

Bylaws of the University of Kentucky College of Public Health

PREAMBLE

These rules and procedures are intended to be consistent with the Governing Regulations and Administrative Regulations of the University of Kentucky and the laws of the Commonwealth of Kentucky and the United States of America. In the event these rules and procedures are inconsistent or contrary to the above-mentioned regulations and laws then those regulations and laws supersede these Bylaws.

0.0. ADMINISTRATIVE STRUCTURE

- 0.1. The College is comprised of six Academic Units: the Departments of Biostatistics, Epidemiology, Gerontology, Health Behavior, Health Services Management, and Preventive Medicine and Environmental Health.
 - 0.1.a. A department is the basic educational unit within a college for instruction, research, service, practice and extension in a defined field of learning.
 - 0.1.b. The Departments of Biostatistics, Epidemiology, Gerontology, Health Behavior, Health Services Management, and Preventive Medicine and Environmental Health shall have responsibility to the college as their primary mission.
 - 0.1.c. The Graduate Center for Gerontology has service to both the College and the University at large as its primary mission. The Graduate Center for Gerontology also holds departmental status as the Department of Gerontology.
 - 0.1.d. The College will offer opportunities to earn degrees, including: the Master of Public Health (MPH); the Doctorate of Public Health (Dr.P.H.); and the Doctor of Philosophy (Ph.D.).
- 0.2. The College also includes research and service centers. Such centers are created to provide unique concentrations of expertise, equipment or other resources that target specific public health issues.

1.0. ADMINISTRATIVE PERSONNEL AND ROLES

- 1.1. Dean of the College of Public Health
 - 1.1.a. The Dean is the Chief Executive Officer of the College.
 - 1.1.b. The Dean is responsible for all activities in the College.
 - 1.1.c. The Dean is the steward of all capital and human resources in the College.
 - 1.1.d. The Dean reports to the Provost.

- 1.1.e. The Dean reports to the Executive Vice President for Health Affairs in regard to clinical practice reimbursement and other matters as appropriate.
 - 1.1.f. The Dean is a nonvoting, *ex officio* member of all administrative and standing committees of the College and is an *ex officio* nonvoting member of the Faculty Council. The Dean shall not chair any standing committees or chair the Faculty Council.
 - 1.1.g. The Dean is responsible for administering the Governing Regulations of the University, the Administrative Regulations of the University, the Rules of the University Senate, and the College Rules.
 - 1.1.h. The Dean will provide academic and professional leadership for faculty, students, and staff, and will serve as the College's official spokesperson and liaison with the University at large and with other individuals, organizations or institutions at the state, national and international levels.
 - 1.1.i. The Faculty Council shall assist the Provost in conducting an assessment of the Dean's performance.
- 1.2. Associate Deans and Assistant Deans
- 1.2.a. Associate and Assistant Deans shall be appointed by the Dean as appropriate.
 - 1.2.b. The Associate and Assistant Deans report to the Dean of the College, who shall determine their specific responsibilities.
 - 1.2.b.(1). The Associate and Assistant Deans are responsible for providing leadership and stewardship within their appointed areas, which shall include but not be limited to the academic, research, and service missions of the College. They are *ex-officio* voting members of their respective committees.
 - 1.2.b.(2). Associate Deans must be voting faculty of the college and the College shall attempt to minimize the occurrences of any Associate Dean holding other administrative positions within the College, such as Chair of any standing committee, Chair of any department, Director of any Center, or Director of Graduate Studies.
 - 1.2.c. The Faculty Council shall assist the Dean of the college in conducting an assessment of the Associate and Assistant Deans' performance.
- 1.3. Academic Unit Chairs and Directors
- 1.3.a. The Departments of Biostatistics, Epidemiology, Gerontology, Health Behavior, Health Services Management, and Preventive Medicine and Environmental Health shall each be led by a Chair who reports to the Dean of the College.

