

# Proposed UNTHSC School of Public Health

## Faculty Bylaws

Draft Approved by P&T Committee October 18, 2011

### Preamble:

The School of Public Health at the University of North Texas Health Science Center (UNTHSC) shall function under the Board of Regents, President, Provost, Dean of the School of Public Health (SPH) and other educational administrative officers, and shall be subject to the policies, procedures and regulations of the University. It is the purpose of these Bylaws to foster an active, informed faculty, and to promote open communication among all members of the community of the School of Public Health. Toward this end, the Bylaws provide a framework that defines the roles of the Dean and the faculty in shared governance activities of initiating recommendations, formulating decisions, and communicating the basis for decision to those affected.

### I. Organizational Structure and Governance

#### ***Mission:***

To advance public health knowledge through research, service, and education of professionals who are dedicated to disease prevention, health promotion, and the achievement of efficiency, effectiveness, and equity in the delivery of health services while minimizing health disparities among populations.

The School of Public Health achieves its mission by:

- Preparing its graduates to effectively contribute to the practice of public health
- Providing accessible educational programs
- Discovering new knowledge through research
- Valuing the importance of diversity in public health practice and research
- Supporting closer integration between the practice of medicine and public health,
- Developing academic and community partnerships

#### ***Values:***

The interactions and communications among faculty, staff and students of the School of Public Health are guided by a belief in, and demonstration of:

- Compassion
- Excellence
- Pride
- Integrity
- Innovation
- Teamwork

- Diversity

**A. Office of the Dean**

The Dean of the School of Public Health is the chief administrative officer for this school. The dean reports to the President through the Provost and has general responsibility for the implementation of all functions of the School of Public Health (SPH). The dean is responsible for exercising academic leadership in the development of programs of instruction, research and service throughout the academic departments of the SPH. The dean collaborates with the deans of the other schools of the UNTHSC in carrying through the mission of the health science center. The dean shall be responsible for overseeing development and implementation of the School's mission, goals and objectives. The dean is responsible for the development and implementation of an organizational structure within the School to further the accomplishment of its mission.

1. Dean: Specific Responsibilities

The dean, or a designated representative, shall represent the School both internally and externally in relationship to University matters, provide leadership in fostering innovative programs, advancing scholarly activity, formulate policies, introduce and test educational ideas and proposals, and support efforts toward continued improvement of the School's programs and scholarly activities.

The dean shall prepare an annual budget for the operation of the SPH and submit the budget to the Provost of the university.

The dean may appoint, through the normal UNTHSC process, one or more Assistant or Associate Deans, Chairs and Directors as may be required to carry out the mission, goals, and objectives of the School.

**B. Executive Committee**

There shall be an Executive Committee of the School to advise the Dean on all matters affecting the welfare of the School. The Executive Committee shall meet monthly or more often as determined by the Dean.

Membership of the School Executive Committee shall include: The Dean, Associate and Assistant Deans, Department Chairs, the Chair of the Faculty Forum (see Section G) and other members as appointed by the Dean. The Dean shall preside at meetings of the School Executive Committee.

The Dean shall appoint a Secretary; the Secretary shall be responsible for preparing the meeting agenda, for recording, maintaining, and distributing meeting minutes.

**C. Meetings of the Faculty**

The Dean shall preside at regular and special meetings (i.e faculty retreats) of the School faculty. Regular faculty meetings will occur at least once per semester. Special meetings of the School faculty may be called by the Dean, by majority vote of the School Executive Committee, or by the petition of ten members of the faculty.

**D. Academic Departments**

1. Definition: The academic department is the basic academic unit of education, research and/or scholarly activity and service within the SPH.
2. Department chair: The department chair shall have the authority and responsibility for the administration of the department in accordance with the UNTHSC and the SPH Faculty By-Laws.
  - a. The chair, with participation and advice of the faculty and student representatives from that department, shall devise and implement procedures necessary for the orderly functioning of the department and its academic mission.
  - b. The chair shall represent the department on the Dean’s Executive Council and in matters referred to the Dean for approval or decision.
  - c. The chair, with participation and advice of the faculty, shall have authority for coordinating and overseeing:
    - application of values and standards that support research and scholarship by faculty and students
    - academic instruction and advising
    - curriculum development
    - recommendations concerning student admissions, appeals, and academics
    - professional development of faculty
    - faculty recruitment and recommendations to the Dean for faculty appointment, reappointment, salary, promotion, award of tenure, leave, retirement and appeals
    - annual evaluation of faculty performance
    - departmental budget
    - planning and allocation of departmental facilities
    - development and annual updating of a departmental strategic plan
    - hiring, evaluation and promotion of non-faculty staff within the department.

