

**Bylaws of the Governing Faculty
College of Public Health
University of Nebraska Medical Center**

I. GOVERNANCE AND ADMINISTRATION

The Bylaws of the Board of Regents of the University of the Nebraska and the policies and procedures of the University of Nebraska Medical Center shall be adhered to by the College of Public Health, its organizational entities, Faculty and staff.

A. The Dean of the College. The Dean of the College of Public Health shall:

1. Provide leadership and initiative for the Faculty.
2. Report to the Faculty the accomplishments, progress, and direction of the College of Public Health in achieving its purpose and goals.
3. Support and promote the actions of the Faculty to the Chancellor of the Medical Center, the President of the University of Nebraska, and the University of Nebraska Board of Regents.
4. Be responsible to the Chancellor, President, and Board of Regents for proper management of the College of Public Health in order that it may fulfill its purpose and goals.
5. Prescribe policies for the College of Public Health.
6. Develop, approve and submit budgets of the College of Public Health.
7. Establish an Office of the Dean, which may include: Associate and Assistant Deans, Senior Administrators, and the Directors of the Masters and Doctoral training programs.

B. The Governing Faculty. The Governing Faculty shall be the major body charged with fulfilling the mission of the College of Public Health.

1. Members. Members of the Governing Faculty shall be classified in two categories: Voting Governing Faculty and Non-Voting Governing Faculty.
 - a. Voting Governing Faculty. Members of the Voting Governing Faculty shall be Professors, Associate Professors, Assistant Professors, Instructors and Assistant Instructors in the College of Public Health, provided that they are in either of the following two categories:
 - i. Full Time Faculty: Faculty who are appointed in the College of Public Health at 0.50 FTE or greater;
 - ii. Partial Special Appointments: Faculty who are appointed partially in the

College of Public Health at 0.25 FTE to 0.49 FTE, provided that such Faculty member is appointed in other University of Nebraska units at a University-combined total of 0.50 FTE or greater.

- b. Non-Voting Governing Faculty. Members of the Non-Voting Governing Faculty shall be Faculty in the College of Public Health who are not in either of the two categories in Section I.B.1.a. above, but who have received a Non-Voting Governing Faculty appointment due to any of the following:
 - i. Faculty who are appointed in the College of Public Health with less than 0.25 FTE;
 - ii. Faculty with at least 0.25 FTE and less than 0.50 FTE in the College of Public Health, provided such Faculty appointments in other University units is less than a University-combined total of 0.50 FTE;
 - iii. Faculty with Research or Visiting appointments in the College of Public Health, regardless of FTE;
 - iv. Faculty who receive a Governing Faculty appointment by the Dean of the College of Public Health due to exceptional contributions to the College of Public Health.
2. Non-members. Faculty with appointments in the College of Public Health who shall not be included as Governing Faculty shall include those holding appointments as Adjunct, Courtesy, Emeritus, Honorary, or Senior Consultant.
3. Officers.
 - a. Chair of the Governing Faculty. The Chair of the Governing Faculty shall be an elected position from among the Full Time Voting Governing Faculty, described in Section I.B.1.a.i. above, and shall be voted on by the Voting Governing Faculty. The Chair shall serve one three-year term. A period of at least one term (three years) must elapse before a Chair is again eligible to stand for election as Chair of the Governing Faculty. The Chair of the Governing Faculty and the Dean shall jointly develop the Governing Faculty meeting agenda.
 - b. Other Officers of the Governing Faculty. Other Officers of the Governing Faculty shall be elected as deemed necessary and appropriate from among the Full Time Voting Governing Faculty, described in Section I.B.1.a.i. above, and shall be voted on by the Voting Governing Faculty.
4. Meetings. Meetings of the Governing Faculty shall be held a minimum of six times per year. The April or May meeting shall be designated as the annual meeting. Special meetings may be called by the Dean or by the Chair in consultation with the Dean, and shall be called upon by the written request of any ten Voting Governing Faculty members.
5. Quorum. For conduct of Governing Faculty meetings not requiring voting, 15 members of the Governing Faculty shall constitute a quorum. For any actions requiring a vote, 19 members of the Voting Governing Faculty present, or

participating by electronic balloting, shall constitute a quorum. During regular or special meetings, voting may be conducted by voice, show of hands, written ballot, or electronic ballot. Electronic balloting is permitted apart from a regular or special meeting provided that a notice is given and at least five working days are allowed for Governing Faculty members to register their votes. Except to amend these Bylaws as governed by Section V, a simple majority of the Voting Governing Faculty present or participating by electronic means shall constitute a valid vote.