- 1.3.b. The Graduate Center for Gerontology shall be led by a Director, who shall have the same function as a Chair but who shall also report to the Provost in matters relating to its university-wide mission. The Director of the Graduate Center for Gerontology, when functioning as an Academic Unit chair, will be referred to as a Chair in these Bylaws.
 - 1.3.c. The Chair works with departmental faculty in the development of unit-specific policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, service functions, fiscal affairs, personnel evaluations and distributions of effort.
 - 1.3.d. The chair has the administrative responsibility for implementing the department's programs within the limits established by the regulations of the University, the policies of the University Senate, and the rules of the College.
 - 1.3.e. The Chair shall be the primary channel of communication to and from the Dean.
 - 1.3.f. All Chairs must be voting faculty of the College.
- 1.4. Directors of Graduate Studies and Professional Programs
- 1.4.a. A Director of Graduate Studies for each of the MPH and Ph.D. programs will be appointed by the Dean of the Graduate School after consultation with the Graduate Faculty for each graduate degree program and the Dean of the College.
 - 1.4.b. Directors of Graduate Studies are the local representatives of the Graduate School. They administer their respective graduate programs and act as the official liaison with the Graduate School. (See the University of Kentucky Bulletin – The Graduate School for additional information.)
 - 1.4.c. A Director for the Dr.P.H. program will be appointed by the Dean of the College of Public Health.
 - 1.4.d. The DGS and Director of the Dr.P.H. program will make recommendations to the Dean of the College for admissions of incoming students.
- 1.5. Research and Service Units
- 1.5.a. Research and Service Centers shall be led by a Director who reports to the Dean of the College.
 - 1.5.b. Center Directors conducting research will coordinate their research activities with the Associate Dean for Research.

2.0. ADMINISTRATIVE COMMITTEES

2.1 Formation of Administrative Committees

- 2.1.a. Administrative committees shall be established under the authority of the College Dean for purposes of facilitating the various administrative responsibilities of the College.
 - 2.1.b. Membership on administrative committees is by appointment by the Dean and determined by the administrative function of the individual within the College, and shall continue at the discretion of the Dean and without specified term limits.
- 2.2. The Administrative Council has the charge to facilitate the administration of the College of Public Health.
- 2.2.a. The Administrative Council is the chief administrative policy-making committee within the College.
 - 2.2.b. The Chair of Administrative Council is the Dean of the College of Public Health.
 - 2.2.c. The Administrative Council serves an advisory function and consists of the Dean (nonvoting), the Associate Deans, the Assistant Deans, the Department Chairs, the College Business Officer, the Chair of the Staff Council, the Chair of the Faculty Council, one Director of a Center, one student representative, and other members appointed by the Dean.
 - 2.2.d. The Dean shall provide a recording secretary for the Administrative Council meetings with responsibility to record and prepare minutes for approval by the Dean or appointed representative prior to approval by the Council.
 - 2.2.e. The Administrative Council will meet a minimum of once a month.
- 2.3. The Appointment, Promotion, and Tenure (APT) Committee has the charge to advise the Dean on matters related to promotion and tenure, and appointments above the rank of assistant professor in accordance with the UK Governing Regulations and Rules of the Faculty. The Committee reviews dossiers and makes recommendations to the Dean concerning matters of faculty appointment, promotion, and tenure.
- 2.3.a. The APT Committee is selected by the Faculty Council and, when possible, at least one member will be selected from each Department in the College and approved by the Dean.
 - 2.3.b. The Committee will consist of seven tenured voting faculty members, (see 5.1.c.), in the College. When possible, all departments should be represented.
 - 2.3.c. The Chair is appointed by the Dean.
 - 2.3.d. The Chair of the Committee is responsible for preparing committee recommendations and forwarding them to the Dean and to the central file in the College administrative offices.
 - 2.3.e. The APT Committee will meet as appropriate for issues of appointment, promotion, and tenure.

2.4 Assessment and Evaluation Committee

The Assessment and Evaluation Committee has the charge to monitor and facilitate the College's assessment and evaluation activities in relation to its mission, goals, and objectives. The Committee serves in an advisory role to the Dean on enhancements to evaluation processes and the use of evaluation results in planning.

