

**TEMPLE UNIVERSITY  
BYLAWS OF THE  
COLLEGE OF PUBLIC HEALTH & SCHOOL OF SOCIAL WORK**

**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 discrepancy 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the other hand, then the pertinent provision or provision of these bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy. The College of Public Health bylaws pertain to all departments within the College. There will be no department level bylaws that supersede the College bylaws.

University policies as defined here shall include collective bargaining agreements that have been approved by the Board of Trustees or by the President when he/she/they have been delegated to do so by the Board of Trustees. 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 College of Public Health (CPH)<sup>1</sup> in conformance with the Dean Search Guidelines.
- B. The Dean of the CPH 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’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.

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<sup>1</sup> Reference to the College of Public Health or CPH shall include the School of Social Work (SSW).

- E. The Dean shall have primary responsibility for guiding CPH to accomplish its mission. This includes maintaining a strategic plan for the CPH and ensuring periodic review and update of the plan.
- 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 *directly* to the Dean.
  - b. Development and management of the CPH budget.
  - c. Planning and assigning College facilities and resources.
  - d. Completion, review, and comments on annual reports of the active status faculty.
  - e. Development and retention of 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. Engagement with alumni to ensure a sustained connection to the institution.
  - h. Oversight of the recruitment, admission, and retention of students within CPH to meet CPH goals and any that may be established by the University.
  - i. Oversight of the standards of academic instruction and advising within CPH.
  - j. Oversight of the standards for research within CPH.
  - k. Other duties as assigned by the University President, Provost, and other University officials.
- G. The Dean shall prepare and provide to the faculty and staff 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 the college.
- H. The Dean will communicate regularly with CPH faculty and staff, including at least one collegewide townhall each semester.
- I. The Dean shall, subject to applicable University Policies and within the CPH's authorized budget, appoint associate deans, assistant deans, chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the CPH administration, pursuant to University Policies.
- J. The Dean of the CPH or an Associate, Assistant or Vice Dean as a designee, shall be an ex officio member without vote of all standing committees of the CPH except where otherwise noted. Attendance at meetings of any College Assembly (CA) Committee will be by request only.

## ARTICLE III: COLLEGE LEADERSHIP POSITIONS

### A. Executive Team

1. The Executive Team for the College of Public Health shall include the Associate Deans and the Vice Dean for Finance and Administration.
2. The Executive Team is responsible for advising the Dean on issues related to academic affairs, faculty affairs, research, clinical affairs, and finance.
3. The Executive Team members are the chief administrative officers for their respective areas, including academic affairs, faculty affairs, research, clinical affairs, and finance.
4. The Executive Team partners with the chairs as they coordinate and manage department activities while adhering to the university and college policies and procedures.
5. The Executive Team partners with the Steering Committee of the Collegial Assembly to provide information and support for the development of initiatives of the Collegial Assembly and/or the Dean's Office.
6. The Executive Team will meet on a regular basis to advise the Dean and help implement the strategic plan for the College of Public Health.
7. Members of the Executive Team may serve as the Dean's designee in instances where the Dean is not available.

### B. Departmental Chairs<sup>2</sup>

1. Each department in CPH has a Department Chair or Director who is appointed by the Dean and serves at the pleasure of the Dean.
2. The Department Chair is considered the chief administrative officer of the department.
3. The Chair will ensure all activities, policies and procedures of the department are consistent with and do not supersede University Policies and Procedures and/or the bylaws of the CPH.
4. The chair is responsible for representing the department in matters referred from the department to the Dean's Office and in matters that need to be communicated from the Dean's Office to the department.
5. The chair shall have primary authority and responsibility for coordinating and managing the following department activities while adhering to the university and college policies and procedures:
  - a. Academic instruction and curriculum.
  - b. Recommendations concerning student admissions, appeals, and disciplinary actions.

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<sup>2</sup> For purposes of the bylaws, the term "chairs" will also include the Director of the School of Social Work.

- c. Faculty and staff personnel matters including hiring, leave, retirement, accommodations, evaluation of performance, professional development, and assuring that department personnel are meeting their responsibilities and maintaining standards of professional ethics.
- d. Faculty personnel matters, in cooperation with the departmental Appointment, Promotion, and Tenure Committees, including the process for decisions by the committees regarding appointments, promotion, and award of tenure.
- e. Participating in relevant aspects of salary decisions for the faculty and staff and making recommendations to the Dean.
- f. Department financial resources.
- g. Planning and assigning departmental facilities and resources, in consultation with the Dean's office, to ensure that such resources are used appropriately.
- h. Submitting an annual department report to the Dean.
- i. Conducting and encouraging fund-raising activities in consultation with the Dean and College development staff; and
- j. Communicating with alumni groups in consultation with College and University alumni relations staff.

