



# College of Public Health

## BYLAWS

Approved: 9/9/2022-All Hands Meeting

Amended: n/a



## TABLE OF CONTENTS

ARTICLE I Purpose.

ARTICLE II Mission Statement, Vision Statement, and Core Values.

ARTICLE III Organization and Governance.

- Section 1 Executive Administration
- Section 2 Departments
- Section 3 Chairs
- Section 4 Administrative Units
- Section 5 Committees
- Section 6 Meetings
- Section 7 Vacancies

ARTICLE IV Councils and Committees.

- Section 1 The Faculty Council
- Section 2 The Staff Council
- Section 3 The Student Council
- Section 4 The Leadership Council

ARTICLE V Faculty.

- Section 1 Faculty
- Section 2 Responsibilities
- Section 3 Appointment
- Section 4 Tenure
- Section 5 Promotion
- Section 6 Faculty Development
- Section 7 Annual Evaluation
- Section 8 Faculty Meetings

ARTICLE VI Student Organizations.

ARTICLE VII Interpretation.



ARTICLE VII	Review.
ARTICLE IX	Ratification.
ARTICLE X	Amendments.



## **ARTICLE I. Purpose.**

The Administration, Faculty and Staff of the College of Public Health (COPH) at East Tennessee State University hereby establish the following Bylaws to provide a mechanism for participating in planning, policy-making, and decision-making related to academic and other matters affecting the mission of the College or the welfare of its members. The Bylaws are formulated to address the mission, strategic intent, and goals for the College, with a focus on those areas where the special charge and nature of the College necessitate organization, procedures, or requirements different from or in addition to those of the University. The Bylaws establish the structure and operating procedures for the College and are applicable to all faculty and staff of the College.

Name: The name of the organization is the College of Public Health (COPH) administered within the Academic Health Sciences Center at East Tennessee State University. Degree offerings include the Baccalaureate, Master's, and Doctoral Degrees as well as Certificate programs at the undergraduate and graduate levels.

Authority: The authority for the organization comes from the State of Tennessee and East Tennessee State University through the Board of Trustees.

## **ARTICLE II. Mission Statement, Vision Statement, and Core Values.**

### Section 1. Mission.

To advance health and well-being for all through innovative teaching, research, and community engagement.

### Section 2. Vision.

The ETSU College of Public Health is the school of choice for students who want an exceptional educational experience in a world-class environment.

### Section 3. Core Values

- ALTRUISM: Nurture altruism and empathy
- DIGNITY: Treat all people with unwavering dignity and respect
- DIVERSITY and INCLUSION: Foster equity and diversity in an inclusive environment
- EXCELLENCE: Advance excellence in teaching, scholarly activity, and community and professional service
- INNOVATION: Nurture creativity and resourcefulness



- INTEGRITY: Adhere to the highest ethical standards of honesty and fairness
- TEAMWORK: Foster a collaborative environment that is professionally and personally rewarding.

### ARTICLE III. Organization and Governance.

#### Section 1. Executive Administration.

##### Section 1.1. Leadership.

The Executive Office of the College of Public Health shall be the Dean, appointed according to the policies of the University with authority as delegated from the President and the Board of Trustees. The Dean shall be a regular member of the Faculty, and as Dean of the Faculty, shall represent it and serve as spokesperson for the entire College at official meetings and events both on and off campus. The Leadership Council shall be composed of the Chairs of the academic departments, Associate and Assistant Deans, a staff designee from the Office of the Dean and other members as approved by the Council.

##### Section 1.2 Responsibilities.

The responsibilities of the Dean shall include faculty and staff recruitment and appointments; oversight of the College's educational and research programs; admissions, placement and student affairs; budget planning and management; fiscal management; space utilization and equipment; and other activities that strengthen the educational, research and service functions of the College. The Dean shall recommend faculty appointments and promotions as well as individuals for the positions of Associate and Assistant Deans and other administrative positions through the Provost to the President in accord with ETSU policies after consultation with appropriate Chairs, committees, and members of the faculty. The Dean may assign specific administrative duties to the Associate and Assistant Deans or other designated persons and may delegate executive authority to them. The Dean shall make known to the faculty the principal areas of responsibility of the Associate and Assistant Deans.

