

**UNIVERSITY OF NORTH FLORIDA  
BROOKS COLLEGE OF HEALTH  
DEPARTMENT OF PUBLIC HEALTH  
BYLAWS  
12/12/2006  
*BOT-UFF Contract Wording is in Italics.***

**PREAMBLE**

The purpose of this document is [1] to assist in the orderly conduct and governance of the affairs of the Department of Public Health, [2] to facilitate the performance of faculty duties and obligations, and [3] to set forth the rights and privileges of the faculty in accordance with the policies, and rules and regulation of the Board of Trustees of University of North Florida. The regulations, policies and procedures of the Department of Public Health shall conform to all University of North Florida rules and regulations and current BOT-UFF contract.

**ARTICLE I  
MEMBERSHIP**

Section 1        Membership (defined by UNF Constitution)

The Faculty of the Department of Public Health shall consist of all persons holding regular term appointments in the Brooks College of Health. The membership of the departmental faculty shall consist of:

- 1.1 All full time faculty holding regular appointments;
- 1.2 All part time faculty, defined as those holding regular appointments of 0.5 FTE or greater.

Section 2        Ex-Officio Membership

Ex-officio membership will be accorded to:

- 2.1 Faculty in other Colleges at UNF holding joint appointments in the Department of Public Health
- 2.2 Part-time faculty with < 0.5 FTE (including adjunct faculty)
- 2.3 Departmental Chairperson
- 2.4 The Dean of Brooks College of Health
- 2.5 Provost / Vice-President for Academic Affairs
- 2.6 The President of University of North Florida

Section 3        Voting Membership

Voting privileges are given to faculty members as designated in Article I Section 1 except as otherwise noted herein.

Section 4        Duties of the Voting Faculty

- 4.1 To prescribe within the parameters established by the University and the College and the appropriate accrediting bodies, the general standards for admission, progression through and completion of the programs in the Department as well as for courses offered to non- departmental majors.
- 4.2 To recommend students as candidates for degrees offered by the Department.
- 4.3 To develop, recommend, implement and evaluate the various educational, research and service programs of the college.
- 4.4 To ensure the academic quality of the courses, programs, faculty and students of the Department.
- 4.5 To protect the rights and privileges of the departmental faculty.
- 4.6 To ensure fair treatment of students.
- 4.7 To participate in decision-making matters of the Department pertaining to committee reports and recommendations, and student, faculty and curricular affairs.
- 4.8 To serve on departmental committees.

**ARTICLE II  
BUSINESS CONDUCT**

Section 1      Conduct of Business

- 1.1 The ordinary business of the Department shall be conducted in meetings called for the purpose by the Chair, or by petition of one-fourth of the voting members.
- 1.2 Meetings shall be held at reasonable times and locations.
- 1.3 At least one meeting per semester during the regular academic year shall be held. Voting members shall receive timely notice of meetings, which shall be at least one week prior to regular meetings.
- 1.4 Emergency meetings may be called with a 24-hour notice.
- 1.5 A quorum for all meetings shall consist of a majority of the voting members.
- 1.6 Except as provided elsewhere in these Bylaws, business may be conducted by a majority vote of those present.
- 1.7 The Chair will not vote on matters before the department at any regular or special meeting except in the event of a tie or as further specified.

**ARTICLE III  
TERMS OF APPOINTMENT - CHAIRPERSON**

Section 1      Selection of the Chair

- 1.1 The Chair will serve four-year terms unless he /she resigns or is removed from office by the President or designee as per Article V.3. of the UNF Constitution. Chairs who take office during an academic year shall serve for that academic year and three additional academic years.
- 1.2 The Chair may serve for more than one term.
- 1.3 Chairs are appointed by the Dean and Provost on recommendation of the faculty.
- 1.4 If willing, the Chair may be continued in office by a majority secret retention vote of the faculty held 4 months preceding the end of the term and with subsequent agreement of the Dean and Provost.
- 1.5 If the majority vote is against the retention and the Dean and/or Provost disagrees, a meeting will be held in order to discuss the rationale for their decision and the next steps.
- 1.6 Nothing in this paragraph shall limit the authority of the BCH faculty or the Dean to call for or conduct a retention vote at other points in the Chair's term .
- 1.7 In the event of a vacancy in the Chairmanship, the Chair shall be chosen as follows.
  - [a] If an external position is available, the faculty may vote by majority secret ballot to recommend that an external search be mounted. If the Dean agrees to this recommendation, an external search will commence.
  - [b] If an internal search is decided upon, the Dean shall solicit from voting members of the faculty the name(s) of faculty members considered desirable to serve as Chair. The Dean will put forth the list of nominees for a secret vote of the faculty. Faculty will vote for each candidate as "acceptable" or "not acceptable". Members shall be entitled to vote in absentia, either by written proxy or by absentee ballot. If more than one candidate is acceptable, a second vote will be held to rank order the candidates. Thus, a ranked ordered list of candidates whom the majority deemed acceptable along with the total votes will be developed. The Dean may convene a meeting to discuss the candidates with faculty who are not seeking the office. If the Dean and/or Provost decide that none of the names are acceptable, an external search for Chair may be launched. The voting faculty of the department will be consulted regarding the job description.
  - [e] In the event that no Chair is chosen by external or internal searches, the Dean shall appoint an interim Chair for a term of one academic year (or part thereof), at which time the selection process shall be repeated. If there is a second failure to select a Chair, the Dean may appoint a Chair to serve a regular term.

Section 2      Removal of the Chair.