#### **ARTICLE IV: STANDING COLLEGE COMMITTEES**

The following committees shall reside within the Dean's Office administration, rather than the College Assembly, to allow for staff participation.

##### **1. STUDENT ADVISORY COUNCIL**

- a. Charge: The Student Advisory Council will advise the Dean on student perspectives on the operations and priorities of the College of Public Health.
- b. Composition: The Dean will seek nominations from each department/SSW to ensure that there is representation from across the various disciplines. Students will be appointed by the Dean to serve for a term of one year and are eligible to be renewed with the department's permission.
- c. In addition to advising the Dean, the Student Advisory Council is intended to provide students with leadership and advocacy opportunities.

##### **2. COMMUNITY ADVISORY COMMITTEE**

- a. Charge: The Community Advisory Committee will advise the Dean on opportunities for community engagement and ways to support our local communities.
- b. Composition: The Dean will appoint up to fifteen members of the community to serve on the Advisory Committee. The Dean will receive nominations from the departments to inform the appointment process based on previous engagement with individuals
- c. The Committee will meet quarterly to discuss the needs and assets of the community and ways in which we can partner with our neighbors and community organizations. The Committee will also be invited to any collegewide townhall meetings to remain informed of the broader work of the

college.

3. INCLUSION, DIVERSITY, EQUITY, & ACCESSIBILITY (IDEA) COMMITTEE
  - a. Charge: The IDEA Committee will be responsible for advising the Dean on how to build a culture of inclusion where diverse representation and ideas are valued.
  - b. Composition: In the Spring of each year, the Dean's Office will make a call for nominations for faculty and staff to represent their departments on the committee. Once nominations are received, an electronic ballot will be distributed to all faculty and staff to vote for up to two representatives from each department (one faculty member and one staff member).
  - c. The Committee will set an agenda and workplan for facilitating a culture of inclusion and belonging. The Committee will also serve in an advisory capacity for the Dean's administration as well as other College Assembly committees.
4. INTERPROFESSIONAL EDUCATION AND PRACTICE COMMITTEE
  - a. Charge: The Interprofessional Education (IPE) Committee will be responsible for advising the Dean on how to build the culture and integrate interprofessional education into curriculum across the college. The committee will also work to advance practice across all CPH programs to improve health, reduce risk and advance common core values with strategic partners.
    1. Interprofessional education (defined by the World Health Organization) occurs when students from two or more professions learn about, from, and with each other to enable collaboration and improve health outcomes.
  - b. Composition: In the Spring of each year, the Dean's Office will make a call for nominations for faculty and staff to represent their departments on the committee. Once nominations are received, an electronic ballot will be distributed to all faculty and staff to vote for up to two representatives from each department (one faculty member and one staff member).
  - c. The Committee will be coordinated by the Associate Dean for Graduate Studies and the Associate Dean for Clinical Affairs.
5. ASSESSMENT COMMITTEE
  - a. Charge: The Assessment Committee will be responsible for ongoing review of data for the College, including, but not limited to, admissions, enrollment, retention and progression, graduation rates, and employment. The Committee will advise the Dean on opportunities for continuous quality improvement.
  - b. Composition: In the Spring of each year, the Dean's Office will make a call for nominations for faculty and staff to represent their departments on the committee. Once nominations are received, an electronic ballot will be distributed to all faculty and staff to vote for up to two representatives from each department (one faculty member and one staff member).
  - c. The Committee will be coordinated by the Director of Assessment and Accreditation.
6. Where University Policies permit and considering the size of the college

faculty and the scope of the college's programs, and after consultation with the Collegial Assembly, the Dean may establish committees necessary to undertake the work of the college. The size of such committees shall be established following the same procedures and giving attention to the same considerations as are provided in these bylaws for standing college committees.

The Dean shall appoint faculty, staff and student members to committees following the same procedures and giving weight to the same considerations as are used in constituting the standard college committees.

7. All Departmental/School committees, whether standing, ad hoc or working group, are committees of the College of Public Health and shall serve in an advisory capacity to the Dean and/or the Department Chair.

