

University of Georgia

Bylaws of the College of Public Health

Approved April 14, 2021

Preamble

It is the mission of the College of Public Health to advance the health of all. Through research, hands-on learning, and community engagement, we commit to improving the public's health in Georgia, our nation, and the world.

In all our work, policies, and actions, we embrace our core values of collaboration, courage, data-driven decision-making, diversity, engagement, equity, excellence, inclusion, innovation, integrity, perseverance, respect, and social justice.

Our mission can best be achieved through cooperation, collaboration, and consultation among the college's faculty, staff, and administration. These bylaws describe a vision for shared governance through our values, open communication, informed participation in decision-making processes, being inclusive of all, and valuing diverse opinions. We commit to creating a fair, pluralistic, transparent college community that is welcoming to all.

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.

Unless noted otherwise, 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), 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, courtesy 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, 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, instructor, senior lecturer, lecturer, academic professionals, research scientist, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, assistant research scientist, associate research scientist, senior research scientist, public service assistant, public service associate, and senior public senior associate.

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.

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 Statutes, 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. Additional information is under Article III.

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. Directors serve at the discretion of the Dean, as delegated by the Provost. The Dean will conduct an annual evaluation of a Center and Institute Directors. Consistent with University statutes, an institute review will occur (conducted every 7 years, determined by the Office of Institutional Effectiveness <https://provost.uga.edu/oaie/review-assessment/academic-program-review/>).

Part 2. Faculty

Tenure track faculty must hold an appointment in an academic Department. If 50% 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. The FMS program 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.

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 (1) Clinical Faculty Track and (2) 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.

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 Administrative Council. 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. Senior Leadership Group

The Dean and Associate/Assistant Deans comprise the membership of the Leadership Group. The Chairperson of this committee shall be the Dean. A summary of the topics from the Administrative Council shall be compiled and maintained by the Dean's administrative assistant. Meeting agendas will be available to the faculty upon request.

For all committees, meetings will occur at least once during Fall and Spring semester. However, individual committees may modify this meeting schedule based on need, or if there are not pressing items to be discussed.

Section 2. Administrative Council

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

Section 3. 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 of the Curriculum and Academic Programs Committee will consist of representatives appointed by each academic Department, one representative from an institute, one student representative or their proxy, 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.

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 differences.
- b. Review recommendations by the Undergraduate and Graduate Educational Committees regarding new programs or policies or modifications to programs or policies to the College educational policies and education issues of college-wide importance.
- c. To act, in the name of the CPH, to review all Course Approval Process Automation (CAPA) requests for new and existing courses, course changes, and to report approval status to the Dean and the Faculty.
- d. 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.

- e. Review and decide upon all appeal cases involving College level (PBHL) or Institute 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.
 - f. 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.
- and
- g. Other duties as appropriate.

Section 4. Graduate Education Committee

The purpose of this committee is to address College graduate curricula: (1) periodically review existing graduate education requirements and program change proposals, (2) review all new proposals for graduate education, to include degrees, concentrations, and certificate programs, (3) develop policies and procedures, (4) oversee student admissions requirements, (5) make recommendations to CPH faculty that affect graduate programs, and (6) review departmental/concentration area decisions related to graduate programs. 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 an institute with a graduate program, one graduate student representative selected by the College's graduate student body. The Associate Dean for Academic Affairs and the Director of Graduate Education who will serve as an ex officio non-voting 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. Additional members may be appointed by the Dean as appropriate.

Section 5. Undergraduate Education Committee

The purpose of this committee is to address college undergraduate curricula: (1) periodically review existing undergraduate education requirements and program change proposals, (2) review all new proposals for undergraduate education, to include degrees, areas of emphasis, minors, and certificate programs, (2) develop policies and procedures, (3) make recommendations to CPH faculty that affect undergraduate programs, and (4) review Departmental/emphasis area decisions related to undergraduate programs. Membership will consist of representatives appointed by each academic department, one representative from an institute with an undergraduate program, and one undergraduate student representative selected by a department in the College. The Associate Dean for Academic Affairs and the Director of Student Services who will serve as an ex officio non-voting 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 either in person or electronically with additional meetings as required.

