

# Bylaws for the Public Health Program

## College of Social Sciences and Public Policy

<b>I. BYLAWS</b>	<b>2</b>
A. ADHERENCE WITH OTHER GOVERNING DOCUMENTS.	2
B. BYLAWS REVISION.	2
C. SUBSTANTIVE CHANGE STATEMENT.	2
<b>II. MEMBERSHIP AND VOTING RIGHTS</b>	<b>2</b>
A. FACULTY MEMBERSHIP.	2
B. DEPARTMENT MEMBERSHIP.	2
C. FACULTY VOTING RIGHTS.	2
D. NON-FACULTY VOTING RIGHTS.	3
<b>III. DEPARTMENT ORGANIZATION AND GOVERNANCE</b>	<b>3</b>
A. FACULTY MEETINGS.	3
B. PROGRAM DIRECTOR SELECTION.	3
C. PROGRAM LEADERSHIP AND COMMITTEES.	3
<i>i. Program Leadership.</i>	3
<i>ii. Program Committees.</i>	4
<i>iii. Graduate Program Committee.</i>	4
<i>iv. Undergraduate Program Committee.</i>	5
<i>v. Continuous Quality Improvement (CQI) Committee</i>	5
D. FACULTY SENATORS.	6
E. FACULTY RECRUITMENT.	6
F. UNIT REORGANIZATION.	6
<b>IV. CURRICULUM</b>	<b>6</b>
<b>V. ANNUAL EVALUATION OF FACULTY ON PERFORMANCE AND MERIT</b>	<b>6</b>
A. PEER INVOLVEMENT IN ANNUAL PERFORMANCE AND MERIT EVALUATION.	6
B. CRITERIA FOR EVALUATION OF TENURE-TRACK FACULTY.	6
C. CRITERIA FOR EVALUATION OF SPECIALIZED FACULTY.	7
<b>VI. PROMOTION AND TENURE</b>	<b>7</b>
A. PROGRESS TOWARD PROMOTION LETTER.	7
B. THIRD YEAR REVIEW FOR TENURE-TRACK FACULTY.	7
C. PEER INVOLVEMENT IN EVALUATION OF PROMOTION AND TENURE OF FACULTY	7
D. CRITERIA FOR PROMOTION AND TENURE OF TENURE-TRACK FACULTY.	7
E. CRITERIA FOR PROMOTION OF SPECIALIZED FACULTY	7
<b>APPENDICES</b>	<b>9</b>
APPENDIX A. FACULTY RECRUITMENT AND HIRING PROCESS	9
<i>a. Job Ad Development</i>	9
<i>b. Outreach</i>	9
<i>c. Development of Medium and Short List</i>	9
<i>d. Interviews</i>	10
APPENDIX B. GUIDELINES FOR FACULTY ASSIGNMENTS	11
APPENDIX C. ANNUAL EVALUATION GUIDELINES	12
APPENDIX D. PROMOTION CRITERIA & PROCESS FOR SPECIALIZED TEACHING FACULTY	13
<i>a. Eligibility Criteria</i>	13
<i>b. Ranks</i>	13
<i>c. Promotion Process</i>	13

These are the bylaws for the Public Health Program in the College of Social Sciences and Public Policy at Florida State University. These bylaws were last approved on by a majority of the applicable voting members of the department and on by the College and the Office of Faculty Development and Advancement.

## **I. Bylaws**

### **a. Adherence with Other Governing Documents.**

At all times, program policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

### **b. Bylaws Revision.**

Proposed amendments may be submitted by any voting faculty member or any standing committee of the program. Submissions are to be made in writing at any regular program meeting, after which they must be placed on the agenda of the very next regular program meeting. Adoption requires approval by two-thirds of all voting faculty members of the program.

### **c. Substantive Change Statement.**

Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university website <https://sacs.fsu.edu/substantive-change-policy/>

## **II. Membership and Voting Rights**

### **a. Faculty Membership.**

The faculty of the Public Health program shall consist of those persons holding full-time, part-time, or courtesy appointments at the rank of Assistant Professor, Associate Professor, Professor, Research Faculty I, Research Faculty II, Research Faculty III, Teaching Faculty I, Teaching Faculty II, or Teaching Faculty III. Faculty may be working under active assignments, serving on sabbatical, on leave, or retired (with or without emeritus status).

### **b. Department Membership.**

In addition to the faculty defined in II.A above, the following are members of the Public Health program: adjunct instructors, post-doctoral researchers, and departmental staff.

