

CONSTITUTION
College of Public Health and Health Professions
University of Florida
Approved August 14, 2009

ARTICLE I – Governance of the College

This Constitution establishes the general principles that shall guide the governance of the College of Public Health and Health Professions (hereinafter PPHP). This Constitution is governed by and subordinate to the University Constitution, the policies and directives of the Florida Board of Governors, the University of Florida Board of Trustees, and the University of Florida Health Science Center. Operating within these contexts and within the provisions of this Constitution, governance shall be shared between the administration of the College and the faculty as represented in the Faculty Council (defined in Section 5).

ARTICLE II – The Faculty

Section 1 – Membership of the Faculty

A. The faculty of the College of Public Health and Health Professions, hereinafter referred to as the faculty, includes all faculty members as defined by the University of Florida Constitution (<http://www.generalcounsel.ufl.edu/downloads/Constitution.pdf>). Faculty members are considered voting members of the college.

B. Faculty members within a department may recommend individuals to the department chair for appointments as adjunct, affiliate, provisional, courtesy, emeritus, and visiting faculty. These appointees may speak, and/or vote on departmental matters at the option of the departmental faculty. The rights and privileges of these appointments shall be specified at the time of the appointment. Individuals with these departmental appointments do not vote on College matters.

Section 2 – Faculty Rights

A. The faculty believes that academic freedom and responsibility are essential to the full development of a university and apply to teaching, research, and service. Therefore, the faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom.

B. Faculty have the right to know what is required of them in their work and how that work will be evaluated. Faculty members shall be provided with a statement of their responsibilities and criteria by which they will be evaluated upon initial appointment and at least annually thereafter.

C. All decisions regarding tenure, promotion, sabbatical leaves, salaries, salary increases and evaluations, and all results of those decisions, shall be made known to the individual faculty member in a timely manner. Faculty members have the right, in a timely manner, to appeal such decisions consistent with applicable policies and procedures and to expect a timely reply, as defined within the relevant College, University, and legislative documents.

D. On all matters relating to tenure and promotion, faculty members have the right to promptly receive the results of departmental votes, the College Tenure and Promotion Committee recommendation, the chair's letter and the dean's letter and recommendation.

E. The faculty has the right to assemble to discuss matters of concern to the faculty.

F. All faculty members have the right, in accordance with University Policy, to view and comment on information about themselves kept in any official personnel files within the College or department.

G. The University encourages faculty to informally resolve their concerns. If unsuccessful, faculty have the right to initiate formal grievance procedures as set forth in University regulations (<http://regulations.ufl.edu/chapter7>).

Section 3 – Responsibilities of the Faculty

A. Faculty members must fulfill their responsibilities to society, their professions and the University by manifesting academic competence. All faculty members are expected to contribute to shared governance and provide input into the College strategic plan. In addition, faculty are responsible for their individual teaching, research, and service assignments.

B. If faculty fail to fulfill their responsibilities, appropriate action will be taken in accordance with University policy.

Section 4 – Faculty Council

A. Faculty Council Roles

The Faculty Council is the representative body for the faculty of the College of Public Health and Health Professions. In this capacity, the Faculty Council serves as a forum for the mutual exchange of ideas between college administrators and the faculty. The Faculty Council develops and makes policy recommendations on the following matters of concern:

1. The educational, research and service missions of the college,
2. Shared governance,
3. Faculty awards,
4. Faculty welfare, including the working environment and matters of quality of life,
5. Resource allocation,
6. The college strategic plan, and
7. Other issues of concern to college faculty.

The Faculty Council also coordinates and communicates deadlines for Faculty Council and college-level standing committee elections to the departments. The Council has responsibility for ensuring elections occur at approximately the same time across departments and that departments have been given the opportunity to elect a representative to each committee as

appropriate (i.e. based on representation of committees described later in this document).

Additional activities of the Faculty Council may include requesting that performance reviews of the dean and department chairs occur according to College and UF policy. The Faculty Council may also make recommendations to the dean regarding the need for standing and ad-hoc committees to address ongoing or specific issues.

The Faculty Council shall respect the privacy of all individuals in the conduct of its activities.

B. Governing Rules of the Faculty Council

1. **Membership.** The Faculty Council shall consist of one elected faculty representative from each department and one representative from college administration appointed by the dean. Department chairs are eligible candidates to serve as the departmental representative.