Section 6. Promotion and Tenure Committee

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

Section 7. Research Advisory Committee

The purpose of the Research Advisory Committee is to review and revise administrative policies to improve the research environment and the research productivity of the faculty. 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 Associate Dean for Research and will include at least one student. The Office of Research 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. 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.

Section 8. Outreach, Engagement, and Equity Advisory Committees

8a. College Committee

The purpose of the Committee is to promote faculty, staff, and student work in the community. The administrative head of the Office of Outreach, Engagement, and Equity will serve as ex officio chair and will coordinate the committee activities and functions. The members will be appointed by the administrative head of the Office of Outreach, Engagement, and Equity. 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.

8b. Community Committee

The purpose of this Committee is to engage external stakeholders from the public, nonprofit, and higher education sectors to inform the work that the college is doing in communities across the state of Georgia and the world. This committee serves to inform efforts in the office of outreach, engagement, and equity, including but not limited to the health equity fellows program, the student diversity mini grant program, the state of the public's health conference, and other professional development and community engagement work conducted by the office. Members include representatives in leadership positions at the University of Georgia in the units attached to public service and outreach, other institutions of higher education across the state including

Emory University in Albany State University, and representation from community partner Georgia Municipal Association, and faculty emeritus from the college of public health. The committee will meet a minimum of one time each academic year, with additional meetings as needed.

Section 9. Awards 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 internal and external teaching, research and service awards. One faculty member from each department, ex officio members include the Assistant Dean for Strategic Initiatives and Assessment. The Committee will meet a minimum of one time each academic year with additional meetings as required. 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.

Section 10. Diversity, Equity, and Inclusion Committee

The purpose of this committee is to assess the state of diversity, equity, and inclusion among students, faculty, and staff; recommend policies and procedures to strengthening diversity, equity, and inclusion in CPH; and promote or initiates programs to this end. Membership will consist of representatives appointed by each academic department, one staff representative appointed by the Dean, at least one student representative, the Assistant Dean for Outreach and Engagement, and Equity as ex officio. 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.

Section 11. Online Learning Committee

The purpose of this committee is to promote best practices for online education, coordinates online programing such as the MPH certificate, assists with development of new online programs. Membership will consist of representatives appointed by each academic department, one staff representative appointed by the Dean, at least one student representative, the Director of Online Learning as ex officio. 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.

Section 12. Faculty Advisory Council

This committee works with the dean and the administrative council to promote policies, procedures and practices that enhance the faculty experience, particularly as they pertain to professional development. Membership will consist of one faculty member from each department, and one clinical faculty member. Committee

members are chosen through an election process of the faculty. This committee meets monthly with the Dean.

Section 13. Staff Advisory Council

This committee works with the dean and the administrative council to promote policies, procedures and practices that enhance the staff experience, particularly as they pertain to professional development. Committee members are chosen through an election process of the staff. No staff with a direct report to the Dean is able to serve on this committee. This committee meets monthly with the Dean.

Section 14. Student Advisory Council

This committee works with the dean and the administrative council to promote policies, procedures and practices that enhance student experience. Committee members are chosen through nomination from academic departments and the academic affairs office.

Section 15. 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 16. Quorum

A simple majority (more than 50 percent) of the membership shall constitute a quorum, with proxy ballots counting toward the quorum requirement.

Section 17. 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 involving the Departmental faculty, the Head of the Department shall be the presiding officer. An agenda shall be transmitted in advance of the meeting and minutes shall be recorded.

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. Appointment of Department Heads

Heads of Departments 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 Department Head. In cases where no permanent Department Head is serving, it is the responsibility of the Dean to appoint an Interim Department Head. In the case where a faculty line is available, the appointment of a Department Head will occur in accordance with the procedure described below.

Part 1. Appointment of Search Committee

The Dean will appoint 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.

