

# DEPARTMENT OF PUBLIC HEALTH

## **BY-LAWS OF THE DEPARTMENT**

College of Education, Health, and Human Sciences  
The University of Tennessee, Knoxville

Initial approval: July 2010  
Final approval: November 2010  
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Amended and approved: November 2011

# BY-LAWS

Department of Public Health  
College of Education, Health, and Human Sciences

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### **APPROVAL PROCESS**

- 1. Provisional By-laws were approved by vote of the faculty for the start date of July 1, 2010**
- 2. By-laws were modified, revised, and updated, July 1-November 10, 2010**
- 3. By-laws approved by vote of the faculty, November 10, 2010**
- 4. The By-laws are open to continuous review, modification, and revision, with a full review of the By-laws conducted beginning July 1, 2011.**
- 5. Amended and approved, August 24, 2011**

### **OVERVIEW OF DEPARTMENTAL GOVERNANCE**

The policies for governance are established for the Department of Public Health with recognition of the University of Tennessee, Knoxville, *Faculty Handbook*, and the By-laws of the College of Education, Health, and Human Sciences.

## I. THE FACULTY

### 1.1 Composition of the Faculty

- 1.1.1 The regular full-time faculty of the Department of Public Health shall consist of those persons in the department who hold the rank of professor, associate professor, assistant professor or instructor.
- 1.1.2 The Emeritus/Emerita title shall be recommended by faculty in the Department for departmental faculty who are professors at the time of retirement, or in special cases faculty at other ranks, who have distinguished themselves through long and meritorious service in their career by exhibiting excellence in teaching, recognition in scholarship, and distinction in service.
- 1.1.3 The joint appointment faculty shall consist of persons involved in teaching and research in the Department and in one or more other departments, who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor.
  - 1.1.3.1 The primary department with which each joint appointment faculty member is affiliated is the “home” department and through which all matters of promotion, salary raise, and tenure are processed.
- 1.1.4 The temporary full-time and temporary part-time faculty shall be composed of persons in the department who hold the rank of professor, associate professor, assistant professor or instructor and have been appointed for a specified period of time (less than 12 months). These faculty are not eligible for tenure and do not have voting privileges in the department.
- 1.1.5 The adjunct faculty shall be composed of persons in the Department having a defined professional relationship with the Department and who are appointed at the discretion of the Department Head with the approval of the faculty, Dean, and Vice-Chancellor for Academic Affairs. The adjunct faculty are appointed on a non-tenure-track basis when their expertise is required to meet department /program objectives. Department faculty will vote on recommendations for adjunct faculty.
- 1.1.6 Non-tenure-track research faculty appointments shall be at the rank of Research Assistant Professor, Research Associate Professor, Research Professor, Adjunct Research Faculty, and Visiting Research Faculty.

## 1.2. Voting Faculty

- 1.2.1 The voting faculty for elections to College of Education, Health, and Human Sciences Committees, representation to University Committees/Councils and in departmental matters shall consist of tenured and tenure-track faculty with a primary appointment in the Department of Public Health.
  - 1.2.1.1 Non-tenure-track faculty with the rank of Research Assistant Professor or higher and with full-time appointments in the Department of Public Health may have voting privileges. Voting privilege shall be awarded by a majority vote of the voting faculty.
- 1.2.2 Joint appointment faculty whose home department is another department, adjunct faculty, and temporary faculty do not vote on departmental matters.
- 1.2.3 A quorum, consisting of half the number of regular full-time faculty members and the Department Head plus one, will be necessary to conduct departmental business.

## 1.3 Terms of Employment

- 1.3.1 Selection of Regular Faculty. All procedures shall be consistent with the most current version of the UT Search Procedures: Guidelines to Conducting Upper-Level Faculty and Staff-Exempt Searches.
  - 1.3.1.1 The Department Head shall consult with the voting faculty about program needs and the progress of any authorized searches.
  - 1.3.1.2 The Department Head shall appoint an ad hoc search committee in consultation with the voting faculty for the purpose of securing candidates.
  - 1.3.1.3 The Department Head shall appoint the chairperson of the ad hoc search committee.
  - 1.3.1.4 The search committee shall be composed of a minimum of three faculty members from the Department with voting privileges. A faculty member outside the Department or College may be a member of the Committee, depending on the nature of the position. The Search Committee will include at least one student.
  - 1.3.1.5 The search committee shall follow University policy and procedures for conducting searches.
  - 1.3.1.6 The search committee will evaluate and recommend the top candidate(s) for consideration by the Department Head. Top candidates do not have

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to be submitted in any ranked order unless so requested by the  
Department Head, who has the final responsibility of forwarding a  
candidate's name for consideration to the Dean.

