

Note from UWL: URLs in these by-laws are provided for convenience and should be reviewed regularly for accuracy.

**BY-LAWS OF THE
DEPARTMENT OF HEALTH EDUCATION AND HEALTH PROMOTION**

**Revised 02/03/2000
Reorganized and Amended 02/16/2011
Amended 05/19/2011
Revised 12/5/2015**

I. Department of Health Education and Health Promotion

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

Mission: To prepare leaders in school and community health 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 (departmental 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.
- Aim to cultivate motivated, self-directed, continuous life-long learners.

II. Organization and Operation

A. Preamble

The purpose of the by-laws is to conduct the business of the department which includes the following: undergraduate programs in school health education and community health education, a Master of Science in school health education, and a Master of Science or Master of Public Health in community health education. Department members are governed by six interdependent sets of regulations:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UW-L policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and
6. Departmental by-laws.

B. Meeting Guidelines

Meetings shall be at the call of the chairperson, or upon the request to the chairperson by at least one-third of faculty members. Meetings shall not be fewer than six each academic year unless special circumstances require otherwise. All meetings will be in accordance with Wisconsin open meeting laws.

Procedural

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and WI state opening meeting laws (<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>, summary at http://www.uwlax.edu/hr/recruit/Academic_Recruitment/OPENMEETING.htm).

C. Definitions of Membership & Voting Procedures

All personnel who are assigned at least half-time to the university with direct responsibility to the department chair and having the ranks of associate lecturer, lecturer, senior lecturer ~~instructional academic staff~~, instructor, assistant, associate or professor shall have equal voting privileges except when noted. Membership in the department may be granted by a vote of the members of the department to other university personnel when deemed appropriate.

D. Definitions of Quorum and Majority

All faculty members shall attend regularly scheduled meetings unless excused by the department chairperson. To initiate the meeting, 50% + one member of the department shall constitute a quorum. All motions of the department shall require a majority vote of those present at the time of the vote.

E. Changing by-laws

These bylaws may be amended by a three-fourths vote of the members of the department at any regular meeting of the department providing that the written amendment was submitted and discussed at a previous meeting.

III. Faculty/Staff Responsibilities

A. Faculty and Faculty Roles

Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the by-laws are available off the Senate webpage under "Senate Articles and By-laws" <http://www.uwlax.edu/facultysenate/>.

Faculty Roles

1. All faculty members of the department must participate in teaching, service, scholarship, and advising.
2. A full-time teaching assignment consists of 12 undergraduate credits. Ten credits will be considered a full teaching assignment, when the semester includes a 3 credit 700 level course. Program directors shall be assigned 2 credit per semester for their directorship/coordination. Nine credits will be considered a full teaching load for individuals with directorship/coordination responsibilities and preceptorship related activities.
3. ~~Scholarship includes presentation, publications, exhibition, grant development, software development, film development, and the like.~~ All faculty members are expected to be actively engaged in scholarship. The department will annually summarize departmental scholarly activity and submit to the dean.
4. ~~Service includes service to the department, college, university, community and the profession.~~ All levels of service are considered necessary and expected. The department will annually summarize department service activities and submit to the dean.

5. All faculty shall be actively involved in student advisement. Advising procedures shall be determined by the program in consultation with the department chair.

B. Instructional Academic Staff Responsibilities and Expectations

Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series (<http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html>), and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. (<http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>). The responsibilities of IAS are predominately related to the instructional mission of the department. Additionally, they may be expected to fulfill service and advising functions.

1. Teaching

IAS will be assigned teaching responsibilities in concert with their expertise and Department needs. As with faculty they will be expected to maintain appropriate professional expertise to ensure quality in their teaching role. IAS workload expectations are determined by the department in consultation and agreement with the college dean (consistent with the UW-La Crosse IAS Workload policy).

2. 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.

3. Service

The Department may expect IAS to serve on department committee(s) and to provide academic advising to assigned students.

C. Non Instructional Academic Staff Responsibilities and Expectations

D. Student Evaluation of Instruction

The department will follow the UW-L SEI policy and procedure available off the Faculty Senate webpage <http://www.uwlax.edu/facultysenate/>. Ranked Faculty & SEIs. 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 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. 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. Finally, the department adds 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). IAS renewal and career progression. The same information as above is reported; however, no TAIs are generated for IAS.

