



Robert Stempel College of Public
Health & Social Work

Constitution and Bylaws

Approved by Faculty Assembly on September 21st, 2011

CONSTITUTION AND BYLAWS
for the
ROBERT STEMPEL COLLEGE OF PUBLIC HEALTH & SOCIAL WORK

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PREAMBLE

We, the faculty of the Robert Stempel College of Public Health & Social Work (RSCPHSW), establish this Constitution and these Bylaws to provide for effective, flexible, and responsive governance of the College.

I. INTRODUCTION

RSCPHSW is one of the colleges within Florida International University. It consists of the Department of Biostatistics, Department of Dietetics and Nutrition, Department of Environmental and Occupational Health, Department of Epidemiology, Department of Health Policy and Management, Department of Health Promotion and Disease Prevention, and the School of Social Work. This document describes the policies and procedures of the College. It supplements the policies and procedures of the University to which the RSCPHSW and its faculty are subject. The University's rules, policies, and procedures, and changes in them, take precedence over statements in this document.

II. VISION, MISSION, VALUES, AND GOALS

A. VISION

To advance and integrate health and social welfare, we seek excellence in education, research, and service for diverse communities and a dynamic population.

B. MISSION

To serve the South Florida community by increasing, sharing, and applying knowledge, wisdom, and ethical decision making in public health and social welfare. Our mission is carried out through:

- Educating and training future leaders, researchers, and practitioners
- Conducting innovative research and translating research into policy, programs, and practice
- Promoting healthy lives for diverse and, especially underserved, populations, here and abroad.

C. VALUES

Our faculty, students, and staff are committed to:

- Freedom of thought and expression
- Honesty and integrity
- Fairness and equity
- Respect for individuals and the environment
- Celebration of individual and community diversity

D. GOALS

- Educate public health, dietetics and nutrition, and social work students, professionals, and future leaders in core knowledge, research, and practice

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- Engage a network of community partners to enhance curriculum and training and improve the health of the community.
- Advance research in public health, dietetics and nutrition, and social work.
- Nurture a collegial environment in a college that is committed to achieving excellence.

III. FACULTY ASSEMBLY

- A.** The RSCPHSW Faculty Assembly (denoted Assembly) and its derivative committees will be the official body through which the faculty exercises college-wide program design, implementation, and evaluation.
- B.** The Faculty consists of all tenured and tenure-earning faculty members, research faculty with departmental obligations and annually evaluated by the department chair, and any practice or clinical faculty who have an appointment of 50% FTE or more in a department, all of whom have full voting rights.
- C.** The Chairperson and the Secretary of the Assembly are tenured faculty members elected by the faculty to serve two-year terms. Associate Deans, Assistant Dean, and Directors in the RSCPHSW are not eligible to serve as Chairperson or Secretary of the Assembly.
- D.** If the absence of the Chairperson is necessary, the Secretary will serve temporarily in the place of the Chairperson.
- E.** The Assembly will meet at least once each fall and spring semesters. The meetings will be announced electronically at least one month prior to the meeting. Meeting materials will be distributed electronically at least one week prior to the meeting.
- F.** If at least one third of the Assembly members petition the Chairperson of the Assembly to call a special meeting, a meeting will be scheduled within two weeks of the petition.
- G.** The Secretary will distribute Assembly meeting minutes electronically within two weeks of meeting adjournment to all faculty members.
- H.** A quorum exists if and only if 50% of Assembly members plus one member (excluding members on leave) are present at any vote. Subject to the presence of a quorum, a majority vote of all Assembly members present will determine the outcome of an issue. Revisions and amendments to the Constitution and Bylaws, as described in Section VII, require a two-thirds vote for approval.
- I.** Issues may also be determined by e-mail voting when necessary, provided that 50% of Assembly members plus one member (excluding members on leave) participate in the e-mail vote. With the exception of revisions and amendments to the Constitution, a majority vote of those participating in the election will determine the outcome of the issue. Faculty will be allowed at least three but no more than five working days to vote electronically.
- J.** Meetings will be held in accordance with the provisions of these Bylaws. If not otherwise specified, Assembly officers will run meetings using Robert's Rules of Order (latest edition).