6. Duties and Responsibilities. The duties and responsibilities of the Governing Faculty shall include:
 - a. Propose and promote programs and activities of the College of Public Health.
 - b. Study and/or refer to the Leadership Council issues and problems affecting academic and professional policies.
 - c. Consider and provide advice and recommendations on academic and professional policies as presented by the Dean.
 - d. Receive reports from Standing Committees and Non-Standing Committees.
 - e. Promote good relationships with state agencies, with the health professions of the state, and with the citizens of the State of Nebraska.
 - f. Promote good relationships with federal agencies, with national professional agencies, and with international and global health agencies in support of the mission of the College of Public Health and the public health profession.
7. Administration. The Office of the Dean shall provide to the Governing Faculty the administrative assistance required to accomplish their governance functions.

C. Leadership Council

1. Members. Members shall consist of the Dean, Associate and/or Assistant Deans, the Directors of the Masters and Doctoral training programs, the Chair of the Governing Faculty, the Department Chairs in the College of Public Health, the Directors of the Board of Regents-approved centers within the College of Public Health, and the Director of the Service Learning Academy.
2. Senior Administrators from the Dean's Office will be invited to attend the Leadership Council meetings as needed or on a quarterly basis.
3. Meetings. Meetings shall be held no fewer than six times per year. Special meetings may be called by the Dean.
4. Duties and Responsibilities. The duties and responsibilities of the Leadership Council shall include:
 - a. Consider any matters pertaining to governance or administration brought before it by the Governing Faculty, the Dean, a Standing or Non-Standing Committee, or by one of the members of the Leadership Council.

- b. Recommend to the Dean administrative policies and procedures and coordinate their implementation.
 - c. Recommend to the Dean administrative and management long-range plans and objectives for the College of Public Health, especially as regards organization, programs and facilities.
 - d. Advise the Dean as to the establishment of institutional policies and procedures for the management of departmental budgets.
 - e. Coordinate and implement institutional policies recommended by the Governing Faculty and approved by the Dean.
5. Administration. The Office of the Dean shall provide to the Leadership Council the administrative assistance required to accomplish their governance functions.
- D. Committees of Governance. There shall be two types of Committees of Governance: Standing Committees and Non-Standing Committees.
- 1. Standing Committees. There shall be three Standing Committees: Curriculum, Faculty Promotion and Tenure, and Research and Development.
 - a. Chairs. All Chairs of Standing Committees shall be Full Time Governing Faculty in the College of Public Health and shall be nominated and elected by the Voting Governing Faculty of the College of Public Health. Only a Full Time tenured professor in the College of Public Health will qualify for the Chair position of the Promotion and Tenure Committee. All Chairs will serve three-year terms. Should a Chair be unable to complete a term, a special election will be held to fill the position for the remainder of the term. All Chairs will report to the Governing Faculty and the Dean on a quarterly basis regarding their Committees' activities.
 - b. Members. Committee members will be chosen from amongst the Voting Governing Faculty and appointed by the Chair of the respective Standing Committee, in consultation with the Department Chairs and/or Dean. Each Standing Committee shall have no fewer than five members, including the Chair, generally with at least one member from each department. Appointments to the Promotion and Tenure Committee should include at least three tenured Professors from the Voting Governing Faculty. Two members of the Promotion and Tenure Committee may be chosen from among the Voting Governing Faculty tenured Associate Professors. A faculty member under consideration for promotion may not simultaneously serve on the Promotion & Tenure Committee. All committees, except Promotion and Tenure Committee, may include student members in accordance with each committee's guidelines.

Membership on Standing Committees shall be for a term of three years, except initially wherein each committee, by its determination, shall designate one-third of its members to serve for a period of one year, one-third of its members to serve for a period of two years, and one-third to serve a full three-year term. Thereafter, one-third of the members shall be appointed each year. A member may be appointed for a second 3-year term. Then a period of at least one year

must elapse before a member may again be eligible. The Dean or Associate/Assistant Deans may serve as ex-officio non-voting members of Standing Committees.

