

University of Georgia

Bylaws of the College of Public Health

ARTICLE 1. The Faculty of the College of Public Health

Section 1. The Faculty

The Faculty of the College of Public Health (CPH) shall consist of all Professors, Associate Professors, Assistant Professors, Research Scientists, Clinical Faculty, Instructors, Lecturers, Academic Professionals and ex officio members, as designated in the policy manual of the Board of Regents and by the statutes of the University of Georgia.

Except where otherwise noted, voting members of the CPH will be those individuals who are appointed to a tenure track position (i.e., Assistant Professor, Associate Professor, Full Professor, Research Professor), or who are full-time instructors, research scientists, lecturers, academic professionals, clinical faculty, and/or public service faculty and hold at least 50 percent appointment in the CPH at the University of Georgia. Limited term faculty, adjunct faculty, and part-time faculty assigned less than 50 percent in the CPH are not eligible to vote. Per UGA's joint academic appointment policy, tenure track faculty with a joint appointment in the CPH are considered voting members even if their appointment in the college is less than 50 percent.

Part 1. Appointments

All appointments and promotions of members of the faculty shall be made by the Senior Vice President for Academic Affairs and Provost in accordance with Policies of the Board of Regents. Recommendations regarding faculty positions shall ordinarily originate with the appointment unit (department, institute, center, and/or faculty of medical sciences) and shall be presented to the Dean of the College for consideration. The Dean will transmit recommendations to the Senior Vice President for Academic Affairs and Provost for consideration.

Part 2. Ranks

The following academic ranks shall be recognized: professor, associate professor, assistant professor, lecturer, instructor, research scientist, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, and academic professional.

Part 3. Tenure

Tenure for University Faculty shall be permanent as governed by the Policies of the Board of Regents. Guidelines and amendments to the Guidelines for tenure shall be proposed by the Senior Vice President of Academic Affairs and Provost.

Part 4. Promotions

Guidelines for promotion and amendments thereto, in accordance with criteria of the Policies of the Board of Regents, shall be proposed by the Senior Vice President for Academic Affairs and Provost and the President.

Part 5. Academic Freedom

- a. All representatives are expected to act in a professional and civil manner in their interactions with student, faculty, staff, and external constituents. University Faculty members are entitled to full freedom of expression in research, teaching, and publishing, subject only to those restrictions that are imposed by professional ethics and respect for the rights of others. University Faculty members have the right to criticize and seek alteration of both academic and non-academic University policies, whether or not those policies affect them directly. University Faculty are free from institutional censorship, discipline, or reprisal affecting their professional careers for exercising freedom of expression.
- b. The confidentiality and security of University Faculty files in offices throughout the campus shall be preserved and protected at all times, insofar as is consistent with state and federal law. A University Faculty member shall have the right to examine his/her official records as provided under state and federal law.

Part 6. Conflicts of Interests

Employees of The University of Georgia should avoid actual or apparent conflict of interests between their university obligations and their outside activities.

Part 7. Outside Activities: Occupational

- a. Employees of the University of Georgia shall not engage in any occupation, pursuit, or endeavor which will interfere with the regular and punctual discharge of official duties.
- b. All full-time faculty, administrators, and other professional staff members employed by the University are expected to give full professional effort to their assignments of teaching, research, and service.
- c. Professional employees are encouraged to participate in professional activity that does not interfere with the regular and punctual discharge of official duties provided the activity meets one of the following criteria:
 1. is a means of personal professional development;
 2. serves the community, state or nation; or
 3. is consistent with the objectives of the institution.
- d. For all activities, the employee shall report in writing through official channels the proposed arrangements and secure the approval of the unit head and dean prior to

engaging in the activities. Such activities include consulting, teaching, speaking, and participating in business or service enterprises.

Part 8. Outside Activities: Consulting

Recognizing that teaching, research, and public service are the primary responsibilities of University Faculty members, it shall be considered reasonable and desirable for faculty members to engage in consulting activities, which are defined for purposes of this policy as any additional activity beyond duties assigned by the institution, professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

The guidelines of the University governing consulting activities of faculty members shall include the following:

1. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged outside groups or persons;
2. A procedure for obtaining prior approval of the unit head and dean.
3. A procedure for defining and prohibiting conflicts of interest.
and
4. Consulting during normal work hours shall not exceed two days per month and cannot interfere with college responsibilities including teaching.

