

# BYLAWS OF THE COLLEGE OF HEALTH

(Effective July 1, 2004)

## Article I. Name, Objective, and Authority

**Section 1. Name.** The name of this constituent faculty of the University shall be the faculty of the College of Health, hereinafter designated as the “COH faculty” or the “College faculty.”

**Section 2. Objectives.** The College of Health is committed to the health and well being of individuals, families, organizations, and communities. To that end, faculty and staff offer education programs, conduct research, and engage in community and professional service.

**Section 3. Authority.** The faculty of the College is authorized to establish and manage its own educational objectives, including matters of student admission and curriculum; to participate in the selection of its Dean, unit administrators, and faculty members. As stated in the Faculty Handbook, the faculty through the Unit Personnel Committee shall participate in personnel decisions regarding performance reviews, tenure assessments, promotion proceedings, tenure deliberations; make recommendations to the dean on promotions in academic rank, renewal or non-renewal of employment, dismissal, or termination of employment; and make recommendations to the dean on applications from members of the unit faculty for academic leaves of absence and sabbaticals.

## Article II. Membership

The Board of Trustees defines the faculty of Mississippi’s public universities as those employees holding appointment with the Corps of Instruction. The University Corps of Instruction shall consist only of full-time employees holding the ranks of Professor, Associate Professor, Assistant Professor, or Instructor, but the Board may approve other teaching personnel. Full-time extension and research personnel and certified Librarians may be appointed by the President to a rank commensurate with appointment to the Corps of Instruction on the basis of comparable education and training. All University faculty who hold appointments in the College, or who retain academic rank in the College in accordance with the Faculty Handbook, are members of the College faculty.

## Article III. Administration

**Section 1. Officers.** The administrative officers of the College are the Dean and such associates and assistants as are appointed. The Dean of the College, or the Dean’s representative, shall serve as the presiding officer of the COH faculty. The duties and responsibilities of the Dean shall be as specified in the Faculty Handbook.

**Section 2. Chairs/Directors of Units in the College.** The word “chairs/directors” refers to those administrative officers of the units and departments who report directly to the Dean.

**Section 3. College Council.** The Chairs/Directors of the College of Health shall comprise the College Council, to be presided over by the dean, or in the Dean’s absence by the associate Dean. In the absence of both, the council shall elect a temporary chair that will preside.

#### **Article IV. Meetings**

**Section 1. Call of Meetings.** Meetings of the COH faculty may be called by the Dean or the Dean’s designated representative, or upon the written petition of fifty (50) percent of the COH faculty.

**Section 2. Quorum.** A quorum shall consist of not less than one-fourth of the voting members of the COH faculty as defined in these by-laws, Article II. If less than a simple majority is present, actions are subject to reconsideration in accordance with Section 4 of Article IV.

**Section 3. Agenda.** The Dean of the college shall be responsible for and shall issue the agenda at least three working days prior to each meeting of the COH faculty. The agenda shall list all subjects to be voted on.

**Section 4. Reconsideration.** Actions taken at any meeting of the COH faculty at which less than a simple majority is present or recommendations made at a meeting at which a quorum is not present shall be subject to reconsideration in accordance with the following procedure. If the Dean receives a petition requesting reconsideration of a specifically designated action or recommendation taken at the meeting, the Dean shall distribute to all members of the COH faculty a mail ballot for such reconsideration. This petition must be received within one week after the meeting and bear the signatures of at least twenty members of the college faculty. A copy of the minutes of the meeting shall accompany the ballot. Decision in the mail ballot must be by majority of those voting on the question, providing that at least as many valid mail ballot are cast on the given question as were cast in the COH faculty meeting. If fewer valid mail ballots are cast on the question than were cast in the COH faculty meeting, the previous action or recommendation on said question shall stand.

