

## SCHOOL OF PUBLIC HEALTH BYLAWS

Revised by SPH Faculty on April 24, 2020

### **ARTICLE I. PURPOSE**

#### **Section 1.**

These Bylaws constitute the rules for the governance of the faculty of the School of Public Health of Georgia State University as provided in the Statutes of Georgia State University. They are intended to enable the faculty of the School of Public Health to implement the authority granted to it by Article IX of the Statutes of Georgia State University. These Bylaws supplement and are subject to the Statutes of Georgia State University and the Bylaws and Policies of the Regents of the University System of Georgia. Thus, these Bylaws must be read in the light of these basic governing documents of the University. To avoid duplication, many provisions of the University Statutes applicable to the governance of the School have been omitted or incorporated only by reference.

### **ARTICLE II. MEMBERSHIP**

#### **Section 1.**

The voting members of the faculty of the School of Public Health (designated throughout as “faculty”) shall consist of the Dean of the School, the Associate Deans of the School, and all faculty in the School holding the rank of Professor, Associate Professor, Assistant Professor, Joint- or Dually-Appointed Professor, Senior Lecturer, Lecturer, Academic Professional, or Instructor. The President of the University and the Provost and Vice President for Academic Affairs shall be *ex officio* members of the faculty of the School of Public Health. Professors emeriti, adjunct faculty, visiting faculty, and affiliated faculty (including those who teach part-time and those who have an enduring relationship with SPH) may participate in faculty meetings and have the right to be heard, but may not vote, hold office, or serve on committees of the School.

#### **Section 2.**

Students enrolled in the School of Public Health may serve on standing committees as provided in Article VI, Sections 2 and 5 below.

## **ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY**

### **Section 1.**

As provided in Article IX of the Statutes of Georgia State University, the faculty of the School of Public Health shall have the authority and duty to determine the entrance requirements of its own students; to prescribe and define courses of study for them; to recommend the establishment, modification, and discontinuance of degrees, diplomas, and certificates attesting to academic credit earned; to set requirements for degrees, diplomas, and certificates; to enact and enforce rules for the guidance and governance of its students; and, in general, to exercise jurisdiction over all educational matters within the School. The faculty shall also have the power to set up rules governing its procedure and to adopt and amend its own Bylaws, which shall become effective upon the approval of the Administrative Council and the President.

### **Section 2.**

The standards, requirements, and procedures for promotion and/or tenure of the faculty of the School of Public Health are governed by the School's Promotion and Tenure Policies and Procedures Document for tenure track faculty, and the Non-Tenure Track Promotion documents for non-tenure track faculty.

### **Section 3.**

The faculty shall have the power to elect the chair and members of standing committees, and to delegate to committees matters within the jurisdiction of the faculty for study, consideration, and recommendation.

## **ARTICLE IV. ADMINISTRATIVE OFFICERS**

### **Section 1.**

The powers and duties of administrative officers of colleges, schools, and institutes are defined in Article VIII of the Statutes of Georgia State University. These provisions are applicable to the School of Public Health.

### **Section 2.**

The dean of the School of Public Health is the chief executive officer of the School. The dean shall have all powers and responsibilities as set forth in Article VIII, Section 2 of the Statutes of Georgia State University for heads of freestanding academic units and powers and responsibilities set forth in Article X, Section 2 of those Statutes for deans. The administrative organization of the dean's Office is the responsibility of the dean. The administrative organization may include associate and assistant deans appointed and evaluated annually by the dean. These officers shall, in general, have such powers and responsibilities as may be delegated to them by the dean. The dean shall communicate annually to the faculty matters involving the administrative structure and duties of the principal administrators of the

School. The dean may establish ad hoc committees and appoint chairs and members for such committees as the dean deems necessary.

## **ARTICLE V. FACULTY MEETINGS**

### **Section 1.**

The faculty of the School of Public Health shall hold at least one (1) regular meeting during each semester of the academic year. Regular and special meetings for faculty shall be held on dates to be determined by the dean of the School. The dean may call a special meeting on his/her own initiative or he/she shall call a special meeting upon receipt of a petition stating the purpose of the proposed meeting. The dean shall inform the faculty of all regular and special meetings by written communication at least forty-eight (48) hours prior to the scheduled meeting, except in emergencies, and supply a working agenda listing all matters that the dean expects to be presented or considered.

### **Section 2.**

The dean shall preside over all meetings of the faculty. In the dean's absence, one of the associate deans shall preside over faculty meetings. In the absence of both the dean and the associate deans, the dean's designee shall preside over faculty meetings.

### **Section 3.**

A quorum of the faculty is needed for any regular or special meeting, or electronic vote, at which matters for faculty action will be determined. A majority of the voting members of the faculty shall constitute a quorum.

### **Section 4.**

All meetings shall be conducted according to the most recent edition of *Robert's Rules of Order*.

### **Section 5.**

The regular operations of the School of Public Health shall follow a committee review procedure. All matters of substance shall be submitted for committee study, recommendation, and/or action prior to definitive action by the School. The faculty, by majority, may vote to suspend committee review of a specific matter and act as a committee of the whole.

### **Section 6.**

A favorable vote by a majority of the faculty present and voting shall constitute approval of a motion made at a faculty meeting. The faculty may, however, by the affirmative vote of a majority, determine that the favorable vote of a larger percentage will be required to pass a specified motion. Voting on matters of promotion and/or tenure shall be governed by the Promotion and Tenure Policies and

Procedures Document for tenure track faculty, and the Non-Tenure Track Promotion documents for non-tenure track faculty of the School of Public Health.

## **Section 7.**

The minutes of the faculty meetings shall be taken by a person designated by the dean and shall be kept by the dean. Copies of the minutes shall be submitted to the faculty at least 24 hours in advance of the next regular meeting.

## **ARTICLE VI. STANDING COMMITTEES**

### **Section 1. Faculty Affairs Committee**

- i. **Membership.** The Faculty Affairs Committee (FAC) shall consist of at least five (5) faculty members but not more than eight (8) (inclusive of Chair) holding Graduate Research or Professional Faculty Status. There should be at least one member representing each of the five academic disciplines (Biostatistics, Environmental Health, Epidemiology, Health Management & Policy, and Health Promotion & Behavior). There should be at least one member from each of the following faculty: non-tenure-track research faculty; non-tenure-track clinical faculty or full-time lectures; and tenure-track faculty. The Chair shall be a faculty member holding Graduate Research Faculty Status at the Associate rank or higher in their corresponding faculty position, and shall have served on the Faculty Affairs committee at some point in the prior six years. The Chair shall be elected by the SPH faculty no earlier than the final faculty meeting of odd-number-ending academic years (e.g., spring 2019, spring 2021, etc.) and no later than the beginning of the following academic year. The Chair shall serve a term of two academic years beginning in the fall of the same calendar year they were elected (e.g., fall 2019 to spring 2021). The FAC Chair may complete multiple terms if reelected.
- ii. **Duties and Functions.** The committee shall:
  - a. provide a channel through which faculty issues and policies may be voiced to SPH leadership.
  - b. oversee revisions and distribution of all faculty-related handbooks, including those for promotion and tenure.
  - c. oversee the process of electing new members for standing committees each spring.
  - d. establish ad hoc faculty appeals committees as needed.
  - e. review and administer processes related to Graduate Faculty Status.
  - f. annually review criteria for membership on the School of Public Health Graduate Faculty to ensure consistency with the current Georgia State University Faculty Handbook, Section 306.07.
  - g. establish and publish fall and spring semester deadlines for submission of materials for committee to review for Graduate Faculty status.

- h. provide results of reviews to the dean in the form of a written letter from the committee chair.
- i. notify faculty of committee recommendations to the Dean, which will be forwarded to the Provost/Vice President for Academic Affairs as described in the Georgia State University Handbook.
- j. provide recommendations for future submissions when recommending that a faculty member not receive graduate faculty status.
- k. consider any proposals for amendments to the bylaws necessitated by changes in the Georgia State University Statutes or submitted by committees or faculty and draft appropriate amendments to submit to the general faculty for consideration.
- l. advise on questions of interpretation of the bylaws.
- m. review the bylaws at least annually and recommend to the faculty amendments, as the committee deems necessary.

