
WEST VIRGINIA UNIVERSITY SCHOOL OF PUBLIC HEALTH BYLAWS

ORIGINALLY ADOPTED – MARCH 5, 2014

AMENDED – FALL 2018

APPROVED – SPRING 2019

PREAMBLE

The West Virginia University School of Public Health was created by action of the West Virginia University Board of Governors, the governing body for West Virginia University. Chapter 18, Section 11, and Chapter 18B, Section 2A of the West Virginia Code set forth legislation concerning West Virginia University (“WVU” or “University”).

The West Virginia University Board of Governors (“Board”) consists of seventeen members: one full-time faculty member with the rank of instructor or above, duly elected by the faculty; one member of the student body in good academic standing, enrolled for college credit, and duly elected by the student body; one institutional member of the Board of Advisors of the Community and Technical College at West Virginia University Institute of Technology and West Virginia University at Parkersburg; and twelve lay members appointed by the Governor with the advice and consent of the West Virginia Senate. The Board members are responsible through the Governor to the people of the State. Board policies, duly promulgated and published through their administrative offices, determine the limits within which the Bylaws of West Virginia University School of Public Health shall be formulated and operative.

In the event of any inconsistency between these Bylaws and the laws of the State of West Virginia or the policies, rules, and regulations of the WVU Board of Governors, then the laws of the State and policies, rules, and regulations of the WVU Board of Governors shall govern.

The Bylaws of the West Virginia University School of Public Health are

consistent with applicable laws, policies, and regulations of the State of West Virginia and WVU, including the current edition of the following:

- Higher Education Policy Commission (HEPC) Series 9
- WVU Board of Governors Policies <http://bog.wvu.edu/policies>
- WVU Faculty Handbook <http://slate.wvu.edu/r/download/139120>
- WVU Faculty Senate Constitution <http://facultysenate.wvu.edu/r/download/88679>
- Faculty Evaluation Procedures <http://wvufaculty.wvu.edu/r/download/168366>
- WVU Classified Employee Handbook <https://talentandculture.wvu.edu/classified-employee-handbook>
- WVU School of Public Health Student Handbooks <https://publichealth.hsc.wvu.edu/students/student-resources/student-handbooks/>
- WVU website <http://www.wvu.edu>
- WVU School of Public Health website <http://www.publichealth.hsc.wvu.edu>

These Bylaws govern the WVU School of Public Health in its education, research, and service missions and are not applicable to any other affiliated facilities.

The School of Public Health comprises five departments: Biostatistics; Epidemiology; Health Policy, Management and Leadership; Occupational and Environmental Health Sciences; and Social and Behavioral Sciences. The administration, faculty, and staff of West Virginia University School of Public Health hereby establish the following Bylaws to address the procedural and operational needs of the School of Public Health where they may differ from those of the Health Sciences Center (HSC) or WVU. They define the structure and operating procedures for the School and are applicable to all employees of the School. These Bylaws also outline the mechanism for School of Public Health employees to participate in the planning, policymaking, and decision-making related to academic and other matters affecting the mission and vision of the School of Public Health and the well-being and success of its members.

BYLAWS

Article I. Administrative Organization

A. The President of West Virginia University

The President is the chief administrative and academic officer of the University, appointed by and responsible to the West Virginia University Board of

Governors. Duties of the President are set forth in West Virginia Code 18-11-2. According to the Board of Governors' Operating Procedures, Article 5.2, "The President shall have power to perform all acts and execute all documents to make effective the actions of the Board.

The President may delegate to officers of the University administration authority to execute documents on behalf of the University, to make effective actions of the Board, or as necessary for the general operation of the University in accordance with these guidelines and with the Delegation of Powers enacted by the Board." The President appoints Vice Presidents with specific areas of responsibility.

B. Vice President for Health Sciences

This officer of the University is appointed by the President and is responsible to the President for all educational, research, and service activities and programs in the area of Health Sciences Center.

C. Dean

The Dean is the chief academic, administrative, and budget officer of the WVU School of Public Health is appointed by the President upon recommendation by the Vice President for Health Sciences, and is responsible to the Vice President for Health Sciences. All administrative appointments within the School of Public Health serve at the will and pleasure of the Dean.

D. Associate Deans and/or Assistant Deans

Associate Deans and/or Assistant Deans, each with specific duties determined by the Dean, are appointed by and responsible to the Dean of the School of Public Health.

E. Department Chairs

The basic unit of administrative organization is the Department. The principal administrative officer of a department shall be known as the Department Chair.

- Multidisciplinary units and departmental changes may be implemented by the Dean following consultation with the Dean's Council and the School of Public Health faculty, and approved by the Vice President for Health Sciences in compliance with West Virginia Higher Education Policy Commission (WVHEPC), Title 133, and Series 13.
- Department Chairs are appointed by the Dean. In making such appointments the Dean shall consider the recommendation of a search committee and faculty members within the department, following the established procedures. Department Chairs are appointed for five-year terms, serve at the will and pleasure of the Dean, and may be re-

appointed based upon successful performance. Annual performance reviews of Chairs will be conducted by the Dean with faculty and staff input.