IV. STANDING COMMITTEES OF THE FACULTY ASSEMBLY

The Standing Committees of the RSCPHSW Faculty Assembly are: (1) the College Tenure and Promotion Committee, (2) Departmental Tenure and Promotion Committees, (3) the Educational Policy Committee, and (4) the Nominations Committee.

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A. COLLEGE TENURE and PROMOTION (T&P) COMMITTEE

The RSCPHSW T&P Committee will serve as the second level of review for T&P applicants. It will review an applicant after the respective department or school T&P committee has reviewed the candidate.

1. Membership

A representative from each department and school will be elected to the RSCPHSW T&P Committee from among the tenured full professors within the respective departments and school. Where there are either no tenured full professors or only one tenured full professor available in a department or school, tenured associate professors will be eligible to be representatives to the College T&P Committee.

Departmental representatives to the RSCPHSW T&P Committee will be elected by their respective departments or school. The Member at Large will be elected by the voting faculty of the Assembly. Nominations from faculty members and self-nominations will be accepted. The majority of the representatives on the committee must be tenured full professors. The Dean of the RSCPHSW will forward the RSCPHSW election results to the College T&P Committee.

To encourage continuity on the RSCPHSW T&P Committee, the terms of department and school representatives will be staggered with some representatives being elected to the RSCPHSW Committee in odd years and others in even years. Each term of office will begin in the fall semester and last for two academic years.

The election scenario will be:

Biostatistics	even years
Dietetics and Nutrition	odd years
Environmental and Occupational Health	even years
Epidemiology	odd years
Health Policy and Management	even years
Health Promotion and Prevention	odd years
School of Social Work	even years
Member at Large	odd years

2. Meetings

- a. Except for serious illness or leaves, which take a faculty member away from campus during the review period, all faculty on the T&P Committee are expected to attend all meetings and to vote. The committee will meet as needed to conduct business, consider new appointments, and review tenure and promotion requests.
- b. The Committee may solicit expertise to aid in its decision making.

3. Responsibilities

- a. The T&P Committee shall operate in accordance with the Tenure and Promotion documents approved by the College and the University.
- b. The T&P Committee shall provide a process for an internal third-year review of tenure-seeking faculty.

B. DEPARTMENTAL or SCHOOL TENURE and PROMOTION COMMITTEES

Each department or school will have a T&P Committee. It will serve as the first level of review for T&P applicants.

1. Membership

Each committee will consist of at least three tenured members of appropriate rank. If there are not enough faculty of appropriate rank within a department or school to form a departmental or school tenure and promotion committee, the dean shall appoint an ad-hoc T&P committee in consultation with tenured faculty in the department. The ad-hoc committee will consist of three members of appropriate rank to evaluate the applicant. It will include all eligible tenured faculty members from the candidate's department or school and additional faculty members from RSCPHSW or outside the College, if needed. The members of the T&P committee will all be tenured faculty members. Members of the T&P Committee will consist only of full professors when the committee makes recommendations on promotions to full professor. The chair of the committee shall be elected by its members and serve for a two-year term.

2. Functions of the Departmental or School Tenure and Promotion Committee

- a. Review the University and College's policies and procedures for tenure and promotion.
- b) Serve as an advisory body to members of the faculty on issues related to tenure and promotion prior to their formal application for either tenure or promotion.
- c) Conduct a thorough assessment of each candidate for tenure and/or promotion according to department or school, College, and University standards and expectations.
- d) Make written recommendations to the chairperson of the department or school summarizing the assessment of the candidate's portfolio.
- e) Given that application for the rank of Professor may only be assessed by faculty holding that rank, when a department or school has fewer than three eligible professors, the Dean may appoint members from other units to establish a committee of not less than three.

3. Meetings

- a. Except for serious illness or leaves, which take a faculty member away from campus during the review period, all faculty of each departmental or school T&P Committee are expected to attend all meetings and vote. The committee will meet as needed to conduct business, consider new appointments, and review tenure and promotion requests.
- b. The Committee may solicit expertise to aid in its decision making.

4. Responsibilities

- a. The Department or school T&P Committee shall operate in accordance with the tenure and promotion guidelines approved by the School and the University.
- b. The Department or School T&P Committee shall provide a process for an internal third-year review of tenure-seeking applicants.