- c. Duties and Responsibilities. The duties and responsibilities of Standing Committees shall include:
 - i. Curriculum Committee. The Committee's charge includes:
 - a) Recommending to the College of Public Health Faculty policies and plans regarding curriculum, in consultation with the appropriate department(s).
 - b) Developing and implementing a College-wide system and tools for program and curriculum evaluation, in consultation with departments and centers.
 - c) Recommending curriculum changes.
 - d) Reviewing and recommending to the Associate Dean for Academic Affairs approval of newly developed courses, programs and areas of specialization.
 - e) Developing and recommending policies related to student academic issues, to include, but not be limited to, remediation plans, transferring credit, requests for exceptions, academic dismissals, etc.
 - f) Determining decisions related to student academic issues, to include, but not be limited to, remediation plans, transferring credit, requests for exceptions, academic dismissals, etc.
 - ii. Faculty Promotion and Tenure Committee. The Committee's charge includes:
 - a) Recommending to the Governing Faculty policies and guidelines pertaining to College of Public Health Faculty promotion and/or tenure.
 - b) Receiving recommendations for promotion and/or tenure of College of Public Health Faculty members.
 - c) Evaluating and submitting to the Dean recommendations on promotion and/or tenure of specific College of Public Health Faculty members. Committee members participating in the discussion and voting on the recommendation to promote or award tenure must hold Faculty rank at or above the rank recommended.
 - iii. Research and Development Committee. The Committee's charge includes:
 - a) Assisting the Dean and the Associate Dean for Research in developing a strategic plan to promote the growth and productivity of research in the College of Public Health.

- b) Assisting the Dean and the Associate Dean for Research in special initiatives to develop new College of Public Health research and development programs, including joint programs with other colleges of the University of Nebraska.
 - c) Monitoring the initiatives within the College of Public Health to recruit and support student participation in ongoing research activities.
 - d. Administration. The Office of the Dean shall provide to the Standing Committees the administrative assistance required to accomplish their governance functions.
2. Non-Standing Committees. Non-Standing Committees shall be established by the Dean of the College of Public Health.
- a. Members. Members of Non-Standing Committees will be appointed by the Dean based on recommendations of the Leadership Council or at the Dean's discretion.
 - b. Duties and Responsibilities. Non-Standing Committees study and resolve specific problems, issues or proposals of the College of Public Health Faculty not within the prerogative of existing Standing Committees.

II. REGULAR FACULTY APPOINTMENTS

Appointments. Regular faculty appointments shall be made upon the recommendation of the Department Chair and are subject to approval of the Dean of the College of Public Health.

- A. Rank. The recommended professorial rank must be supported by evidence showing that the candidate meets the College of Public Health's criteria for appointment as an Assistant Instructor, Instructor, Assistant Professor, Associate Professor, or Professor.
- B. Approval Process. Applicants recommended for hire at the ranks of associate professor or professor will be reviewed on the basis of acceptability in consultation with the College of Public Health's Promotion and Tenure Committee regarding appropriate faculty rank.
- C. Tenure. Applicants recommended for hire with tenure will be reviewed on the basis of acceptability in consultation with the College of Public Health's Promotion and Tenure Committee, subject to review and approval of the Dean of the College of Public Health and the UNMC Chancellor. A recommended alternate plan leading to tenure may also be presented, subject to approval of the College of Public Health Promotion and Tenure Committee, the Dean of the College of Public Health and the UNMC Chancellor.

III. SPECIAL FACULTY APPOINTMENTS OTHER THAN REGULAR APPOINTMENTS

- A. Appointments

1. Adjunct Appointment. A non-pay appointment in an academic department for an individual who is on a volunteer (non-pay) status. That is, the individual is not on active pay status with any other department/unit at the University of Nebraska. This includes persons associated with federal, state, and local government agencies, other universities, non-profit entities, and proprietary enterprises. The term "Adjunct" is reflected in the academic rank (i.e., Adjunct Professor, Adjunct Associate Professor, etc.). Adjunct Faculty members may be invited by the Dean or the Chair of Governing Faculty to attend Governing Faculty meetings but they may not vote.
2. Courtesy Appointment. A non-pay appointment in an academic department for an individual who is on an active pay status in some other department/unit of the University of Nebraska. The term "Courtesy" is reflected in the academic rank (i.e., Courtesy Professor, Courtesy Associate Professor, etc.). Courtesy Faculty may be invited by the Dean or the Chair of Governing Faculty to attend Governing Faculty meetings but they may not vote.
3. Emeritus Appointment. A non-pay appointment for an individual who has held a College of Public Health appointment with the rank of Assistant Instructor or above and who has reached Emeritus status as defined by the Board of Regents Policies. Emeritus Faculty may be invited by the Dean or the Chair of Governing Faculty to attend Governing Faculty meetings but they may not vote.
4. Honorary Member Appointment: An appointment of a distinguished guest serving in the instructional or research programs of the College of Public Health for a designated period of time. Honorary members may also be given Visiting membership status. Honorary Faculty may be invited by the Dean or the Chair of Governing Faculty to attend Governing Faculty meetings but they may not vote.
5. Senior Consultant Appointment: A non-pay appointment for a faculty member with the rank of Assistant Instructor or above who has reached Senior Consultant status as defined by the Board of Regents Policies. Senior Consultant Faculty may be invited by the Dean or the Chair of Governing Faculty to attend Governing Faculty meetings but they may not vote.
6. Research Appointment. A Special Appointment funded primarily or exclusively by extramural sources. Participation in teaching activities will be equal to or less than 0.25 FTE. The term "Research" is reflected in the academic rank (i.e., Research Professor, Research Associate Professor, etc.). Research Faculty shall be members of the College of Public Health Non-Voting Governing Faculty, regardless of FTE.
7. Visiting Appointment. A temporary, Special Appointment. The term "Visiting" is reflected in the academic rank (i.e., Visiting Professor, Visiting Associate Professor, etc.). Visiting Faculty shall be members of the College of Public Health Non-Voting Governing Faculty, regardless of FTE.