The Dean also plays an important role representing the college and advocating for its well-being within the ETSU leadership structure, serving on both formal and ad hoc committees at the university. The Dean is also responsible for representing the college with the Association of Schools and Programs of Public Health, and other external groups including appropriate state and regional entities. The Dean is responsible for overseeing college-specific marketing and communications, as well as developing and executing a strategy to develop and maintain productive relationships with alumni and community leaders and to advance philanthropic support for the college. The Dean is the primary external spokesperson for the college.



## Section 2. Departments.

To facilitate progress, enhance organizational efficiency, and to assure excellence in academic, research and service activities, the College will be organized into departments. Generally, departments will be composed of professionals with training and/or expertise in one or more broad areas relevant to the mission of the College. Each full-time faculty member in the college, including those with administrative positions, will have an assignment within a department. Each department shall hold regular meetings to transact business of the department and discuss activities of concern to the College. Departmental policies shall be consonant with college policy in letter and spirit.

## Section 3. Chairs.

The Department Chair, who is a regular member of the Faculty, shall be responsible for administration of educational programs, research, resource allocation, and professional service functions of the department, and shall be the representative spokesperson of the department. The Chair shall serve on the Leadership Council and participate, as appropriate, in the governance of the College. The Department Chair shall recommend to the Dean the appointment, reappointment, and tenure and promotion of members of the Faculty in accord with policies found in the ETSU Faculty Handbook. When a position of Department Chair becomes vacant, the Dean shall recommend to the Provost and the President the appointment of an acting chair, and subsequently, follow the Faculty Handbook Policy for selection and appointment of a new Chair.

## Section 4. Administrative Units.

Other units shall be administered in accordance with the same principles and policies as those governing departments. The addition or deletion of departments or other units shall be accomplished in accordance with applicable policies at the University. Once approved, these changes may be automatically reflected in these bylaws.

## Section 5. Committees.

There shall be Standing and Additional Committees with appropriate representation from faculty, staff, and where appropriate, adjunct and part-time faculty, and students in the College. The charge of each committee shall include a statement of purpose, membership, and specific guidelines. This charge is independent of the college bylaws, and may be modified without the requirement of amending these bylaws. The committee charge shall be posted on the College website. Permanent records of the committee's purpose, guidelines, and deliberations shall be kept in the Office of the Dean. Each committee shall have a Chair and such officers as may be designated. The duties of the Chair shall be stated in the charge of each committee. Vacancies on a committee shall be filled through the process designated by the authority which created the committee.



The members will either be elected or appointed according to university and/or college policy. Unless otherwise designated, committee appointment will be for a three-year term, staggered such that not more than one-third of the committee will be changed each year.

Section 5.1 Standing Committees.

Standing Committees are listed on the College of Public Health website. New standing committees may be established by the Dean or the Leadership Council.

Section 5.2 Additional Committees.

Additional committees may be established by the Dean or the Leadership Council.

Section 6. Meetings.

Standing committee membership shall come from the voting members of the College of Public Health

Section 6.1 Agenda.

The agenda for each meeting shall be established by the chair or designee with appropriate input. If possible, a copy of the agenda shall be distributed to the committee or council members prior to the meeting.

Section 6.2 Minutes.

Minutes shall be taken at all meetings and distributed to the members of the committee and the Office of the Dean. Minutes shall be approved at the subsequent meeting or by electronic communication with the members. An archive of minutes shall be kept in the Office of the Dean.

Section 6.3 Notice.

Wherever possible, meetings will be scheduled such that the greatest number of members will be able to attend.

Section 6.4 Quorum.



A quorum for any meeting will be established when 50 percent of voting members are present. As appropriate, members may participate in meetings using a virtual format.

Section 6.5 Voting.

The process for voting shall be included in the charge for each committee.

Section 6.6 Open.

All meetings shall follow Tennessee open meeting laws and any other applicable standards.

No policy set forth by the College of Public Health shall be in conflict with approved University policy. The rules contained in the latest edition of Roberts Rules of Order shall govern the College in all cases to which they are applicable.

Section 7. Vacancies.

Vacancies in each committee will be filled in the same process as the original membership was selected. In extenuating circumstances, the Dean and/or his designee may select members, pending selection of permanent members.

## ARTICLE IV. Councils and Committees.

Section 1. The Faculty Council

Section 1.1 Purpose of Committee.

