

Bylaws for the Public Health Program

College of Social Sciences and Public Policy

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These are the bylaws for the Public Health Program in the College of Social Sciences and Public Policy at Florida State University. These bylaws were last approved on April 29, 2025 by a two-third majority of the applicable voting members of the Program and on May 20, 2025 by the College and the Office of Faculty Development and Advancement.

Preamble

The mission of the Public Health Program centers on providing excellence in undergraduate and graduate teaching, in scholarly publications, and in public service to the community and discipline. An effective and smooth-running program facilitates the accomplishment of this mission. The purpose of the bylaws is to outline organizational and operating procedures for the Public Health Program that is in keeping with these academic and administrative needs. The authority of the Program shall reside in its voting membership.

I. Bylaws

A. Adherence with Other Governing Documents

At all times, program policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision

Proposed amendments may be submitted by any voting faculty member or any standing committee of the program. Submissions are to be made in writing prior to a regular program meeting, after which they must be placed on the agenda of the next regular program meeting. Adoption requires approval by two-thirds of all voting faculty members of the program. Voting on proposed amendments may occur via a survey platform such as Qualtrics.

C. Substantive Change Statement

Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university website <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership

The faculty of the Public Health program shall consist of faculty holding full-time, part-time, or joint appointments in the program including those at the rank of Assistant Professor, Associate Professor, Professor, Teaching Faculty I, Teaching Faculty II, or Teaching Faculty III.

B. Program Membership

In addition to the faculty defined in II.A above, the following are members of the Public Health program: adjunct instructors, post-doctoral researchers, and program staff.

C. Faculty Voting Rights

Full-time tenured, tenure-earning, and specialized faculty with a formal appointment in Public Health may vote on issues called for a vote at program meetings. All faculty eligible to vote can do so even while they are on a sabbatical, development leave, and temporary leave of absence. In the latter instance, faculty can vote by email. Part-time and retired faculty may not vote. However, voting privileges may be granted to these faculty by a two-thirds vote of those already holding voting rights. Such grants of voting rights shall be for a period of one year unless otherwise specified and may be renewable.

D. Non-faculty Voting Rights

Those individuals defined as members of the program in II.B. do not have voting rights.

III. Program Organization and Governance

A. Faculty Meetings

Program meetings are deliberative gatherings of the faculty convened under the procedures described in these bylaws. A quorum is defined as a simple majority of the voting faculty.

There shall be at least one program meeting each semester during the fall and spring semesters. The dates of faculty meetings should be determined within the first month of a new semester. The Program Director or three members of the voting faculty may call additional faculty meetings at any time, with timely notice. The agenda and all documents for discussion and review shall be distributed to each member of the voting faculty at least 2 days prior to faculty meetings.

In consultation with the faculty, the Program Director shall, in the fall semester, set out the goals of the program regarding the mission of the Program and University. At the end of the academic year, the Program Director shall report to the faculty on accomplishments and unfinished business for the year as they pertain to the annual goals.

The Program Director will normally preside at faculty meetings. In the absence of the Program Director, another voting member designated by the Program Director will preside. The Program Director or presiding voting member will appoint a meeting Secretary. The duties of the Secretary will be:

- to record the minutes of the meetings,
- to distribute copies of minutes to all program faculty members within one week following the meeting, and
- to keep in the program office a complete file of program minutes.

B. Program Director Selection

The Program Director is appointed by the Dean of the College of Social Sciences and Public

Policy in consultation with all full-time public health faculty.

C. Program Leadership and Committees

i. Program Leadership

The Programs' leadership team includes the Program Director, Graduate Program Director, the Undergraduate Program Director and the Accreditation Director. When feasible, all necessary faculty appointments should be made in May with an effective date of the beginning of the fall semester.

The procedures for appointing faculty to the leadership positions of Graduate Program Director and Undergraduate Program Director are as follows:

- The Program Director will nominate faculty for a specific leadership position. Faculty may also self-nominate.
- The Program Director must notify voting faculty in writing of their nomination(s) at least three months before the position(s) becomes vacant. If the position is vacated earlier than anticipated, the Program Director must notify voting faculty in writing of their nomination(s) within one month of the position becoming vacant.
- Confirmation of nomination(s) requires a majority of all voting faculty members of the program.
- Voting faculty may vote in person at a regular program meeting or via a survey platform like Qualtrics.
- If the Program Director's nomination fails to solicit a simple majority, then the Program Director will nominate another faculty member for the leadership position in question.
- No single faculty member may hold multiple leaderships positions simultaneously.
- All appointments, including the Directorship, are for a term of three years.