IV. Merit Evaluation (Annual Review)

The results of merit reviews for all HEHP ranked faculty who have completed at least one academic year at UWL are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

Note: Adopted by the Faculty Senate, 4/7/7. "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."

All HEHP 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.

A. Evaluation Processes & Criteria

1. Faculty

a. The criteria for recommendations shall be: (a) for faculty with 100% teaching appointments: Teaching, Research, and Service, (b) for faculty with teaching and administrative appointments: Teaching, Research, General Service, and Administrative Service

b. The committee will rank each candidate in these categories to arrive at a ranking.

c. Recommendations for tenured faculty shall be based on the candidate's annual report.

Untenured faculty will provide an annual report, the narrative statements of teaching, scholarship, and service required for promotion, teaching observations from the year, and any other information they would like to include.

d. Each candidate will be ranked in one of the following categories: Extraordinary Merit, Significantly Meritorious, Meritorious

2. Instructional Academic Staff in Permanent Budgeted Instructional Lines

NOTE: Instructional Academic Staff who are in permanent budget lines (aka "Redbooked" -- 102 or Growth, Quality and Access) are automatically eligible for pay plan increases. However, to receive pay-plan increases they must have been deemed meritorious (or higher) by the department. Therefore, departmental by-laws must articulate the procedure and process for merit reviews associated with IAS (who are in permanent budget lines). The process may, but need not, mirror or be incorporated into faculty merit review procedures but the process must be clear.

- a. The criteria for merit recommendations shall be relevant to expectations for career progression.
- b. The committee will rank each candidate in these categories to arrive at a composite ranking.

- c. The recommendations shall be based on the candidate's annual report.
- d. Each candidate will be ranked in one of the following categories:

Extraordinary Merit, Significantly Meritorious, Meritorious

3. Non-Instructional Academic Staff (if included in merit processes, otherwise see VII) .

- a. The criteria for recommendations shall be relevant to their job description.
- b. The committee will rank each candidate in these categories to arrive at a composite ranking.
- c. The recommendations shall be based on the candidate's annual report.
- d. Each candidate will be ranked in one of the following categories:

Extraordinary Merit, Significantly Meritorious, Meritorious

4. Department Chair (if applicable)

NOTE: As of Summer 2015, the Provost has requested that all department chairs be formally reviewed at least once during each 3-year term. The review should involve feedback from the membership of the department and from the Dean. The format and timing of the review is up to each Dean. The review need not be associated with merit; however, each department should indicate how non-instructional assignments are reviewed.

B. Distribution of Merit Funds

- 1. The recommendations for merit pay for faculty with appointments in Health Education & Health Promotion will be made by the Promotion, Tenure & Retention Committee, excluding the person under consideration.
- 2. Differential allocation of money for the three upper categories shall be made by determining the total amount available for merit pay, reserving 10% of that total for those ranked in Extraordinary Merit, and 5% of that total for those ranked in Significantly Meritorious, with the remaining 85% base divided equally among all the candidates rated Meritorious or above. Whenever any of the 10% and 5% reserves are not used, they will be returned to the base and distributed as part of that base.

OR

Unless mandated otherwise by the University System Administration, the entire pay package for each individual will be distributed according to policies in the Annual Evaluation Procedures (Appendix B) to all Department members who earned Merit Category Designations of 2, 3, or 4 (Meritorious, Significantly Meritorious, or Exceptionally Meritorious). The pool of merit funds for Academic Staff is separate from the faculty pool. FROM:

http://www.uwlax.edu/uploadedFiles/Academics/Colleges_Schools/Science_and_Health/Biology%20Bylaws%202014.pdf

- 3. (Cf. Faculty Personnel Rules UWS 3.05-3.11 and UWL 3.08; and UW-L Employee Handbook)

C. Appeal Procedures (if applicable)

All 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 Department Chair. Appeals will be adjudicated by the process described in.....?

V. Faculty Personnel Review

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) http://www.uwlax.edu/HR/F_Handbook.htm. Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after **May 19, 2011**.