Part 2. Appointment of a Search Committee Chair

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

Part 3. The Search

The Search Committee shall advertise the position, help in recruiting potential applicants, and prepare a slate of nominees for presentation to the Faculty of the academic unit. Following consultation with the Faculty, the Committee shall coordinate interviews. Following the interview process, the Search Committee shall consult with department faculty, staff, and students, providing the Dean with a list of

strengths and weaknesses for each finalist. Additional information regarding acceptability and relative ranking may be transmitted but does not constrain hiring decisions. The Dean will consider information received from the committee, but shall be ultimately responsible for hiring decision of the Department Head.

Section 6. 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 responsibilities 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 based upon College policies 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.
- 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.

i. The Head shall be evaluated by the faculty of the Department every year. The evaluation shall be conducted by the Dean of the college.

Part 2. Review and Removal of Department Heads

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 conduct an annual evaluation of the Department Head. Consistent with University statutes, a departmental review will occur (conducted every 7 years, determined by the Office of Institutional Effectiveness <https://provost.uga.edu/oaie/review-assessment/academic-program-review>).

Section 3. 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.

Article IV. Faculty Annual Performance Appraisal

Section 1. Annual Written Performance Evaluation

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

The evaluation shall consist of the following:

Part 1: Looking Back

A. Faculty Portfolio through Elements

The Annual Faculty Review focuses on faculty activities as summarized from Elements. This annual review will have the added benefit of informing discussion about longer-term goals such as tenure, promotion, and post-tenure review. Include in this section any circumstances that may have impacted productivity this year. Elements shall be updated with activities conducted in the previous calendar year.

B. Faculty Summary

Reflecting on the past calendar year, faculty members shall provide their own narrative about activities, accomplishments, and impact in the areas appropriate to your percent effort for teaching, research and scholarship, service, and administration. (2 page maximum)

C. Overall Assessment (completed by unit head)

Department Head/Institute Director Assessment-Rankings

The overall assessment by the unit head is based upon each faculty member's particular mix of activities and expectations, which were agreed upon at last year's meeting. It is anticipated that the majority of faculty will receive an overall rating of Meets Expectations with Exceptional reserved for faculty who should be recognized for extraordinary performance and Below Expectations reserved for faculty who are underperforming.

Teaching (consider the quantity and quality of course teaching, curriculum development, advising, practicum, and directed study supervision, thesis work, awards)

Research and Scholarship (consider the quantity and quality of grant writing, grant awards, salary coverage, publications, presentations, reports, awards)

Service (consider the quantity and quality of community service, professional association service, government committees, providing continuing education or workforce development)

Administration and Citizenship (consider the quantity and quality of department, college, and university committees, volunteering for departmental tasks and activities, formal and informal mentoring of faculty, administration, and leadership)

Overall Rating (consider teaching, research and scholarship, service, and citizenship with major emphasis on teaching and research and scholarship)

Department Head/Institute Director Assessment-Narrative

Based on the faculty member's particular mix of activities and expectations, please summarize your assessment of their performance during the past calendar year. (1 page maximum)

Part 2: Looking Ahead

A. Faculty Workload

What will be the faculty member's total effort in the following categories for the upcoming year. This is to be discussed and decided between the Department Head/Institute Director, faculty member, and Dean. See Guidelines for Faculty Workload.

Complete Faculty Support Worksheet with Department Head/Institute Director. This worksheet will be turned into the Dean's office.

% teaching
% research and scholarship
% service
% administration

B. Faculty Narrative

Faculty should describe the goals that are planned for the upcoming year, including criteria for success, timeline, department support, and resources need. This section should also describe the path toward promotion, tenure, or post-tenure review. (1 page maximum)

C. Agreed upon Plan for the Coming Year

The unit head will summarize the final plan agreed upon with the faculty member at the annual meeting, including their development goals and associated activities (1 page maximum). Both unit head and faculty member sign plan and Faculty Support Worksheet. This document will be turned into the Dean's office.

Section 2. Third Year Review

The third-year review, a formative process, occurs at the end of the third year of appointment for assistant professors. This process is separate from the annual performance review. The department head where the individual's majority appointment resides will appoint a three-person committee to conduct the third-year review. At least one member of this committee should be from another department in the College of Public Health. The candidate's mentor will serve as a member of this committee. The members of the committee will be responsible for selecting a committee chair. All committee members must be tenured at the associate or full professor rank.