- 1.3.2 Temporary (part-time or full-time) faculty will be hired by the Department Head on receiving the vita of qualified candidates. To the extent time permits, these appointments will be discussed with the Department faculty prior to employment.
- 1.3.3 Adjunct faculty and joint appointment faculty who have another home department will be appointed by the Department Head after a majority vote by the faculty. Such appointments are for two year renewable terms and based upon Departmental needs.
  - 1.3.3.1 Adjunct teaching faculty appointments shall be recommended, based on majority vote, by the Department Head to the Office of the Chancellor or Vice President after approval of the dean and chief academic officer.
- 1.3.4 Non-tenure track research faculty shall be selected to meet research needs based on budget and research space available as determined by the research project's director and the Department Head.
  - 1.3.4.1 Non-tenure track research faculty appointments are renewable annually subject to continued availability of external funding and formal performance review annually, consistent with the Manual for Faculty Evaluation.
  - 1.3.4.2 Performance of non-tenure track research faculty shall be evaluated annually by the Department Head and with a written record of the evaluation on file.
  - 1.3.4.3 Non-tenure-track teaching faculty appointments shall be subject to formal performance review conducted annually by the Department Head, consistent with the Manual for Faculty Evaluation.
- 1.3.5 Terms of Employment of New Faculty
  - 1.3.5.1 Terms of employment are outlined in the *UTK Faculty Handbook*.
  - 1.3.5.2 In order to assist each new faculty member with his/her orientation and role within the academic community, the Department Head shall:
    - 1.3.5.2.1 Ensure that each faculty member is provided with a copy of the most recent *UTK Faculty Handbook*, the College by-laws, the Department by-laws, and the forms used in the annual retention review.

- 1.3.5.2.2 Provide the new faculty member with appropriate orientation and counsel, including a review of the documents referenced in the by-laws, the availability of supporting services and facilities, and other matters of academic concern such as position responsibilities, advising procedures, and availability of course outlines.
- 1.3.5.2.3 In consultation with the new faculty member, a mentor will be designated by the Department Head from among the tenured faculty. Mentors may also be selected from faculty outside the Department.

#### 1.4 Review and Evaluation Procedures for Faculty

Review and evaluation procedures shall take place in accordance with University policy, procedures and guidelines as outlined by the Manual for Faculty Evaluation and the Office of the Chancellor. Updated versions of the Manual may be located at <http://provost.utk.edu/evaluation/>

- 1.4.1. Annual Retention Review Process for Tenure-Track Faculty: The Department Head is responsible for an annual retention review of probationary faculty in accordance with University procedure for considering tenure, promotion and retention. Probationary faculty will prepare materials for review according to guidelines outlined in the Manual for Faculty Evaluation and stipulated in these by-laws. The annual retention review will take place in each year of the probationary period leading up to (but not including) the year of tenure consideration. Each tenure-track faculty member with a probationary period of four or more years shall undergo an enhanced retention review in the academic year following the midpoint in his or her probationary period (typically, the faculty member's fourth year of employment).

- 1.4.1.1. Faculty will prepare materials in accordance with the guidelines for assembling the dossier for promotion and tenure as described in the Manual for Faculty Evaluation (Section IV, and further detailed in Appendix B, pp 37-43, 2010 version).

- 1.4.1.2. The dossier will include three addenda:

- 1.4.1.2.1. A narrative summary of the past year's goals, objectives, and plans, developed at the previous year's review.

- 1.4.1.2.2. A narrative summary of the faculty member's activities and accomplishments during the past year in teaching, research/scholarship/creative activity, and service.

- 1.4.1.2.3. A list of clearly stated goals, measurable objectives, and plans

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for attaining for the upcoming year.

1.4.1.3. The DPTC will make recommendations regarding proposed goals, objectives, and plans, to be finalized in the retention review meeting with the Department Head.

