

TEMPLE UNIVERSITY

BYLAWS OF THE COLLEGE OF PUBLIC HEALTH¹

ARTICLE I: PREVAILING AUTHORITY OF UNIVERSITY POLICIES

The term “University Policies” shall refer to any action, resolution, or policy of the Temple University Board of Trustees, or any action or policy of the President of Temple University taken within his/her authority, or any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.

In the event of any conflict or contradiction between these bylaws or any action taken by the *College of Public Health* (CPH) under the authority of these bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, then the pertinent provision or provision of these bylaws or the action taken pursuant thereto shall be superceded by the pertinent University Policy.

University policies as defined here shall include collective bargaining agreements that have been approved by the Board of Trustees or by the President when s/he has been delegated to do so by the Board of Trustees, and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

ARTICLE II: ROLE OF THE DEAN

- A. The President of the University appoints the Dean of the CPH in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
- B. The Dean of the CPH is appointed by the President, and shall report to and be accountable to the President or his/her designee, and shall serve at the pleasure of the President.
- C. The Dean is the chief executive officer and the chief academic officer of the CPH. The Dean’s duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean’s Position Description that shall be issued by the President from time to time, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.
- D. The Dean of the CPH shall exercise such authority as delegated to him/her by University Policies. The Dean shall be responsible for the administration of the CPH budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that are adopted pursuant to that budget.
- E. The Dean shall have primary responsibility for guiding CPH to accomplish its mission.

¹ By resolution of Temple University’s Board of Trustees dated April 23, 2009, the School of Social Work was moved into the College of Public Health (as renamed via resolution of the Board of Trustees October 14, 2014), therefore these bylaws apply to the School of Social Work with equal force and effect.

- F. The Dean shall have overall authority, responsibility, and oversight for the following administrative functions of the College:
 - a. Supervision and evaluation of the performance of individuals reporting to the Dean;
 - b. The process for the completion, review, and comments on annual reports of the regular, active-status faculty;
 - c. Development and management of the CPH budget;
 - d. Oversight of the recruitment, admission, and retention of students within CPH to meet CPH goals and any that may be established by the University;
 - e. Development and retention of a diverse faculty to further the research, teaching, and service mission of CPH;
 - f. Fund-raising and development efforts to ensure strong financial support of CPH and its programs;
 - g. Oversight of the standards of academic instruction and advising within CPH;
 - h. Planning and assigning College facilities and resources;
 - i. Other duties as assigned by the University President, Provost, and other appropriate University officials.

- G. The Dean shall prepare and provide to the faculty of CPH, at the completion of each academic year, an annual report on the status of CPH regarding its missions of education, research, and service. The report shall include current information on the financial status of CPH and its departments and the School of Social Work (SSW). The Dean will communicate regularly with CPH faculty. The Department/SSW Chairs will serve as key conduits for communication and implementation of policies as adopted by the Dean.

- H. The Dean of the CPH shall be an ex officio member without vote of all standing committees of the CPH.

ARTICLE III: CPH ORGANIZATION

- A. CPH Staff and Administration. The Dean shall, subject to applicable University Policies and within the CPH's authorized budget, appoint associate deans, assistant deans, department/SSW chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the CPH administration, pursuant to University Policies.

- B. Departmental/SSW Governance
 - 1. Each department in CPH and the SSW has a Chair who is appointed by the Dean and serves at the pleasure of the Dean.

2. The Chair of a department or the SSW is considered the chief administrative officer of the department or SSW.
3. The Chair will ensure all activities, policies and procedures of the department or SSW are consistent with and do not supercede University Policies and Procedures and/or the bylaws of the CPH.
4. The chair is responsible for representing the department or SSW in matters referred from the department or SSW to the Dean.
5. The chair shall have primary authority and responsibility for coordinating and managing:
 - a. The department or SSW budget;
 - b. Academic instruction and curriculum;
 - c. Student advising;
 - d. Professional development of faculty;
 - e. Recommendations concerning student admissions, appeals, and disciplinary actions;
 - f. Faculty personnel matters, in cooperation with the departmental/SSW Appointment, Promotion, and Tenure Committees, including the process for decisions by the committees regarding appointments, promotion, and award of tenure;
 - g. Recruitment and yearly evaluation of faculty;
 - h. Other personnel matters regarding non-faculty personnel including hiring, leave, retirement, evaluation of performance, and assuring that department/SSW personnel are meeting their responsibilities and maintaining standards of professional ethics;
 - i. Evaluation of faculty performance;
 - j. Planning and assigning departmental/SSW facilities and resources and assuring that such resources are used appropriately. This is accomplished in consultation with the Dean's office;
 - k. Submitting an annual report of the department/SSW to the Dean;
 - l. Conducting and encouraging fund-raising activities in consultation with the Dean and College development staff;
 - m. Participating in relevant aspects of salary decisions for the faculty and staff and making recommendations to the Dean; and
 - n. Communicating with alumni groups in consultation with College and University alumni relations staff.