In preparation for the third-year review, the individual will prepare a dossier, including updated vita, major achievements and evidence of accomplishments in teaching, research, and service (Sections 4 and 5 of the promotion and tenure dossier). The committee evaluates the applicant's progress toward promotion and tenure. The committee, at its discretion, may ask the candidate for additional documentation such as evaluations of students and peers, annual performance appraisals, samples of course syllabi, published research articles and chapters,

funded grants or contracts and any materials listed in the University's promotion and tenure guidelines.

The Committee chair will prepare a written summary of comments and recommendations pertinent to the candidate's current progress toward promotion and/or tenure. The committee chair will submit this report to the candidate, dean, department head and PTU eligible faculty. The PTU eligible faculty, including the PTU Head, will vote to recommend whether progress toward promotion and tenure is sufficient. The committee will report its recommendations, along with the faculty vote, to the dean and department head. The department head, in consultation with the dean, will provide the faculty member under review with a written report regarding his/her progress toward promotion and/or tenure. The candidate will then have 30 days to respond to the written report. The department head's letter and any response by the candidate will be included in the individual's dossier when applying for promotion and tenure.

Article V. Contract Renewal

Section 1. Contract Renewal for Tenure-Track Faculty

Tenure-track faculty, until the time of tenure, shall be considered for renewal annually, unless the Department Head deems it necessary to consider non-renewal. The Department Head following concurrence by the Dean will be responsible for the issuance of annual renewal or nonrenewal letters consistent with University Policy.

Section 2. Contract Renewal for Non-tenured Faculty

Non-tenure track faculty, shall be considered for renewal annually, unless the Department Head deems it necessary to consider non-renewal. The Department 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 to the Graduate Faculty

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 to the Graduate Faculty

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

Part 1. Non Tenured 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. Tenured 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 for Graduate Faculty

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 to ensure it

aligns with the strategic direction of research in the College; (b) the desired or probable starting salary; (c) the estimated start-up costs associated with the position; (d) space needs; and (e) 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. Search Committees

The Unit Head shall appoint a search committee. This committee should include student and one member from outside the Unit. Appropriate representation of diverse faculty on the committee should also be considered. When the search committee is appointed, the Head will notify the Dean in writing of the committee's membership. The committee shall be required to complete the Faculty Search Committee Training and follow UGA procedures.

Section 3. 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 4. Offers of Employment

Before an offer is extended to any job candidate, the Department 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 Department 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 salary; (e) teaching load; (f) space; (g) start-up costs; and (h) any moving expenses. If this is a tenured or tenure-track position, the Department Head must provide information on funding that the candidate may be bringing to the College and their potential for securing external funding. Letters of offer must follow UGA policies and templates from the Office of Faculty Affairs.

Section 5. Joint Academic Appointments

For joint academic appointments please refer to the guidelines of the Office of the Vice President for Academic Affairs and Provost at section 1.04-at <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-04-other-terminology/#p-1-04-6>

Article VIII. Post-Tenure Review

Post-tenure reviews are conducted at the departmental level. For each tenured faculty member in the College, a post-tenure review shall occur once every five years after tenure or promotion has been granted. Exceptions to this five-year review period can be made if the faculty member is on leave or because his/her petition for promotion to Professor has been approved by the faculty of the promotion/tenure unit for the following year. Department Heads will be responsible for assembling post-tenure review committees for faculty in their units. Post-tenure reviews are expected to focus on at least three areas: (1) Scholarship (e.g., external grants and publications); (2) Teaching; and (3) Service.

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 the faculty member's Department 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.

For faculty members with joint appointments involving the CPH and other units, the post-tenure review process will be negotiated between hiring units at the time of the faculty member's hiring on a case-by-case basis.

Please refer to 1.06-4 Post Tenure Review at <https://provost.uga.edu/policies/academic-affairs-policy-manual/1-06-evaluation/#p-1-06-4>.