a) The Program Director is responsible for the following:

- Setting the general direction and priorities of the program and its responsibilities to students and the greater College and University.
- Overseeing operations and the administrative responsibilities linked to program management and budgets.
- Evaluating faculty on an annual basis and advisement of progress toward promotion to the next rank. Reviewing promotion and professional development leave applications.
- Balancing the responsibilities of faculty members to meet program needs in the assignment of responsibilities. Distributing teaching responsibilities of core classes among full-time faculty as appropriate and necessary for serving student needs and in consideration of faculty petitions for teaching and other activities
- Scheduling regular and extraordinary faculty meetings.
- Overseeing all internal and external assessments of the program, including program accreditation.
- Appointing Advisory Council members
- Organizing annual Advisory Council Meetings to seek advice and to review the program's mission, direction, scope, and performance
- Receives, reviews, and acts upon formally filed written grievances and reports disposition of these grievances to the involved faculty.

- Procures data for and writes the evaluation of program outcomes for the annual Institutional Effectiveness Portal.
- b) **The Graduate Program Director (GPD) is responsible for** implementing the policies of the program as outlined on the Program website and other policies and directives of the Graduate Program Committee.
 - c) **The Undergraduate Program Director (UPD) is responsible for** implementing the policies of the program as outlined on the Program website and other policies and directives of the Undergraduate Policy Committee.
 - d) **The Accreditation Coordinator** is responsible for gathering data, writing the Annual Accreditation annual report and the Preliminary and Final Self-Study report. This person is hired to coordinate all accreditation matters.

ii. **Program Committees**

The program has established several standing committees to aid in its operation. These standing committees have the power to name sub-committees when necessary. The membership of the sub-committees may include appointments of others in addition to members of the principal committee. Unless specified elsewhere in these Bylaws, the Program Director makes all faculty assignments to standing committees. One example of an ad hoc committee that may be created by the Public Health Program Director is a Specialized Faculty Promotion committee in cases where such a committee's service is needed.

a) **Graduate Program Committee**

The Graduate Program Director chairs the Graduate Programs Committee (GPC). The graduate program committee should include at least four full-time faculty members and one currently enrolled student in the MPH program. These faculty members may consist of both tenure-track and specialized teaching faculty. The Public Health Program Director works in consultation with the GPC chair. Members serve renewable, two-year terms. The program's Academic Program Specialist serves as staff liaison to the committee.

The committee's responsibilities include the following:

- Admissions to the MPH program.
- Monitoring enrollment, graduation rates, and career placement.
- Curriculum development and assessment.
- Academic Policies. Propose graduate academic policy changes when appropriate for consideration by the faculty and monitor their effectiveness.
- Advising and Other Student Matters. Oversee the effectiveness of our advising/mentoring and student support infrastructure for student retention and graduation success.
- Provide input to the Program Director, through the Committee Chair, on financial aid for new and continuing students.
- Propose and, upon faculty approval, implement and monitor strategies to support the attainment of strategic plan objectives that pertain to our graduate program and recruiting activities

b) **Undergraduate Program Committee**

The Undergraduate Program Director chairs the Undergraduate Program Committee (UPC). The undergraduate program committee should include at least four full-time faculty members and one currently enrolled student in the BSPH program. These faculty members may consist of both tenure-track and specialized teaching faculty. The Undergraduate Program Director works in consultation with the UPC chair. Members serve renewable, two- year terms. The program's Academic Program Specialist serves as staff liaison to the committee.

The committee's responsibilities include the following:

- Monitoring enrollment, graduation rates, and career placement.
- Curriculum development and assessment.
- Advising and Other Student Matters. Oversee the effectiveness of our advising/mentoring and student support infrastructure for student retention and graduation success.
- Assist with recruiting and other promotional activities for the undergraduate, combined pathway, and graduate programs.
- Oversee programming to support BSPH student academic success, professional growth, and integration into the program.
- Propose and, upon faculty approval, implement and monitor strategies to support the attainment of strategic plan objectives that pertain to our undergraduate programs and recruiting activities.

c) Leadership Committee

The Leadership Committee is composed of the Public Health Program Director, Graduate Program Director, Undergraduate Program Director, Accreditation Coordinator, and, exclusively in the case of a grievance filed in writing by a faculty member, student, or staff member, a member of the Advisory Council. Staff may attend at the invitation of the Program Director.

d) Promotion Committee

The Promotion Committee is composed of an elected body of three individuals. They are convened as necessary, according to Appendix D of these Bylaws.