**Section 5. Secretary.** A secretary will be appointed by the Dean of the College for the meetings.

## **Article V. Committees**

**Section 1. Standing Committees.** Standing committees of the College of Health are the Dean's Advisory Committee, Research Advisory Committee, Curriculum Committee, Diversity Committee, Awards Committee, Staff Advisory Committee, and Student Advisory Committee.

**Section 2. Special Committees.** Special committees of the College may be created and dissolved by the Dean as needed to service the College.

**Section 3. Membership.** Names of members appointed to all committees within the College shall be made known to the COH faculty.

**Section 4. Term of Office.** Members of standing committee, except the College Advisory Committee, shall take office the second week of the fall semester and serve for twelve months. Standing committees, with the exception of the College Advisory Committee, and special committees will expire at the same time. Therefore, selection of committee members shall be accomplished during the first week of the semester with the exception of the College Advisory Committee.

**Section 5. Meetings.** All committees shall meet by call of the chair or Dean, or at the request of at least fifty (50) percent of their members.

**Section 6. Vacancies.** Vacancies, which occur during the academic year in standing committees, will be filled by unit elections of another representative to complete the term. Vacancies, which occur during the academic year in special committees, shall be filled by Dean.

### **Section 7. The College Advisory Committee (CAC)**

#### **VIII. College Advisory Committee (CAC)**

**A. Membership:** The College Advisory Committee (CAC) will consist of one full-time employed tenured faculty member at the rank of associate professor or professor from each unit in the College of Health. These representatives will be elected by secret ballot for a three-year term by the respective units. The election will be held by September 15 with the term of service beginning October 1. The terms of service will be staggered so that no more than three CAC members will change each academic year. Vacancies will be filled by Unit elections for the remainder of a member's term if needed. The first year the rotation will be determined by draw in the CAC meeting developing these guidelines. Members of the CAC may participate in consideration of applications from their academic units, however, they are not permitted to vote on these applications.

All full-time faculty of the respective unit may vote for the CAC representative. However, faculty members with titles such as "visiting," or "special," or "adjunct," that imply impermanence are not eligible to vote. Individuals who are requesting tenure

and/or promotion will not serve on the CAC during the year they are reviewed. University administrative officers serving as President, as Provost, vice presidents, or as Unit Chair/Director within a College may neither vote in elections nor sit as members or ex officio members of the College Advisory Committee.

**B. Chair.** The Chair will be elected by the CAC in the October meeting.

**C. Rules regarding procedures.**

**Confidentiality:** The proceedings of the College Advisory Committee are strictly confidential.

Strict policies of recusal also govern the deliberations of the CAC. These are:

- (a) Members of the CAC who are related (as per Board and University Nepotism Policy) to parties being reviewed must recuse themselves from all personnel proceedings involving such parties. In no event shall they vote or offer advice, either directly or indirectly, to other committee members.
- (b) Members of the CAC reviewing any Unit personnel evaluation or recommendation in which they cast a vote or otherwise influenced the same personnel evaluation or recommendation at the Unit level may not vote. Any additional information required in the consideration of a given case must be obtained in writing from the Chair of the pertinent Unit body.
- (c) Associate Professors sitting as members of the CAC must recuse themselves from all personnel proceedings in all cases involving the promotion of a party from the rank of Associate Professor to the rank of Professor.

**D. Duties of the College Advisory Committee**

1. To act in lieu of Unit Promotion Committees and Tenure Committees when Units must relinquish such responsibilities to the college dean, in such cases following the same procedures otherwise required of Unit Personnel Committees and submitting initial recommendations to the College Dean:
2. To review all Unit recommendations on promotion in rank and academic tenure, ensuring that both the substantive and procedural policies of Units and the College have been followed, assuring a reasonable uniformity of standards within the College, and so advising the Dean;
3. To review the merits of recommendations for promotion in rank and for tenure, assuring general uniformity of standards within the University, and submitting favorable or unfavorable judgments to the Provost.