2. **Faculty Council Chair.** The Faculty Council shall elect its own chair from among the Council members. The term of the chair shall be one academic year. A vice chair will be elected shortly after the chair, with both officers' terms beginning simultaneously. The vice chair will serve a term of one year and then serve as chair for one year. A chair shall be eligible for re-election one year after his or her term ends.

3. **Terms of Members.** The normal term for members of the Faculty Council is two years. Initially and upon establishment of the Council, terms will be staggered such that one-half the members will initially be given one-year appointments and one-half the members given two-year appointments. After this initial staggering, all appointments will be two years, with approximately one-half the members' terms expiring each year. Individuals may serve a maximum of three consecutive terms. A faculty member is eligible to be re-elected to the Faculty Council after sitting out for one term.

4. **Faculty Council Meetings.** Meetings shall be held at least once per semester during the academic year. Additional meetings may be called at the discretion of the Faculty Council chair. The faculty shall receive notice of meetings at least 5 business days in advance and agendas for meetings at least 3 days in advance. Any faculty member may suggest items for the agenda provided that these are submitted in writing 5 business days in advance. All meetings of the Faculty Council shall be open.

Only members of the Faculty Council have access to the floor during Council meetings, except when permission has been granted by consent of the Council chair. Proxies are not allowed for any votes cast given the Faculty Council falls under the Sunshine Law.

The minutes shall be posted or distributed to the faculty and to the dean within 10 days following each Faculty Council meeting.

Section 5 – College Faculty Meetings

A. College-wide faculty meetings may be called by the dean or the chair of the Faculty Council.

At least one meeting shall be held each academic year at which the dean shall present the State of the College. The purpose of each meeting shall be stated in the call.

B. The dean or the designee of the dean will preside at college faculty meetings called by the dean. The chair (or vice chair in the absence of the chair) of the Faculty Council will preside at college faculty meetings called by the Faculty Council chair.

C. Any faculty member may suggest items for the meeting agenda provided that they are submitted in writing to the Dean 5 business days in advance.

D. The faculty shall receive notice of meetings at least 5 business days in advance and agendas for meetings at least 3 business days in advance except in the case of an emergency when less than 24 hours notice may be given for both notice and agenda.

E. The Faculty Council will determine the mechanism for voting upon each item and will use an intentional process that provides all eligible faculty the opportunity to cast a vote. Examples of potential methods include electronic voting, in person voting at meetings, and ballot boxes. Other methods may also be identified. The Council, in consultation with the dean, will determine an appropriate length of time during which voting will occur based on the item being considered and the voting method selected. Passage of an item will be based on a simple majority of those voting.

F. The minutes of meetings shall be recorded and posted within 10 days of a college faculty meeting.

Section 6 – College Level Committees

With the exception of the committee chairs, members of all college level committees cited in this document shall serve a term of two years unless otherwise specified. Members may serve a maximum of three consecutive terms or six years, whichever is greater. They must sit out for a minimum of one term before being eligible for re-election. Members filling a partial term vacated by another member may serve three additional consecutive terms beyond the partial term. Committee chairs are elected on an annual basis as specified under each committee subsection below. Term limits, if applicable, are noted under each committee's subsection, as well.

Election of faculty representatives and chairs is by simple majority of those voting. Student representatives are nominated via each PPHP department, the student College Council, and self-nomination. The chair of each committee selects his or her student representative from among all student nominees.

All committee members, including the chair, faculty members, staff and student representatives shall have one vote each on each committee on which they serve.

At his or her discretion, the dean may appoint administrative liaisons to college committees, with the intended purpose of assisting with recounting of historical information and to provide

guidance related to committee responsibilities or during transitions of committee representation.

A. College Curriculum Committee. The College Curriculum Committee shall act for the faculty in matters relating to recommendations for college level approval of undergraduate, graduate, and professional instructional programs. Specific duties include:

1. Consideration and recommendation for college-level approval of new courses and programs,
2. Review and recommendation for college level approval of course and program changes and terminations, and
3. Participation in accreditation or other academic review procedures when requested by a department or the dean.

The Curriculum Committee shall consist of one elected faculty representative per department. In addition, one student representative shall serve on the Curriculum Committee. The committee shall annually elect its own chair from its faculty members. The chair may be re-elected without term limits.