### **c. Faculty Voting Rights.**

Full-time tenured and tenure-earning faculty with a formal appointment in Public Health, including those on sabbatical and temporary leave of absence, may vote at program meetings. In addition, specialized teaching faculty who hold a full-time appointment in the program may vote at program meetings. Courtesy faculty, part-time faculty, and retired faculty may not vote unless

granted voting privileges. Voting privileges may be granted to these faculty by a two-thirds vote of those already holding voting rights. Such grants of voting rights shall be for a period of one year unless otherwise specified but are renewable indefinitely.

Individuals with voting rights must be present to vote on matters discussed at program meetings.

**d. Non-faculty Voting Rights.**

Those individuals defined as members of the department in II.B. do not have voting rights.

### **III. Department Organization and Governance**

**a. Faculty Meetings.**

Program meetings are deliberative gatherings of the faculty convened under the procedures described in these bylaws. Except where the bylaws and the rules of the University and College override, Roberts Rules of Order, the most recently revised edition, will guide all program meetings. Quorum is defined as a simple majority of the voting faculty.

There shall be at least one program meeting each semester during the fall and spring semesters. The Program Director or three members of the voting faculty may call additional program meetings at any time, with timely notice. The agenda and all documents for discussion and review shall be distributed to each member of the voting faculty in a timely manner prior to program meetings.

In consultation with the faculty, the Program Director shall, in the fall semester, set out the goals of the program regarding the mission of the Program and University. At the end of the academic year, the Program Director shall report to the faculty on accomplishments and unfinished business for the year as they pertain to the annual goals.

**b. Program Director Selection.**

The Program Director is appointed by the Dean of the College of Social Sciences and Public Policy.

**c. Program Leadership and Committees.**

**i. Program Leadership.**

The Programs' Leadership team includes the Program Director, Associate Director, Graduate Program Director, and Undergraduate Program Director. When feasible, all necessary faculty appointments should be made in May with an effective date of the beginning of the fall semester. Aside from the Program Director, all leadership positions are selected by the Program Director in collaboration with the core faculty. All appointments, including the Directorship, are for a term of three years.

Leadership is responsible for the following:

- Setting the general direction and priorities of the program and its responsibilities to students and the greater College and University

- Overseeing operations and the administrative responsibilities linked to program management and budgets. Evaluating faculty on an annual basis and advisement of progress toward promotion to the next rank
- Balancing the responsibilities of faculty members to meet program needs
- Distributing teaching responsibilities of core classes among full-time faculty as appropriate and necessary for serving student needs and in consideration of faculty petitions for teaching and other activities
- Scheduling regular and extraordinary faculty meetings. The dates of regular meetings should be determined by the first week of a new semester. Proposing and distributing the agenda of each faculty meeting shall be proposed and distributed to all faculty at least two days before the meeting
- Overseeing all internal and external assessments of the program, including program accreditation.
- Organizes annual Advisory Council Meetings to seek advice and to review the program's mission, direction, scope, and performance
- Receives, reviews, acts upon formally filed, written grievances, and reports disposition of these grievances to the faculty
- Provides appropriate information for the annual Institutional Effectiveness Portal

**ii. Program Committees.**

The program has established several standing committees to aid in its operation. The standing committees have the power to name sub-committees when necessary. The membership of the sub-committees may include appointments of others in addition to members of the principal committee. Unless specified elsewhere in these bylaws, the Program Director makes all faculty assignments to standing committees.

**iii. Graduate Program Committee.**

The MPH director chairs the Graduate Programs Committee. The graduate program committee should include at least four full-time faculty members. These faculty members should consist of both tenure-track and specialized teaching faculty. The Program Director works in consultation with the Chairperson. Members serve renewable, one-year terms. The department's Academic Program Specialist serves as staff liaison to the committee.

The committee's responsibilities include the following:

- Admissions to the MPH program
- Curriculum. Serve as the MPH program's curriculum committee
- Academic Policies. Propose academic policy changes when appropriate for consideration by the faculty and monitor their effectiveness
- Advising and Other Student Matters. Oversee the effectiveness of our advising/mentoring and student support infrastructure for student retention and graduation success
- Provide input to the Director, through the committee chair, on financial aid for new and continuing students

- Propose and, upon faculty approval, implement and monitor strategies to support the attainment of strategic plan objectives and diversity and inclusion plan objectives that pertain to our graduate program.