C. EDUCATION POLICY COMMITTEE (EPC)

The EPC is concerned with academic policy issues and overall coordination and direction of undergraduate and graduate studies in the RSCPHSW. It has oversight over course offerings and requirements for all degree programs. The EPC may create subcommittees or other structures and delegate portions of its activity to them, while retaining final authority.

1. Operation of the Educational Policy Committee

Generally, the EPC will interact with the School Director, Departmental Chairs, and academic program coordinators in discharging its responsibilities. To insure that all the faculty are aware of issues under consideration by the EPC, EPC meeting agendas will be distributed to all faculty and the one Student Advisory Committee (SAC) member who sits on the EPC one week in advance of meetings. If a faculty member desires to express his or her opinion to the EPC, she or he may do so either through the department's EPC representative or by written communication to the EPC prior to the meeting at which the relevant issue will be addressed. Where an education policy or issue under consideration by the EPC is also of interest or concern to other standing or *ad hoc* committees of the College, the EPC will act in collaboration with the relevant committee.

The EPC will maintain collaboration with departmental and school faculty by making a presentation at each College faculty meeting. The Office of the Dean will assist with preparation of agendas, minutes, and other EPC-related documentation for each meeting. These materials will be reviewed by the EPC Chair and distributed to all faculty members in a timely fashion.

2. Membership of the Educational Policy Committee

Voting Members: The primary full-time tenure-track faculty members of each RSCPHSW school or department will elect one primary EPC representative (who must hold a primary, full-time appointment in the RSCPHSW) and one alternate member (who attends meetings and votes in the place of the representative as needed) for a two-year term. Faculty with appointments in the Dean's Office, as well as the Chair of the Faculty Assembly, are precluded from serving as representatives

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or alternates to the EPC. The departments will stagger their elections so that the representatives' terms do not all end in the same year.

Each year the leader of the RSCPHSW Student Advisory Committee (SAC) will appoint a student representative and an alternate (who attends meetings and votes in place of the representative as needed) to the EPC. The student representative will serve a one-year term, but may be reappointed for a second term.

The election and appointment scenario of faculty members will be:

Biostatistics	odd years
Dietetics and Nutrition	even years
Environmental and Occupational Health	odd years
Epidemiology	even years
Health Policy and Management	odd years
Health Promotion and Prevention	even years
School of Social Work	odd years

Officers: The two officers of the EPC are the Chair and Vice-Chair, each of whom serves a one-year term. After serving one year as the Vice Chair, the Vice Chair assumes the position of the Chair of the EPC. The Vice Chair is selected each year from the newly elected committee members of the EPC, *i.e.*, those EPC committee members who are just beginning their two-year terms.

The Chair is responsible for serving as a spokesperson for the committee. The Vice Chair will carry out the responsibilities of the Chair during her or his absence. Staff from the Office of Academic Affairs will have the responsibility of scheduling meetings, preparing agendas, and recording and distributing minutes to the faculty.

Ex-Officio Members: The Associate Dean of Academic Affairs, the Associate Dean of Research and Engagement, and the Assistant Dean of Student and Alumni Affairs will serve as non-voting members to the EPC. Associate and Assistant Deans are encouraged to attend all meetings and to participate in debates and discussions.

3. Responsibilities of the EPC

Responsibilities of the EPC include, but are not limited to:

- a. Review and make recommendations to the faculty and the Dean on major program structure and policy decisions, such as the fields in which degrees may be obtained.
- b. Approve new courses and modifications to the description, objectives, or credit hours of existing courses.
- c. Approve new academic majors and degree programs.
- d. Modify existing academic majors and degree programs, including those involving more than one department and are deemed substantial by the Associate Dean of Academic Affairs.
- e. Prepare and distribute minutes to members of the Assembly.