4. To hear appeals from academic staff members regarding Unit evaluation reports and personnel recommendations, and so advising the Dean;
5. To perform such other duties as may be prescribed in the personnel documents of the respective colleges, so advising the Dean.
6. **Submission of Reports:** The College Advisory Committee conducting initial tenure review proceedings in lieu of Units or reviewing, at the request of the Dean, Unit annual evaluations must vote and submit written recommendations to the Dean no later than April 1.

The CAC conducting, in lieu of Units, initial promotion deliberations and tenure deliberations and conducting reviews of Unit recommendations pertaining to promotion in rank and the bestowal of tenure must vote and submit written recommendations to the Dean no later than November 15.

Committee members may abstain from voting, but all recommendations must be duly signed by all members of the committee.

**E. Meetings.** The Dean or Chair may convene the College Advisory Committee.

(Note: For complete information regarding Tenure and Promotion procedures, refer to the Tenure and Promotion document).

## **Section 8. The College Curriculum Committee**

- A. Membership.** The College Curriculum Committee will be composed of two representatives from each of the College units. These representatives should be able to address undergraduate or graduate curriculum issues.
- B. Chair.** The chair of the College Curriculum Committee will, in most cases, be the Associate Dean upon the approval of the committee members.
- C. Duties.** The duties of the College Curriculum Committee are to address curriculum issues of the College, make curriculum recommendations to the Academic and Graduate Councils, monitor the core of the College, and report curriculum decisions to the Dean.
- D. Meetings.** The chair of the committee will call the meetings after consulting the schedule of the membership. Meetings will normally be held monthly.

## **Section 9: The College Research Advisory Committee**

- A. Membership.** Each unit shall elect one faculty member to serve on the College Research Advisory Committee.

- A. Chair.** The chair of the College Research Advisory Committee shall be elected by the members of the Committee.
- B. Duties.** The duties of the College Research Advisory Committee shall be to review and rank research proposals for the Dean.
- C. Meetings.** The Dean of the College will convene the Committee at the beginning of the Fall semester and the chair of the Committee will call meetings after he/she is elected.

#### **Section 10: The College Diversity Committee**

- A. Membership.** Each unit shall elect one faculty member to serve on the College Diversity Committee.
- B. Chair.** The chair of the College Diversity Committee shall be elected by the members of the Committee.
- C. Duties.** The College Diversity Committee shall present ideas for enhancing diversity of faculty, staff, and students in the College, and the Committee shall monitor/report the status of diversity in the College. The ideas and reports shall be presented to the Dean of the College.
- D. Meetings.** The Dean of the College will convene the Committee at the beginning of the Fall semester and the chair of the Committee will call meetings after he/she is elected.

#### **Section 11: The College Awards Committee**

- A. Membership.** Each unit shall elect one faculty member to serve on the College Awards Committee. Two staff members, one undergraduate and one graduate student selected by draw from a group of volunteers, shall be appointed to the Committee by the Dean of the College.
- B. Chair.** The chair of the College Awards Committee shall be elected by the members of the Committee.
- C. Duties.** The College Awards Committee shall establish College Awards, solicit nominations and select the faculty/staff to be recognized.
- D. Meetings.** The Dean of the College will convene the Committee at the beginning of the Fall semester and the chair of the Committee will call meetings after he/she is elected.

#### **Section 12: The College Technology Committee**

- A. Membership.** Each unit shall elect on faculty member to serve on the College

Technology Committee.

- B. Chair.** The chair of the College Technology Committee shall be the College Technology Officer.
- C. Duties.** The College Technology Committee shall evaluate the technology needs of the College and make recommendations through the chair of the committee to the Dean of the College.
- E. Meetings.** Meetings will be called by the College Technology Officer at least once during the fall and spring semester.

### **Section 13: The College Staff Advisory Committee**

- A. Membership.** The staff in each unit shall select one staff member to serve on the College Staff Advisory Committee.
- B. Chair.** The chair of the College Staff Advisory Committee shall be elected by the members of the Committee.
- C. Duties.** The College Staff Advisory Committee shall consider important matters affecting staff in the College and shall recommend action to the dean.
- D. Meetings.** The Dean of the College will convene the Committee at the beginning of the Fall semester and the chair of the Committee will call meetings after he/she is elected.