B. College Tenure and Promotion Committee. The College Tenure and Promotion Committee shall consider all matters relating to faculty promotion and tenure. The duties of this committee shall include the review of all faculty candidates for appointment at the ranks of associate, clinical associate, or research associate professor or higher. It also includes review of appointments with tenure at the rank of associate professor or higher. Only faculty members holding tenure may assess a tenure request. All committee members with a rank higher than the candidate's current rank may assess a candidate for promotion. After reviewing candidates for tenure and/or promotion, the committee as a whole or its chair shall meet with the Dean to provide the committee's assessment and recommendations.

The membership of this committee shall include one elected eligible representative from each department. All members of the College Tenure and Promotion Committee shall be at the rank of associate professor or higher. The dean, associate or assistant deans, and department chairs shall not be eligible to serve on the Tenure and Promotion Committee. The committee shall annually elect its own chair, and the chair may be re-elected without term limits.

C. Financial Aid and Scholarship Committee. The Financial Aid and Scholarship Committee shall advertise, organize and review applications, and make recommendations for specific college scholarships, loans, and awards to the dean. The committee shall also review nomination packets and make recommendations to the dean for college and university level faculty and staff awards as requested by the dean or his or her representative.

The Financial Aid and Scholarship Committee shall have a minimum of five faculty members and the financial aid officer, who serves as ex-officio. The Faculty Council recommends faculty for service on this committee to the dean. The chair shall be elected annually from its members and may be re-elected without term limits.

D. Teaching Excellence Committee. The Teaching Excellence Committee shall solicit and organize nominations, review applications, and make recommendations to the dean for recipients

of the college level teaching excellence, teacher-advisor, and teacher-scholar awards.

The Teaching Excellence Committee shall consist of three previous recipients of the Teaching Excellence, Teacher/Scholar of the Year and/or Teacher/Advisor of the year awards or other relevant teaching award and one student representative. (Please note: the faculty to student ratio of this committee is designated by University policy.) Nominations for the committee will be made by the departments to the Faculty Council who will make recommendation to the Dean for composition of the committee. The Dean will make final approval of the nominated committee. The Committee Chair will be elected by the Committee from the members of the committee. The committee members will serve two-year terms. The tasks of the committee are to identify college faculty and advisors eligible for awards, to review award materials, determine college-level awards, and oversee the nomination of the college candidates for awards at the University level.

E. Research Committee. The Research Committee shall act for the faculty in matters relating to college and University research activities and awards. Specific duties include, but are not limited to:

- a. Coordination and/or grant proposal review for specific activities and events, such as the UF Opportunity Fund, the Brooks Research Development Grants, and legislative-supported requests.
- b. Proposal review of and recommendation for recipients of specific university and college research grants and awards, including the graduate student mini-grants and PPHP Research Day awards.
- c. Provision of input on proposed or new PPHP, University and community research opportunities.
- d. Periodic assessment of available research opportunities and recommendations for revisions, deletions, and/or additions to current research activities, awards, and policies.

The Research Committee shall consist of one elected faculty representative per department and one doctoral level student. In addition, one research staff member will be appointed by the dean or his or her designee. The committee shall annually elect its own chair from its faculty members. The chair may be re-elected without term limits.

F. College Ad Hoc Committees. The dean may create ad hoc committees to achieve specific tasks not assigned to other committees by this Constitution. The dean shall solicit participation from the faculty and staff, as appropriate, and appoint ad hoc committees to study and report on issues of concern of the faculty and/or administration. The dean shall maintain and annually publish a list of ad hoc committees and their members.

G. College Information Technology Committee. The College Information Technology Committee shall act for the faculty by [1] identifying issues and opportunities and offering recommendations pertaining to information technology applications within the College and [2] reviewing and/or offering recommendations pertaining to college-wide policies for computer

usage and information technology.

The goal of the Committee is to assure that the information technology-related research, education, and service needs of all College users are identified and recommendations to address these needs are made to the Dean.

Specific duties of the Committee shall include, but are not limited to:

1. An understanding of IT services:
To assure an understanding of the role and function of the College's IT Department, the Committee will receive a yearly briefing from the IT Director regarding the IT Department's project plan, organizational structure, job responsibilities, day-to-day IT activities, and current management and project issues.
2. IT Services and Policies:
Identify issues and make recommendations pertaining to the function of information technology services and review and make recommendations regarding college-level information technology policies including:
 - (a) standardization of hardware and software, (b) selection and licensing of software, (c) Web policies and web site implementation including the rules of the UF Office of Web Administration, (d) confidentiality and privacy including HIPAA and FERPA per the rules of the UF Privacy Office and the HSC's Security Office, (e) access to IT services, and (f) prioritization of identified IT needs for budget consideration
3. Service Quality:
In order to engage in systematic monitoring of the quality of IT services, the committee will seek feedback from the faculty, including working with the IT staff to carry out surveys that review relevant service issues, and report to the Dean and Faculty Council the results of those findings and offer recommendations as appropriate.
4. Ad hoc projects:
Carry out *ad hoc* projects pertaining to IT matters as requested by the Faculty Council and assigned by the Dean or his or her representative.