2.4.a The committee will consist of at least four members, one of whom is selected by the Faculty Council; other members are selected by the Dean.

2.4.b The Chair is appointed by the Dean.

3.0. FACULTY RIGHTS AND RESPONSIBILITIES

3.1. Faculty Rights and Responsibilities (from the UK Faculty Handbook)

3.1.a. The Code of Faculty Responsibilities applies to all faculty members and to all graduate students and others with teaching and/or research assignments. These individuals are referred to collectively as "teaching and research personnel."

3.1.b. All faculty are to respect the following rights: the right to pursue academic and administrative activities; the right to free and orderly expression; the right to privacy, including privacy of desk, carrel, and office space, and freedom from improper disclosure of social or political views or activities; and the right to proper and fair treatment regardless of race, religion, political belief, age, or gender.

3.1.c. The full Faculty Code is contained in Section VII of the University Senate rules.

4.0. FACULTY RULES AND PROCEDURES

4.1. General

4.1.a. Consistent with the University's Governing Regulations, the Administrative Regulations, and the Rules of the University Senate, the faculty of each college shall establish its own rules, including a committee or council structure necessary for the performance of the faculty's functions. The purpose of the Rules and Procedures of the Faculty of the College of Public Health is to promote effective and efficient conduct of the affairs of the College and to supplement the Governing Regulations, the Administrative Regulations, and the Rules of the University Senate at the University of Kentucky.

4.1.b. After approval of these Bylaws by the Provost, copies of the rules of the faculty and a description of its committee structure shall be made available to its members and copies filed with the Secretary of the University Senate and the Senate Council office.

4.1.c. Within the limits established by the regulations of the University and the policies and rules of the University Senate, the faculty of a

college shall determine the educational policies of that college. The faculty shall make recommendations to the University Senate on such matters that require the final approval of that body, and it may make recommendations on other matters to the University Senate, to the President, to the Provost, or to other administrative officials of the University.

- 4.1.d. Search committees for the Chair of a Department will be appointed by the Dean. Prior to an appointment of the Chair, a majority vote by the faculty of that Department will be necessary for appointment. Faculty, for this purpose, means voting with a primary appointment in that Department.

5.0. ORGANIZATIONAL STRUCTURE OF THE FACULTY

5.1. Membership and Privilege

- 5.1.a. Voting membership in the College of Public Health Faculty shall consist of full-time faculty and part-time professors, associate professors, assistant professors, and instructors (with at least .25 FTE who teach), regardless of title series, having appointments in any of the departments within the College.
- 5.1.b. College faculty membership may be extended in three-year renewable terms to any person appointed by the College for teaching, research, service, practice, or extension work (i.e., adjunct faculty, voluntary faculty, and other faculty classifications as approved by the University) by a majority vote of the College faculty.
- 5.1.c. Voting privileges may be extended to faculty with a non-primary academic appointment (joint) in the College if these faculty have demonstrated commitment to the College, are nominated by the joint department chair, recommended by the Faculty Council, and approved by the Dean of the College. Approval of voting privileges in such cases is for a term of three years, renewable upon review of the above criteria. Voting privileges can be revoked at any time through the same procedure.
- 5.1.d. Only voting faculty members are eligible to be elected to serve on the Faculty Council or to be appointed to the standing committees of the College except for those with *ex officio* status.
- 5.1.e. Voting faculty should declare one department as their primary home for the purposes of committee representation.

5.2. College-Wide Faculty Meetings

- 5.2.a. The Chair of Faculty Council shall preside over college-wide faculty meetings and has the privilege to vote in the event of a tie.
- 5.2.b. Meetings shall be scheduled, at a minimum, semi-annually with the date, time, and place to be determined by the Faculty Council in consultation with the Dean of the College.

- 5.2.c. Special meetings may be called by the President of the University, the Provost, the Dean, the Faculty Council, or by written request to the Dean by at least 25% of the members of the voting faculty. For special meetings, the agenda shall be restricted to those items for which the meeting is called.
- 5.2.d. The agenda for each meeting shall be determined by the Faculty Council in consultation with the Dean.
 - 5.2.d.(1). Items for the agenda must be submitted to the Dean at least five working days prior to the scheduled meeting.
 - 5.2.d.(2). Any item proposed by a faculty member shall be considered by the Faculty Council or Dean for inclusion on the agenda.
 - 5.2.d.(3). Any item submitted to the Faculty Council or Dean by a faculty member that has the written endorsement of 25% of the voting faculty members must be included on the agenda.
 - 5.2.d.(4). The agenda of each regular faculty meeting shall be distributed to the faculty at least four working days prior to the scheduled meeting and posted according to “open meeting” protocol.
- 5.2.e. Quorum
 - 5.2.e.(1). A quorum of the faculty shall consist of a simple majority of the voting membership that is not on leave of absence, sabbatical leave, or because of assignment periods of less than 12 months.
 - 5.2.e.(2). A simple majority of those present and voting shall be sufficient for final decisions on issues considered by the faculty.
 - 5.2.e.(3). Meetings shall be open to anyone who wishes to attend, consistent with the KRS61.800-.850.
- 5.2.f. Faculty meetings shall be conducted according to *Robert’s Rules of Order, Revised*.
- 5.2.g. Minutes and Records
 - 5.2.g.(1). The minutes of each faculty meeting will be prepared by the recording secretary of the faculty as appointed by the Dean and circulated to the entire faculty within fourteen days.
 - 5.2.g.(2). The recording secretary of the faculty is responsible for supervising the maintenance of files of the faculty meeting minutes and correspondence in the College administrative offices.

6.0. FACULTY GOVERNANCE

- 6.1. Faculty Council members shall consider, represent, and act on the views of the College of Public Health faculty. To that end, the Faculty Council shall foster communications among all faculty and staff and interpret and enforce the College by-laws.
 - 6.1.a. The College of Public Health Faculty Council and the standing committees described below are the means by which the College faculty exercises its rights and responsibilities and governs itself.
 - 6.1.b. The Faculty shall elect seven representatives to the Faculty Council serving two-year terms.
 - 6.1.c. Shall be elected by secret ballot of voting faculty.
 - 6.1.d. Members serve terms based on the fiscal year (July 1 to June 30).
 - 6.1.e. The meetings of the Faculty Council shall be open to anyone who wishes to attend, consistent with KRS 61.800-.850.

- 6.2. Faculty Council Responsibilities
 - 6.2.a. Act as a liaison with the departments of the College and with other University memberships as appropriate to the roles and responsibilities of the Faculty Council.
 - 6.2.b. Serve in an advisory capacity to the Dean.
 - 6.2.c. Develop and provide mechanisms to inform the faculty about University and College organizations.
 - 6.2.d. Interpret the Rules and Procedures of the College and may recommend to the faculty any modification thereof.
 - 6.2.e. Make recommendations to the faculty on any matters that should be addressed to the Dean of the College, the Provost, the President of the University, or the University Senate.
 - 6.2.f. Study and make recommendations relative to specific issues that have college-wide impact.
 - 6.2.g. Review and evaluate existing academic, research, service, extension, and outreach policies and programs.
 - 6.2.h. Select members of the Appointment, Promotion, and Tenure Committee to then be approved by the Dean.
 - 6.2.i. Based in part on recommendations from department chairs, appoint members of the standing faculty committees, no later than the end of each academic year.
 - 6.2.j. Faculty Council members shall be elected from the voting membership of the faculty and are not members of the Administrative Council, with the exception of the Faculty Council Chair.
 - 6.2.k. No later than August 1 of each year, the Council shall approve the Chair-Elect for each standing committee for the next fiscal year based on the recommendations from the respective committees.
 - 6.2.l. Inform the faculty of all committee appointments.
 - 6.2.m. Charge faculty standing committees, as necessary, with matters for study and recommendations.

- 6.2.n. Be responsible for the organizing and planning of faculty development and enrichment activities.
- 6.2.o. Be responsible for overseeing standing faculty committees in order to expedite faculty business.
- 6.2.p. Be responsible for conducting all College faculty elections.
- 6.2.q. Receive, review, and recommend to the Faculty requests for voting and nonvoting membership in the College Faculty organization.
- 6.2.r. Act for the faculty when the faculty is unable to meet.
- 6.2.s. Perform other responsibilities as delegated to it by the faculty.
- 6.2.t. The minutes of Faculty Council shall include a record of attendance at meetings.
- 6.3. The Faculty Council Chair
 - 6.3.a. Shall be elected by the membership of the Faculty Council and may serve a maximum of four one-year terms.
 - 6.3.b. Shall appoint Council members or alternates to perform the following duties: coordinate elections, prepare and report minutes and generate correspondence as determined by the Council.
 - 6.3.c. Shall serve as Chair of the college-wide faculty meetings.
 - 6.3.d. The Dean shall work with the Chair to prepare for each college faculty meeting.
- 6.4. The Faculty Council Vice-Chair
 - 6.4.a. Shall be elected by the membership of the Faculty Council and may serve a maximum of four one-year terms.
 - 6.4.b. Shall work with the Chair to prepare for each Faculty Council and College Faculty meetings as needed.
 - 6.4.c. Shall represent and work with the Chair as needed.
- 6.5. Recommendations and Reports
 - 6.5.a. Recommendations for action are made to the faculty.
 - 6.5.b. Interim or progress reports shall be presented to the faculty as needed or upon request.
 - 6.5.c. An oral or written annual report of activities of the Faculty Council shall be presented at each college-wide faculty meeting.
- 6.6. Faculty Council Meetings
 - 6.6.a. Regular meetings of the Faculty Council shall be held at a minimum of once per quarter.
 - 6.6.b. Additional or special meetings of the Faculty Council may be called by the Chair, Vice Chair, or a majority of the Council members, upon notifying the Council members at least one day prior to the meeting.
 - 6.6.c. A quorum of the Faculty Council shall consist of a simple majority of the voting membership.
 - 6.6.d. Faculty Council meetings shall be conducted according to *Robert's Rules of Order, Revised*.

- 6.6.e. Minutes of the Faculty Council shall be prepared, reported, and circulated to all council members in a timely manner by an appointee of the Dean, unless the Faculty Council Chair chooses to assume such a responsibility.
- 6.6.f. Copies of the Faculty Council minutes shall be on file, and made available to all Public Health Faculty.

7.0. FACULTY ROLES AND FUNCTIONS ON STANDING COMMITTEES

7.1. Standing Committees

- 7.1.a. Standing committees shall be established to facilitate completion of business that falls outside the normal administrative function of the College.
- 7.1.b. Specific committees may be identified and charged by the Dean, or by the Faculty Council.
- 7.1.c. Upon initiation of a new committee, half of the membership will serve one-year terms and the remaining half will serve full two-year terms to ensure a staggered rotation of membership.
- 7.1.d. Terms are two years.
- 7.1.e. The Committees shall recommend a Chair-Elect to the Faculty Council in July 1 of each year. Every attempt will be made to select a chair that is not a member of the Faculty Council.
- 7.1.f. Meetings are to be held a minimum of quarterly per year.
- 7.1.g. A simple majority of voting faculty members constitutes a quorum.
- 7.1.h. Any committee member may specify proxy voting authority, in writing and presented to the chair prior to the committee meeting, to another faculty member eligible to vote in the college.

- 7.2. The Academic Affairs Committee has the charge to develop, recommend, and implement educational policy and to monitor and evaluate degrees in the College of Public Health in accordance with the University of Kentucky Governing Regulations and Rules of the Faculty in this capacity:
 - 7.2.a. Shall consider departmental proposals relative to new courses, curricula, and programs; changes in courses, curricula, and programs; the termination of courses, curricula, and programs, and recommendations for faculty or administrative action.
 - 7.2.b. May review and recommend graduation standards and requirements.
 - 7.2.c. May review and make recommendations regarding the academic policies and programs of the college.
 - 7.2.d. Shall develop guidelines and schedules for the submission of proposed academic actions.
 - 7.2.e. Shall submit a copy of the minutes of all meetings in a timely manner to the Dean, Chair of the Faculty Council, and to the central file in the College administrative offices.

- 7.2.f. The Chair of the Academic Affairs Committee shall maintain a record of attendance at meetings.
 - 7.2.g. The Chair of the Academic Affairs Committee shall submit an annual report to the Faculty Council and to the central file.
 - 7.2.h. Membership of the Academic Affairs Committee
 - 7.2.h.(1). One voting faculty member from each department in the College.
 - 7.2.h.(2). One MPH student representative, one Dr.P.H. student representative, and one Ph.D. student representative to be elected by students in each degree program. The three student representatives will each have one vote.
 - 7.2.h.(3). Dean, *ex officio*, nonvoting.
 - 7.2.h.(4). Associate Dean for Academic Affairs, *ex officio*, voting but cannot be Chair.
 - 7.2.i. The Committee recommends and reports to the Faculty Council.
 - 7.2.j. The Associate Dean for Academic Affairs will report to the Academic Affairs Committee at the start of each meeting. This report will update Academic Affairs Committee members regarding how the Dean's office has acted on recent Academic Affairs Committee decisions.
- 7.3. The Admissions and Student Affairs Committee is advisory to the Dean and has the charge to represent the College on all matters pertaining to student admissions, alumni and student affairs, and provides liaison between the Faculty, the Administration, and formal and informal groups of students and within this capacity:
- 7.3.a. Shall make admission recommendations to the Dean for the MPH and Dr.P.H. programs.
 - 7.3.b. Shall formulate and recommend recruitment and admission policies and procedures to the Dean.
 - 7.3.c. Shall review, promote, and assist in activities related to student welfare.
 - 7.3.d. Shall promote, support, and counsel the Student Advisory Council.
 - 7.3.e. Shall review and promote the mission and functions of the Office of Admissions and Student Affairs.
 - 7.3.f. Shall provide counsel to the Associate Dean of the Office of Admissions and Student Affairs regarding the activities of that office.
 - 7.3.g. Shall provide criteria and selection assistance for the Dean's Awards, as requested.
 - 7.3.h. Shall develop guidelines and assist in the distribution of college financial aid, such as scholarships, loan monies, and assistantships.
 - 7.3.i. The Chair shall submit a copy of the minutes of all meetings in a timely manner to the Dean, the Administrative Associate for the

- Dean, Chair of the Faculty Council, and to the central file in the College administrative offices.
- 7.3.j. The Chair of the Admissions and Student Affairs Committee shall maintain a record of attendance at meetings.
 - 7.3.k. The Chair of the Admissions and Student Affairs Committee shall submit an annual report to the Dean, the Faculty Council, and to the administrative central file.
 - 7.3.l. Membership of the Admissions and Student Affairs Committee
 - 7.3.l.(1). One member from each department in the College of Public Health, selected by the Faculty Council from the voting membership of the faculty.
 - 7.3.l.(2). One student representative from the MPH, DrPH, and PhD programs will be elected by students in each degree program. Each student shall have one vote for admissions to their specific degree program. Each student shall have one vote on all issues other than admissions.
 - 7.3.l.(3). The Directors of Graduate Studies for the MPH and PhD degree programs and the Director of Doctoral Studies for the DrPH program shall each have one vote for admissions to their specific degree program. Each Director shall have one vote on all issues other than admissions.
 - 7.3.l.(4). The Associate Dean of Academic Affairs, *ex officio*, nonvoting.
 - 7.3.l.(5). Dean of the College, *ex officio*, nonvoting.
 - 7.3.l.(6). A representative of the Office of Admissions and Student Affairs, *ex officio*, voting but cannot be Chair of the committee
 - 7.3.l.(7). Additional nonvoting membership as appropriate, appointed by the Dean in consultation with the Faculty Council.
 - 7.3.m. The Committee recommends and reports to Faculty Council in addition to being advisory to the Dean.
- 7.4. The Research Committee will foster research among all faculty, staff, and students.
 - 7.4.a. Shall assist and advise the Associate Dean for Research as requested to identify current and emerging sources of research funding for public health initiatives, and solicit, review, and disseminate information regarding available funding opportunities to all faculty, staff, and students.
 - 7.4.b. Shall recommend criteria for the allocation of funds generated by research activities and returned to the college.
 - 7.4.c. Shall review and recommend policies regarding research funding.