- The Department Chair is responsible to the Dean for the education, research, and service programs of the Department in keeping with the mission and goals of the School of Public Health, the Health Sciences Center and West Virginia University.

Article II. School Membership

A. Faculty

1. *Faculty Composition*

The faculty of the School of Public Health shall comprise full-time and part-time members defined as faculty whose primary appointment is in the School of Public Health, regardless of how the position is funded. Full-time members shall be appointed at one of the following ranks: Professor, Associate Professor, Assistant Professor, or Instructor. Board of Governors Policy No. 2 establishes the conditions under which full-time appointments are made, including tenure track and non-tenure track. Academic personnel whose appointments are limited in scope, duration, or FTE effort may be appointed in any faculty rank for which they are qualified, and shall be designated part-time, visiting, clinical, research, adjunct, or other appropriate title. Adjunct faculty will not have voting capabilities on School of Public Health Faculty responsibilities.

2. *Faculty Rights, Responsibilities, Duties and Benefits*

Faculty are referred to the West Virginia University Faculty handbook and the appropriate West Virginia University Board of Governors policies for information on faculty rights, responsibilities, duties, leave, and benefits.

B. Staff

1. *Staff Composition*

The staff of the School of Public Health shall comprise full-time, part-time, and temporary members defined as staff whose primary appointment is in the School of Public Health, regardless of how the position is funded. The staff is primarily responsible for providing faculty and administration the

support necessary in fulfilling the mission of the School.

2. Staff Rights, Responsibilities, Duties and Benefits

Staff are referred to the West Virginia University classified employee handbook and the appropriate West Virginia University Talent and Culture policies for information on staff rights, responsibilities, duties, leave, and benefits.

C. Students

1. Student Composition

Students of the School of Public Health shall comprise full-time and part-time students registered in a program offered in the School of Public Health.

2. Student Rights, Responsibilities, and Code of Conduct

Students are referred to the School of Public Health Student handbooks for information on student rights, responsibilities, and code of conduct.

To be eligible to serve on a committee, a student must be in good academic standing (not on probation) and enrolled full-time. Student representatives are selected by the student body under auspices of the established student government, Student Association of Public Health (SAPH). A student may not serve simultaneously on more than one standing committee. Students who have agreed to a committee assignment are expected to attend whenever possible.

Article III. Committees

Committees are responsible to the Dean, who may direct specific committees to report directly to the Dean's Council, as appropriate. Staff and student representatives may serve as fully participating members of appropriate committees as determined by the Bylaws of that committee. The reporting structure for a standing committee is defined specifically for each standing committee by the Bylaws. Ad hoc committees report directly to the Dean or the Dean's designee.

Committees shall be of two general types:

- Standing committees required by the Bylaws.
- Ad hoc committees or task forces with specific missions, discharged

upon completion of assigned duties.

Standing Committees

A. Dean's Council

Purpose: This Council is advisory to the Dean in all matters relating to the administration of the School of Public Health. The Dean's Council may provide advice on any topic so requested by the Dean and may bring forth agenda items for discussion.

Membership: The Dean's Council shall be composed of the Chairs of the academic departments, Associate and Assistant Deans, an elected faculty representative, and other members as approved by the Dean's Council. The Dean or the Dean's representative shall serve as Chair of the Dean's Council. A quorum shall consist of those members present.

Responsibilities:

1. To serve as a forum for formal communication among the leadership of the School of Public Health and for the development, evaluation, review, and communication of matters of broad concern to the School.
2. To advise the Dean regarding the formulation of general policies governing the conduct of operations of the School of Public Health and evaluation of the effectiveness of such policies.
3. Meeting minutes will be posted so that interested parties can keep abreast of current issues.

Meetings: The Dean's Council shall meet on a regular schedule and at other times upon the call of the Dean. The agenda for the Dean's Council shall be prepared by the Dean and shall be distributed to the members before each meeting. Agenda items may be submitted to the Dean by any regular member of the Council at least three (3) business days prior to the meeting date. Faculty may make suggestions for agenda items to the Council through the faculty representative. Students may make suggestions through the Student Association of Public Health (SAPH), and may be asked to provide representation at a Council meeting to present and/or discuss the suggested issues.

B. WVU School of Public Health Faculty Council

Purpose: The central purpose of the Faculty Council is to institutionalize faculty input into the governance of the School of Public Health, and to provide more effective communications of faculty perspective and concerns. The Faculty

Council is advisory to the Dean and Dean's Council in all matters relating to the mission of the School of Public Health. The Faculty Council may provide advice or input on any topic so requested by the Dean and may bring forth agenda items for discussion at the Dean's Council.