The Information Technology Committee shall consist of one faculty representative elected from each College department. Half of those elected will be randomly assigned to a one year term so as to stagger membership. The Dean may appoint two additional members to the committee to assure that users involved in both large storage functions and high usage activities are represented on the committee if such individuals are not elected by the faculty. Two departmental staff members recommended by departmental chairs and designated by the Dean, will serve as liaisons to the Committee. Additionally, the Dean will designate one staff member representing the administrative functions of the college and one staff member representing distance learning staff as liaisons to the committee. In addition, the Director of IT will serve as an administrative liaison to the committee. Two, non-voting graduate student representatives shall serve on the Committee as recommended to the Dean by the Faculty Council including one

professional student involved in service and one graduate student involved in research. The committee shall annually elect its own chair from its faculty members. The chair may be re-elected without term limits.

Section 7 – College Representatives to the Faculty Senate

1. Election of Senators. A slate of potential candidates for the Faculty Senate shall be developed by contacting all faculty members to verify their willingness and availability to serve. The Faculty Council chair or his or her designee will be responsible for soliciting and providing the complete list of nominees to the Faculty Senate. The number and terms of senators representing the college is prescribed by the Constitution of the University of Florida.

2. Responsibilities of Senators. In addition to representing the college in the Faculty Senate, it shall be the responsibility of faculty senators to designate one faculty senator to serve as a liaison between the Faculty Senate and both the Faculty Council and the administration. This senator must bring matters of relevance to the attention of the Faculty Council Chair and the Dean in a timely manner to allow adequate College discussion, and when necessary, action. If a faculty senator is elected to serve on the Council, that senator will also serve as the liaison. If more than one senator serves on the Council, the Council will elect one senator liaison.

ARTICLE III- Administrative Structure of the College

Section 1 – The Dean

The dean is the chief executive officer of the college, who shall at the same time hold academic rank in one of the departments in the college. The dean is appointed by the president and is expected to provide leadership and overall administration of all functions related to the research, educational, and service missions of the college. The dean has final authority in the administrative and fiscal management of the college. The dean has the authority to delegate decision-making responsibility and associated tasks to other members of the college. In exercising his or her primary decision-making responsibilities, the dean is expected to seek faculty input, consider it, and provide feedback about final decisions made.

There are several avenues through which the dean communicates significant matters to the faculty and solicits their input.

- A. Once per year, the dean shall prepare and present a State of the College address. This address shall include the current status of the college, including major accomplishments, concerns/challenges, and fiscal decisions related to the strategic plan. Any supporting documents provided (e.g. slides, fiscal data) will be available for review by the faculty. Electronically presented material will be posted on the college web site within one business day following the address.
- B. With input from the faculty, including but not limited to, the Faculty Council and Executive Leadership Committee (see Article III, Section 4), the dean shall prepare and present a strategic plan to the faculty for adoption. Following adoption, all members of

the college have responsibility for implementing the strategic plan. The strategic plan shall be evaluated by the Executive Leadership Committee and the Faculty Council at least once every five years. Suggestions for amendments, changes, or modifications to an adopted strategic plan may be raised by any faculty member to his or her chair, the Faculty Council, or the dean or his or her representatives.

- C. The dean will conduct necessary college elections as required by this Constitution and as may be required for the effective administration of the College.
- D. The dean will work with departments to facilitate appropriate tenure and promotion of faculty members.

Section 2 – Associate and Assistant Deans and Other Administrative Officers

The dean shall appoint associate and assistant deans and other administrative officers of the college. The duties and responsibilities of these officers shall be determined by the dean in support of the educational, research, and service missions of the college.

Section 3 – Chairs

Each department within the college shall have a chair. Chairs shall serve as the chief academic and administrative officers of the department and shall at the same time hold academic rank in that department. Each chair is responsible to the dean for administration of the department and is responsible to the faculty for decision making regarding departmental activities related to the college and department missions and strategic plans.