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, relevant institute directors, 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 Center or Institute Director, Department 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, the Ombudsperson, 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. Student Academic Appeals

Student academic appeals process provides for an impartial review of a grading decision as allowed by university policy (<https://honesty.uga.edu/Student-Appeals/Process/>). This document does not apply to petitions for a waiver of established policy or procedure from curricular and/or programmatic requirements. Information on such petitions is available in the CPH Student Services Office. All students may obtain assistance in interpretation of appeals policies and procedures in the CPH Student Services Office.

Step 1: Instructor Review

The appeal procedure must be initiated by the student, but only after the student has made every effort to resolve the complaint informally with the instructor who is

party to the complaint. The student should begin the informal effort for resolution with the instructor as soon as the complaint arises. If the course in question has a course administrator/coordinator who is someone other than the instructor who is party to the complaint, the course administrator/coordinator should be involved in this initial step in the process.

The formal appeal should be submitted in writing to the instructor. Review by the instructor and/or course administrator should be documented in writing and, as appropriate, should meet with the student.

Step 2: Department Head, Institute/Center Director Review

If the discussions with the instructor and, if applicable, the course administrator/coordinator, fail to reach a resolution satisfactory to the student, the student may seek resolution with the Head/Director or designee of the instructor's Department/Institute/Center no later than ten (10) working days after the written appeal has been presented to the instructor.

Appeals should be in the form of a letter written and signed by the student. Letters must clearly and concisely explain the appeal, state the matter being appealed in the first sentence, and include all relevant information in support of the appeal. Appeals must include the student's full name, UGA student ID number, postal address, UGA email, and phone number on the first page in the upper left corner. Appeals must be prepared and signed by the student; appeals cannot be prepared on behalf of the student by another party.

The following materials should be submitted:

- a. A statement of the complaint, including specific details regarding the actions(s) or event(s) leading to the appeal. The statement must also include evidence to support the student's allegations;
- b. A statement of the resolution being sought;
- c. Steps already taken;
- d. Reason for dissatisfaction with the decision from the preceding decisions with the instructor and/or course manager.

The Head/Director will meet with all parties involved and will render a decision which will be submitted to the student in writing. If the decision is to uphold the grade, and such grade causes the student to be suspended from the program, the Head/Director will make a decision in accordance with Department/Institute/Center policies regarding the student's continuation in the program.

Step 3: College Review -- CPH Curriculum and Academic Programs Committee

If the student's appeal is denied by the Head/Director, the student may appeal in writing to the Curriculum and Academic Programs Committee of the College of Public Health. The appeal must reach the Student Services Office within ten (10)

working days after the conclusion of the previous efforts at resolution. The written appeal should be sent to cphadm@uga.edu with “Student Appeal” as the subject. Materials submitted should include the original appeal letter and a letter of request to the committee that includes all updates on steps taken.

The CPH Curriculum and Academic Programs Committee will review the student’s written appeal along with written documentation from the instructor and the Head/Director. After review, the CPH Curriculum and Academic Programs Committee will meet with all parties involved, and will rule on the appeal.

Appeals will be handled at a separate meeting of the CPH Curriculum and Academic Programs Committee specifically called to address the appeal in question. This meeting will be based on the schedules of all parties involved. The student, instructor and Head/Director will be invited to attend the meeting. The committee will allow 10 minutes per participant for questions and clarification of facts regarding the appeal. This time will not be used to restate information already in the hands of the committee. University policy requires that student appearances be audio recorded.

Parents, friends, attorneys, etc. are not allowed to meet with the committee members during any part of the appeal process.

Grievances that do not easily fall within parameters of school policies or procedures, such as complaints against faculty or staff behavior or language or retaliatory actions not related to school policies or grades, may be filed directly to the Office of Academic Affairs for further action or decision.

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

Section 1. Amendment of the Bylaws

For purposes of this Article, XI, 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. The Faculty Advisory Council will review existing bylaws, proposed amendments, or proposed new bylaws. After their review, proposed amendments or proposed new bylaws shall be sent to all members of the Faculty at least two weeks prior to the vote on the proposed alterations, amendments, or replacement bylaws. The vote on such proposals shall be by anonymous. 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.

The Faculty Advisory Council is responsible for formally reviewing the College's bylaws every five years.

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.