1.4.1.4. The Department Head will ensure that the faculty member subsequently engages with their assigned departmental mentor in a way that provides the support the faculty member needs to be successful in implementing goals, objectives, and plans.

1.4.2. Annual Performance Review Process: The Department Head evaluates annually tenured and tenure-track faculty members. The Department Head manages the process of annual review of tenured and tenure-track faculty in a timely way to ensure compliance with all deadlines for submission of the review forms to the dean and chief academic officer.

1.4.2.1. For tenure-track faculty, the materials to be submitted for annual review are exactly the same as the materials for retention review as described above in 1.4.1.

1.4.2.2. For tenured faculty the materials to be submitted are those specified in the Manual for Faculty Evaluation, to include:

1.4.2.2.1. A narrative summary of the past year's goals, objectives, and plans, developed at the previous year's review.

1.4.2.2.2. A narrative summary of the faculty member's activities and accomplishments during the past year in teaching, research/scholarship/creative activity, and service.

1.4.2.2.3. A list of clearly stated goals, objectives, and plans for the upcoming year.

1.4.2.2.4. A current curriculum vita.

1.4.2.3. The Department Head shall share with the individual faculty member a summary of review(s) and maintain a copy on file.

1.4.2.4. Faculty members who receive notice from the chief academic officer that they have received ratings of "needs improvement" or "unsatisfactory" will follow procedures established in the Manual for Faculty Evaluation and Faculty Handbook.

1.4.3. Cumulative Performance Review: Procedures will be followed as stated in the Manual for Faculty Evaluation.

1.4.4. Promotion and Tenure of Faculty

- 1.4.4.1. Promotion and Tenure of Department faculty will follow the guidelines as set forth in the *UTK Faculty Handbook* and the Manual for Faculty Evaluation and the timetables distributed annually by the University. Tenure is defined as a principle that allows a faculty member to continue his/her annual appointment unless relinquished, forfeited or terminated for adequate cause, financial constraints, or academic program discontinuance.
- 1.4.4.2. All tenured faculty, except the Department Head, at or above the rank at which the faculty are being considered shall comprise the Department Promotion and Tenure Committee (DPTC).
- 1.4.4.3. The Department Head will initiate the process for consideration of probationary faculty members for tenure and promotion. The faculty member will submit all materials relevant to consideration for promotion and tenure to the Department Head. The dossier for P&T will be based on the dossier submitted during previous retention reviews, excluding the addenda specified in 1.4.1.2. above. The Head and the faculty member shall work together to ensure that efforts and achievements are documented fully prior to consideration for tenure and promotion by the DPTC.
- 1.4.4.4. Any member(s) of the DPTC upon request by the candidate shall review and offer suggestions for strengthening the relevant materials and submit advisory recommendations to the candidate.
- 1.4.4.5. In the fall of each year, the DPTC will meet and elect a chair who will call a meeting to discuss the candidate's record.
- 1.4.4.6. The Department Head may attend meetings at his/her discretion or if asked by the DPTC to provide clarification and interpretation to matters pertaining to promotion and tenure, but shall not participate in the deliberations for a candidate's promotion and tenure review.
- 1.4.4.7. Following discussion, a secret ballot of the DPTC will be taken, recorded, and reported to the Department Head. A majority vote will be considered a positive retention vote. The vote of the tenured faculty is advisory to the Department Head.
- 1.4.4.8. The Chair of the DPTC will write a report summarizing the meeting deliberations, the strengths and weaknesses of the candidate, and recording the vote. The report will be circulated and approved by all members of the DPTC, and then submitted to the Department Head.

1.4.4.9. The criteria which will be used by the DPTC to determine professional excellence and contribution to the University's mission are provided in detail in Appendix A. The criteria require visible, active involvement of the faculty in teaching, research, and service.

1.5. Approval for 600-Level Courses and Directing Dissertations

600-level courses will be provided only by faculty approved to direct doctoral dissertations, or faculty otherwise approved by the voting faculty, based on qualifications.