- 2.1      On a petition by one-fourth (1/4) of the departmental voting faculty, the Dean shall call a meeting to determine whether to hold a vote of confidence. However, no such meeting shall be held unless a period of one academic year has elapsed since a previous such meeting, if any.
- 2.2      The meeting will be chaired by a voting member of the Department other than the Chair and other than one of those calling the meeting. The Chair will remain available, but shall not attend the meeting except and to the extent requested by a majority vote of those present. When the meeting is convened, there shall be an automatic motion by the Dean to hold a vote of confidence in the Chair, which shall then be debated. The Department may (1) vote on the motion, or (2) continue the meeting to a date and time not more than ten calendar days hence.
- 2.3      If the Department votes to hold a vote of confidence, such vote shall be scheduled within the month. Such vote shall be by secret written ballot. Positive votes by the majority of the voting members of the Department shall constitute a vote of confidence.
- 2.4      If the vote of no confidence is confirmed, the Dean shall determine whether or not to ask the Chair to resign by the end of the contract year.
- 2.5      If the Dean does not ask for the resignation, the Dean shall forthwith meet with the Department for the purpose of explaining the reasons, and to set forth steps that will be taken and the measures to be implemented to address the issues that gave rise to the vote of no confidence. The outcome(s) of that meeting will be recorded and submitted to the Departmental faculty.

**ARTICLE IV**  
**ADMINISTRATION OF THE DEPARTMENT**

Section 1.      Duties of the Chair

- 1.1      The Chair shall have administrative responsibility for the Department and represent the Department in relations with other departments and other administrative officers of the College and University. The Chair shall provide leadership in all matters of policy and procedures and shall be responsible for administering the affairs of the Department in accordance with these policies and procedures, those of the College and University.
- 1.2      The Chair shall have the power to appoint and dissolve with the consent of the voting members of the Department as necessary ad hoc committees to deal with issues specific to the business of the Department.
- 1.3      Program Directors will assist the Chair. The Dean and the Chair with recommendation of the program faculty will appoint program administrators. The Program Directors are responsible for convening program meetings to discuss and act upon issues that affect the program and not the department as a whole. Program Directors will be reviewed annually by the Chair.

Section.2      Standing Departmental Committees

- 2.1      Promotion and Tenure Committee (please see BOT-UFF Mandated Appendices )
- 2.2      The Curriculum Committee of the Department shall be comprised of program administrators (directors, coordinators etc.) of the departmental programs.
  - 4.2.1. Functions are to consider matters related to curriculum philosophy, purposes, and objectives, ensure the academic quality of the programs, and assure that programs meet accreditation requirements, where applicable.
- 2.3      The Bylaws Committee will be comprised of 5 members of the faculty who are covered by the UFF-BOT agreement and elected by a majority vote of the faculty. Members will serve for two years. Voting will be in the spring of odd years.
  - 2.3.1 Functions are to review and suggest revisions of the Bylaws as needed. Revisions will be forwarded for approval by the faculty and administrators as outlined below per Article V and The BOT-UFF contract.

2.3.2 Additionally members will develop the suggested format for the annual evaluation form, pre-tenure appraisal form, and external review, and peer review teaching evaluation forms. All forms will be initially approved by 2/3 vote of the faculty. If modifications are needed they must be approved by the faculty by September 15 of the academic year. Suggested formats will be sent to the administration for final approval.

2.4 The Chair shall have the power to appoint and dissolve with the consent of the voting members of the Department ad hoc committees to deal with issues specific to the business of the Department.

2.5.1 Other standing departmental committees can be constituted through amendment of these Bylaws.

Section 3. A current edition of Roberts Rules of Order shall serve as the parliamentary authority for meetings of the faculty and committee meetings.

## **Article V Amendments**

Section 1 Amendment of these Bylaws (adapted from Article 9 of BOT-UFF Contract October 2006)

- 1.1 These Bylaws and Appendices shall be amended only after discussion at a regular or special meeting called for this purpose, and of which all voting members shall have not less than ten (10) business days written notice. Such notice will include a copy of the amendment or amendments to be acted upon. Necessary measures shall be taken to inform voting members who are on leave, or sabbatical.
- 1.2 After the meeting, the vote shall be conducted in a lawful manner to assure the free and voluntary exercise of choice by affected faculty members. Voting on any amendment to these Bylaws shall be by secret written or email ballot. Members shall be entitled to vote in absentia.
- 1.3 Amendments to these Bylaws shall be passed by a 2/3 vote of the faculty eligible to vote.
- 1.4 Any voting faculty member may offer amendments to articles or sections of the bylaws. Such recommendations shall be submitted in writing to the Chair who will determine if a special meeting is required and if not the amendments will be read at the first regular meeting after their submission.
- 1.5 If the faculty of the relevant unit is unable to approve the proposed bylaws or revisions by a two-thirds majority vote, then the UFF may request negotiations pursuant to Chapter 447, Part II, Florida Statutes.
- 1.6. Changes in the department's interpretations/ clarifications of annual evaluation, promotion and tenure shall not become effective until one year following adoption of the changes unless mutually agreed to in writing by the UFF/UNF President and the University President or designee. The date of adoption shall be the date on which the University President or designee approves the changes.
  - 1.6.1 For tenure, if a faculty member has at least three years of tenure-earning credit as of the date on which new criteria are adopted, the faculty member shall be evaluated under the criteria as they existed prior to modification unless the faculty member notifies the University Administration at least thirty days prior to commencement of the tenure consideration that he/she chooses to be evaluated under the newly-adopted criteria.
  - 1.6.2. For promotion, faculty members shall be evaluated for promotion under the criteria that exist as of the deadline by which the faculty member is required to notify the Chair/comparable supervisor that he/she is a candidate for promotion. However, if new or changed University promotion criteria or department/unit interpretations/clarifications have been adopted within three years preceding the deadline, the faculty member may elect to be evaluated under the promotion criteria that existed prior to such addition or change. This election must be made not later than the deadline by which the faculty member is required to notify the Chair/comparable supervisor that he/she is a candidate for promotion.

Section 2 Administrative Review and Approval (adopted from the BOT-UFF Contract Article 9)

- 2.1 Revisions to bylaws approved by the faculty shall be submitted by the faculty to the department Chair and/or Dean for review and recommendation.
- 2.1.1 Department bylaws or revisions shall be reviewed by the Chair, who shall make a recommendation to the Dean within seven days of receipt.
- 2.1.2 *If, within thirty days of submission, the Dean does not either recommend approval to the Provost or designee (with notification to the unit faculty) or provide written objections to the unit faculty, the faculty may submit the unit's bylaws directly to the Provost or designee for approval, pursuant to Section 9.2(d).*
- 2.1.4 *If the Dean recommends approval of the proposed bylaws, then the Dean shall submit the proposed bylaws, together with his/her recommendation and the Chair's recommendation for approval, to the Provost or designee for final disposition, pursuant to the BOT-UFF contract. The Dean shall submit the proposed bylaws and the recommendations to the Provost or designee, with a copy to the affected faculty, within thirty days of receipt of the bylaws by the Dean.*
- 2.1.5 *If the Chair or Dean objects to any provision of the bylaws, the Dean shall return the bylaws to the affected faculty within thirty days of receipt of the bylaws by the Dean. The Dean shall provide the affected faculty with detailed written objections. The faculty may submit a revision to the Dean within thirty (30) days after receiving the Dean's objections.*
- 2.1.6 *If the Dean recommends approval of the revision, then the Dean shall submit the proposed bylaws, together with the Chair/Dean's recommendations for approval, to the Provost or designee for final disposition, pursuant to the contract. The Dean shall submit the proposed bylaws and the recommendations to the Provost or designee, with a copy to the affected faculty, within thirty (30) days of receipt by the Dean of the revision. If the Dean does not recommend approval of the revision, then the Dean shall submit to the Provost or designee the language that the Chair/Dean recommends for inclusion in the bylaws. The Dean shall submit both his/her recommended language and the Chair/Dean's justification for the recommendation to the Provost or designee, with a copy to the affected faculty, within thirty (30) days of receipt by the Dean of the revision.*
- 2.1.7 *If the Dean does not recommend approval of the revision, a faculty member from the unit (who is covered by the BOT-UFF Agreement) selected by the affected faculty members may submit to the Provost or designee, with a copy to the Dean, the language that the faculty proposed for the bylaws, along with written justification for that language.*
- 2.1.8 *If the Dean does not timely submit his recommendation to the Provost or designee, the faculty may submit their recommendation directly to the Provost or designee for consideration. If the faculty do not submit revisions to the Dean within thirty (30) days of receipt of his/her objections, the UFF/UNF President shall be notified and may request collective bargaining negotiations pursuant to Chapter 447, Part II, Florida Statutes.*
- 2.2. A copy of the bylaws shall be kept on file in the department and college office, as well as in the Office of Academic Affairs. A copy of the bylaws shall also be provided to UFF.

**BOT-UFF CONTRACT REQUIRED BYLAWS**  
*BOT-UFF Contract Wording is in Italics.*

**Faculty Members listed in the UFF-BOT Contract Appendix A are allowed to vote on any of the following sections that pertain to their employment. For these purposes, visiting faculty members are included.**

**Appendix A**  
**Annual Faculty Activity Report with DPH's Clarification of Criteria for Annual Evaluation**  
**Faculty Evaluation**

**Section 1: Procedures for Evaluation (adopted from BOT-UFF contract) .**

1.1 Faculty Annual Report.

- [1.1.1] Each faculty member shall submit to the Chair a report of annual activities in teaching, research/scholarship/creative activities, service, and other University duties consistent with the BOT-UFF contract. The format and minimum content of the faculty activity report is included in these bylaws and can be amended as specified for amendments.
- [1.1.2] The faculty annual report shall include any interpretive comments and/or supporting data that the faculty member deems appropriate in evaluating performance.
- [1.1.3] The annual report will contain tentative indicator points based upon the values outlined below. Appendix B clarifies and interprets UNF's criteria for annual evaluation. Yearly evaluation of these criteria may be undertaken but will be voted on per bylaw amendments. Each submitted annual evaluation will contain evidence to support the chosen indicator points.

1.2 The Chair's Evaluation

- [1.2.1] The Chair will complete the annual evaluation including the rating in teaching, scholarship and service, of each faculty member taking into account the faculty member's annual report and other sources of evaluative information referenced in BOT-UFF Contract Sections 18.2 through 18.4, the University's criteria for annual evaluations, and the department's interpretations/clarifications referenced in BOT-UFF Contract Sections 18.6 and 18.7.
- [1.2.2] When finalizing the annual evaluation including rating teaching, research and service, the Department Chair will consider
  - a. faculty annual reports (with indicator points) and supporting material, [*The Chair reserves the right to modify indicator points after discussion with the affected faculty member if the Chair deems the points are incorrectly assigned (no evidence to support points)*].
  - b. information from the following sources: peers, students, faculty member/self, other university officials who have responsibility for supervision of the faculty member, and individuals to whom the faculty member may be responsible in the course of a service or research assignment.
  - c. the quality of the faculty member's research/scholarship and other creative programs and contributions for that year, and
  - d. recognition by the academic or professional community of what has been accomplished.