Section 2. The Dean

The Dean of the CPH is the primary faculty organizational officer responsible for all faculty and student activities and academic business directed toward the effective completion of the role and mission of the CPH. The Dean of the CPH is appointed by and serves at the discretion of the Provost of the University of Georgia.

Part 1. Appointment

A dean of each school or college within the University shall be appointed by the Provost or his/her designee and shall hold office at the pleasure of the President.

Part 2. Powers

As defined by the Regent's and University Statures, the Dean shall be the chief executive officer of the school or college and shall have the following powers and duties:

- a. The Dean shall be responsible for the coordination of the academic programs and instructional activities of the school or college, and shall exercise general supervisory responsibility for its research and service programs.

b. The Dean shall formulate and recommend proposed policies for the school or college and present them to the faculty for consideration. The Dean shall administer the rules and regulations enacted by the faculty.

c. The Dean or his/her designee shall represent the College at University Council for those actions of the faculty that require confirmation or approval of the University Council before becoming effective.

d. In the case of recommendations regarding Department Heads, the Dean shall act only after consulting with the faculty of the Department concerned. In recommending appointments to faculty positions within a Department, the Dean shall act only after receiving the recommendation of the Department Head.

e. The Dean or his/her designated representative shall make recommendations regarding persons for appointment to classified positions and shall oversee, control, and direct the work of employees of the school or college.

f. The Dean or his/her designated representative shall oversee the academic activity of the students of the school or college. The Dean or a designated representative shall advise students regarding the selection of courses and the choice of major and minor fields of study. The Dean shall be responsible for the administration of regulations affecting student scholarship. In discharging this responsibility, the Dean shall give special attention to students registered in the school or college who excel or who are deficient in their studies. The Dean is required to reprove or dismiss students in accordance with the regulations of the University Council or of the school or college faculty affecting scholastic work.

g. The Dean or his/her designated representative shall, on the basis of the records and reports of the Registrar's Office, certify to the compliance by individual students with the requirements for graduation.

h. The Dean or his/her designated representative shall, subject to the general authority of the Senior Vice President for Finance and Administration, be custodian of the buildings and other University property occupied or used by the school or college, and shall be responsible for the proper use thereof.

i. The Dean or his/her designated representative shall serve as the medium of communication for all official business of the school or college with other University authorities, the students, and the public.

j. At the close of each academic year, the Dean shall submit to the President or his/her designee a report covering details of the work of the school or college during that year.

Part 3. Evaluation of the Dean

Evaluation of the Dean shall be conducted under the authority of the Senior Vice President for Academic Affairs and Provost in accordance with University policies.

Section 3. Academic Units

Academic units are defined as Departments, and University Council approved institutes and centers.

Section 4. Centers and Institutes

Part 1. Directors

Centers and Institutes may be established in the College consistent with UGA *Academic Affairs Policy Statement No. 7*. Center and Institute Directors will be appointed by the Dean and will have similar administrative responsibilities for the unit. Directors serve at the discretion of the Dean, as delegated by the Provost. The Dean will initiate a review of a Center and Institute Directors consistent with University statutes. The review shall include consultation with all faculty and staff who make themselves available for interview. If the Dean chooses to recommend to the Provost the removal or reappointment of a Director against the wishes of a majority of the Center and Institute Faculty, the Dean must submit to the Center and Institute Faculty a written explanation.

Part 2. Faculty

Tenure track faculty must hold an appointment in an academic Department. If 50 percent of a faculty member's responsibilities are in a Center or Institute, annual performance appraisal and third year shall be conducted by the Director or the Dean where applicable with appropriate consultation with the academic department head.