D. NOMINATIONS COMMITTEE

1. The Nominations Committee nominates faculty members to serve as Chairperson and Secretary of the Assembly and to represent the College in the Faculty Senate, on all standing committees of the Faculty Senate, and on all other University committees.
2. The Nominations Committee will be composed of three Assembly members representing Dietetics and Nutrition, Public Health, and Social Work (“units”) in the College. Each unit will have one representative on the Nominations Committee, unless mandated otherwise from the Assembly. Units will be responsible for selecting their own representatives to the Nominations Committee, consistent with the policies and the traditions of governance of the individual units.
3. Members of the Nominations Committee will elect one of the members of the committee as the Chair.
4. Specific guidelines used by the Nominations Committee must be reviewed and approved by the Faculty Assembly.

V. OVERVIEW OF SCHOOL ADMINISTRATION AND DECISION-MAKING

Policy and program decisions are recommended in a number of ways: (1) by the RSCPHSW faculty as a whole, (2) by standing or special committees of the RSCPHSW, or (3) by the Dean. The nature and importance of any individual matter determine how it is addressed. RSCPHSW governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

VI. COLLEGE ADMINISTRATION

A. DEAN OF THE ROBERT STEMPEL COLLEGE OF PUBLIC HEALTH and SOCIAL WORK

1. Appointment

The Dean is appointed by the Provost after consultation with the faculty of the RSCPHSW.

2. Responsibilities

The Dean of RSCPHSW serves as the chief executive and administrative officer of the College. The major responsibility of the Dean is to provide active leadership in the promotion, direction and support of educational and research activities of the RSCPHSW, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. The Dean provides representation and visibility in the community and leadership in identifying and hosting relevant community leaders and activities on campus. Furthermore, the Dean has general administrative responsibility for the RSCPHSW.

During the first year of appointment, the Dean will provide the members of the RSCPHSW faculty either a revision or reaffirmation of the Constitution and Bylaws for the RSCPHSW. Additional responsibilities of the Dean include:

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- a. Assure compliance with standards to maintain accreditation status, including the preparation of self-study reports and annual reports, coordination of site visits, evaluations, and responses to summary reports.
- b. Design a strategic plan in consultation with the members of the faculty.
- c. Assess instructional and administrative processes and lead in the study of methods for improving them.
- d. Evaluate faculty administrators annually in accordance with criteria approved by the Board of Trustees and subject to instructions from the Provost, and also according to such supplemental criteria as may be established by the RSCPHSW.
- e. Recommend to the Provost, in accordance with the *Rules of the University Faculty*, appointments, promotions, dismissals, and matters affecting the tenure of members of the RSCPHSW faculty.
- f. Encourage excellence in research and educational endeavors.
- g. Offer all faculty members departmental privileges, assign responsibilities appropriate to their rank, and maintain a high level of morale.
- h. Prepare an annual budget for the consideration of the Provost.
- i. Develop and implement policies for Graduate Assistant positions funded by the RSCPHSW.

3. Faculty Meetings

- a. The Dean sets the schedule for faculty meetings before the start of each semester. However, any faculty member may propose items for the agenda to the Dean or to the Chairperson or Secretary of the Faculty Assembly prior to a scheduled meeting.
- b. The Dean shall preside over all faculty meetings, or may appoint someone to preside in the Dean's absence.
- c. The Dean's staff is responsible for maintaining and distributing the minutes of all faculty meetings and shall keep records on all actions covered by the Bylaws of the RSCPHSW.

B. OFFICE OF THE DEAN

1. The Dean may appoint Associate Deans, Assistant Deans, Directors, Associate Directors, or Assistant Directors and may create such other positions and organizational structures within the Office of the Dean as are necessary for the efficient and effective operation of the RSCPHSW.
2. The term of appointment for each position is determined by the Dean.

