

**BY-LAWS  
MASTER'S OF PUBLIC HEALTH PROGRAM**

Included in this document are the major policies and procedures adopted by the Masters of Public Health (MPH) program. In addition to these policies, the faculty and program are governed by policies described in the Florida State University Faculty Handbook, the General Bulletin, the Graduate Bulletin, the Collective Bargaining Agreement, the College of Social Sciences and Public Policy by-laws, and other policies developed and interpreted by the university administration.

**The mission of the Florida State University Masters of Public Health program is to understand and enhance the health status of populations by providing policy-oriented, multidisciplinary training of future public health professionals in the core concepts, skills, tools and knowledge of health policy and practice, and to conduct and disseminate research that leads to improved health status.**

**Section A. MPH Faculty Membership**

1. Voting membership in the MPH program shall include all nine-month, full time, tenured and tenure-track faculty. Faculty holding other types of appointments shall be non-voting members of the MPH program.
2. The jointly appointed, tenure, and tenure-track MPH faculty shall be the basic legislative body of the MPH program. It shall review and amend, approve or reject changes recommended by the director (after his or her deliberations with the MPH Continuous Quality Improvement Committee - CQI) requirements for degrees conferred or jointly conferred by the MPH program, subject to College and University policy and the regulations and statutes of the Florida Board of Governors and the State of Florida.
3. The faculty may resolve on any issue of general interest to the MPH program and make recommendations to the appropriate officer or body. By custom, to assure maximum participation among all MPH program stakeholders, the faculty shall under all but extraordinary circumstances await deliberation upon important issues by the CQI before acting.

**Section B. Faculty Meetings**

1. Faculty meetings shall be held at the call of the MPH Program Director on his/her either own initiative or upon the written request of four or more jointly appointed tenure track faculty.
2. The MPH Program Director shall be the presiding officer. In the absence of the Director, a person designated by him/her shall preside.

3. Faculty meetings shall be held at least once each semester during the nine-month academic year. An agenda shall be submitted by the Chair when notice of the meeting is circulated.
4. Four of the voting members of the faculty shall constitute a quorum. In exigent circumstances, votes of approval or disapproval of an initiative may be undertaken by electronic polling.
5. Order of Business (subject to change by a simple majority of those attending):
  - (1) Minutes
  - (2) Special Orders
  - (3) Report of the Advisory Council
  - (4) Report of the Executive Committee
  - (5) Report of the Continuous Quality Improvement Committee
  - (6) Reports of MPH Student Association and Special Committees
  - (7) Unfinished Business
  - (8) New Business
  - (9) Announcements by the MPH Program Director

**Section C. The MPH Advisory Council**

1. This Council shall be composed of the MPH Program Director, the program's Public Health Student Association President, alumni and other professionals in the field of public health, health care or such other individuals as the Executive Committee shall deem appropriate for membership. Members volunteer their time. Their contribution and insight regarding current challenges and opportunities of practicing public health professionals, and how the MPH program can best equip its graduates, is sought, valued, and given careful consideration in setting program goals and objectives, curriculum scope and content, program performance, and upon such other issues as the MPH Program Director may seek advice, or members of the Advisory Council may choose to offer. Advisory Council members' insights are particularly sought for alerting the program to changes in the field of public health, health care delivery, or other issues of importance to the program's direction and performance.

**Section D. The MPH Executive Committee**

1. The program maintains an Executive Committee that is responsible for guiding program development as well as program review, student recruitment, curriculum development, faculty performance, planning, problem solving, and related issues and concerns. For all significant decisions and changes in the program, the Executive Committee first deliberates with the CQI committee to obtain their input, and redrafts and submits proposals to the full faculty for review, debate, and approval, or when time constraints make immediate action preferable, implements the decisions of the Executive Committee on the authority of the MPH Program Director, after which the full faculty is asked to review and approve, modify or reject the policy change at its regularly scheduled faculty

meetings each semester. The Executive Committee is composed of the Program Director, a faculty member, a student representative when one is available in a timely fashion, staff member and, exclusively in the case of a grievance filed in writing by a faculty member, student, or staff member, a member of the Advisory Council. Specific objectives carried out by the Executive Committee include:

- Annually assesses the curriculum to be certain the matrix of core competencies for public health is being covered and that the program is in compliance with MPH and College of Social Science and Policy By-Laws as well as CEPH accreditation criteria.
- Directs the collection and review of scheduled program evaluation data each semester, and prepares results for presentation to Faculty and Students each spring as part of the program's Annual Review.
- Organizes annual Advisory Council Meetings to seek advice and to review the program's mission, direction, scope, and performance.
- Plans and executes appropriate programmatic and evaluation adjustments based on those findings and is responsible for guiding curriculum development, admission standards, and recruitment.
- Provides appropriate information for the annual Institutional Effectiveness Portal.
- Receives, reviews, acts upon formally filed, written grievances, and reports disposition of these grievances to the MPH faculty.

**Section E. Composition and Deliberative Responsibilities of the Continuous Quality Improvement (CQI) Committee**

1. The CQI shall be comprised of any member of the MPH faculty, MPH students, MPH alumni, MPH Advisory Council members, invited community members, and others as shall be invited to attend by the MPH Program Director.
2. The CQI shall meet five times during the year to discuss issues related to the MPH program, including priorities, curriculum, enrollment, faculty complement, budget, space and equipment, program quality and improvement targets and evaluation of progress toward targets, and any other issue raised by any member in attendance or proposed in advance by communication to the Program Director.
3. Discussions of the CQI shall be informal. The director shall report the deliberations and recommendations of the CQI to the faculty meeting, along with his or her recommendations to explore further the issues raised by the CQI, implement policy changes, or drop the issue or issues.