C. Executive Committee

1. The Executive Committee of CPH shall consist of the Dean, such Dean's staff as determined by the Dean, the College Assembly Officers, two elected faculty members, and two students (one Graduate and one Undergraduate). The Dean's Executive Committee shall be large enough to give appropriate representation to the academic disciplines within the College and give appropriate consideration to diversity within the faculty.
2. The Executive Committee shall meet as often as necessary to address the issues identified by the Dean, but not less than once in the fall semester and once in the spring semester. The Dean shall preside over these meetings.

3. The Dean will bring issues to the Executive Committee such as, but not limited to the appointment of academic administrators, the formulation and revision of academic policies and programs, the CPH budget, and other matters the Dean may regard as important to academic excellence in the CPH.
4. The Executive Committee will be responsible for nominating faculty to serve as University Graduate Board Representatives.

D. Non-Mandatory Committees

Graduate Council

1. The Graduate Council of the CPH shall consist of
 - a. The Associate Dean of Academic Affairs will serve as Chair of the Graduate Council. The Chair will be a non-voting member.
 - b. All Graduate Program Directors or his/her appointee, who will have voting rights.
2. The Graduate Council shall meet once per month to address the issues submitted to it by the Dean and the Departments/SSW. The meeting schedule will be set by the Chair of Graduate Council at the beginning of each academic year. When appropriate, activities can be scheduled where review, discussion, and voting can take place electronically.
3. The Graduate Council shall review and make recommendations to the Dean regarding academic matters, such as establishing new programs, restructuring existing programs, terminating select academic programs, changes in array, course or program renaming, and revising existing courses.
4. At the discretion of the Chair, guests may be invited to attend the meetings to discuss specific relevant agenda items which are germane to their academic area.
5. The Graduate Council will review graduate core courses periodically and programs as needed, according to pre-established criteria, accreditation and certification requirements, and the goals of the CPH.
6. The Graduate Council will monitor the quality of Graduate education and assess the attainment of the stated goals and objectives of CPH.
7. Assure compliance by departments/SSW of Committee recommendations.

Undergraduate Council

1. The Undergraduate Council of the CPH shall consist of
 - a. The Associate Dean of Academic Affairs will serve as the Chair of the Undergraduate Council. The Chair will be a non-voting member of the Council.

- b. All Undergraduate Program Directors, or his/her appointee, who will have voting rights.
2. The Undergraduate Council shall meet once per month to address the issues submitted to it by the Dean and the Departments/SSW. The meeting schedule will be set by the Chair of Undergraduate Council at the beginning of each academic year. When appropriate, activities can be scheduled where review, discussion, and voting can take place electronically.
3. The Undergraduate Council shall review and make recommendations to the Dean regarding academic matters, such as establishing new programs, restructuring existing programs, terminating select academic programs, changes in array, course or program renaming, and revising existing courses.
4. At the discretion of the Chair, guests may be invited to attend the meetings to discuss specific relevant agenda items which are germane to their academic area.
5. The Undergraduate Council will review undergraduate core courses periodically and programs as needed, according to pre-established criteria, accreditation and certification requirements, and the goals of the CPH.
6. The Undergraduate Council will monitor the quality of Undergraduate education and assess the attainment of the stated goals and objectives of CPH.
7. Assure compliance by departments/SSW of Committee recommendations.

Tenure and Promotion Committee

1. The Dean, in consultation with the Executive Committee, will appoint faculty to this committee. The committee will function within the guidelines approved by the tenured faculty of the College according to the Promotion and Tenure documents for faculty and within the University's promotion and tenure policies and criteria.
2. Responsibility – Review of all documents submitted for promotion and tenure; provide oversight to assure yearly review of departmental/SSW promotion and tenure policies and procedures-
3. Membership – Only tenured faculty members in the College of Public Health may serve on this committee. There will be no less than five and no more than ten members of this committee. Faculty may only vote at their rank or below.
4. Voting eligibility - Members who are on both the Departmental/SSW and College committees may participate (be present, deliberate, and vote) for each candidate at only one level.

Non-Tenure Track Promotion Committee

1. The Dean, in consultation with the Executive Committee, will appoint faculty to this committee. The committee will function within the guidelines approved by the College Assembly and the University's promotion policies and criteria for Non-Tenure Track faculty.

2. Responsibility - Review of all documents submitted for promotion; provide oversight to assure yearly review of departmental/SSW promotion policies and procedures.
3. Membership – This committee can be composed of Tenured, Tenure Track and NonTenure Track faculty members. There will be no less than 5 and no more than 10 members of this committee.
4. Voting eligibility - Members who are on both the Departmental/SSW and College committees may participate (be present, deliberate, and vote) for each candidate at only one level. Members may only vote at their rank or below.