e) The Advisory Council

This Council shall be composed of the Program Director, GPD, UPD, a member of the faculty, the president of the Master of Public Health Student Association (MPHSA), alumni, preceptors, employers, and other professionals in the field of public health, health care or such other individuals as the Leadership Committee shall deem appropriate for membership. Members volunteer their time. Their contribution and insight regarding current challenges and opportunities of practicing public health professionals, and how the MPH and BSPH programs can best equip its graduates, is sought, valued, and given careful consideration in setting program mission, goals and objectives; curriculum scope and content; program performance; and upon such other issues for which the Program Directors seek advice, or members of the Advisory Council may choose to offer. Advisory Council members' insights are particularly sought for alerting the program to changes in the field of public health, health care delivery, or

other issues of importance to the program's direction and performance.

D. Faculty Senators

The Public Health Program is an interdisciplinary program and does not elect its own Faculty Senators.

E. Faculty Recruitment

The Public Health faculty body seeks to build balance in perspective and expertise. To that end, any recruitment of new faculty members will be carried out and will prioritize a balance of these priorities. See Appendix A.

F. Unit Reorganization

The Reorganization Committee consists of all core faculty in the program. This included both specialized faculty and tenured and tenure-earning faculty with formal appointments in the program.

IV. Curriculum

As discussed above, the Undergraduate and Graduate Programs Committees serve as the programs' Curriculum Committees. Changes affecting degree requirements require a majority vote by the voting faculty.

V. Annual Evaluation of Faculty on Performance and Merit

A. Annual Performance and Merit Evaluation.

Each faculty member's performance will be evaluated relative to their assigned duties by the Program Director based on the Assignment of Responsibilities (AOR) every spring semester. In keeping with FSU policy each Faculty member's performance will be rated annually using the following university rating scale:

- Exceeds FSU's Expectations
- Meets FSU's Expectations
- Official Concern
- Does Not Meet FSU's Expectations

For information about the Program's guidelines for faculty assignments, see Appendix B of these Bylaws.

For details about faculty involvement in the annual evaluation and merit evaluation processes, see Appendix C of these Bylaws.

B. Criteria for Evaluation of Tenure-track Faculty.

The Public Health Program does not currently have any tenure-track faculty. However, all tenured and tenure-earning faculty associated with the program are evaluated within their own

tenure home and therefore follow the guidelines of their departments. The Program Director provides a written assessment of their performance in their responsibilities to the Public Health program to the unit heads of their home department.

C. Criteria for Evaluation of Specialized Faculty.

For discussion of criteria for evaluation of specialized faculty, see Appendix C of these bylaws.

VI. Promotion and Tenure

A. Progress Toward Promotion Letter.

Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure. The Public Health faculty members will act in a manner consistent with the tenets of interdisciplinary values.

B. Third Year Review for Tenure-track Faculty.

As discussed above, this section does not apply to our program as we have no tenure-track faculty.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty

This section does not apply to our program as we have no tenure-track faculty as discussed above

D. Criteria for Promotion and Tenure of Tenure-track Faculty.

This section does not apply to our program as we have no tenure-track faculty as discussed above

E. Criteria for Promotion of Specialized Faculty

The Promotion criteria for Specialized Faculty are included in Appendix D of these bylaws.

Appendices

Appendix A. FACULTY RECRUITMENT AND HIRING PROCESS

The addition of faculty to the Public Health program will be assessed by the Director and in cooperation with the faculty. Public Health faculty members will have specific positions and qualities that support the program. Therefore, the recruitment of faculty members will be an effort to balance the expertise and perspectives of the faculty as a whole. The process for recruiting and hiring a new faculty member will be managed through a Search committee of the current faculty.

A. Development of the Position Advertisement

After receiving permission from the Dean of Social Sciences and Public Policy to hire, the Director of the Public Health Program will develop a position description that is ultimately reviewed and approved by the voting faculty. The position description should be written to fulfill specific roles and duties relevant to program needs. In addition, it should communicate the program's culture and aspirations for interdisciplinary integration.

The development of the position description and announcement is critical to attracting a highly qualified pool of applicants. All faculty on the search committee must complete University requirements to serve. The search committee will be comprised of five individuals who are public health faculty members. The members will be selected by the Leadership Committee.

B. Outreach

The program uses the following outreach strategies to develop a strong and diverse pool of qualified applicants for any open faculty position.