The Faculty Council supports the mission of the College of Public Health in education, research, and service through representing the needs and interests of the faculty for those issues that transcend department-specific concerns; provides the avenue for formal communication among the faculty of the College; may submit recommendations to the Dean for action; and may call meetings of the faculty. The Faculty Council will identify and develop its own operating procedures, protocols and related items. The Faculty Council will schedule at least one COPH Faculty Development event per semester; discuss budgeting with the Assistant Dean for Finance and Administration and other offices/persons as deemed





necessary; finalize and implement plans for the event and submit to the Dean a written statement of the Council's recommendation.

#### Section 1.2 Membership.

The Faculty Council shall be composed of all College faculty representatives to the University's Faculty Senate, faculty from departments not represented, and one research faculty from a center.

#### Section 1.3 Term of Membership.

Members will serve three-year terms, with the option to renew.

#### Section 1.4 Charge and Responsibilities.

Meetings which may, at the discretion of the Council include the Dean and/or the College Leadership Council, should be held at least once a semester. The Council may, by simple majority, choose to meet more or less frequently as needed. Minutes of all meetings will be kept and made available as requested.

### Section 2. The Staff Council

#### Section 2.1 Purpose of Committee.

The Staff Council supports the mission of the College of Public Health in education, research, and service and through representing the needs and interests of the staff; provides the avenue for formal communication among the Staff of the College; may submit recommendations to the Dean for action; and may call meetings of the Staff. The Staff Council will identify and develop its own operating procedures, protocols and related items; and will schedule the annual staff development day.

#### Section 2.2 Membership.

The Staff Council shall be represented by regular full-time staff members from each primary academic department, each research center and the Office of the Dean.

#### Section 2.3 Term of Membership.

Those members whose service on The Staff Council not defined by their



departmental role will serve three-year terms, with the option to renew.

#### Section 2.4 Charge and Responsibilities.

Meetings which may, at the discretion of the Council include the Dean and/or the College Leadership Council, should be held at least once a semester. The Council may, by simple majority, choose to meet more or less frequently as needed. Minutes of all meetings will be made available as requested.

### Section 3. The Student Council

#### Section 3.1 Purpose of Committee.

The Student Council supports the mission of the College of Public Health in education, research, and service through representing the needs and interests of the students for those issues that transcend discipline-specific concerns; provides the avenue for formal communication among the students of the College; may submit recommendations to the Dean for action; and may call meetings of the students. The Student Council will identify and develop its own operating procedures, protocols and related items.

#### Section 3.2 Membership.

The Student Council shall represent the broad cross-section of students in the College, reflecting, where possible, both the diversity of academic disciplines and the levels of instruction in the College.

#### Section 3.3 Term of Membership.

Students will serve for one year, with an option to be reappointed.

#### Section 3.4 Charge and Responsibilities.

Meetings, which may at the discretion of the Council include the Dean and/or the College Leadership Council, shall be held at least once a semester. The council may, by simple majority, choose to meet more or less frequently as needed. Minutes of all meetings will be kept and made available as requested. The President of the Student Council, or the Vice-President in the absence of the President, shall be invited to participate as a non-voting member of the college-wide meetings that are held for faculty and staff upon call of the Dean.)



#### Section 4. The Leadership Council

##### Section 4.1 Purpose of Committee.

The Leadership Council provides the avenue for formal communication among the leadership of the College; shall advise the Dean regarding the formulation of general policies governing conduct of operations of the College and evaluation of the effectiveness of such policies; may submit recommendations to the Dean for action; may call meetings of the faculty, staff, and/or students; may consult with the Dean concerning recommendations for appointments including that of Department Chairs, Associate/Assistant Deans, Acting Chairs, and other key administrative personnel; may call upon other members of the faculty and appoint ad hoc committees to assist the Council in the performance of its duties; may organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.

##### Section 4.2 Membership.

The Leadership Council shall be composed of the Chairs of the academic departments, Associate and Assistant Deans, a staff designee from the Office of the Dean, and other members as approved by the Council. The Dean or the Dean's representative shall serve as Chair of the Council.

##### Section 4.3 Term of Membership.

As membership is determined by the office of the individual, membership continues as long as the individual retains their office.

##### Section 4.4 Charge and Responsibilities.

The Leadership Council shall meet on a regular schedule and at other times upon call of the Dean. Agenda for Leadership Council shall be prepared by the Dean or the Dean's designee and shall be distributed to the members before each meeting. Agenda items may be submitted to the Dean by any member of the Council. The student body, through the President of the Student Council, may make suggestions for agenda items for the Council and may be asked to provide representation at a Council meeting to present/discuss the suggested issues.

