

BYLAWS
SCHOOL OF PUBLIC HEALTH & INFORMATION SCIENCES
UNIVERSITY OF LOUISVILLE

I. PURPOSE

The purpose of these Bylaws is to establish the organization and legislative procedures of the faculty of the School of Public Health and Information Sciences (SPHIS) of the University of Louisville (UofL) as authorized by the Redbook (*Section 3.3.4*).

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 constituents with the overall mission of the SPHIS. 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.

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 Personnel 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*).

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

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*). 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.

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

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 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.

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 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.

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 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 amendment will be considered by the 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.

APPENDIX A
School of Public Health & Information Sciences
University of Louisville

Responsibilities and Duties of the Dean

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 EVPUP through the Office of the EVPHA. The following responsibilities and duties will be accomplished in accordance with decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the faculty of the SPHIS. Unless prohibited by The Redbook or the Bylaws of the SPHIS, the Dean may delegate duties to appropriate administrators.

A. Responsibilities 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.
4. Provide the leadership and environment needed to ensure faculty excellence in scholarship, teaching, research, and service, and that associated policies and programs are efficient and conducted consistently.
5. 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.
6. Facilitate faculty involvement in regional, national and international professional organizations.
7. Meet with the faculty, staff, students, Executive Committee and appropriate SPHIS committees in the formulation and administration of policy.
8. 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 retirement actions of faculty.
11. Recommend appointment and reappointment of Assistant and Associate Deans, Department Chairs, Program Directors and other SPHIS administrators following consultation with unit faculty.
12. Oversee the preparation and administration of the SPHIS budget.
13. 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 of the SPHIS's educational and financial status, the adequacy and physical condition of the facilities, and compliance with accreditation standards.
15. Cooperate with the UofL Development Office in fund-raising activities on behalf of the SPHIS.
16. Maintain a liaison with students, staff, faculty and alumni of SPHIS, the community,

and with local, regional, state, and national public health organizations.

17. Assign and monitor space within the 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*).

APPENDIX B
School of Public Health & Information Sciences
University of Louisville

Responsibilities and Duties of the Department Chair

The Department Chair is the administrative and educational head of the Department and reports directly to the Dean.

A. Chair Responsibilities and Duties

1. Ensure excellence of the educational, research, and service programs, which are described in annual targets.
2. Assist the Dean in ensuring that degree programs are responsive to community and state needs, and to the appropriate accreditation requirements.
3. Cooperate with initiatives outside of the Department that SPHIS and UofL leaders set.
4. Responsible for oversight, in conjunction with SPHIS central administration, for departmental budgets and for grant/contract budgets.
5. Represent the Department in the Executive Committee and communicate proceedings to the departmental faculty.
6. Responsible for ensuring the preparation, approval and implementation of appropriate departmental documents, such as the mission statement, curriculum, thesis, and dissertation guidelines.
7. 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.
10. Recommend to the Dean new faculty appointments and reappointments after a vote by eligible departmental faculty.
11. Conduct regular faculty meetings at least monthly and ensure that departmental faculty members serving on school committees provide relevant updates at those meetings.
12. Submit their recommendation along with that of the eligible departmental faculty to the Dean for faculty members being considered for promotion or tenure or career review.
13. Ensure that departmental nominees are provided to the Office of the Dean for open SPHIS and UofL nominations.

B. Appointment of Chairs

Department Chairs are selected in accordance with the Redbook (*Section 3.3.5.B*).

C. 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: September 6, 2018

Approved by Faculty Senate:

Approved by Board of Trustees: