

**BYLAWS OF THE  
DEPARTMENT OF PUBLIC HEALTH AND COMMUNITY HEALTH EDUCATION**

**Revised 02/03/2000 Reorganized and Amended 02/16/2011  
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Merit Information Revised 03.07.25**

## Table of Contents

### Contents

<b>III. Organization and Operation .....</b>	<b>16</b>
<b>A. Department members are governed by six interdependent sets of regulations:.....</b>	<b>16</b>
1. Federal and state laws and regulations .....	16
2. UW System policies and rules .....	16
3. UWL policies and rules .....	16
4. CSH policies and rules .....	16
5. Shared governance bylaws and policies for faculty and academic staff .....	16
6. Departmental bylaws .....	16
<b>B. Preamble and history .....</b>	<b>16</b>
1. The purpose of the PHCHE bylaws is to conduct the business of the department which includes the following: .....	16
2. Brief history of department .....	16
3. Department Vision and Mission Statement .....	17
<b>C. Meeting guidelines and procedures .....</b>	<b>17</b>
1. The department, as a whole, shall meet on a regular monthly basis during the academic year. However, as deemed appropriate by the chair of the department, additional meetings may be scheduled, and unnecessary meetings may be canceled. ....	18
2. Meetings shall be at the call of the department chair, or upon a request to the department chair, as an individual of the department may call a meeting via the department chair. ....	18
3. During the summer session, or when the university is not in session, meetings shall be called at the discretion of the department chair. ....	18
4. Chairs of committees, subcommittees, and ad hoc committees shall decide the dates for their meetings. ....	18
5. Minutes will be recorded by the department administrative assistant or by a voting member of the department, and distributed in a timely fashion to department members. Copies of minutes from department meetings and from committee meetings shall be kept in the departmental files in a secure SharePoint/group via the PHCHE Department Materials Files. ....	18
6. Minutes from closed meetings will be taken by the committee chair and written within one week of the proceedings. ....	18
<b>D. Definitions of membership and voting procedures .....</b>	<b>18</b>
1. Membership in the department, as it relates to the function of conducting business at regularly scheduled meetings, shall consist of all tenured and tenure-track faculty, and all full or part-time instructional academic staff currently under contract with the Department of Public Health and Community Health Education. ....	18
2. Voting rights are reserved for tenured and tenure-track faculty, and instructional academic staff who have at least a 100 percent full time appointment in the PHCHE department for at least two consecutive semesters.....	18
3. Instructional Academic Staff (IAS) members in the PHCHE department do not have voting rights on decisions related to hiring, promotion, tenure and retention status. ....	18
4. IAS who hold a 75 percent appointment which is intend to be renewed each year by the department shall be granted voting rights for the election of department chair and program directors. ....	18
5. Membership in the PHCHE department may be granted by a vote of the members of the department to other UWL and/or UW System personnel when deemed appropriate. ....	19

6. Following UWL's Nepotism Policy ( <a href="https://kb.uwlax.edu/103688">https://kb.uwlax.edu/103688</a> faculty and staff members will refrain from reviewing, voting or participating either formally or informally in decisions to hire, retain, grant tenure, promote, or determine the salary of a relative (e.g., spouse or domestic partner).....	19
7. Unless specifically indicated otherwise, a simple majority of those voting will carry the vote (50% + 1) .	19
8. Voting may be conducted by e-mail under the following conditions:.....	19
<b>E. Definitions of quorum and majority.....</b>	<b>20</b>
<b>F. Changing bylaws .....</b>	<b>20</b>
1. The bylaws in this document were adopted by the members of the Department of Public Health and Community Health Education in accordance with the University of Wisconsin System (UWS) and the University of Wisconsin La Crosse (UWL) Faculty and Academic Staff Personnel Rules. ....	20
2. These bylaws may be amended by a vote of 2/3 of those eligible to vote as members of the department at any regular meeting of the department, providing the written amendment was submitted and discussed at a previous meeting. ....	20
3. Amendments to bylaws. These bylaws may be amended according to the following procedures: .....	20
<b>IV. .... <i>Faculty/Staff Responsibilities</i> .....</b>	<b>20</b>
<b>A. Faculty.....</b>	<b>20</b>
1. Faculty responsibilities are referenced in section IV of the Faculty Senate bylaws entitled "Responsibilities of Departments, Department Members and Department Chairpersons". A complete set of the bylaws is available off the Senate webpage under "Senate Articles and Bylaws" <a href="https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/">https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/</a> .....	20
2. The faculty is responsible for carrying out the responsibilities of the department through their contributions in the areas of teaching, scholarship, and service. The primary function of the Department of Public Health and Community Health Education is to teach courses in its discipline, to provide undergraduate and graduate level training in Public Health – Community Health Education, Healthcare Administration, and Health and Wellness Management, and service a variety of general education and programmatic needs. ....	20
3. The department's fundamental responsibilities include, but are not limited to: .....	21
4. The department will work by consensus to share the service work of the department equitably and to mentor newer members in understanding department, college, and university processes. ....	21
5. See the information which follows regarding the areas of teaching, scholarship and service. ....	21
<b>B. Instructional academic staff responsibilities and expectations .....</b>	<b>23</b>
1. Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or teaching professor series ( <a href="https://kb.uwlax.edu/104083">https://kb.uwlax.edu/104083</a> )and will outline specific duties, including teaching and any additional workload.....	23
2. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities outlined on page 19 of the Faculty Senate Bylaws: <a href="https://www.uwlax.edu/globalassets/committees/faculty-senate/20211004-policies-fs.pdf">https://www.uwlax.edu/globalassets/committees/faculty-senate/20211004-policies-fs.pdf</a> .....	23
3. The responsibilities of IAS are predominately related to the instructional mission of the department. ...	23
4. See the information which follows regarding the areas of teaching and service: .....	23
<b>C. Non-Instructional academic staff responsibilities (not applicable in the Department of Public Health and Community Health Education). ....</b>	<b>25</b>
<b>D. Student evaluation of instruction .....</b>	<b>25</b>
1. Ranked faculty & LENS.....	26
2. IAS renewal and career progression. The same information applies to IAS as reported above for ranked faculty, however, no TAIs are generated for IAS. ....	26
<b>E. Summer session priority for teaching assignments and preceptee supervision .....</b>	<b>26</b>
1. Summer or winter session teaching and preceptorship supervision is a privilege, not a right. ....	26

2. Supervision of preceptees and the teaching of a class is assigned independently (i.e., so long as the staff member teaching a summer or winter intersession class does not exceed the maximal allowable summer salary, they have the same access to intern supervision as staff without a summer course).....	26
3. Priorities for summer and winter intersession teaching. ....	26
<b>F. Summer preceptorship advisors .....</b>	<b>27</b>
Summer preceptorship advisors must first meet the following criteria to be considered:.....	27
1. Public health preceptees are supervised by qualified faculty or academic staff. ....	27
2. All advisors for public health students must have current advisees in the undergraduate program and have supervised preceptees in the prior fall and/or spring semester(s). ....	27
3. Advisement of public health students by non-public health faculty and academic staff will be subject to a qualification review by the public health preceptorship coordinator and the PHCHE department chair. ....	27
4. Preceptorship distribution process - preceptorship assignments will be distributed according to the following .....	27
<b>G. Faculty and staff reassigned time for scholarship or teaching development .....</b>	<b>27</b>
1. Selection criteria .....	27
2. A faculty or staff person may receive only one reassign time for scholarship or teaching development in any three (3) year period. However, if no other individuals apply, that limit may be waived. Preference for tenure tracks and promotion candidates should be given consideration. ....	28
3. Upon request, the selection committee shall submit in writing to each applicant the reason(s) that their application was not chosen. ....	28
4. Application process .....	28
5. Selection Committee .....	28
6. Application guidelines .....	28
7. Progress reporting.....	28
<b>V. ....</b>	<b>29</b>
<b>.....</b>	<b>29</b>
<b>A. The results of merit reviews for all PHCHE ranked faculty and IAS (1.0 FTE, permanent positions) who have completed at least one academic year at UWL are submitted by the PHCHE department chair to the CSH Dean's Office on or before October 1st. Merit reviews reflect activities during the prior academic year from June 1 and ending May 31.....</b>	<b>29</b>
<b>B. Adopted by the Faculty Senate, 4/7/17. "Distribution of merit compensation shall be determined by the individual departments or functional equivalents according to their bylaws and/or other departmental rules and regulations. Each department shall specify its procedures for appeals of merit decisions with a time limit set prior to the date the department reports evaluations to the dean." .....</b>	<b>29</b>
<b>C. All PHCHE faculty and IAS have a June 1st deadline for entering teaching, scholarship, and service activities into the electronic portfolios system (Digital Measures) on activities from the prior year June 1st – May 31st. ....</b>	<b>29</b>
<b>D. Merit categories.....</b>	<b>29</b>
1. Each candidate completing the merit procedures will be considered for one of two categories: 'meets expectations' or 'does not meet expectation'. . A simple majority vote by the PTRM Committee is required for merit designation. The criteria for each category are outlined below.....	29
2. Category criteria .....	29
<b>E. Evaluation processes and criteria for faculty .....</b>	<b>29</b>
1. A merit evaluation process should recognize and reward the hardworking, productive members of the department. The "higher merit categories" should be used to recognize outstanding professional	

accomplishments and significant contributions to the department, university and the public health profession. ....	30
2. In this section, faculty member refers to ranked (tenured or tenure-track) department members. ....	30
<b>F. Procedure for determining faculty merit pay increases. ....</b>	<b>30</b>
1. Merit pay increases are based on the performance of faculty members in three aspects of their work responsibilities: 1) teaching, 2) scholarly activity, and 3) service. ....	30
2. The procedures for ascertaining and evaluating meritorious work each year involve student evaluation of instruction and self-reporting other activities, including review and analysis of this information by the PHCHE department's PTRM review committee. ....	30
<b>G. Merit review committee and collection of merit information. ....</b>	<b>30</b>
1. At the beginning of each academic year, the department will create a PTRM review committee. ....	30
2. The committee will consist of three (3) faculty members, at least two (2) tenured. ....	30
3. Tenured faculty will serve a three (3) year term. Non-tenured faculty will serve a two (2) year term. ....	30
4. The returning tenured faculty member will chair the committee in their second year of service. ....	30
5. By June 7, of each academic year, Each faculty member will review their Digital Measures portfolio to ensure all activities have been reported. ....	30
6. In late summer or early fall of each academic year, the PTRM review committee will review the completed Digital Measures Activity Reports to ensure that similar activities reported by various faculty members are awarded equal merit, and to ensure the appropriate documentation is provided when necessary. ....	30
7. Faculty members who do not submit activities to Digital Measures will be treated as not meeting expectations. ....	30
8. Faculty members on sabbatical leave for two semesters will be placed in the merit category 'on sabbatical'. In the event merit pay is to be assigned in the same year an individual is on sabbatical for the full year, then the faculty member will automatically be assigned the rank they achieved the previous year. ....	30
<b>H. IAS in permanent budgeted instructional lines (if included in the merit processes, otherwise see section VI) ....</b>	<b>30</b>
1. IAS in the Department of Public Health and Community Health Education holding a 100 percent appointment in the PHCHE department, will use the same merit-review process as faculty members in the department. ....	30
2. The criteria for merit recommendations for IAS shall be relevant to their expectations for career progression. ....	31
3. Instructional academic staff who are in permanent budget lines (aka 'redbooked' -- 102 or 131) will automatically be eligible for pay plan increases. ....	31
<b>I. Non-instructional academic staff (if included in merit processes, otherwise see VI) Not applicable. ....</b>	<b>31</b>
<b>J. Department chair. ....</b>	<b>31</b>
1. The department chair will be reviewed for merit using the same process as other faculty members in the department. ....	31
2. Department chairs will be formally reviewed annually. ....	31
3. The review should involve feedback from the membership of the department and from the CSH Dean. ....	31
4. The format and timing of the review will be up to the dean. ....	31
5. The review need not be associated with merit, however, the department should indicate how non-instructional assignments are reviewed. ....	31
<b>K. Distribution of merit funds. ....</b>	<b>31</b>
1. The recommendations for merit pay for faculty with appointments in the Department of Public Health and Community Health Education will be made by the PTRM committee and will exclude the person under consideration. ....	31
2. The recommendation from the PTRM committee will be presented to the department chair. ....	31

3. Merit is calculated by: merit pool dollars divided by the number of individuals with merit equals dollars per person. ....	31
4. The university administration’s information and instructions on merit pay will be distributed by the department chair when that information becomes available. ....	31
5. The pool of merit funds for Academic Staff is separate from the faculty pool. (Cf. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08; and UWL Employee Handbook) See information regarding performance management from UWL HR: <a href="https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/">https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/</a> .....	31
<b>L. Appeal procedures.....</b>	<b>32</b>
1. All PHCHE department members may request a reconsideration of their merit category designation. This request must be made in writing to the department chair within one week of the distribution of merit category designation by the PTRM review committee and department chair.....	32
2. If an individual would like clarification on their merit decision, they are to contact the following people:	32
<b>M. Merit policy review .....</b>	<b>32</b>
1. This merit policy should be reviewed every five years or when merit policy changes are made by UWS or UWL. This review should be initiated by the PTRM committee. ....	32
2. Any changes made must be presented and approved by the department by the last department meeting of the academic year in preparation for the next evaluation period. ....	32
<b>VI. Faculty Personnel Review.....</b>	<b>32</b>
<b>A. The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08): <a href="https://kb.uwlax.edu/104534">https://kb.uwlax.edu/104534</a> .....</b>	<b>32</b>
<b>B. Tenure/retention decisions will be guided by the criteria established in the bylaws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined herein under ‘Faculty Personnel Review’ in these bylaws should be applied to faculty with a contract date after August, 2022. ....</b>	<b>32</b>
<b>C. The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the human resources website. ....</b>	<b>32</b>
<b>D. It is the intent of the members of the Department of Public Health and Community Health Education to facilitate the professional development of non-tenured faculty members during their probationary period, while at the same time maintaining the highest possible standards of excellence in teaching, scholarly activity, and service. ....</b>	<b>32</b>
<b>E. Departmental policy for reviewing the performance of probationary faculty members emphasizes:.....</b>	<b>33</b>
1. Collaboration and open communication between non-tenured faculty members and the department’s PTRM committee or designated representatives .....	33
2. A constructive and formative process of setting goals, obtaining and utilizing evidence of performance, and identifying strengths and areas needing improvement .....	33
3. Adequate record keeping benefiting all parties. ....	33
<b>F. Faculty mentoring .....</b>	<b>33</b>
1. During the first academic year of employment in the department, each probationary faculty member in consultation with the PTRM committee and other colleagues are encouraged to select a mentor within the department. Each probationary faculty member is also encouraged to obtain a mentor from among faculty members outside the department. ....	33
2. The department chair will assist in the process of identifying possible mentors if so desired. Mentors are to serve as accurate sources of information and perspective on policies and practices in the department and	

university, but are not to be held responsible for the performance of the probationary faculty member(s) with whom they have a mentoring relationship. ....	33
<b>G. Retention (procedures, criteria, appeal) .....</b>	<b>33</b>
1. Procedure .....	33
<b>H. Tenure review and departmental tenure criteria.....</b>	<b>39</b>
1. The basic rules regarding retention and tenure are described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 - 3.08). ....	39
2. The granting of academic tenure represents a long-term commitment of institutional resources, which requires proof of excellence in past performance and a forecast that an individual faculty member's intellectual vitality and future contributions will continue to be of high quality for many years to come. ....	39
3. Non-tenured instructors should not expect an award of tenure solely on the fact that their contracts have been consistently renewed; however, the procedures for making tenure decisions and recommendations for probationary faculty parallel procedures for retention and are based on the body of work evidenced during the individual's time in rank. Tenure will be granted with a 2/3 majority vote by the tenured members of the PTRM committee. In cases where there are fewer than three (3) tenured faculty members, the department chair and tenured faculty shall work with the dean to establish an appropriate committee. ....	39
4. Criteria .....	39
5. Procedure .....	39
6. Appeal.....	41
<b>I. Post-tenure review .....</b>	<b>41</b>
1. The five (5) year review represents a compilation of a faculty member's record of effort and achievement in teaching, scholarship and service over a five (5) year period following tenure, last promotion, or last five (5) year review. The department chairperson will maintain a review cycle on file with the dean. The five (5) year review will be completed as part of the merit determination process (or as soon thereafter as possible). 41	
2. Tenured faculty members who have received one or more merit evaluation(s) of less than 'meritorious' shall be required to initiate a formative evaluation (see below).....	41
3. The department will use the following criteria in post-tenure review .....	42
<b>J. Promotion procedures .....</b>	<b>43</b>
1. Procedures .....	43
2. Criteria.....	45
3. Reconsideration .....	46
<b>K. Review of Faculty and IAS who are School of Education faculty .....</b>	<b>46</b>
<b>L. Faculty Equity Adjustments Definition .....</b>	<b>46</b>
1. To address issues of gender or race equity.....	46
2. To address inequities due to salary compression or promotion.....	46
3. To address inequities resulting when individuals acquire advanced degrees. ....	46
4. Equity adjustments should not be made which negate past merit adjustments. Department salary equity adjustment requests shall be presented in writing to the dean of the college. This shall be done at the same time the department makes annual salary adjustment recommendations, unless equity adjustment recommendations are invited at other times by the dean. ....	46
5. A request for a salary equity adjustment may be initiated by: .....	46
<b>VII. .... Instructional Academic Staff .....</b>	<b>47</b>
<b>A. Annual Review.....</b>	<b>47</b>
1. Academic staff teaching reappointments are made by the department chair. ....	47

2.	All instructional academic staff (IAS) are required to have an observational classroom teaching visit performed by at least one member of the PTRM Committee every year with a written evaluation of this classroom observation and to be filed with the chair. ....	47
<b>B.</b>	<b>Career Progression Procedures</b> .....	<b>48</b>
1.	Policies and procedures guiding career progression for IAS are available at <a href="https://www.uwlax.edu/globalassets/offices-services/academic-affairs/careerprogguide.pdf">https://www.uwlax.edu/globalassets/offices-services/academic-affairs/careerprogguide.pdf</a> .....	48
2.	The department will adhere to the IAS promotion deadlines as outlined on the IAS promotion webpage. ....	48
3.	The PTRM committee will serve as the IAS promotion committee and will review and vote on the promotion request. ....	48
4.	The IAS member will be notified no less than 20 calendar days in advance of the promotion review meeting and asked to prepare the portfolio for review using the UWL electronic portfolio system. ....	48
5.	At least one week prior to the review the IAS member will provide the portfolio to the department chair. ....	48
6.	All members of the PTRM committee will review the portfolio prior to the meeting. ....	48
7.	The IAS member will be given an opportunity to provide additional oral or written support for the promotion prior to the meeting going into closed session. ....	48
8.	The IAS member will be notified within seven (7) calendar days of the results of the vote. ....	48
9.	The chair will be responsible for writing the letter of support and completing the departmental report that will accompany the candidate's portfolio that is sent to the dean. ....	48
<b>C.</b>	<b>IAS Promotion Reconsideration</b> .....	<b>48</b>
1.	After receiving the chair's notification, the promotion candidate will have 14 calendar days to request reconsideration by the PTRM committee. The chair will then convene the PTRM committee to hear all relevant evidence to support promotion. ....	49
2.	The candidate will have an opportunity to provide additional written or oral support relevant to promotion. The PTRM committee will then dismiss the appellant from the hearing room chambers and move into a closed session hearing to review all evidence pertinent to this petition. ....	49
3.	The PTRM committee will then render its final decision on the appeal. ....	49
<b>D.</b>	<b>Appeal Procedures Re: Annual Review</b> .....	<b>49</b>
<b>VIII.</b>	<b><i>Non-Instructional Academic Staff Review (if applicable)</i></b> .....	<b>49</b>
<b>A.</b>	<b>In Accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually <a href="https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/performance-management/">https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/performance-management/</a> .....</b>	<b>49</b>
<b>B.</b>	<b>Performance reviews of non-instructional academic staff (NIAS) are due to human resources from the dean's office no later than July 31. ....</b>	<b>49</b>
<b>C.</b>	<b>Not-applicable in the Department of Public Health and Community Health Education. ....</b>	<b>49</b>
<b>IX.</b>	<b><i>Governance</i></b> .....	<b>49</b>
<b>A.</b>	<b>Department chair</b> .....	<b>49</b>
1.	Election of the department chair .....	49
2.	Method of selection .....	50
3.	Term of office for chairperson .....	51
4.	Responsibilities and rights of the department chair .....	51
5.	The chair of the Department of Public Health and Community Health Education is responsible for: .....	51
6.	Chair compensation .....	53
7.	Formative evaluation of chair .....	54
8.	Summer administrative duties .....	54
9.	Removal of a chairperson from office .....	54



<b>B. Program directors (undergraduate and graduate)</b>	<b>55</b>
1. A program director is assigned for each academic program in the Department of Public Health and Community Health Education.	55
2. The department (voting members only) will nominate an individual for each program.	55
3. The program director(s) will serve for a term of three (3) years (August to August).	55
4. The program director(s) will receive release time and/or compensation for UWL programs.	55
5. The program director is responsible for overseeing the duties associated with the work of the program as outlined in these bylaws.	55
6. Personnel reviews for the program director(s) include, but are not limited to, feedback on administrative duties.	55
7. Graduate program director(s) must have graduate faculty status and will be elected by the fulltime graduate faculty & IAS (voting members only) in the department.	55
8. Election process.	55
9. Responsibilities.	56
10. Additional duties and statement for UWL graduate program directors (non-collaborative degree program).	57
<b>C. Preceptorship Director</b>	<b>58</b>
1. Election process.	58
<b>D. Assessment Director will chair the program assessment committee.</b>	<b>60</b>
1. Election process.	60
2. Rights.	60
<b>E. Standing departmental committees.</b>	<b>61</b>
1. Each faculty member shall sign up for a minimum of two (2) committees from Article VIII, Section 1. The volunteering and sign-up shall occur at the first meeting of the Department of Public Health and Community Health Education in the Fall of each academic year or, if elected, in the previous spring (by January 31).	61
2. The convener of each committee shall be determined by the department chair.	61
3. All committees shall convene during the first month of the academic year to elect a chair, a recorder, and set regular meeting times, if applicable.	61
4. Committee members are expected to attend regularly scheduled meetings.	61
5. All committees need to keep minutes of their meetings. Minutes will be housed in the departmental electronic files.	61
<b>F. Advisory committee (four [4] members)</b>	<b>61</b>
1. The advisor committee will be comprised of the chairperson of the department and three other members of the department (the undergraduate director(s), the graduate director, assessment coordinator). If a faculty member holds two or more of the above positions, the department chair shall select another faculty member to serve on the committee.	61
2. The advisory committee shall have general supervision over the business of the department between its regular departmental meetings, review committee reports and special studies, make recommendations to the department, and shall perform such other duties as may be prescribed in these bylaws.	61
3. The department chair and the advisory committee will review the budget and the expenses in late August or early September, January and the end of the academic year. The purpose of the last meeting of the year is to review the budget and prioritize purchases associated with the end of the fiscal year (July 1st – June 30th). In addition, the committee will review travel expenditures, the foundation account, and the departmental plans for community collaboration, workshops, conferences and expenditures.	61
4. The advisory committee shall be invested with the special responsibility of delineating the plans, missions, and future staffing needs of the department and work to carry out the department's strategic plan. The duties of the committee may include assisting in setting the department meeting agendas, keeping the department chair current on committee work, assisting the department chair in their duties, and carrying out any specific duties assigned by the members of the department.	62

5. The advisory committee shall be subject to the orders of the department membership, and none of its acts shall conflict with action taken by the department. ....	62
6. The advisory committee shall meet at least once a month. Special meetings may be called by the chairperson. ....	62
<b>G. Promotion, Tenure, Retention, Merit, (and Post-tenure) Committee (PTRM) (three [3] members) .....</b>	<b>62</b>
1. The PTRM committee shall consist of a minimum of three (3) members of the department and the department chairperson. Two tenured or tenure track faculty members and the department chairperson (voting member) and one alternate member who will serve on the committee when any of the committee members' merit is being reviewed. ....	62
2. The department chairperson will ask for volunteers and appoint committee members at the beginning of each academic year. If there are enough faculty to rotate membership, each member will serve a maximum of three (3) consecutive years. ....	62
3. The PTRM committee will develop procedures in accordance with UWL policy and the philosophy and mission of the department for the purposes of evaluation of members of the department. ....	62
4. The PTRM committee will provide faculty members at the beginning of the academic year with information regarding the criteria to be employed in decisions relative to merit, promotion, tenure, retention, and post-tenure review. ....	62
5. The PTRM committee will assist with the tabulation of scores and determination regarding who receives merit. ....	62
6. The PTRM committee will assist the department chairperson in preparing the faculty promotion, tenure, and merit letters. ....	62
7. The PTRM committee will make recommendations to the department chairperson regarding .....	62
<b>H. Appeals committee (three [3] members) .....</b>	<b>62</b>
1. The appeals committee shall consist of three (3) faculty members of the Department of Public Health and Community Health Education. ....	63
2. The committee will have the following charge:.....	63
<b>I. Strategic plan committee (three [3] members).....</b>	<b>63</b>
1. The strategic plan committee will be comprised of three (3) tenured track faculty or full-time IAS members of the department. ....	63
2. Members will serve for three (3) consecutive years. ....	63
3. Members will convene at the beginning of the semester, designate a chair. ....	63
4. The role of the strategic plan committee is to work with the department chair in carrying out the current strategic plan, planning for updates as changes occur in the department and/or the profession, and ensuring the strategic plan meets the PHCHE student needs. ....	63
5. One member of the strategic plan committee will serve on the CSH strategic plan committee, one person will serve as a representative and one person will serve as a liaison. ....	63
<b>J. Other capacities.....</b>	<b>63</b>
1. In addition to the above listed standing committees the department will also appoint faculty to serve in the following external and internal committees. ....	63
2. The PHCHE website will be maintained by the department's administrative assistant with input and/or suggestions from faculty. All final web editing changes require the approval of the PHCHE department chair.	
63	
<b>K. Ad Hoc committees (as needed or called by department chair) .....</b>	<b>64</b>
1. Search and screen (three [3] members plus one faculty member from outside the department) .....	64
2. Bylaws Committee (three [3] members).....	64
<b>L. Departmental programmatic assessment plan (Insert CEPH and APR Assessment Plan) .....</b>	<b>64</b>
<b>M. Additional departmental policies.....</b>	<b>64</b>

1. Sick leave policy.....	64
<b>N. Vacation policy .....</b>	<b>65</b>
1. Unclassified academic staff, 12-month employees, accrue vacation time. ....	65
2. Nine (9) month contract faculty employees do not accrue vacation time. ....	65
<b>O. Leave of absence policy.....</b>	<b>65</b>
1. A formal leave of absence without pay is a leave that exceeds 30 calendar days. Formal leave requires written approval from human resources and the chair of the employing department. ....	65
2. Leave without pay for a complete pay period, or up to 30 calendar days, requires written approval from the supervisor and notification to human resources. ....	65
3. The department may approve a leave of absence request that extends beyond a twelve-month period only under extraordinary circumstances and then only when the department determines that such an extension of the leave of absence is in the department's best interests. ....	65
4. Administrative leaves involving service to UWL do not have to be approved by the department. However, leaves involving a change in faculty residence or any other type of leave (e.g., sabbaticals and/or international teaching) need to be approved by the department chair. ....	65
<b>P. Workload policies .....</b>	<b>65</b>
1. The standard full-time teaching workload for tenured, and tenure-track faculty members in the Department of Public Health and Community Health is twelve (12) credits in both the spring and fall semesters.....	65
2. Summer and interim session teaching is optional. ....	65
3. The workload should involve not more than three different course preparations per semester, unless the faculty member agrees to exceed this number of course preparations. ....	65
4. Variations in this workload formula are permitted with assigned directorships, coordinator roles, and other special circumstances, subject to review by the department, and the approval of the department chairperson.....	65
5. The standard full-time teaching workload for instructional academic staff members in the Department of Public Health and Community Health Education is fifteen (15) credits in both the spring and fall semesters. ....	65
<b>Q. Office assignment policy .....</b>	<b>65</b>
1. The order of preference for all vacated faculty offices (except the office reserved for the acting chair of the department and the department academic associate) is determined by seniority. ....	66
2. Seniority is determined by the signature date of the faculty tenure-track's contract. ....	66
<b>R. Travel Allocation Policy .....</b>	<b>66</b>
1. The department strongly encourages and supports faculty travel to conferences, seminars, and/or other venues for professional enrichment. ....	66
2. Faculty are required to submit their requests for travel funds for the academic year by the Friday of the FIRST week in September in a written request and then via UWL's electronic travel approval process to the department chairperson who then reviews these requests.....	66
3. The department chair will then allocate the sum of money the department chair deems appropriate in support of the travel request(s), covering the cost of the conference, but not to exceed the current departmental allocation of travel funds per faculty. ....	66
4. Additional travel funds may be allocated if they are available.....	66
5. During the academic year, the department chairperson will assess how much travel money remains unallocated in the current fiscal year, and, based upon their discretion of departmental needs, may award additional money to a pending travel request from a PHCHE department member as they deem appropriate.	
66	
6. The criteria employed for allocating residual travel funds will give paper presentations of original research the highest priority. ....	66
<b>S. Office hours policy .....</b>	<b>66</b>
1. All instructors must post office hours on their doors and provide a copy to the program assistant. ....	66

2. In general, instructors should strive to post approximately 60 minutes per course per week (about three hours per week) of office hours. ....	66
3. Furthermore, instructors should try to have office hours that span the time between courses and reflect the needs of student schedules (e.g., between 9 a.m. – 4 p.m. or before a night course). ....	66
4. When teaching an online course, instructors will provide the students with a 24-48 hour response time. Instructors will notify the class if they will be away from class longer than 48 hours or if they will have limited access for a period of time. ....	66
<b>T. Syllabus availability and format policy .....</b>	<b>66</b>
1. The department expects all faculty to provide students with a printable course syllabus within the first week of classes. ....	67
2. At a minimum, the syllabus should outline the class requirements, course objectives or learning outcomes, due dates, instructor contact information, office hours, and writing-in-the-major information. ..	67
3. General education classes should include information regarding the general education category and specific general education learning outcomes. Instructors are also encouraged to include grading scales, teaching philosophies, detailed content and exam schedules, cheating policies, return of papers policy, students with disability statement, absence policy, etc. ....	67
4. Syllabi are legally seen as a form of a contract with the students. ....	67
5. Instructors shall submit an electronic copy of each syllabus to the departmental administrative assistant by the end of the first week of classes. ....	67
<b>U. Final examination policy (per provost/faculty senate guidelines) .....</b>	<b>67</b>
1. A final examination will be given in each course within a special examination period except for one-credit courses, which will have exams scheduled at the last regular meeting of the class. ....	67
2. The examination periods, dates, and times are included in each semester's timetable. ....	67
3. Final exams for online courses will be administered by the published end date of the course. ....	67
4. The relative importance assigned to the final examination is determined by the instructor in charge of each course.....	67
5. Any exceptions to the policy must be requested in writing to the department chair and the college dean in advance of the final examination period. ....	67
<b>V. Salary Equity Policy .....</b>	<b>67</b>
1. UWL utilizes CUPA peer data to benchmark faculty and staff salaries (or UW System matches if CUPA data does not exist). Faculty and IAS salaries are benchmarked by rank and discipline whenever possible. The Faculty Senate Promotion, Tenure and Salary (PTS) committee reviews trends in data regarding equity, inversion and compression and makes recommendations for the disbursement of salary equity funds and/or pay plan (if available). Departments do not have the ability to make equity adjustments and deans only have a limited ability when guided by PTS/Faculty Senate procedures. Individuals with job offers from another institution should provide the written offer to their chair and dean for potential consideration of a salary adjustment if approved by the Provost and Vice Chancellor of Administration and Finance .....	67
2. The salary equity policy of the PHCHE department is intended to be consistent with and implement the salary equity policy of the university, which states that: .....	68
<b>W. Emeritus policy for faculty.....</b>	<b>68</b>
1. The Department of Public Health and Community Health Education will call a department meeting to determine whether or not a retiring faculty member shall be designated as emeriti. ....	68
2. A majority vote of those present is required to allow for the emeriti designation. In making this determination, the department will follow the UWL policy as outlined below. ....	68
<b>X. Sabbaticals .....</b>	<b>69</b>
1. The department shall maintain an updated sabbatical eligibility list, based on CSH's definition of eligibility.....	69
2. In April, the department chair will determine how many sabbaticals the department can support in the next round. All eligible applicants will be forwarded information about applying for sabbaticals. ....	69

3. All faculty members planning on applying for sabbaticals must express their interest (in writing – hardcopy of email) to the department chair by May 15th. ....	69
4. If there are more than can be supported by the department for the year of the sabbaticals, the department chair will arrange a meeting with all those who are eligible to go over the priorities (see below) and see if a consensus can be reached on the timing of proposal submissions.....	69
<b>X. ....</b>	<b>Search and Screen Procedures</b>
<b>.....</b>	<b>70</b>
<b>A. Tenure-track faculty.....</b>	<b>70</b>
1. The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at <a href="https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/">https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/</a> .....	70
2. Additionally, UWL's spousal/partner hiring policy can be found at <a href="http://www.uwlax.edu/Human-Resources/Spousal-and-partner-hiring/">http://www.uwlax.edu/Human-Resources/Spousal-and-partner-hiring/</a> .....	70
3. Searches are conducted electronically via the current UWL search program/software. ....	70
4. All search and screen (SS) committees will need to meet with the Affirmative Action Officer prior to obtaining access and/or creating a posting for the search. During this charging meeting, committees will be provided with resources and tips to:.....	70
<b>B. Instructional academic staff .....</b>	<b>70</b>
1. Hiring policy and procedures are found at <a href="https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/(same%20for%20IAS%20&amp;%20NIAS)">https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/(same for IAS &amp; NIAS)</a> . ....	70
2. As with all searches, the department chair makes the recommendation to the dean who is ultimately the hiring authority. ....	70
<b>C. Contingency workforce (pool search) procedures.....</b>	<b>70</b>
1. Hiring policy and procedures are found at <a href="https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/">https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/</a> . ....	70
2. As with all searches, the department chair makes the recommendation to the dean who is ultimately the hiring authority. ....	70
<b>D. Academic staff (if applicable) .....</b>	<b>70</b>
1. Hiring policy and procedures are found at <a href="https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/">https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/</a> .....	71
2. Not applicable in the Department of Public Health and Community Health Education. ....	71
<b>XI. Student Rights and Obligations .....</b>	<b>71</b>
<b>A. Complaint, grievance, and appeal procedures - grade appeals are considered department level processes with no appeal beyond the department's process in terms of the content of the assignment/exam or final grade. If a student has a concern regarding whether the procedure indicated in the bylaws was followed, they can file a formal university-level complaint with the Office of Student Life. ....</b>	<b>71</b>
<b>B. Course grade appeals - a student who strongly feels his or her semester grade in a course taught by the department is demonstrably improper or that the grading was prejudicial or capricious, should first confer promptly with the instructor(s) of the course. If the student and the instructor(s) are unable to arrive at a mutually agreeable solution, the student may appeal the case, within one month after the start of the next semester, according to the following procedure:.....</b>	<b>71</b>
1. The student will submit a written statement to the department chairperson, setting forth his/her reasons for seeking an appeal and presenting any supporting evidence he/she may have. The chair will then give a copy of this grade grievance to the instructor who is the object of this complaint. The chair will request that the instructor make a written reply to these allegations. The student's written grievance along with the instructor's written reply to that grievance will then be forwarded to the appeals committee after it has been constituted.....	71

2.	The chairperson will appoint a three-member ad hoc appeals committee to review this appeal. The members of this committee will be randomly selected from the department excluding the instructor(s) teaching the course in which the appeal has been made. ....	71
3.	This committee will meet to review the student's appeal within one week of its selection. If the committee feels that further review is warranted it is strongly encouraged to meet with the student and, if necessary, to meet separately with the instructor. ....	71
4.	A written decision will be sent to the student by the appeals committee. Reasons for the decision will be included in this letter. ....	71
<b>C.</b>	<b>Stipulations: .....</b>	<b>71</b>
1.	The decision of the appeals committee is held to be advisory. ....	71
2.	The appeals committee may report a faculty member who has failed to comply with its recommendation to the full faculty and request a review. ....	71
3.	Any faculty member who feels that her/his appeals committee has made an unfounded or biased decision may make such a charge before the full faculty. In the event of such a charge, the committee in question will be required to defend its recommendation before the full faculty. The department as a whole will then make its recommendation. ....	72
4.	A student may appeal either an appeals committee decision or an instructor's refusal to abide by the committee decision to the full department, should he/she elect to do so. In such an eventuality, the department may elect to hold the hearing in a closed session at its discretion. The student will be invited to present his/her case before the department at the department's discretion. Any review must be based solely upon material supplied by the student to the original appeals committee. ....	72
5.	The decision of the faculty of the Department of Public Health and Community Health Education will constitute the final level of grade appeals within the departmental jurisdiction. This decision, not unlike the decision of the appeals committee, is also held to be advisory to the faculty member whose grade is being appealed. ....	72
<b>D.</b>	<b>Incomplete Grades.....</b>	<b>72</b>
1.	As a matter of university policy, grades of "incomplete" are issued to students strictly on the basis of illness or other unusual causes beyond the student's control, which have rendered the student unable to take the course final exam or to complete some limited amount of coursework. ....	72
2.	Incompletes are not to be granted to students who have failed to complete at least some substantial portion of the required coursework regardless of the reasons. ....	72
3.	Conflicting student work obligations outside the university do not constitute acceptable grounds for granting grades of incomplete. ....	72
<b>E.</b>	<b>Non-grade appeals.....</b>	<b>72</b>
1.	Non-grade appeals may be lodged by students regarding faculty and staff. ....	72
2.	Such complaints should be lodged either orally or in writing with the department chair or college dean. ....	72
3.	The hearing procedure for these non-grade concerns are detailed in the student handbook, Eagle Eye (available on-line). ....	72
<b>F.</b>	<b>Student course- and faculty-related concerns, complaints, and grievances .....</b>	<b>72</b>
1.	Informal complaints: .....	72
2.	Formal Complaints - if the student is unsatisfied with the solution of their informal complaint, they have the right to file a formal institutional complaint with the Student Life office, as described in the Student Handbook. ....	73
<b>G.</b>	<b>Expectations, responsibilities, and academic misconduct .....</b>	<b>74</b>
1.	Faculty and staff are expected to report academic misconduct per Chapter 14 of the UW System code. The Office of Student Life office provides guidance and assistance. Academic and nonacademic misconduct policies are referenced in the student handbook: <a href="https://www.uwlax.edu/student-life/student-resources/student-handbook/">https://www.uwlax.edu/student-life/student-resources/student-handbook/</a> .....	74
2.	Academic dishonesty, sometimes known as "cheating", is subject to appropriate punishment as a matter of UW System policy. This is not something to be taken lightly or ignored as such action works to demean the	

integrity of the hard-earned grades of all students, the vast majority of whom never cheat. To ignore “cheating” is to foster it and thereby constitutes a dereliction of professional obligation. The department follows the UW System policy on “academic misconduct” as it specifically applied to this campus..... 74

**H. Advising Policy .....74**

1. Each student majoring in a public health program will be assigned a faculty advisor. .... 74
2. Student requests for a particular faculty member advisor will generally be honored whenever it is feasible to do so. .... 74
3. Students are expected to meet with their faculty advisor at mass advising (undergraduate) or online (collaborative) or individually each semester to discuss their academic progress, career interests, and course schedule..... 74
4. Faculty are expected to keep their posted office hours throughout the academic semester and are recommended to expand these hours during the times that students are scheduled for course registration.74

**XII. ....Other  
..... 74**

**A. Work-Life balance statement .....74**

1. In an attempt to help staff and faculty balance their work and personal lives, the department will endeavor to schedule all meetings within the hours of 8:30 am and 5:00 P.M. .... 74
2. Additionally, childcare and family care duties will be considered when setting class schedules if requested by the instructor..... 74

**B. Outside employment statement.....74**

1. Outside professional employment for faculty in the Department of Public Health and Community Health Education is acceptable and encouraged when it does not infringe upon the faculty member’s primary obligation to the department and the university. These responsibilities are outlined in the department’s bylaws. .... 74
2. Outside work is defined as any work outside the parameters of the faculty member’s job description within the department. .... 74
3. In the Department of Public Health and Community Health Education, outside work is likely to include consulting, paid scholarship, teaching activities and/or professionally unrelated activities. .... 74
4. For outside employment to be acceptable it may not: ..... 74

## **II. Department of Public Health and Community Health Education**

The Department of Public Health and Community Health Education (PHCHE) is an instructional unit in the College of Science and Health (CSH) at the University of Wisconsin La Crosse (UWL).

Adoption Date: The bylaws were last updated and adopted on \_\_\_\_ March 12, 2025, with unanimous vote\_\_\_\_\_.

*Note from UWL: URLs in these bylaws are provided for convenience and should be reviewed regularly for accuracy.*

## **III. Organization and Operation**

A. Department members are governed by six interdependent sets of regulations:

1. Federal and state laws and regulations
2. UW System policies and rules
3. UWL policies and rules
4. CSH policies and rules
5. Shared governance bylaws and policies for faculty and academic staff
6. Departmental bylaws

B. Preamble and history

1. The purpose of the PHCHE bylaws is to conduct the business of the department which includes the following:
  - a) An undergraduate Bachelor of Science program in Public Health and Community Health Education
  - b) An undergraduate collaborative program in Health and Wellness Management
  - c) A collaborative program in Master of Healthcare Administration
  - d) An online Master of Public Health in Community Health Education
2. Brief history of department

The Department of Health Education was created in the early 1970s and housed within the College of Health, Recreation and Physical Education. At that time the department offered a teacher education program (Bachelor of Science) focused on health education and a Master of Science (MS) in Health Education; in 1975 two concentrations were developed, one in school health education and the other in community health education. With approval by the UW-System Board of Regents, the department implemented the Master of Public Health (MPH) in Community Health Education in 1991 because of a growing need to enhance the public health workforce in the state of Wisconsin and the region. This was the first MPH program in the University of Wisconsin System. The MPH degree was first accredited by the Council on Education for Public Health in 1992. Also, in 1994 the department changed its name to the Department of Health Education and Health Promotion (HEHP). The



Bachelor of Science in Community Health Education became the first in the country to be accredited by the Council on Education for Public Health in 2006. In 2016 Public Health was added to the title of the degree, resulting in the current Bachelor of Science in Public Health and Community Health Education (BS-PH-CHE). Due to the delimited operating capacity allocated to the Department through the College, particularly due to the continuing UW-System tuition freeze, with the concomitant reduced applications during 2018, admissions to the Master of Public Health in Community Health Education were suspended. In the 2021-22 academic year, through a faculty motion and unanimous vote, the name of the department was changed to the Department of Public Health and Community Health Education. In 2022-2023, the department reinstated the MPH graduate program in collaboration with Graduate and Extended Learning to an online, 42-credit, 2-year cohort program.

### 3. Department Vision and Mission Statement

Vision: Healthier people participating, learning, and living in healthier communities.

Mission: To prepare leaders in school, community, and public health education and practice through the bridging of competency and standards-based education, scholarship, advocacy, and service-related endeavors, thereby contributing to healthier people and healthier communities.

To pursue this mission, we (department faculty, staff, students, and others) collaborate to:

- Advocate for the advancement of the profession.
- Provide the highest quality of professional preparation.
- Prepare students, professionals, and academic programs for credentialing processes.
- Provide innovative professional development opportunities.
- Offer authentic life-enhancing service-learning opportunities.
- Strengthen health-related community capacity through collaboration and service within our world.
- Cultivate motivated, self-directed, continuous life-long learners.
- Promote diversity and inclusion during academic, community-based, and collaborative professional experiences.
- Advance social justice and health equity in all aspects of professional preparation, credentialing, and professional development.
- Prepare students to practice according to established ethical principles.

### C. Meeting guidelines and procedures

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/> and <http://www.rulesonline.com/rror-12.htm>) and Wisconsin's Open Meetings Law (WOML) ([Wis. Stats. §§ 19.81-19.98](http://legis.wisconsin.gov/statutes/statutes.html)), <https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-law/>

1. The department, as a whole, shall meet on a regular monthly basis during the academic year. However, as deemed appropriate by the chair of the department, additional meetings may be scheduled, and unnecessary meetings may be canceled.
  2. Meetings shall be at the call of the department chair, or upon a request to the department chair, as an individual of the department may call a meeting via the department chair.
  3. During the summer session, or when the university is not in session, meetings shall be called at the discretion of the department chair.
  4. Chairs of committees, subcommittees, and ad hoc committees shall decide the dates for their meetings.
  5. Minutes will be recorded by the department administrative assistant or by a voting member of the department, and distributed in a timely fashion to department members. Copies of minutes from department meetings and from committee meetings shall be kept in the departmental files in a secure SharePoint/group via the *PHCHE Department Materials Files*.
  6. Minutes from closed meetings will be taken by the committee chair and written within one week of the proceedings.
- D. Definitions of membership and voting procedures
- The PHCHE department is led by a department chair. Administrative duties and other responsibilities are delegated by the department chair to department members, department committees and department program directors as set forth in the bylaws.
1. Membership in the department, as it relates to the function of conducting business at regularly scheduled meetings, shall consist of all tenured and tenure-track faculty, and all full or part-time instructional academic staff currently under contract with the Department of Public Health and Community Health Education.
  2. Voting rights are reserved for tenured and tenure-track faculty, and instructional academic staff who have at least a 100 percent full time appointment in the PHCHE department for at least two consecutive semesters.
  3. Instructional Academic Staff (IAS) members in the PHCHE department do not have voting rights on decisions related to hiring, promotion, tenure and retention status.
  4. IAS who hold a 75 percent appointment which is intend to be renewed each year by the department shall be granted voting rights for the election of department chair and program directors.

5. Membership in the PHCHE department may be granted by a vote of the members of the department to other UWL and/or UW System personnel when deemed appropriate.
6. Following UWL's Nepotism Policy (<https://kb.uwlax.edu/103688> faculty and staff members will refrain from reviewing, voting or participating either formally or informally in decisions to hire, retain, grant tenure, promote, or determine the salary of a relative (e.g., spouse or domestic partner).
7. Unless specifically indicated otherwise, a simple majority of those voting will carry the vote (50% + 1).
  - a) Voting will occur with a voice vote or a hand vote.
  - b) Any member may call for a roll call vote.
  - c) Proxy voting is not allowed.
  - d) Members who join by teleconference and have heard all the deliberation are eligible to vote.
  - e) "Robert's Rules indicates that abstentions do not affect the voting outcome (they are non-votes)."
  - f) Paper balloting will be allowed upon request by any voting member of the department.
  - g) Paper ballots for personnel matters must be signed and kept securely for seven (7) years.
  - h) Other ballots shall be kept until the approval of the official minutes for the meeting where the vote took place.
  - i) Late or non-received ballots, a non-response to a vote, and improperly marked ballots shall be treated the same as a non-vote and will not be counted in determining the vote.
  - j) Abstentions and blank votes are treated as non-votes and will be ignored. (For example, if 20 ballots were cast with 2 voting yes, 1 voting no, and 17 abstaining, the motion would pass).
  - k) Abstention votes in retention, promotion, or tenure matters are discouraged, except when a conflict of interest exists, or the voter has little or no knowledge of the person being considered.
8. Voting may be conducted by e-mail under the following conditions:
  - a) The action item is not related to ranked faculty personnel decisions.
  - b) A department meeting is not feasible within the timeframe for a decision (i.e. outside of a regular academic session).
  - c) Process:
    - i. A motion may come from any voting department member.
    - ii. A second is needed from an additional department member.
    - iii. 24 hours will be allowed for voting.
    - iv. Voting members will reply to all when voting electronically.
    - v. A quorum of voting members must reply for the vote to carry.
    - vi. Results from an email vote will be reported in the minutes of the next official department meeting.

- E. Definitions of quorum and majority  
All faculty and staff members shall attend regularly scheduled meetings unless excused by the department chairperson. A quorum for the purpose of conducting business at any department meeting shall be a simple majority of the persons eligible to vote. For personnel meetings (PTRM committee) a quorum is achieved with 2/3 of those members eligible to vote in attendance.
- F. Changing bylaws
1. The bylaws in this document were adopted by the members of the Department of Public Health and Community Health Education in accordance with the University of Wisconsin System (UWS) and the University of Wisconsin La Crosse (UWL) Faculty and Academic Staff Personnel Rules.
  2. These bylaws may be amended by a vote of 2/3 of those eligible to vote as members of the department at any regular meeting of the department, providing the written amendment was submitted and discussed at a previous meeting.
  3. Amendments to bylaws. These bylaws may be amended according to the following procedures:
    - a) Any proposed amendment(s) shall be presented and distributed electronically, or in writing, at a department meeting, and voted on at the next subsequent meeting. (First reading)
    - b) Before a vote to amend the bylaws can proceed, 2/3 of the current department membership eligible to vote must be present to amend the bylaws.
    - c) Policies pertaining to personnel issues, which are the responsibility of the ranked faculty, or of the tenured faculty as outlined in these bylaws, may be changed only through a vote made by the appropriately responsible group.
    - d) Second readings (per Roberts Rules) may be waived for bylaws which do not pertain to personnel decisions.
    - e) Amendments to these bylaws shall become effective five days following their adoption.

#### **IV. Faculty/Staff Responsibilities**

- A. Faculty
1. Faculty responsibilities are referenced in section IV of the Faculty Senate bylaws entitled "Responsibilities of Departments, Department Members and Department Chairpersons". A complete set of the bylaws is available off the Senate webpage under "Senate Articles and Bylaws"  
<https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>.
  2. The faculty is responsible for carrying out the responsibilities of the department through their contributions in the areas of teaching, scholarship, and service. The primary function of the Department of Public

Health and Community Health Education is to teach courses in its discipline, to provide undergraduate and graduate level training in Public Health – Community Health Education, Healthcare Administration, and Health and Wellness Management, and service a variety of general education and programmatic needs.

3. The department's fundamental responsibilities include, but are not limited to:
  - a) Promoting scholarship and creative activities.
  - b) Promoting the continued professional growth and development of its members by encouraging their participation in sabbatical leaves, developmental leaves, conferences, professional workshops, and other similar programs.
  - c) Utilizing the expertise and interest of its members to provide professional service to community, regional, and national organizations.
  - d) Advising students on academic program requirements and presenting the array of available career opportunities.
  - e) Providing an internal governance structure in which the functions of the department can take place.
  - f) Making personnel decisions.
4. The department will work by consensus to share the service work of the department equitably and to mentor newer members in understanding department, college, and university processes.
5. See the information which follows regarding the areas of teaching, scholarship and service.

- a) Teaching

Faculty in the Department of Public Health and Community Health Education are expected to keep current in their subject matter area and to work to improve student learning. A full-time teaching assignment for tenured and tenured track faculty consists of 12 undergraduate credits. Basic duties and efforts toward teaching excellence for faculty are listed below:

- i. Basic duties

- (a) Maintain an active learning environment (i.e. ensure the student can use what they learn to become conversant and skilled in the competencies and content).
- (b) Conduct assigned classes.
- (c) Perform advising duties.
- (d) Supervise undergraduate research, independent studies and graduate projects as appropriate.
- (e) Use contemporary teaching methods, grading, and evaluation techniques.

- (f) Use comprehensive course syllabi (which utilize the accreditation standards designated for how the course must be taught and conform with UWL requirements).
- (g) Post office hours and be available to students.
- (h) Maintain up to date knowledge and experience with all forms of communication available (i.e. meetings, email, phone, WINGS, web based formats, written work).
- (i) Obtain LENS scores.
- (j) All faculty shall be actively involved in student advisement. Advising procedures shall be determined by the program in consultation with the department chair.
- ii. Teaching excellence.  
Quality teaching is encouraged and expected. Possible methods for ongoing teaching improvement include the following:
- iii. The faculty/instructor:
  - (k) Develop a philosophy statement.
  - (l) Pursue professional development related to teaching (e.g. participation in teaching development workshops, application of innovative classroom assessment techniques).
- iv. Information on teaching methods and effectiveness
  - (m) Develop pedagogical innovations (e.g. international issues, computer applications, ethical analysis, new classroom techniques, evidence of effective use of technology in teaching, case studies or sample work by students annotated by instructor to illustrate a learning outcome, etc.).
  - (n) Develop new teaching material (e.g. cases, videotapes, audiotapes, course modules, instructor manuals, test banks, simulations, Canvas, library guides or reading resources, etc.).
  - (o) Develop community contacts (e.g. guest speaker, outside projects, field trips, field projects, service learning, etc.).
  - (p) Develop innovations in curriculum (e.g. grants to support improvements, significant course development or pedagogy changes – especially in response to in class assessments of student learning, on-line courses; new or revised emphasis, minors, majors, certificates, faculty led international experiences for credit, etc.).
- v. Student evaluation of instruction  
Suggested methods of obtaining student evaluation of instruction are:
  - (q) Taking direct measures of student learning (e.g. pre/post-tests, selected exam component, writing examples coded for specific course objectives, graded service learning, etc.).
  - (r) Taking indirect measures of student learning (e.g. focus groups; exit interviews; percent time in active learning;

assessment techniques such as one minute papers, learning logs, concept maps, conceptual drafts; volunteer service hours).

- (s) Systematically collecting student comments (systematically collected from all students and analyzed).
- (t) Monitoring passing rates on national certification exam (CHES).
- vi. Peer evaluation of teaching effectiveness for individuals seeking retention
  - (u) Classroom instruction will be observed by peers and/or external experts.
  - (v) Nomination for and/or Receiving teaching awards.

b) Scholarship

Tenure track faculty in the Department of Public Health and Community Health Education are expected to develop and maintain an active program of scholarship, keeping both the goals of the department and the priorities of the Joint Promotion Committee (JPC) and Digital Measures in mind, the department's prioritization of scholarship is provided in **Appendix A**

c) Service

Faculty in the Department of Public Health and Community Health Education are expected to serve the institution, their profession and community. This service may take the form of participating on departmental and university committees, offering professional assistance to off-campus groups, or joining and participating in the activities of professional societies in the discipline. With both the goals of the department and the priorities of the JPC and Digital Measures in mind, the department's prioritization of service is given in **Appendix XXX**.

B. Instructional academic staff responsibilities and expectations

1. Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or teaching professor series (<https://kb.uwlax.edu/104083>) and will outline specific duties, including teaching and any additional workload.
2. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities outlined on page 19 of the Faculty Senate Bylaws:  
<https://www.uwlax.edu/globalassets/committees/faculty-senate/20211004-policies-fs.pdf>
3. The responsibilities of IAS are predominately related to the instructional mission of the department.
4. See the information which follows regarding the areas of teaching and service:
  - a) Teaching

IAS will be assigned teaching responsibilities in concert with their expertise and department needs.

i. Basic duties:

- (a) IAS in the Department of Public Health and Community Health Education are expected to keep current in their subject matter area and to work to improve student learning.
- (b) Maintain an active learning environment (e.g. initiate, facilitate and moderate classroom discussions and experiential learning).
- (c) Conduct assigned classes and prepare course materials (such as syllabi, assignments, and supplemental material, ensuring compliance with department, college and university guidelines).
- (d) Use contemporary teaching methods, grading, and evaluation techniques.
- (e) Compose, administer, and grade assignments, examinations, and other assessment measures.
- (f) Provide syllabi consistent with department and university policy.
- (g) Engage in advising activities based on current programmatic procedures.
- (h) Maintain regularly scheduled office hours in order to advise and assist students.

ii. Teaching excellence

Quality teaching is encouraged and expected. Examples of efforts toward teaching excellence for instructional academic staff and ongoing teaching improvement include the following:

iii. The instructor:

- (i) Developed a philosophy statement.
- (j) Pursue professional development related to teaching (e.g. participation in teaching development workshops, application of innovative classroom assessment techniques).
- (k) Maintain professional licensures and certifications based on accreditation requirements.

iv. Information on teaching methods and effectiveness

- (l) Develop pedagogical innovations (e.g. international issues, computer applications, ethical analysis, new classroom techniques, evidence of effective use of technology in teaching, case studies or sample work by students annotated by instructor to illustrate a learning outcome, etc.).
- (m) Develop new teaching material (e.g. cases, videotapes, audiotapes, course modules, instructor manuals, test banks, simulations, Canvas, library guides and reading resources, etc.)
- (n) Develop community contacts (e.g. guest speaker, outside projects, field trips, field projects, service learning, etc.).



- (o) Develop innovations in curriculum (e.g. grants to support improvements, significant course development or pedagogy changes – especially in response to in-class assessments of student learning, on-line courses; new or revised emphasis, minors, majors, certificates, faculty led international experiences for credit, etc.).
  - v. Evaluation of instruction
 

Suggested methods of obtaining student evaluation of instruction are:

    - (p) Taking direct measures of student learning (e.g., pre/post-tests, selected exam component, writing examples coded for specific course objectives, national certification scores, graded service learning, etc.),
    - (q) Taking indirect measures of student learning (e.g. focus groups, exit interviews; percent time in active learning; assessment techniques such as one minute papers, learning logs, concept maps, conceptual drafts; community service hours)
  - vi. Peer evaluation of teaching effectiveness
    - (r) Classroom instruction will be observed by peers and/or external experts.
    - (s) Nomination for and/or receiving teaching awards.
- b) Service
  - i. Service can be generally defined as assistance or benefits afforded by another.
  - ii. All IAS are required to provide service to the university, and/or to external communities, and/or to one's profession.
  - iii. Service within these three areas supports the advancement of learning, the enrichment of campus culture, and the development of one's discipline.
  - iv. Service provides opportunities to develop interdisciplinary collaboration, identify links in knowledge across disciplines, and facilitate the implementation of community partnerships and interdisciplinary education.
  - v. Service is considered an important part of an IAS member's role.
- c) Scholarship - There is no expectation of IAS to engage in scholarly activities, unless the nature of their position requires it and it is included as part of the position description.
- C. Non-Instructional academic staff responsibilities (not applicable in the Department of Public Health and Community Health Education).
- D. Student evaluation of instruction
 

Note: Replace the following with Learning Environment Survey (LENS) from the Faculty Senate:

The department will follow the UWL SEI policy and procedure available on the Faculty Senate webpage:

1. Ranked faculty & SEIs.
    - a) Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of (1) the single motivation item and (2) the composite SEI consisting of the five (5) common questions.
    - b) These numbers will be reported using the Teaching Assignment Information (TAI) form.
    - c) The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported.
    - d) Finally, the department will add the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).
  2. IAS renewal and career progression. The same information applies to IAS as reported above for ranked faculty, however, no TAIs are generated for IAS.
- E. Summer session priority for teaching assignments and preceptee supervision
1. Summer or winter session teaching and preceptorship supervision is a privilege, not a right.
  2. Supervision of preceptees and the teaching of a class is assigned independently (i.e., so long as the staff member teaching a summer or winter intersession class does not exceed the maximal allowable summer salary, they have the same access to intern supervision as staff without a summer course).
  3. Priorities for summer and winter intersession teaching.
    - a) The department chair, in collaboration with program directors, will determine the summer and intersession courses most needed by the students in the department.
    - b) If more than one faculty member wants to teach a particular summer or winter intersession course, courses will be assigned according to the following:
      - i. Priority 1 - faculty or staff member who regularly teaches course during fall and/or spring semester.
      - ii. Priority 2 - if two or more faculty or staff who regularly teach the course want to offer the course (and neither has a history of teaching the course during any of the five previous summers), the faculty or staff members will take turns – with the first individual to be chosen randomly.

- iii. Priority 3 - if no permanent staff member wants to offer the course, but the department needs the course offered, the course may be offered to the adjunct pool.
- F. Summer preceptorship advisors
 

Summer preceptorship advisors must first meet the following criteria to be considered:

  - 1. Public health preceptees are supervised by qualified faculty or academic staff.
  - 2. All advisors for public health students must have current advisees in the undergraduate program and have supervised preceptees in the prior fall and/or spring semester(s).
  - 3. Advisement of public health students by non-public health faculty and academic staff will be subject to a qualification review by the public health preceptorship coordinator and the PHCHE department chair.
  - 4. Preceptorship distribution process - preceptorship assignments will be distributed according to the following
    - a) Priority 1 - full time faculty and IAS will have the first opportunity to advise. (faculty are not required to serve in the summer)
    - b) Priority 2 - the preceptorship coordinator will receive additional preceptees.
    - c) Priority 3 - full time faculty and IAS who wish to advise preceptees will receive the same number of preceptees unless the total number is not equally divisible. If the number of preceptees is not equally divisible, the faculty or IAS member with the greatest number of years serving as a preceptorship advisor will receive the additional preceptees, unless that will move them beyond their maximum salary. Any potential advisor may elect to take less than their full available load.
    - d) Priority 4 - if there is an insufficient number of qualified full-time faculty and academic staff to advise preceptorships, qualified adjunct faculty may be hired to supervise preceptees.
- G. Faculty and staff reassigned time for scholarship or teaching development
 

In order to promote scholarship (as defined in **Section XXX**) and teaching excellence in the Department of Public Health and Community Health Education, reassigned time (typically equivalent to one three (3) credit class) may be awarded on a competitive basis. All full-time tenure-track faculty & IAS in the department are eligible to apply. Reassign time will only be available if all academic programmatic needs are being fulfilled. Criteria for selecting the recipient will be based on the following:

  - 1. Selection criteria
 

The selection committee will rank all applications, basing its decision on:

    - a) Overall quality of the application (i.e., S.M.A.R.T. goals and objectives and organizational skills)
    - b) Contribution to the profession.

- c) The anticipated result of the reassigned time (e.g., grant, book manuscript, journal manuscript, new teaching method, curricular development).
  - d) The extent to which the reassigned time directly benefits the faculty or staff person's scholarship and/or teaching.
  - e) The benefit to the department and/or program.
- 2. A faculty or staff person may receive only one reassign time for scholarship or teaching development in any three (3) year period. However, if no other individuals apply, that limit may be waived. Preference for tenure tracks and promotion candidates should be given consideration.
- 3. Upon request, the selection committee shall submit in writing to each applicant the reason(s) that their application was not chosen.
- 4. Application process
 

Each person will complete the reassigned time application (see below for application guidelines). The due date is February 15 for the following fall semester and September 15 for the following spring semester. Decisions will be rendered by March 15 for fall semester and October 15 for spring semester and will be based solely on the written proposal.
- 5. Selection Committee
  - a) The selection committee is an ad-hoc committee and will be convened by the department chair when a reassigned time is available.
  - b) The committee will be comprised of full-time faculty and IAS members of the department with a minimum of three members required.
  - c) The **program director** shall be the selection committee chair. In the event they are applying for a reassigned time, the person with the most years of service in the department, not applying for the reassign time, will serve as chair.
  - d) The selection committee shall evaluate submitted applications and make the selection with a simple majority vote. In the event any committee member has applied, they may not remain on the selection committee for that semester.
- 6. Application guidelines
 

The format of the reassign time proposal is described below. The proposal must be electronically submitted to the department chair and then distributed to the ad hoc committee, with the following information:

  - a) Applicant name
  - b) Project title
  - c) Synopsis of project (approximately 300-500 words)
- 7. Progress reporting

- a) Any person who receives reassigned time must submit a one (1) page progress report as part of their annual review for that year.
- b) The report must address how they are/have met the initial selection criteria listed above in item G.1. sections (b) through section (e).

## **V. Merit Evaluation (Annual Review)**

- A. The results of merit reviews for all PHCHE ranked faculty and IAS (1.0 FTE, permanent positions) who have completed at least one academic year at UWL are submitted by the PHCHE department chair to the CSH Dean's Office on or before October 1st. Merit reviews reflect activities during the prior academic year from June 1 and ending May 31.
- B. Adopted by the Faculty Senate, 4/7/17. "Distribution of merit compensation shall be determined by the individual departments or functional equivalents according to their bylaws and/or other departmental rules and regulations. Each department shall specify its procedures for appeals of merit decisions with a time limit set prior to the date the department reports evaluations to the dean."
- C. All PHCHE faculty and IAS have a June 1st deadline for entering teaching, scholarship, and service activities into the electronic portfolios system (Digital Measures) on activities from the prior year June 1st – May 31st.
- D. Merit categories
  - 1. Each candidate completing the merit procedures will be considered for one of two categories: 'meets expectations' or 'does not meet expectation'. A simple majority vote by the PTRM Committee is required for merit designation. The criteria for each category are outlined below.
    - a) For ranked faculty, the following categories should be considered: teaching, research, and service.
    - b) For 100% IAS faculty, teaching and service should be considered depending on the terms of their contract on file with human resources.
  - 2. Category criteria
    - a) Merit ["Meets Expectations"] (Tier I) - any ranked faculty and IAS member who meets the expectations of their contract/job description for the previous academic year is automatically considered meritorious. (i.e., no categories can be evaluated as merit deficient in order to fall in this category).
    - b) Merit Deficient ["Does Not Meet Expectations"] (Tier II) - any ranked faculty and IAS member who does not meet the expectations of their contract/job description for the previous academic year in at least one category is considered merit deficient. It is the candidate's responsibility to provide evidence of meeting expectations.
- E. Evaluation processes and criteria for faculty

1. A merit evaluation process should recognize and reward the hardworking, productive members of the department. The “higher merit categories” should be used to recognize outstanding professional accomplishments and significant contributions to the department, university and the public health profession.
  2. In this section, faculty member refers to ranked (tenured or tenure-track) department members.
- F. Procedure for determining faculty merit pay increases.
1. Merit pay increases are based on the performance of faculty members in three aspects of their work responsibilities: 1) teaching, 2) scholarly activity, and 3) service.
  2. The procedures for ascertaining and evaluating meritorious work each year involve student evaluation of instruction and self-reporting other activities, including review and analysis of this information by the PHCHE department’s PTRM review committee.
- G. Merit review committee and collection of merit information.
1. At the beginning of each academic year, the department will create a PTRM review committee.
  2. The committee will consist of three (3) faculty members, at least two (2) tenured.
  3. Tenured faculty will serve a three (3) year term. Non-tenured faculty will serve a two (2) year term.
  4. The returning tenured faculty member will chair the committee in their second year of service.
  5. By June 7, of each academic year, Each faculty member will review their Digital Measures portfolio to ensure all activities have been reported.
  6. In late summer or early fall of each academic year, the PTRM review committee will review the completed Digital Measures Activity Reports to ensure that similar activities reported by various faculty members are awarded equal merit, and to ensure the appropriate documentation is provided when necessary.
  7. Faculty members who do not submit activities to Digital Measures will be treated as not meeting expectations.
  8. Faculty members on sabbatical leave for two semesters will be placed in the merit category ‘on sabbatical’. In the event merit pay is to be assigned in the same year an individual is on sabbatical for the full year, then the faculty member will automatically be assigned the rank they achieved the previous year.
- H. IAS in permanent budgeted instructional lines (if included in the merit processes, otherwise see section VI)
1. IAS in the Department of Public Health and Community Health Education holding a 100 percent appointment in the PHCHE department, will use the same merit-review process as faculty members in the department.

2. The criteria for merit recommendations for IAS shall be relevant to their expectations for career progression.
  - a) The recommendations shall be based on the candidate's annual report.
  - b) Each candidate will be ranked in one of the following categories - Merit ["Meets Expectations"] (Tier I) or Merit Deficient ["Does Not Meet Expectations"] (Tier II).
3. Instructional academic staff who are in permanent budget lines (aka 'redbooked' -- 102 or 131) will automatically be eligible for pay plan increases.
  - a) To receive pay- plan increases they must have been deemed meritorious (or higher) by the department.
  - b) The departmental bylaws must articulate the procedure and process for merit reviews associated with IAS (who are in permanent budget lines).
  - c) The process may, but need not, mirror nor be incorporated into faculty merit review procedures but the process must be clear.
- I. Non-instructional academic staff (if included in merit processes, otherwise see VI) Not applicable.
- J. Department chair
  1. The department chair will be reviewed for merit using the same process as other faculty members in the department.
  2. Department chairs will be formally reviewed annually.
  3. The review should involve feedback from the membership of the department and from the CSH Dean.
  4. The format and timing of the review will be up to the dean.
  5. The review need not be associated with merit, however, the department should indicate how non-instructional assignments are reviewed.
- K. Distribution of merit funds
  1. The recommendations for merit pay for faculty with appointments in the Department of Public Health and Community Health Education will be made by the PTRM committee and will exclude the person under consideration.
  2. The recommendation from the PTRM committee will be presented to the department chair.
  3. Merit is calculated by: merit pool dollars divided by the number of individuals with merit equals dollars per person.
  4. The university administration's information and instructions on merit pay will be distributed by the department chair when that information becomes available.
  5. The pool of merit funds for Academic Staff is separate from the faculty pool. (Cf. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08; and UWL Employee Handbook) See information regarding performance management from UWL HR: <https://www.uwlax.edu/human-resources/services/employee-relations/performance-management/>

L. Appeal procedures

1. All PHCHE department members may request a reconsideration of their merit category designation. This request must be made in writing to the department chair within one week of the distribution of merit category designation by the PTRM review committee and department chair.
2. If an individual would like clarification on their merit decision, they are to contact the following people:
  - a) For an explanation of the merit process, contact either the PTRM committee chair or the department chair.
  - b) For an explanation of the actual merit results, contact the department chair.
  - c) If an individual wishes to pursue a formal appeal, the following procedures should be followed:
    - i. Submit the appeal rationale, including evidence, in writing to the department chair within one week of receiving the merit decision.
    - ii. Meet with the PTRM committee within 10 calendar days of the notification of the appeal.
    - iii. If no satisfactory resolution is achieved, the appellant may meet with the SAH dean within 30 calendar days of the merit committee appeal review.

M. Merit policy review

1. This merit policy should be reviewed every five years or when merit policy changes are made by UWS or UWL. This review should be initiated by the PTRM committee.
2. Any changes made must be presented and approved by the department by the last department meeting of the academic year in preparation for the next evaluation period.

**VI. Faculty Personnel Review**

- A. The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 - 3.08): <https://kb.uwlax.edu/104534>
- B. Tenure/retention decisions will be guided by the criteria established in the bylaws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined herein under 'Faculty Personnel Review' in these bylaws should be applied to faculty with a contract date after August, 2022.
- C. The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the human resources website.
- D. It is the intent of the members of the Department of Public Health and Community Health Education to facilitate the professional development of non-tenured faculty members during their probationary period, while at the same time maintaining the highest possible standards of excellence in teaching, scholarly activity, and service.



- E. Departmental policy for reviewing the performance of probationary faculty members emphasizes:
  - 1. Collaboration and open communication between non-tenured faculty members and the department's PTRM committee or designated representatives
  - 2. A constructive and formative process of setting goals, obtaining and utilizing evidence of performance, and identifying strengths and areas needing improvement
  - 3. Adequate record keeping benefiting all parties.
- F. Faculty mentoring
  - 1. During the first academic year of employment in the department, each probationary faculty member in consultation with the PTRM committee and other colleagues are encouraged to select a mentor within the department. Each probationary faculty member is also encouraged to obtain a mentor from among faculty members outside the department.
  - 2. The department chair will assist in the process of identifying possible mentors if so desired. Mentors are to serve as accurate sources of information and perspective on policies and practices in the department and university, but are not to be held responsible for the performance of the probationary faculty member(s) with whom they have a mentoring relationship.
- G. Retention (procedures, criteria, appeal)  
Note: departmental criteria for retention may differ from university criteria for promotion, although the criteria are complimentary.
  - 1. Procedure
    - a) Tenure-track faculty under review will provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to the date of review. Hyperlinked syllabi are required, and the candidate may choose to provide additional evidence such as publications. Additional materials may be required for departmental review and will be indicated in these bylaws.
    - b) The department will provide the following materials to the SAH dean.
      - i. Department letter of recommendation with the vote by the PTRM committee.
      - ii. Teaching assignment information (TAI) data sheet which summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison Learning Environment Survey (LENS) data.
      - iii. Merit evaluation data (if available).
      - iv. The candidate's electronic portfolio.
    - c) The initial review of probationary faculty shall be conducted by the department PTRM committee in the manner outlined below.

- i. First year faculty review. All first-year tenure-track faculty will be reviewed in the spring of their first year. This is a non-contract review. A departmental letter will be filed with the SAH dean and human resources.
- ii. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.
- iii. For these reviews, the candidate will provide by email one electronic "Retention Report–Individual" (in a pdf format) to the department chair no later than one (1) week prior to the PTRM committee meeting.
- iv. The retention report of the candidate's activities will be generated from the electronic portfolio system and will represent activities since the date-of-hire at UWL as a tenure-track faculty member.
- v. The retention report should include hyperlinks to associated evidence such as:
  - (a) Evidence of teaching development activities (e.g., syllabi with learning objectives stated, course assessments, peer evaluations).
  - (b) Evidence of scholarship (e.g., copies of presentations, publications, creative activities).
  - (c) Evidence of service (e.g., letters or projects associated with department, college, university, and/or professional service).
  - (d) A retention narrative that describes the faculty member's teaching, scholarship, and service, modeled after the narrative required for promotion. A copy of their vita will be uploaded as an attachment in the electronic portfolio system and available for review with the report.
  - (e) Within seven (7) working days after the PTRM review meeting, the faculty member will be notified in writing of the results of the meeting. A written report of the results of the review shall be given to the faculty member at least two (2) working days before the results are forwarded to the SAH dean. Results shall be reported for each of the review areas.
- vi. Contract reviews (retention/tenure)
 

Subsequent to the call of the vice chancellor, the department (department chair and PTRM committee) shall establish a review date and inform all probationary faculty with at least 20 calendar days' notice to prepare a set of materials describing performance in the areas of teaching, scholarly and research activity (see department statement on scholarly activity), department, university, community, and professional service. The date, time, and place of the above meeting shall be conducted in compliance with the Wisconsin Open Meeting Law. The probationary faculty persons shall have the

- opportunity to make a written and/or oral presentation at the meeting.
- (f) The candidate will provide by email to the department chair two (2) electronic 'retention reports' (in a pdf format) no later than one week prior to the PTRM committee meeting.
  - (g) The 'retention report' of the candidate's activities generated from the electronic portfolio system and representing activities since the date-of-hire at UWL as a tenure-track faculty member should include hyperlinks to associated evidence.
    - (i) Evidence of teaching development activities (e.g., syllabi with learning objectives stated, course assessments, peer evaluations)
    - (ii) Evidence of scholarship (e.g., copies of presentations, publications, creative activities)
    - (iii) Evidence of service (e.g., letters or projects associated with department, college, university, and/or professional service)
    - (iv) A retention narrative that describes the faculty member's teaching, scholarship, and service, modeled after the narrative required for promotion.
    - (v) An "annual report" of the candidate's activities (generated from the electronic portfolio system representing activities since date-of-last review).
    - (vi) A copy of their vita uploaded as an attachment in the electronic portfolio system.
  - (h) The department chair will provide merit and LENS summary information.
  - (i) Prior to the beginning of the review of the candidate(s), the meeting will go into closed session according to Wisconsin Statutes Section 19.85. During the review meeting, the chair shall entertain a motion regarding the retention of the candidate(s). Passage of a motion to retain a candidate(s) (and, if appropriate, to recommend tenure) shall require a majority vote of the PTRM committee.
  - (j) The department recommendation and decision (actual vote (PTRM Committee) shall be reported in writing with supporting documentation to the SAH dean. The candidate must be notified of the results of the review within seven (7) working days. According to UWS 3.07, a person denied renewal may request written reasons for the non-renewal. A written report of the results of the review shall be given to the faculty member at least two (2) working days before the results are forwarded to the dean. Results shall be reported for each of the review areas.

(i) Criteria

- (a) The retention review meeting shall be conducted in compliance with the open meetings law of the State of Wisconsin. The probationary faculty member shall be given ample opportunity to make a written and/or oral presentation at the meeting in support of his/her record of achievement. For a retention meeting to take place, attendance by 2/3 of the PTRM committee members constitutes a quorum. The department decision shall be reported in writing to the probationary faculty member and to the dean of the College of Science and Health within seven (7) working days. Retention requires a 2/3 majority vote by the PTRM committee members.
- (b) The retention review materials prepared for department faculty by each probationary faculty member shall include: a record of the LENS for each course taught; a record of scholarship and evidence of a scholarship program; and a record of professional, public/community and University service, using as a guide the department's criteria for teaching, scholarship, and service.

(ii) Teaching.

- (a) For retention, candidates will need to demonstrate strong evidence of quality teaching, professional development as a teacher, and professional competence as a teacher.
- (b) Teaching is evaluated through peer reviews by tenured faculty, LENS scores, and curriculum contributions. Faculty are expected to maintain expertise to effectively perform their teaching assignments. Probationary faculty are required to provide LENS for each of their courses each semester. Basic expectations for acceptable performance are:
  - 1. Semester LENS fractional medians at \_\_\_\_ or higher. The Faculty Senate LENS tool must be used.
  - 2. Favorable/positive course lesson peer reviews and/or demonstration of correction of identified deficiencies noted in course lesson peer reviews.
  - 3. Demonstration of positive rapport and interactivity with students.

4. A report from the candidate which addresses teaching assignment, teaching development, teaching evaluation, and professional goals for teaching.
5. The narrative statement may include an explanation of the relationship between the instructor's grading standards and the grade distributions evident in the TAI and may reference specific teaching evidence which supports the explanation.
6. Teaching assignment encompasses a listing of courses taught, unique expertise, approach to grading and evaluation, and duties that are different from classroom teaching.
7. Teaching development encompasses the development of new courses and units, innovations and improvements in teaching techniques, participation in workshops on teaching, and preparation of curriculum materials.
8. Teaching evaluation encompasses a narrative outlining the methods used to evaluate teaching, in addition to written evaluation by peers, and LENS information.

(iii) Peer Review of Teaching

- (a) Probationary tenure-track faculty are required to undergo the review process of 'peer classroom evaluation of instruction' each year from members of the PTRM committee.
- (b) The peer classroom evaluation(s) will become part of the probationary faculty's department file and will be consulted, as appropriate, for retention and promotion considerations.
  1. The PTRM reviewer shall schedule a meeting with the Reviewee prior to the class so that the goals of the class within the curriculum can be explained.
  2. The reviewer should schedule the review to take place at a time when teaching effectiveness can be most appropriately observed and evaluated. The reviewer should observe a class for the entire class period.

3. The reviewer prepares a written evaluation (see **Appendix X** for an example of the teaching review format).
4. The reviewer and reviewee meet to share and discuss the evaluation.
5. The reviewer submits the written evaluation in electronic format to the department chair and to the Reviewee.

(iv) Scholarship

- (a) Scholarly activity in the department is generally defined by three (3) criteria.
- (b) Scholarship represents a novel contribution to the discipline.
- (c) Scholarship involves systematic observations, collection of data and subsequent analysis of these observations
- (d) Scholarship generates a product that is disseminated via publication or presentation in a professional forum following a peer-reviewed process that is prescribed by the forum.
- (e) Research grants and other activities that directly support research endeavors are also considered scholarship. **See **Appendix A** for Scholarship Statement.**

(v) Service.

- (a) Faculty members of the department are required to provide service to the department, college, and university through participation in routine committee work and attending program and department meetings.
- (b) Faculty are expected to participate in professional and/or community service to include, but not limited to, professional societies, community groups and organizations, schools, and healthcare facilities.
- (c) Within three (3) years, all probationary faculty are expected to provide service and advising duties for the Department of Public Health and Community Health Education, provide college and/or university service and be engaged in professional service at the state, regional, and/or national level before the tenure review.
- (d) Basic expectations for acceptable performance include, but are not limited to

1. Provide academic advising to assigned students.
2. Serve on a minimum of one department standing committee per year.
3. Assist in ad hoc service (e.g., search and screen committees) when asked.

#### H. Tenure review and departmental tenure criteria

1. The basic rules regarding retention and tenure are described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 - 3.08).
2. The granting of academic tenure represents a long-term commitment of institutional resources, which requires proof of excellence in past performance and a forecast that an individual faculty member's intellectual vitality and future contributions will continue to be of high quality for many years to come.
3. Non-tenured instructors should not expect an award of tenure solely on the fact that their contracts have been consistently renewed; however, the procedures for making tenure decisions and recommendations for probationary faculty parallel procedures for retention and are based on the body of work evidenced during the individual's time in rank. Tenure will be granted with a 2/3 majority vote by the tenured members of the PTRM committee. In cases where there are fewer than three (3) tenured faculty members, the department chair and tenured faculty shall work with the dean to establish an appropriate committee.
4. Criteria
  - a) The accumulated **LENS** scores, lesson reviews using a standard peer assessment form (to be attached as an Appendix), curriculum contributions, and appropriate professional development activities are reviewed by the departmental **PTR** committee. Semester **LENS** composite fractional medians will be considered in the evaluation of the instruction. The Faculty Senate **LENS** tool must be used.
  - b) Positive lesson review commentary by faculty peers during probationary period is achieved. Refer to section **XX** under "Retention Criteria."
  - c) Documented issues consistently raised by students that have been addressed in previous review meetings will need to have been satisfactorily addressed.
  - d) The contributions by the candidate to the curriculum (e.g., new courses, course revisions, development of new clinical experiences) are in accordance with department needs.
  - e) Appropriate engagement in professional development (e.g., maintaining/acquiring necessary certifications, learning appropriate technology, learning new knowledge/skills of the field) is considered acceptable.
5. Procedure

- a) A tenure review meeting shall take place at the end of the statutory probationary period, or a shorter period designated due to prior credited service with the PTRM Committee. The tenure meeting will follow the rules of Wisconsin's Open Meeting law and shall take place in accordance with the rules for retention of probationary faculty. Notice of the tenure meeting shall be given at least twelve (12) months prior to the end of the probationary period or otherwise, in accordance with the UW System's rules and procedures.
- b) The faculty member seeking tenure shall provide an electronic portfolio of materials to the PTRM review committee documenting accomplishments in teaching, scholarship, and service. The review process is similar to other retention reviews, however the individual's whole body of work from the time of hire will be evaluated to determine if the person should be awarded tenure. The faculty member seeking tenure may, at the tenure meeting, provide further written materials and an oral presentation in support of his/her request. The criteria used for tenure are as follows:
  - vii. Teaching
  - viii. Scholarship
    - The accumulated scholarship products will be reviewed by the PTRM committee to determine if sufficient scholarship has been accomplished since the date of hire at UWL.
  - ix. Service
    - (a) The accumulated service will be reviewed by the tenured faculty to determine if sufficient service has been accomplished since the date of hire at UWL. The basic criteria to evaluate the activities are as follows:
      - (i) Probationary faculty are expected to provide competent academic advising to assigned students.
      - (ii) Probationary faculty are expected to contribute to at least one department standing committee per year.
      - (iii) Probationary faculty are expected to contribute to department ad hoc needs when requested.
      - (iv) Probationary faculty are expected to be a contributing member to their assigned program area (e.g. curriculum review/development, admissions process, program assessment, self-studies, policy and procedure development, and appeals process).
      - (v) Probationary faculty are expected to have served on a college and/or university committee (e.g., Senate standing committees and others) and provide some service to a professional society/association.
      - (vi) Probationary faculty are expected to attend one graduation per year.



- (b) The chairperson shall provide a letter recommending tenure with attached documentation to the appropriate administrative authority based on a final vote of the department PTRM committee. Tenure requires a 2/3 majority vote by the PTRM committee members. The faculty member will be notified of the tenure decision within seven (7) working days of the vote.
- (c) Should tenure be denied, the faculty member shall have the right to appeal denial following the rules and procedures established in section B, "Non-renewal of Probationary Faculty."
- (d) Junior faculty should pay close attention to retention letters as guides for promotion and tenure recommendation from the department.

#### 6. Appeal

Anyone wishing to appeal a department retention or tenure decision is required to submit a written petition to the chairperson of the PHCHE department carefully detailing the basis on which this appeal is being made. This appeal must be filed with the PHCHE department chairperson within two (2) weeks of the notification of the contested retention/ tenure decision. The department PTRM committee will then hold a special closed session hearing to review all evidence pertinent to this petition in the presence of the appellant. After hearing the facts, the department will dismiss the appellant from the hearing room chambers and will render its final decision on the appeal. (cf. Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08; and UWL Employee Handbook)

#### I. Post-tenure review

The Department of Public Health and Community Health Education follows the UWL/UW System post tenure review policy and procedure outlined on the human resources website: <https://www.uwlax.edu/human-resources/post-tenure-review-policy/>.

1. The five (5) year review represents a compilation of a faculty member's record of effort and achievement in teaching, scholarship and service over a five (5) year period following tenure, last promotion, or last five (5) year review. The department chairperson will maintain a review cycle on file with the dean. The five (5) year review will be completed as part of the merit determination process (or as soon thereafter as possible).
2. Tenured faculty members who have received one or more merit evaluation(s) of less than 'meritorious' shall be required to initiate a formative evaluation (see below).
  - a) Formative evaluation requires submission of a self-assessment narrative of his/her last five (5) years in teaching, scholarship, and service, in addition to merit evaluation forms (for the last five (5) years). The review document may be represented by self-assessment over the preceding five (5) years, peer review, or it may entail a portfolio with a resume and accompanying documentation.

- b) Formative evaluation review shall be conducted by the PTRM committee and provided to the department chair. The formative evaluation report is confidential and shall not be kept as a departmental record. The results of the five (5) year review of tenured faculty members will be sent to the dean.
- 3. The department will use the following criteria in post-tenure review
  - a) Scholarship. The department expects each faculty member to engage in scholarly activities that: (in decreasing order of importance)
    - i. Maintains the quality of the faculty member's teaching activities.
    - ii. The faculty member keeps up with the fields of study represented by his/her teaching assignments.
    - iii. Keeps up with knowledge of what constitutes effective teaching in the discipline.
    - iv. Develops new areas of knowledge germane to his/her discipline and that may be reflected in new teaching assignments.
    - v. Leads to professional presentations and publications.

Performance in this area may be deemed "does not meet expectations" if none of the above (or similar) activities occur at a satisfactory level, unless circumstances have led to an agreement between the department and the faculty member that scholarly activities be reduced (e.g., a faculty member having significant service responsibilities or an unusual teaching load).
  - b) Service. The department expects faculty to volunteer for and serve on committees that contribute to the success of the department and university in fulfilling their missions. The department expects faculty to:
    - i. Regularly attend and participate as an active member in department and committee meetings.
    - ii. Attend at least one UWL graduation ceremony per year.
    - iii. Keep up with current curriculum requirements and participate in advising students.
    - iv. Maintain professional affiliations outside the university.

Performance in this area may be deemed "does not meet expectations" if none of the above (or similar) activities occur at a satisfactory level, unless circumstances have led to an agreement between the department and the faculty member that service activities be reduced (e.g., a faculty member holding a significant research grant or an unusual teaching load).
  - c) Teaching. The department expects each faculty member to teach courses in his/her areas of expertise (or to engage in activities deemed teaching); the expected teaching load is the equivalent of 12 semester-hours. Under special circumstances, faculty may be granted a reduced load (e.g., a faculty member holding a significant research grant or unusual service responsibilities). Faculty shall:

- i. Develop an acceptable syllabus including appropriate readings and other activities for each course.
- ii. Develop acceptable and fair methods of evaluation for each course.
- iii. Meet with their students as scheduled for classes or make provisions for acceptable alternative activities.
- iv. Hold office hours.

Performance in this area may be deemed “does not meet expectations” if none of the above (or similar) activities occur at a satisfactory level, unless circumstances have led to an agreement between the department and the faculty member that teaching activities be reduced (e.g., a faculty member holding a significant research grant or additional service responsibilities).

J. Promotion procedures

The department will follow the guidelines and schedules regarding faculty promotion available at <https://kb.uwlax.edu/104325> For promotion to Associate Professor, there should be clear evidence that the candidate’s work is consistent with tenure criteria and they have created an academic reputation of at least regional magnitude. For promotion to Full Professor, there should be documented evidence that the candidate brings positive external recognition to the department as a regional/national leader in PHCHE. The basic process used for promotion consideration are as follows:

1. Procedures

- a) Subsequent to the chair receiving notification from the vice chancellor and/or human resources of a candidate's eligibility for promotion in rank, candidates will be informed in writing by the chair of their eligibility at least 20 calendar days prior to the scheduled and publicized promotion review meeting. The date and time for the promotion review meeting will be set by the department chair and the PTRM committee with enough time allocated to go through the review process and any potential appeals prior to the deadline for submitting materials to the dean.
- b) The department chair will notify in writing faculty members eligible for promotion and establish a date for the department promotion consideration meeting. Faculty who are eligible and wish to be considered for promotion must submit a completed Faculty Promotion Evaluation Report as outlined by the Joint Promotion Committee using the electronic portfolio process.
- c) The report is submitted to the department chair at least seven (7) calendar days prior to the scheduled date of the departmental promotion consideration meeting held by the PTRM committee.
- d) Candidates wishing to decline promotion consideration shall inform the chairperson prior to the date of promotion consideration.

- e) After having a discussion of a candidate's performance with respect to the criteria specified in section two below, votes will be cast by signed paper ballots on a separate motion to promote each candidate.
- v. Voting eligibility in all promotion considerations shall be restricted to faculty of the same or higher academic rank as the promotion rank in which the candidate is seeking. Specifically, this means all Associate and Full Professors are eligible to vote for faculty seeking promotion to Associate Professor and only Full Professors are eligible to vote on promotion recommendations to Full Professor.
- vi. At least a two-thirds majority of eligible voting members present is necessary for a positive promotion recommendation. The results of the vote will be recorded and entered in the appropriate portion of the Faculty Promotion Evaluation Report form.
- f) The PTRM committee will consist of a minimum of three members. In the event that there are not at least three department members at or above the rank the candidate is seeking, the department chair shall meet with the candidate to select outside members. If there is not a mutual agreement regarding the additional member(s), the dean shall be consulted and have the final selection of the outside member(s). The faculty of the appropriate rank shall be from other UWL departments to ensure that at least three members are at the same or higher academic rank as the promotion rank sought by the candidate.
- g) The department chair will make the promotion materials and the candidate's student evaluation information available for review in the department PTRM Canvas Page at least seven (7) calendar days in advance of the departmental promotion consideration meeting held by the PTRM committee. The promotion candidate may submit additional written materials or make an oral presentation at the departmental promotion consideration meeting prior to the start of the promotion deliberations.
- h) The promotion consideration meeting shall be held in accordance with the Wisconsin Open Meetings Law.
- i) Within two calendar days of the promotion consideration meeting, the department chair will orally notify each candidate of the department's recommendation.
- j) For positive recommendations, the members of the promotion committee who have volunteered to write the Faculty Promotion Evaluation Report will do so within seven (7) calendar days as required.
  - i. A draft of the letter will be sent to all voting members of the promotion committee for review. The results of the vote will be recorded and entered in the appropriate portion of the Faculty Promotion Evaluation Report.

- ii. The department chair may also include a separate letter to provide further clarification of candidate materials if they wish to do so. If approved by the PTRM committee, the department chair will transmit the vote and the letter from the promotion committee to the dean following the most current JPC guidelines. A copy of the promotion letter(s) will be provided to the candidate at least one (1) day prior to the submission of the promotion file to the dean.
- iii. JPC requires that a faculty member who has had reassigned time to fulfill a position outside the expectations of a standard faculty member (e.g. department chair, director of a center or program, etc.) must provide two related documents in their promotion report:
  - (a) One or more letters from their supervisor(s) (e.g. department chair, dean, etc.) which outlines their job description with respect to each reassigned time appointment.
  - (b) Documentation that illustrates their level of success in the role fulfilled by the appointment, such as performance reviews or other data that show how the aims of the appointment are being met. The candidate is responsible for uploading these documents in their promotion report.

## 2. Criteria

- a) To be considered for promotion to a higher rank, faculty must meet the minimum university criteria for that rank as stated in the UWL staff handbook.
- b) For the rank of Associate Professor, a candidate must provide evidence of teaching excellence, establishment of a program of scholarship, and a record of service. Evidence of teaching excellence, scholarship, and service will be consistent with the department's definitions of scholarship (see Appendix X), service (see Appendix X), and teaching (see Appendix X).
- c) Evidence of teaching excellence will include the results of self, peer, and student **Learning Environment Survey scores (LENS)**. **Teaching, Service and** Scholarship will be consistent with the department's definition of scholarly activity as stated above under criteria for tenure.
- d) To be promoted to Professor, a faculty member must be well respected within the department for excellence in teaching and as someone who has taken a leadership role in enhancing the curriculum in the department. The faculty member must have a continuing scholarly program. The faculty member must provide strong leadership in department service and must be well respected at the school or college level for university and professional service. Evidence of teaching excellence, scholarship, and service will be

consistent with the department's definitions of scholarship (see Appendix X), service (see Appendix X), and teaching (see Appendix X).

3. Reconsideration
  - a) After receiving the chair's notification, the promotion candidate will have 14 days to request reconsideration by the PTRM committee.
  - b) Within two weeks of receiving the written reasons, a candidate may request, by writing to the department chair, reconsideration by the department. The chair, in consultation with the candidate requesting reconsideration, will schedule a reconsideration meeting within 30 days of the request with the Appeals Committee.
  - c) Written notice of the reconsideration meeting will be forwarded to the dean within seven (7) calendar days of the reconsideration meeting.
- K. Review of Faculty and IAS who are School of Education faculty  
The School of Education Director will review a School of Education candidate's work as a teacher educator and write a letter that addresses the candidate's professional contributions (teaching, scholarship, and service) and expectations for teacher education, and the candidate's contributions to the larger educational community. This letter will be included as an item in the candidate's portfolio that will be reviewed by the department and included in the materials forwarded to the dean. Candidates should provide their portfolios to the SOE Director no fewer than seven (7) days prior to the departmental review.
- L. Faculty Equity Adjustments Definition  
An equity adjustment is a salary adjustment that results from the need to address unusual salary disparities that cannot be remedied by the annual department distribution of salary adjustment packages. An equity adjustment may be recommended for reasons such as:
  1. To address issues of gender or race equity.
  2. To address inequities due to salary compression or promotion.
  3. To address inequities resulting when individuals acquire advanced degrees.
  4. Equity adjustments should not be made which negate past merit adjustments. Department salary equity adjustment requests shall be presented in writing to the dean of the college. This shall be done at the same time the department makes annual salary adjustment recommendations, unless equity adjustment recommendations are invited at other times by the dean.
  5. A request for a salary equity adjustment may be initiated by:
    - a) The department chair The department chair is the department custodian of current salary data as well as relevant historical salary adjustment information. It is the responsibility of the chair with input from the college dean's office to periodically review salary data. Where evidence of a salary inequity exists, the chair shall make a

request to the dean for an appropriate equity adjustment. Such requests must be in writing and include supporting documentation and rationale.

- b) A faculty member A faculty member may request an equity adjustment on one's own behalf. This request must be presented to the department chair in writing, with documentation and rationale. The chair may add a written recommendation and additional documentation to the request before forwarding the request to the dean. The chair shall provide the requesting faculty member with copies of any added recommendations/documentation.
- c) Notice on action taken on salary equity recommendations will be directed to the department chair and the affected faculty member according to the current university policy on salary equity adjustment.

## **VII. Instructional Academic Staff**

### **A. Annual Review**

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/performance-management/>

1. Academic staff teaching reappointments are made by the department chair.
2. All instructional academic staff (IAS) are required to have an observational classroom teaching visit performed by at least one member of the PTRM Committee every year with a written evaluation of this classroom observation and to be filed with the chair.
  - a) A copy of this evaluation will be given to the instructor being evaluated.
  - b) PTRM members will perform these peer evaluations of teaching of instructional academic staff in alphabetical order beginning with one randomly chosen department faculty member.
  - c) When an IAS member has reached the level of Teaching Professor they may choose to participate in the peer-review of teaching process that is used for tenured faculty rather than having annual in-class teaching observations.
    - i. Annually, during the spring semester, the chair will communicate with each IAS member.
    - ii. Prior to this communication the IAS member will make available his/her Activity Report as generated by the university electronic portfolio system and provide a brief narrative statement relative to progress on the goals identified in the Individual Development Plan (IDP) for that Academic Year (AY) and goals for the upcoming AY (assuming reappointment is intended).

- iii. PTRM committee will have an opportunity to review these materials and express any concerns or recommendations to the chair.
- iv. The annual review will consist of a review of the position description; department/unit goals; employee career goals; supervisor position expectations; the Activity Report generated through the UWL electronic portfolio system; summary of student comments and SEI information; and a brief narrative statement relative to progress on the goals as found on the current year's Individual Development Plan.
- v. A new individual development plan will be developed which will be used to review the outcomes of established employee career goals and position expectations. The IDP will be the guide throughout the year to ensure that employee career goals and supervisor position expectations are met.

**B. Career Progression Procedures**

- 1. Policies and procedures guiding career progression for IAS are available at <https://www.uwlax.edu/globalassets/offices-services/academic-affairs/careerprogguide.pdf>
- 2. The department will adhere to the IAS promotion deadlines as outlined on the IAS promotion webpage.
- 3. The PTRM committee will serve as the IAS promotion committee and will review and vote on the promotion request.
- 4. The IAS member will be notified no less than 20 calendar days in advance of the promotion review meeting and asked to prepare the portfolio for review using the UWL electronic portfolio system.
- 5. At least one week prior to the review the IAS member will provide the portfolio to the department chair.
- 6. All members of the PTRM committee will review the portfolio prior to the meeting.
- 7. The IAS member will be given an opportunity to provide additional oral or written support for the promotion prior to the meeting going into closed session.
- 8. The IAS member will be notified within seven (7) calendar days of the results of the vote.
- 9. The chair will be responsible for writing the letter of support and completing the departmental report that will accompany the candidate's portfolio that is sent to the dean.

**C. IAS Promotion Reconsideration**

The candidate can appeal the decision of the IAS promotion committee by following a process similar to the policy established for reconsideration of promotion for ranked faculty. Specifically:



1. After receiving the chair's notification, the promotion candidate will have 14 calendar days to request reconsideration by the PTRM committee. The chair will then convene the PTRM committee to hear all relevant evidence to support promotion.
  2. The candidate will have an opportunity to provide additional written or oral support relevant to promotion. The PTRM committee will then dismiss the appellant from the hearing room chambers and move into a closed session hearing to review all evidence pertinent to this petition.
  3. The PTRM committee will then render its final decision on the appeal.
- D. Appeal Procedures Re: Annual Review
- The same procedures used for faculty appeals in retention and promotion issues will be utilized for IAS retention and career progression decisions. Each IAS promotion candidate will have the right to appeal the department's reconsideration decision to the department appeals committee. Written notice of the reconsideration decision will be transmitted to the candidate and the dean within seven (7) calendar days.

### **VIII. Non-Instructional Academic Staff Review (if applicable)**

- A. In Accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/performance-management/>
- B. Performance reviews of non-instructional academic staff (NIAS) are due to human resources from the dean's office no later than July 31.
- C. Not-applicable in the Department of Public Health and Community Health Education.

### **IX. Governance**

The department will adhere to the *selection* (Section V) *duties* (Section IV) and *remuneration* (Section VI) of the chair that are delineated in the Faculty Senate Bylaws <https://www.uwlax.edu/globalassets/committees/faculty-senate/20211004-policies-fs.pdf>

- A. Department chair
  1. Election of the department chair
    - a) Eligibility of chair
      - i. Of the rank of associate professor or above;
      - ii. On staff of this university at least three full semesters;
      - iii. Not on terminal contract or temporary appointment;
      - iv. Individuals in 100% administrative positions whose academic affiliation is with the Department of Public Health and Community Health Education are not eligible.
    - b) Eligibility requirements for voting for chairperson - all department members (as determined by department bylaws (e.g., all ranked faculty and full-time IAS who have been on staff for at least three

semesters and on contract during the semester of the vote) are eligible to vote.

2. Method of selection

- a) The dean shall send out nominating ballots to all eligible to vote. Any candidate who consents to serve and receives 60% of the ballots will be elected chair.
- b) If this does not occur, there will be a runoff between the two persons with the most nominations who have consented to run.
- c) The department may elect to have its chair determined by the chancellor's appointment under the following procedures.
  - i. Prior to the distribution of an election ballot, a petition signed by no fewer than 25 percent of the members of a department may be addressed to the dean requesting a department meeting be held to consider the issue of selecting a chairperson by chancellor's appointment.
  - ii. At least one week in advance, the dean shall announce in writing to each department member eligible to vote the time, place, and the purpose of the meeting at which the dean will preside and the issue will be discussed.
  - iii. The dean shall then send ballots to each department member eligible to vote to determine if the chairperson is to be selected by election or by appointment by the chancellor.
  - iv. Each department member receiving a ballot shall mark their preference and return it to the dean who shall tabulate the votes and communicate the results to the vice chancellor and the chancellor.
  - v. If the department majority votes for selecting a chair by chancellor's appointment, the chancellor shall appoint a chairperson for the term of office.
  - vi. If it is deemed necessary, the chancellor may fill the chair from off-campus providing the appointee has credentials appropriate to the department's academic discipline and the appointment conforms to the departmental application of the University's tenure density policy.
  - vii. Unless another petition is received by the dean by the end of the three (3) year term and the department votes again to request the chancellor to appoint a chairperson, the department shall return to the elective system. The names of all chairpersons-elect shall be announced by the chancellor.
  - viii. Elastic Clause  
Nothing in this bylaw shall preclude the chancellor from appointing a chairperson from within or from outside a department when and if the need exists.

3. Term of office for chairperson
  - a) A term of office shall be three (3) years, subject to removal for cause.
  - b) The term shall start June 1 or as designated by the university calendar.
4. Responsibilities and rights of the department chair

The department will adhere to the selection and duties of the chair that are delineated in the Faculty Senate Policies. Additionally, the handbook specifies that the chair will assume a prominent role in creating a professional environment conducive to high morale and productivity in the department. The chair may delegate performance of the duties to committees or members of the department.
5. The chair of the Department of Public Health and Community Health Education is responsible for:
  - a) Registration and scheduling
    - i. Developing semester and summer session class schedules in consultation with the faculty.
    - ii. Monitoring registration and assessing the need to add or cancel classes.
  - b) Curriculum
    - i. Implementing the authorized curriculum; initiating discussion of curricular issues.
    - ii. Developing proposals for new or revised courses, special projects, grant proposals, curriculum changes.
    - iii. Arranging for textbook selection.
    - iv. Participating in the presentation of departmental proposals before the appropriate committees.
    - v. Receiving and responding to concerns about curriculum and acting on substitution and waiver requests brought by students and others.
  - c) Budget, textbooks, equipment, and facilities
    - i. Preparing the annual departmental budget for travel, services, supplies and equipment; ordering all budgeted items; and managing expenditures in accordance with the budget plan.
    - ii. Making recommendations for textbook and library budgets and other budgets as requested.
    - iii. Reporting textbook choices to the Textbook Rental Service in timely fashion.
    - iv. Making assignments of offices, classrooms, and other work areas, obtaining other facilities when needed, and requesting maintenance for repairs for equipment, offices, classrooms, and other work areas.
  - d) Meetings and committees
    - i. Establishing a schedule of department meetings and presiding at same.

- ii. Ensuring the departmental committees are meeting to fulfill their responsibilities.
- iii. Attending meetings of appropriate departmental, college, and university committees.
- iv. Designating or recommending department members to serve on committees as requested.
- v. Arranging for representation and participation of the department at professional meetings and placement centers as appropriate.
- vi. Serving on committees as required.
- e) Personnel
  - i. Conveying to the appropriate administrative officer the personnel needs of the department for faculty and academic staff, graduate assistants, classified staff and student help.
  - ii. Monitoring all departmental search and screen activities for compliance with UWL Office of Civil Rights & Compliance hiring procedures.
  - iii. Describing and publicizing faculty and academic staff vacancies and corresponding with applicants and placement agencies.
    - (a) Scheduling and participating in interviews.
    - (b) Making recommendations to the appropriate administrative officer regarding hiring.
    - (c) Providing orientation for new members regarding departmental policies and procedures, departmental expectations for faculty and academic staff, and faculty and academic staff responsibilities.
  - iv. Arranging for the required evaluations of faculty and academic staff.
  - v. Scheduling student evaluation of department members.
  - vi. Monitoring department personnel committees with regard to conformance with UW System, UWL and department procedures; and informing individual members of any recommendations regarding them.
  - vii. Describing and publicizing graduate assistantship positions, making recommendations to the appropriate administrative officer regarding hiring of graduate assistants, providing orientation and assignment for graduate assistants, and participating in the evaluation of graduate assistants.
  - viii. Arranging for the selection, hiring, training, overseeing, and evaluation of classified staff and student help.
  - ix. Recommending summer school appointments to the appropriate administrative officer within university, college and departmental guidelines.
  - x. Ensuring the continuation of classes during prolonged faculty absences.

- f) Students
    - i. Receiving and responding to student questions, concerns, and complaints regarding courses, curriculum requirements, faculty and grades.
    - ii. Coordinating advising activities for the department.
  - g) Teaching
 

Teaching a reduced load in the department in accordance with by-law VIII.C.2.subsectionh c)
  - h) Other Responsibilities
    - i. Other matters outlined in the Faculty Senate Policies include hearing and responding to student concerns.
    - ii. Responds to inquiries from the university, the UW System, and external accrediting agencies regarding department programs.
    - iii. Confers, as needed, with other chairpersons in the university and with other departments of the same discipline in the system and area.
    - iv. Corresponds with prospective students, teachers, and the general public on their inquiries.
    - v. Provides an annual list of due dates to faculty and staff.
    - vi. Writes and submits all university-required reports (e.g., APR, assessment)
    - vii. Writes all accreditation reports (e.g., annual review, re-accreditation)
    - viii. The department chair will arrange with Human Resources and the Office of Civil Rights and Compliance to provide pertinent information on related to merit, retention, tenure, promotion, and post-tenure review to members of the review committees at least every other year.
6. Chair compensation
- a) Remuneration for department chairperson will be consistent with the current UWL "Remuneration and release time for department chairs" policy.
  - b) Chairperson shall be evaluated annually by the department in accordance with current university policy and applicable to faculty evaluation and merit pay.
  - c) Reduction of load
    - i. The department chairperson will be assigned a reduced load depending on department size (and department need):
    - ii. A reduction of one-quarter time for the chairperson with fewer than five full-time faculty position; the department may assign reduced load dependent on department needs and priorities.
    - iii. A reduction of one-half time for the chairperson with six or more full-time faculty positions; the department may assign reduced load dependent on departmental needs and priorities.

- iv. In those cases where the department has 20 or more full-time faculty positions or where the volume of department business justifies it, a chairperson may be assigned a load reduction greater than specified above.
- 7. Formative evaluation of chair  
The Department of Public Health and Community Health Education will follow the SAH department chair evaluation procedure.
- 8. Summer administrative duties
  - a) In the summer, the department chair receives a fractional appointment and is responsible for seeing to department business as it comes up.
  - b) The chair should consult with the department for consultation regarding business that affects the department as a whole.
  - c) The chair should appoint an interim department chair if he/she is going to be away for more than seven working days and notify the department and the dean's office.
- 9. Removal of a chairperson from office
  - a) Dissatisfaction among department members may result in the replacement of the chairperson by the following procedures.
    - i. A petition signed by no fewer than 50% of the members of a department shall be addressed to the dean requesting a department meeting at which the question of removal of the chairperson will be considered.
    - ii. At least one week in advance, the dean shall announce in writing to each department member eligible to vote the time, place, and purpose of the meeting at which the dean will preside and the question will be considered.
    - iii. The dean shall then send ballots to each department member eligible to vote to determine if the chairperson shall be removed.
    - iv. Each department member receiving a ballot shall mark their preference and return the ballot to the dean who shall tabulate the votes and communicate the results to the vice chancellor and the chancellor.
    - v. A vote of two-thirds of the members of the department eligible to vote shall be required to remove the chairperson from office.
    - vi. If the vote is for removal of the chairperson, a new chairperson shall be selected in accordance with one of the methods outlined in these bylaws.
  - b) Proceedings to remove a chairperson may be instituted only once during a term of office and not before the end of the third semester of the term.
  - c) The chairperson may resign without prejudice at any point in the removal proceedings.

- d) A chairperson's inability to complete a term may result in their replacement. The department shall hold an election or request the chancellor to appoint a chairperson for the remainder of the term in accordance with the provision of this bylaw.
  - e) A temporary leave taken by the chairperson may result in an interim appointment being made according to the length of leave.
  - f) For one semester or for a summer, the dean, in consultation with the incumbent chairperson, shall recommend a temporary replacement to the vice chancellor and the chancellor for the period of the leave.
  - g) For a leave extending for more than one semester, the department shall hold an election or request that the chancellor appoint a chairperson in accordance with the provisions of this by law. In this event, the time constraints affecting the selection process will not be applicable and the replacement will serve for the remainder of the chairperson's term of office.
- B. Program directors (undergraduate and graduate)
- 1. A program director is assigned for each academic program in the Department of Public Health and Community Health Education.
    - a) Undergraduate Public Health and Community Health Education
    - b) Undergraduate Health and Wellness Management
    - c) Master of Science in Health Care Administration
    - d) Master of Public Health in Community Health Education.
  - 2. The department (voting members only) will nominate an individual for each program.
    - a) The nominee is required to have primary teaching duties in the program to serve as the program director.
    - b) The department will vote on program directors at a meeting early in the second semester (by January 31) of the appropriate academic year.
  - 3. The program director(s) will serve for a term of three (3) years (August to August).
  - 4. The program director(s) will receive release time and/or compensation for UWL programs.
  - 5. The program director is responsible for overseeing the duties associated with the work of the program as outlined in these bylaws.
  - 6. Personnel reviews for the program director(s) include, but are not limited to, feedback on administrative duties.
  - 7. Graduate program director(s) must have graduate faculty status and will be elected by the fulltime graduate faculty & IAS (voting members only) in the department.
  - 8. Election process
    - a) Open nominations are conducted by the chair.
    - b) Individuals will publicly nominate candidates.
    - c) Self-nominations are allowed.

- d) A person may decline a nomination if they so choose.
  - e) Following nominations, closed balloting will be conducted with each full-time faculty/staff member writing their vote on a piece of paper.
  - f) Any faculty or staff member not running for the position may count the ballots.
  - g) A person wins the election if they receive more than 50% of the vote.
  - h) If no person receives more than 50% of the vote, a runoff election conducted by the chair will be held between the top two vote candidates.
  - i) In the event of a tie, elections may be repeated until the tie is broken. If a program is unable to break a tie, the department chair will choose from the two candidates.
  - j) If a program cannot find anyone to serve as program director, the department chair will choose the director.
9. Responsibilities
- a) Teaching in the program as assigned.
  - b) Attend all program director meetings (UWL or collaborative)
  - c) Serve as a spokesperson for the assigned program for both internal and external activities.
  - d) Monitor the curriculum of the program, including course offerings, scheduling, course enrollments, and catalog accuracy with the department chair.
  - e) Conduct administrative tasks of the program such as student application, selection and retention in the program.
- F) Select an Advisory Committee (2 faculty, TT or IAS) for applicant review process each fall. Faculty will serve for review process and any additional ad hoc tasks related to admissions and graduate programming.
- G) Process applications in fall semester, send correspondence in tandem with admissions office and work with GEL staff to on board cohort.
  - H) Assist the department chair providing suggestions for content on the web page and the Facebook alumni page for advisement, recruiting, advertisement, and accuracy of the program offering.
  - I) Assist the department chair and/or oversee the development and maintenance of program promotional materials (i.e. web page, handouts, brochure, bulletin boards, display case)
  - J) Process inquiries of interest and recruit students for the program.
  - K) Advise students.
  - L) Organize and conduct student orientation, majors meetings, mass advisement and other large academic activities of the program.
  - M) Coordinate with the assessment committee on academic program review and external accreditation activities specific to the program.
  - N) Conduct and report assessment activities of the program.
  - O) Maintain alumni relationships as needed.



P) Oversee curricular changes in conjunction with the program assessment committee (i.e., draft CIM forms, update catalogue, attend UCC/GCC meetings, coordinate with dean's office, records and registration, represent the department at college meetings)

Q) Oversee program content for self-study report for national accreditation

10. Additional duties and statement for UWL graduate program directors (non-collaborative degree program)

- a) The graduate program director (GPD) plays an important leadership role within the department.
- b) The GPD will hold the primary responsibility for recruiting and admission to the graduate program.
- c) The GPD or their designee will assist the department chair by providing suggestions for the graduate program website and request changes as necessary to keep the site accurate and updated.
- d) The GPD will ensure queries from potential applicants are answered, will work with the admissions office to process applications, and make sure the admissions office is notified about which students are accepted.
- e) The GPD may also be involved in recruiting activities such as participating at recruiting fairs at professional conferences.
- f) The GPD serves as an important point of contact for students within the department, for issues such as advising, employment as a graduate assistant, and/or conflict resolution.
- g) The GPD will play a central role in tending to the graduate program curriculum and assessment, (e.g. updating materials for the graduate catalog, completing the University Program Assessment, Graduate Academic Program Review, and assisting with the materials and preparation of external accreditation reports.)
- h) The GPD may work within established guidelines at the college or department level on fundraising related to graduate student scholarships and/or reaching out to alumni.
- i) The GPD serves as an important liaison between the program and graduate studies.
  - i. Duties related to this role include regular attendance at the annual graduate summit, and at monthly meetings of the graduate program directors, held from 10-11 am on the second Friday of each month while school is in session.
  - ii. The graduate program director serves as a conduit of information between graduate studies and the program's graduate faculty and students. This includes forwarding emails, making announcements at department meetings, and/or posting flyers shared by graduate studies.

- iii. In compensation for this work, the GPD receives a reassignment from teaching. This reassignment should be considered when evaluating the GPD for personnel review procedures including annual merit review and career progression. [From Report on Graduate Program Director Workload and Compensation, prepared by Meredith Thomsen, Dean of Graduate & Extended Learning, on behalf of the Graduate Council, Endorsed by Graduate Council 5/3/2019] \*See Collaborative Degree Director, Salary policies:  
<https://www.uwlax.edu/globalassets/academics/extended-learning/degree-program-support/pdfs/collaborative-instruct-salary-policies-1.pdf>

C. Preceptorship Director

1. Election process

- a) The preceptorship coordinator will be elected for confirmation by the department at a meeting early in the second semester (by January 31) of the appropriate academic year.
- b) The preceptorship coordinator must be a fulltime faculty or a full time IAS and will serve a three (3) year term.
- c) The department chairperson may not also serve as a preceptorship coordinator.
- d) Elections will be conducted as follows.
  - i. Open nominations are conducted by the chair.
  - ii. Individuals will publicly nominate candidates.
  - iii. Self-nominations are allowed.
  - iv. A person may decline a nomination if they so choose.
  - v. Following nominations, closed balloting will be conducted with each full-time faculty/staff member writing their vote on a piece of paper.
  - vi. In the event of a virtual election, votes should be sent to an identified staff member who is not running for the position.
  - vii. Any faculty or staff member not running for the position may receive and count the ballots.
  - viii. A person wins the election if they receive more that 50% of the vote.
  - ix. If no person receives more than 50% of the vote, a runoff election conducted by the chair will be held between the top two vote candidates.
  - x. In the event of a tie, elections may be repeated until the tie is broken.
  - xi. If the department is unable to break a tie, the department chair will choose from the two candidates.
  - xii. If the department cannot find anyone to serve as preceptorship coordinator, the department chair will choose the coordinator.

xiii. Overall Responsibilities

- e) The preceptorship coordinator will serve as a liaison between the Public Health and Community Health Education program and organizations that have affiliated for preceptorship placement, ensuring a coordinated effort between the approved agency sites, the university, and the student.
- f) The preceptorship coordinator will assume the overall responsibility for maintaining affiliation agreements with approved sites, securing new sites, and supervising the timely processing of related paperwork
- g) The preceptorship coordinator will work with the academic advisors, the preceptorship advisors and with the student/advisee starting with the preceptorship process through to the academic career.
- h) The preceptorship coordinator will design, instruct and/or assist the preceptorship process to include
  - i. The informational presentations and 'Form 1' assignment in Block III.
  - ii. The preceptorship placement process and 'Form 2' and 'Form 3' assignments in Block IV.
  - iii. The preceptorship process and assignments during the preceptorship (the interim reports, final report and final presentation).
  - iv. Design and generate the syllabus for the 498 course.
  - v. Design and manage the online course management system for the 498 course for all preceptees.
  - vi. Coordinates the preceptorship expo/sharing session
  - vii. Continually review, update, and keep an established list of approved sites for students.
  - viii. Recruit and communicate with potential sites on the preceptorship approval process.
  - ix. Maintain affiliation agreements on file with approved sites, ensure the agreements are current and kept in a secure location.
  - x. Facilitate the affiliation agreement process and signature approval by the UWL contracts administrator of new and renewed sites.
  - xi. Generate and maintain a master list of preceptees, faculty preceptorship advisors and site supervisors/preceptors with contact information.
  - xii. Coordinate preceptorship information for the departmental website.
  - xiii. Assist students/preceptees in acquiring potential preceptorship requirements (background check, screening tests & immunizations, drug screen, etc.), provide verification of completion to organizations, and keep student information in a secure location.

- xiv. Act as a liaison for the student/preceptee, preceptorship site supervisor/preceptor, and faculty preceptorship advisor when challenges arise.
  - xv. Prepare and send site/preceptor information i.e. final evaluation, syllabus including schedules or required university assignments, major project expectations, and other relevant information, as requested by the site and/or students.
  - xvi. Allocate preceptorship section by faculty preceptorship advisor with the department chair and the UWL registrar.
  - xvii. Keep the chair and program director apprised of potential problems with the preceptorship site(s), supervisor(s), preceptee(s) and advisor(s).
- D. Assessment Director will chair the program assessment committee.
- 1. Election process
    - a) The assessment coordinator will be elected by the department at a meeting early in the second semester (by January 31) of the appropriate academic year.
    - b) The assessment coordinator must be a full-time faculty or a full-time IAS and will serve a three (3) year term.
    - c) Open nominations are conducted by the chair.
    - d) Individuals will publicly nominate candidates.
    - e) Self-nominations are allowed.
    - f) A person may decline a nomination if they choose.
    - g) Following nominations, closed balloting will be conducted with each full-time faculty/staff member writing their vote on a piece of paper.
    - h) In the event of a virtual election, votes should be sent to an identified staff member who is not running for the position.
    - i) Any faculty or staff member not running for the position may receive and count the ballots.
    - j) A person wins the election if they receive more than 50% of the vote.
    - k) If no person receives more than 50% of the vote, a runoff election conducted by the chair will be held between the top two vote candidates.
    - l) In the event of a tie, elections may be repeated until the tie is broken.
    - m) If the department is unable to break a tie, the department chair will choose from the two candidates.
    - n) If the department cannot find anyone to serve as preceptorship coordinator, the department chair will choose the coordinator.
  - 2. Rights
    - a) The assessment coordinator will receive release time to conduct the administrative duties.
    - b) Responsibilities
      - i. Teaching in the department as assigned.
      - ii. Assist program directors with assessment plan development.

- iii. Coordinate reporting of assessment plans and outcomes.
- iv. Assist program directors with data entry into university-approved assessment software.
- v. Maintain a comprehensive department assessment plan, to collect and analyze data, and prepare a department assessment report (CEPH accreditation and other APR reviews) in conjunction with the assessment committee and chairperson.

VI. The Assessment Director serves as Chair of the departmental Assessment Committee

E. Standing departmental committees

*(e.g., personnel (for any matters not covered above) equipment, travel, space, budget, curriculum, assessment, etc.).*

- 1. Each faculty member shall sign up for a minimum of two (2) committees from Article VIII, Section 1. The volunteering and sign-up shall occur at the first meeting of the Department of Public Health and Community Health Education in the Fall of each academic year or, if elected, in the previous spring (by January 31).
- 2. The convener of each committee shall be determined by the department chair.
- 3. All committees shall convene during the first month of the academic year to elect a chair, a recorder, and set regular meeting times, if applicable.
- 4. Committee members are expected to attend regularly scheduled meetings.
- 5. All committees need to keep minutes of their meetings. Minutes will be housed in the departmental electronic files.

F. Advisory committee (four [4] members)

- 1. The advisor committee will be comprised of the chairperson of the department and three other members of the department (the undergraduate director(s), the graduate director, assessment coordinator). If a faculty member holds two or more of the above positions, the department chair shall select another faculty member to serve on the committee.
- 2. The advisory committee shall have general supervision over the business of the department between its regular departmental meetings, review committee reports and special studies, make recommendations to the department, and shall perform such other duties as may be prescribed in these bylaws.
- 3. The department chair and the advisory committee will review the budget and the expenses in late August or early September, January and the end of the academic year. The purpose of the last meeting of the year is to review the budget and prioritize purchases associated with the end of the fiscal year (July 1st – June 30<sup>th</sup>). In addition, the committee will review travel expenditures, the foundation account, and the departmental plans for community collaboration, workshops, conferences and expenditures.

4. The advisory committee shall be invested with the special responsibility of delineating the plans, missions, and future staffing needs of the department and work to carry out the department's strategic plan. The duties of the committee may include assisting in setting the department meeting agendas, keeping the department chair current on committee work, assisting the department chair in their duties, and carrying out any specific duties assigned by the members of the department
  5. The advisory committee shall be subject to the orders of the department membership, and none of its acts shall conflict with action taken by the department.
  6. The advisory committee shall meet at least once a month. Special meetings may be called by the chairperson.
- G. Promotion, Tenure, Retention, Merit, (and Post-tenure) Committee (PTRM) (three [3] members)
1. The PTRM committee shall consist of a minimum of three (3) members of the department and the department chairperson. Two tenured or tenure track faculty members and the department chairperson (voting member) and one alternate member who will serve on the committee when any of the committee members' merit is being reviewed.
  2. The department chairperson will ask for volunteers and appoint committee members at the beginning of each academic year. If there are enough faculty to rotate membership, each member will serve a maximum of three (3) consecutive years.
  3. The PTRM committee will develop procedures in accordance with UWL policy and the philosophy and mission of the department for the purposes of evaluation of members of the department.
  4. The PTRM committee will provide faculty members at the beginning of the academic year with information regarding the criteria to be employed in decisions relative to merit, promotion, tenure, retention, and post-tenure review.
  5. The PTRM committee will assist with the tabulation of scores and determination regarding who receives merit.
  6. The PTRM committee will assist the department chairperson in preparing the faculty promotion, tenure, and merit letters.
  7. The PTRM committee will make recommendations to the department chairperson regarding
    - a) retention/non-retention of academic staff personnel,
    - b) retention/non-retention or tenure of probationary faculty,
    - c) promotion of faculty,
    - d) granting of faculty status to academic staff,
    - e) the granting of emeritus status, and
    - f) solutions to personnel problems with faculty or staff as they arise.
- H. Appeals committee (three [3] members)

1. The appeals committee shall consist of three (3) faculty members of the Department of Public Health and Community Health Education.
2. The committee will have the following charge:
  - a) Follow university policy on student appeals.
  - b) Hear all departmental appeals.
  - c) Make decisions on the appeals.
  - d) The committee chair shall report the decision to the department chair.
  - e) The department chair will write a letter to the student stating the outcome of the appeal.
- I. Strategic plan committee (three [3] members)
  1. The strategic plan committee will be comprised of three (3) tenured track faculty or full-time IAS members of the department.
  2. Members will serve for three (3) consecutive years.
  3. Members will convene at the beginning of the semester, designate a chair.
  4. The role of the strategic plan committee is to work with the department chair in carrying out the current strategic plan, planning for updates as changes occur in the department and/or the profession, and ensuring the strategic plan meets the PHCHE student needs.
  5. One member of the strategic plan committee will serve on the CSH strategic plan committee, one person will serve as a representative and one person will serve as a liaison.
- J. Other capacities
  1. In addition to the above listed standing committees the department will also invite faculty to serve in the following external and internal committees.
    - a) External committees
      - i. Murphy Library Liaison (1 member)
      - ii. Diversity Liaison (1 member)
      - iii. CSH appointed or called committees (ie, Strategic Plan, International Students, etc)
    - b) Internal Committees
      - iv. Eta Sigma Gamma Co-Faculty Advisors (2 members)
        - i. Sunshine committee (2 members)
          - (a) Two department members (rotating every two years) to serve as the spreaders of kindness and joy around birthdays, births, grief, loss, retirements, and other monumental morale raising endeavors.
          - (b) The members will work with the department chair and administrative assistant in the need of reservations, budget questions, and overall scheduling.
        - ii. PHCHE Department Facebook
  2. The PHCHE website will be maintained by the department's administrative assistant with input and/or suggestions from faculty. All final web editing changes require the approval of the PHCHE department chair.

- K. Ad Hoc committees (as needed or called by department chair)
1. Search and screen (three [3] members plus one faculty member from outside the department)
    - a) A search and screen committee shall consist of as many faculty members from the department who wish to serve on the committee. In addition, one faculty person outside the department will be a member of the committee.
    - b) Only faculty members will be eligible to serve on this committee only if they will be members of the department during the following academic year.
    - c) The search and screen committee will develop job descriptions in discussion with department chairperson.
    - d) The search and screen committee will search and screen applicants in accordance with the job description.
    - e) The search and screen committee will recommend to the department chair those candidates who fulfill the established criteria.
    - f) The search and screen committee will conduct interviews and recruitment sessions with candidates.
  2. Bylaws Committee (three [3] members)
    - a) The bylaws committee will consists of three (3) members appointed by the department chairperson as needed.
    - b) The committee will elect a chair at the first meeting.
    - c) The bylaws committee will review bylaws annually to assure compliance with UWL and UW-System rules and regulations.
    - d) The bylaws committee will ensure the URL's printed in the PHCHE bylaws are up-to-date and in compliance with UWL and UW-System.
    - e) The bylaws committee will review the bylaws annually to reflect departmental function.
    - f) All changes to the PHCHE bylaws (with the exception of simple technical edits) will require approval from the voting members of the PHCHE department.

L. Departmental programmatic assessment plan (Insert CEPH and APR Assessment Plan)

Students in the PHCHE major (and graduate programs) are assessed based on student learning outcomes developed in each program stated below.

Data for all assessments are collected XXXX

M. Additional departmental policies

1. Sick leave policy
  - a) Department members will account for sick leave in adherence to the most current UW System guidelines: <https://www.uwlax.edu/Human-Resources/Reporting-leaveusage-and-requesting-time-off/>
  - b) Employees will report absences via the "My UW System" portal available at the top of the UWL HR website <http://www.uwlax.edu/hr/>



N. Vacation policy

1. Unclassified academic staff, 12-month employees, accrue vacation time.
2. Nine (9) month contract faculty employees do not accrue vacation time.

O. Leave of absence policy

1. A formal leave of absence without pay is a leave that exceeds 30 calendar days. Formal leave requires written approval from human resources and the chair of the employing department.
2. Leave without pay for a complete pay period, or up to 30 calendar days, requires written approval from the supervisor and notification to human resources.
  - a) Leaves without pay are granted for illness, care of a child, spouse, or parent with a serious health condition, education, military and exceptional personal reasons.
  - b) Maternity/paternity leaves will be granted for the birth or adoption of a child for up to, but not exceeding, six months.
  - c) Upon request of the employer, maternity leave of absence may be extended for another period of time, not to exceed six months.
  - d) For more information on leaves, contact human resources.
3. The department may approve a leave of absence request that extends beyond a twelve-month period only under extraordinary circumstances and then only when the department determines that such an extension of the leave of absence is in the department's best interests.
4. Administrative leaves involving service to UWL do not have to be approved by the department. However, leaves involving a change in faculty residence or any other type of leave (e.g., sabbaticals and/or international teaching) need to be approved by the department chair.

P. Workload policies

1. The standard full-time teaching workload for tenured, and tenure-track faculty members in the Department of Public Health and Community Health is twelve (12) credits in both the spring and fall semesters.
2. Summer and interim session teaching is optional.
3. The workload should involve not more than three different course preparations per semester, unless the faculty member agrees to exceed this number of course preparations.
4. Variations in this workload formula are permitted with assigned directorships, coordinator roles, and other special circumstances, subject to review by the department, and the approval of the department chairperson.
5. The standard full-time teaching workload for instructional academic staff members in the Department of Public Health and Community Health Education is fifteen (15) credits in both the spring and fall semesters.

Q. Office assignment policy

1. The order of preference for all vacated faculty offices (except the office reserved for the acting chair of the department and the department academic associate) is determined by seniority.
  2. Seniority is determined by the signature date of the faculty tenure-track's contract.
    - a. If two individuals have identical contract dates, then priority will be determined by random selection.
- R. Travel Allocation Policy
1. The department strongly encourages and supports faculty travel to conferences, seminars, and/or other venues for professional enrichment.
  2. Faculty are required to submit their requests for travel funds for the academic year by the Friday of the FIRST week in September in a written request and then via UWL's electronic travel approval process to the department chairperson who then reviews these requests.
  3. The department chair will then allocate the sum of money the department chair deems appropriate in support of the travel request(s), covering the cost of the conference, but not to exceed the current departmental allocation of travel funds per faculty.
  4. Additional travel funds may be allocated if they are available.
  5. During the academic year, the department chairperson will assess how much travel money remains unallocated in the current fiscal year, and, based upon their discretion of departmental needs, may award additional money to a pending travel request from a PHCHE department member as they deem appropriate.
  6. The criteria employed for allocating residual travel funds will give paper presentations of original research the highest priority.
- S. Office hours policy
1. All instructors must post office hours on their doors and provide a copy to the program assistant.
  2. In general, instructors should strive to post approximately 60 minutes per course per week (about three hours per week) of office hours.
  3. Furthermore, instructors should try to have office hours that span the time between courses and reflect the needs of student schedules (e.g., between 9 a.m. – 4 p.m. or before a night course).
  4. When teaching an online course, instructors will provide the students with a 24-48 hour response time. Instructors will notify the class if they will be away from class longer than 48 hours or if they will have limited access for a period of time.
    - a) Instructors must provide a discussion area for questions regarding course-related concerns.
    - b) If all of an instructor's courses are online, instructors should hold some face-to-face/Zoom office hours per week, except during intersession (i.e., collaborative or online degree programs)
- T. Syllabus availability and format policy

1. The department expects all faculty to provide students with a printable course syllabus within the first week of classes.
  2. At a minimum, the syllabus should outline the class requirements, course objectives or learning outcomes, due dates, instructor contact information, office hours, and writing-in-the-major information.
  3. General education classes should include information regarding the general education category and specific general education learning outcomes. Instructors are also encouraged to include grading scales, teaching philosophies, detailed content and exam schedules, cheating policies, return of papers policy, students with disability statement, absence policy, etc.
  4. Syllabi are legally seen as a form of a contract with the students.
  5. Instructors shall submit an electronic copy of each syllabus to the departmental administrative assistant by the end of the first week of classes.
- U. Final examination policy (per provost/faculty senate guidelines)
1. A final examination will be given in each course within a special examination period except for one-credit courses, which will have exams scheduled at the last regular meeting of the class.
  2. The examination periods, dates, and times are included in each semester's timetable.
  3. Final exams for online courses will be administered by the published end date of the course.
  4. The relative importance assigned to the final examination is determined by the instructor in charge of each course.
  5. Any exceptions to the policy must be requested in writing to the department chair and the college dean in advance of the final examination period.
- V. Salary Equity Policy
1. UWL utilizes CUPA peer data to benchmark faculty and staff salaries (or UW System matches if CUPA data does not exist). Faculty and IAS salaries are benchmarked by rank and discipline whenever possible. The Faculty Senate Promotion, Tenure and Salary (PTS) committee reviews trends in data regarding equity, inversion and compression and makes recommendations for the disbursement of salary equity funds and/or pay plan (if available). Departments do not have the ability to make equity adjustments and deans only have a limited ability when guided by PTS/Faculty Senate procedures. Individuals with job offers from another institution should provide the written offer to their chair and dean for potential consideration of a salary adjustment if approved by the Provost and Vice Chancellor of Administration and Finance

2. The salary equity policy of the PHCHE department is intended to be consistent with and implement the salary equity policy of the university, which states that:
  - a) Consideration of individual equity requests will depend upon the availability of funding. Equity requests will be based upon instances of inversion (substantially dissimilar salaries for individuals with substantially similar qualifications and records), compression (reduction in the spread of salaries within and between ranks over time, often the result of hiring salaries increasing faster than pay plan increases) and retention (individuals who are offered higher salaries for comparable positions at other institutions).
  - b) Requests for equity adjustments may be initiated by individuals or as a result of departmental review. If the department does not support an individual request, the individual may appeal directly to their dean. Departments will be provided with salary data for their units, which allows them to make comparisons and judgments about equity adjustments.

W. Emeritus policy for faculty

1. The Department of Public Health and Community Health Education will call a department meeting to determine whether or not a retiring faculty member shall be designated as emeriti.
2. A majority vote of those present is required to allow for the emeriti designation. In making this determination, the department will follow the UWL policy as outlined below.
  - a) Members of the faculty may be nominated and designated as emeriti only at the time of retirement and must be recognized by their distinguished records of service at institutions of higher education.
  - b) The department will vote on emeritus status for the nominated faculty member.
  - c) Nomination for and official designation as emeritus is dependent on the following measures of distinguished service.
    - i. Those members of the faculty having a record of 25 or more years of service at accredited institutions of higher education, including ten or more years of service at the University of Wisconsin-La Crosse may be designated by their rank and the title of emeritus. Thus, a faculty member may be designated as Faculty Emeritus with the appropriate rank held at the time of retirement.
    - ii. Those members of the faculty not meeting the criteria under (a) above, having a record of 15 or more years of service at the University of Wisconsin-La Crosse, regardless of rank, and having attained the age of 55 or more, may be designated as faculty emeritus.

- iii. Departments and their functional equivalents may nominate qualified members of the faculty to the chancellor for designation as emeriti. These nominations shall be forwarded to the appropriate dean for endorsement prior to their submission to the chancellor.

X. Sabbaticals

1. The department shall maintain an updated sabbatical eligibility list, based on CSH's definition of eligibility.
2. In April, the department chair will determine how many sabbaticals the department can support in the next round. All eligible applicants will be forwarded information about applying for sabbaticals.
3. All faculty members planning on applying for sabbaticals must express their interest (in writing – hardcopy of email) to the department chair by May 15th.
4. If there are more than can be supported by the department for the year of the sabbaticals, the department chair will arrange a meeting with all those who are eligible to go over the priorities (see below) and see if a consensus can be reached on the timing of proposal submissions.
  - a) If a consensus cannot be reached, the Advisory Committee will then review the list of those expressing interest to decide, by May 31st, who may submit a formal proposal. The department chair will communicate the decisions to those who expressed interest.
  - b) The decision of who may submit a proposal will be based on the number that the department can support and the following priorities:
    - i. First priority will be given to those department members who have never applied for a sabbatical (including first time eligibility)
    - ii. If multiple people have not applied for a sabbatical, priority will be based on date of signed contract at UWL.
    - iii. Second priority is based on the time since any previous sabbatical.
    - iv. Priority will be given to those with greatest amount of time since any previous sabbatical.
    - v. For those who have equal time since a previous sabbatical, priority will be based on date of signed contract at UWL.
    - vi. Third priority will be based on individual needs.
    - vii. Examples of needs include, but are not limited to, specific timing of data collection, formal conditions and/or constraints of external grants, training program availability.
    - viii. Final priority will be based on the department's ability to cover the teaching areas during requested term(s).
    - ix. Full sabbatical proposals submitted by approved department members must be submitted to the department chair no less than one week prior to the first fall department meeting. The chair will provide the sabbatical proposal documentation to all department faculty members to be considered and voted on for approval at

the first department meeting of the fall. After a sabbatical proposal has received full department approval, the department chair will write any needed letter(s) of support.

## **X. Search and Screen Procedures**

The department will follow hiring procedures prescribed by the university's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.

The department will consider diversity, inclusivity, and equity as it develops materials to hire. Examples include statements provided by Human Resources and The Office of Civil Rights & Compliance: <https://www.uwlax.edu/equity/recruitment-resources/#tm-inclusivity-statements-for-jobpostings>

The department chair will arrange for training on diversity issues for search committees.

### **A. Tenure-track faculty**

1. The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/>
2. Additionally, UWL's spousal/partner hiring policy can be found at <http://www.uwlax.edu/Human-Resources/Spousal-and-partner-hiring/>
3. Searches are conducted electronically via the current UWL search program/software.
4. All search and screen (SS) committees will need to meet with the The Office of Civil Rights and Compliance prior to obtaining access and/or creating a posting for the search. During this charging meeting, committees will be provided with resources and tips to:
  - a) Assist you with your search.
  - b) Maximize the success of the search.
  - c) Attract a large and diverse pool of highly qualified candidates.
  - d) Hire the very best person in the pool.

### **B. Instructional academic staff**

1. Hiring policy and procedures are found at <https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/> (same for IAS & NIAS).
2. As with all searches, the department chair makes the recommendation to the dean who is ultimately the hiring authority.

### **C. Contingency workforce (pool search) procedures**

1. Hiring policy and procedures are found at <https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/>.
2. As with all searches, the department chair makes the recommendation to the dean who is ultimately the hiring authority.

### **D. Academic staff (if applicable)**

1. Hiring policy and procedures are found at <https://www.uwlax.edu/humanresources/classification--recruitment/recruitment/> (same for IAS & NIAS)
2. Not applicable in the Department of Public Health and Community Health Education.

## **XI. Student Rights and Obligations**

- A. Complaint, grievance, and appeal procedures - grade appeals are considered department level processes with no appeal beyond the department's process in terms of the content of the assignment/exam or final grade. If a student has a concern regarding whether the procedure indicated in the bylaws was followed, they can file a formal university-level complaint with the Office of Student Life.
- B. Course grade appeals - a student who strongly feels his or her semester grade in a course taught by the department is demonstrably improper or that the grading was prejudicial or capricious, should first confer promptly with the instructor(s) of the course. If the student and the instructor(s) are unable to arrive at a mutually agreeable solution, the student may appeal the case, within one month after the start of the next semester, according to the following procedure:
  1. The student will submit a written statement to the department chairperson, setting forth his/her reasons for seeking an appeal and presenting any supporting evidence he/she may have. The chair will then give a copy of this grade grievance to the instructor who is the object of this complaint. The chair will request that the instructor make a written reply to these allegations. The student's written grievance along with the instructor's written reply to that grievance will then be forwarded to the appeals committee after it has been constituted.
  2. The chairperson will appoint a three-member ad hoc appeals committee to review this appeal. The members of this committee will be randomly selected from the department excluding the instructor(s) teaching the course in which the appeal has been made.
  3. This committee will meet to review the student's appeal within one week of its selection. If the committee feels that further review is warranted it is strongly encouraged to meet with the student and, if necessary, to meet separately with the instructor.
  4. A written decision will be sent to the student by the appeals committee. Reasons for the decision will be included in this letter.
- C. Stipulations:
  1. The decision of the appeals committee is held to be advisory.
  2. The appeals committee may report a faculty member who has failed to comply with its recommendation to the full faculty and request a review.

3. Any faculty member who feels that her/his appeals committee has made an unfounded or biased decision may make such a charge before the full faculty. In the event of such a charge, the committee in question will be required to defend its recommendation before the full faculty. The department as a whole will then make its recommendation.
  4. A student may appeal either an appeals committee decision or an instructor's refusal to abide by the committee decision to the full department, should he/she elect to do so. In such an eventuality, the department may elect to hold the hearing in a closed session at its discretion. The student will be invited to present his/her case before the department at the department's discretion. Any review must be based solely upon material supplied by the student to the original appeals committee.
  5. The decision of the faculty of the Department of Public Health and Community Health Education will constitute the final level of grade appeals within the departmental jurisdiction. This decision, not unlike the decision of the appeals committee, is also held to be advisory to the faculty member whose grade is being appealed.
- D. Incomplete Grades
1. As a matter of university policy, grades of "incomplete" are issued to students strictly on the basis of illness or other unusual causes beyond the student's control, which have rendered the student unable to take the course final exam or to complete some limited amount of coursework.
  2. Incompletes are not to be granted to students who have failed to complete at least some substantial portion of the required coursework regardless of the reasons.
  3. Conflicting student work obligations outside the university do not constitute acceptable grounds for granting grades of incomplete.
- E. Non-grade appeals
1. Non-grade appeals may be lodged by students regarding faculty and staff.
  2. Such complaints should be lodged either orally or in writing with the department chair or college dean.
  3. The hearing procedure for these non-grade concerns are detailed in the student handbook, Eagle Eye (available on-line).
- F. Student course- and faculty-related concerns, complaints, and grievances
1. Informal complaints:
    - a) If a student has a concern or a complaint about a faculty member or course, the general process for making informal complaints is outlined in steps 1-3 below. Students are welcome to bring a friend or a UWL staff member with them during the following steps. Students who report concerns/complaints/grievances, whether informally or formally, will be protected from retaliation and have the right to expect an investigation and the option to have regular updates on the investigation:



- i. The student should speak directly to the instructor.
  - ii. If the student is uncomfortable speaking with the instructor, or they are unsatisfied with the solution, they should go to the chair of the faculty member's home department.
  - iii. If the student is uncomfortable speaking with the department chair, or the chair is the faculty member in question, or they are unsatisfied with the solution, the student should speak with their college dean.
- b) Student complaints to the chair
  - i. Students who present themselves to the chair with complaints regarding an instructor or their class will be presented with a variety of options starting with a strong urging by the chair for the student to speak directly with the instructor.
  - ii. If the student is resistant to this suggestion the following options may be offered:
    - (a) speak with the instructor with a third person in the room (such as the chair of the department)
    - (b) write a letter to the instructor, and/or chair, and/or dean
    - (c) meet with the Office of Civil Rights and Compliance, or the Office of Student Life (for special concerns).
  - iii. If the student endorses the action, the chair will discuss concerns raised with the individual faculty member.
  - iv. Depending on the specifics of the student's concern, it may be helpful for them to reach out to additional offices:
    - (d) Complaints/concerns/grievances about grades, teaching performance, course requirements, course content, incivility, or professional ethics should follow the process outlined above. Students may also wish to seek support from the Student Life office.
    - (e) Complaints/concerns/grievances related to hate/bias and discrimination may follow the process outlined above, and in addition, or instead, students may contact the campus climate office and/or submit a hate/bias incident report.
    - (f) Complaints/concerns/grievances related to sexual misconduct may begin with the process outlined above, and/or involve the Equity, Violence Prevention, and the Office of Civil Rights & Compliance offices, and/or the Title IX Team.
    - (g) Students should know that faculty members are mandatory reporters of sexual misconduct, but that confidential resources are available to them.
- 2. Formal Complaints - if the student is unsatisfied with the solution of their informal complaint, they have the right to file a formal institutional complaint with the Student Life office, as described in the Student Handbook.

- G. Expectations, responsibilities, and academic misconduct
  - 1. Faculty and staff are expected to report academic misconduct per Chapter 14 of the UW System code. The Office of Student Life office provides guidance and assistance. Academic and nonacademic misconduct policies are referenced in the student handbook: <https://www.uwlax.edu/student-life/student-resources/student-handbook/>
  - 2. Academic dishonesty, sometimes known as “cheating”, is subject to appropriate punishment as a matter of UW System policy. This is not something to be taken lightly or ignored as such action works to demean the integrity of the hard-earned grades of all students, the vast majority of whom never cheat. To ignore “cheating” is to foster it and thereby constitutes a dereliction of professional obligation. The department follows the UW System policy on “academic misconduct” as it specifically applied to this campus.
- H. Advising Policy
  - 1. Each student majoring in a public health program will be assigned a faculty advisor.
  - 2. Student requests for a particular faculty member advisor will generally be honored whenever it is feasible to do so.
  - 3. Students are expected to meet with their faculty advisor at mass advising (undergraduate) or online (collaborative) or individually each semester to discuss their academic progress, career interests, and course schedule.
  - 4. Faculty are expected to keep their posted office hours throughout the academic semester and are recommended to expand these hours during the times that students are scheduled for course registration.

## **XII. Other**

- A. Work-Life balance statement
  - 1. In an attempt to help staff and faculty balance their work and personal lives, the department will endeavor to schedule all meetings within the hours of 8:30 am and 5:00 P.M.
  - 2. Additionally, childcare and family care duties will be considered when setting class schedules if requested by the instructor.
- B. Outside employment statement
  - 1. Outside professional employment for faculty in the Department of Public Health and Community Health Education is acceptable and encouraged when it does not infringe upon the faculty member’s primary obligation to the department and the university. These responsibilities are outlined in the department’s bylaws.
  - 2. Outside work is defined as any work outside the parameters of the faculty member’s job description within the department.
  - 3. In the Department of Public Health and Community Health Education, outside work is likely to include consulting, paid scholarship, teaching activities and/or professionally unrelated activities.
  - 4. For outside employment to be acceptable it may not:

- a) Involve such hours or such jobs that conflict with current position description.
- b) Involve the use of department personnel and/or resources.
- c) Infringe on the reputation of the UWL Department of Public Health and Community Health Education.
  - i. Concerns regarding the above are under the purview of the department chair and the dean.
  - ii. Ongoing outside employment of 10+ hours per week during the academic semesters (within normal business hours) needs to be approved by the department chair and dean.

## **Appendices**

**A. Department Statement on Scholarship Note: This needs departmental discussion.**

**Will need to add more appendices here:**

Teaching Statement

Service Statement

Assessment Plan

Graduate Studies Program Director Responsibilities (Graduate Studies)

Collaborative Program Director Responsibilities

ESG Responsibilities

Others noted in YELLOW throughout the document.

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## **APPENDIX A**

### **Department of Public Health and Community Health Education**

**Definition:** The Department of **Public Health and Community Health Education** defines scholarship as any creative endeavor that results in original contributions to the Health Education, Health Promotion, Public Health, School Health, Community Health or related discipline within the areas of teaching, research, and professional service. Furthermore, in conjunction with the views of the University's Joint Promotion Committee, scholarly activities are further characterized as those having value to Health Education, Health Promotion, Community Health, School Health, or related discipline(s) and, in most cases, having been subjected to external peer review. Scholarly activity may include, but is not limited to, the following:

- Basic and applied research
- New applications of existing knowledge
- Integration of knowledge
- Creative endeavors
- Development and/or analysis of pedagogical methods

**Expectations:** The Department of **Public Health and Community Health Education** expects that successful candidates for retention, tenure, and promotion as well as for meritorious performance evaluations have a record of ongoing scholarly activity and evidence that external peer review has judged it to be of value. However, the nature of scholarly activities varies and not all activities deemed as scholarly need to have been subject to peer review. Quality, rather than quantity, of scholarly activity shall be the major criteria for assessing a faculty member's record of scholarly activity.

**Evidence:** Evidence of scholarship varies considerably and is dependent to a large extent on the type of program of scholarship that a faculty member has chosen to pursue. The quality of scholarship will be evaluated based on the success of activities in primary and secondary **areas**. Activities are not required in all areas of scholarship, but activities in primary areas of scholarship are of greater significance than those in secondary and tertiary areas.

**Primary Areas of Scholarship** are those that are highly competitive and subject to rigorous peer review by individuals or organizations external to the University. These activities include, but are not limited to:

- Publication of research manuscripts in scholarly, peer-reviewed journals
- Publication of monographs by recognized academic publishers
- Grants from federal, state, or private agencies for research or innovative teaching methodologies
- Publication of articles on innovative teaching methods in peer-reviewed journals

- Invited presentations on creative or original works at professional meetings, conventions, or conferences
- Grants for purchase of equipment from external funding agencies
- Presentation of contributed papers on creative or original work at professional meetings, conventions, or conferences
- Book, Book Chapters, Edited Works, Journal Manuscript/Article, Edited Journal, Invited or Special Editions and/or Reviews

**Secondary Areas of Scholarship** are those that are subject to less rigorous peer review by individuals or organizations external to the University or are subject only to University peer review on campus. These activities include, but are not limited to:

- UWL Faculty Research Grant and other UWL grants
- UW-System Grants
- Publication of manuals, book reviews, and technical reports
- Presentation of contributed papers on creative or original work at other colleges and universities

**Tertiary Areas of Scholarship** are those that are not subject to peer review. These activities include, but are not limited to:

- Participation in institutes, short courses, seminars, workshops, and professional meetings
- Refereeing and reviewing original manuscripts
- Engaging in self-study or a professional growth plan to enhance professional competence
- Publication of monographs at the author's expense
- Presentations before on-campus or general audiences
- Conducting a program assessment/evaluation for an external organization
- Theses and/or graduate projects

Faculty are expected to report their scholarly activities and accomplishments in Digital Measures for the Annual Report and Review.