1.5.1. Approval to Direct Doctoral Dissertation Research

1.5.1.1. Faculty are referred to the by-laws of the Credentials Committee of the Graduate Council, with updated policies posted at <http://gradschool.utk.edu/GraduateCouncil/CredComm.shtml>

II. THE STUDENTS

2.1. Student Constituency of the Department

- 2.1.1. The student constituency of the Department, for the purpose of selecting student representatives from the college to university committees, from the department to college committees, and from the programs to department committees, shall be all students who are currently enrolled in an academic program administered by the Department.
- 2.1.2. Those students who are enrolled in Graduate School as non-degree students shall be considered graduate students; however, the students enrolled in non-degree status will not be eligible to serve as representatives to the various committees as referred to in 2.1.1.
- 2.1.3. The Public Health Graduate Student Association (GSA) will be the primary student organization for representing graduate students in the Department. Recommendations for student representation on all committees, both standing and ad-hoc, will be initially solicited from the Public Health Graduate Student Association. A departmental faculty member (tenured or tenure-track as defined in 1.2.1 above) will serve as faculty advisor to the GSA.

### III. DEPARTMENT ORGANIZATION

#### 3.1 Department Head

- 3.1.1 The administrator of the Department of Public Health is the Department Head.
- 3.1.2 The Department Head is responsible for the teaching, research, advising, and service components of the Department. This responsibility includes budgetary matters, teaching assignments of faculty, graduate assistant assignments, support staff assignments, physical facilities, and personnel matters under his or her jurisdiction, taking into account the advisory procedures of the Department (refer to 6.1). The Department Head may seek to establish formal agreements with other academic units or formal partnerships with agencies, institutions, and programs outside of UTK (through, for example, a Memorandum of Understanding) in order to provide mechanisms to accomplish one or more of the responsibilities listed above, again, taking into account the advisory procedures of the Department (6.1). Additional guidelines regarding the areas of responsibility for the Department Head are cited in the *UTK Faculty Handbook*.
  - 3.1.2.1 Decisions related to the above responsibilities shall be reported to the faculty as per Section 3.2. at departmental faculty meetings.
  - 3.1.2.2 In the event the Department Head should temporarily be unable to meet these designated responsibilities, the Department Head shall appoint a faculty member for a specified period of time, and whose identity shall be made known to the faculty via memo.
- 3.1.3 The Department Head shall be subject to regular review.
  - 3.1.3.1 The voting faculty of the Department shall review the Department Head annually through evaluation of performance of assigned duties. The review forms shall be returned directly to the Dean of the College, who shall share a summary of the results with the Department Head.

#### 3.2 Department Faculty Meetings

- 3.2.1 Regular faculty meetings of the Department will be held on a weekly or bi-weekly basis, at a time agreed upon by all voting faculty. Regular faculty meetings are open to all students and staff. Additional meetings may be called as necessary by the Department Head or by a petition signed by any three members of the voting faculty. To the extent possible, classes involving full-time faculty will not be scheduled during the time frame of the faculty meeting.
- 3.2.2 The Department Head or designee shall attend and chair all Department faculty meetings.

- 3.2.3 The conduct of Department faculty meetings shall be guided by Roberts' Rules of Order.
- 3.2.3.1 All motions shall be carried by a simple majority. In the event of a tie, the Department Head's vote shall carry the issue. When casting a secret ballot, a plurality will suffice.
- 3.2.3.2 The faculty may request that the Department Head obtain votes from members not present. Proxy votes will be allowed if written authorization is provided by the absent faculty member.
- 3.2.3.3 A closed faculty meeting may be requested by any faculty member, based on the confidential nature of the items to be discussed. Closed faculty meetings will include only voting faculty and staff as designated. If such a request is made during a regular faculty meeting, a majority of voting faculty must concur, and the faculty will go into the closed session at the end of the regular faculty meeting. If such a request is made outside of a regular faculty meeting, a petition signed by any three members of the voting faculty will be necessary.
- 3.2.4 An agenda of items for Department faculty meetings shall be prepared by the Department Head.
- 3.2.4.1 All faculty, graduate and undergraduate students, and staff may submit items for the agenda.
- 3.2.4.2 All matters requiring faculty action as described by these by-laws, the *UTK Faculty Handbook* or other University policies, shall be placed on the agenda of items.
- 3.2.4.3 All matters of incomplete discussion will carry over and appear on the agenda of the next meeting.
- 3.2.5. Minutes of each Department meeting will be prepared and distributed to all faculty within one week following the meeting. The minutes shall consist of names of faculty members present and absent, visitors present, announcements, reports, and actions involving the vote of the faculty. The minutes shall be kept on file in the departmental office for review.