Section 5. Faculty of Medical Sciences

The Faculty of Medical Sciences (FMS) in the CPH serves as a UGA appointment home for clinical faculty, especially those with an adjunct appointment through the Augusta University – University of Georgia Medical Partnership. It promotes interactions between faculty, physicians, and public health professionals interested in medical education, clinical research involving human subjects in the medical or public health setting, and evidence-based clinical practice.

Part 1. Types of FMS Appointments

Faculty appointed in the FMS will hold Clinical Faculty or Adjunct Clinical Faculty rank at the University of Georgia, and will be eligible for promotion based on their achievements. There are two types of appointments in the FMS: the Clinical Faculty track, and the Adjunct Physician Faculty track. The expectations for appointment and promotion of these faculty are detailed in the College of Public Health's *Procedures and Criteria for Appointment and Promotion of Clinical Faculty*.

Part 2. FMS Administrative Structure

The FMS Director will be appointed annually by the Dean and will report to the Dean. The Director will be a clinical or tenure track faculty member appointed in the College of Public Health, and will become a member of the Executive Committee of the College of Public Health. He or she will be advised by an FMS Advisory Committee with the following make-up:

- a. Clinical Faculty Track representative (self-nominated)
- b. Adjunct Physician Faculty Track representative (self-nominated)
- c. AU-UGA Medical Partnership representative (nominated by the Campus Dean of the Medical Partnership)
- d. Athens Regional Health System representative (nominated by the CEO of ARHS)
- e. St. Mary's Hospital representative (nominated by the CEO of St. Mary's)

The Dean of the College of Public Health will select the FMS Advisory Committee annually on the basis of these nominations. All members of the FMS Advisory Committee must be appointed in the FMS. The Advisory Committee will provide guidance to the Director on FMS programming.

Section 6. Regular Meetings

The Faculty of the CPH shall meet at least once each academic semester at a time and a place to be determined by the Dean. On occasion, these meetings may take place at more frequent intervals as determined by the Dean and the CPH Executive Committee. Notices of regular meetings shall be sent to each member of the Faculty by the Dean. Faculty members may submit agenda items to the Dean, who may add such items to the agenda at his or her discretion. The Dean or his/her representative shall preside and shall present a report on matters of interest to the Faculty.

Section 7. Special Meetings

Special meetings of the Faculty may be called by the Dean. The Dean should convene a special meeting within 30 days of receiving a petition signed by at least two-thirds of the voting members of the Faculty.

Section 8. Advisory Boards

The Dean shall appoint, at his or her discretion, any advisory boards for purposes of CPH guidance.

ARTICLE II. Committees of the College of Public Health

Section 1. Executive Committee

The Dean, Associate/Assistant Deans, Academic Unit Heads, and others determined by the Dean shall constitute the Executive Committee of the CPH. The Chairperson of this committee shall be the Dean. A summary of the topics from the Executive Meetings shall be compiled and maintained by the Dean's administrative assistant. Meeting agendas will be available to the faculty upon request.

Section 2. Curriculum and Academic Programs Committee

The Curriculum and Academic Programs Committee will address selected academic matters in the CPH and will be responsible for overall academic policy of the College including coordination of degrees, consistency across degree programs, compliance with CEPH accreditation requirements, and other educational functions as they arise. Membership will consist of representatives appointed by each academic Department, one representative from institutes or centers, one student representative, and the associate Dean for Academic Affairs who will serve as an ex officio non-voting member. Staff may be included as ex officio nonvoting members. The committee will elect a vice-chair at the beginning of each academic year who will serve as the chair the following year. Efforts should be made to rotate these positions among the various units. The committee will meet a minimum of one time each fall and spring semester with additional meetings as required. A simple majority (more than 50 percent) of the Curriculum and Academic Programs Committee shall constitute a quorum, with proxy ballots counting toward the quorum requirement.

The duties and functions of the Curriculum and Academic Programs Committee shall be:

- a. The committee will have oversight over all academic committees of the College with responsibility to maintain consistent policies across degree programs and resolve difference.
- b. Study and make recommendations to the Executive Committee and the Dean regarding modification of or additions to the College educational policies and education issues of college-wide importance.
- c. Review and monitor existing courses, approve or disapprove proposed courses.
- d. Periodically review core area education requirements for the College.
- e. Review and decide upon all appeal cases involving graduate and undergraduate student courses or programs, such as issues related to grades, equity, transfer and other nonresident credits that cannot be solved at the Department level.
- f. Review and decide upon all appeal cases involving College level (PBHL), Institute and Center graduate and undergraduate student courses or programs, such as issues related to grades, equity, transfer and other nonresident credits, that cannot be solved at the unit level.

