

UNTHSC School of Public Health

Faculty Bylaws

October 19, 2020

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-making.

Mission: To create solutions for a healthier community by advancing public health knowledge through research, service, and the education of public health professionals. The SPH achieves its mission by:

- Preparing its graduates to effectively contribute to the practice of public health
- Providing high-quality and accessible educational programs
- Discovering new knowledge through research
- Valuing the importance of diversity in public health practice and research
- Supporting inter-professional education, research, and service
- Developing and maintaining academic-community partnerships

Values:

- Serve Others First – Encourage growth, well-being and success of each other and people we serve
- Integrity – Uphold the highest ethical standards
- Respect – Treat everyone with dignity and compassion
- Collaboration – Work together to achieve shared goals
- Be Visionary – Create innovative solutions in the pursuit of excellence

A. Responsibilities of the Dean

The Dean of the School of Public Health is the chief administrative officer for the school. The Dean reports to the President through the Provost and has general responsibility for the implementation of all functions of the SPH. The Dean shall be responsible for overseeing development, implementation, and evaluation of the School's mission, goals, and objectives. The Dean is responsible for exercising leadership in the development of high-quality academic programs, fostering high-impact faculty research, and addressing public health and workforce needs of the North Texas region. The Dean is responsible for strengthening the quality of the school's faculty. The Dean is responsible for graduating students who will represent the University well in their professional endeavors. The Dean collaborates with the Deans of the other UNTHSC schools and colleges to carry out the mission of the health science center. The Dean is responsible for the development and implementation of an organizational structure

within the School to accomplish its mission. The Dean shall prepare an annual budget for the operation of the SPH and submit the budget to the Provost and the Executive Vice-President for Finance. The Dean may appoint one or more Associate or Assistant Deans, Department Chairs and Program Directors as may be required to carry out the mission, goals, and objectives of the School. Finally, with the support of the Associate Dean for Academic Affairs, the Dean is responsible for maintaining the accreditation of the school and its programs.

B. SPH Executive Council

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

Membership of the Executive Council shall include the Dean, Associate and Assistant Deans, Department Chairs, Director of Student and Academic Services, Director of Admissions, SPH Faculty Senators, and other members as appointed by the Dean. The Dean shall preside at meetings of the Executive Council.

The Dean shall be responsible for preparing the Executive Council meeting agenda. The Executive Assistant to the Dean shall be responsible for recording, maintaining, and distributing meeting minutes.

C. Meetings of the Faculty

The Dean shall preside at regular and special meetings of the SPH faculty. Faculty meetings will occur at least once per semester. Special meetings of the SPH faculty may be called by the Dean or by the petition of 25% of the full-time faculty.

D. Academic Departments

In the SPH, the Department is the basic operational unit for education and research. Each Department is responsible, through its Chair and faculty, for its instructional programs, including the teaching and advising of its students. In addition, the Departments are responsible for the recruitment and selection of faculty members, and for the evaluation and development of these faculty members. All faculty members receive an annual evaluation from the Department Chair.

E. SPH Committees

1. In consultation with the Executive Council, the Dean is authorized 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. The Dean shall provide standing committees with administrative staff support.

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

3. For voting purposes, a quorum must exist at committee meetings. A quorum will exist when 50% plus one of the committee members are present.

4. In consultation with the Executive Council, ad hoc committees may be created by the Dean to study and make recommendations on special topics.

F. Faculty

1. *Responsibilities*. Responsibilities of individual faculty members are identified in their UNTHSC contract and further specified in the annual SPH Faculty Expectations Memoranda prepared by

the Department Chair. Tenure track, tenured, and non-tenure track faculty members may have specialized roles as negotiated with the Department Chair. These roles may include teaching, research, and service. Faculty have responsibility for developing and implementing competency-based education based on Council for Education in Public Health accreditation requirements. 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 UNT System 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 and responsibilities even if exercising these freedoms are 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 results of their research.

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

d. The 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 and the Associate Dean for Academic Affairs 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 that relate to the educational process.

G. Faculty Forum

The Faculty Forum of the SPH 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 school's mission. The SPH Faculty Forum shall be apprised 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, and Department Chairs shall not be members of the Faculty Forum.

2. *Officers.*

- a. The Faculty Forum is to elect a Forum Chair from its ranks. The Forum Chair is to serve a two-year term and may not succeed herself or himself. The newly elected Forum Chair should not be based in the same SPH Department as the previous Forum Chair.
- b. The Faculty Forum is to elect a Forum Vice Chair who will also serve a two-year term and become Forum Chair at the end of the previous Forum Chair's term.
- c. The Immediate Past Forum 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.*

- a. The Faculty Forum should meet whenever there is business to be transacted, but not less than once per semester. The Forum 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% plus one of the voting members of the Faculty Forum.

H. Promotion and Tenure Criteria

The School of Public Health Promotion and Tenure Process and Guidelines are established through faculty approval in accordance with the School of Public Health Bylaws. These guidelines 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 recommendations 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 Promotion and Tenure Committee will perform required reviews, evaluate promotions and provide recommendations for tenure shall be composed of seven (7) members selected by the Dean from Associate and Full Professors within the SPH. Each of the academic Departments should have equitable representation when possible. Department Chairs and Deans are not usually eligible for membership on the Committee. However, if a Department does not have an eligible faculty member, a Department Chair may serve as a member. However, a Department Chair may not vote on a promotion or tenure consideration for a faculty member from the same Department.

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 from among the Committee's members.

2. *Responsibilities*

The Promotion and Tenure 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. In accord with Article XI of the UNTHSC faculty by-laws, tenured Department Chairs will have post-tenure review of their faculty activities.
3. The Promotion and Tenure 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 to these Bylaws

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 thirty (30) calendar days in advance of a School Forum meeting. The Faculty Forum will submit those proposed amendments and/or substantive revisions to a school faculty meeting for review and approval.
- 2. The Dean shall arrange for a review of the SPH Bylaws at a minimum of every three years.