## **Section 2. Academic Affairs Committee**

- i. Membership. The Academic Affairs Committee (AAC) shall consist of the following standing members and be governed by the following terms:
  - a. Elected AAC Chair, Department Chairs from each SPH academic department, a representative from each of the five academic disciplines (Biostatistics, Environmental Health, Epidemiology, Health Management & Policy, and Health Promotion & Behavior) (if not already represented by a Department Chair or AAC Chair), one student from the B.S. program, one student from the MPH student, one student from the DrPH program, one student from the PhD program, the Senior Associate Dean for Academic and Strategic Initiatives, the Director of the Office of Academic Assistance, the Assistant Dean for Academic Programs, the Graduate Advisor, the Undergraduate Program Director, the Doctor of Philosophy (PhD) Program Director, and the Doctor of Public Health (DrPH) Program Director. The Chair shall be elected by the SPH faculty no earlier than the final faculty meeting of odd-number-ending academic years (e.g., spring 2019, spring 2021, etc.) and no later than the beginning of the following academic year. The Chair shall serve a term of two academic years beginning in the fall of the same calendar year they were elected (e.g., fall 2019 to spring 2021). Any full-time tenure-track or non-tenure-track SPH faculty member at the rank of Associate or higher may be a candidate for AAC Chair. The AAC Chair may complete multiple terms if reelected. Discipline representatives will be appointed by the Department Chair (s) at the end of the academic year of odd-numbered calendar years, and will serve a two-year term. Discipline representatives may complete multiple terms if reappointed.
  - b. The Academic Affairs Committee may have subcommittees for Undergraduate Studies, the Master of Public Health Program, the Doctor of Philosophy program, and the Doctor of Public Health program, as directed by the AAC Chair.

- c. The MPH student representative shall be appointed by the AAC Chair in consultation with the Graduate Advisor. The PhD student representative shall be appointed by the Doctor of Philosophy (PhD) Program Director. The DrPH student representative shall be appointed by the Doctor of Public Health Program Director. The undergraduate student representative shall be appointed by the Undergraduate Program Director. Student representatives shall serve a one-year term but may be reappointed for one or two additional years.
- ii. Duties and Functions. The committee shall:
  - a. receive and review proposals for addition, deletion or substantive modification of courses, curricula, and programs in the School and make recommendations to the general faculty of the School of Public Health.
  - b. assist, if requested, in course, curricula and program development and evaluation.
  - c. Oversee the review and approval of course syllabi in the School of Public Health.
  - d. review school-level academic issues and recommend to the faculty academic policies for graduate education.
  - e. develop and submit for approval by the general faculty of the School of Public Health policies and procedures necessary for conducting the committee's duties and functions.

### **Section 3. Assessment and Evaluation Committee**

- i. Membership. The Assessment and Evaluation Committee (AEC) shall be chaired by the Assistant Dean for Academic Programs. Additional members shall include Department Chairs from each SPH academic department, the Doctor of Philosophy (PhD) Program Director, and the Doctor of Public Health (DrPH) Program Director, the Undergraduate Program Director, the Director of the Office of Academic Assistance, the Senior Associate Dean for Academic and Strategic Initiatives, the chairperson of the SPH Academic Affairs Committee, the Associate Dean for Research and Faculty Affairs, and College Administrative Officer.
- ii. Duties and Functions. The committee shall:
  - a. annually assess institutional data for the School of Public Health.
  - b. evaluate linkages between competencies and course work.
  - c. report findings to the department chairs and program directors so they may provide summaries of assessment and evaluation committee results and deliberations to their respective faculty, staff, and students.
  - d. make recommendations concerning the School of Public Health academic related Goals, Objectives, Targets and competency linkages to the chairperson of the SPH Academic Affairs Committee and the Senior Associate Dean for Academic and Strategic Initiatives.
  - e. make recommendations concerning the School of Public Health faculty related Goals, Objectives, and Targets to the Associate Dean for Research and Faculty Affairs.
  - f. make recommendations concerning the School of Public Health finance- and administrative-related Goals, Objectives, and Targets to the College Administrative Officer.