The responsibilities of the chairs include, but are not limited to:

- A. Meet with faculty at least once per year to review and discuss the state of the department, including successes, challenges/concerns and priorities for the upcoming year.
- B. Make faculty assignments and conduct annual evaluations in support of faculty advancement in the tenure and promotion process and in the operations of the department and college.
- C. Work with the faculty to determine how shared governance will be implemented in the department. This will include, but is not limited to, working with the faculty to set departmental priorities in support of the success of the overall department and implementation of the college and departmental missions, goals, and objectives.
- D. Conduct necessary departmental elections as required by this Constitution and as may be required for effective administration of the unit.

Section 4 – Executive Leadership Committee

The Executive Leadership Committee (ELC) shall be advisory to the dean regarding implementation of the strategic plan and other initiatives and operations related to the college's mission, goals, and objectives. Membership includes all associate deans, assistant deans, chief college fiscal and personnel officers, all department chairs, and the Faculty Council chair. In

addition, other coordinators and directors attend ELC meetings as needed as determined by the dean, such as those representing the offices of alumni, development, public relations, and information technology.

All attendees are expected to inform the constituents they represent (i.e. faculty and staff) of decisions made and facilitate actions required by those constituents as a result of decisions made or information needed by the Executive Leadership Committee..

ARTICLE IV – Tenure and Promotion

All considerations of tenure and promotion shall be consistent with department, college and university guidelines for promotion and tenure. All department and college guidelines regarding tenure and promotion shall be applicable to the hiring of faculty members at senior ranks or with tenure. The dean shall annually distribute college and university guidelines for tenure and promotion along with relevant deadlines for submissions.

Proposals for review of college guidelines for tenure and promotion should be directed to the chair of the Tenure and Promotion Committee for consideration by the committee pursuant to university guidelines. The Tenure and Promotion Committee will report its recommendations to the Faculty Council and the dean. If the recommendations are congruent with university policy and procedure for revision, and the committee's review is favorable, the recommendations will go to the full faculty for approval. The college must also follow all university regulations for additional approval of changes.

ARTICLE V – Searches and Appointments

Section 1 – Appointment of New Faculty

The dean shall appoint a faculty search committee according to University policy. After consultation with the departmental faculty, the search committee shall present a list of qualified and acceptable candidates to the department chair. The department chair shall select the most appropriate candidate and present that decision to the dean. With the approval of the dean, the department chair will begin negotiations with the candidate.

In the event that any or all of the candidates put forward are unacceptable to the dean or decline the offer, the dean shall request that the department chair reconvene the search committee to put forward the names of other acceptable candidates. The search may be re-opened to solicit qualified candidates.

Section 2 – Appointment of Emeritus Faculty

An affirmative vote of departmental faculty is required before an individual can be recommended for appointment to emeritus status.

Section 3 – Appointment of Chairs

The dean shall initiate searches for department chairs by establishing a search committee in

consultation with the department in which the faculty member shall hold academic rank. The dean may appoint an interim chair. The search committee may include untenured as well as tenured departmental faculty as well as faculty from other college units at the discretion of the dean. The Search Committee shall nominate qualified and acceptable candidates. The search shall continue until there are sufficient qualified and acceptable candidates.

Section 4 – Appointment of the Dean

The dean shall be appointed by the president or his or her designee. The Faculty Council shall recommend individuals to serve on the search committee for the dean. The Council shall also provide feedback on dean candidates to the search committee.

ARTICLE VI – Constitutional Review

The Faculty Council shall review this Constitution at least every five years, unless a review is called for by a majority vote of the faculty at a college-wide faculty meeting.

ARTICLE VII - Amendments

This Constitution may be amended by a simple majority of faculty voting, provided that notice and the text of the proposed amendments are sent to the faculty at least one month prior to the vote. Amendments shall be effective after legal review and when written notice of the adopted changes is sent from the chair of the Faculty Council to all members of the faculty. Such notice must be given within two weeks after the date the amendments have been approved by university legal counsel.

ARTICLE VIII - Effective Date

The Constitution shall become effective upon approval by college faculty based on a simple majority of faculty voting and after review by the President's designee.

This Constitution was ratified by college faculty on January 30, 2008 by a vote of eighty-two (82) yes and three (3) no.

This Constitution was ratified by college faculty on June 8, 2009 by a vote of sixty-nine (69) approved and four (4) disapproved.

This Constitution was reviewed by the President's Office by:

President or Designee

Date