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

A. Retention Procedures

1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to 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 by-laws.
2. Department will provide the following materials to the dean: 1. Department letter of recommendation with vote; 2. Teaching assignment information (TAI) data sheet that 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 SEI data; and 3. Merit evaluation data (if available) and 4. The candidate's electronic portfolio.
3. The initial review of probationary faculty shall be conducted by the Department PRT committee comprised of at least four tenured faculty of the department in the manner outlined below.
4. Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be informally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.
5. Retention Criteria

The annual review materials prepared for Department faculty by each probationary faculty member shall include: a record of student evaluation of teaching (SEI) 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.

- a. Teaching
Teaching is evaluated through peer reviews by tenured faculty, SEI scores, and curriculum contributions. Faculty are expected to maintain expertise to effectively perform their teaching assignments. Probationary faculty are required to provide SEIs for each of their courses each semester. Basic expectations for acceptable performance are:

- i. Semester SEI fractional medians at 3.0 or higher. Senate Faculty SEI tool must be used.
 - ii. Favorable/positive course lesson peer reviews and/or demonstration of correction of identified deficiencies noted in course lesson peer reviews.
 - iii. Demonstration of positive rapport and interactivity with students.
 - iv. Peer Review of Teaching
 - a) Probationary tenure-track faculty are required to undergo the review process of “peer classroom evaluation of instruction” in the first two years of employment.
 - 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.
- b. **Scholarship**
 Scholarly activity in the department is generally defined by three (3) criteria: 1) it represents a novel contribution to the discipline; 2) it involves systematic observation/collection of data and subsequent analysis of these observations; and 3) it 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. Research grants and other activities that directly support research endeavors are also considered scholarship. **See Appendix A for Scholarship Statement**
- c. **Service**
 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. Faculty are expected to participate in professional/community service to include, but not limited to, professional societies, community groups/organizations, schools, and healthcare facilities. Within three (3) years, all probationary faculty are expected to provide service and advising duties for the department, provide college and/or university service and be engaged in professional service at the state, regional, and/or national level before the tenure review. Basic expectations for acceptable performance include, but are not limited to :
- i. Provide academic advising to assigned students.
 - ii. Serve on at least one department standing committee per year
 - iii. Assist in ad hoc service (e.g., search and screen committees) when asked.
6. The annual 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 ³/₄ of the PTR Committee members constitutes a quorum.
7. 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 PTR Committee members.

B. Non-renewal of Probationary Faculty

1. If the probationary faculty member wishes to know the reasons for non-renewal, he/she may request them within ten (10) working days of the decision not to renew. These written reasons must be provided to the probationary faculty member within ten (10) working days of the written receipt of the written request. The reasons for non-renewal then become part of the official personnel file of the probationary faculty.
2. If the probationary faculty member wishes a reconsideration of the initial non-renewal recommendation, he/she must request reconsideration in writing within two weeks of receipt of the copy of reasons for non-renewal. The meeting for reconsideration shall be held within two (2) weeks of the probationary faculty's request, and the probationary faculty member shall be notified a minimum of seven (7) working days prior to the date of the meeting.
3. At the reconsideration meeting, Department faculty and the probationary faculty member may also choose up to two members of the University community to be present. These third parties may question either of the other parties and make comments to them. These third parties shall file their report of the reconsideration meeting with the chairperson to share with the faculty. Should later appeals be held, the third parties may be called as witnesses. The probationary faculty member may make a personal presentation and is entitled to present documentary evidence.
4. The reconsideration meeting shall be held in accordance with all relevant and appropriate Wisconsin and UW System rules and regulations. (UWS 3.06 - 3.11)
5. The reconsideration meeting is not a hearing or an appeal, and shall be non-adversarial in nature. Its purpose is to allow the probationary faculty member an opportunity to persuade the Department's members to change the recommendation of non-renewal by challenging the stated reasons and/or by offering additional evidence in support of retention. The burden of proof is on the faculty member requesting reconsideration.
6. Following the reconsideration meeting, the chairperson after consultation with Department members, shall forward the recommendation with written reasons to the Dean of the College of Science and Health. A copy of the recommendation shall also be provided to the probationary member within seven (7) days of the reconsideration.
7. The probationary faculty member denied renewal may appeal the decision of the Department faculty to the hearing committee established under UWL 4.03. The appellant shall send a written request for review of his/her case to said hearing committee and shall include a statement of factors alleged to be materially prejudicial {see UWS 3.08 (1) a,b,c}, and shall provide evidence to support the appellant's claims. The said hearing committee may deny further consideration of the case if these materials are not provided.
8. If proper notice is not given in accordance with UWS 3.09, the aggrieved faculty member shall be entitled to a one-year terminal appointment.