## **ARTICLE V: COLLEGIAL ASSEMBLY**

- A. Membership: All full-time faculty members including program directors of the College of Public Health-School of Social Work and who are not administrators shall be full members of the College of Public- Health-School of Social Work Collegial Assembly; hereafter referred to as “the Collegial Assembly.” Membership shall be without application upon faculty appointment and shall entitle each full member the right to vote. The Dean, Associate Dean(s), and Department Chairs are ex officio members of the Collegial Assembly, and as such may attend regular meetings, request agenda items, discuss issues on the agenda but may not vote.
- B. No measure, policy, or recommendation may be designated by the Dean, College, or School as ‘approved by the faculty of the Collegial Assembly’ unless it receives both due discussion by the Collegial Assembly and a majority vote (51% or more) of a quorum of that body (25% of the faculty body).
- C. The Collegial Assembly may be called upon by the Dean to nominate people to serve on college or university committees.

## **Article VI. OFFICERS OF THE COLLEGIAL ASSEMBLY**

- A. The officers of the Collegial Assembly will be the Chair, Chair-Elect, Immediate Past Chair and the Secretary.
  1. The officers of the Collegial Assembly will hold office for a one-year term following the election in the spring.
  2. The officers will serve these same roles on the Collegial Assembly steering committee (see below).
  3. Officers are limited to one-year terms in their elected position and no more than one year in subsequent roles as Chair and Immediate Past Chair, except the

Secretary who is limited to three consecutive terms in office.

4. Upon Chair elect declining to move into the chair position, the Collegial Assembly will vote for a chair elect and chair position.

B. Vacancies due to resignation or other reasons shall be filled in the following manner:

1. Upon vacancy of the Chair position, the Chair-Elect will fill for the remainder of the term.
2. Upon vacancy of the Chair-Elect or Secretary, there will be an open call for nominees, or the steering committee shall identify nominees for the vacant office and a special vote will be held.
3. In the event the Chair does not assume the Immediate Past-Chair position, a prior Past-Chair (within five years) will be appointed by the current Collegial Assembly Chair.

C. Duties of the Officers:

1. The Chair shall call and preside over all meetings and conduct the business of the Collegial Assembly.
2. The Chair-Elect shall perform all duties in the absence of the Chair.
3. The Immediate Past-Chair shall provide leadership to the Collegial Assembly steering committee to allow continuity during governance transitions and organizational change.
4. The Secretary shall:
  - i. Forward notices of meetings of the Collegial Assembly proceedings at least two weeks in advance or as soon as is practical.
  - ii. Distribute minutes of the Collegial Assembly and maintain all archives of the proceedings.
  - iii. Maintain the list of members, including updating the list with any new faculty at the start of each semester.
  - iv. Ensure proper voting procedures are followed.
  - v. Distribute the reports of the standing committees of the Collegial Assembly-University Graduate Board representatives, and Faculty Senators to Collegial Assembly members no less than one week prior to Collegial Assembly meetings or as soon as is practical to provide ample time for review in advance of a meeting.

D. Election procedures for all positions

1. Candidates for all offices must be full members of the Collegial Assembly.
2. Nominations may be accepted from the floor at the March meeting or electronically. The nominee can accept or decline the nomination when contacted by the nomination committee.
3. Faculty may accept nominations for up to three committee positions.
4. A ballot consisting of a list of candidates shall be circulated to the voting members of the Collegial Assembly as soon as possible after the meeting.

5. One week shall be allowed for returning the ballot.
6. Each member shall have the opportunity to vote for as many candidates as there are positions to be filled. Those candidates receiving the greatest number of votes, irrespective of whether such number of votes is majority of those voting, shall be declared elected. Ties shall be resolved by a re-vote.
7. Candidates that run unopposed shall be presumed top vote recipients.
8. Unless otherwise specified, vacancies in elected positions shall be filled by vote of the Assembly as soon as is practical, but no more than six weeks during the regular semester. Elected representatives shall serve the remainder of the term, and the partial term shall not count toward any specified term limits.
9. The term of office shall begin at the start of the fall semester and conclude at the end of the spring semester.
10. Whenever required by committee composition, election to said committees will be based on ratioed-proportional representation. The Collegial Assembly Secretary will obtain the College faculty census from the Associate Dean of Faculty Affairs each year, and every three years will calculate proportional representation for each department and school for the following three years.
11. Collegial Assembly members at large are elected to serve on the Collegial Assembly Steering Committee for a one-year term and are limited to two consecutive terms in office.

