

BYLAWS OF THE COLLEGE OF HEALTH

(Effective July 1, 2004)

(Revised July 8, 2007)

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.” “Units” refer to the academic divisions of the College such as department, school, etc.

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. These bylaws are established to help the College faculty and administrators conduct College business efficiently and with fairness to all concerned. They may not in any way contradict or supersede the Constitution of the University or other higher authority.

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 voting members of the College faculty. Final authority for determining the status of a faculty member shall rest with the Dean of the College.

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. Executive Officer of Units in the College. The Executive Officer of each unit, known as “chair” or “director,” refers to those administrative officers of the units and departments who report directly to the Dean.

Section 3. College Council. The Executive officers of the units 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 of the College Council who 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 quorum 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 considered by vote.

Section 4. Reconsideration. Actions taken at any meeting of the COH faculty at which less than a quorum 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 aforementioned meeting, the Dean shall distribute to all members of the COH faculty a mail or email ballot for such reconsideration. This petition must be received within one week after the meeting and bear the signatures of at least twenty-five percentage of the voting members of the college faculty. A copy of the minutes of the meeting in question 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 ballots 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, Student Advisory Committee, Technology Committee, and Assessment and Evaluation Committee.

Section 2. Special Committees. Special committees of the College may be created and dissolved by the Dean as needed to serve 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. With the exception of the Student Advisory Committee (who will elect their membership annually) members of the standing committees shall serve three-year terms. All committee members must be elected by their respective units before September 1st each year. Starting with the members elected Fall 2007, the membership will be staggered so that no more than one-third of the committee members will change each academic year. In Fall 2007, each committee will meet and draw for three-year, two-year, and one-year staggered terms. Upon the Fall 2007 Committee member's term completions, all new appointees shall serve three year terms. The Committee should elect a chair and a vice-chair for a one year term. The vice-chair shall serve as chair-elect and serve as chair the following year. Thereafter, the Committee will elect a vice-chair annually and chair only if the chair position is vacated.

Section 5. Meetings. All committees shall meet by call of the committee 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 1st with the term of service beginning October 1st. 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 Executive officer within a College may neither vote in elections nor sit as members or ex officio members of the College Advisory Committee.

B. CAC Chair. See procedures for selection of Chair in Article V, Section 4 above.

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 Executive officer 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. 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. 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. 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 Dean.

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. Advise the Dean on promotion and tenure issues in the College, as needed.

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 CAC Chair may convene the College Advisory Committee. (Note: For complete information regarding Tenure and Promotion procedures, refer to the College of Health Tenure and Promotion document).

Section 8. The College Curriculum Committee

A. Membership. The College Curriculum Committee will be composed of two College Faculty representatives from each of the College units. These representatives should be able to address undergraduate or graduate curriculum issues. will serve as an ex officio member of this Committee. Each of the College units may, by procedures satisfactory to each unit, designate a graduate student to meet as a member of the committee, with voice but not vote.

B. Chair. The Associate Dean of Academic and Student Affairs will serve as Chair of the Committee.

C. Duties.

The Curriculum Committee shall be responsible for reviewing, assessing and recommending all proposed additions, substitutions, and deletions to the curriculum of the College. The Committee's recommendations and curriculum decisions shall be presented to the Dean of the College. The Committee may initiate a study of any area of curriculum development and recommend or suggest deletions, improvements, or expansions of courses and program. Ensure that assessment tools and procedures are in place to support the achievement of learning outcomes and that results are reported to demonstrate progress towards the achievement of these outcomes. Make curriculum recommendations to the Academic and Graduate Councils and monitor the core of the

College. All submissions must follow the published schedule and procedures of the curriculum committee.

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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. The Associate Dean for Research shall serve as an ex-officio member of the committee

A. Chair. See procedures for selection of Chair in Article V, Section 4 above.

B. Duties. The duties of the College Research Advisory Committee shall be to review and rank research proposals, develop and sponsor seminars, identify resources, and serve to facilitate the vitality of research in the College for the Dean. The committee should advise the Dean on activities and policies which will enhance research in the College of Health.

C. Meetings. The Associate Dean for Research 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. See procedures for selection of Chair in Article V, Section 4 above. 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.