Membership: The Faculty Council shall be composed of all members of the School of Public Health holding primary faculty appointment in the School of Public Health who are not currently serving as senior administrators (Deans, Department Chairs). A quorum shall consist of those members present. The Faculty Council may determine its own leadership and internal committee structure, such as presiding officers and/or an executive committee. The Faculty Council will nominate one member, such as a Presiding Officer if such a position is created, who will represent the faculty on the Dean's Council.

Responsibilities:

1. To serve as a forum for formal communication among the faculty holding primary appointment in the School of Public Health and for the development, evaluation, review, and communication of matters of broad concern to the School of Public Health.
2. To provide the Dean and the Dean's Council with the faculty perspective regarding the general policies governing the conduct of operations of the School of Public Health and evaluation of the effectiveness of such policies.

Meetings: The Faculty Council shall meet at least once a semester, as called for by the Presiding Officer, or Executive committee.

C. Promotion and Tenure Committee

Purpose: To participate in annual evaluation and review for promotion and/or tenure of all faculty members in the School of Public Health, and to serve in an advisory capacity to the Dean for the evaluation of academic qualifications of faculty members.

Membership: The School of Public Health Promotion and Tenure Committee must consist of 8 members, nominated by their departments, all of whom should be School of Public Health tenured faculty members at the level of Associate Professor or higher. (Note: If a department does not have a tenured faculty member other arrangements will be made.)

Duration of tenure on P&T: Three to five years has been suggested as the normal term to provide continuity on the committee with is a staggered process for rotating off so that no more than 1/3 of members can rotate off in any one year.

Ad hoc: A student representative may be invited to attend to discuss specific issues relevant to their experience, e.g., mentoring.

Responsibilities:

1. To conduct an annual evaluation for all non-tenured faculty members, in accordance with University guidelines for the department-level evaluation for faculty (<http://wvufaculty.wvu.edu/r/download/141487>); Current tenured members may be evaluated per their request.
2. To conduct a cumulative review and evaluation for tenure-track faculty in their critical year, and provide recommendations to the Dean regarding the award of tenure and/or promotion of tenure track faculty;
3. To conduct a cumulative review and evaluation of all non-tenure track faculty members seeking promotion in academic rank;
4. To conduct a cumulative review and evaluation of all tenure-track faculty members following three years of service within the School of Public Health;
5. To evaluate the qualifications and provide recommendations to the Dean regarding the academic rank of new faculty hires;
6. To assure that recommendations regarding all faculty are made in accordance with the rules and regulations governing promotion and tenure of the School of Public Health, West Virginia University, and the West Virginia University Board of Governors; and
7. To review and recommend revisions to the School of Public Health Guidelines for Faculty Appointment, Promotion, and Tenure to the Dean and the faculty, as required or requested.

Meetings: Meetings will be each year on dates agreed upon by the Committee members, in coordination with university evaluation deadlines.

D. Curriculum Committee

Purpose: To participate in continuous evaluation and review of all degree and non-degree curricular proposals in the School of Public Health, evaluate policies regarding School of Public Health curricula and courses, direct curriculum/course proposals to the Dean and/or Associate Dean for Academic Affairs for action, and to forward to the appropriate WVU and HSC committees and councils, as appropriate.

Membership:

1. The Curriculum Committee must have a representative from each department in the School of Public Health and a representative from each program.
2. Committee members will elect a committee chairperson. In an ideal situation, committee chairperson will be separate from a department representative. If not possible, the chairperson will abstain from voting on a proposal regarding their own department.

Ad hoc: A student representative may be invited to attend when their input would add value to the discussion.

Responsibilities:

1. To ensure that new and revised courses and programs meet the School of Public Health's minimum standards for quality and to suggest course and program improvements designed to enhance instruction and improve student out.
2. Review all components of existing curricula upon request from the Director of Assessment or Program Director.
3. To disseminate tools or assistance that support the curricular improvement described in responsibilities 1 and 2.

Meetings: Meetings will be held monthly on dates agreed upon by the Committee members. Additional meetings may be convened upon the request of the Dean or Associate Dean for Academic Affairs.

E. Bylaws Committee

Purpose: To perform regular, ongoing reviews of the School of Public Health Faculty Bylaws and submit recommendations for modifications and amendments as needed.

Membership: The Bylaws Committee must have a representative from each department in the School of Public Health as well as representation from the student body and staff.

Responsibilities:

1. To review the School of Public Health Bylaws as needed.
2. To solicit and review recommendations from faculty, staff, and students for Bylaws modifications or amendments as needed.
3. To propose Bylaws modifications or amendments to the Dean's Council for discussion.
4. After discussions at a school-wide meeting and the Dean's Council, modifications and amendments will be sent to all School personnel through an anonymous link for a vote. Responses will be anonymous.

Meetings: Meetings will be held as needed, on dates agreed upon by the Committee members. Additional meetings may be convened upon the request of the Dean or any Committee member.

Adoption and Amendment of Bylaws

These Bylaws will be adopted or amended by a simple affirmative majority vote of eligible voting members; provided that notice of the proposed changes are made public with at least ten (10) prior working days for review and comment. Secure electronic voting methods will be used to collect the votes.