

# EAST TENNESSEE STATE UNIVERSITY

## COLLEGE OF PUBLIC HEALTH

### BYLAWS

The Administration, Faculty and Staff of the College of Public Health at East Tennessee State University hereby establish the following Bylaws to provide a mechanism for participating in planning, policy-making, and decision-making related to academic and other matters affecting the mission of the College or the welfare of its members. The Bylaws are formulated to address the mission, strategic intent, and goals where the special charge and nature of the College necessitate organization, procedures or requirements different from or in addition to those of the University. The Bylaws establish the structure and operating procedures for the College and are applicable to all faculty of the College.

#### ARTICLE I. NAME AND AUTHORITY

- 1.1 Name: The name of the organization is the College of Public Health administered within the Academic Health Sciences Center at East Tennessee State University. Degree offerings include the Baccalaureate, Master's, Doctoral Degrees as well as Certificate programs at both the undergraduate and graduate level.
- 1.2 Authority: The authority for the organization comes from the State of Tennessee and East Tennessee State University.

#### ARTICLE II. MISSION, VISION, AND CORE VALUES

- 2.1 Mission:

- 2.1.1 To provide students a high quality educational experience focused on excellent teaching, research training, and practical skills to prepare them for a diverse and inter-professional workforce;
- 2.1.2 To advance science through research focused on identifying causes of, and practical solutions to, important health challenges;.
- 2.1.3 To create an environment that is personally and professionally rewarding for faculty, staff, and students;
- 2.1.4 To use our expertise to improve the health status of all people including those in underserved communities through education, evidence-based advocacy, collaborative research, and partnerships.
- 2.2 Vision: The ETSU College of Public Health is the school of choice for students who want an exceptional educational experience in a world-class environment.
- 2.3 Core Values:
- ALTRUISM: We believe in nurturing a sense of altruism and benevolence towards the less fortunate on the part of our faculty, staff and students.
  - COMMUNITY SERVICE: We seek to strengthen the communities we serve, including our neighborhoods, our academic community, and our professional associations, by building collaborative partnerships, taking leadership positions, and contributing our knowledge, skills, and commitment.
  - DIGNITY: We treat all people with unwavering dignity and respect.

- **DIVERSITY:** We embrace diversity and seek to attract and retain diverse faculty, staff, and student bodies.
- **EDUCATION:** We recognize that our greatest obligation is to assure that our students develop the knowledge, practical skills, and life-long learning habits, to allow them to take their place among the leaders of their professions.
- **EXCELLENCE:** We are dedicated to excellence in teaching, scholarly activity, and community and professional service.
- **INTEGRITY:** We adhere to the highest ethical standards of honesty and fairness and we recognize that integrity and ethical behavior are essential elements of our professions.
- **RESEARCH:** We are committed to conducting basic and applied research to advance the science base for public health decision-making and to promote community health and development.
- **TEAMWORK:** All parts of the College—students, faculty, and staff—enjoy a close-knit relationship and opportunities for formal and informal interpersonal exchange.

### ARTICLE III. THE FACULTY

3.1 Membership: For the purpose of these Bylaws alone, the Faculty of the College of Public Health shall consist of all individuals holding full-time, full-time temporary, and part-time faculty appointments. Full-time, full-time temporary, and part-time faculty members shall hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor. The remaining faculty members shall be designated as Adjunct Faculty. Only full-time faculty members, plus other appointees recommended by Department Chairs and approved by the Dean, shall have

voting privileges. All members of the Faculty should attend meetings of the Faculty and may have privileges of the floor.

3.2 Meetings:

3.2.1 Regular Meetings – A meeting of the entire Faculty shall ordinarily be held one time per semester.

3.2.2 Special Meetings – Special meetings of the Faculty may be called by the Dean, the Leadership Council, the Faculty Council, or on petition of one-third of the Faculty.

3.2.3 Agenda – The Dean will ordinarily be responsible for the agenda and preside over the meeting. Any Faculty or staff member may contribute items to the agenda.

3.2.4 A Secretary and/or Parliamentarian may be appointed as needed.

#### ARTICLE IV. THE FACULTY COUNCIL

4.1 Membership: The Faculty Council shall be composed of all College faculty representatives to the University's Faculty Senate and other representatives as determined by the Council.

4.2 Purpose: The Faculty Council

4.2.1 supports the mission of the College of Public Health in education, research, and service through representing the needs and interests of the faculty for those issues that transcend department-specific concerns.

4.2.2 provides the avenue for formal communication among the Faculty of the College;

4.2.3 may submit recommendations to the Dean for action;

4.2.4 may call meetings of the Faculty;

4.2.5 will identify and develop its own operating procedures, protocols and related items.

4.3 Meetings:

4.3.1 Meetings which may, at the discretion of the Council include the Dean and/or the College Leadership Council, shall be held at least once a semester. The Council may, by simple majority, choose to meet more or less frequently as needed.

4.3.2 Minutes of all meetings will be kept and made available as requested.

## ARTICLE V. THE STAFF COUNCIL

5.1 Membership: The Staff Council shall be represented by the Executive Aide or other staff member from each primary academic Departments and other permanent operational units of the College of Public Health. The Executive Aide from the Dean's Office will be an ex-officio member of the Staff Council.

5.2 Purpose: The Staff Council

5.2.1 supports the mission of the College of Public Health in education, research, and service and through representing the needs and interests of the staff;

5.2.2 provides the avenue for formal communication among the Staff of the College;

5.2.3 may submit recommendations to the Dean for action;

5.2.4 may call meetings of the Staff;

5.2.5 will identify and develop its own operating procedures, protocols and related items.

5.3 Meetings:

- 5.3.1 Meetings which may, at the discretion of the Council include the Dean and/or the College Leadership Council, will be held at least once a semester. The Council may, by simple majority, choose to meet more or less frequently as needed.
- 5.3.2 Minutes of all meetings will be made available as requested.

## ARTICLE VI. THE STUDENT COUNCIL

- 6.1 Membership: The Student Council shall represent the broad cross-section of students in the College, reflecting, where possible, both the diversity of academic disciplines and the levels of instruction in the College.
- 6.2 Purpose: The Student Council
  - 6.2.1 supports the mission of the College of Public Health in education, research, and service and through representing the needs and interests of the students for those issues that transcend discipline-specific concerns;
  - 6.2.2 provides the avenue for formal communication among the students of the College;
  - 6.2.3 may submit recommendations to the Dean for action;
  - 6.2.4 may call meetings of the students;
  - 6.2.5 will identify and develop its own operating procedures, protocols and related items.
- 6.3 Meetings:
  - 6.3.1 Meetings, which may, at the discretion of the Council include the Dean and/or the College Leadership Council, shall be held at least once a semester. The Council may, by simple majority, choose to meet more or less frequently as needed.

6.3.2 Minutes of all meetings will be kept and made available as requested.

6.4 The President of the Student Council shall be invited to participate as a voting member of the college-wide meetings that are held for faculty and staff upon call of the Dean.

#### ARTICLE VII. THE LEADERSHIP COUNCIL

7.1 Membership: The Leadership Council shall be composed of the Chairs of the academic departments, Associate and Assistant Deans, the Dean's Office Coordinator, and other members as approved by the Council. The Dean or the Dean's representative shall serve as Chair of the Council.

7.2 Purpose: The Leadership Council

7.2.1 provides the avenue for formal communication among the leadership of the College;

7.2.2 shall advise the Dean regarding the formulation of general policies governing conduct of operations of the College and evaluation of the effectiveness of such policies;

7.2.3 may submit recommendations to the Dean for action;

7.2.4 may call meetings of the Faculty, Staff and/or students;

7.2.5 may consult with the Dean concerning recommendations for appointments including that of Department Chairs, Associate/Assistant Deans, Acting Chairs, and other key administrative personnel;

7.2.6 may call upon other members of the Faculty and appoint ad hoc committees to assist the Council in the performance of its duties;

7.2.7 may organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.

7.3 Meetings:

7.3.1 The Leadership Council shall meet on a regular schedule and at other times upon call of the Dean.

7.3.2 Agenda for Leadership Council shall be prepared by the Dean and shall be distributed to the members before each meeting. Agenda items may be submitted to the Dean by any regular member of the Council. The student body, through the President of the student council, may make suggestions for agenda items for the Council and may be asked to provide representation at a Council meeting to present/discuss the suggested issues.

**ARTICLE VIII. THE UNITS OF THE COLLEGE**

8.1 Departments:

8.1.1 Meetings: Each department shall hold regular meetings to transact business of the department and discuss activities of concern to the College. Departmental policies shall be consonant with college policy in letter and spirit.