1.3 Any materials to be used in the evaluation process submitted by persons other than the faculty member shall be shown to the faculty member, who may attach a written response.

**Section 2. Assignment of Indicator Points**

**TEACHING**

Evaluation of teaching will include student assessment of teaching using the University adopted Instructional Student Questionnaire (ISQ) and/or an equivalent instrument adopted by the department. Teaching assessments derived from other evaluation instruments will also be considered. These evaluations may include input from peers, external reviewers, and Department Chair. Additional instructional activity self-reported by the faculty will also be considered in the evaluation process

**Overall Rating for Teaching**

Category	Points
Exemplary	> 55
Above Satisfactory	45-54
Satisfactory	30-44
Below Satisfactory	15-29
Not Satisfactory	<15

<b>Table 1</b>	
<b>Area</b>	<b>Points</b>
<b>ISQ</b>	
<b>AIP</b>	
<b>Average AEP</b>	
<b>Total</b>	

**[1] ISQ Teaching Indicator Points**

To determine the points earned from the ISQ scores average the scores for ISQ question 8 (Instructor's Performance) for all courses taught during the academic year and summer proceeding academic year and apply to the point system below. See Example Below

First list the ISQ score for question #8 for each course taught during the academic year.

Second determine Indicator Points based upon ISQ average score

ISQ Rating	Points
≥4.3– 5.0	55 pts
≥3.5 - 4.2	45 pts
≥2.6 – 3.4	35 pts
≥2.0 – 2.5	25 pts
<2	0pts

Summer Courses	Enrollment	Lecture /Lab Contact Hours	Score Question 8
Fall Courses			
Spring Courses			
Average Score for question 8			
Indicator Points derived from ISQ rating scale above: add to Table 1			

**[2] Additional Instructional Activity Indicators (AIA):**

Faculty may submit a recommended point assignment for Additional Instructional Activities. Instructional activity not listed below may be added by faculty. **Supporting documentation must be attached.**

Item	Points for Each Item	Faculty Determined
New Course Preparation per course (includes courses not taught within the past three years)	2	
Development of new or innovative instructional materials per course	1	
Major Course Revision	1	
Major Program/Curriculum Revision	2	
Masters /Doctoral/Project Chair or co-Chair per committee	1	
Committee Member: Thesis/Doctoral/Project	0.5	
Instructional Support Duties As Assigned (e.g. Accreditation, Advisement, Scheduling)	≤3	
Graduate Course ≥25 Students	1	
Undergraduate course ≥ 50 Students	1	
Directed Independent Study each	0.5	
Competitive Grant R/T Teaching	3	
Internal Or External Teaching Award	3	
Course Characteristics that typically contribute to low ISQs for specific courses. Determine with Dept. Chair. Must be supported by documentation	≤3	
Other instructional activities (must be documented) Determine with Dept. Chair	≤3	
Program Direction Points will be determined by Dept. Chair	≤3	
Participation in Program Activities Points will be determined by Dept Chair in consultation with the Program Director. Includes regular attendance at program meetings. Document % meetings attended and other contributions.	≤2	
Total – add to Table 1		

**[3] Optional Teaching Evaluation by Peers or External Evaluators**

Please attach copies of peer, and/or external teaching evaluations to be considered for this review.

**Additional Evaluation Data (AED):**

Item: Peer, External (maximum of 2 evaluations )	Points for Each AED	Evaluation 1	Evaluation 2	
Excellent	5			
Very Good	3			
Good	2			
Fair /poor	0			
Total Points				
Average Points : Add to Table 1				



## SCHOLARSHIP

Scholarship is evidenced by an agenda of inquiry that results in published scholarly or creative works, dissemination of new knowledge through a number of venues including professional presentation and the acquisition of funding to support continued scholarly efforts. Evaluation of scholarship will be based on a) Major Indicators and b) Additional Scholarship Activity.

Rating Scale for Scholarship

Category	Points
Exemplary : Must have one major indicatory to qualify for exemplary	> 30
Above Satisfactory	20-29
Satisfactory	15-19
Below Satisfactory	10-14
Not Satisfactory	<10

Table 2	
Indicator	Points
Major	
ASA	
Total	

**[1] Major Scholarship Indicators**

Scholarly works must be published within the academic year for credit as major indicators.

Major Indicators for each	Points for Each Item	Faculty Determined
Refereed Article	22	
Federally Funded or Major Private Grant or Contract >\$25,000	22	
Monograph	22	
Scholarly Book/Textbook author or editor	30	
Book Chapter	22	
Other w/ supportive documentation ; determined with Chair	≤22	
Total: Add to Table 2		

**[b] Additional Scholarship Activity Indicators (ASA)**

Additional scholarship activities may be submitted along with assigned point values. Final points will be determined by the Department Chair in consultation with the individual faculty member.

**Examples of Additional Scholarship Activity**

Additional Scholarship Activity	Points per Each Item	Faculty Determined
Refereed presentations	5	
Refereed conference proceedings	5	
Article non-referred	5	
Externally funded grant <\$25,000 PI for each grant	10	
Federal grant application, pending or not funded (PI/ Co PI)	10	
Internal grant (summer, Brooks etc.)	5	
Collaborator/evaluator on internal or external grant/contract	5	
Lecture, symposia, conference and presentations	5	
Scholarly / technical reports	5	
Awards for research/scholarship	5	
Other Research Activity with supportive Documentation: determine w/ Chair	≤10	
Total : Add to Table 2		

### SERVICE

Service incorporates faculty activity at the program, college and University level and service to organizations and agencies external to the University. Service external to the University includes activity that extends professional or discipline-related contributions to the local community, the state, and the national and international community.\*

#### **Rating Scale (Service)**

Category	Points
Exemplary : *Exemplary in this category requires service internal and external to the University	> 8
Above Satisfactory	6-7
Satisfactory	4-5
Below Satisfactory	2-3
Not Satisfactory	<2

**Table 3. Rating for Service (Total of Internal and External Indicators)**

Indicator	Faculty Determined
External	
Internal	
Total	
Overall Rating	

**[1] External Indicators**

External Service Indicators for each item	Points Per activity	Faculty Determined
Position in discipline-related organization	≤7	
Chair of committee of discipline-related organization.	6	
Chair /position /committee Chair of public or community organizations	5	
Active participation in professional, public or community organizations	3	
Manuscript Reviewer (per journal)	2	
Reviewer for national or private agency grants and contracts	2	
Recipient of internal or external service or related award	2	
Other community activities in which the University is represented; determine with Chair	2	
Total: add to Table 3		

**[2] Internal Indicators**

Internal Service Activities per each occurrence	Points per activity	Faculty Determined
Chair University Committee	6	
Chair College Committee	6	
Chair Dept Committee	6	
Member University Committee	2	
Member College Committee	2	
Member Dept Committee	2	
Other Service Activity with supportive documentation: determine with Dept Chair	2	
Total		

**Appendix B**  
**Tenure and Promotion**  
**(Italicized Text is from BOT-UFF Agreement)**

1. Promotion and Tenure Committee (please see Appendix A and C)
  - a. The DPH Promotion and Tenure Committee shall be convened at appropriate times and shall function within the requirements and guidelines set forth within the BOT-UFF contract and established by the University of North Florida.
  - b. The Committee shall consist of a minimum of five departmental tenured faculty selected by the tenured and tenure-track faculty by secret ballot. Three members must be full professors when there are promotion to full professor cases.
  - c. Elections will be held annually by October 1 by secret ballot.
  - d. If the Department does not have a minimum of three tenured faculty members, the committee members shall be selected by the departmental tenured and tenure-track faculty from tenure track and tenured members of the other BCH academic units by secret ballot.
  - e. The Committee shall elect its own Chairperson by majority rule.
  - f. No faculty member submitting a dossier for tenure or promotion consideration or his/her family member may serve on the Committee.
  
2. Promotion and Tenure Committee Functions: Promotion and Tenure
  - a. The Committee will review the DPH Bylaws on a regular basis and suggest amendments related to promotion and tenure
  - b. Members shall be thoroughly familiar with the most current departmental bylaws, and the University BOT-UFF contract policies and procedures pertaining to promotion and tenure.
  - c. The Committee will use the departmental promotion and tenure criteria as the standards that guide their decisions.
  - d. The Committee shall review each candidate's dossier, provide a thorough written assessment of the candidate's qualifications for tenure and promotion containing a recommendation of whether to promote and/or award tenure. This written assessment and recommendation, which becomes a part of the candidate's dossier, shall include a description of the Committee's procedures, result of all votes, and a discussion of the candidate's qualifications with reference to the BOT-UFF criteria, as interpreted/clarified in the departmental bylaws. Names and academic ranks of Committee members shall appear on the reports as well as the signature of the Committee Chair.
  - e. The vote shall be conducted in a lawful manner to assure a free and voluntary exercise of choice.
  - f. The Committee shall forward a copy of its assessment and recommendation to the candidate, who shall have five days from receipt to submit a written response. The candidate's response to the Committee, if any, shall be included in the dossier.
  - g. The Committee shall not forward the dossier to the Department Chair until either the candidate submits a response or the five day period for responding expires, whichever occurs first.
  - h. In determining promotion and tenure recommendations, the Committee shall consider the candidate's performance during the entire term of employment at the University, and years brought in from other universities as determined by the candidate's contract.
  - i. Committee member or members may submit a minority report as part of the Committee report. This report will be included with the overall report to maintain anonymity of the votes of the committee members.
  - j. The Committee shall abide by the University's schedule for implementing the policies for promotion and tenure.
  - k. Only members holding the rank of professor shall vote on the cases of promotion to professor

3. Promotion and Tenure Committee Function: Colleagues' Pre-Tenure Appraisals.
- a. The Committee will perform the appraisal to provide thoughtful and constructive assessments, suggestions, and guidance to assist the faculty member in fulfilling the University's tenure criteria, as interpreted/clarified in the department's bylaws.
  - b. The appraisal (per BOT-UFF contract) must be conducted in February or March of the faculty member's third year of tenure-earning service pursuant to the procedure developed by the department faculty and the BOT-UFF Agreement.
  - c. The Department of Public Health's procedure to appraise the progress of each tenure-earning faculty member in meeting the criteria for tenure is outlined below.

### **Criteria for Tenure**

*A candidate must be excellent in teaching, must be excellent in scholarship, and must demonstrate continuing meaningful contributions in service. Only those faculty members with a terminal degree in an appropriate discipline shall be eligible for tenure.*

*The tenure decision shall also take into account the following:*

- (1) *Annual assignments and annual performance evaluations;*
- (2) *No fewer than two letters of external evaluation addressing the candidate's research and scholarly/creative activity, along with the curriculum vitae of the evaluators. The candidate shall submit a list of between five and seven names to the Chair, which shall be responsible for choosing the individuals who will be requested to submit letters of evaluation. If two people from the list submitted by the candidate do not agree to serve as evaluators, the candidate shall submit additional names, as necessary, until two people have agreed to serve.*
- (4) *The contributions the faculty member has made to the academic unit (program, department/unit, college/unit, and University), based upon his/her entire record of performance in teaching, research/scholarship/creative activity, and service over the period of his/her tenure-earning service.*
- (5) *The faculty member's written statement articulating an agenda for continuing research/scholarship/creative activity and*
- (6) *whether the faculty member has engaged in a pattern of behavior that disrupts or obstructs the orderly and effective functioning of the department, college, or University. Documentation of such disruptive or obstructive behavior must be made in a timely manner and placed in the faculty member's evaluation file. This section shall not be construed or used to limit the faculty member's right to exercise his/her academic freedom.*

### **Criteria for Promotion to Associate Professor**

*The criteria for promotion from Assistant Professor to Associate Professor are the same as the criteria for tenure outlined above. However, a faculty member may be initially employed as an Associate Professor and not be granted tenure. In that event, tenure will be granted only upon satisfaction of the criteria outlined above*

*The decision to award promotion to a faculty member shall be a result of his/her meritorious performance and shall be consistent with the University's promotion criteria and the department's interpretations/clarifications of those criteria. These judgments of academic performance are complex. They cannot easily be reduced to a quantitative formula, nor can the considerations that must be applied in each individual case be completely described in general terms. The faculty member's accomplishments elsewhere which are applicable to the UNF promotion criteria shall be considered in addition to his/her performance during his/her service at the University.*

### **Departmental Interpretations**

**The following constitutes departmental interpretations of the criteria for tenure and promotion to associate professor to be used by all committees and administrators charged with evaluation of a candidate. Excellence in teaching is evidenced by a record of high quality teaching. High quality teaching is demonstrated by**

*evidence of effectiveness in presenting knowledge and skills, and in stimulating students' critical thinking and/or creative abilities.*

On the basis of student evaluations, peer reviews, awards, participation in departmental and/or college or university activities and relevant community/professional activities related to teaching, the candidate must show clear excellence as a teacher in the classroom, in student advisement, if applicable direction of graduate student work and independent studies or internships, and in other forms of instruction involving students. The development or revision of curriculum and course structure as well participation in accreditation, if required for a program, can also be used as important indicators of excellence in teaching. Other items also considered are external and internal teaching awards and grants, participation in graduate advising and other appropriate activities

At the minimum, to be considered excellent in teaching in the Dept. of Public Health, the majority of ISQ scores for overall ranking of instructor should be in the good-excellent ranges (>3.5) and with a satisfactory or above on the Chair's annual teaching evaluations each year that are being considered. Ideally, the successful candidate should have annual teaching evaluations in the above average or higher categories. If lower than satisfactory ratings occur early in the period considered for promotion and tenure, it is expected that improvements are present over subsequent years.

Candidates whose record reflects difficulty in classroom instruction during the period of evaluation must document steps they have taken to correct these problems, and the record must reflect, in the form of student evaluations, peer evaluations, and other means, that significant improvement has occurred.

***Excellence in scholarship*** is evidenced by an agenda of inquiry that has resulted in published scholarly or creative works of high quality. *Excellence in scholarship is also evidenced by a record of works involving the scholarship of discovery, the scholarship of integration and interpretation, and the scholarship of application and artistic creativity.*

*Evidence of scholarship can include: original books and monographs, edited books, chapters in edited books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal articles, reviews and abstracts, papers in proceedings, unpublished scholarly presentations, funded research, funded training grants, other funding for academic work, prizes and awards for research or scholarly or creative work, major professional awards and commendations, invited lectures at other universities, symposia, and conferences; patents, software systems; editorship of a major collection of research work; conducting advanced seminars and symposia under organizational sponsorship; and participation on national review bodies.*

As a guideline for faculty in the Department of Public Health, it is recommended that the candidate should have a strong record of major indicators which are described under annual evaluations. For example, the candidate published, or have scheduled for publication by the time of dossier submission, an average of at least 1 major peer-reviewed paper per year over the review period. For the purposes of this evaluation, online journal publications count equally with print publications as long as they are peer-reviewed. In regards to articles, the most weight will be given to pieces in refereed journals (with an emphasis on those generally regarded as the major journals in the candidate's field), followed by solicited contributions. We regard as important the frequency with which these articles are cited or reprinted. Monographs, scholarly books and book chapters may be weighted heavily in favor of the candidate.

Major competitive research grants/contracts and fellowships, as evidence relevant to ascertaining the candidate's standing in his or her area of scholarship will contribute favorably. Faculty members are encouraged to seek external funding for research activities. However getting a grant proposal funded is not necessary for tenure but external funded grants/contracts will be judged as meritorious and contribute substantially to promotion and tenure.

Presentations at national conferences and invitations to lecture outside UNF are also important, but of less weight than scholarly publications and those that are peer-reviewed at national conferences are given the most weight. Ideally, successful candidates should have above satisfactory or higher evaluations on annual evaluations of scholarship in the majority of years counting to promotion and/or tenure. If satisfactory or below ratings occur early

in the considered period, improvement in subsequent years should be present and the dossier should document

steps taken to improve scholarship output.

***Continuing meaningful contributions in service*** is evidenced by a record of active participation in University governance through committees and otherwise, as well as a record of active service to one's professional discipline and the broader public which may occur at the local, state, national, and international levels.

In the Department of Public Health, successful candidates for promotion to associate professor and/or for tenure are expected to attend departmental and program meetings, participate if necessary in accreditation processes, serve on program committees, and, if asked, to provide service on departmental or campus committees and governing bodies. Successful candidates should be involved in outreach and service activities that demonstrate meaningful service to society, and the profession.

The expectations are that the applicants will have satisfactory to exemplary ratings on their annual service evaluations although a lower than satisfactory rating if addressed in subsequent years will not count against the candidate.

### **Criteria for Promotion to Professor**

*Promotion from Associate Professor to Professor* requires that the candidate be an outstanding teacher, be an outstanding scholar, and demonstrate continuing meaningful contributions in service.

### **Departmental Interpretations**

**The following constitutes departmental interpretations of the criteria for promotion to professor to be used by all committees and administrators charged with evaluation of a candidate.**

***Outstanding teaching*** is evidenced by a record of high quality teaching. High quality teaching is demonstrated by evidence of effectiveness in presenting knowledge and skills, and in stimulating students' critical thinking and/or creative abilities.

On the basis of student evaluations, peer reviews, awards, participation in departmental and/or college or university activities related to teaching, the candidate must be outstanding as a teacher in the classroom, in student advisement, if applicable in direction of graduate student work and of independent studies or internships, and in other forms of instruction involving students.

Moreover, leadership or significant contributions to curriculum development and program management are of significance. Mentorship of new faculty is also significant. External and internal teaching awards and grants and other indicators with supported documentation are also important indicators of outstanding teaching.

To be considered outstanding in teaching in the Dept. of Public Health, the majority of ISQ scores for overall evaluation of instructor should be in the excellent range (>4.0) since promotion to associate professor and annual evaluations during this period should all be satisfactory and above in teaching. Ideally, all annual evaluations in teaching should be above satisfactory with at least some years with exemplary ratings.

***Outstanding scholarship*** is evidenced by an agenda of inquiry that has resulted in published scholarly or creative works of high quality. Outstanding scholarship is evidenced by an ongoing agenda of inquiry that has resulted in a body of published scholarly or creative works of high quality. This body of works must be significantly greater than the body of works that resulted in the faculty member's promotion from Assistant Professor to Associate Professor.

*Evidence of scholarship can include: original books and monographs, edited books, chapters in edited books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal articles, reviews and abstracts, papers in proceedings, unpublished scholarly presentations, funded research, funded training grants, other funding for academic work, prizes and awards for research or scholarly or creative work, major professional awards and commendations. Evidence of scholarship can also include invited lectures at other universities, symposia, and conferences; patents, software systems; editorship of a major collection of research work; conducting advanced seminars and symposia under organizational sponsorship; and invitations to serve on national review bodies.*

As a guideline for faculty in the Department of Public Health, it is recommended that the candidate should have a strong record of major indicators which are described under annual evaluations. For example, the candidate published, or have scheduled for publication by the time of dossier submission, an average of at least 1-2 major peer-reviewed paper per year over the review period. For the purposes of this evaluation, online journal publications count equally with print publications as long as they are peer-reviewed. In regards to articles, the most weight will be given to pieces in refereed journals (with an emphasis on those generally regarded as the major journals in the candidate's field), followed by solicited contributions. We regard as important the frequency with which these articles are cited or reprinted. Monographs, scholarly books and book chapters may be weighted heavily in favor of the candidate.

Major competitive research grants/contracts and fellowships, as evidence relevant to ascertaining the candidate's standing in his or her area of scholarship will contribute favorably. Faculty members are encouraged to seek external funding for research activities. However getting a grant proposal funded is not necessary for tenure but external funded grants/contracts will be judged as meritorious and contribute substantially to promotion and tenure.

Presentations at national conferences and invitations to lecture outside UNF are also important, but of less weight than scholarly publications and those that are peer-reviewed at national conferences are given the most weight.

Ideally, successful candidates should have above satisfactory or higher evaluations on annual evaluations of scholarship in the majority of years counting to promotion.

***Continuing meaningful contributions in service*** is evidenced by a record of active participation in University governance through committees and otherwise, as well as a record of active service to one's professional discipline and the broader public which may occur at the local, state, national, and international levels.

In the Department of Public Health, successful candidates for promotion to professor are expected to attend departmental and program meetings, participate if necessary in accreditation processes, serve on program committees, and, if asked, to provide service on departmental or campus committees and governing bodies. Successful candidates should be involved in outreach and service activities that demonstrate meaningful service to society, and the profession.

The expectations are that the applicants will have satisfactory to exemplary ratings on their annual service evaluations.

### **Appendix C Colleagues' Pre-Tenure Appraisal**

1. *The purpose of this appraisal is to provide thoughtful and constructive assessments, suggestions, and guidance to assist the faculty member in fulfilling the University's tenure criteria, as interpreted/clarified in the department's bylaws.*

2. The appraisal shall be conducted in February –March of the faculty member's third year of tenure-earning service pursuant to the procedure developed by the department faculty and BOT-UFF Agreement. In the case of DPH, the appraisal will be performed by the Departmental Promotion and Tenure Committee. The written appraisal similar in format and content to the final tenure appraisal shall be submitted by March 20 to the faculty member and the departmental Chair.
3. The faculty member shall compile an appraisal dossier to submit to the Departmental Promotion and Tenure Committee (by February 1) with only these documents in the following order:
  - a. a cover/title page
  - b. a table of contents listing each document in the appraisal dossier
  - c. a copy of those departmental bylaws that contain the interpretations/clarifications of the University tenure criteria
  - d. the faculty member's current curriculum vitae
  - e. a copy of all the faculty member's annual assignments, including the Chair's indication of the proportions of the faculty member's assignments that have been devoted to teaching, scholarship and service
  - f. a copy of all the faculty member's annual reports submitted to his/her Chair
  - g. a copy of all the faculty member's annual evaluations
  - h. a summary and discussion of no more than two pages in length by the faculty member of significant teaching and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching by students and academic colleagues through University-sanctioned methods such as survey instruments, questionnaires, in-class visitations, observations, and interviews, and other relevant tangible evidence as determined by the faculty member, which shall be available for review upon request.
  - i. copies of the syllabus for all courses taught by the faculty member
  - j. a summary and discussion of no more than two (2) pages in length by the faculty member of his/her research/scholarship/creative activity and publication record
  - k. a summary and discussion of no more than two (2) pages in length by the faculty member of professionally related service activities
  - l. copies of published and forthcoming research/scholarship/ creative works, including conference papers, drafts of works in progress, or other appropriate evidence of scholarly or creative activity.

The faculty member may request a meeting with the committee and Chair by submitting a written request to the Chair of the committee within five days of receipt of the appraisal.

The appraisal process shall be confidential to the extent permitted by law and internal to the department; consequently, the appraisal shall not be included in the faculty member's tenure dossier nor placed in the faculty member's evaluation file.

The colleagues' appraisal is not binding upon the University nor shall that appraisal be used in the subsequent tenure review process.



## **Appendix D Travel Funds**

1. Departmental travel funds will be disbursed among all eligible tenured and tenure-earning faculty on an equal basis up to the amount allocated by the administration in order to support professional development of those faculty members. These funds can be used to:
  - a. Present research papers at scholarly conferences, annual professional association meetings or other similar meetings.
  - b. Travel in order to perform research (i.e., travel to a particular library or archive, travel to conduct interviews, etc).
  - c. Attend conferences or meetings without presenting research (it is recognized that there are other functions of meetings, such as organizing sessions or workshops, presiding at sessions, serving as a panelist or discussant, attending board meetings of the organization as an officer of that organization, and attendance for purposes of professional development).
  - d. Supplies or other necessary items to support professional development
  - e. Professional memberships
2. By the fifth week of the fall semester, all faculty members shall submit to the Chair non-binding estimates of their travel needs for the year, to assist the Chair in planning use of funds.
3. After consultation with the Department faculty, any unused travel funds can be disbursed at the Chair's discretion to faculty members who exceeded their individual budget.
4. Any meetings necessary for national accreditations will not be funded through this mechanism.
5. The Department Chair will provide the faculty with a report on the departmental travel budget twice a year, in October and March.

## **Appendix E Summer Teaching Appointments**

1. Summer course schedules are developed to meet the program and curricular needs of undergraduate and graduate students in the Department of Public Health. Preferences and desires of the faculty are secondary to program and curricular needs.
  - a. Program directors will identify the critical courses related to curriculum and student needs for the summer session. Advisors will provide feedback on the critical needs. Program directors will inform faculty of core and critical needs courses and invite them to request their preferences for courses, days, times and locations.
  - b. Program directors will meet with the Chairperson to schedule courses based on:
    - Available resources
    - Student needs
    - Curriculum needs
    - Enrollment trends
    - Faculty preference, seniority related to time and day

2. As stated in the UNF-UFF contract, each faculty member who wishes to teach a course in the summer shall be guaranteed one course assignment, assuming the course enrolls a sufficient number of students.
3. If a course is cancelled due to insufficient enrollment, Article 17.1.c of the UNF-UFF contract applies. As stated in this article of the contract, if sufficient student enrollment does not materialize in the course to which the faculty member is assigned, the faculty member shall be reassigned to an appropriate course that does have sufficient enrollment and is currently assigned to a part-time faculty member. In the Department of Public Health, the Department Chair is the final authority for determining if a course assignment is appropriate for the faculty member.
  - a. As stated in the contract, this reassigned course shall be one that the faculty member has taught before or a new preparation that the faculty member has agreed to teach.
  - b. If a course reassignment is necessary, the faculty member shall be notified no later than one week in advance of the start date of the newly assigned course, unless the faculty member in question agrees to a shorter time period.
  - c. As stated in the contract, if a faculty member has been assigned or reassigned a course fewer than five weeks prior to the first class session, the faculty member has the option of whether to administer student evaluations for that course. The faculty member shall not be disadvantaged if he/she chooses not to administer such student evaluations.
4. For those wishing to teach a second or third course, the following rotation policy applies:
  - a. All department faculty members shall be ranked according to their teaching assignments in the past three summers. Those with the lowest total number of credits taught shall be ranked first, those with the next lowest number of credits taught shall follow, etc. Ties in the ranking system above shall be broken according to the following priority: a. Rank b. Years in rank at UNF (including credited years at hire), and c. Total years at UNF. There is no penalty for faculty on summer grants – they retain their position in future rotations.
  - b. New faculty and former administrators returned to a nine-month faculty position shall be credited with the equivalent of two three-credit hour courses per summer for purposes of inclusion in the priority listing.
  - c. The priority list of faculty members shall be prepared by the Department Chair and made available to faculty members as early in the fall semester as is practical.
5. The summer instructional assignment, like that for the fall and spring semesters, includes the normal activities related to such an assignment as defined by the department/unit and the nature of the course, such as course preparation, minor curriculum development, lectures, evaluation of student efforts, consultations and conferences with students, and minor committee activities.
6. The assignment of a course during a summer term does not include other credit-generating activities such as thesis or dissertation supervision, directed individual studies, and supervised teaching or research/scholarship. No faculty member shall be required to undertake such activities without compensation. Furthermore, faculty members who have not been assigned a summer course shall not be required to undertake committee work without compensation.