### **Section 14: Student Advisory Committee**

- A. Membership.** Membership shall consist of one student representative selected from each of the College Units. The dean, associate dean, and college advisor serve as ex officio members. The student members must be enrolled as majors in the units from which they are selected, and they shall serve on the board for the academic year in which they are selected. Each unit shall determine its own procedure for selecting its student representative.
- B. Chair.** The chair of the Student Advisory Committee shall be elected by the members of the Committee.
- C. Duties.** The Student Advisory Committee shall discuss with the Dean important matters affecting students enrolled in the College and shall recommend action to the dean.
- D. Meetings.** Meetings shall be called by the Dean of the College.

## **Article VI. College Student Ambassadors**

**Section 1. Purpose.** The College Student Ambassadors shall assist the College with activities such as Homecoming, Recruitment, and special projects.

**Section 2. Composition.** The Ambassadors will be selected by the Dean, Associate Dean, and College Staff Advisor from nominations made by the Chair/Directors.

**Section 3. Meetings.** The College Staff Advisor will call meetings and arrange activities for the Ambassadors.

## **Article VII. Units\* of the College**

\*Units refer to the academic divisions of the College such as department, school, etc.

**Section 1. Operations.** Each Unit of the College may determine for itself the best means of achieving its objectives. Each faculty member of a Unit has the right to participate in decision-making in all business (except for matters delegated to Unit Personnel Committees and/or Tenure and Promotion Committees). “Participate as used here means to be informed and to be heard, to present resolutions for formal vote in official meetings of the unit, and generally to play a meaningful role in determining policy.” Faculty decisions are subject to review by higher administrative authority, but actions of the faculty should be amended or rescinded only for substantial reasons promptly communicated to the faculty, except that (1) nothing in this paragraph shall be so construed as to prevent faculty from forwarding their views to higher authority (up to the President), and (2) all recommendations for faculty appointments shall carry with them a statement indicating the degree of concurrence or nonconcurrence of the faculty concerned.

**Section 2. Meetings.** Each Unit shall hold faculty meetings at least once each semester. Meetings may be convened by the chair/director or at the request of fifty (50) percent of the faculty.

A quorum shall consist of not less than one-half of the eligible faculty. Minutes of all meetings must be kept and distributed to the eligible members.

### **Section 3. Title, Responsibility, Appointment, and Tenure of Executive Officers.**

**A. Title.** The specific title of the executive of each unit of the College shall be recommended to IHL by the dean, provost and president.

**B. Responsibilities.** The Unit Chair/Director is both a faculty member and an

administrator, being an integral member of the administration. Reporting to the Dean, the Unit Chair/Director is the chief administrative officer of the Unit, responsible for the general direction and supervision of the unit. The Unit Chair/Director is also responsible for the preparation and administration of the Unit budget and for making appropriate recommendations to the Dean regarding personnel needs. The Unit Chair/Director is involved in determining educational policy and implementing institutional policies. This includes establishing curricula, schedules, unit majors, and graduation requirements. The Unit Chair/Director encourages excellence in teaching and engages the faculty in the evaluation of teaching. The Unit Chair/Director is directly responsible for developing the Unit faculty, encouraging research, establishing standards of instruction, evaluating instruction, and making recommendations to the Dean regarding salaries, promotions, tenure, and retention. Duties of the Unit Chair/Director are described in the Faculty Handbook.

### **C. Appointment.**

1. When a vacancy is foreseen or occurs in the position of an executive either by retirement, resignation, or removal if necessary, it shall be the responsibility of the Dean of the College to submit to the provost a nomination for acting executive.
2. Before a search committee is formed, the College Unit in consultation with the Dean shall decide whether the search will be limited to internal candidates or include external candidates.
3. When a vacancy occurs or when a search is to be undertaken, the Dean of the College shall ask the Unit to create a search committee in accordance with procedures adopted by the Unit. The Dean shall appoint the Chair of the search committee.
4. The University search procedure should be followed.
5. A written report of the recommendation of the search committee and the results of a recommendation ballot of the entire faculty of the unit shall be forwarded to the Dean of the College.
6. The Dean of the College will forward the recommendation and ballot to the Provost and President.