8.1.2 Leadership: The Department Chair, who is a regular member of the Faculty, shall be responsible for administration of educational programs, research, resource allocation, and professional service functions of the department, and shall be the representative spokesperson of the department. The Department Chair shall recommend to the Dean the appointment, reappointment, and tenure and promotion of members of the Faculty in accord with policies found in the ETSU Faculty Handbook (2.1, 2.2., 2.3, 2.4).



- 8.1.3 Vacancies: When a position of Department Chair becomes vacant, the Dean shall recommend to the Vice President for Health Affairs and the President the appointment of an acting Chair. When a position of Department Chair becomes vacant, the Dean shall follow the Faculty handbook Policy (1.10) for selection and appointment of a new Chair.
- 8.2 Other Units – Other units shall be administered in accordance with the same principles and policies as those governing departments.
- 8.3 Addition or Deletion of Units – The addition or deletion of departments or other units shall be accomplished in accordance with applicable policies of the Tennessee Board of Regents. Once approved, these changes may be automatically reflected in these bylaws.

#### ARTICLE IX. EXECUTIVE LEADERSHIP

9.1 Dean:

- 9.1.1 The Executive Officer of the College of Public Health shall be the Dean, appointed according to the policies of the University with authority as delegated from the President, the Chancellor, and the Tennessee Board of Regents. The Dean shall be a regular member of the Faculty, and as Dean of the Faculty, shall represent it and serve as spokesperson for the entire College at official meetings and events both on and off campus.
- 9.1.2 The responsibilities of the Dean shall include faculty and staff recruitment and appointments; oversight of the College's educational and research programs; admissions, placement, and student affairs; budget planning and management; fiscal

management; space utilization and equipment; and other activities that strengthen the educational, research, and service functions of the College.

9.1.3 The Dean shall recommend faculty appointments and promotions as well as individuals for the position of Associate Dean and other administrative positions through the Vice President for Health Affairs to the President in accord with ETSU policies after consultation with appropriate Chairs, committees, and members of the Faculty.

9.1.4 The Dean may assign specific administrative duties to the Associate and Assistant Deans or other designated persons and may delegate executive authority to them.

The Dean shall make known to the Faculty the principal areas of responsibility of the Associate and Assistant Deans.

9.2 Associate Dean for Academic Affairs:

The responsibilities of the Associate Dean of Academic Affairs will generally include the following: interpret policies and procedures; coordinate common activities (course scheduling, core comprehensive examinations) between the units; oversee program coordinators; serve as a faculty liaison; oversee the building coordinator; and other duties as reasonably assigned by the Dean.

9.3 Assistant Dean for Student Services:

The Assistant Dean for Student Services will coordinate college-wide efforts to assure student success outside of the classroom. The responsibilities of the Assistant Dean for Student Services will generally include: coordinating and implementing plans for student recruitment and retention, alumni relations, career and professional development activities, marketing and

outreach, and support of student organizations. The Assistant Dean will represent the college at university committees, professional organizations, and other activities related to student welfare and development.

#### 9.4 Associate Dean for Research

The Associate Dean for Research shall generally coordinate the development and implementation of a strategic plan to maximize the impact of research on the long-term goals of the College; follow and report on the implementation of that plan; coordinate the mentoring of junior faculty in research grantsmanship; assure appropriate representation of the College on issues related to research, and other duties as reasonably assigned by the Dean.

#### 9.5 Associate Dean for Quality and Planning

The Associate Dean for Quality and Planning shall be responsible for assessment of student learning outcomes, evaluation processes and data systems; report on evaluation findings and guide the use of evaluation results for quality improvement; provide leadership for strategic planning; oversee accreditation efforts; and assure appropriate representation of the College on issues related to quality and planning.

#### 9.6 Assistant Dean for Finance and Administration

The Assistant Dean for Finance and Administration is responsible for managing the college budget consistent with the college plans and within guidelines of the university and the Tennessee Board of Regents. The Assistant Dean serves as a liaison between the Office of the Dean and the departmental chairs on financial and administrative matters. The Assistant Dean is a member of the college Leadership Council, reports directly to the Dean, and has a

“dotted-line” reporting relationship to the finance authority of the Academic Health Sciences Center.