1. Advertising in traditional venues, including the Chronicle of Higher Education website, Inside Higher Education website, and other relevant venues specific to Public Health, including the American Public Health Association website.
2. Direct personal outreach by faculty to contacts at other universities, colleges, schools, departments, and programs that offer the PhD degree. These contacts are made to encourage advertising at targeted institutions and solicit names of individuals who might be potential applicants.
3. Direct outreach by faculty to any individuals whose names surface through personal contacts (generated by any of the above means) as possible candidates for the position. Faculty make follow-up outreach as necessary. This outreach includes both email and telephone contact.
4. Identification of possible candidates through review of the conference presentation program of various public health conferences, including the American Public Health Association annual meetings. Faculty can then observe the candidate's presentation and meet with the potential candidate.

C. Development of Medium and Short List of Candidates

The program will convene a faculty search committee. The program search committee selects candidates for on-campus interviews in a two-stage process. First, the faculty or search committee conducts an initial screening to identify a set of candidates for virtual interviews with the members of the search committee and any other interested faculty. The initial screening involves individual assessment by each faculty member and a collective discussion of the entire candidate pool. The faculty or search committee applies the criteria voiced in the job ad to select a strong and diverse pool of highly qualified applicants. The search committee conducts virtual interviews using a set of consistent questions applied to all interviewees, plus any additional questions needed to clarify the candidate's record or other aspects of their application.

All search committee members are assigned specific questions and fully participate in the interviews. The committee works to make the candidate feel comfortable and welcome. Candidates are provided opportunities to ask questions of search committee members. The initial screening process ends with a presentation by the search committee of a recommended shortlist of interview candidates for faculty consideration and vote. The faculty follows the same process described above to identify a set of candidates for the in-person interviews.

D. Interviews

The program follows a standard interviewing process which is adapted based on the particular candidate being interviewed. The faculty aims to create an encouraging and transparent experience for the candidate and provide opportunities to interview the program and raise any issues/concerns they feel need to be addressed.

At the end of the process, the faculty discusses all interviewees, assesses their ability to be hired, and ranks the hireable candidates. The finalized candidates will be reviewed by the Dean of Social Sciences and Public Policy, and then the Director will reach out to the hireable candidates in rank order.

The Director and candidate typically discuss traditional hiring topics such as salary. The Dean of the College of Social Sciences and Public Policy ultimately reviews and approves the offer provided to the candidate. If the candidate accepts the offer, the search is closed. The next ranked hireable candidate is approached and if they decline the offer, this recruitment process repeats. If all ranked hireable candidates decline their offers, the faculty may, with the Dean of Social Sciences and Public Policy's approval, identify additional candidates from the applicant pool for the position, advertise the position again, or terminate the search process.

Appendix B. GUIDELINES FOR FACULTY ASSIGNMENTS

Each faculty member will perform teaching activities as a priority of their assigned duties per the annual Assignment of Responsibilities (AOR). A minimum of 75% of the AOR will be assigned to teaching with exceptions noted in the Faculty Handbook and the Collective Bargaining Agreement. Teaching activities can include teaching or course development. No more than 75% will be comprised of a reasonable and flexible combination of advising, learning oversight, or other creative activities. Individual faculty research is limited to 5% of assigned duties per university guidelines for specialized teaching faculty.

Each year, faculty members will complete the AOR form, which documents an expectation of the activities and responsibilities for the coming academic year. AOR forms will be requested during the spring semester in a regular academic year. In addition, full-time faculty members should suggest AOR expectations during the performance review with the program director early in the spring semester. AORs that do not reflect the standard assignment of at least 75% teaching will require approval from the Public Health Program Director.

Appendix C. ANNUAL EVALUATION GUIDELINES PROCESS AND MERIT SALARY PROCEDURES FOR FULL-TIME FACULTY

Public Health faculty shall be reviewed and evaluated each spring by the Program Director in consultation with the Graduate Program Director and Undergraduate Program Director, respectively. Each full-time faculty member is required to prepare a Faculty Performance Report of the preceding calendar year covering their teaching, research, and service activities for the previous calendar year, and an updated curriculum vitae using the Faculty Expertise and Advancement System (FEAS) format, course syllabi, SPCI scores, and classroom observation reports as well as evidence of service.

Peer observations of teaching by another faculty member inside or outside of the program will be assigned by the Program Director and must follow a standardized teaching observation format, approved by members of the respective Graduate and Undergraduate program committees, according to the Collective Bargaining Agreement.

The Director's written evaluation is based on the faculty member's performance during the prior year relative to their Assignment of Responsibilities (AOR). The purpose of this evaluation is to provide a holistic assessment of teaching effectiveness and contribution to the program, college, and university.