#### E. Election of members to the Faculty Senate and Faculty Senate Steering Committee

1. Representatives to the Faculty Senate shall be elected by the procedure stated above. The Faculty Senate determines the number of seats for the College of Public Health, including an allocation of seats for the School of Social Work. Representatives shall serve 3-year terms.
2. The representatives for the Faculty Senate Steering Committee will be one Collegial Assembly member who is from the College of Public Health and one member from the School of Social Work.
3. Method of election:
  - i. The Representative Faculty Senators shall elect two of their numbers to be the Faculty Senate Steering Committee Representatives; one each from the College of Public Health and the School of Social Work. This election occurs once every three years or as needed by vacancies.
  - ii. The meeting to elect a new Faculty Senate Steering Committee Representatives shall be called by the previous Faculty Senate Steering Committee Representatives.
  - iii. The term of the Faculty Senate Representatives shall be for 3 years. One third to be elected each year.

### **Article VII. MEETINGS OF THE COLLEGIAL ASSEMBLY AND COMMITTEES**

- A. The Chair shall be the presiding officer of the Collegial Assembly. The Chair may delegate this role to another voting member of the Steering Committee. Committee Chairs are the presiding officers of their committees.



## B. Regular meetings

1. The faculty, convening as the Collegial Assembly, shall meet in regular session at least two times each semester to conduct business on dates selected by Collegial Assembly officers. The schedule will be distributed at the beginning of each academic year by the Secretary. Additional meetings can be called by the Steering Committee, as needed.
2. The Dean will be invited to address a Collegial Assembly meeting at least once each semester at the invitation of the Collegial Assembly Chair.
3. A notice of meeting, agenda and reports for Collegial Assembly committees including the Faculty Senate shall be circulated to all members, including ex officio members, of the Collegial Assembly at least five business days (excluding holidays) prior to the meeting or as soon as is practical by the Secretary.
4. Regular meetings can be in-person, hybrid (e.g., in-person and virtual) or virtual. Minutes will be taken and shared with all members of the College.

## C. Special meetings

1. Special meetings may be called by the Chair of the Collegial Assembly or by written petition of 10% of voting members.
2. Special meetings must restrict deliberations to the matters for which it has been called.
3. A notice of meetings and agenda shall be circulated to all members, including ex officio, of the Collegial Assembly at least five business days (excluding holidays) prior to a Special Meeting or as soon as is practical.
4. The Dean may request the Chair of the Collegial Assembly call a Special Meeting, in which case ten business days advance notice must be given to members of the Collegial Assembly, except that the Dean may call an Emergency Meeting upon 48 hours' notice if authorized by President or President's designee.
5. Special meetings can be in-person, hybrid (e.g., in-person and virtual) or virtual. Minutes will be taken and shared with members.

## D. Quorum

1. A quorum for a vote at all Collegial Assembly meetings shall be 25% of the voting members of the Assembly. However, discussion and debate can occur without a quorum.
2. A quorum for the conduct of business at Committee meetings shall be 50% of the voting members of the Committee for committees with greater than three members.

## E. Voting for the Assembly and its Committees

1. Unless otherwise stated, ex officio members of the Assembly, its committees, or Sub-Committees are non-voting.
2. Votes related to assembly business will be cast electronically as described below:

- i. Debate: Members must have had the opportunity for live debate on the topic at a properly scheduled Assembly meeting;
  - ii. A link to the ballot, together with the exact text of the motion to be voted upon, shall be distributed upon opening the electronic vote. Ballots shall remain open for no less than 5 business days (excluding holidays and weekends).
  - iii. Electronic ballots shall be authenticated and shall be designed to prevent over-votes.
  - iv. For purposes of determining quorums, electronic balloting shall be considered a meeting consisting of all Collegial Assembly members who cast a valid vote.
  - v. Ballots not regarding election of collegial assembly leadership and committee membership shall be curated by the steering committee or the proposing committee. Nominating committee will curate the ballot for all collegial assembly leadership and committee membership.
3. Committees, including the Steering Committee, may also permit an electronic ballot, at their discretion.

## **Article VIII. STEERING COMMITTEE OF THE COLLEGIAL ASSEMBLY**

### **A. The Steering Committee shall be composed of the following:**

- 1. The officers of the Collegial Assembly
- 2. Two Collegial Assembly members elected at-large, one each from a department not otherwise represented by the officers or Faculty Senate Steering Committee Representative.
- 3. The person(s) elected as the Faculty Senate Steering Committee Representatives

### **B. Meetings:**

- 1. For a Collegial Assembly Steering Committee meeting to be official, notice of meeting shall be circulated to the Collegial Assembly Steering Committee members at least five business days (excluding holidays) prior to the meeting.
- 2. The Steering Committee shall meet for a minimum of two regular Steering Committee meetings per semester in addition to the two Collegial Assembly Business Meetings each semester.
  - a. The Steering Committee will 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.
  - b. The Dean will bring issues to the Steering Committee such as, but not limited to the formulation and revision of academic policies and programs, the CPH finances, and other matters the Dean may regard as important to academic excellence in the CPH.