**E. Committees**

1. Standing committees: The Dean, in consultation with the Executive Council, is empowered to create standing committees and appoint members. Committee appointments shall reflect diversity among relevant factors, such as faculty rank, tenure, experience, discipline and professional expertise. Standing committees shall be provided with administrative staff by the Dean, to prepare, distribute and maintain files of minutes of meetings.

Membership: The responsibility, charge, membership and means of appointment are defined for each standing committee as follows:

- a. Promotion and Tenure Committee
- b. MPH committee
- c. DrPH Committee
- d. PhD committee
- e. Research Committee
- f. Public Health Practice Committee

2. Terms: All terms will be for a period of one year.. Appointment to standing committees will occur each summer semester for the following academic year..

3. Quorums: Meetings shall be held with 50 percent plus one of committee members present.

4. Ad hoc committees: Special committees may be created by the Dean, in consultation with the Executive Council, to study and make recommendations on special topics.

## **F. Faculty**

### **1. Responsibilities of Faculty**

Responsibilities of the individual faculty member are identified in their contract, the SPH Faculty Expectations, and the chair annual evaluations. They include: 1) Research - conduct of research and scholarly activities; 2) Teaching - faculty will commit themselves fully to their teaching obligations, and participate in the development of the programs of their departments and schools. Faculty has responsibility, with the Department Chair, for areas such as curriculum, subject matter, methods of instruction, and standards and procedures for admission of students. The faculty sets the course requirements, and determines when the requirements have been met. 3) Service - Faculty will render extramural service which is professional and scientific to support the University in its goal to render public service. Faculty will participate in intramural service to the University in areas and activities necessary for the conduct and smooth running of academic activities and programs. Faculty will participate fully in all aspects of campus governance, including but not limited to, participation in various committees.

### **2. Academic Freedom, Faculty Rights, Privileges and Grievances**

- a. The faculty shall be governed by the policies of the Board of Regents and the University of North Texas Health Science Center.

b. Academic freedom ensures rights of expression pertaining to teaching and research within areas of professional competence. Academic freedom is the right of the members of the academic community to freely study, discuss, investigate, teach, conduct research and publish as is appropriate to their respective roles, disciplines, and responsibilities even if exercising these freedoms proves controversial. It is the policy and responsibility of the SPH to assure and protect these rights within the governing framework of the institution. All faculty members are entitled to full freedom in the classroom to discuss the subjects they teach and to voice their conclusions concerning the significance of evidence they consider relevant. All faculty members are also entitled to full freedom in research and the publication and dissemination of the research results.

c. Faculty's responsibilities also include making recommendation regarding academic appointments, academic titles, promotions, terminations and dismissals. It is the duty of all members of the faculty to seek the best-qualified persons for appointments.

d. The faculty shall participate in the determination of policies and procedures governing compensation of faculty. Faculty shall have full rights for the presentation of its views through participation by all or through specially elected bodies representing it.

e. Faculty shall participate with Department Chairs in forming budgetary policies and decisions directly affecting those areas for which the faculty has primary responsibility; such as, but not limited to, curriculum, subject matter and methods of instruction, research, faculty status, admission of students and those aspects of student life which relate to the educational process.

#### **G. Faculty Forum**

The Faculty Forum of the School of Public Health is recognized by the Dean, the University and the UNTHSC Faculty Senate as an advisory and consultative body to the Dean, on all matters that may affect the attainment of the Schools mission. The SPH Faculty Forum shall be appraised and have opportunities for review and feedback on decisions that impact the faculty's academic development, performance of academic functions, and protection of the academic freedom or welfare of the School and University. The SPH Faculty Forum shall address communications issues, decisions, and discussions between and among the various faculties. The Faculty Forum will provide input to the evaluation of the dean.

##### **1. Membership**

a. All regular (non-adjunct) faculty members with at least a 50% appointment to the School of Public Health shall be members of the Faculty Forum.

- b. The Dean, Associate or Assistant Deans of the School of Public Health, and Department Chairs shall not be members of the Faculty Forum.

