

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: December 5, 2018

Approved by Board of Trustees: April 18, 2019