- g. Decide upon appeals of graduate and undergraduate admission, readmission, retention, or transfer to or within the CPH; and admission or readmission to, or retention in a Departmental major, that cannot be resolved at the Department level.
 - h. To act, in the name of the CPH, on all requests for new courses and course changes and to report its actions to the Dean and the Faculty.
 - i. To consider and make recommendations to the Dean and Faculty on matters of curricula, including all proposals regarding majors, minors, certification programs, and graduate degree programs.
 - j. Conduct coordination and oversight of graduate Master of Science and Doctor of Philosophy degrees with department level Graduate Coordinators.
- and
- k. Other duties as appropriate.

Section 3. Graduate Education Committee

The purpose of this committee is to: (1) develop curriculum (2) develop policies and procedures, (3) oversee student admissions and student services, (4) make recommendations to CPH faculty that affect graduate programs, and (5) review Departmental/concentration area decisions related to graduate programs. This committee is governed by its own bylaws that address the committee's: purpose, membership, meetings, voting, and record keeping. The Committee will meet a minimum of one time each fall and spring semester with additional meetings as required. Membership will consist of representatives appointed by each academic Department, one representative from institutes or centers with a graduate program, one graduate student representative selected by the Public Health Graduate Student Association, and the associate Dean for Academic Affairs who will serve as an ex officio non-voting member. The committee will elect a vice-chair at the beginning of each academic year who will serve as the chair the following year. Efforts should be made to rotate these positions among the various units. Staff may be included as ex officio nonvoting members. Additional members may be appointed by the Dean as appropriate. A simple majority (more than 50 percent) of the committee shall constitute a quorum, with proxy ballots counting toward the quorum requirement.

Section 4. Undergraduate Education Committee

The purpose of this committee is to address college undergraduate curricula: (1) develop curriculum (2) develop policies and procedures, (3) make recommendations to CPH faculty that affect the undergraduate majors and minors, and (4) review departmental/concentration area decisions related to the undergraduate programs. Membership will consist of representatives appointed by each academic department, the Associate Dean for Academic Affairs, and one undergraduate student representative selected by the undergraduate student organizations in the College. Staff may be included as ex officio nonvoting members. The

committee will elect a vice-chair at the beginning of each academic year who will serve as the chair the following year. Efforts should be made to rotate these positions among the various units. The Committee will meet a minimum of one time each fall and spring semester with additional meetings as required. A simple majority (more than 50 percent) of the membership shall constitute a quorum, with proxy ballots counting toward the quorum requirement.

Section 5. Promotion and Tenure Committee

The organization and duties of this committee is described in Section IV of the CPH Promotion and Tenure Guidelines.

Section 6. Research Advisory Committee

The purpose of the Committee is to advise the Dean and his/her representatives on the College's research activities. The Associate Dean for Research will serve as ex officio chair and will coordinate the committee activities and functions. The members will be appointed by the Dean and will include one student. Staff may be included as ex officio nonvoting members. The Committee will meet a minimum of one time each fall and spring semester with additional meetings as required.

Section 7. Outreach and Engagement Advisory Committee

The purpose of the Committee is to advise the Dean and his/her representatives on the College's Outreach and Engagement activities. The Associate Dean for Outreach and Engagement will serve as ex officio chair and will coordinate the committee activities and functions. The members will be appointed by the Dean and will include one student. Staff may be included as ex officio nonvoting members. The Committee will meet a minimum of one time each fall and spring semester with additional meetings as required.

