavioral Sciences.

Department chairs are the educational and administrative heads of their departments and are selected in accordance with the Redbook (Section 3.3.5.B). The general duties and responsibilities of the chairs are enumerated in the Redbook (Section 3.3.5.C). Additionally, chairs are responsible for recruiting new faculty, developing work assignments, and evaluating performance of faculty members assigned to their departments in accordance with the Redbook, UofL policies, and SPHIS Faculty Personnel documents Policy and Dean's Guidelines. They serve as primary mentors in teaching and research. Working with the academic directors of the SPHIS programs and the other department chairs, each department chair creates the teaching schedules for all faculty members assigned to the department. The chair provides leadership for all programs assigned to the department. The chair supports the research efforts of the departmental faculty members and assures that faculty members are offered proper career development mentoring. The chair is immediately responsible to the dean for the work and progress of each department, ensuring that the department achieves its mission and contributes to the accomplishment of the unit mission (Redbook, Minimum Guidelines for Faculty Personnel Reviews).

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D. Academic Programs

A recommendation to establish or eliminate an academic degree program requires a favorable vote by two-thirds of the Faculty Council, which represents the faculty (see Section V), and is subject to the rules for amendments to the Bylaws (see Section VII). Faculty recommendation is made to the Dean with appropriate comments and endorsement. The Dean will forward these recommendations to the Office of the EVPUP for review and submission to the Faculty Senate in accordance with the Redbook (Section 3.4.2).

The programs of the SPHIS consist of those academic degrees or programs that have been approved by the faculty and recognized officially by the University.

III. FACULTY

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A. Membership. The faculty consists of tenured, tenure-track (probationary), and term (non-tenurable) faculty who hold the rank of instructor, assistant professor, associate professor, and professor in the SPHIS. Faculty members may also include lecturers on contract as appointed by the Dean. In keeping with UofL policy (Redbook, Section 3.3.1; 4.1.1.A.2.b), term appointments funded through general funds must number less than 50% of the total number of probationary and tenured appointments in SPHIS.

B. Responsibility. Except as otherwise provided in the Redbook, the faculty of the SPHIS has general legislative powers over its own affairs including, but not limited to, personnel policies, criteria and procedures, meetings, admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees for the granting of degrees (Redbook, Section 3.3.2).

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Faculty members, led by department chairs, are responsible collectively for the development of the SPHIS mission statement and specific goals and objectives that must be approved by the Dean and submitted to the offices of the EVPHA for review, and the EVPUP for approval to assure consistency with the university mission statement (Redbook, Section 3.3.5.C; Minimum Guidelines for Faculty Personnel Reviews). The Dean has final approval of any mission statement developed by the faculty for the unit.

Faculty members are expected to interact professionally and responsibly with students and colleagues, to demonstrate a respect for the learning and teaching process and a commitment to the university and SPHIS, to participate and engage in the work of the school, to be present at committee meetings and at faculty meetings, and to participate as faculty senate representatives when elected by the SPHIS in accordance with the Redbook (Section 3.4.2.B), and the UofL Code of Conduct.

C. Voting. It is the responsibility of all eligible faculty members to participate in the affairs of the SPHIS. All eligible full-time faculty members whose primary academic appointment is in the SPHIS may participate in SPHIS committees, represent the SPHIS on university committees, and vote on all issues brought before them, unless otherwise noted in these Bylaws. Unless otherwise exempted, faculty members in Phased Retirement retain voting privileges. Faculty members do not have voting privileges if they are a joint member with a primary appointment in another unit, or if they are part-time, emeritus, adjunct, or temporary full-time contracted for one year or less. Voting members on leave do not vote unless they inform the Office of the Dean in writing that they wish to vote during their leave. Voting is conducted by secret ballot and may take place by electronic ballot or by paper ballot; the latter are collected by the appropriate Administrative Assistant(s) and tallied by two staff members. Although records are kept on whether a faculty member voted, the result of their vote is anonymous. When feasible, faculty members have five (5) working days after the distribution of ballots to submit votes via mail, or electronically, depending on the manner in which the ballots were distributed.