## ARTICLE X. COMMITTEES

10.1 General Statement: There shall be Standing and Special Committees with appropriate representation from each of the departments within the College. The charge of each committee shall include a statement of purpose, membership, and specific guidelines. Student representation is encouraged where appropriate. Permanent records of the committee’s purpose, guidelines, and deliberations shall be kept in the Dean’s Office. Each committee shall have a Chair, and such other officers as may be designated. The duties of the Chair are stated in the charge of each committee. Vacancies on a committee shall be filled through the process designated by the authority which created the committee.

10.2 Standing Committees:

10.2.1 Membership - The members will either be elected or appointed according to university and/or College policy.

10.2.2 Term of Appointment – Unless otherwise designated committee appointment will be for a three-year term so staggered that not more than one-third of the committee will be changed each year.

10.2.3 Reports – A report will be submitted to the Dean’s Office upon completion of the assignment and/or academic year.

10.2.4 Current Standing Committees:

Assessment and Evaluation Committee

Curriculum Committee

Diversity and Social Justice Committee

DrPH Admissions Committee

Faculty and Staff Awards Committee

Faculty Development Committee

Promotion and Tenure Committee

Recruitment and Retention Committee

Research Development Committee

Student Scholarship Awards Committee

10.3 Assessment and Evaluation Committee – The name of the committee shall be the College of Public Health Assessment and Evaluation Committee.

10.3.1 Composition of this committee shall include one or more representatives of the following constituents:

10.3.1.1 faculty representative

10.3.1.2 Public Health Student Association

10.3.1.3 College Research Office

10.3.1.4 College Academic/Student Office

10.3.1.5 College Dean's Office

10.3.2 The Chair of this committee shall:

10.3.2.1 be the Associate Dean for Quality and Planning;

10.3.2.2 convene all meetings of the committee; prepare an agenda and distribute to members prior to the meetings;

10.3.2.3 prepare and distribute minutes, including a summary of actions;

10.3.2.4 write an annual report and submit to the Dean's Office.

10.3.3 Duties of the committee shall be to:

10.3.3.1 review the results of the College alumni and employer surveys, and make appropriate recommendations to the dean and the chairs;

10.3.3.2 assess, on a regular basis, the status of outcome measures of academic programs;

10.3.3.3 guide the use of assessment and evaluation data for program planning and continuous quality improvement;

10.3.3.4 share assessment and evaluation data with College administration and faculty on an annual basis;

10.3.3.5 oversee accreditation efforts.

10.3.5 All meetings are open.

10.4 Curriculum Committee – The name of the committee shall be the College of Public Health Curriculum Committee.

10.4.1 Composition of the Committee shall include:

- 10.4.1.1 one tenured or tenure-track faculty member from each department, appointed by the Dean upon recommendation by the Chair, who will serve three-year terms;
- 10.4.1.2 an Associate Dean serving as an ex officio member;
- 10.4.1.3 a student representative selected by the Student Council.

10.4.2 The Chair of the committee shall:

- 10.4.2.1 be elected by the voting members of the committee to serve a two year term after serving in the position of Chair-elect for one-year;
- 10.4.2.2 convene all meetings of the committee; prepare an agenda and distribute to members prior to the meetings. A copy of the agenda only shall be distributed for informational purposes to all Departmental Chairs and the Dean prior to the meeting;
- 10.4.2.3 submit minutes and other committee documents to the Dean's Office following each meeting;
- 10.4.2.4 write an annual report;
- 10.4.2.5 supervise election of the Chair-elect from committee membership.

10.4.3 The Chair-elect shall:

- 10.4.3.1 be elected by vote of the membership one year prior to a vacancy in the chair position;
- 10.4.3.2 serve as Chair during the next two academic years;

10.4.3.3 become Chair if serving Chair does not complete term of office for a period not to exceed two academic years;

10.4.3.4 convene committee meetings in the absence of the Chair;

10.4.3.5 be responsible for continuity and leadership;

10.4.3.6 collaborate with the Chair.

10.4.4 The duties of the committee shall be to:

10.4.4.1 review all undergraduate and graduate curriculum proposals affecting COPH curricula;

10.4.4.2 evaluate policies regarding the COPH curricula;

10.4.4.3 direct College curriculum proposals to the Dean for action and forward to the University Curriculum and Graduate Council as appropriate;

10.4.4.4 all meetings are open.

10.5 Faculty and Staff Awards Committee – The name of the committee shall be the College of Public Health Faculty and Staff Awards Committee. This committee shall be established by the second week in February of each year.