Sabbatical Committee

1. The Dean, in consultation with the Executive Committee, shall appoint faculty to serve on this committee. The responsibilities of this committee will be to review sabbatical proposals and forward recommendations to the Dean for his/her recommendation to the university committee and Provost.
2. Membership – Five full-time faculty members appointed by the dean. Members shall serve a two-year term or until a successor is appointed.

Budget Advisory Committee

1. This committee serves to advise the Dean on financial matters within the College, particularly as they related to the Responsibility Centered Management (RCM) model, or another model that the University may adopt. The Dean has final decision making authority on all budgetary matters pertaining to the College.
2. Membership – The committee will consist of a representative from each Department and the SSW elected by the Collegial Assembly. Members shall serve staggered three-year terms. The committee shall elect a Chairperson at the first meeting of each academic year. Chairs may serve one year.

Merit Advisory Committee

1. The committee will consist of no more than six members:
 - a. Up to three members will be appointed by the Dean from among those persons who shall have recently served on the College Tenure and Promotion Committee, College Non-Tenure Track Promotion Committee and/or University Promotion and Tenure Advisory Committee.
 - b. An equal number elected by the Collegial Assembly through the Collegial Assembly election process.
2. Members of the committee will serve one-year terms.

3. After the University has announced the commencement of the nominating process, The Merit Committee will meet as often as necessary to address merit recommendations brought to the Dean by the Department/SSW chairs and recommend action to the Dean.
4. The committee will notify the CA and Chairs of the deadlines for submission of merit recommendations and materials by the Department/SSW Chairs to the committee for their review.

E. Mandatory Committees

Student Appeal and Grievance Committee

1. The Dean shall constitute a Student Appeal and Grievance Committee to hear appeals and grievances by students about academic matters, including good standing, grades, program dismissal and other matters affecting a student's academic program and/or academic performance. The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. The Student Appeal and Grievance Committee shall follow all University and all CPH policies and procedures for student appeals and grievances. Policies can be found in the Undergraduate and Graduate Handbooks located on the CPH website. Unless precluded by University or CPH policies, the Committee shall assure a student the opportunity to present his/her appeal or grievance, including reasonable evidence in support of his/her claim, and shall give the student's claim full and fair consideration. When the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the CPH, that person shall be given an opportunity to describe and document the rationale for his/her decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the Committee's recommendation, and state clearly the Committee's recommended disposition of the student's claim.
2. The Student Appeal and Grievance Committee shall be at least seven members, including five faculty and two students. The committee must also include the Associate Dean of Academic Affairs and if necessary, the Associate Dean for Faculty Affairs. The CA shall nominate from among its membership twice as many faculty members as there are faculty seats on the Student Appeal and Grievance Committee and the Dean shall endeavor to appoint members of the Student Appeal and Grievance Committee from among these nominees, although s/he is not precluded from appointing other members of the faculty in his/her discretion to assure broad representation within the faculty. Faculty members shall serve two-year staggered terms, and the terms of the members initially appointed under these bylaws shall be determined by lot. Faculty committee members cannot serve consecutive terms.
3. There shall be two students on the Student Appeal and Grievance Committee, one undergraduate and one graduate, appointed for one-year terms. The Dean shall seek recommendations for student members from all Department/SSW Chairs. The Dean shall endeavor to appoint student members of the Student Appeal and Grievance Committee from among these nominees, although s/he is not precluded from appointing other members of the student body in his/her discretion if no students are nominated as provided by these bylaws or if necessary to assure diversity of representation from within the student body. Student committee members cannot serve consecutive terms.

4. The members of the committee must have no conflict of interest with respect to or bias toward the student involved in the appeal or grievance.

Faculty Responsibility Committee

1. The Dean, in consultation with the Executive Committee, shall appoint an *ad hoc* Faculty Responsibility Committee to investigate serious allegations against a faculty member. The Dean shall give the charge to the committee in writing. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member under investigation. No more than one member of the Faculty Responsibility Committee shall be appointed from the same Department or SSW as the faculty member who is subject to investigation. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.
2. The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have an opportunity to present written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent to which such evidence shall be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, whenever possible, include such information or summaries of its attachments to its final report.
3. The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence – oral, written, or tangible – submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others to conduct its investigation or to carry out University Policies. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary, and University Counsel shall endeavor to give reasonable assistance if possible.
4. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions, and recommendations, and, to the extent reasonably possible, should include as attachments any written statements, documents, and any other written or tangible evidence upon which the Committee relied. Within thirty days or as soon thereafter as is practical, the Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the President or his/her designee.