### C. Functions of the Collegial Assembly Steering Committee

1. The Steering committee shall prepare the agenda of regular meetings, which shall be circulated to all members by the Secretary of the Collegial Assembly.
2. The Steering Committee shall determine the need for revisions to the Collegial Assembly-related portions of the College bylaws.
3. The Steering Committee shall resolve jurisdictional disputes among Collegial Assembly Committees.
4. The Steering Committee shall act for the Collegial Assembly in the implementation of resolutions, and as liaison between the faculty and the Dean.
5. The Steering Committee shall develop policy recommendations for member voting between regular meetings.
6. The Steering Committee shall serve in an advisory capacity to the Dean for strategic issues.
7. Steering Committee shall provide a report to the Collegial Assembly within 30 days of the last day of class for the spring semester of each academic year that includes:
  - i. Accomplishments of the Collegial Assembly committee during the academic year, as well as any plans for the next academic year.

## ARTICLE IX: COLLEGE ASSEMBLY COMMITTEES

- A. The Collegial Assembly or the Steering Committee may establish, by majority vote of the assembly full members and/or by request of the Dean of the College of Public Health, Standing, Ad hoc Committees, and/or Working Groups to assist in the function of its business.
  1. Standing Committee: a permanent committee established to manage ongoing or recurring tasks or issues within a specific area of responsibility. Currently there are multiple standing committees within the Collegial Assembly.
  2. Ad Hoc Committee: a temporary committee created for a specific purpose or to address a particular issue within a limited timeframe and is disbanded once the objectives are met or the assigned tasks are completed.
  3. Working groups are composed of subject matter experts or stakeholders with relevant expertise or interest in the project's focus area. They operate for a defined period and may report their findings or recommendations to a higher-level committee or decision-making body.
- B. The Steering Committee or any Standing Committee may invite relevant non-voting ex officio members as appropriate to assist in the conduct of its business.
- C. Any Committee may request that the Steering Committee establish sub-committees to assist in its conduct of business.
- D. Unless otherwise indicated, each committee shall elect a chairperson from among

its voting members. Committee Chairs must be voting members of the committee and members of the Collegial Assembly. The Chair of each committee shall make a report on the activities, accomplishments, and future of their committee at or before the last regular Collegial Assembly meeting of each academic year.

- E. All standing committees will be expected to meet at least once each semester to conduct the business to which they are charged. Ad hoc committees will meet as needed until the issue at hand has been resolved.
- F. Standing and special committees shall create and/or review current operating procedures and shall forward them annually to the Steering Committee.
  - 1. Upon receiving, these procedures should be approved by the Steering Committee as soon as practical.
  - 2. All changes to the operating procedures must be submitted to the Steering Committee for approval.
- G. All elected committees must meet before the end of the Spring term to elect a chairperson for the upcoming year. For this purpose, only those that will be on the committee in the upcoming year are eligible to vote.
  - 1. Those elected to committees will be informed no later than 3 weeks before the end of spring term.
  - 2. Members of each committee will select a Committee Chairperson.
  - 3. Chairperson of each committee will complete "Committee Operating Procedures Form" and forward along with name and contact info of Selected Chairperson to Collegial Assembly Secretary no later than 1 week before end of Spring term.
  - 4. Collegial Assembly Secretary will update list of Committees and Chairs and post to CA Canvas page before last day of Spring Semester.
- H. A faculty member may *chair* no more than one Standing Committee simultaneously.
- I. A faculty member may be elected to serve on no more than 2 Standing Committees simultaneously.
- J. Ex-Officio members may be invited to attend committee meetings as non-voting, non- regular committee members.
- K. At the beginning of each academic year a list of current committees shall be presented at the first meeting of the Collegial Assembly and shared with all faculty and staff through a protected shared drive folder.

The committees for the Collegial Assembly are described below.