IV. FACULTY MEETINGS

School-wide SPHIS faculty meetings are convened according to the guidelines set out in the Redbook (Section 3.3.3), and in accordance with these Bylaws.

A. Time of Meetings

At least one meeting of the SPHIS faculty will be convened in the fall and spring terms of each academic year. The dean may at any time call a meeting of the SPHIS faculty. A meeting may be requested by the Executive Committee. A meeting is required upon the written request of 25% of the voting faculty. The Dean's Office will provide notification of the meeting to the SPHIS faculty at least five (5) working days before the time specified unless extenuating circumstances mandate a meeting on shorter notice.

B. Presiding Officer

The Dean or Dean's designee will chair meetings of the SPHIS faculty.

C. Agenda

An agenda will be prepared by the Dean, in consultation with the Executive Committee and will include minutes recorded at the preceding regular meeting.

D. Minutes

Minutes of meetings are recorded and ~~transmitted~~ to the Office of the President and to University Archives~~archived~~.

Commented [KB3]: Following changes made at recommendation by Faculty Senate Redbook Committee in email from J.Ferre' (11/02/18: Changed from "... recorded", to "transmitted to the Office of the President and to University Archives.").

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E. Quorum

A majority of the eligible voting faculty constitutes a quorum, unless otherwise noted in these Bylaws.

F. Participation

Unless otherwise provided in the Bylaws (see Section III.C), all faculty members (tenured, tenure-track, term) may participate in the meeting.

G. Rules for Conduct of Meetings

On questions concerning the conduct of business in faculty and Committee meetings, the current version of *Robert's Rules of Order* provides rules and procedures that serve as guidelines, provided that they are not inconsistent with the SPHIS Bylaws or any special rules of order which the faculty may adopt.

V. FACULTY COMMITTEES

Committees will include those established in the SPHIS Bylaws and the advisory *ad hoc* committees created by the Dean. As many *ad hoc* committees may be formed as deemed necessary. The Dean or the Dean's designee serves as an *ex officio*, non-voting member of all committees. Except where stated otherwise, the regular members of each committee will select a chair from among their number at the first meeting of the academic year. Notice of all committee meetings are sent to the Dean.

Committees that require departmental representation are composed of full-time faculty at the appropriate rank and track unless approved by the Dean. In cases where a department is not adequately represented, the Dean will request that the department nominate either an *ad hoc* member from the SPHIS or from another UofL unit. *Ad hoc* members must be tenured. So far as practicable, membership of committees must take into account gender representation and reflect the diversity of the SPHIS community.

A quorum, defined as two-thirds (67%), must be present to conduct any official business of the SPHIS Standing Committees. A majority vote of a committee means a majority of a quorum.

Committees may recommend action to the Dean, the Executive Committee, and to the faculty through the Faculty Council, as specified in their charge.

The Office of the Dean will supply administrative and clerical support to the officers and committees of the SPHIS faculty. A non-faculty administrative staff assistant in the Dean's Office who does not hold membership on the committee will prepare and post the minutes associated with each meeting.

A. Standing Committees. ~~This document has two parts: The Bylaws and Appendices to the Bylaws. These parts are equally important to the internal~~

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1. Faculty Council

Responsibility. The Faculty Council is advisory to the Dean, and is responsible for review and interpretation of the Bylaws, and for reviewing SPHIS-wide policies and amendments developed by standing committees to be submitted to the Dean and voted on by the eligible faculty of the school. The Faculty Council reviews the responsibility, composition, and 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-SPHIS standing committees (Faculty Council; Promotion, Appointment, and Tenure; Student Academic Grievance), and recommends possible changes and proposed recommendations as needed. Recommendations are discussed and prepared in conjunction with the Dean's Office and amendments are forwarded to faculty members eligible to vote.~~

