

**FACULTY BYLAWS  
SCHOOL OF PUBLIC HEALTH  
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER  
AT FORT WORTH**

Preamble

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 which defines the roles of the Dean and faculty in initiating recommendations, formulating decisions, and communicating the basis for decisions to those affected.

**ARTICLE I. GENERAL POWERS**

All matters relating to the academic and administrative affairs of the School are committed to the Dean and the faculty as delegated by the Board of Regents. All actions of the School of Public Health will be taken in compliance with all appropriate University of North Texas Health Science Center rules, regulations, policies and procedures.

**ARTICLE II. DEAN**

**Section 1.** The dean of the School of Public Health is the chief academic officer for this school.

The dean reports directly to the president and has general responsibility for the implementation of all academic 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 Graduate School of Biomedical Sciences (GSBS) and the Texas College of Osteopathic Medicine (TCOM) 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 the mission.

**Section 2.** 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, formulate policies, introduce and test educational ideas and proposals, and support efforts toward continued improvement of the School's programs.

**Section 4.** The dean may appoint through the normal HSC 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.

### **ARTICLE III. ACADEMIC DEPARTMENTS**

**Section 1.** Definition: Full-time faculty are responsible for the quality of the School of Public Health curriculum in areas of teaching, research and service activities.

- a. Full-time faculty devote their primary professional efforts to the affairs of the School of Public Health. The successes of the academic program lies with the full-time faculty.
- b. Part-time faculty devote less than 50% of their professional efforts to the affairs of the School of Public Health.

The regular faculty of the School of Public Health shall be all faculty personnel holding appointments in the School of Public Health as professor, associate professor, assistant professor and instructor. Affiliated faculty include: adjunct, emeritus, research, visiting, temporary, and lecturers.

**Section 2.** Department Chair: The department chair shall have the authority and responsibility for the administration of the department in accordance with the faculty bylaws, taking into account the advisory procedures of the department.

### **ARTICLE IV. FACULTY**

**Section 1.** Definition: The regular faculty of the School shall be all faculty personnel holding appointments in the School as Professor, Associate Professor, Assistant Professor, and Instructor. Affiliated faculty includes: adjunct, emeritus, research, visiting, temporary, and lecturers.

**Section 2.** Academic Freedom, Faculty Rights, Privileges, Responsibilities and Grievances: The faculty shall be governed by the policies of the Board of Regents and the University of North Texas Health Science Center.

The faculty of the School of Public Health shall be responsible for the development, implementation, and evaluation of the School's educational, research, and community service efforts. Individual faculty members will be requested to serve on various committees within the School, and the University of North Texas Health Science Center.

**Section 3.** Voting Faculty: The voting faculty of the School of Public Health shall be composed of all faculty holding regular appointments within the School of Public Health.

All faculty appointed to a School of Public Health committee or task force are entitled to full voting privileges within that committee.

**Section 4. Appointment:** Faculty members will be appointed by the Dean in consultation with the search committee and Departmental Chairs. Appointment procedures must comply with Promotion and Tenure guidelines and affirmative action/equal opportunity policies and procedures of the University of North Texas Health Science Center and the School of Public Health.

**Section 5.**

Meetings and Agendas: Regular meetings of the School of Public Health will occur not less than once in each quarter of the calendar year. The Dean or his/her designate shall serve as chairperson of the meetings of the faculty. All regular faculty members have the right to submit agenda items for faculty meetings to the Dean's office ten days prior to the meeting date. The agenda for regular faculty meetings shall be developed by the Dean and Executive Council and be distributed by the departmental staff member to all faculty at least five working days in advance of the meetings.

Operating Rules: At any regular or special meeting of the regular faculty, a majority of the faculty shall constitute a quorum. Only voting members of the faculty shall be entitled to offer motions for action. Only those designated as voting faculty (Article IV., Section 1.) shall be entitled to vote. Minutes of faculty meetings shall be distributed to all regular faculty. All faculty meetings will be conducted using Roberts Rules of Orders (revised).

**Section 6.**

Faculty Assembly: A faculty assembly composed of regular voting members of the School of Public Health faculty shall meet.

## **ARTICLE V. GOVERNANCE AND ADMINISTRATIVE STRUCTURE**

**Section 1. Executive Council**

Membership:

The Executive Council shall consist of the following voting members of the School of Public Health:

- a. The Dean, who shall chair the Council or assign a designate to Chair in his/her absence
- b. Associate and Assistant Deans
- c. Department Chairs
- d. And other such members as appointed by the Dean.

### Operating Rules:

The Executive Council shall meet at least monthly. The Dean or any other member of the Council can place any item on the agenda of the meeting. Copies of the approved minutes of the meetings shall be distributed to all School of Public Health regular faculty members.

A quorum shall consist of a simple majority of voting members of the Executive Council. If the Dean cannot attend, he/she must provide a designate to chair the meeting.