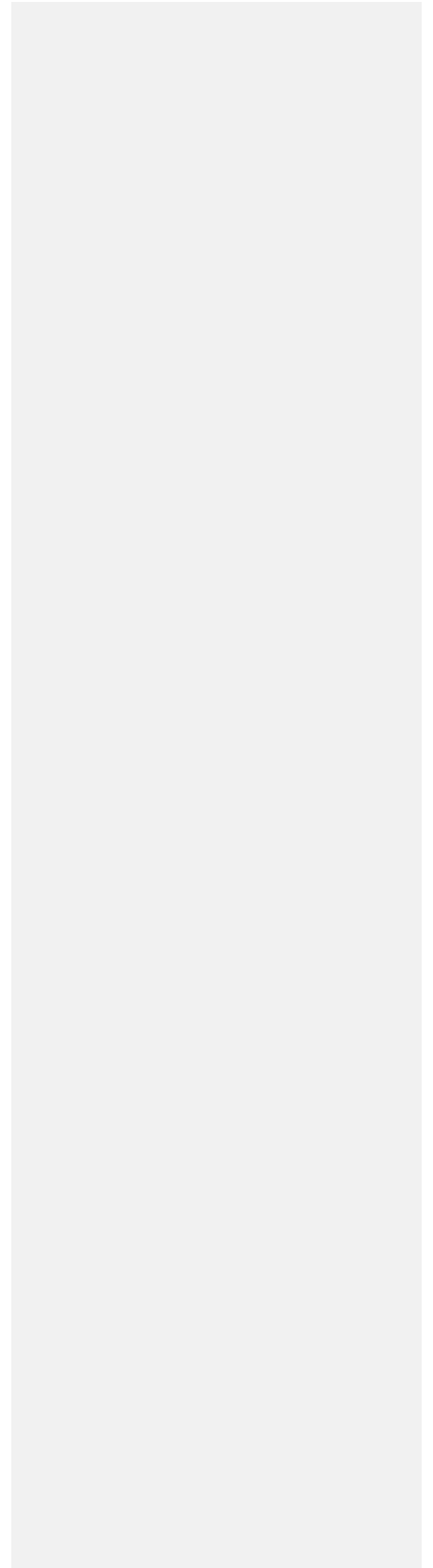
B. Chair. See procedures for selection of Chair in Article V, Section 4 above.

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 one faculty member to serve on the College



Technology Committee.

B. Chair. See procedures for selection of Chair in Article V, Section 4 above.

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. See procedures for selection of Chair in Article V, Section 4 above.

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.

Section 15: Ad Hoc Committees

A. Purpose: The Dean of the College may appoint Ad Hoc committees to address topical issues in the College, as needed.

B. Membership. Membership of Ad Hoc committees will have representation from all units, when appropriate.

C. Chair: Chairs of Ad Hoc committees will be appointed by the Dean.

D. Duties. Ad Hoc committees will be charged by the Dean of the College to address specific concerns and issues. The Ad Hoc committees will report to the Dean of the College in a written report.

D. Meetings. The Dean of the College or the Chair of Ad Hoc committees will convene the Committees as needed.

Deleted: The chair of the College Staff Advisory Committee shall be elected by the members of the Committee.

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 Student Ambassadors Advisor from nominations made by the Executive officer of the units.

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

Article VII. Units of the College

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 executive officer of the unit 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 Executive officer is both a faculty member and an

administrator, being an integral member of the administration. Reporting to the Dean, the Unit Executive officer is the chief administrative officer of the Unit, responsible for the general direction and supervision of the unit. The Unit Executive officer 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 Executive officer is involved in determining educational policy and implementing institutional policies. This includes establishing curricula, schedules, unit majors, and graduation requirements. The Unit Executive officer encourages excellence in teaching and engages the faculty in the evaluation of teaching. The Unit Executive officer 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 Executive officer 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 by the Dean 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 Unit Executive officer 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 an Unit Executive officer 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 Executive officer of the unit 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 Executive officer of the unit will be immediately informed that his/her reappointment as Executive officer of the unit will lapse (end). If the Dean does not concur with the faculty's recommendation, he/she may reappoint the Executive officer of the unit for another five-year term.
4. If reappointment is not forthcoming, the search for a new Unit Executive officer 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 Unit Executive officer for some specified period of time.
5. If reappointment is not forthcoming, the appointment of the sitting Executive officer of the unit will ordinarily lapse at the end of the fiscal year. The Executive officer of the unit has the prerogative of resigning his/her appointment prior to the normal lapse of the term.
6. Current Unit Executive officers 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, Executive officer of the units should be notified of the decision concerning reappointment/non-reappointment prior to the end of the Fall semester. In the case of an Executive officer of the unit 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 an Executive officer of the unit be removed without at least a 90-day notice.

8. Should a Executive officer of the unit 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. Voting on By-Laws amendments may be conducted via mail ballot after a 30 day review period by voting members of the College of Health faculty.