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~~Interpretation of the Bylaws and standing committee review is conducted upon request by the Dean or by petition of at least 50% of the full-time faculty. Interpretive recommendations of the Faculty Council are communicated to the Dean. If there is a difference of opinion on an interpretation of the Bylaws, a special meeting of the Faculty Council and the Dean will be called. If there is an impasse between the Faculty Council and the Dean, the Dean's decision is final; however, upon ratification by the majority of the SPHIS faculty, the committee chair will forward a record of the differing interpretations to the University President through the EVPHA and the EVPUP.~~

~~The Faculty Council tracks its membership and that of the Student Academic Grievance Committee and oversees the associated elections. Vacancies are noted as temporary or permanent. Additionally, the Faculty Council monitors the SPHIS-wide elections pertaining to University Committees that require approval by the Executive Faculty of the elected SPHIS faculty representation such as Faculty Senate, Faculty Grievance Committee, and Graduate Council. Election notifications will be sent to all voting faculty members electronically seven (7) days prior to the commencement of voting, when feasible. The Faculty Council will receive the list of nominations for a committee from the Office of the Dean prior to election and confirm the eligibility for the appropriate committees. The Associate Dean for Faculty Affairs will oversee the conduct of elections in conjunction with the Faculty Council, and report results of elections to the Dean, Executive Committee, and faculty of the SPHIS. The Faculty Council will provide recommendations to the Dean in the case of disputed elections. Special elections to fill vacancies, when necessary, will be held within one (1) month of the date that the vacancy occurs, when feasible. Members elected at special elections serve the remainder of the relevant term.~~

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Composition. The Faculty Council is composed of two (2) faculty members from each academic department who are elected by their respective departments. Eligible faculty members should be full-time and not hold an administrative-related position (Dean, Associate Dean/Assistant Dean, Chair, Director of SPHIS-wide programs). One (1) member from each department should be tenured. If there is not an eligible tenured

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faculty member, then the position shall be held by a tenure-track faculty member. The second department representative can be tenured, tenure-track, or term.

Term. Committee members serve two (2) year terms, which are staggered, by lot, when necessary. Members shall not serve more than two (2) consecutive terms unless there are no eligible faculty members available. The Chair is elected at the first meeting of the year. Faculty members of this committee do not serve simultaneously on the Promotion, Appointment, and Tenure Committee if there is another eligible faculty member.

2. Promotion, Appointment, and Tenure (PAT) Committee

Responsibility. The PAT Committee is responsible for reviewing faculty portfolios for completeness and consistency with UofL and SPHIS policies for appointment, promotion, tenure, and periodic career review in relation to the annual work plan and percent of effort. The PAT Committee makes recommendations to the Dean for the appointment and promotion of tenured, tenure-track (probationary), and term faculty to the rank of associate professor and professor, for tenure, and for periodic career reviews for all faculty members. The PAT Committee members are required to ensure the confidentiality of the Committee's deliberations and written records regarding individual faculty members. The PAT Committee collaborates with the Dean and Chairs on amendments to the *Policy for Promotion, Appointment and Tenure and for Periodic Career Review* prior to review by the Faculty Council.

Composition. The PAT Committee consists of one (1) full-time eligible tenured faculty member at the rank of Professor from each academic department who is elected by their respective department. The Associate Dean for Faculty Affairs tracks the PAT Committee membership. Eligible faculty members must be full-time and not hold an administrative-related position (Dean, Associate Dean/Assistant Dean, Chair, Director of SPHIS-wide programs). Faculty members under review in a given year are ineligible.

When a vacant position occurs the Associate Dean for Faculty Affairs will compose the list of eligible faculty members by department, and the eligible full-time faculty members in each department will vote on the department faculty representative. If there are no eligible tenured faculty members for a department, the department faculty members will meet and recommend at least three (3) tenured faculty members at the rank of Professor from outside of the department (either within or outside of SPHIS). The Associate Dean for Faculty Affairs will evaluate the eligibility, willingness, and availability to serve for the recommended outside faculty members, and return the list to the department Chair for a department vote between at least two (2) outside department faculty members.