**iv. Undergraduate Program Committee.**

The Director of the BPH program chairs the Undergraduate Program Committee. The undergraduate program committee should include at least four full-time faculty members. These faculty members should consist of both tenure-track and specialized teaching faculty. The Program Director works in consultation with the Chairperson. Members serve renewable, one-year terms. The department's Academic Program Specialist serves as staff liaison to the committee.

The committee's responsibilities include the following:

- Curriculum. Serve as the BSPH program's curriculum committee
- Assist with recruiting and other promotional activities for undergraduate, Combined pathway, and graduate programs.
- Coordinate with Academic Program Specialist and Program Director to enhance the visibility of our undergrad, combined pathway, and graduate programs via the webpage, social media, and physical materials
- Oversee Open House Programming
- Propose and, upon faculty approval, implement and monitor strategies to support the attainment of strategic plan objectives and diversity and inclusion plan objectives that pertain to our undergraduate programs and recruiting activities

**v. Continuous Quality Improvement (CQI) Committee**

Membership on this committee is open to all individuals who contribute materially to the program, particularly including students, faculty, staff, internship preceptors, state, county, nonprofit, and for-profit agency representatives, adjunct faculty, faculty who teach courses offered as electives, community representatives and visitors to the program.

*Formula:* 5 to 15 students, 3 to 8 faculty, & 1 staff

The committee's responsibilities include the following:

- The CQI shall meet five times during the year to discuss issues related to the 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 issues raised by any member in attendance or proposed in advance by communication to the Program Director.
- Discussions of the CQI shall be informal. The director shall report the deliberations and recommendations of the CQI to the faculty meeting, along with their recommendations to explore further the issues raised by the CQI, implement policy changes, or drop the issue(s).

**d. Faculty Senators.**

The Public Health Program is an interdisciplinary program and does not elect its own Faculty Senators.

**e. Faculty Recruitment.**

The Public Health faculty body seeks to build balance in perspective and expertise. To that end, any recruitment of new faculty members will be carried out and will prioritize a balance of these priorities. See Appendix A.

**f. Unit Reorganization.**

The Department Reorganization Committee consists of all core faculty in the program. This included both specialized faculty and tenured and tenure-earning faculty with formal appointments in the program.

**IV. Curriculum**

As discussed above, the Undergraduate and Graduate Programs Committees serve as the programs' Curriculum Committees.

**V. Annual Evaluation of Faculty on Performance and Merit**

Assignment of Responsibility

**a. Peer Involvement in Annual Performance and Merit Evaluation.**

Each faculty member's performance will be evaluated relative to their assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Substantially Exceeds FSU's High Expectations

Exceeds FSU's High Expectations

Meets FSU's High Expectations

Official Concern

Does Not Meet FSU's High Expectations

For information about the department's guidelines for faculty assignments, see Appendix B of these Bylaws.

For details about faculty involvement in the annual evaluation and merit evaluation processes, see Appendix C of these Bylaws.

**b. Criteria for Evaluation of Tenure-track Faculty.**

The Public Health Program does not currently have any tenure-track faculty. However, all tenured and tenure-earning faculty associated with the program are evaluated within their own tenure home and therefore follow the guidelines of their departments.

**c. Criteria for Evaluation of Specialized Faculty.**

For discussion of criteria for evaluation of specialized faculty, see Appendix C of these bylaws.

**VI. Promotion and Tenure**

**a. Progress Toward Promotion Letter.**

Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. The Public Health faculty members will act in a manner consistent with the tenets of interdisciplinary values.

**b. Third Year Review for Tenure-track Faculty.**

As discussed above, this section does not apply to our program as we have no tenure-track faculty.

**c. Peer Involvement in Evaluation of Promotion and Tenure of Faculty**

This section does not apply to our program as we have no tenure-track faculty as discussed above

**d. Criteria for Promotion and Tenure of Tenure-track Faculty.**

This section does not apply to our program as we have no tenure-track faculty as discussed above

**e. Criteria for Promotion of Specialized Faculty**

The Promotion criteria for Specialized Faculty are included in Appendix D of these bylaws.



## **Appendices**

### Appendix A. FACULTY RECRUITMENT AND HIRING PROCESS

The addition of faculty to the Public Health program will be assessed by the Director and in cooperation with the faculty. Public Health faculty members will have specific positions and qualities that support the program. Therefore, the recruitment of faculty members will be an effort to balance the expertise and perspectives of the faculty as a whole. The process for recruiting and hiring a new faculty member will be managed through a committee of current faculty.