### 3.3. Department Committees

- 3.3.1. There are four standing committees of the faculty:
- 3.3.1.1. MPH Academic Program Committee (MPH/APC): The responsibility of this committee is to oversee all matters, including academic, as they pertain to the master of public health degree, for the three concentrations

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and the dual MS-MPH degree program for students in public health  
nutrition. Committee objectives, composition and activities are identified  
in Attachment B.

- 3.3.1.2. Doctoral Program Committee (DPC): The function of this committee is to oversee all matters, including academic, as they pertain to the doctoral degree in Health Behavior and Health Education.
- 3.3.1.3. Departmental Human Subjects Review Committee: The primary purpose of this committee is to review all faculty and student research proposals involving human subjects to ensure that these proposals adequately address the necessary compliance procedures as outlined by the Office of Research.
- 3.3.1.4. Department Promotion and Tenure Committee (DPTC), as described in section 1.4.4.2.

### 3.3.2 Committee Composition

- 3.3.2.1 The above mentioned committees will be composed of faculty members expressing an interest to serve in such a capacity, with two exceptions: 1) Only faculty who have been approved to direct doctoral dissertations are eligible to serve on the Doctoral Committee; and, 2) Only tenured faculty are eligible to serve on the DPTC. The Department Head serves as an ex-officio member of all department committees.
- 3.3.2.2. With the exception of the MPH Academic Program Committee, each committee will be guided by a chairperson elected by the members of the Committee for a term of two academic years. The Director of the MPH Program will serve as the chairperson of the MPH Academic Program Committee. Committee chairpersons are eligible to succeed themselves for consecutive two-year periods following vote of the committee members. The election will be held in late spring semester with the elected chairpersons to assume committee responsibilities beginning fall semester.
- 3.3.2.3. The MPH and Doctoral Program Committees are expected to have student representatives, either elected or selected early in the fall semester. These student representatives are permitted full committee privileges with the exception of making admission or personnel decisions.
  - 3.3.2.3.1. The MPH/APC will include three students representatives, one each from the three areas of concentration (Health Planning and Administration, Community Health Education, and Veterinary Public Health)

- 3.3.2.3.2. The Doctoral Committee will include one student representative.
  - 3.3.2.4. Changes in academic programs and all academic matters must be initiated and voted on at the appropriate committee level.
  - 3.3.2.5. All curricular changes related to academic programs initiated by the appropriate committee will be brought to the Department faculty for final vote prior to sending curricular revisions to the College and University Committees.
- 3.3.3 Ad Hoc Committees – These committees may be appointed by the Department Head as needed for a limited period or until activities are completed.

IV. GRIEVANCE AND HEARING PROCEDURES

- 4.1. All faculty members and students shall have the right to due process in settling grievances which may arise.
- 4.2. Procedures for resolving faculty grievances are outlined in the *UTK Faculty Handbook*.
- 4.3. Procedures for resolving student grievances are outlined in *Hilltopics* and in the University Undergraduate and Graduate Catalogs.

V. BY-LAWS

5.1. Initial Approval

5.1.1. Initial approval of these bylaws shall be a shared responsibility (refer to section 6.3) of the Department Head and the faculty. Final approval shall be determined by a majority vote of the voting faculty. The bylaws will undergo full review by the faculty after one year from the date of initial approval.

5.2. Amendments

5.2.1. Proposed amendments to these bylaws may be forwarded by any department member to the Department Head. Proposed changes shall be distributed to the voting faculty of the Department at least one week prior to the faculty meeting at which the proposed change(s) is/are to be discussed.

5.2.2. Amendments shall be adopted by a two-thirds vote of those voting by mailed ballot following the Department faculty meeting at which the amendment was discussed.

5.2.3. Written copies of approved amendments shall be distributed by the Department Head to all Department faculty.

5.3. Note of Intent

5.3.1. It is not the intent of these bylaws to limit or discourage the rights of groups or individuals, either faculty or students or staff, from initiating actions or resolving problems or the rights of the Department Head to discuss and formulate action with groups or individuals.