B. Objectives

1. Provide exposure to unique abilities, experiences, backgrounds, techniques and information for graduate students and Faculty in the College of Public Health.

2. Develop new and maintain current relationships with members of the profession and clientele.
3. Provide professional growth opportunities for scientists and educators employed by other agencies, organizations or institutions.

C. Requirements

1. Ph.D. or terminal degree in discipline or closely related field, unless appointment is granted by the Dean.
2. Experience and evidence of sustained productivity that demonstrates a high level of scientific ability and/or knowledge of the profession. Publications or development of products are examples of such productivity.
3. Teaching, research or extension expertise in an area that is emphasized in the College of Public Health and contributes to some aspect of its mission.
4. Interest in University objectives and in supporting the College of Public Health mission and goals.
5. Demonstrated objectivity and a willingness to be open in interacting with College of Public Health Faculty and students.
6. A genuine interest in students and in helping achieve the educational objectives of students in the College of Public Health.
7. Evidence that the nominee would use his or her title with discretion and represent the University of Nebraska in a professional manner.

D. Rank

1. Adjunct, Honorary, Research and Visiting Appointments. The recommended professorial rank must be supported by evidence showing that the candidate meets the College of Public Health's criteria for appointment as an Assistant Instructor, Instructor, Assistant Professor, Associate Professor, or Professor. Review is required by the College of Public Health's Promotion and Tenure Committee regarding appropriate Faculty rank.
2. Courtesy, Emeritus, and Senior Consultant Appointments. The recommended professorial rank must be the same as the candidate's present professorial rank in the University of Nebraska system. The choices are Assistant Instructor, Instructor, Assistant Professor, Associate Professor, and Professor (or their equivalents). Advances in rank in other University of Nebraska institutions shall be matched.

E. Approval Process: Initial Request

1. Adjunct, Honorary, Research and Visiting. Application will be made to the Dean of the College of Public Health and the Department Chair. Applicants will be reviewed on the basis of acceptability in consultation with the College of Public Health's Promotion and Tenure Committee regarding appropriate Faculty rank. Applications

will be approved or denied by the Dean, depending on the priorities of the College of Public Health and its programs.

2. Courtesy, Emeritus and Senior Consultant. Application will be made to the Dean of the College of Public Health and the Department Chair. Applicants will be approved or denied by the Dean, on the basis of acceptability of the candidate, at the rank of the home department.

IV. RULES OF ORDER

All Committees and Councils shall conduct their meetings in accordance with Robert's Rules of Order.

V. AMENDMENTS

Upon recommendation of ten members of the Voting Governing Faculty, the Bylaws of the Governing Faculty of the College of Public Health may be amended by a two-thirds majority vote at any regular or special meeting at which at least 19 Voting Governing Faculty members are present or when voting is done by electronic balloting.

Any proposed amendment must be mailed or electronically submitted to each Voting Governing Faculty member at least thirty days in advance of the meeting. Such mailing shall constitute due notice of an impending vote on the Amendment. Following the thirty-day notice, electronic voting is permitted apart from a regular or special meeting, provided that at least five working days are allowed for Governing Faculty Members to register their votes.

Amendments shall become effective when reviewed by the Chancellor of the Medical Center, the President of the University of Nebraska, and approved by the University of Nebraska Board of Regents.

APPROVALS

Approved by the Governing Faculty
Approved as revised by the Governing Faculty
Filed by Corporation Secretary

October 4, 2007
June 17, 2015
August 15, 2015