#### **a. Job Ad Development**

After receiving permission from the Dean of Social Sciences and Public Policy to hire, the Director of Public Health will develop a job advertisement that is ultimately reviewed and approved by the voting faculty. This advertisement should represent the needs for the position in a way that would encourage a diverse mix of potential applicants. In addition, it should communicate the program's culture and aspirations for interdisciplinary integration and diversity and inclusion, as articulated in the Diversity and Inclusion Strategic Plan.

The faculty recognizes that the development of the advertisement language is absolutely critical to attracting a diverse, highly qualified pool of applicants.

#### **b. Outreach**

The program uses the following outreach strategies to develop a strong and diverse pool of qualified applicants for any open faculty position.

1. Advertising in traditional venues, including the Chronicle of Higher Education website, Inside Higher Education website, and other relevant venues specific to Public Health, including the American Public Health Association website.
2. Direct personal outreach by faculty to contacts at other programs that offer the PhD degree. These contacts are made to encourage advertising at targeted institutions and solicit names of individuals who might be potential applicants.
3. Direct personal outreach by faculty to contacts at Historically Black Colleges and Universities (HBCUs) and Hispanic Serving Institutions (HSIs).
4. Direct outreach by faculty to any individuals whose names surface through personal contacts (generated by any of the above means) as possible candidates for the position. Faculty make follow-up outreach as necessary. This outreach includes both email and telephone contact.
5. Identification of possible candidates through review of the conference presentation program of the American Public Health Association annual meetings. Faculty can then observe the candidate's presentation and meet with the potential candidate.

#### **c. Development of Medium and Short List**

The program will convene a faculty search committee. The program search committee selects candidates for on-campus interviews in a two-stage process. First, the faculty or search committee conducts an initial screening to identify a set of candidates for virtual interviews with the members of the search committee and any other interested faculty. The initial screening involves individual assessment by each faculty member and a collective discussion of the entire

candidate pool. The faculty or search committee applies the criteria voiced in the job ad to select a strong and diverse pool of highly qualified applicants. The search committee conducts virtual interviews using a set of consistent questions applied to all interviewees, plus any additional questions needed to clarify the candidate's record or other aspects of their application.

All search committee members are assigned specific questions and fully participate in the interviews. The committee works to make the candidate feel comfortable and welcome. Candidates are provided opportunities to ask questions of search committee members. The initial screening process ends with a presentation by the search committee of a recommended shortlist of interview candidates for faculty consideration and vote. The faculty follows the same process described above to identify a set of candidates for the in-person interviews.

#### **d. Interviews**

The program follows a standard interviewing process which is adapted based on the particular candidate being interviewed. The faculty aims to create an encouraging and transparent experience for the candidate and provide opportunities to interview the department and raise any issues/concerns they feel need to be addressed.

At the end of the process, the faculty discusses all interviewees, assesses their ability to be hired, and ranks the hireable candidates. The finalized candidates will be reviewed by the Dean of Social Sciences and Public Policy, and then the Director will reach out to the hireable candidates in rank order.

The Director and candidate typically discuss traditional hiring topics such as salary. The Dean of the College of Social Sciences and Public Policy ultimately reviews and approves the offer provided to the candidate. If the candidate accepts the offer, the search is closed. The next ranked hireable candidate is approached if they decline the offer, and this recruitment process repeats. If all ranked hireable candidates decline their offers, the faculty may, with the Dean of Social Sciences and Public Policy's approval, identify additional candidates from the applicant pool for the position, advertise the position again, or terminate the search process.

## Appendix B. GUIDELINES FOR FACULTY ASSIGNMENTS

Each faculty member will perform teaching activities as a priority of their assigned duties. A minimum of 75% of the teaching activity will be assigned. Teaching activities can include teaching or course development. No more than 75% will be comprised of a reasonable and flexible combination of advising, learning oversight, or other creative activities. Individual faculty research is limited to 5% of assigned duties per university guidelines for specialized teaching faculty.

Each year, faculty members will complete the Assignment of Responsibilities (AOR) form, which documents an expectation of the activities and responsibilities for the coming academic year. AOR forms will be requested during the spring semester in a regular academic year. In addition, full-time faculty members should suggest AOR expectations during the performance review with the program director early in the spring semester. AORs that do not reflect the standard assignment of at least 75% teaching will require approval from the Director.