**D. Tenure.** Executive officers are eligible for tenure in the academic rank only under the usual procedures.

## **Section 4. Review of Executive Officers.**

- A. Review.** Executives shall be reviewed annually by the Dean and at least once every five years of service (including service in an acting capacity). The College Dean shall have the right and responsibility to initiate an earlier five-year review when deemed necessary. In Fall of 2004, the Dean of the College will establish staggered review terms.

**B. Review Procedure.**

Annual reviews shall be held by the Dean at the beginning of each calendar year. This will include a review of past performance and establishment of new objectives of the current calendar year.

Five-year Chair/Director review procedure: (Reference: Proposed by Council of Chairs and approved by Provost office, October 12, 1999.)

1. Early in the fall semester of the fifth year, the Dean of the College will determine whether a Chair/Director wishes to be considered for another five-year term. If the answer is affirmative, the Dean begins immediate consultations with the full-time faculty of the academic Unit.
2. If the faculty is favorably disposed towards reappointment for another term, and if the Dean concurs, the Chair/Director will be informed immediately of his/her reappointment for another five-year term.
3. If the faculty recommends against reappointment, and if the Dean concurs, the Chair/Director will be immediately informed that his/her reappointment as Chair/Director will lapse (end). If the Dean does not concur with the faculty's recommendation, he/she may reappoint the Chair/Director for another five-year term.
4. If reappointment is not forthcoming, the search for a new Chair/Director should begin as soon as possible. This search will be internal unless funds are available in the Unit or College for a national search and to support a new position. It is recognized that it may be necessary for the Dean to appoint an interim Chair/Director for some specified period of time.
5. If reappointment is not forthcoming, the appointment of the sitting Chair/Director will ordinarily lapse at the end of the fiscal year. The Chair/Director has the prerogative of resigning his/her appointment prior to the normal lapse of the term.
6. Current Chairs/Directors at the time of implementation of this proposal may be reappointed for a five-year term beginning with the contract year following implementation.
7. In order to promote efficiency and planning of academic departments, Chairs/Directors should be notified of the decision concerning reappointment/non-reappointment prior to the end of the Fall semester. In the case of Chairs/Directors whose appointment is to be discontinued because of malfeasance, misfeasance, or nonfeasance, such action may be taken immediately and is not subject to the guidelines presented herein.

Nevertheless, only under extraordinary circumstances should a Chair/Director be removed without at least a 90-day notice.

8. Should a Chair/Director choose to resign, the review process (if it has been initiated) will be ended and the resignation will be used as the mechanism through which the appointment is not renewed.

### **Article VIII. Election of College Representatives**

Election of representatives of the College to Faculty Senate, Council of Chairs, Staff Council, Academic Council, Graduate Council, Research Council, Human Subjects Protection Review Committee, Professional Education Council, Honors Council, Employee Mediation Program, etc. will be accomplished following the rules of the specific body.

### **Article IX. Rules of Order**

The College of Health faculty or unit faculties, may adopt, by majority, rules of order. Points of order not so covered will be governed by Robert's Rules of Order, latest edition, provided they are not in conflict with these by-laws or the University Faculty Handbook.

### **Article X. Amendments**

These by-laws may be amended by a two-thirds majority vote at any COH faculty meeting, providing such proposed amendment has been duly listed on the agenda in accordance with Article IV, Section 3. The vote is subject to reconsideration under Article IV, Sections 2 and 4. In case of such a vote to reconsider, the requirements of Article IV, Section 4, shall apply except that a two-thirds majority of the votes cast is required for amendment.