Section 8. Recognition, Awards and Honors Committee

The Recognition, Awards and Honors Committee shall be responsible for fostering the recognition of outstanding contributions by members of the College and/or the community, through teaching, research and service awards. Membership shall consist of one faculty member from each Department. Membership will consist of representatives appointed by each academic department and the Associate Dean for Academic Affairs. The committee will elect a vice-chair at the beginning of each academic year who will serve as the chair the following year. Efforts should be made to rotate these positions among the various units. The Committee will meet a minimum of one time each academic year with additional meetings as required. A simple majority (more than 50 percent) of the committee shall constitute a quorum, with proxy ballots counting toward the quorum requirement. The dean will appoint the chair.

Section 9. Diversity Committee

The purpose of this committee is to provide guidance on college diversity issues including: (1) developing policies and procedures, (2) coordinating data collection and responses to accrediting agencies and (3) organizing college diversity activities / initiatives. Membership will consist of representatives appointed by each academic department, one staff representative appointed by the Dean, one student representative and the Associate Dean for Academic Affairs who will serve as an ex officio nonvoting member. Other staff may be included as ex officio nonvoting members as needed. The committee will elect a vice-chair at the beginning of each academic year who will serve as the chair the following year. Efforts should be made to rotate these positions among the various units. The Committee will meet a minimum of one time each fall and spring semester with additional meetings as required. A simple majority (more than 50 percent) of the membership shall constitute a quorum, with proxy ballots counting toward the quorum requirement.

Section 10. Student Involvement

CPH embraces student involvement in decision-making and governance. The Dean and Unit Heads will ensure that students are appropriately represented on standing and ad hoc committees in the College and the Departments.

Section 11. Committee Term of Office

Faculty and staff membership on College committees will be for a term of two years, and students will serve for a term of one year. Members may serve more than one term if reappointed. Ex officio members serve based upon administrative office and if the individual leaves that office they will be replaced by their administrative successor. To assure continuity of function over time, at the first meeting of a new committee, term of membership will be established by drawing of lots to proportionately distribute members with one and two year term.

Section 12. Other Committees

The Dean at his/her discretion may appoint other committees as useful for the effective and efficient operation of the College and its various programs and units.

Article III. Departments

Section 1. Department Defined

A Department is an administrative subdivision of a school, college, or other unit of the University organized for the purpose of conducting programs in instruction, research, and service.

Section 2. Membership

The faculty of a Department shall be defined as in Article 1, Section 1.

Section 3. Meetings

The faculty of a Department shall meet at least once each fall and spring semester. At all meetings of the Departmental faculty, the Head of the Department shall be the presiding officer.

Section 4. Responsibilities

Subject to the direction of the faculty of the College, the faculty of a Department shall be responsible for the programs of study offered by the Department, and shall have power to determine such matters as do not affect relations with other Departments.

Section 5. Head

Part 1. The Department Head

The Head of a Department shall be recommended for appointment in accordance with Regents' Policy. The Head shall be recommended for appointment after the Dean of the College has consulted with the faculty of the Department. For a Department Head recruited from outside the Department, such consultation shall include a determination that the individual is acceptable as a faculty member within the Department. The Head's powers shall be as follows:

- a. The Head shall have general direction of the work of the Department. The Head shall formulate and recommend proposed policies for the Department and present them to faculty of the Department for consideration. The Head shall administer the rules and regulations enacted by the faculty of the Department. The Head is charged with the responsibility for the execution of Departmental, University, and Regents' policies insofar as they affect the work of the Department.
- b. The Head shall be the representative of the Department in all official communications to the University.
- c. The Head shall be responsible for the quality of the instruction, research, and service programs conducted in the Department.
- d. The Head shall make teaching assignments within the Department and maintain insofar as possible an equitable and mutually agreeable distribution of courses and sections.
- e. The Head shall, after consultation with the appropriate members of the Department, recommend appointments, reappointments and promotions, nominations for graduate faculty status, and, consistent with tenure and Regents' Policy, recommend dismissals or non-renewals of the contracts of the faculty of the Department. The Department Head's written recommendations concerning these actions shall be forwarded with the collective recommendation of the appropriate faculty of the Department with regard to the same proposal.

f. Subject to approval by the Dean, the Department Head is responsible for budgeting decisions within the Department following consultation with faculty. The Dean shall notify the Provost of decisions as appropriate.