B. UNDERGRADUATE COUNCIL

1. Charge: The Undergraduate Council shall meet once a month to collaborate on the development/evaluation of undergraduate programs of the College, contribute to review/recommended approval of courses, contribute to proposal and evaluation of policies and other matters related to undergraduate affairs, contribute to integration of innovative opportunities for best practices in higher education through continuous curriculum improvement and making recommendations to the Dean. The Committee's charge includes:
  - a. Formulation/recommendation of policies pertaining to undergraduate education.
  - b. Review and recommendation for undergraduate course and curricula.
  - c. Review and recommendation of proposals to establish new programs, restructure existing programs, terminate select academic programs, and to rename undergraduate programs.
  - d. Review and recommendation of changes in graduation requirements for undergraduate degrees.
  - e. Review and recommendation of changes in curricula for undergraduate degrees granted by the College.
  - f. Review and recommendation of other matters related to undergraduate affairs, either specific to the College or University wide
2. Composition: The voting members of the Committee shall consist of Dean Appointed Program Directors for each program offering an undergraduate degree and two elected Collegial Assembly faculty members to a two-year term. Non-voting members shall include two or more full-time undergraduate students from within the College, who shall be chosen by the Committee and staff representatives appointed by the Dean or their designee.
  - a. The Associate Dean of Undergraduate Studies and an elected member (majority vote) from among the Program Directors will serve as Co-Chairs of the Committee.
  - b. The Co-Chairs will work collaboratively to set meeting agendas, prepare any needed materials for meetings, and communicate out to the program directors, as needed.
3. All changes recommended by the Undergraduate Council shall be forwarded to the Dean for review and final approval.

C. GRADUATE COUNCIL

1. Charge: Graduate Council shall meet once a month to collaborate on the development/evaluation of all graduate programs of the College, contribute to review/recommended approval of courses, contribute to proposal and evaluation of policies and other matters related to graduate affairs, contribute to integration of innovative opportunities for best practices in higher education through continuous curriculum improvement and making recommendations to the Dean. The Committee's charge includes:
  - a. Formulation and recommendation of policies pertaining to graduate program education, including all masters programs, clinical doctorates, and

- doctorate of philosophy degrees.
  - b. Review and recommendation for graduate program courses and curricula.
  - c. Review and recommendation of proposals to establish new programs, restructure existing programs, terminate select academic programs, and to rename graduate programs.
  - d. Review and recommendation of changes in graduation requirements for graduate programs.
  - e. Review and recommendation of changes in curricula for graduate degrees granted by the College.
  - f. Review and recommendation of other matters related to graduate education, either specific to the College or University wide
2. Composition: The voting members of the Committee shall consist of Appointed Program Directors for each program offering a graduate degree and two elected Collegial Assembly faculty members to a two-year term. Non-voting members shall include two or more full-time graduate students attending the College, who shall be chosen by the Committee and staff representatives appointed by the Dean or their designee.
    - a. The Associate Dean of Graduate Studies and an elected member (majority vote) from among the Program Directors will serve as Co-Chairs of the Committee.
    - b. The Co-Chairs will work collaboratively to set meeting agendas, prepare any needed materials for meetings, and communicate out to the program directors, as needed.
  3. All changes recommended by the Graduate Council shall be forwarded to the Dean for review and final approval.

**D. Ad Hoc STUDENT APPEAL AND GRIEVANCE COMMITTEE – Mandatory**

1. Charge: The Dean, in consultation with the Collegial Assembly Steering Committee, shall appoint an ad hoc (not Standing) Student Appeal and Grievance Committee. The Student Appeal and Grievance Committee shall hear appeals and grievances by students about academic matters, including grades, and other matters affecting a student's academic degree program and/or academic performance.
  - i. The Student Appeal and Grievance Committee shall follow all University and College policies and procedures for student appeals and grievances. It shall refer all student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.
  - ii. Unless precluded by University or School/College policies, the student shall be provided a full opportunity to present their appeal or grievance, including reasonable evidence of their claim and the Committee shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the College, that person shall be given a full and fair opportunity to describe and document the rationale for their decision.

- iii. The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendations, and state clearly the Committee's recommended disposition of the student's claim.
- 2. Composition: The Ad Hoc Student Appeal and Grievance Committee will be composed of a proportional representation of Collegial Assembly members and at least one member of the committee must be from the department/school of the student filing the appeal. The Associate Dean for Academic Affairs will serve as Chair and an ex-officio member of the Ad Hoc Committee. The Steering Committee with the Associate Dean for Academic Affairs will obtain faculty members as needed to serve.
- 3. A student will be appointed for each grievance case. The student must be part of an academic program at the same level (graduate or undergraduate, based on the grievance case). Students representing their respective programs must be matriculated, full time students in the College of Public Health.
  - i. The student's role is to represent the student perspective.
  - ii. The student members shall be named to the Committee by the office of the Dean and shall be students in good academic standing. The Department/School chairs may be asked to recommend students from their programs.