F. The Dean shall have the authority to establish other committees to undertake the work of the College. The size of such committees shall be established with consideration for the work to be accomplished.

ARTICLE IV: COLLEGIAL ASSEMBLY

A. The faculty assembly for the College of Public Health and School of Social Work of Temple University shall be known as the CPH-SSW Collegial Assembly (hereafter named "CA").

B. The classes and qualifications for membership of the CA:

1. Full – Every full-time faculty member of the faculty of the CPH shall be a voting member of the Collegial Assembly. Full members have all rights of membership, including the right to discuss, make motions, be members of committees as allowed in the Bylaws, and to vote.
2. Associate - all faculty of the College not defined as Full members to include adjunct faculty as well as field education staff. Associate members have the right to discuss, make motions, and be members of committees, as allowed by the Bylaws; however, they cannot vote.
3. Ex-officio - the Dean, Associate Dean(s), Assistant Dean(s) and Department Chairs have the right to discuss and make motions but not vote.

C. The CA shall function within the purview of the College to provide a forum to discuss any matters that may involve the College. The CA shall function as an advisory body in relation to the Dean or designees for matters related to CPH. This can include, but is not limited to, providing guidance and/or information related to current or planned policies and procedures, academic programs, or faculty affairs.

D. The CA may be requested by the Dean to nominate faculty to serve on college committees.

E. The Officers of the CA shall be Chair, Chair Elect and Secretary.

F. Duties of the officers:

1. The Chair shall call and preside at all meetings, conduct the business of the CA. This is an elected position.
2. The Chair Elect shall perform all duties in the absence of the Chair. This is an elected position.
3. The Secretary shall forward notices of meetings of the CA proceedings at least two weeks in advance, distribute minutes of the CA and maintain all archives of the proceedings. The secretary shall maintain the list of members and shall ensure proper voting procedures are followed. The Secretary shall distribute the reports of the standing committees; University Graduate Board representatives, and Faculty Senators to CA members no less than two weeks prior to CA meetings. This is an elected position.

- G. Term of office for elected officers shall be for one year, beginning July 1st of the year elected. Officers may not serve more than two consecutive terms.
- H. Elections for officers and elected members of committees (see below) will be held in the spring semester. Special elections may be held as necessary.
- I. Regular Meetings
1. The faculty, convening as the CA, shall meet in regular session at least four times in each academic year to conduct business on dates selected by CA officers. The schedule will be distributed at the beginning of each academic year by the Secretary.
 2. A general notice, agenda, and reports from CPH committees, Faculty Senators and University Graduate Board Representatives shall be circulated to all members at least two weeks prior to the regular meeting.
 3. A quorum shall be 1/3 of the voting members. If a quorum is not met at a meeting, voting can take place electronically, provided at least 1/3 of voting members submit their votes.
 4. The Dean shall address the CA at a meeting in the fall semester.
- J. Special meetings of the CA shall
1. Be called by the CA officers, the Dean, or by written petition of at least 10% of the voting members.
 2. Be announced with an agenda to all full and ex-officio members of the CA at least 3 business days in advance of the special meeting.
 3. Restrict its deliberations to the matters for which it has been specially called.
 4. Have a quorum, defined as 1/3 of the voting members. If a quorum is not met at a meeting, voting can take place electronically, provided at least 1/3 of voting members submit their votes.
 5. Be documented by the Secretary or other member of the CA and the proceedings will be approved at the next CA meeting.
- K. Nominating Committee
1. Responsibility - prepare a slate for Executive Committee; Student Appeal and Grievance Committee; CA Chair, Chair Elect and Secretary, Faculty Senators, and CA elected committees, secure acceptance of candidates nominated for elected positions, prepare the ballot and follow election procedures as outlined in CA Rules of Order. Identify those faculty appointed to Committees by Departments/SSW and prepare a listing of all elected and appointed faculty, with their terms of office.
 2. Membership –shall consist of three full-time elected members of the CA. Members shall serve staggered three-year terms or until successors are elected.

ARTICLE V: PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order shall govern the CA and all committees named in these bylaws.
- B. The Chair of the CA may appoint a parliamentarian, as necessary.
- C. The College Assembly shall maintain and promulgate Rules of Order that guide specific activities of all the CA committees, including the elections processes.

ARTICLE VI: AMENDMENTS

Revisions or amendments to these bylaws may be recommended by the Dean after consultation with the Collegial Assembly or the Dean's Executive Committee. Recommended Revisions shall be forwarded to the President or his/her designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to University policies. After review by University Counsel, the President or his/her designee may approve revisions or amendments and set the date upon which they will become effective.

In all cases, the Dean shall review the bylaws every five years, and after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws.

Adopted: Spring, 2002

Amended and Adopted: May 2, 2005, May 2008, April 2012, September 2015