VI. GLOSSARY

- 6.1. Advisory: A deliberative body of a faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decision.
- 6.2. Delegated Authority: A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances and the reason(s) for altering the decision will be shared.
- 6.3. Shared Responsibility: A deliberative body of faculty and/or students makes recommendations in conjunction with an administrator authorized to make decisions
- 6.4. Voting Faculty Member: All tenured or tenure track faculty are voting members of the Department. Full-time non-tenure track faculty (e.g., Research Assistant Professor) may be granted voting privileges by a simple majority of the tenure and tenure-track faculty. For promotion or tenure consideration, only faculty with tenure and at a given academic rank can vote for promotion and tenure.

**BY-LAWS**

ATTACHMENT A

**Criteria for Tenure and Promotion**  
Department of Public Health

Tenure of Department candidates will follow the guidelines as set forth in the *UTK Faculty Handbook* (latest edition) and the *Manual for Faculty Evaluation* (latest edition), and the timetables distributed annually by the University.

Teaching ability and resultant effectiveness will be demonstrated by assessing the depth and breadth of teaching activities (e.g. course level, enrollment, and teaching methods; honors; supervision of students in practice, internships, field experience; directed independent studies; and professional practice with students). Teaching ability and effectiveness will be assessed by utilizing student evaluations, administrative and faculty input, letters concerning teaching and other evidence of teaching and advising effectiveness.

Research, creative accomplishments and scholarship may take many forms. This may include but not be limited to research conducted, peer-reviewed publications, and development of new materials or methods, and creating interpretations or applications for populations (articles, books, agency reports, policy analyses). Original works of creative accomplishment may include print or non-print media, electronic media, projects, grants, contracts, or other outcomes. Supervision of graduate students who are completing dissertations, or Master's Essays, and membership on graduate degree candidates' committees provides further evidence of scholarship as does scholarly professional practice.

Service to the University and the public will be met through participation in department, college, interdisciplinary and, where appropriate, university committees and related activities.

Professional service to the public includes involvement in community outreach activities as well as service to agencies, community organizations and to the candidate's profession.

Candidates for promotion and tenure to associate professor will be assessed based upon teaching, advising, research and service. Basic expectations are as follows:

### Teaching and Advising

Teaching effectiveness may be determined by (among other things):

- Required student and peer evaluations, course syllabi, handouts and tests, evidence of creative or innovative teaching, written and/or verbal comments from students and colleagues who have observed in educational settings (i.e., classroom, laboratory).
- Development of new courses or significant changes in established courses or those not taught within an extended period of time.
- Evidence of quality supervision of teaching assistants, graduate students, or field placement students.
- Evidence of mentoring of graduate student research as a form of “out-of-classroom” teaching.
- Evidence of interest and effectiveness in academic advising, recruitment of potential students, and retention of current students.

Note: Teaching loads are determined by the Department Head based, in part, on resources, the teaching needs and research goals of the department and faculty member. Newly hired faculty in the Department of Public Health are typically not assigned teaching in the first

semester to allow one to establish his/her research, engage in grant writing, adequately prepare for a teaching assignment the following semester, and schedule time to initiate graduate student research. During the interview process and following hiring, new faculty are informed that grant-writing activity is expected. The desired goal for the teaching load for academic year appointments is 1-2 courses per semester based on overall effort and productivity in other areas of job performance (i.e., research, service, outreach, administrative duties). Expectations of grant support carries with it a teaching load of ~1 course/semester, depending upon the needs and resources of the department. With this reduced teaching load, good teaching evaluations are expected.

#### Research, Scholarship and Creative Activity

Each faculty member is expected to provide direction and leadership to a specific line of scholarship that will lead to recognition of that faculty member as having expertise within the selected area of study. Faculty are expected to be involved in an active research/scholarship/creative activity program that leads to publication in peer-reviewed journals of national scope.

Tenure-leading faculty are expected to be continually involved in the discovery and investigation process. The expectation is that outcomes of this process should have an impact on the field in terms of theoretical understandings, applications of knowledge to practice, or other contributions.

This guideline suggests that tenure-leading faculty demonstrate contributions and expertise distinctive from collaborators. Issued patents are considered as evidence of scholarly activity.

Scholarly books with a national audience will be considered as evidence of scholarship or creative activity; however, tenure-leading faculty should be aware that this activity can be only a part of the process and that nationally refereed publications also must be part of that faculty member's activities.

Presentations of research papers at professional conferences are considered an interim step to publication and in and of themselves are not sufficient for scholarship. Measures of impact include refereed journals, recognition of published materials, (perhaps evidenced by invited presentations) and use by professionals in the field (evidenced by citations, adoption, practice, or other means).