### Functions and Powers:

- a. To recommend policies governing the academic and administrative operation of the School of Public Health, including, but not limited to: organizational structure; funding strategies; resource allocation; and general operating procedures. The Dean shall be required to present all proposed new policies and policy changes in these areas to the Executive Council for review and consultation.

In addition, the Executive Council shall advise the Dean regarding the oversight of policy implementation.

- a. To consider all school-wide policy issues.
- b. To advise the Dean on proposed decisions involving major appointments.
- c. To delegate duties to ad hoc or standing committees within the School.

**Section 2. Standing Committees:** The standing committees of the School shall be: Executive Council; Appointment, Promotion and Tenure Committee; Curriculum Committee; Planning and Evaluation Committee; and as otherwise specified committee members shall elect a chair for their committee.

The Executive Council shall function as a Committee on Committees. It shall be responsible for reviewing the role and function of standing committees. Election/appointment to standing committees will be structured to create overlapping, staggered terms, with approximately one-third of membership changing each year. All terms will be for a period of two years except for the Promotion and Tenure Committee. Standing committee elections/appointments will take place each semester for the following academic year. In the appointment process, an attempt shall be made to create diversity of consideration of factors such as tenure, experience, disciplinary background, and the expertise of committee members. The responsibility, membership, and means of appointment are defined for each standing committee as follows:

The Appointment, Promotion and Tenure Committee shall be responsible for the development and implementation of the criteria and guidelines for the appointment, promotion, and tenure policy for the School of Public Health. Eligibility requirements

for membership shall include appointment as full-time regular tenured faculty at the associate or full professor level, with a primary academic appointment in the School of Public Health. The dean shall appoint one eligible faculty member from each department to the committee as well as a sixth person who shall serve as chairman of the Promotion and Tenure Committee. In the instance that one department has no eligible faculty members, the dean shall appoint additional members from another department, but in no instance shall there be more than three members from a department to serve on the committee during the term. The committee shall have six members, each serving a three year term. The committee shall be comprised of two subcommittees: Committee A, whose membership shall include the full professors, and will be responsible for all appointment, promotion and tenure decisions concerning full professors; and Committee B, whose membership shall include all members, and will be responsible for all appointment, promotion and tenure decisions concerning instructors, assistant professors and associate professors.

The Curriculum Committee is charged with assuring the quality and rigor of the curriculum and instruction in the School of Public Health. The committee must conduct periodic curriculum reviews to ensure the instructional programs lead students to mastery of established learning objectives. The committee is responsible for approval of new courses, changes to curriculum requirements, and maintenance of consistency of instruction across program areas. The committee shall consist of a faculty representative elected by each department; two student representatives (one MPH student, one DrPH student); and the Coordinator for Research and Academic Services in an ex officio capacity. The chair of the committee will be appointed by the Dean. Faculty and chair will serve two-year terms; students for one year term. The committee shall meet monthly and report to the Dean and faculty meetings. Minutes of the meetings shall be distributed to all regular faculty.

The Planning and Evaluation Committee coordinates the process for setting goals, objectives, and activities for the school and develops policies and procedures related to planning, evaluation and institutional effectiveness. The Planning and Evaluation Committee membership includes: the Assistant Dean for Planning and Administration, Director of the Office of Student and Academic Services, and representatives from the faculty, alumni, students, and the community. The Dean shall appoint the alumni and community members of the committee. Each department within the School of Public Health faculty elect one faculty representative. The chair of the committee will be appointed by the Dean. School of Public Health students elect two student representatives (one MPH student, one DrPH student). Minutes of the meetings shall be distributed to all regular faculty.

**Section 3. Other Standing Committees:** The Dean, in consultation with the Executive Council, is empowered to create other standing committees and appoint members.

**Section 4. Special Committees:** Special, ad hoc committees may be created by the Dean, in consultation with the Executive Council, to study and make recommendations on

special topics. Such committees include: CEPH Faculty Development Committee; and the Doctoral Program Advisory Committee. Special committees shall have a defined charge, a limited time for operation, and a reporting requirement.

## **ARTICLE VI. AMENDMENTS**

**Section 1.** Proposed amendments to the Bylaws of the School of Public Health may be initiated by the Dean, the Executive Council, or by at least ten percent of members of the voting faculty. Such proposals shall be discussed at two separate meetings of the Faculty. Following the second meeting at which the proposal is discussed, a mail ballot shall be distributed to each voting faculty member. All mail ballots received within ten days following distribution shall be counted. Approval by two-thirds of the voting faculty members who vote shall be required for amendment provided a simple majority of voting faculty (as defined in Article IV., Section 3.) cast ballots.

**Section 2.** Final Approval and Adoption: Proposed amendments to the Bylaws, duly approved and ratified by the voting faculty of the School of Public Health in accord with Section 1. Above, shall be submitted to the President of the University of North Texas Health Science Center.

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