(Faculty Personnel Rules UWS 3.06-3.11 and UWL 3.06-3.08; and UWL Employee Handbook)

C. Tenure Review

1. 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. 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.
2. The faculty member seeking tenure shall provide an electronic portfolio of materials to all tenured faculty members 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:

a. Teaching

The accumulated SEI scores, lesson reviews using a standard peer assessment form (to be attached as Appendix), curriculum contributions, and appropriate professional development activities are reviewed by the departmental PTR committee. The basic criteria are as follows:

- i. *Semester SEI composite fractional medians will be considered in the evaluation of the instruction. Faculty Senate SEI tool must be used.*
- ii. *Positive lesson review commentary by faculty peers during probationary period is achieved. Refer to section a.iv. under "Retention Criteria."*
- iii. *Documented issues consistently raised by students that have been addressed in previous review meetings will need to have been satisfactorily addressed.*
- iv. *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.*
- v. *Appropriate engagement in professional development (e.g., maintaining/acquiring necessary certifications, learning appropriate technology, learning new knowledge/skills of the field.) is considered acceptable.*

(Portions of the above italicized material taken from ESS bylaws)

b. Scholarship

The accumulated scholarship products will be reviewed by the tenured faculty to determine if sufficient scholarship has been accomplished since the date of hire at UW-L.

c. Service

The accumulated service will be reviewed by the tenured faculty to determine if sufficient service has been accomplished since the date of hire at UW-L. 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 (eg. Senate standing committees and others) and provide some service to a professional society/association.*
- (i-v. taken from ESS bylaws)*

3. The chairperson shall provide a letter recommending tenure with attached documentation to the appropriate administrative authority based on a final vote of the Department PRT committee ~~existing tenured Department members~~. Tenure requires a 2/3 majority vote by the PTR Committee members. The faculty member will be notified of the tenure decision within seven (7) working days of the vote.
4. 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. Post-tenure Review

1. The five-year review represents a compilation of a faculty member’s record of effort and achievement in teaching, scholarship and service over a five-year period following tenure, last promotion, or last five-year review. The department chairperson will maintain a review cycle on file with the Dean.
2. The five-year review will be completed as part of the merit determination process (or as soon thereafter as possible).
3. Tenured faculty members who have received one or more merit evaluation(s) of less than “meritorious” shall be required to initiate formative evaluation (see below).
4. Formative evaluation requires submission of a self-assessment narrative of his/her last five years in teaching, scholarship, and service, in addition to merit evaluation forms (for the last five years). The review document may be represented by self-assessment over the preceding five years, peer review, or could entail a portfolio with a resume and accompanying documentation.
5. Formative evaluation review shall be conducted by the tenured members of the faculty. The formative evaluation report is confidential and shall not be kept as a departmental record.
6. The results of the five-year review of tenured faculty members will be sent to the Dean.

E. Promotion Procedures

The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/hr/promo-resources.htm>. 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 HEHP. The basic process used for promotion consideration are as follows (Source: ESS Bylaws):

1. Procedures
 - a. The Department chair will notify in writing faculty members eligible for promotion and establish a date for the Department promotion consideration meeting. A candidate shall have a minimum of 30 days to prepare materials for the promotion consideration meeting following notification of

his/her eligibility for promotion. Candidates wishing to decline promotion consideration shall inform the chairperson prior to the date of promotion consideration.