10.5.1 Composition of the committee shall include:

10.5.1.1 only full-time faculty member representatives from each department, which may include up to two department chairs, recommended by the Chairs;

10.5.1.2 one or more of previous years' award recipients, when possible;

10.5.1.3 a staff representative recommended by the Chairs and approved by the Dean;



10.5.1.4 not more than one-third of the membership serving a consecutive year term.

10.5.2 The chair of the committee shall:

10.5.2.1 be appointed by the Dean;

10.5.2.2 convene all meetings of the committee;

10.5.2.3 maintain a record of all original documents of the business of the committee and submit to the Dean's Office at the completion of each academic year's review;

10.5.2.4 call for and collect nominations for each of the COPH awards, including: Foundation Research Award; Foundation Service Award, Foundation Teaching Award and the Outstanding Staff Award;

10.5.2.5 submit to the Dean a written statement of the committee's recommendations. The Dean shall notify the award recipients of the decisions;

10.5.2.6 collect nominations received by the Dean for the ETSU Distinguished Faculty Awards (teaching, research, service) and the Outstanding Staff Award and convene a meeting in early April for the purpose of screening the nominations;

10.5.2.7 submit to the Dean any recommendations for the ETSU Distinguished Faculty Awards and the Outstanding Staff Award including supporting materials and composite statements by April 30<sup>th</sup>. The Dean shall submit

nomination materials to the campus-wide selection committee through the Provost's office by the announced deadline.

10.5.3 The duties of the committee shall be:

10.5.3.1 review nominations for each of the COPH awards;

10.5.3.2 vote by secret ballot when determining the COPH award recipients and maintain confidentiality of all committee deliberations and decisions;

10.5.3.3 serve as a screening committee for nominations for the ETSU Distinguished Faculty Awards (teaching, research, service) and the Outstanding Staff Award in accordance with Section 3.8 of the ETSU Faculty Handbook;

10.5.3.4 assemble nomination materials and a composite supporting statement for outstanding nominees, if any, for the ETSU Distinguished Faculty Awards. by April 30<sup>th</sup>.

10.6 Faculty Development Committee – The name of the committee shall be the College of Public Health Faculty Development Committee. This committee shall be established by the second week in February of each year.

10.6.1 Composition of this committee shall include one faculty member from each department, appointed by the Dean upon recommendation from the Chair, who will serve three-year terms.

10.6.2 The Chair of this committee shall:

10.6.2.1 be elected by the committee at the initial meeting convened by the Dean;

10.6.2.2 convene all meetings of the committee following the initial meeting;

10.6.2.3 prepare an agenda and distribute to the members prior to each meeting;

10.6.2.4 ensure the preparation and distribution of minutes;

10.6.2.5 provide a summary of actions.

10.6.3 The duties of this committee shall be to:

10.6.3.1 schedule the annual COPH Faculty Development Day generally during the second or third week of October;

10.6.3.2 discuss topics, potential speakers, and budgeting with the Dean and other offices/persons as deemed necessary;

10.6.3.3 finalize and implement plans for the event and submit to the Dean a written statement of the committee's recommendation no later than the end of the spring semester.

10.7 Promotion and Tenure Committee – The name of this committee shall be the College of Public Health Promotion and Tenure Committee. The committee shall operate under the Faculty Handbook Sections 2.1.1 “General Employment Practices for Faculty Members”, 2.1.2 “Academic Freedom and Responsibility”, 2.2 “Policy on Academic Tenure”, and 2.3 “Policy on Faculty Promotion”.

10.7.1 Composition of this committee:

10.7.1.1 shall include members of the full-time faculty at professorial ranks – two from each department with one appointed by the Dean and the other elected by the department who will serve three-year terms. When feasible,

all committee members should have at least three years of service at ETSU, tenured, and represent appropriate distribution of professorial ranks;

10.7.1.2 no person who is an applicant for promotion in a given year may be an elected or appointed member of the committee during that year. A person who may have been elected to serve a three-year term, should she/he apply for promotion during that term shall recuse herself/himself from the committee in that year;

10.7.1.3 in the event a replacement is needed, the Dean will identify a replacement on the same basis as the individual was appointed;

10.7.1.4 only members holding the rank at or above the rank being considered are eligible to vote on promotion decisions. All members of the committee will participate in deliberations. In the event that an inadequate number of faculty are eligible to vote on a promotion decision, an alternative committee will be established including faculty at the appropriate level from other parts of the University, consistent with existing policies;

10.7.1.5 a minimum of four eligible voting members is required for a vote.