Voting. A PAT Committee member's vote regarding a candidate for review from their department is counted when the department vote is conducted; therefore, they will not be present in a PAT committee meeting when there is discussion regarding a department colleague under review.

Term. PAT Department Committee members serve two (2) year terms, which are staggered by lot, when necessary. PAT outside department members serve a one (1) year term. All members shall not serve more than two (2) consecutive terms unless there are no other eligible faculty members. The Chair of the PAT Committee is elected by its members at the first meeting of the academic year. Faculty members of this committee may not serve simultaneously on the Faculty Council if there are other eligible faculty members; additionally, they may not serve at the same time on the Student Academic Grievance Committee.

3. Student Academic Grievance Committee

Responsibility. The Student Academic Grievance Committee is responsible for adjudicating student grievances concerning academic matters, defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instruction or affecting academic freedom. The Student Academic Grievance Committee makes recommendations on formal grievances to the Dean in accordance with the Redbook (*Section 6.8.3*).

Composition. The Student Academic Grievance Committee consists of three (3) full-time faculty members who have been at the SPHIS for at least three (3) years and elected by the faculty at large (*see Section 5.A.1*). All Student Academic Grievance Committee members must be from separate departments. Faculty members must be full-time and not hold an administrative-related position (Dean, Associate Dean/Assistant Dean, Chair, Director of SPHIS-wide programs).

In addition, four (4) student members (two (2) undergraduate, two (2) graduate), two (2) of whom are alternates, are elected by the SPHIS Student Government Association. Only one (1) student member will attend a grievance hearing. Student members must be in good academic standing throughout their term.

One (1) of the faculty committee members serves as chair of the Student Academic Grievance Committee. A committee chair is selected for each separate grievance. All four (4) members must be present during a grievance proceeding. If a grievance committee meeting cannot be scheduled with all faculty members present, the Dean may appoint an alternate for no more than one (1) faculty member. Members are expected to recuse themselves if there is any perceived conflict of interest. Faculty members of this committee do not serve simultaneously on the PAT Committee.

Term. Faculty members serve staggered two (2) year terms; student members serve a one (1) year term. If a faculty member is unable to continue their service, a replacement committee member is drawn by lot from a list of faculty members who have served in the previous five (5) years. The chosen faculty member will complete the term.

B. Advisory Ad hoc Committees

The Dean may appoint advisory *ad hoc* committees and subcommittees to perform a specific task, and for advice. Short-term committees cease to exist upon completion of the assigned task or at the end of a defined period of service unless reappointed by the Dean. Committees that pertain to academic recommendations require SPHIS-wide departmental representation. These committees may recommend policy or programmatic change to the Dean. The Dean may choose to chair an *ad hoc* committee, designate a chair, or allow a committee to elect a chair from its membership. Committee membership may be by appointment or election. A report of decisions, actions, or recommendations reached will be made in writing to the Executive Committee and recorded at that committee's next scheduled meeting.

VI. STUDENTS

The SPHIS Student Government Association is the organization of the students of the SPHIS and operates under its own set of Bylaws.

VII. PROCEDURE FOR AMENDMENTS

Amendment(s) to these Bylaws must be consistent with the Redbook. A proposed

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amendment will be considered by the ~~appropriate committees~~ Faculty Council and forwarded to all faculty members eligible to vote. Amendments will be passed if approved by sixty percent (60%) of SPHIS faculty eligible to vote, following the distribution of any proposed amendment(s) to all faculty members at least seven (7) working days prior to a faculty information meeting at which the proposed amendment(s) will be discussed. The final version of the proposed amendment(s) will be distributed to faculty within three (3) working days of the close of the meeting, and at least five (5) working days prior to the close of voting. The Dean will forward amendments concurrently to the Office of the EVPHA and the office of the EVPUP. The EVPUP will make a recommendation in consultation with the EVPHA, after which, it will be considered for recommendation by the President and approval by the Board of Trustees, when necessary.

Commented [KB4]: Following change made at recommendation by Faculty Senate Redbook Committee in email from J.Ferre' (11/02/18: Changed from "... appropriate committees" to "Faculty Council").