## Appendix C. ANNUAL EVALUATION GUIDELINES

### PROCESS AND MERIT SALARY PROCEDURES FOR FULL-TIME FACULTY

The specialized faculty shall be reviewed and evaluated each spring by the Program Director in consultation with the Associate Director. Each specialized faculty member is required to prepare an Evidence of Performance binder covering their teaching, research, and service activities for the previous calendar year. Items in the binder include an updated c.v., an activity report in the prior year; evidence of research or creative activity; course syllabi, SUSSAI/SPOT scores, and classroom observation reports; as well as any evidence on service. The Director's evaluation is based on the faculty member's performance during the prior year relative to their assignment of responsibilities. In addition, all faculty with a full-time assignment in the Public Health Program have a peer evaluation of their teaching from another faculty member inside or outside of the program. This evaluation is to provide a more holistic assessment of teaching effectiveness.

## Appendix D. PROMOTION CRITERIA & PROCESS FOR SPECIALIZED TEACHING FACULTY

Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position. Promotion decisions shall consider annual evaluations, annual assignments, and fulfillment of the program written promotion criteria, as stated below, in relation to the assignment. The period of time in a given rank reflects demonstrated merit, not years of service. Promotion is possible where there is sufficient justification.

The following criteria will be taken into account when recommending a specialized teaching faculty member for promotion. These criteria are in no particular order and will be applied as appropriate based on the duties, responsibilities, and expectations of the faculty member's position. These criteria are stated below for Teaching Faculty:

Promotion shall take into account:

1. Evidence of well-planned and delivered courses
2. Summaries of data from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI) questionnaires
3. Letters from faculty members who have conducted peer evaluations of the candidate's teaching
4. Proven ability to teach multiple courses within the Public Health Program.
5. Other teaching-related activities, such as student advising, instructional innovation, involvement in curriculum development, or authorship of educational materials
6. Participation in professional activities and associations related to disciplinary and interdisciplinary teaching and research.

### **a. Eligibility Criteria**

The promotional ladder is Teaching Faculty I, Teaching Faculty II, and then Teaching Faculty III, which correspond with the titles Assistant Teaching Professor, Associate Teaching Professor, and Full Teaching Professor, respectively.

### **b. Ranks**

Promotion in the specialized faculty ranks is attained through the meritorious performance of assigned duties in the faculty member's present position. Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.

Promotion to the third-ranking shall be based on recognition of superior performance in the areas of assigned duties.

### **c. Promotion Process**

Programs will accept recommendations for promotion every year in February. As discussed below, the recommendation originates with the specialized faculty member's immediate supervisor and is then submitted to the appropriate officials for review.

1. Programs will accept recommendations for promotion every year in February. The recommendation originates with the specialized faculty member's immediate supervisor and is then submitted to the appropriate officials for review, as discussed below

2. The supervisor may not withhold a specialized faculty member's materials from review should the specialized faculty member wish to be considered.
3. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, is the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.
4. Specialized faculty members assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas; the number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.
5. All specialized faculty members are informed of their prospective candidacy by their supervisor. If they wish to proceed, the specialized faculty member has the opportunity to prepare their binder prior to review. The specialized faculty member shall have the right to review the contents of the promotion binder and may attach a brief response to any material therein. Once the promotion committee has reviewed a binder, no material may be added to it or deleted from it except under the conditions specified in the Collective Bargaining Agreement under Articles 14 and 15.
6. The promotion committee for specialized faculty shall consist of other specialized faculty. The promotion committee for specialized faculty shall be appointed by the Dean of the College of Social Sciences and Public Policy from among the specialized faculty in the college. The promotion committee reviews the binders of prospective candidates, recommends action on each candidate's nomination by secret vote, and prepares a report of the committee's recommendations. The specialized faculty promotion committee report is then submitted to the Program Director.
7. In addition to the specialized faculty promotion committee described above, the Program Director independently reviews the binders of all prospective specialized faculty promotion candidates and recommends action on the nomination of each candidate by submitting to the Dean of the College of Social Sciences and Public Policy a report of the promotion committee recommendations and the Director's recommendations on all submitted binders.
8. The Dean of the College of Social Sciences and Public Policy considers these recommendations, independently reviews the binders, and then submits their advice regarding whether the candidate meets the appropriate promotion criteria to the Office of the Vice President for Faculty Development and Advancement.
9. Prospective specialized faculty candidates will be informed of the results of the recommendations at each level of review. A candidate may withdraw their file from consideration within five working days of being informed of the results of the consideration at a given level. If a candidate chooses to withdraw, they must notify in writing, through the chair and dean, the Office of the Vice President for Faculty Development and Advancement.

10. The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements and then forwards its recommendation to the Provost or Vice President for Research.
11. The Provost or Vice President for Research considers the previous recommendations, independently reviews the binders, and then forwards their recommendation to the President for a final decision.