## **ARTICLE V. Faculty.**



## Section 1. Faculty.

### Section 1.1 Membership.

For the purpose of these Bylaws alone, the faculty of the College of Public Health shall consist of all individuals holding full-time, full-time temporary, and part-time faculty appointments. Full-time, full-time temporary, and part-time faculty members shall hold the rank of Professor, Associate Professor, Assistant Professor, Instructor or other titles consistent with university policy and procedures. The remaining faculty members shall be designated as Adjunct Faculty, who are, for purposes of governance and voting, not considered to be part of the Faculty.

### Section 1.2 Voting Members.

Only full-time faculty members, plus other appointees recommended by Department Chairs and approved by the Dean, shall have voting privileges. All members of the faculty should attend meetings of the faculty and may have privilege on the floor.

### Section 1.3 Meetings.

A meeting of the entire faculty, including adjunct and part-time shall ordinarily be held one time per semester. Except in extenuating circumstances, this meeting shall be held in conjunction with a meeting of the staff of the College. Special meetings of the faculty may be called by the Dean, the Leadership Council, the Faculty Council, or on petition of one-third of the faculty. The President of the Student Council will be invited to attend regularly scheduled meetings of the College but, as with adjunct and part-time faculty, will be a non-voting member.

## Section 2. Responsibilities.

The Dean or designee will ordinarily be responsible for the agenda and preside over the meeting. Any faculty or staff member may contribute items to the agenda.

## Section 3. Minutes

Minutes will be taken by a member of the Office of the Dean or designee.



Section 4. Tenure.

Tenure policies are described in the Faculty Handbook and through other policies and procedures of the University. Each department shall have department-specific guidelines that will inform the process of tenure. These guidelines will be approved by the Dean and the Provost, and will be posted on the Department's website, or other location.

Section 5. Promotion.

Promotion policies are described in the Faculty Handbook and through other policies and procedures of the University. Each Department shall have department-specific guidelines that will inform the process of promotion. These guidelines will be approved by the Dean and the Provost, and will be posted on the Department's website, or other location.

Faculty will undergo a third-year (or mid-course) review of their progress towards promotion and/or tenure. The process for the third-year review shall be developed by each department.

Section 6. Faculty Development.

Department Chairs will be primarily responsible for identifying opportunities for development of faculty in their respective departments. The College Faculty Council or other relevant committee will identify and provide training opportunities that are broadly relevant across the College.

Section 7. Annual Evaluation of Faculty.

Faculty will be evaluated annually by the Department Chair consistent with university policies and procedures.

Section 8. Faculty Meetings.

Departmental meetings will be held at the discretion of the Chair, but, generally, not less than once a semester.

**ARTICLE VI. Student Organizations.**

Students in the College are encouraged to join one or more student organizations that are relevant to their professional, career, social or personal interests. Student organizations may create



their own by-laws and operating guidelines, reflecting the mission and core values of the College, and the rules and regulations established by the University.

#### **ARTICLE VII. Interpretation.**

If these Bylaws conflict with ETSU policies or procedures or with Board of Trustees direction, the Board of Trustees and ETSU policies and procedures shall govern. If there is a question of interpretation of these Bylaws, the President or their designee has the final authority on the interpretation.

#### **ARTICLE VIII. Review.**

The Bylaws will be reviewed with each reaccreditation cycle for the College or more frequently, if required by changes in ETSU policy or procedures.

#### **ARTICLE IX. Ratification.**

The Bylaws will be ratified by a two-thirds majority vote of the full-time faculty and staff, either at an all-hands meeting or by an anonymous electronic system.

#### **ARTICLE X. Amendments.**

Bylaws may be amended with previous notice and a two-thirds majority vote of the members of the College participating in the vote. For Bylaws issues affecting the entire College, the voting population will be the full-time members of the faculty and staff. For Bylaws issues affecting only the faculty, or only the staff, the voting population will be the full-time members of the faculty or staff, respectively, present at a scheduled meeting. Amendment of the Bylaws shall require a minimum of five working days time lapse between the presentation of the amendment and the vote to amend. At the request of any member of the faculty or staff, voting on changes in the Bylaws shall be accomplished by a written ballot or other confidential vote. Otherwise changes can be approved by voice vote or a show of hands. Absentee ballots must be submitted to the Dean prior to the meeting.