APPENDIX A

School of Public Health/Health & Information Sciences, the President, and the Board of Trustees;

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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

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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.~~

~~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 **Responsibilities and Duties of the Dean**~~

1. ~~The Dean is the educational 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.~~

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3. Committees may recommend action to the Faculty Forum, the Executive Faculty, and/or the Office of the Dean, as specified in their charge.

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- 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 and administrative leader of the School of Public Health/Health Information Sciences has general legislative powers over all matters pertaining SPHIS. The Dean is responsible to its own personnel the University President (*Redbook, Section 3.2.2*), and reports to the EVPUP through the Office of the EVPHA. The following responsibilities and duties will be accomplished in accordance with decisions, 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 regulations adopted by 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 Office of the School of Public Health/Health Information Sciences Executive Faculty. The Forum is a standing committee of the Executive Faculty President 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 SPHIS. Unless prohibited by The Redbook or the Bylaws of the SPHIS, the Dean may delegate duties to

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appropriate administrators.

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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

A. The current Departments of the School of Public Health/Health Information Sciences are listedResponsibilities and Duties

1. Administer the School in accordance with the Bylaws of the SPHIS, The Redbook, and policies of the UofL, and ensure that all decisions adhere to these policies.
2. Lead the faculty in preparation of the school's goals and objectives and ensure they are met through periodic review of targets.
3. Ensure the preparation, approval, and implementation of appropriate unit documents, related to mission, strategic plan, and accreditation.

Provide the leadership and environment needed to ensure faculty excellence in Appendix 4.

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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

4. To facilitate the departmental responsibilities of scholarship, 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 and that associated policies and programs are efficient and conducted consistently.

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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.

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~~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.~~

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- 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

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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

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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.~~

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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 (RPCG) 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 RPCG of the committee membership. The RPCG 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~~

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(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

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nominate candidates to University-wide and School of Public
Health/Health Information

Appendix 2

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~~

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~~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**.

- e. ~~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~~

~~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:

- ◆ ~~5. Education~~ Ensure that all degree programs at the undergraduate and graduate level are responsive to community and state needs, conducted in accordance with the essentials specified by the degree requirements and appropriate accreditation standards; and that accreditation is maintained;
- ◆ 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;
- 6. Facilitate faculty involvement in regional, national and international professional organizations.
- ◆ ~~7. Meet with the faculty, staff, students, Faculty Forum, Executive Committee, and Council of Chairs and Deans as appropriate~~ SPHIS committees in the formulation and administration of policies of the School of Public Health/Health Information Sciences; policy.
- ◆ 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;
- 8. ~~Make recommendations for the~~ Ensure that the process of policy change is inclusive across the unit.
- 9. Cooperate with initiatives outside of the SPHIS that are set by UofL administration.
- 10. Recommend new appointment, reappointment, promotion and tenure, retention, sabbatical leave, annual salary increase, and ~~tenure~~ retirement actions of faculty members and departmental chairs; the
- ◆ Recommend appointment and continuation of acting departmental chairs, both after consultation with departmental faculty;
- ◆ 11. Make recommendations on the appointment of Vice, Associate, and reappointment of Assistant and Associate Deans, Department Chairs, Program Directors, and other ~~medical school~~ SPHIS administrators; following consultation with unit faculty.
- ◆ 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

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- ◆ ~~12.~~ ~~Be responsible for~~ ~~Oversee~~ the preparation and administration of the ~~SPHIS~~ budget of the ~~School of Public Health/Health Information Sciences~~;
- 13. ~~Keep~~ Meet with the President, ~~EVPUP~~, and other UofL administration, as appropriate, in the development of UofL policies.
- ◆ ~~14.~~ ~~Inform the President, EVPUP, EVPHA,~~ and the faculty ~~fully~~ informed of the ~~SPHIS's~~ educational and financial status of the ~~School of Public Health/Health Information Sciences~~, the adequacy and physical condition of the facilities, and compliance with accreditation standards.
- ◆ ~~15.~~ Cooperate with the ~~UniversityUofL~~ Development Office in fund-raising activities on behalf of the ~~School of Public Health/Health Information Sciences~~; ~~SPHIS~~.
- ◆ 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;
- ◆ ~~16.~~ Maintain a liaison with students, staff, faculty, ~~and~~ alumni ~~and of~~ ~~SPHIS~~, the community, ~~including and with~~ local, regional, state, and national ~~Public Health~~ ~~public health~~ organizations;

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◆17. ~~Assign and monitor office and laboratory space within the School of Public Health/Health Information Sciences~~SPHIS.