#### **Section 4. Faculty Promotion and/or Tenure Committees**

- i. Tenure Track Promotion and Tenure Committee Membership. With the exception of the dean, all tenured faculty are eligible to serve on this committee. This committee shall consist of three (3) members.
- ii. Duties and Functions. The Tenure Track Promotion and Tenure committee shall:
  - a. recommend to the general faculty criteria and procedures for promotion in academic rank of faculty (tenure-track) and the awarding of tenure to faculty being promoted to associate professor or professor. This committee will also perform posttenure review for associate professors and professors.
  - b. serve as an advisory committee to the dean in matters of promotion and tenure.
  - c. receive applications for promotion to the rank of associate professor or professor and make recommendations for promotion and tenure as outlined in the School of Public Health Promotion and Tenure Policies and Procedures Document.
  - d. be responsible for the selection and procurement of external reviewers for all candidates seeking promotion as described in the School of Public Health Promotion and Tenure Policies and Procedures Document.
  - e. review school and department policy documents for consistency with School, University, and Regents' policy on promotion and tenure.
  - f. review annually the duties of, functions of, and procedures for the Faculty Promotion and Tenure Committee and the criteria for promotion and tenure.
- iii. Non-Tenure Track Promotion Committee Membership. With the exception of the dean, all non-tenured and tenure-track faculty are eligible to serve on this committee, with preference given to those holding senior rank. This committee shall consist of three (3) members, with at least 2 of the 3 members being non-tenure track faculty. School of Public Health Non-Tenure Track Promotion Policies and Procedures documents may stipulate further membership criteria.
- iv. Duties and Functions. The Non-Tenure Track Promotion committee shall:
  - g. recommend to the general faculty criteria and procedures for promotion in academic rank of faculty (non tenure-track). This committee will also provide Structured Five-Year Review assessment statements for non-tenure track faculty.
  - h. serve as an advisory committee to the dean in matters of promotion.
  - i. receive applications for promotion in non-tenure track ranks and make recommendations for promotion as outlined in the School of Public Health Non-Tenure Track Promotion Policies and Procedures documents.
  - j. be responsible for the selection and procurement of external reviewers for applicable candidates seeking promotion as described in the School of Public Health Non-Tenure Track Promotion Policies and Procedures documents (not applicable to all non-tenure track faculty).

- k. review school and department policy documents for consistency with School, University, and Regents' policy on promotion.
- l. review annually the duties of, functions of, and procedures for the Non-Tenure Track Faculty Promotion Committee and the criteria for promotion.

#### **Section 5. Student Affairs Committee**

- i. Membership. The Student Affairs Committee shall consist of the Director, the MPH Curriculum and Advisement Coordinator, and the Undergraduate Advisor from the Office of Academic Assistance & Career Services, three (3) faculty members elected at-large from the School of Public Health, and three (3) students from the School of Public Health (one BS, one MPH, and one PhD student). Students shall serve one (1) year terms, with no term limit.
- ii. Duties and Functions. The committee shall:
  - a. identify and review student concerns and issues and make recommendations to the general faculty.
  - b. promote recognition of School, University or other honors achieved by students within the School of Public Health.
  - c. review annually student appeals procedures in the School of Public Health for compliance with University policy and for necessary revision and/or appropriate dissemination of information to students and faculty.
  - d. on a case-by-case basis, identify two faculty members and one student to serve as an advisory panel to the dean in grade appeal cases where the dean wishes to have such an advisory panel, review the written appeal documentation, and make a recommendation to him/her on the matter. The student appointed must not be in the track or concentration of the student who filed the appeal.
  - e. comprise the school-level hearing committee for purposes of hearing matters of academic dishonesty in the School of Public Health per the University Student Code of Conduct. The hearing panel members will be selected on a case-by-case basis in accordance with the University Student Appeals and Policies and Procedures, and will also include one student member. The student appointed must not be in the track or concentration of the student who was charged with academic dishonesty.

#### **Section 6. Workforce Development Committee**

- i. Membership. The Workforce Development Committee (WDC) shall consist of at least nine (9) members with at least one member representing each of the five academic disciplines (Biostatistics, Environmental Health, Epidemiology, Health Management & Policy, and Health Promotion & Behavior), one (1) representative from the SPH Office of Academic Assistance, one

(1) representative from the Office of SPH Communications, at least one (1) public health student appointed by the WDC chairperson, and one (1) representative of the public health workforce who is external to the school. Additional student members may be appointed at the discretion of the WDC chairperson, with no more than one from each degree program (BSPH, MPH, PhD, and DrPH). One (1) representative from SPH Finances may be called to serve on this committee, if necessary. Members will not have term limits, and will elect their own chairperson. The WDC members shall elect the Chair no earlier than the final faculty meeting of odd-number-ending academic years (e.g., spring 2019, spring 2021, etc.) and no later than the beginning of the following academic year. The Chair shall serve a term of two academic years beginning in the fall of the same calendar year they were elected (e.g., fall 2019 to spring 2021). The WDC Chair may complete multiple terms if reelected. Student representatives shall serve a one-year term but may be reappointed for additional years. All members of the committee are to be voting members, including any student member(s).

- ii. Duties and Functions. The committee shall:
  - a. identify or reconfirm GSU's already identified self-defined priority community or communities for public health workforce development.
  - b. regularly assess the continuing education (CE) needs of the self-defined priority community or communities for public health workforce development, and determine CE priorities for the upcoming academic year according to the needs assessment.
  - c. facilitate a discussion with SPH faculty around potential interdisciplinary workforce development activities and offerings to meet the identified CE priorities.
  - d. select at least one (1) CE priority as the target CE offering for the upcoming academic year, with two (2) or more faculty members — who self-identify as interested and qualified in the area of the proposed target CE offering — pledging to deliver the CE offering. These faculty members will be appointed to the SPH CE Working Group for the upcoming academic year, a subcommittee of this standing committee. Multiple SPH CE Working Groups may be established if more than one CE offering is to be planned. Members of the SPH Workforce Development Committee may also be members of this subcommittee, delivering the CE offering.
  - e. approve the SPH CE Working Group developed CE offering proposal that includes CE dates and locations, learning objectives, planned agenda, participant evaluation, proposed budget with fee schedule, etc., and assist with its implementation.
    - i. These offerings will be done as School-level service activities, with proceeds reimbursing the cost of the needs assessment and/or spent at the discretion of the Dean. However, taking into account the CE program outlined by the members of the SPH CE Working Group, the standing committee members will make a written recommendation to the SPH Dean if excess CE-collected funds should be used to compensate members of the CE Working Group or if members of the CE Working Group should be released from other School-level service obligations during their CE development and delivery year.

- f. collect the number of external participants served (i.e., individuals who are not GSU faculty or students at CE offering(s), as well as participant evaluations to better inform future CE offerings so that the offering can be summarized for accrediting bodies and other agencies.

## **ARTICLE VII. SPECIAL COMMITTEES**

### **Section 1.**

The Faculty shall present any matters not covered by standing committees to the Faculty Affairs Committee for its consideration. The dean of the School of Public Health and/or the Faculty Affairs Committee is empowered to create special ad hoc committees when deemed necessary to deal with matters not within the jurisdiction of a standing committee, as determined by the dean and/or Faculty Affairs Committee.

### **Section 2.**

At the written request of the dean, the Faculty Affairs Committee shall appoint a Faculty Appeals Committee, comprised of three (3) faculty members holding rank at or above the person making the appeal, the majority of which shall come from outside his/her unit to hear appeals from individual faculty members as a part of the regular appeals process of the School of Public Health, which is in accordance with Article XI of the Statutes of Georgia State University. Such committees are to exist only until their assigned task is completed and a recommendation has been made in writing to the dean.

## **ARTICLE VIII. IMPLEMENTATION**

### **Section 1.**

The Policies of the Board of Regents and the University System of Georgia, the Statutes of Georgia State University, and the Bylaws of the University Senate prevail and take precedence over these Bylaws.

## **ARTICLE IX. INTERPRETATION AND AMENDMENTS**

### **Section 1.**

The Faculty Affairs Committee shall interpret these Bylaws when necessary.

### **Section 2.**

Amendments may be proposed by any faculty member by submitting recommendations to the Faculty Affairs Committee which will report the status of the proposed amendment and/or the Committee's recommendation at the next regular faculty meeting.

### **Section 3.**

These Bylaws may be amended at any meeting of the faculty by a majority vote of the faculty members entitled to vote, provided that a copy of the proposed amendment(s), either in electronic or paper form, has been submitted to the faculty by the Faculty Affairs Committee at least ten (10) working days in advance of the time when such amendments are to be considered.