g. The Head shall be responsible for the expenditure of Departmental funds and the care and use of Departmental property.

h. The Head shall report to the Dean of the school or college on the teaching, research, service programs of the Department. Reporting shall include assessments of the performance of faculty members in the Department, giving special attention to qualities of teaching excellence exhibited by faculty members.

i. The Head shall be evaluated by the faculty of the Department at least every three years; the evaluation shall be conducted by the Dean who shall notify the Senior Vice President for Academic Affairs and Provost of the results for consideration in the overall evaluation of the Head's performance.

Section 6. Voting Rights

For purposes of this Article, the faculty of each Department is restricted to Department faculty members as defined above. For purposes of a Department meeting called in accordance with the Article, a quorum shall constitute 2/3 of the faculty members in the affected Department, with proxy ballots counting toward the quorum requirement.

Section 7. Appointment of Academic Unit Heads.

Heads of Academic Units shall be recommended by the Dean to the Senior Vice President for Academic Affairs and Provost of the University of Georgia. In the case where no faculty line is available, the Dean in consultation with the faculty within the academic unit will appoint a permanent Academic Unit Head. In cases where no permanent Academic Unit Head is serving, it is the responsibility of the Dean to appoint an Interim Academic Unit Head. In the case where a faculty line is available, the appointment of an Academic Unit Head will occur in accordance with the procedure described below.

Part 1. The Faculty of each academic unit shall elect a Search Committee consisting of no fewer than three members and at least one student from the unit. In consultation with members of the Committee from within the academic unit, the Dean will appoint additional members to the Committee from outside the academic unit as he or she deems appropriate. Diversity among the members should be considered.

Part 2. Appointment of a Chair

The Dean shall appoint a chair; the chair shall coordinate the Committee's business.

Part 3. The Search Committee

The Search Committee shall prepare a slate of nominees for presentation to the Faculty of the academic unit. Following the interview process, the Search Committee shall provide the Dean with a list of strengths and weaknesses for each finalist. The Dean will select the Department Head.

Part 4. Review and Removal at Discretion of Dean.

The Department Head serves at the discretion of the Dean, as delegated by the Senior Vice President for Academic Affairs and Provost. The Dean will initiate a review of a Department Head consistent with University statutes. The review shall include consultation with all Department faculty and staff who make themselves available for interview. If the Dean chooses to recommend to the Provost the removal or reappointment of a Department Head against the wishes of a majority of the Department Faculty, the Dean must submit to the Department Faculty a written explanation.

Article IV. Faculty Annual Performance Appraisal

Each faculty member must receive an annual written performance appraisal prepared by the head of his/ her academic unit.

Article V. Contract Renewal for Untenured Faculty

Untenured faculty shall be considered for renewal annually, unless the unit head deems it necessary to consider non-renewal. Tenure-track faculty are included in this category until the time of tenure. For consideration of nonrenewal the unit head will consult the unit's tenured faculty. The Unit Head following concurrence by the Dean will be responsible for the issuance of annual renewal or nonrenewal letters consistent with University Policy.

Article VI. Appointment to the Graduate Faculty

Section 1. Initial Appointment

The College of Public Health will follow the University of Georgia's Graduate School Policy for Appointment and Reappointment of members of the Graduate Faculty. For initial appointment to the Graduate Faculty, during the hiring process for faculty at the rank of assistant professor, associate professor, full professor, or equivalent, a request may be made by the CPH Dean for Graduate Faculty status.

Tenure-track faculty hired into the College will be vetted by the Department's Graduate Faculty and a vote will be required for initial appointment. Following a positive majority vote, the CPH Dean will recommend to the Graduate Dean that the individual be appointed to the Graduate Faculty. The initial term of appointment for untenured faculty will coincide with their three year faculty review with a reappointment to coincide with their promotion

and tenure review. Appointment of tenured faculty will coincide with the term of post-tenure review.