C. DEPARTMENT CHAIRS AND SCHOOL DIRECTORS

1. **Appointments:** Department Chairs and the School Director will be appointed by the Dean, after consultation with the faculty of the department or school. Faculty shall also provide its recommendation for chair to the Dean through a secret ballot. The reappointment of each Department Chair or School Director will be subject to satisfactory annual performance reviews. Faculty shall also provide its recommendation for reappointment of chairs to the Dean through a secret ballot. The term of appointment (or reappointment) is determined by the Dean and will usually be for a period of up to three years.
2. **Reviews:** The Department Chairs and School Director are reviewed annually by the Dean with input from the department faculty. The Department Chairs or School Director will be responsible for program identification, student organizations, alumni organizations, curriculum, and other program-specific activities, *e.g.* symposia. The Chairs or School Director will work with the Dean, Associate Deans, or Assistant Deans to assure College-wide standards and assist with curricular integration where appropriate.
3. **Functions and Responsibilities of the Department Chairs and School Director**
 - a. Provide leadership for departmental or school activities and serve as a liaison with the department's or school's field of interest.
 - b. Convene meetings and conduct business relevant to the department or school including curriculum, degree requirements, and program and student learning outcomes.
 - c. Develop proposed course schedules and faculty assignments and forward to the Dean.
 - d. Determine course enrollment projections.
 - e. Maintain the department's or school's integrity through curriculum reviews and designation of degree requirements.
 - f. Make recommendations to the Dean regarding faculty recruitment, including full-time and adjunct faculty, and assure adjunct faculty meet criteria for approval by Academic Affairs.
 - g. Serve as the liaison for the department or school student and alumni organizations.
 - h. Develop and convene a Community Advisory Board for the department or school.
 - i. Prepare and complete annual evaluations of each department or faculty member.

D. STANDING COMMITTEES for COLLEGE ADMINISTRATION

The Standing Committees of the RSCPHSW are: (1) the Executive Committee and (2) the Student Advisory Committee.

1. EXECUTIVE COMMITTEE

The Executive Committee will be comprised of the Dean, Associate Deans, Assistant Deans, Directors, Department Chairs, and School Director

- a. **Membership:** The voting members of the Executive Committee shall include the Associate Deans, Assistant Deans, Directors, Department Chairs, and School Director. Other nonvoting members may be appointed by the Dean with the consent of the voting members of the Executive Committee.

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- b. Meetings:** The Executive Committee shall meet at least twice each semester.
- c. Responsibilities:** The Executive Committee shall advise the Dean in developing a budget for the RSCPHSW. The Committee shall also advise the Dean on any administrative matters brought before it, and assist the Dean in interpreting and implementing the policies and procedures of the RSCPHSW.

2. STUDENT ADVISORY COMMITTEE (SAC)

- a. Membership:** The SAC will be composed of one undergraduate, one master's, and one PhD student selected by each department/school.
- b. Responsibilities:**
 - The SAC shall serve as a liaison between all students in the RSCPHSW and the Dean.
 - The SAC will transmit concerns and recommendations to the Dean at SAC meetings that will occur at least once during the fall and once during the spring semester.

VII. PROCESS FOR REVISING AND AMENDING THE CONSTITUTION AND BYLAWS

Occasionally, it will be necessary to modify this document to clarify or change existing policy, to remove policies that have been rendered redundant or irrelevant, or to comply with new rules of the University. In addition, the Bylaws must be revised or reaffirmed within twelve months of the appointment of the Dean of the RSCPHSW.

A. VOTING PROCEDURES

1. At all Assembly meetings, a minimum of a majority plus one will constitute a quorum for voting transactions.
2. No actions requiring a faculty vote will be made without the existence of a quorum present (majority plus one member) and the outcome of all voting actions require a majority of the members present and entitled to vote. No proxy votes will be accepted in the Assembly.
3. In the event that a quorum is not present and a vote is required, the issue brought forward for a vote will be tabled for the next meeting. A two-week notice prior to the next meeting will be provided to faculty identifying the issue at hand and the need for a faculty vote.

B. ADOPTION OF REVISIONS AND AMENDMENTS

1. **A two-thirds vote of the members of the Assembly in attendance will be necessary to enact revisions (changes) to the Constitution and Bylaws. Proposals not approved may then be submitted as amendments (additions) to the Constitution and Bylaws.**
2. Decisions about revisions (changes) and amendments (additions) may also be determined by e-mail voting when necessary, provided that 50% of Faculty Assembly members plus one member (excluding members on leave) participate in the e-mail vote. A two-thirds vote of those participating in the election is required to adopt a proposed amendment. Faculty will be allowed at least three but no more than five working days to vote electronically.

VIII. IMPLEMENTATION OF THE CONSTITUTION AND BYLAWS

This document will take effect upon ratification by the Faculty Assembly and approval by the Provost.

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