10.7.2 The Chair of this committee shall:

10.7.2.1 be elected by the committee from members of the committee for a one-year term having served the previous year as Chair-elect;

10.7.2.2 convene all meeting of the committee;

10.7.2.3 prepare and distribute an agenda to all members prior to each meeting;

- 10.7.2.4 maintain a record of all original documents of the business of the committee;
- 10.7.2.5 provide a summary of actions;
- 10.7.2.6 submit committee documents to Dean's Office;
- 10.7.2.7 supervise election of Chair-elect from committee membership;
- 10.7.2.8 transmit recommendations in writing to the Dean according to University policies, procedures, criteria, and schedule in accord with the ETSU Faculty handbook (Sections 2.2 and 2.3).

10.7.3 The Chair-elect of this committee shall:

- 10.7.3.1 be elected by vote of the membership at the first meeting of each new academic year;
- 10.7.3.2 serve as Chair during the next academic year;
- 10.7.3.3 become Chair if the serving Chair does not complete a term of office;
- 10.7.3.4 convene the committee in the absence of the Chair;
- 10.7.3.5 be responsible for continuity and leadership;
- 10.7.3.6 collaborate with the Chair.

10.7.4 The duties of the committee shall be to:

- 10.7.4.1 review all dossiers according to University policies, procedures, criteria, and schedule in accord with the ETSU Faculty handbook (Sections 2.2 and 2.3);
- 10.7.4.2 maintain confidentiality of all committee deliberations and decisions.

10.8 Research Development Committee – The name of this committee shall be the College of Public Health Research Development Committee and shall be established in the beginning of the fall semester.

10.8.1 Composition of this committee shall include:

10.8.1.1 one tenured or tenure-track representative from each department appointed by the Dean in consultation with Department Chairs. 10.8.1.2 one graduate student representative from the Public Health Student Association may be invited to attend meetings.

10.8.1.2 The College Research Services Manager may be invited to attend meetings.

10.8.2 The Chair of this committee shall:

10.8.2.1 be the Associate Dean for Research as named by the dean;

10.8.2.2 convene all meetings of the committee following the initial meeting;

10.8.2.3 prepare an agenda and distribute to the members prior to meetings;

10.8.2.4 prepare and distribute minutes including a summary of actions;

10.8.2.5 maintain a record of all original documents of the business of the committee and submit to the Dean's Office at the completion of each academic year's review.

10.8.3 The duties of this committee shall be to:

10.8.3.1 develop, implement, and oversee a plan to increase the amount and quality of externally funded research in the College; and make recommendations to

the dean, the vice-provost for research and other appropriate positions in support of this plan;

10.8.3.2 maintain confidentiality of committee deliberations and decisions.

10.9 Student Scholarship Awards Committee – The name of this committee shall be the College of Public Health Student Scholarship Awards Committee and shall be established by the beginning of the fall semester of each year.

10.9.1 Composition of this committee shall include:

10.9.1.1 one faculty members from each department, appointed by the Dean upon recommendation from the Departmental Chairs, who will serve three-year terms;

10.9.1.2 the Assistant Dean for Public Health Practice.

10.9.2 The Chair of this committee shall:

10.9.2.1 be appointed by the Dean (or elected by the committee);

10.9.2.2 convene all meetings of the committee;

10.9.2.3 maintain a record of all original documents of the business of the committee and submit to the Dean's Office at the completion of each academic year's review;

10.9.2.4 submit a written statement of the committee's recommendations to the Dean and the respective Department Chair. The Department Chair shall notify the award recipient of the decision.

10.9.3 The duties of this committee shall be to:

10.9.3.1 review nominations for all awards;

10.9.3.2 vote by secret ballot when determining the award recipient and maintain confidentiality of all committee deliberations and decisions.

10.10 DrPH Admissions Committee -The name of this committee shall be the College of Public Health DrPH Admissions Committee and will be established at the beginning of the Fall Semester.

10.10.1 Composition of this Committee:

10.10.1.1 The Committee shall include two tenured or tenure-track graduate faculty representatives from each department that offers a concentration of the DrPH degree.

10.10.1.2 The members shall be appointed by the Chair of their department.

10.10.1.3 Members shall serve terms of three years.

10.10.1.4 Members may serve consecutive terms, as approved by the Chair.

10.10.1.5 Membership on the committee shall be staggered such that not more than one half of the members may rotate off the committee in a given year.