- 7.4.d. Shall recommend and review activities in an effort to enhance the visibility of the College's research efforts and programs.
- 7.4.e. Shall submit a copy of the minutes of all meetings in a timely manner to the Dean, Chair of the Faculty Council, and to the central file in the college administrative offices.
- 7.4.f. The Chair shall maintain a record of attendance at meetings.
- 7.4.g. Shall submit an annual report to the Dean, the Faculty Council, and to the central file.
- 7.4.h. Shall perform other responsibilities as delegated to it by the faculty or Faculty Council.
- 7.4.i. Membership of the Research Committee
 - 7.4.i.(1). Four members from the voting faculty selected by the Faculty Council.
 - 7.4.i.(2). One MPH student representative, one DrPH student representative, and one PhD student representative to be elected by PhD students. The student representatives will each have one vote.
 - 7.4.i.(3). Dean, *ex officio*, nonvoting.
 - 7.4.i.(4). Associate Dean for Research, *ex officio* voting member but cannot be Chair.
 - 7.4.i.(5). The College Grants Officer, ex-officio, non-voting member.
- 7.4.j. The Committee recommends and reports to the Dean and Faculty Council.

- 7.5. The Practice and Service Committee shall work in consultation and collaboration with the Assistant Dean for Practice and Service and other relevant College committees in matters related to service and practice.
 - 7.5.a. Shall provide counsel in promoting relationships with practice and service communities.
 - 7.5.b. Shall provide counsel in establishing service and practice expectations and opportunities, both within and outside of the College and University, for faculty, students, and staff.
 - 7.5.c. Shall provide counsel in establishing and promoting practice and service components within student curricula.
 - 7.5.d. Shall provide counsel in developing continuing education materials and programs for the Public Health Workforce
 - 7.5.e. Membership shall include members of the College faculty, the Public Health practice and service community, and the clinical practice community. Student members will be elected by students in their respective degree program. All other Members shall be appointed by Faculty Council.
 - Membership of the Practice and Service Committee
 - 7.5.e.(1). Three voting members selected by the Faculty Council.
 - 7.5.e.(2). One MPH student representative, one DrPH student representative, and one PhD student representative to be

elected by PhD students. The student representatives will each have one vote.

7.5.e.(3). At least one person from the Kentucky Medical Services Foundation (KMSF) practice plan, voting.

7.5.e.(4). At least two external members from the practice and service community.

7.5.e.(5). Dean, *ex officio*, nonvoting.

7.5.f. The KMSF member will advise the Practice and Service Committee of existing obligations and limitations resulting from the KMSF agreements.

7.5.g. The Dean shall provide a recording secretary for the Practice and Service Committee meetings, with responsibility to record and prepare minutes.

8.0. SUSPENSION OF BYLAWS

A specific bylaw may be suspended by a vote of three-fourths of the eligible voting faculty member present at a meeting of the College of Public Health faculty when the quorum is present. A suspension motion must include a rationale and an expiration date.

9.0. REVIEW AND AMENDMENT

9.1. The Bylaws of the faculty of the College of Public Health may be amended at any regular or special meeting of the College faculty provided at least fourteen days have elapsed between circulation to the faculty of the proposed amendment(s) and final consideration of passage.

9.2. Revisions to the Bylaws must be approved by two-thirds of the voting faculty not on leave.

9.3. Revisions to the Bylaws shall become effective upon approval of the Provost.

Amended: August 2005

Amended: August 2006

Amended: April 2008