B. Appointment of Dean

The SPHIS Dean is selected in accordance with the Redbook (Section 3.2.1).

C. Review of Service

The SPHIS Dean is reviewed in accordance with the Redbook (Section 3.2.3).

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APPENDIX B

School of Public Health & Information Sciences

- ◆ **University of Louisville** Perform such other functions appropriate to the office as may be directed by the President or the Vice President for Health Affairs.

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Appendix 6: The

Responsibilities and Duties of the Departmental/Department Chair and Chair Reviews

Section 1: RESPONSIBILITIES

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

A. ensures Chair Responsibilities and Duties

A.1. Ensure excellence of the educational program, research, and service programs, which are described in annual targets.

2. Cooperate Assist the Dean in ensuring that degree programs are responsive to community and state needs, and to the appropriate accreditation requirements.

B.3. Cooperate with initiatives outside of the Department that School/SPHIS, and University/UofL 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.4. develops and oversees the responsible stewardship of Responsible for oversight, in conjunction with SPHIS central administration, for departmental budgets, and for grant/contract budgets.

F.5. represents Represent the Department in the Council of Chairs and Deans/Executive Committee and communicate its proceedings to the departmental faculty.

G. conducts regular faculty meetings at least monthly;

H.6. is responsible Responsible for ensuring the preparation and approval and implementation of appropriate departmental documents, such as the mission statement, performance criteria, annual work assignments, and ensuring compliance thereof; curriculum, thesis, and dissertation guidelines.

7. recommends Recruit and retain adequate numbers of quality faculty.

8. Participate in the design and development of a formal mentoring program and plan for faculty with an emphasis on incoming junior faculty members.

9. Responsible for providing annual work plans and reviews to departmental faculty as well as periodic reviews, and recommendation for reappointments.

I.10. Recommend to the Dean new faculty appointments and reappointments after a vote by a majority of the Executive Faculty of the Department, eligible departmental faculty.

11. submits the Conduct regular faculty meetings at least monthly and ensure that

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Bylaws and Rules, School of Public Health/Health Information Sciences Appendix 6
departmental faculty members serving on school committees provide relevant updates at those meetings.

~~J.12. Submit their recommendation of the Executive Faculty of the Department, along with his/her recommendation that of the eligible departmental faculty to the Dean for each Department member-faculty members being considered for promotion or tenure; or career review.~~

~~K. conducts the election of the departmental representative(s) to the Faculty Forum by secret ballot;~~

~~L. conducts the election of the Ensure that 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~~

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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.

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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.13. The final report of the committee to the provided to the Office of the Dean will specifically comment on the quality of the Chair's performance in each of the responsibilities enumerated above for open SPHIS and UofL nominations.

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

Section 1. MEMBERSHIP

~~B. The Council consists of the Dean, the Appointment of Chairs~~

~~A. 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.~~

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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 are selected in accordance with ~~The~~ Redbook (Section 3.3.5.D.3-B).

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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.

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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.~~

~~C. 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.~~

Review of Service

Department Chairs are reviewed in accordance with the Redbook (Section 3.3.5.D).

Approved by the Board of Trustees, September 13, 2002

Revision 1 (Includes Appendices A & B)

Recommended by SPHIS Rules, Policies, and Credentials Committee: May 18, 2018

Recommended by SPHIS Faculty Forum: June 15, 2018

Approved by SPHIS Faculty:

Approved by Faculty Senate:

Approved by Board of Trustees: