

**Bylaws of the
University of Kentucky
College of Public Health**

TABLE OF CONTENTS

<u>PREAMBLE</u>	2
<u>0.0 ACADEMIC STRUCTURE</u>	2
<u>0.1 Personnel</u>	2
<u>0.2 Academic units</u>	2
<u>0.3 Degrees</u>	2
<u>0.4 Certificates</u>	2
<u>0.5 Research and service</u>	3
<u>1.0 ADMINISTRATIVE PERSONNEL AND ROLES</u>	3
<u>1.1 Dean of the College of Public Health</u>	3
<u>1.2 Associate deans</u>	3
<u>1.3 Academic unit chairs and directors</u>	3
<u>1.4 Directors of academic and professional programs</u>	4
<u>1.5 Directors of research and service units</u>	4
<u>2.0 ADMINISTRATIVE COMMITTEES</u>	4
<u>2.1 Purpose and function of administrative committees</u>	4
<u>2.2 Administrative Council</u>	5
<u>2.3 Appointment, Promotion, and Tenure committees</u>	5
<u>3.0 FACULTY RIGHTS AND RESPONSIBILITIES</u>	5
<u>3.1 Teaching, research, and service personnel</u>	5
<u>3.2 Faculty rights</u>	5
<u>3.2 Full faculty code</u>	5
<u>4.0 FACULTY RULES AND PROCEDURES</u>	6
<u>4.1 General</u>	6
<u>4.2 Bylaws</u>	6
<u>4.3 Educational policies</u>	6
<u>4.4 Department chair search and appointment</u>	6
<u>5.0 ORGANIZATIONAL STRUCTURE OF THE FACULTY</u>	6
<u>5.1 Membership and privilege</u>	6
<u>5.2 College-wide faculty meetings</u>	6
<u>6.0 FACULTY GOVERNANCE</u>	7
<u>6.1 Faculty charge</u>	7
<u>6.2 The Faculty Council</u>	8
<u>7.0 STANDING COMMITTEES</u>	10
<u>7.1 Function and Membership</u>	10
<u>7.2 Undergraduate Committee</u>	11
<u>7.3 Graduate Committee</u>	12
<u>7.4 Research Committee</u>	13
<u>7.5 Practice and Service Committee</u>	15
<u>8.0 SUSPENSION OF BYLAWS</u>	16
<u>9.0 BYLAW REVIEW AND AMENDMENT</u>	16
<u>9.1 Initiating bylaw amendment</u>	16
<u>9.2 Faculty approval of bylaw amendment</u>	16
<u>9.3 Provost approval of bylaw amendment</u>	16
<u>BYLAW HISTORY AND APPROVAL</u>	17

Bylaws of the University of Kentucky College of Public Health

PREAMBLE

These bylaws govern and guide the academic and administrative conduct within the College of Public Health. They are intended to be consistent with the Governing Regulations, Administrative Regulations, and Senate Rules of the University of Kentucky, as well as the laws of the Commonwealth of Kentucky and the United States of America. In the event the bylaws presented herein are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws supersede these bylaws.

0.0. ACADEMIC STRUCTURE

- 0.1. The University of Kentucky (“the University”) College of Public Health (“the College”) comprises personnel who, as a group, provide purpose for the College and are responsible for conduct in support of the many mandated and elective activities found within the College.
 - 0.1.a. The faculty is primarily responsible for the research, teaching, and service missions of the College and collectively serves as the governing body of the College.
 - 0.1.b. The administration is primarily responsible for managing the College’s financial affairs and for implementing policies and procedures, as developed and/or modified by the faculty, in accordance with University, state, and accrediting bodies.
 - 0.1.c. The staff is primarily responsible for providing faculty and administration the support necessary to fulfill the mission of the College.
 - 0.1.d. The students are responsible for engaging in the opportunities for academic and professional achievement provided by the College.
- 0.2. The College comprises four academic units and one graduate center: the Departments of Biostatistics; Epidemiology & Environmental Health; Health, Behavior & Society; Health Management and Policy, and the Graduate Center for Gerontology.
 - 0.2.a. A department is the basic educational unit within the College for instruction, research, service, practice, and extension in a defined field of learning.
 - 0.2.b. The College has established the number of lecturer positions as follows:
 - Biostatistics, with 3
 - Epidemiology and Environmental Health, with 2
 - Health, Behavior, and Society, with 3
 - Health Management & Policy, with 2The College sum shall be established as the total of departmental numbers.
 - 0.2.c. The departments shall have responsibility to the College as their primary mission.
 - 0.2.d. The Graduate Center for Gerontology has service to both the University at large and the College as its primary mission.
- 0.3. The College will offer opportunities to earn degrees, including the Bachelor of Public Health (BPH), Master of Public Health (MPH), Master of Health Administration (MHA), Master of Science (MS), the Doctor of Public Health (DrPH), and the Doctor of Philosophy (PhD).
- 0.4. The College may offer opportunities to earn academic and professional certificates at the undergraduate and graduate levels in areas represented by particular strengths of College faculty and/or departments.

- 0.5. The College further comprises research and service units, which are created to provide concentrations of personnel and other resources necessary to effectively target the specific missions of these units.

1.0. ADMINISTRATIVE PERSONNEL AND ROLES

1.1. Dean of the College of Public Health

- 1.1.a. The Dean of the College of Public Health (“the dean” or “the College dean”) is the chief executive officer of the College.
- 1.1.b. The dean is responsible for overseeing all activities in the College.
- 1.1.c. The dean is the steward of all capital and human resources in the College.
- 1.1.d. The dean reports to the Provost of the University of Kentucky (“the provost”) on all non-clinical issues.
- 1.1.e. The dean reports to the Executive Vice President for Health Affairs regarding clinical practice reimbursement and other related matters as appropriate.
- 1.1.f. The dean is a nonvoting, *ex officio* member of all administrative and standing committees of the College and is an *ex officio* nonvoting member of the Faculty Council. The dean shall not chair any standing committees or chair the Faculty Council.
- 1.1.g. The dean is responsible for administering the Governing Regulations of the University, the Administrative Regulations of the University, the University Senate Rules, and the College policies and procedures.
- 1.1.h. The dean will provide academic and professional leadership for faculty, students, and staff and will serve as the College’s official spokesperson and liaison with the University at large and with other individuals, organizations, or institutions at the local, state, national and international levels.
- 1.1.i. The dean shall be recognized as a faculty member of the University and shall hold a primary appointment within a College department.
- 1.1.j. The dean shall be evaluated by the provost with the assistance of the Faculty Council.

1.2. Associate deans

- 1.2.a. Associate deans shall be appointed by the dean as appropriate.
- 1.2.b. The associate deans report to the dean, who shall determine their specific responsibilities.
 - 1.2.b.(1). The associate deans are responsible for providing leadership and stewardship within their appointed areas, which shall include but not be limited to the academic, research, and service missions of the College. They are *ex officio* voting members of their respective committees.
 - 1.2 b (2). The associate deans may assume temporary roles in fulfilling the duties of the dean, as called upon by the dean or the provost.
 - 1.2.b.(3). Associate Deans of Research; Academic and Student Affairs; Practice and Workforce Development; and Diversity, Equity and Inclusion must be voting faculty of the College. They shall not hold other administrative positions within the College, such as chair of any standing committee, chair of any department, director of any center, or director of academic or professional programs. Any exceptions to this must be approved by a simple majority of faculty eligible to vote.
- 1.2.c. The associate deans shall be evaluated by the dean.

1.3. Academic unit chairs and directors

- 1.3.a. Departments of the College shall each be led by a chair who reports to the College dean.
 - 1.3.b. The Graduate Center for Gerontology shall be led by a director who reports to the College dean.
 - 1.3.c. The chair shall be recognized as a faculty member of the University and a voting faculty member of the College and shall hold an appointment within the department being chaired.
 - 1.3.d. The chair works with departmental faculty in the development of unit-specific policies on such matters as academic requirements, courses of study, class schedules, teaching assignments, graduate and research programs, service functions, financial affairs, personnel evaluations, and distributions of effort.
 - 1.3.e. The chair has the administrative responsibility for implementing the department's programs within limits established by the regulations of the University, the policies of the University Senate, and the rules of the College.
 - 1.3.f. The chair shall be the primary channel of communication to and from the dean.
 - 1.3.g. The chair shall be evaluated by the dean with the assistance of departmental faculty, staff, and students.
- 1.4. Directors of academic and professional programs
- 1.4.a. Each academic and professional program within the College shall have a director responsible for administration and oversight of the program.
 - 1.4.b. A Director of Graduate Studies (DGS) shall be appointed by the Graduate School dean for each degree to which the Graduate School has degree-granting authority. The graduate faculty within degree programs, in consultation with the College dean, shall recommend to the Graduate School dean appropriate faculty for such appointments.
 - 1.4.b.(1). Directors of Graduate Studies are the local representatives of the Graduate School and act as the official liaison with the Graduate School.
 - 1.4.b.(2). Directors of Graduate Studies shall administer programs according to guidelines and policies set forth by the University, the Graduate School, and the College.
 - 1.4.c. A Director of Doctoral Studies (DDS) shall be appointed by the College dean to administer the DrPH programs according to guidelines and policies set forth by the University and the College.
 - 1.4.d. A Director of Undergraduate Studies (DUS) shall be appointed by the College dean to administer undergraduate programs according to guidelines and policies set forth by the University and the College.
 - 1.4.e. A Certificate Director shall be appointed by the dean to administer each certificate program having an administrative location within the College.
 - 1.4.f. The directors of academic and professional programs shall be evaluated by the dean, with the assistance of faculty, staff, and students.
- 1.5. Directors of research and service units
- 1.5.a. Research and service centers shall be led by a director who reports to the College dean.
 - 1.5.b. Center directors conducting research will coordinate their research activities with the Associate Dean for Research.
- 2.0. ADMINISTRATIVE COMMITTEES
- 2.1 Purpose and function of administrative committees
 - 2.1.a. Administrative committees shall be established under the authority of the

dean for purposes of supporting the various administrative duties and responsibilities of the College.

- 2.1.b. Administrative committees are advisory to the dean.
- 2.1.c. Membership on administrative committees shall be determined by the administrative function of the committee, with the dean granting final approval of administrative committee composition.
- 2.1.d. Administrative committee meetings shall be scheduled as needed to fulfill the committee's mission.

2.2. Administrative Council

- 2.2.a. The Administrative Council is the chief administrative committee within the College.
- 2.2.b. The Administrative Council chair is the dean.
- 2.2.c. The Administrative Council consists of the dean (nonvoting), the associate deans, the assistant deans, the department chairs, the College business officer, the Staff Council chair, the Faculty Council chair, and other members deemed necessary by the dean.
- 2.2.d. The dean shall provide an administrative support person for all meetings with the responsibilities of taking minutes and maintaining any files related to the Administrative Council.

2.3. Appointment, Promotion, and Tenure (APT) Committee

- 2.3.a. The APT Committee is charged with advising the dean on matters related to promotion and tenure and appointments above the rank of assistant professor in accordance with the UK Governing Regulations and Rules of the Faculty.
- 2.3.b. APT Committee members are appointed by the dean upon recommendation by the Faculty Council.
- 2.3.c. APT Committee members will serve two-year terms. Service is limited to two consecutive terms.
- 2.3.d. The APT Committee will consist of tenured voting faculty members in the College. When possible, all departments should be represented.
- 2.3.e. The APT Committee chair shall be appointed by the dean.
- 2.3.f. The APT Committee chair shall recommend and communicate findings to the College dean on faculty appointment, promotion, and/or tenure.
- 2.3.g. The dean shall provide an administrative support person for all meetings with the responsibilities of coordinating all materials needed by the APT Committee, taking notes for use in drafting any recommendations, and maintaining any files related to the APT Committee.

3.0. FACULTY RIGHTS AND RESPONSIBILITIES

- 3.1 The Code of Faculty Responsibilities applies to all faculty members, graduate students, and others with teaching and/or research assignments. These individuals are referred to collectively as "teaching, service, and research personnel."
- 3.2 All faculty are to respect the following rights: the right to pursue academic and administrative activities; the right to free and orderly expression; the right to privacy, including the privacy of desk, carrel, office space and the freedom from improper disclosure of social or political views or activities; and the right to proper and fair treatment regardless of race, ethnicity, religion, political belief, age, sex, gender identity, sexual orientation, or disability.
- 3.3 The full Faculty Code is contained in Section VII of the University Senate Rules.

4.0. FACULTY RULES AND PROCEDURES

- 4.1. Consistent with the University's Governing Regulations, the Administrative Regulations, and the University Senate Rules, the faculty of each college shall establish its own rules, including a committee or council structure necessary for the performance of the faculty's functions. The purpose of these Rules and Procedures of the faculty of the College of Public Health is to promote the effective and efficient conduct of the affairs of the College and to supplement the Governing Regulations, the Administrative Regulations, and the University Senate Rules.
- 4.2. After approval of bylaws and any bylaw revisions by the provost, the bylaws shall be made available to all college personnel. They shall be filed with the Secretary of the University Senate and the Senate Council chair.
- 4.3. Within the limits established by the regulations of the University and the policies and rules of the University Senate, the faculty of a college shall determine the educational policies of that college. The faculty shall make recommendations to the University Senate on such matters that require the final approval of that body, and it may make recommendations on other matters to the University Senate, the president, the provost, or other administrative officials of the University.
- 4.4. Search committees for the chair of a department will be appointed by the dean. Prior to an appointment of the chair, a majority vote by the faculty of that department will be necessary for appointment. Faculty, for this purpose, means those with voting privileges and with a primary appointment in that department.

5.0. ORGANIZATIONAL STRUCTURE OF THE FACULTY

5.1. Membership and privilege

- 5.1.a. Voting membership in the College of Public Health faculty shall consist of full-time faculty and part-time (with at least 0.25 FTE) professors, associate professors, assistant professors, senior lecturers, lecturers, and instructors, regardless of title series, having primary appointments in any of the departments within the College.
- 5.1.b. Voting faculty membership may be extended in three-year, renewable terms to any person appointed in the College and who has less than 0.25 FTE for teaching, research, service, practice, or extension work (i.e., adjunct faculty, voluntary faculty, and other faculty classifications as approved by the University) by a majority vote of the College faculty.
- 5.1.c. Voting privileges may be extended to faculty with a non-primary academic appointment (joint) in the College if these faculty have demonstrated commitment to the College, are nominated by the joint department chair, recommended by the Faculty Council, and approved by the dean. Approval of voting privileges in such cases is for a term of three years, renewable upon review of the above criteria. Voting privileges can be revoked at any time through the same procedure.
- 5.1.d. Voting privileges may be extended to emeritus faculty of the College by the individual's home department.
- 5.1.e. Only voting faculty members are eligible to be elected to serve on the Faculty Council or to be appointed to the standing committees of the College, except for those with *ex officio* status.
- 5.1.f. Voting faculty should declare one department as their primary home for the purposes of committee representation.
- 5.1.g. Eligible faculty shall have only a single vote.

5.2. College-wide faculty meetings

- 5.2.a. The Faculty Council chair shall preside over College-wide faculty meetings

and has the privilege to vote in the event of a tie.

- 5.2.b. College-wide faculty meetings shall be scheduled, at a minimum, semi-annually with the date, time, and place to be determined by the Faculty Council in consultation with the dean.
- 5.2.c. Special College-wide faculty meetings may be called by the President of the University of Kentucky, the provost, the dean, the Faculty Council, or by written request to the dean by at least 25% of the members of the voting faculty. For special College-wide faculty meetings, the agenda shall be restricted to those items for which the meeting is called.
- 5.2.d. The agenda for each College-wide faculty meeting shall be determined by the Faculty Council in consultation with the dean.
 - 5.2.d.(1). Items for the agenda must be submitted to the dean at least five working days prior to the scheduled meeting.
 - 5.2.d.(2). Any item proposed by a faculty member shall be considered by the Faculty Council or dean for inclusion on the agenda.
 - 5.2.d.(3). Any item submitted to the Faculty Council or dean by a faculty member that has the written endorsement of 25% of the voting faculty members must be included on the agenda.
 - 5.2.d.(4). The agenda of each regular College-wide faculty meeting shall be distributed to the faculty at least four working days before the scheduled meeting and posted according to “open meeting” protocol.
- 5.2.e. Quorum
 - 5.2.e.(1). A quorum of the faculty shall consist of a simple majority of the voting membership that is not on leave of absence, sabbatical leave, or absent because of assignment periods of less than 12 months. Because all faculty will have the opportunity to participate, a quorum will be considered met in all faculty-wide email votes.
 - 5.2.e.(2). A simple majority of those voting shall be sufficient for final decisions on issues considered by the faculty.
 - 5.2.e.(3). College-wide faculty meetings shall be open to anyone who wishes to attend, consistent with the KRS61.800-850.
- 5.2.f. College-wide faculty meetings shall be conducted according to *Robert’s Rules of Order, Revised*.
- 5.2.g. Minutes and records
 - 5.2.g.(1). The minutes of each College-wide faculty meeting will be prepared by the administrative support person, as appointed by the dean, and circulated to the entire faculty within fourteen days.
 - 5.2.g.(2). The administrative support person shall organize and maintain all materials associated with College-wide faculty meetings and shall make appropriate materials available for public review in a timely manner.

6.0. FACULTY GOVERNANCE

- 6.1. The Faculty Council is charged with representing the faculty of the College of Public Health on all matters pertaining to student admissions and student affairs; serving as a liaison between the faculty, the administration, and formal and informal groups of students; developing and recommending educational policy; monitoring and evaluating degrees and degree programs in the College of Public Health in accordance with the University of Kentucky Governing Regulations, Rules of the

Faculty and accrediting bodies; and providing consultation and/or recommendations on other academic and student concerns as deemed necessary. In the spirit of shared governance, the Faculty Council recognizes that primary responsibility for key academic and student affairs topics is split between faculty and administration. For certain topics, each must weigh in.

6.2. The Faculty Council represents departmental faculty constituencies and is the policy development and decision-making body of the College for all academic matters.

6.2.a. The Faculty Council shall:

- 6.2.a.(1). Serve as the representative voice of College faculty.
- 6.2.a.(2). Provide, with the support of standing committees, the means whereby College faculty exercise governance.
- 6.2.a.(3). Foster communication among all faculty, administrators, staff, and students for purposes of effective governance.
- 6.2.a.(4). Develop and provide mechanisms to effectively inform and engage faculty in matters of governance.
- 6.2.a.(5). Establish, interpret, and enforce the College bylaws, and provide mechanisms for change of bylaws.
- 6.2.a.(6). Interpret and evaluate the Rules and Procedures of the College for conformance with faculty governance and recommend to the faculty any modifications thereof.
- 6.2.a.(7). Act as liaison with College departments and with other University entities as appropriate to the roles and responsibilities of the Faculty Council.
- 6.2.a.(8). Report to the dean those matters requiring administrative action.
- 6.2.a.(9). Recommend on behalf of the faculty any matters that warrant the attention of the College dean, the provost, the president of the University, or the University Senate.
- 6.2.a.(10). Recommend members for the Appointment, Promotion, and Tenure Committee for subsequent approval by the dean.
- 6.2.a.(11). Recommend appointments to standing committees.
- 6.2.a.(12). Confirm the chair-elect for each standing committee for the next fiscal year based on recommendations from the respective committees.
- 6.2.a.(13). Inform faculty of all committee appointments.
- 6.2.a.(14). Charge faculty standing committees, as necessary, with matters for study and recommendations.
- 6.2.a.(15). Oversee standing committees to facilitate faculty business.
- 6.2.a.(16). Facilitate all College-wide faculty elections.
- 6.2.a.(17). Receive, review, and recommend for faculty approval all requests for voting and nonvoting membership in the College faculty.
- 6.2.a.(18). Perform other responsibilities as delegated to it by the faculty or recommended by the dean.
- 6.2.a.(19). Review departmental/program proposals relative to new courses, curricula, and programs; changes in courses, curricula, and programs; the termination of courses, curricula, and programs; and recommendations for faculty or administrative action related to academic and student affairs.
- 6.2.a.(20). Vote on all academic proposals, and that vote shall represent the official vote of the College of Public Health faculty (college-

- level approval), as required by UK Senate Rules.
- 6.2.a.(21). Provide counsel to the Associate Dean for Academic and Student Affairs and, as appropriate, collaborate on the implementation of committee recommendations.
 - 6.2.a.(22). Review and make recommendations regarding the educational policies and programs of the College.
 - 6.2.a.(23). Develop guidelines and schedules for the submission of proposed academic actions.
 - 6.2.a.(24). Review and make recommendations regarding recognition of teaching excellence within the College.
 - 6.2.a.(25). Review and make recommendations regarding the evaluation of teaching within the College.
 - 6.2.a.(26). Convene at least two subcommittees to include at a minimum an Undergraduate Committee and a Graduate Committee.
 - 6.2.a.(27). Recommend members for the Appointment, Promotion, and Tenure Committee for subsequent approval by the dean.
 - 6.2.a.(28). Monitor and promote the recruitment, retention, and graduation of all students, as the Faculty Council deems necessary.
 - 6.2.a.(29). Review and recommend College advising practices, as the Faculty Council deems necessary.
 - 6.2.a.(30). Review student satisfaction data and make recommendations to improve student morale and welfare.
 - 6.2.a.(31). Review data from assessment activities related to the educational program and provide recommendations on improvements.
- 6.2.b. Faculty Council membership
- 6.2.b.(1). Faculty Council members must be voting faculty representing each of the College departments.
 - 6.2.b.(2). Faculty Council representatives shall serve two-year terms.
 - 6.2.b.(3). Faculty Council representative nominations shall be identified by the faculty within departments, with the advice of the Faculty Council chair.
 - 6.2.b.(4). Except for the Faculty Council chair, no Faculty Council representative shall be a member of the Administrative Council.
 - 6.2.b.(5). Staff support shall be provided by the dean.
 - 6.2.b.(6). The administrative support person shall organize and maintain all materials associated with the Faculty Council and shall make appropriate materials available for public review in a timely manner.
- 6.2.c. The Faculty Council chair shall:
- 6.2.c.(1). Be elected by the membership of the Faculty Council and may serve a maximum of four one-year terms.
 - 6.2.c.(2). Appoint Faculty Council members, alternates, or the Faculty Council administrative support staff to perform the following duties: coordinate elections, prepare and report minutes, and generate correspondence as determined by the Faculty Council.
 - 6.2.c.(3). Serve as chair of College-wide faculty meetings.
 - 6.2.c.(4). Work with the College dean to prepare for each College faculty meeting.

- 6.2.c.(5). Serve as a member of the Administrative Council.
- 6.2.d. Faculty Council meetings
 - 6.2.d.(1). Regular meetings of the Faculty Council shall be held at a minimum of once per quarter.
 - 6.2.d.(2). Additional or special meetings of the Faculty Council may be called by the chair, vice chair, or a majority of the Faculty Council members upon notifying the Faculty Council members at least one week prior to the meeting.
 - 6.2.d.(3). A quorum of the Faculty Council shall consist of a simple majority of the voting membership.
 - 6.2.d.(4). Faculty Council meetings shall be conducted according to *Robert's Rules of Order, Revised*.
 - 6.2.d.(5). Minutes of the Faculty Council shall be prepared, reported, and circulated to all Faculty Council members in a timely manner.
 - 6.2.d.(6). The administrative support person shall organize and maintain all materials associated with the Faculty Council and shall make appropriate materials available for public review in a timely manner.
- 6.2.e. Recommendations and reports
 - 6.2.e.(1). All Faculty Council deliberations and findings for action shall be directed to appropriate College personnel, including the dean, associate deans, assistant deans, and faculty.
 - 6.2.e.(2). Interim or progress reports shall be presented to the faculty as needed or upon request.
 - 6.2.e.(3). A summary annual report of activities of the Faculty Council shall be made available to faculty in a timely manner.

7.0 STANDING COMMITTEES

7.1. Function and membership

- 7.1.a. Standing committees shall be established to support the College's academic, research, service, and professional missions through a focused charge to members of specific standing committees.
- 7.1.b. Specific standing committees shall be identified and charged by Faculty Council.
- 7.1.c. Standing committees shall report to the Faculty Council.
- 7.1.d. Standing committee members shall primarily include voting faculty and may also include administrators (*ex officio*), staff, students, and others deemed appropriate or necessary as approved by Faculty Council.
- 7.1.e. Faculty terms of service on standing committees are for two years.
 - 7.1.e.(1). Term expiration shall be staggered so that approximately half the faculty begins a new term each year.
 - 7.1.e.(2). Faculty members on new standing committees shall have different initial terms of service during the first year to achieve staggered term expiration.
 - 7.1.e.(3). Faculty committee members shall be recommended to Faculty Council by departmental chairs.
 - 7.1.e.(4). There shall be no more than one faculty member from a given department on any standing committee.
- 7.1.f. Standing committee chairs shall be a voting faculty of the College.
 - 7.1.f.(1). Committees shall recommend a chair-elect to the Faculty Council by July 1 of each year.

- 7.1.f.(2). Committee chairs shall serve for one year.
 - 7.1.f.(3). Committee chairs should not be a member of the Faculty Council.
 - 7.1.g. Standing committee meetings are to be held a minimum of quarterly.
 - 7.1.h. A simple majority of voting faculty members constitutes a quorum.
 - 7.1.i. Any standing committee member may specify proxy voting authority, presented to the chair in writing prior to the committee meeting. Proxies may be another faculty member eligible to vote in the College.
- 7.2. Undergraduate Committee
- 7.2.a. Faculty Council delegates to the Undergraduate Committee its responsibilities for academic affairs relating to undergraduate programs.
 - 7.2.b. The Undergraduate Committee shall consider departmental/program proposals relative to new courses, curricula, and programs; changes in courses, curricula, and programs; the termination of courses, curricula, and programs; and recommendations for faculty or administrative action for the undergraduate program.
 - 7.2.b.(1). The Undergraduate Committee shall review and make recommendations regarding the College's undergraduate educational policies and programs.
 - 7.2.b.(2). The Undergraduate Committee shall make undergraduate admission requirement recommendations.
 - 7.2.b.(3). The Undergraduate Committee shall review and make recommendations regarding the evaluation of undergraduate teaching within the College.
 - 7.2.b.(4). The Undergraduate Committee may review and recommend graduation standards.
 - 7.2.b.(5). The Undergraduate Committee may review and make recommendations regarding the educational policies and programs of the College.
 - 7.2.b.(6). The Undergraduate Committee shall review and recommend undergraduate admissions standards.
 - 7.2.b.(7). The Undergraduate Committee may formulate and recommend recruitment and admission policies and procedures.
 - 7.2.b.(8). The Undergraduate Committee shall provide criteria and selection assistance for undergraduate student awards, as requested.
 - 7.2.b.(9). The Undergraduate Committee shall develop guidelines for the distribution of College financial aid, such as scholarships and assistantships, for undergraduates.
 - 7.2.b.(10). The Undergraduate Committee shall work with other committees regarding initiatives related to academics or student affairs.
 - 7.2.b.(11). The Undergraduate Committee shall monitor and promote recruitment, retention, and graduation of undergraduate students.
 - 7.2.b.(12). The Undergraduate Committee shall review and recommend College undergraduate advising practices.
 - 7.2.b.(13). The Undergraduate Committee shall review student satisfaction data and make recommendations to improve student morale and welfare.

- 7.2.b.(14). The Undergraduate Committee shall review data from assessment activities related to the undergraduate educational programs and provide recommendations on improvements.
- 7.2.b.(15). The Undergraduate Committee shall perform other responsibilities as delegated to it by Faculty Council.
- 7.2.b.(16). The administrative support person shall organize and maintain all materials associated with the Undergraduate Committee and shall make appropriate materials available for public review in a timely manner.
- 7.2.b.(17). The Undergraduate Committee chair shall maintain a record of attendance at meetings.
- 7.2.c. Membership of the Undergraduate Committee
 - 7.2.c.(1) The Undergraduate Committee shall have one teaching-active faculty member from each department (voting).
 - 7.2.c.(2) The Undergraduate Committee shall have at least one but no more than two College of Public Health staff members involved in supporting undergraduate academics (nonvoting), e.g., Director of Undergraduate Advising.
 - 7.2.c.(3). Two undergraduate student representatives will be elected by students in the College.
 - 7.2.c.(4). The two student representatives will each have one vote.
 - 7.2.c.(5). The Associate Dean for Academic & Student Affairs and Director of Undergraduate Studies, both *ex officio*, are nonvoting members and cannot be chair. The associate dean shall collaborate with the chair to establish the agenda for Undergraduate Committee meetings.
- 7.2.d. The Undergraduate Committee submits any recommendation for the undergraduate program to and provides regular reports to the Faculty Council.
- 7.3. Graduate Committee
 - 7.3.a. Faculty Council delegates to the Graduate Committee its responsibilities for academic affairs as it relates to graduate programs.
 - 7.3.b. The Graduate Committee shall consider departmental/program proposals from graduate programs and departments relative to new courses, curricula, and programs; changes in courses, curricula, and programs; the termination of courses, curricula, and programs; and recommendations for faculty or administrative action for the graduate programs.
 - 7.3.b.(1). The Graduate Committee shall review and make recommendations regarding graduate education policies and programs.
 - 7.3.b.(2). The Graduate Committee shall make graduate admission requirement recommendations.
 - 7.3.b.(3). The Graduate Committee shall review and make recommendations regarding the evaluation of graduate teaching within the College.
 - 7.3.b.(4). The Graduate Committee may review and recommend admission standards for graduate programs.
 - 7.3.b.(5). The Graduate Committee may formulate and recommend recruitment and admission policies and procedures.
 - 7.3.b.(6). The Graduate Committee shall provide criteria and selection

- assistance for graduate student awards, as requested.
- 7.3.b.(7). The Graduate Committee shall develop guidelines and assist in the distribution of College financial aid, such as scholarships and assistantships, for graduate students.
 - 7.3.b.(8). The Graduate Committee shall work with other committees regarding initiatives related to academics or student affairs.
 - 7.3.b.(9). The Graduate Committee shall monitor and promote recruitment, retention, and graduation of graduate students.
 - 7.3.b.(10). The Graduate Committee may review and recommend College graduate advising practices.
 - 7.3.b.(11). The Graduate Committee shall review student satisfaction data and make recommendations to improve student morale and welfare.
 - 7.3.b.(12). The Graduate Committee shall review data from assessment activities related to the graduate education programs and provide recommendations on improvements.
 - 7.3.b.(13). The Graduate Committee shall perform other responsibilities as delegated to it by Faculty Council.
 - 7.3.b.(15). The administrative support person shall organize and maintain all materials associated with the Graduate Committee and shall make appropriate materials available for public review in a timely manner.
 - 7.3.b.(16). The Graduate Committee chair shall maintain a record of attendance at meetings.

7.3.c. Membership of the Graduate Committee

- 7.3.c.(1) The Graduate Committee shall have one teaching-active faculty member from each department (voting).
- 7.3.c.(2) The Graduate Committee shall have at least one but no more than two College of Public Health staff members involved in supporting graduate academics (nonvoting), e.g., Assistant Dean for Student Affairs.
- 7.3.c.(3) One master's-level student representative and one doctoral-level student representative will be elected by students in the College. The two student representatives will each have one vote.
- 7.3.c.(4) The Associate Dean for Academic & Student Affairs and Directors of Graduate Studies, *ex officio*, are nonvoting members and cannot be chair. The associate dean shall collaborate with the chair to establish the agenda for Graduate Committee meetings.

7.3.d. The Graduate Committee submits any recommendations to and reports to the Faculty Council.

7.4. Research Committee

7.4.a. The Research Committee shall foster research among all faculty, staff, and students.

- 7.4.a.(1). The Research Committee shall make recommendations on ways to increase the College's research productivity by identifying research infrastructure strengths and weaknesses, including but not limited to needs for information technology, pilot funding, laboratory facilities and support systems, and pre- and post-award grant support.

- 7.4.a.(2). The Research Committee shall review and make recommendations on procedures related to research funding, including allocation of funds generated by research activities and returned to the College.
- 7.4.a.(4). The Research Committee shall recommend and review College-level research activities to enhance the visibility of the research efforts and programs
- 7.4.a.(5). The Research Committee shall enhance the integration of research into the educational mission of the College by identifying strategies to support the development and implementation of training programs and student research opportunities and internships.
- 7.4.a.(6). The Research Committee shall recommend specific research areas and directions for the development of research within the College.
- 7.4.a.(7). The Research Committee may review and provide recommendations on the creation and modification of research centers and training programs that involve more than one department within the College.
- 7.4.a.(8). The Research Committee shall develop strategies to recognize faculty, staff, and students for excellence in research.
- 7.4.a.(9). The Research Committee may develop strategies to facilitate and enhance the integration of research among departments and research centers
- 7.4.a.(10). The Research Committee may provide peer review and/or help to identify peer reviewers for College of Public Health Pilot Funding Program and for letters of intent submitted in response to limited submission opportunities when there is more than one applicant from the College.
- 7.4.a.(11). The Research Committee shall advise on the selection of a candidate for research professorship and other research-related honors when there is more than one finalist from the College.
- 7.4.a.(12). The Research Committee may review and make recommendations for mechanisms to incentivize research excellence
- 7.4.a.(13). The Administrative support person shall organize and maintain all materials associated with the Research Committee and shall make appropriate materials available for public review in a timely manner.
- 7.4.a.(14). The Research Committee chair shall maintain a record of attendance at meetings.
- 7.4.a.(15). The Research Committee shall perform other responsibilities as delegated by the faculty, Faculty Council, or dean.
- 7.4.b. Membership of the Research Committee
 - 7.4.b.(1). The Research Committee shall have one research-active faculty member from each department and the director or designee of each major research center housed in the College of Public Health, defined as having greater than \$1,000,000 in annual research expenditures (voting).
 - 7.4.b.(2). One graduate student representative will be elected by

students in the College. The student representative will have one vote.

7.4.b.(3). The Research Committee shall have at least one but no more than two College of Public Health staff members involved in supporting research in departments and/or centers (nonvoting), e.g., Assistant Dean for Research.

7.4.b.(4). The Associate Dean for Resesearch is an *ex officio* nonvoting member and is not eligible to be chair. The associate dean shall collaborate with the chair to establish the agenda for Research Committee meetings.

7.4.c. The Research Committee submits any research related recommendations to and reports to the dean and Faculty Council.

7.5. Practice and Service Committee

7.5.a. The Practice and Service (P & S) Committee shall work in consultation with the appropriate associate or assistant deans, directors, and other relevant College personnel and committees in matters related to service and practice.

7.5.a.(1). The P & S Committee shall support the Associate Dean for Practice and Workforce Development to establish a network of stakeholders in the public health practice workforce and communities.

7.5.a.(2). The P & S Committee shall recommend internal and external service and practice expectations for faculty and staff and identify service and practice opportunities.

7.5.a.(3). The P & S Committee shall develop strategies to recognize faculty, staff, and students for excellence in service and practice.

7.5.a.(4). The P & S Committee shall provide counsel on the practicum placement process, including the curriculum implications related to changes in practicum processes and opportunities.

7.5.a.(5). The P & S Committee shall collaborate on the development of a structure for identifying practicum opportunities, building relationships, establishing policies and procedures for practicum and intern placements.

7.5.a.(6). The P & S Committee shall provide technical assistance to the Associate Dean of Practice and Workforce Development in the design, analysis, and communication of public health workforce needs assessment.

7.5.a.(7). The P & S Committee shall provide technical assistance to Associate Dean of Practice and Workforce Development in developing training opportunities for the public health workforce.

7.5.b. Membership of the Practice and Service Committee

7.5.b.(1). Membership of the P & S Committee shall include individuals representing the College faculty, student body, administration, and the public health practice community. Faculty members and administrators shall be appointed by the Faculty Council; student members shall be appointed by appropriate student organization(s), and all others shall be appointed by the Practice and Service Committee.

7.5.b.(2). The P & S Committee shall have a faculty member engaged

in public health practice or service and selected from each of the College departments. There shall be no more than one faculty member from a given department on the P & S Committee.

- 7.5.b.(3). The P & S Committee shall have three nonvoting members from professional staff engaged in practice and service (i.e., Center for Innovation in Population Health, Kentucky Injury Prevention Research Center, Biostatistics Consulting & Interdisciplinary Research Collaborative, and staff principal investigators in service contracts) employed in the College. Selection of representatives will be made by the Faculty Council upon nomination from the Associate Dean for Practice and Workforce Development.
- 7.5.b.(4). The P & S Committee shall have one undergraduate student, one master's student, and one PhD student representative. The student representatives will each have one vote.
- 7.5.b.(5). At least four external members from the practice and service community (voting). Selection of representatives will be made by Faculty Council upon nomination from the Associate Dean for Practice and Workforce Development.
- 7.5.b.(6). The Associate Dean for Practice and Workforce Development shall be an ex officio, nonvoting member.
- 7.5.b.(7). The College dean; Associate Dean for Diversity, Equity, and Inclusion; Director of Communications; Director of Alumni Relations; Director of Marketing and Communications; and select staff members from the Office of Student Engagement, Advising, and Success shall be ex-officio, nonvoting members.
- 7.5.b.(8). The Administrative support person shall organize and maintain all materials associated with the Practice and Service Committee and shall make appropriate materials available for public review in a timely manner.
- 7.5.b.(9). The P & S Committee shall perform other responsibilities as delegated by the faculty, Faculty Council, or College dean.

7.5.c. The P & S Committee submits any recommendations to and reports to the dean and Faculty Council.


8.0. SUSPENSION OF BYLAWS

A specific bylaw may be suspended by a vote of three-fourths of the eligible voting faculty members present at a meeting of the College of Public Health faculty when a quorum is present. A suspension motion must include a rationale and an expiration date.

9.0. BYLAW REVIEW AND AMENDMENT

- 9.1. The bylaws of the faculty of the College of Public Health may be amended at any regular or special meeting of the College faculty provided at least fourteen days have elapsed between circulation to the faculty of the proposed amendment(s) and final consideration of passage.
- 9.2. Revisions to the bylaws must be approved by two-thirds of the voting faculty not on leave.
- 9.3. Revisions to the bylaws shall become effective upon approval of the provost.

Amended: August 2005
Amended: August 2006
Amended: April 2008
Amended: April 2010
Revised: December 2013
Amended: June 2016
Amended: November 2016
Revised: May 2022

Reviewed: 

Heather M Bush, PhD, Acting Dean

06/30/2022

Date