Section 2. Reappointment

The determination for reappointment will be made in the following manner:

Part 1. Non Tenure-track faculty

If an individual's initial appointment is made at the time of hiring and the individual does not hold tenure, the Graduate Faculty of CPH will assess the individual's productivity during the promotion/tenure (P&T) evaluation. The materials used to demonstrate productivity will be the same as those submitted in the P&T process (vita and summary of major accomplishments) and a vote will be taken from the CPH Graduate Faculty. Following a positive vote, the CPH Dean will recommend to the Graduate Dean that the individual be reappointed to the Graduate Faculty and that he/she hold this appointment until the time of post-tenure review.

Part 2. Tenure-track faculty

For faculty in CPH that hold tenure, either granted at time of hiring or following successful completion of the promotion and tenure process, the individual will be considered for reappointment to the Graduate Faculty at the same time that the individual undergoes post-tenure review. The documentation used to demonstrate productivity will be the same as that submitted in the post-tenure review process, and a vote will be taken from the CPH Graduate Faculty. Following a positive vote, the CPH Dean will recommend to the Graduate Dean that the individual be reappointed to the Graduate Faculty and that he/she hold this appointment until the time of the next post-tenure review.

Part 3. Negative Votes

If either of the above assessments results in a negative vote, the individual can appeal directly to the UGA Graduate School Dean for reconsideration. The final determination of Graduate Faculty status will rest with the Dean of the Graduate School.

Article VII. Faculty Recruitment

Recruitment of tenure-track faculty and other faculty positions as designated by individual Departments may be initiated under the following conditions:

Section 1. Dean's Approval

No Faculty recruitment may be initiated without the Dean's approval. To initiate recruitment, the Head of the recruiting unit must provide the following information to the Dean: (a) the scholarly area in which the recruitment is desired; (b) the possibilities for hiring women and minority Faculty based on the national pool of candidates; (c) the desired or probable starting

salary; (d) the estimated start-up costs associated with the position; (e) space needs; and (f) the expected costs of the hiring process, including interview costs. The Dean will obtain appropriate authorizations from the University units or offices as required by University policies and procedures before recruitment may proceed and before a specific offer of employment may be made.

Section 2. Recruitment Schedule

When practical, recruitment shall begin in the summer or early fall one year in advance of making an appointment; recruitment during other periods may be authorized by the Dean. Recruited positions will generally be at the level of assistant professor, although the Dean may authorize senior-level searches in situations where the need is clearly evident and financial resources are available.

Section 3. Search Committees

In each year in which recruitment is requested and approved, the Unit Head shall appoint a search committee to administer the recruitment. This committee should include one member from outside the Unit. Appropriate representation of diverse faculty on the committee should also be considered. When the search committee is finally appointed, the Head will notify the Dean in writing of the committee's membership.

Section 4. University Affirmative Action/Equal Employment Opportunity ("AA/EEO") guidelines

All aspects of recruitment must conform to the University Affirmative Action/Equal Employment Opportunity ("AA/EEO") guidelines, and with guidelines issued by the Office of Academic Affairs. Before it is published or circulated, the job advertisement must be approved by the Dean and by the AA/EEO Office.

Section 5. Offers

Before an offer is extended to any job candidate, the Unit Head must discuss the entire package of commitments involved in the job offer with the Dean before discussing these commitments with the candidate. In particular, the Unit Head must obtain approval from the Dean for the following commitments: (a) the level of position; (b) any recommendation of credit toward tenure; (c) academic-year salary; (d) summer school salary; (e) teaching load; (f) space; (g) start-up costs for research; and (h) any moving expenses (no state funds may be used for moving expenses).

The job offer must indicate the commitments being made with respect to the issues enumerated above. The offer must also clearly state the responsibilities of position in terms of instruction, research, and outreach. Any reductions in first year (or subsequent year) assignments or responsibilities must be described in the letter of offer, and can be made only with the explicit written permission of the Dean.

Article VIII. Post-Tenure Review

Post-tenure reviews will be conducted at the departmental level. For each tenured faculty member in the CPH, reviews shall occur once every five years after tenure or promotion has been granted unless delayed because the faculty member is on leave; or because his/her review for promotion to professor is approved by the faculty of the promotion/tenure unit for the following year. Department Heads will be responsible for appointing review committees for faculty in their units.