- b. Faculty who are eligible for promotion must submit a completed Faculty Promotion ~~Evaluation~~ Report (Candidate's Report) ~~form~~, vita, and other promotion materials at least ten days prior to the Department promotion consideration meeting.
- c. The promotion consideration meeting shall be held in accordance with the Wisconsin Open Meetings Law.
- d. Voting eligibility in all promotion considerations shall be restricted to only faculty of the same or higher academic rank as the promotion rank which the candidate is seeking. This means only full professors are eligible to vote on promotion recommendations to full professor and only full and associate professors are eligible to vote on promotion to associate professor.
- e. The results of the vote will be recorded and entered in the appropriate portion of the Faculty Promotion Evaluation 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 UW-L 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 will include the results of self, peer and student evaluation of instruction (SEIs). Scholarship will be consistent with the Department's definition of scholarly activity as stated above under criteria for tenure.
- c. To be promoted to Professor, a faculty member must show evidence of continued excellence in teaching, significant scholarship, and substantial service activity, in accordance with Department definitions and criteria.
- d. Tenured faculty, especially those seeking promotion, are encouraged to undergo "peer classroom evaluation." Peer classroom evaluations will become part of tenured faculty Department files and will be consulted, as appropriate, for promotion considerations.

3. Reconsideration

- a. Candidates who are not recommended for promotion may request the reasons for the non-promotion recommendation. This request must be submitted in writing to the Department chair within seven days of notice of the Department's recommendation. 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.
- b. The faculty member requesting reconsideration will be allowed an opportunity to respond to the written reasons using oral evidence and witnesses at the reconsideration meeting. Written notice of the reconsideration meeting will be forwarded to the dean within seven days of the reconsideration meeting.

VI. Instructional Academic Staff Review

A. Annual Review

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. At the chair's request, the Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: <http://www.uwlax.edu/hr/current/IDP/IDP.htm>. (need to find correct link)

B. Career Progression Procedures

Policies and procedure guiding career progression for IAS are available at <http://www.uwlax.edu/FacultySenate/PromotionGuides/IAS%20Promotion%20Guidelines.htm> . The IDP form should be completed for career progression. IDP Form: <http://www.uwlax.edu/hr/current/IDP/IDP.htm>. (need to find correct link)

C. 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.

VII. Non-Instructional Academic Staff Review (if applicable)

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: <http://www.uwlax.edu/hr/IDP/IDP.General.Info.html>.

VIII. Governance

A. Department Chair

1. Selection of the chairperson shall be in accordance with the Faculty Senate Bylaws.
2. Role of the department chairperson shall be in accordance with UW-L Faculty Senate Bylaws. The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-Laws (revised 2006) <http://www.uwlax.edu/facultysenate> under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons " and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." in addition references to chair-related duties are stated throughout the Faculty Handbook http://www.uwlax.edu/HR/F_Handbook.htm
3. Responsibilities and Rights of the Department Chair.

The duties of the Chair are stated in the Faculty Handbook (Bylaws revised in May 2006; refer to Faculty Senate minutes Vol. 40, No. 17). The Chair is responsible for:

- a. selection, supervision, merit rating and promotion of faculty for regular and summer sessions and of graduate assistants and support staff;
- b. for developing and implementing the curriculum, advising students and informing the administration of progress and problems;
- c. for drawing up and supervising a budget, reporting textbook selections, assigning offices and space and maintenance of facilities and equipment;
- d. for scheduling classes and registering students in regular and summer sessions;
- e. for convening and presiding at regular and special meetings of the Department;
- f. for convening and serving on Committee for Merit, Promotion, Tenure, Retention and Post-tenure Review;
- g. and other matters outlined in the Faculty Handbook including hearing and responding to student concerns.

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.

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

1. Advisory Committee

- a. One CHE faculty member and one SHE faculty member elected by the respective programs will constitute the department advisory committee. The committee shall be chaired by the department chairperson.
- b. 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. The advisory committee shall be invested with the special responsibility of delineating the plans, missions and future staffing needs of the department.
- c. 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.
- d. The Advisory Committee shall meet at least once a month. Special meetings may be called by the chairperson.

2. Standing Committees

- a. The committees listed below are standing committees of the department.

Search and Screen
Merit, Promotion, Tenure, Retention and Post-tenure Review
Appeals
Community Health Education Program
School Health Education Program

- b. Faculty members shall sign up for all committees except for the School Health Education Program and Community Health Education Program committees. Based on their primary program affiliation, a faculty member is automatically on one of these committees.
- c. Each faculty member shall sign up for a minimum of two committees from Article VIII, Section 1. The sign-up shall occur at the first meeting of the Department of Health Education and Health Promotion in the Fall of each academic year.
- d. The convener of each committee shall be determined by the department chair. All committees shall convene during the first month of the academic year to elect a chair, a recorder, and to set regular meeting times if applicable. Committee members are expected to attend regularly scheduled meetings.
- e. All committees will need to keep minutes of their meetings. Minutes will be housed in a three-ring binder in the department office.