Faculty are expected to seek funding to maintain a consistent, sustained and high-quality research program. Faculty are expected to seek and obtain resources (i.e., grants and contracts) to fund a research program. While collaborating on grants is encouraged, being the principal researcher or investigator is the desired goal. Although obtaining funds (especially in nationally competitive programs) is considered evidence of scholarly achievement, the critical evidence lays in the outcomes of such grant activities (i.e., publications, patents, or programs).

Technical reports and other reports, disseminated to an audience (national, state, local) contribute to evidence of scholarship, but alone are not sufficient for meeting scholarship requirements as described above.

The development of scholarship potential in others also will be considered to be important, and will be included in the evaluation of all faculty. This includes the involvement of undergraduate and graduate students in the research process, joint authorship with students, and mentoring of professional skills in other faculty. Service on or chairing graduate committees (even those that lead to theses or dissertations), in and of itself, is not considered scholarship but

rather falls within the instructional role. Evidence of funding graduate students through research or training grants is considered as a part of the scholarship activities.

Membership on editorial boards of nationally recognized professional journals is considered evidence of professional leadership and thus is recognized as service rather than research. However, it is recognized that the scholarly history of the faculty member contributes to his/her being asked to serve.

It is expected that faculty maintain a level of scholarly productivity, as demonstrated by the publication of an average of two manuscripts in refereed publications per year. Lead authorship, sole authorship, and co-authorship count equally towards this expectation.

It is expected that faculty submit at least two research project grant applications (which can include program projects, training grants) annually for faculty members who do not currently have extramural funds. Faculty who do have such funds will be responsible for submitting renewal and/or new applications as necessary to ensure continuity of funding. While there is no specific dollar amount to be met, faculty are expected to pursue funding adequate to support research and graduate students involved in research.

There is an expectation (not a requirement) that graduate students culminate their research (master's essays and doctoral dissertations) experiences with authorship on at least one peer-reviewed paper and to present a paper at a professional meeting. The expectation for this is greater for doctoral students. It is clearly understood that faculty have an obligation to ensure high quality of work by graduate students, and publishing a peer-reviewed paper in acceptable journals (as determined by the faculty) is an example of this. Authorship (for faculty and students) follows standard guidelines, such as sufficient participation in the work to take public responsibility for the content and 1) substantial contribution to the conception and design or

analysis of interpretation of data, 2) drafting or revision of content, and 3) approval of the final version to be published (American Psychological Association 2001; International Committee of Medical Journal Editors, 1985). If a student makes contributions consistent with first authorship, the student should be first author on the paper.

Faculty are expected to clarify in their dossier their specific role in the research publication as per the guidelines in the Manual for Faculty Evaluations.

Service:

Service is an important function of the university. Individual faculty member's contributions to departmental goals will vary with tenure status and departmental, college and university needs. Service is not, however, a substitute for the establishment of a solid record of independent research or for quality instruction.

Service should be viewed as consisting of three components: university operations, professional leadership, and community outreach.

University operations involve participation, representation and leadership in departmental, college, and university governance. Service activities should contribute to making the department and college more efficient and/or effective in meeting defined goals.

Typically, junior faculty are asked to be engaged only in minor service activities early in their careers and discouraged from assuming too many service activities which may negatively influence their ability to excel in research and teaching. With time, faculty are asked to assume additional service responsibilities, in line with the needs of the department and service loads associated with other faculty within the department.

Faculty providing service on department, college, or university committees are

encouraged to remain in one position until such time as the faculty member chooses to rotate off the committee or a more suitable replacement is identified.

Faculty are encouraged to become involved in their professional organizations (e.g., committee assignments, organization of symposia, etc.). Tenure-leading faculty are expected to be somewhat involved and active in professional organizations and in on-campus organizations. Professional leadership for tenured faculty is evidenced by providing direction and/or resources to the profession, field or professional organization. The expectation is that faculty provide service to the field beyond the campus.

Membership on editorial boards of professional journals organizers of professional conferences, reviewers for granting agencies, or public health activities are considered service.