**Section F. Responsibilities of Jointly Appointed MPH Faculty Members**

1. Jointly appointed members of the MPH faculty shall provide at least half their university effort to the MPH program through a combination of teaching, research, and service.

2. Teaching duties of each jointly appointed tenure track MPH faculty member shall include at least two courses per year offered by the jointly appointed faculty member, designed, titled and scheduled to meet the goals and objectives of the MPH curriculum, as defined by the MPH executive committee and subsequently approved by the MPH faculty at its regular faculty meetings. MPH courses shall be offered yearly unless otherwise scheduled with the express approval of the executive committee and approved by the MPH faculty at its regular faculty meetings.
3. At least half the research produced by each jointly appointed faculty member shall be clearly relevant to and supportive of the broad mission of public health.
4. Service to the MPH program and the larger public health community shall be provided in accordance with the faculty member's professional goals and responsibilities as an MPH faculty member, as well as in response to requests for specific service made by the MPH Program Director or his or her designee.

**Section G. Supervision of Non-tenure Track Faculty Members**

1. Non-tenure track instructional personnel including assistants in, associates in, adjunct, visiting and other non-tenure track personnel shall be hired by the MPH Program Director with the approval of the Dean of the College of Social Sciences and Public Policy.
2. Appointments, promotion, and salary setting authority related to non-tenure track instructional personnel including assistants in and adjuncts shall be within the exclusive authority of the MPH Program Director and Dean of the College of Social Sciences and Public Policy.
3. Duties of non-tenure track personnel shall be assigned by, and performance shall be evaluated by, the MPH Program Director at least annually or more frequently as necessitated by program exigencies identified by the MPH Program Director. Results of the evaluation and recommendation for actions such as continued employment, alteration of scope of duties, direction for improved performance, assignment to probationary status, or termination of employment shall be made by the MPH Program Director and presented to the MPH faculty for review, modification, or approval by a majority of those at the meeting.
4. Criteria for evaluation shall be set forth in compliance with university policy and shall include scope of responsibilities. Such criteria shall be specified by the MPH Program Director and reviewed, modified or approved by the MPH faculty at its regular faculty meetings by a majority of those attending. Performance Improvement Plan (PIP) is required when a non-tenured faculty member receives a "Does Not Meet FSU's High Expectations" rating.

**Section H. MPH Courses offered by Jointly Appointed Faculty**

1. Courses shall be chosen, approved, scheduled, reviewed, and, in consultation with the faculty member(s) teaching the courses, modified to meet program goals and objectives, as well as CEPH accreditation requirements at the direction of the MPH Executive Committee. See also Section D above.

### **Section I. Annual Evaluation of Faculty**

1. Faculty shall be evaluated annually by the executive committee. At the end of the evaluation process, each member of the Executive Committee will make a summary judgment of each faculty, both tenure, tenure-track, and non-tenured based on the evidence of performance relative to his/her assigned duties and place him/her in one of the following categories. No restrictions exist as to how many faculty members can be placed in any category. The Executive Committee's ratings will be submitted as recommendations to the department chairs.
  - a. **Substantially Exceeds FSU's High Expectations.** This describes a faculty member whose accomplishments during the evaluation period far exceed performance expectations according to his/her assignment of responsibilities. These accomplishments may include the following: highly significant research; exceedingly effective teaching; recognition in one's field of research as evidenced by attaining significant professional achievements, awards, or recognitions; and excellence in service to the department, college, university, discipline, or community.
  - b. **Exceeds FSU's High Expectations.** This describes a faculty member whose accomplishments during the evaluation period exceed performance expectations according to her/his assignment of responsibilities. These accomplishments may include the following: significant research activity; highly effective teaching; and highly engaged and effective service to the department, college, university, discipline, or community.
  - c. **Meets FSU's High Expectations.** This describes a faculty member whose accomplishments during the evaluation period meet performance expectations according to his or her assignment of responsibilities. These accomplishments may include the following: research or creative activity; effective teaching; active participation in professional associations; and service to the department, college, university, discipline, or community.
  - d. **Official Concern.** This describes a faculty member who has difficulty in completing assigned responsibilities during the evaluation period in a manner that is consistent with the high standards of the university.
  - e. **Does not Meet FSU's High Expectations.** This describes a faculty member who fails to meet expectations during the evaluation period according to his/her assignment of responsibilities.

### **Section J. Budget Authority**

1. Budget authority, as delegated by the Dean of the College of Social Sciences and Public Policy to the MPH Program Director, shall rest with the MPH Program Director , and shall be exercised exclusively by the MPH Program Director in compliance with College of Social Sciences and Public Policy and University policies and procedures.

**Section K. Amendments**

1. The MPH Program Director or any four jointly appointed tenure track voting members of the MPH faculty from at least three departments may propose an amendment to the By-Laws, such change to be circulated at least one month in advance of the faculty meeting. The amendment becomes a part of the By-Laws when it is adopted by a majority of those present and voting. In the absence of a quorum, the amendment shall be distributed with a mail ballot and shall then be adopted by a majority of those responding provided a majority of the voting members of the MPH faculty respond.
2. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <http://provost.fsu.edu/sacs>

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