#### E. COLLEGE OF PUBLIC HEALTH PROMOTION AND TENURE COMMITTEE

- 4. Charge: There will be a Tenure/Tenure Track and a Non-Tenured Track (NTT) committee which shall make recommendations annually to the Dean and to the University on all promotion and tenure decisions within the College. The Promotion and Tenure Committee will follow the Guidelines for Promotion and Tenure of the College and the university's promotion and tenure policies and criteria.
  - i. The Committee shall be responsible for the periodic review of the promotion and tenure policy for the College. Final approval of the Promotion and Tenure policy lies with the Dean; however, the committee is responsible for the content of the document.
- 5. **Composition T/TT:** The Committee shall consist of no less than 5, and no more than seven voting members. The Committee shall be composed of one tenured Collegial Assembly member *from each department/school within the College*, elected by the respective tenured or tenure track faculty of that department.
  - i. Promotion and Tenure Committee members shall be elected to staggered 3-year terms. (members serve the same 3-year term-length, but with the terms beginning and ending at/on different times/dates).
  - ii. Any member of the Committee who is to be considered for promotion must step down from the Committee for the year in which the Committee member is being considered for promotion.
  - iii. Any member who is unable to serve is to be replaced, by departmental

vote, for a term necessary to fulfill the unexpired term of the unavailable member.

- iv. If a department cannot elect a valid representative, the seat will remain vacant until such time as the department can fill the vacancy.
- v. Faculty cannot serve on their school or department committee the same years they serve on the collegial assembly committee.
- vi. Committee members must hold the same rank or higher than the rank that review-candidates aspire to in the sought after promotion.

Committee members may serve consecutive terms when limited numbers of faculty members who meet all requirements are available within a Department, or upon the vote of the tenured and tenure track faculty of the department.

- 6. **Composition, NTT**: The Committee shall consist of one NTT, Tenure Track, or Tenured Collegial Assembly member, elected by the respective NTT faculty *from each department/school within the College*, facilitated by each department/school Chair, to staggered 3-year terms, (members serve the same 3-year term-length, but with the terms beginning and ending at/on different times/dates), and both are subject to the following requirements:
  - i. No department chairperson may serve in the Promotion and Tenure Committee.
  - ii. Any member of the Committee who is to be considered for promotion must step down from the Committee for the year in which the Committee member is being considered for promotion.
  - iii. Any member who is unable to serve is to be replaced, by departmental vote, for a term necessary to fulfill the unexpired term of the unavailable Member.
  - iv. If a department cannot elect a valid representative, the seat will remain vacant until such time as the department can fill the vacancy.
  - v. Faculty cannot serve on their school or department committee the same years they serve on the collegial assembly committee.
  - vi. Committee members must hold the same rank or higher than the rank that review-candidates aspire to in the sought after promotion.
  - vii. Committee members may run for consecutive terms when limited numbers of faculty members who meet all requirements are available within a department.

F. MERIT COMMITTEE

- 7. Charge: The Merit Committee shall make merit recommendations in accordance with the university and College guidelines annually to the Dean on all merit decisions within the College.
  - i. The Committee shall consider the merit recommendations made by any departmental/school committees and department chairs and then submit to the Dean independent recommendations on the meritoriousness of the activities of each faculty member eligible for merit.



8. Composition: The Committee shall consist of 10 Collegial Assembly members, each department/school shall be represented.
  - i. No department/school shall be represented by more than two persons on the committee.
  - ii. Seven members shall be elected from the Collegial Assembly membership who are either NTT or tenure-line, subject to the constraint in CBA and (i) in equitable representation across the College's programs. One from each department/school.
  - iii. Three members shall be appointed by the Dean among faculty who have recently served on the committees specified in the TAUP contract (i.e., the T/TT or NTT Promotion and Tenure Committee or University Promotion and Tenure Committees) subject to the constraint in (i).
  - iv. When equitable representation is not achieved through election or appointment, adjustments may need to be facilitated to achieve equitable programs representation. The Dean, in collaboration with the Steering Committee will seek to add members as needed to achieve equitable program representation.
  - v. Members shall serve staggered 3-year terms (members serve the same 3-year term-length, but with the terms beginning and ending at/on different times/dates), such that each year, two appointed and two elected positions will be open, except in years divisible by 3, in which one appointed and one elected position will be open.
  - vi. Merit Committee members who are themselves applying for merit will excuse themselves from the meeting while their submission is considered.