f. 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. The only faculty members who will be eligible to serve on this committee will be the faculty members who will be members of the department during the following academic year. The duties of the search and screen committee shall be as follows:

1. Develop job descriptions in discussion with department chairperson.
2. Search and screen applicants in accordance with the job description.
3. Recommend to the department chair those candidates who fulfill the established criteria.
4. Conduct interviews and recruitment sessions with candidates.

g. A Merit, Promotion, Tenure, Retention, and Post-tenure Review Committee shall consist of a minimum of 2 members of the department and department chairperson. The duties of this committee shall be as follows:

1. Develop procedures in accordance with UW-L policy and philosophy and mission of the department for the purposes of evaluation of members of the department.
2. 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.
3. Assist with the tabulation of scores and determination regarding who receives merit.
4. Assist the department chairperson in preparing a faculty merit letter which includes the faculty members' merit score components and the characteristics of the annual merit score distribution.
5. Make recommendations to the department chairperson regarding the granting of tenure, and decision concerning retention, promotion, and post-tenure review.

h. Appeals Committee shall consist of faculty members of the Department of Health Education and Health Promotion.

The committee will have the following charge:

1. Follow university policy on student appeals.
2. Hear all departmental appeals.
3. Make decision on the appeals.
4. The committee chair shall report the decision to the department chair.

5. Department chair will write a letter to the student stating the outcome of the appeal.

i. School Health Education Program and Community Health Education Program Committees shall consist of faculty members of the Department of Health Education and Health Promotion. Faculty members will automatically be on the committee of their primary program affiliation. From time to time student representatives may be invited to a faculty meeting as needed. The duties of these committees shall be as follows:

1. Review and modify, as necessary, program policies.
2. Review and modify, when necessary, curricula issues.
3. Oversee program assessment and report results to department chair.
4. Review and modify assessment of student learning outcomes.
5. Present policy changes, curricula changes, and assessment changes or concerns to the Health Education and Health Promotion faculty.

j. Ad hoc committees may be appointed by the department chairperson for specific purposes and timeframes.

C. Departmental Programmatic Assessment Plan (if not included in VIII. B.)

D. Additional departmental policies

By-laws must include a departmental salary equity policy. Include the following two statements:

Sick leave.

Department members will account for sick leave in adherence to the most current UW System guidelines: <http://www.uwsa.edu/hr/benefits/leave/sick.htm>. Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

IX. 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.

A. Tenure-track faculty

The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at http://www.uwlax.edu/hr/recruit/Faculty_Recruitment/Faculty.Recruitment.Hiring.Guidelines.pdf.

Additionally, UW-L's spousal/partner hiring policy can be found at <http://www.uwlax.edu/hr/unclasspp.html#spouse.partner.employment>.

B. Instructional Academic Staff

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/fac.recruit.html>.

C. Contingency Workforce (Pool Search)

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/instr.acst.POOL.search.htm>

D. Academic Staff (if applicable)

Hiring policy and procedures are found at <http://www.uwlax.edu/hr/acst.recruit.html>.

X. Student Rights and Obligations

A. Complaint, Grievance, and Appeal Procedures (can reference an appendix)

B. Expectations, Responsibilities, and Academic Misconduct

Academic and nonacademic misconduct policy referenced:

<http://www.uwlax.edu/StudentLife/uws14.html>; <http://www.uwlax.edu/StudentLife/uws17.html>.

C. Advising Policy

All students in an academic program of the department are expected to see a faculty member for advising prior to registration.

XI. Other

XII. Appendices

A. Department statement on scholarship

* It is recognized that university service may not be possible for first year faculty members.

Approved 2-3-00

Reorganized and Amended 02-16-2011

Amended 05-19-2011

APPENDIX A

Department of Health Education and Health Promotion

Definition: The Department of Health Education and Health Promotion 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 Health Education and Health Promotion 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 activities. 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, conferences
- Grants for purchase of equipment from external funding agencies
- Presentation of contributed papers on creative or original work at professional meetings, conventions

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:

- UW-L Faculty Research Grant and other UW-L 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 on the Annual Evaluation Form.