10.10.1.6 At the request of the Chair, and with the concurrence of a majority of the members, non-voting advisors from other Colleges in the University may be asked to provide input to the Committee.



10.10.2 The Chair of the committee:

10.10.2.1 is the DrPH coordinator, as appointed by the dean;

10.10.2.2 shall convene and chair all meetings of the committee;

10.10.2.3 shall serve in a non-voting capacity, except to break a tie vote;

10.10.2.4 shall assure that a record of all committee activities and original documents  
of the business of the committee are maintained;

10.10.2.5 shall report to the Dean or designee and the relevant Chairs on the  
decisions made by the committee.

10.10.3 At the beginning of the academic year, the committee shall receive from each  
Department:

10.10.3.1 the approximate number of new students that should be enrolled into each  
concentration;

10.10.3.2 general parameters for minimally acceptable students.

10.10.4 The duties of this committee will be:

10.10.4.1 to review completed admissions material of qualified candidates for the  
DrPH degree;

10.10.4.2 to render a recommendation on whether the candidate should be admitted unconditionally to the program, offered a conditional admission, or denied admission to the program;

10.10.4.3 to forward this recommendation to the appropriate individual for processing.

10.11 Recruitment and Retention Committee- The name of the committee shall be the College of Public Health Recruitment and Retention Committee.

10.11.1 Composition of the committee shall include: faculty, staff, students and/or others who express an interest and are approved by the Leadership Council.

10.11.2 A committee chair will be elected to a one-year term beginning in the fall semester each year. The chair may serve consecutive terms with no limitations.

10.11.3 The committee shall:

10.11.3.1 develop and implement a plan for student recruitment and retention, as approved by the Leadership Council;

10.11.3.2 maintain a record of all original documents of the business of the committee;

10.11.3.3 present on progress in recruitment and retention to the college on a regular basis.

10.12 Diversity and Social Justice Committee-The name of this committee shall be the College of Public Health Diversity and Social Justice Committee.

10.12.1 Composition of the Committee: At least two faculty, two staff and two students, from across the college as recommended by the Department Chairs and selected by the Chair of the Committee, and, as appropriate, an ex officio representative from the ETSU Office of Equity and Diversity.

10.12.2 Chair of the Committee: The Chair of the Committee will be appointed by the Dean. The chair will call meetings, assure that minutes of deliberations are collected, and report to the Leadership Council and/or the Dean on the recommendations of the committee.

10.12.3 The duties of the committee shall be:

10.12.3.1 To advise the Dean and the Leadership Council on development and implementation of the college strategic diversity plan.

10.12.3.2 To systematically follow college progress on the strategic goals and the objectives outlined in the diversity plan

10.12.3.3 To advise faculty, staff and student recruitment activities related to diversity issues;

10.12.3.4 To interface with appropriate university, community and regional bodies to address diversity-related issues of regional importance

10.12.3.5 To recommend in-house lectures, seminars or other activities that focus on diversity, cultural awareness, and social justice.

## ARTICLE XI. PARLIAMENTARY AUTHORITY

Authority – No policy set forth by the College of Public Health shall be in conflict with approved University policy. The rules contained in the latest edition of Roberts Rules of Order shall govern the College in all cases to which they are applicable.

### 11.1 Voting:

11.1.1 Quorum: A quorum for conducting business shall consist of 25 percent plus one of the members of the organization holding full-time appointments in the College.

### 11.1.2 Notice:

11.1.2.1 Five working days notice shall be given for meetings requiring a vote.

11.1.2.2 Provision for voting by absentee ballot: absentee ballots must be submitted to the Dean prior to the meeting.

## ARTICLE XII AMENDMENT OF BYLAWS

12.1 Bylaws may be amended with previous notice and a two-thirds majority vote of the relevant members of the College. For bylaws issues affecting the entire College, the voting population will be the full-time members of the faculty and staff present at a scheduled meeting. For bylaw issues affecting only the faculty, (Article III, Article IV, Article IX, Article X except section 5), the voting population will be the full-time members of the faculty present at a scheduled meeting.

12.2 Amendment of the Bylaws shall require a minimum of five working days time lapse between presentation of the amendment and the vote to amend.

12.3 Voting on changes in the Bylaws shall be accomplished by a written ballot or other confidential vote.

12.4 Provision for voting by absentee ballot: absentee ballots must be submitted to the Dean prior to the meeting.

*\*Approved by COPH Faculty on September 5, 2014*