G. BUDGET COMMITTEE

9. Charge: To act in an advisory capacity to the Dean of the College in matters relating to the College budget. The Committee will make recommendations to the Dean on budget policies and shall report on their recommendations to Collegial Assembly. Appropriate areas of concern for the Budget Review Committee include:
  - i. Budget priorities
  - ii. Recommend needs in staffing, facilities (e.g. classrooms) and equipment as they affect delivery of education activities and accreditation.
  - iii. Specific requests for review made by the Collegial Assembly Steering Committee or the Dean.
10. Composition: The Committee shall consist of Collegial Assembly members with ratioed-proportional representation. Each Department/School should have representation on the Committee. In addition, there shall be two ex officio members: the Dean, and the finance officer of the College,
  - i. Committee members shall serve three-year staggered terms (members serve the same amount of time/term-length [3-years], but with the terms beginning and ending at/on different times/dates), such that one member from each of the three membership classes shall come up for appointment or election each year.

## H. NOMINATIONS COMMITTEE

11. Charge: prepare a slate for elected positions per Collegial Assembly procedures. Identify those faculty appointed to Committees by Departments/SSW and prepare a listing of all elected and appointed faculty, with their terms of office.
  - i. Prepare special election ballots as needed.
  - ii. Nominate faculty to serve as University Graduate Board Representatives as needed.
12. Composition: shall consist of three full-time elected members of the Collegial Assembly. Members shall serve staggered three-year terms staggered (members serve the same 3-year term-length, but with the terms beginning and ending at/on different times/dates), or until successors are elected.

## I. FACULTY RESPONSIBILITY COMMITTEE – Mandatory

1. Charge: The Dean, in consultation with the Steering Committee, shall appoint an ad hoc (not Standing) Faculty Responsibility Committee to investigate allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct.
  - i. The committee shall consider faculty personnel matters, including but not limited to: serious allegations of misconduct against a faculty member, matters of academic freedom, dismissal, denial of promotion or tenure, salaries and benefits issues, any personnel issue addressed in the Faculty Professional Obligation statement, and appeals of election results on issues that are not otherwise considered by other governing bodies (EEOC; HR).
2. Composition: The Committee shall have no fewer than three, and preferably at least five members.
  - i. The members of the Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to the investigation.
  - ii. No more than one member of the Faculty Responsibility Committee may be from the same program or department as the faculty member who is subject to the investigation.
3. The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support their 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 and 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 of such evidence that will 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, wherever possible, include such information or summaries of it as attachments to its final report.

4. 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. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and the University Counsel shall endeavor to give reasonable assistance if possible.
5. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report shall provide a full statement of its deliberations, findings, conclusions, and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and their recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or their designee.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

- A. The rules contained in the current edition of Democratic 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.

## **Article XI. ACCREDITATION AUTHORITY**

- A. The Collegial Assembly of the College of Public Health and School of Social Work recognizes the importance of accrediting bodies representing multiple disciplines within the College. Accreditation Standards for programs with be considered by the Collegial Assembly in their decision making. These bodies play a critical role in assessing and ensuring the quality standards for professional education programs and as such must be considered and supported by the leadership of the College and the Collegial Assembly as programs respond to revised, updated and/or other compelling accreditation standards. Such support shall include providing important student, curriculum, faculty and other data or information held by the College and/or other University Departments needed to complete and/or respond to accrediting bodies for reporting and review purposes.

- B. In addition, the standards set forth by accrediting bodies of professions within the College shall be recognized as integral to decisions related to staffing, student-instructor ratios, data collection and analysis and any other issues necessary for a profession obtain and/or maintain such accreditation as is required to assure quality of the College professional programs.

## **Article XII. AMENDMENTS**

- A. A Refresh, Revision or amendments to these Bylaws may be recommended by the Dean after consultation with the Collegial Assembly Steering Committee and/or the Dean's Executive Committee, or by a simple majority of the Collegial Assembly present at any regular business or special meeting. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity with university policies. After the review of University Counsel, the President or their designee may approved the revisions or amendments as set the date upon which they will become effective.
- B. The Dean shall review these bylaws at a minimum of every five years, and may, after consulting with the Steering Committee and the Collegial Assembly, recommend revisions or amendments to these bylaws.

**Adopted: Spring, 2022**

Amended and Adopted: May 2, 2005, May 2008, April 2012, September 2015, September 2024