2. Officers

- a. The Faculty Forum is to elect a chair from its ranks. The chair is to serve a two-year term and may not succeed him/her self. The newly elected chair should not be based in the same Department of the SPH as the previous chair.
- b. The Faculty Forum is to elect a vice chair who will also serve a two-year term and become chair at the end of the chair's term.
- c. The immediate past chair will also serve as an officer of the Faculty Forum.
- d. The Faculty Forum is to also annually elect a Secretary from its ranks. The Secretary to the Faculty Forum shall record and distribute to the Faculty minutes of all meetings and ballots.

3. Meetings.

The Faculty Forum should meet whenever there is business to be transacted but not less than once per semester. The chair may call meetings or meetings may be called upon petition of 5 or more members of the Faculty Forum.

4. Quorum

A quorum shall consist of 50 percent plus one of the voting members of the Faculty Forum.

**H Promotion and Tenure Criteria**

The guidelines for tenure and/or promotion are established through faculty approval in accordance with the School of Public Health Bylaws. These guideline apply to all tenure-track, non-tenure track and tenured faculty. These guidelines do not alter or supersede prior guidelines, contracts and/or agreements or School of Public Health and UNTHSC Bylaws and include three-year reviews, promotion and tenure reviews, and post tenure reviews of all faculty. The role of the Promotion and Tenure Committee is to provide advice to the dean on all promotion and tenure recommendations required or proposed within the school. It is also responsible for development and implementation of the criteria, guidelines, procedures, and policy for appointment, promotion and tenure as allowed within the School of Public Health and UNTHSC Bylaws.

1. Committee Membership

The committee to perform required reviews, evaluate promotions and provide recommendations for tenure shall be composed of a minimum of five (5) members selected from tenured faculty members within the School of Public Health. It is

preferable for members to be from each of the Departments of BACH, BIOS, EOHS, EPI and HMAP when possible. When this is not possible, it is not necessary for each department to have representation. Eligible members are tenured faculty at the rank of Associate Professor and Professor of the School of Public Health. Department chairs and the dean are not usually eligible for membership on the committee. However, if a department does not have an eligible faculty member, the chair may serve as the committee member. However, a chair may not vote on the promotion or tenure consideration for a faculty member from the same department. If a department does not have a representative, the dean will select another eligible faculty member from another department. However, no department will have more than two voting members on the committee.

A faculty member can serve no more than six consecutive years. Each of the members will have one vote. The committee will be presided over by a chair selected by the dean among the committee's members.

## 2. Responsibilities

The P&T committee is responsible for the review and recommendations as outlined in the School of Public Health and UNTHSC Faculty Bylaws, of all tenure and non-tenure track faculty, and tenured faculty, and includes the following:

- a. Three Year Reviews for non-tenured, tenure track faculty performed during the start of the fourth and seventh years of employment.
- b. Promotion from Instructor to Assistant Professor, Assistant Professor to Associate Professor, and Associate Professor to Full Professor (which will be referred to as Professor).
- c. Tenure, which can be recommended during promotion to the ranks of Associate and Professor.
- d. Post-Tenure Review conducted for all non-administration faculty at the department level that have tenure.

3. The P&T Guidelines and Criteria will be reviewed as needed, or every three years at a minimum. Recommended changes will be brought to the faculty for approval, and submission to the dean and Provost.

**I. Amendments**

Amendments and additions to the faculty bylaws shall be initiated by a first reading at any regular meeting of the Faculty and shall be ratified by a simple majority of the faculty attending the next regular meeting, provided that a quorum is present. The first reading shall be regarded as an announcement of pending consideration. Debate on the proposed amendment or addition shall take place at the second reading, at the next regular meeting of the faculty. Such amendments and additions to the faculty bylaws shall be published in the minutes and distributed to the entire faculty and become effective immediately or as specified by the faculty and review and approval by the dean and the Provost.

1. Amendments and/or substantive revisions may be proposed by any faculty member by submitting them in writing to the dean or the chair of the Faculty Forum at least sixty (60) calendar days in advance of Faculty Forum meeting. The Faculty Forum will submit those proposed amendments and/or substantive revisions to the Faculty meeting according to Section 1 above.

2. The Dean shall arrange for a review of the SPH Bylaws at a minimum of every three years.