Community outreach and service is valued by the Department. Community outreach may take many forms, including serving on local health-related boards, committees, and coalitions; engagement with the local and regional public health practice community (e.g., Knox County Health Department); providing testimony, advice, or counsel to locally elected officials; providing consultation (unpaid) to local health-related organizations, industries, and businesses; and working with grassroots organizations to address health and health care-related concerns. Service to community organizations, not based within the field of the faculty member, is regarded as a personal volunteer activity, and does not fall within these service guidelines. The service-related aspects of the faculty should not exceed 25% of the faculty person's total work time.

### **Minimum Standard/Individual Goal Statement**

The candidate should establish a well-defined goal statement for tenure and promotion no

later than the end of her/his second year of employment. The candidate's goal statement should specify an estimate of refereed publications and other appropriate activities or events based upon the advice of and consultation with her/his appointed mentor. The goal statement should be attainable and establish a benchmark for an extended retention review which will occur no later than the third retention review. Quality of effort and the nature of the refereed publications or presentations are factors for evaluation. Both quantity and quality are important. Moreover, the goal statement should lead to the conclusion that successful fulfillment would ordinarily result in favorable consideration by the Departmental Promotion and Tenure Committee.

### **Promotion from Associate to Full Professor**

Refer to the Manual for Faculty Evaluation. In general, in addition to the criteria outlined above, a candidate for promotion to full professor should meet the following requirements:

1. Should be nationally competitive in the sense that he/she could move to a peer institution as a full professor.
2. Should have attained a national or international reputation in his/her respective field.
3. Should have demonstrated an ongoing, focused and consistent record of research, creative accomplishment, and scholarship.
4. Should be involved with mentoring of tenure-leading faculty.
5. Should be established as a valuable member of the graduate teaching faculty, including 600-level teaching approval when appropriate.
6. Should be active in advising graduate students including service on thesis and dissertation committees.
7. Should demonstrate involved citizenship by serving in leadership roles for department,

college or university committees, university assignments, professional associations, voluntary organizations, and society at large.

8. Should have record of outside funding for research projects.

## **BYLAWS**

### **ATTACHMENT B**

#### **MPH Academic Program Committee**

##### **Objectives and Activities**

#### **B.1. Program Committee Objectives**

- B.1.1. To provide identity and direction for the Master of Public Health program.
- B.1.2. To foster creative goal-setting and problem-solving related to the MPH program.
- B.1.3. To secure student involvement in academic policy development and program governance.
- B.1.4. To facilitate broad-based participation and deliberation.
- B.1.5. To enhance recruitment of academically-superior students.
- B.1.6. To maintain program accreditation.

#### **B. 2. Program Committee Composition and Procedures**

- B.2.1. The MPH Academic Program Committee (MPH/APC) will be comprised of one (1) faculty and one (1) student representative from each of the Concentration Areas, one (1) faculty representative from Public Health Nutrition, and the field practice coordinator. A designated alternate may represent the concentration and vote in the absence of the faculty or student representative.
- B.2.2. The Committee will be chaired by the Director of the MPH program.
- B.2.3. Committee meetings are scheduled at least twice per semester and are open to all faculty and students.

B.2.4. A prepared agenda is provided to all committee members and also to all other department faculty at least seven business days prior to the scheduled meeting.

B.2.4. Recorded minutes of the Committee are circulated to each part-time and full-time member of the Department within 10 business days of the meeting. A copy of agendas, meeting minutes, and other pertinent written materials prepared by the Committee or Committee chairperson are maintained in the Department files.

### **B. 3. Program Committee Activities**

MPH Academic Program Committee activities will include, but not be limited to:

B.3.1. Developing and monitoring curricula.

B.3.2. Developing academic policy statements.

B.3.3. Designing course sequencing.

B.3.4. Developing guidelines for the culminating experiences

B.3.5. Developing guidelines for the comprehensive examinations as required by the degree programs.

B.3.5. Providing course scheduling information regarding enrollment patterns and faculty expertise.

B.3.6. Preparing guidelines for specialized study such as internships, directed independent studies, and master's essay.

B.3.7. Developing specific brochure/recruitment materials.

B.3.8. Conducting student recruitment.

B.3.9. Responding to inquiries by prospective students.

B.3.10. Reviewing applications for graduate admissions (by 2 or more faculty within the

concentration area.)

B.3.11. Recommending outstanding students for college or department recognition.

B.3.12. Preparing self-study reports for accreditation or other program review purposes.

B.3.13. Requesting specialized equipment and materials.