Granting of merit salary will be based on the annual evaluation and follows the FSU Collective Bargaining Agreement (CBA).

Appendix D. PROMOTION CRITERIA & PROCESS FOR SPECIALIZED TEACHING FACULTY

Promotion in the specialized faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position. Promotion decisions shall consider annual evaluations, annual assignments, and fulfillment of the program written promotion criteria, as stated below, in relation to the assignment. The period of time in a given rank reflects demonstrated merit, not years of service. Promotion is possible where there is sufficient justification.

The following criteria will be considered when recommending a specialized teaching faculty member for promotion. These criteria are in no particular order and will be applied as appropriate based on the duties, responsibilities, and expectations of the faculty member's position. These criteria are stated below for Teaching Faculty.

Promotion shall take into account:

1. Evidence of well-designed and effectively delivered courses.
2. Summaries of data and qualitative comments from Student Perceptions of Teaching (SPOT) or Student Perception of Courses and Instructors (SPCI) questionnaires.
3. Written evaluations from faculty members who have conducted peer evaluations of the candidate's teaching.
4. Proven ability to teach multiple courses within the Public Health Program.
5. Other teaching-related activities, such as student advising, instructional innovation, involvement in curriculum development, or authorship of educational materials.
6. Participation in professional activities and associations related to disciplinary and interdisciplinary teaching and research.

A. Eligibility Criteria

As consistent with University policy, the promotional ladder is Teaching Faculty I, Teaching Faculty II, and then Teaching Faculty III, which correspond with the titles Assistant Teaching Professor, Associate Teaching Professor, and Full Teaching Professor, respectively.

B. Ranks

Promotion in the specialized faculty ranks is attained through the meritorious performance of assigned duties in the faculty member's present position. Promotion to the second rank in each track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties. Promotion to the third rank shall be based on recognition of superior performance in the areas of assigned duties.

C. Promotion Process

Programs will accept recommendations for promotion every year in February. As discussed below, the recommendation originates with the specialized faculty member's immediate supervisor and is then submitted to the appropriate officials for review.

1. Although the period of time in a given rank is normally five years, demonstrated merit,

not years of service, is the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification.

2. Specialized faculty members assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching or research. The duty assignments of such employees shall accord them an opportunity to meet the criteria for promotion; however, the number of years it takes a faculty member to meet the criteria in teaching or research and scholarly accomplishments may be lengthened by reduced duty assignments in those areas; the number of years over which such accomplishments are spread shall not be held against the faculty member when the promotion case is evaluated.
3. All specialized faculty members are informed of their prospective candidacy by their supervisor. If they wish to proceed, the specialized faculty member has the opportunity to prepare their binder prior to review. The specialized faculty member shall have the right to review the contents of the promotion binder and may attach a brief response to any material therein. Once the program's promotion committee has reviewed a binder, no material may be added to it or deleted from it except under the conditions specified in the Collective Bargaining Agreement under Articles 14 and 15.
4. The program's Promotion committee for specialized faculty shall consist of at least three members, both senior Specialized Faculty and Tenured faculty, who will review the promotion binders of specialized faculty applying for promotion. The Promotion committee for specialized faculty shall be nominated by the program director and elected by simple majority vote of the faculty. The promotion committee reviews the binders of prospective candidates, recommends action on each candidate's nomination by secret vote, and prepares a report of the committee's recommendations. The specialized faculty promotion committee report is then submitted to the Program Director.
5. In addition to the specialized faculty promotion committee described above, the Program Director independently reviews the binders of all prospective specialized faculty promotion candidates and recommends action on the nomination of each candidate by submitting to the Dean of the College of Social Sciences and Public Policy a report of the promotion committee recommendations and the Director's recommendations on all submitted binders.
6. The Dean of the College of Social Sciences and Public Policy considers these recommendations, independently reviews the binders, and then submits their advice regarding whether the candidate meets the appropriate promotion criteria to the Office of the Vice President for Faculty Development and Advancement.
7. Prospective specialized faculty candidates will be informed of the results of the recommendations at each level of review. A candidate may withdraw their file from consideration within five working days of being informed of the results of the consideration at a given level. If a candidate chooses to withdraw, they must notify in writing, through the chair and dean, the Office of the Vice President for Faculty Development and Advancement.
8. The Office of the Vice President for Faculty Development and Advancement confirms that the candidate meets the eligibility requirements and then forwards its recommendation to the Provost or Vice President for Research.
9. The Provost or Vice President for Research considers the previous recommendations,

independently reviews the binders, and then forwards their recommendation to the President for a final decision.