The committee shall consist of a minimum of three tenured faculty members. The faculty member under review may formally object to the service of a faculty member in a review capacity. Up to two such objections will be honored if made to his/her Unit Head. Every effort will be made to keep these formal objections confidential and the formal objections will not be released by the University, except as required by law. However, the peer-review committee shall include at least one member from the individual's home promotion/tenure unit.

Section 1. Review of Evidence of the Faculty Member's Performance

A review of evidence of the faculty member's performance over the previous five-year period will be conducted. The evidence should include annual reviews by the promotion/tenure unit head, a current curriculum vitae, materials providing documentation of the faculty member's accomplishments and contributions that the peer-review committee or the faculty member judge to be relevant to the review. The faculty member should provide the Post-Tenure Review Committee with a concise summary of accomplishments and future plans not to exceed two pages in length.

Section 2. Discussion with the Faculty Member

Discussion with the faculty member about his/her contributions to the profession, the promotion/tenure unit and the University, if either the Post-Tenure Review Committee or the faculty member so desire.

Section 3. Appropriate Consideration of a Faculty Member's Contributions

Appropriate consideration of a faculty member's contributions to interdisciplinary programs, governance, administration, and other programs outside the promotion/tenure unit should be considered as part of the post-tenure review.

Section 4. Written Summary of the Review and a Conclusion

The Post-Tenure Review Committee shall provide the faculty member with a concise, written summary of the review and a conclusion as to whether his/her performance is deemed satisfactory. The faculty member shall have the opportunity to prepare a written response to the summary. A copy of the summary and any written response to it shall be given to the

promotion/tenure unit head and shall be placed in the personnel file of the faculty member. If the faculty member's performance is deemed not satisfactory, the Post-Tenure Review Committee shall provide a report identifying the areas of weakness and suggest actions that might strengthen the faculty member's performance.

Article IX. Faculty Grievances

The CPH is committed to maintaining a professional environment characterized by collegiality, civility, and diversity. In the event that a Faculty member has a grievance relating to his/her employment responsibilities or with respect to other employees with the CPH, dispute resolution is encouraged through discussion with the appropriate CPH administrative personnel, such as the Unit Head, Associate Dean, or Dean. Where a Faculty member is not able to resolve his/her grievance through such informal processes, the dispute should be referred to the Faculty Grievance Committee of the University Council or to the Office of Legal Affairs for resolution pursuant to the University's Dispute Resolution Policy, whichever is most appropriate given the nature of the grievance.

Article X. Amendment of Bylaws; Conflict with University Guidelines and Procedures

Section 1. Amendment of the Bylaws

For purposes of this Article X, the Faculty is restricted to Faculty members with tenure and Faculty members in tenure-track positions. For purposes of any meeting called in accordance with this Article, a quorum shall constitute 2/3 of the Faculty members, with proxy ballots counting toward the quorum requirement.

The Faculty of the CPH shall have the power to alter, repeal, or amend these bylaws, or to adopt new bylaws. Copies of proposed amendments or proposed new shall be sent to all members of the Faculty, and the proposed amendments or new bylaws shall be considered at a general meeting of the Faculty to be held at least one week prior to the vote on the proposed alterations, amendments, or replacement bylaws. The vote on such proposals shall be by secret paper or electronic ballot. A majority of votes cast by those Faculty members voting on any amendment or proposed bylaws shall be required for their adoption. The Dean shall be responsible for ensuring that the provisions of this Article are properly implemented.

In addition, the Dean of the CPH is responsible for formally reviewing the College's bylaws every five years. The Dean may select the form and structure of this review process; however the faculty must be involved in this process and must approve any proposed changes consistent with the procedures outlined in the preceding paragraph.

Section 2. Conflict with University Guidelines and Procedures

No provision of these bylaws is intended to conflict with binding University policies, procedures and guidelines as mandated by the Board of Regents. Any such conflict will be resolved in favor the University guideline, policy or procedure.

Approved by the College of Public Health Faculty on September 6, 2017.