

**BY LAWS OF THE
DEPARTMENT OF EPIDEMIOLOGY
UNIVERSITY OF DELAWARE**
(Adopted October 10, 2025 by Faculty vote)

Mission Statement

In accordance with the goals set forth by the University of Delaware and the College of Health Sciences, the mission of the Department of Epidemiology is to:

- Provide excellent graduate professional education in the Epidemiology field,
- Contribute to the health sciences body of knowledge through research and scholarship, and
- Function as an expert resource within the University community and the Mid-Atlantic region regarding all issues related to Epidemiology.

I. Department Faculty

The faculty of the Department of Epidemiology shall be comprised of all full-time tenure track and continuing non-tenure track faculty, secondary faculty, temporary faculty, affiliated faculty, and adjunct faculty. Affiliated and adjunct faculty from outside the University will contribute to the intellectual, scholarly, and service activities of the Department, but shall not have voting rights within the Department.

II. Department Chairperson

The Department Chairperson is appointed according to the appropriate regulations of the University. The duties of the Chairperson are described in the University of Delaware Policy Guide for Department Chairs and Academic Program Directors.

The Department Chairperson, or the Chairperson's representative, shall be an ex officio member of all committees except the Promotion and Tenure Committee, shall be notified of all committee meetings, and shall receive all committee reports.

The Department Chairperson, or someone appointed by the Chairperson, shall preside over faculty meetings and committees as given below.

III. Department Meetings

The faculty shall meet at least three times a semester. Special meetings are called either by the Department Chairperson or at the request of three voting members of the Department. Written notice of special meetings shall be given to the faculty no less than seventy-two (72) hours (excluding Saturdays and Sundays) in advance. Whenever possible, one week's notice should be given. The notice of a special meeting shall designate the purpose(s) of the meeting. No business shall be transacted other than that specified in the notice.

All full-time tenure track and continuing non-tenure track faculty, temporary faculty, secondary

faculty, salaried staff, and adjunct faculty are entitled to attend the departmental meetings.

Quorum: Fifty percent of the voting faculty in residence shall constitute a quorum.

Agenda: The Department Chairperson shall prepare the basic agenda. The Chairperson will add appropriate items that may be submitted by any member of the faculty. The agenda will be circulated to the faculty at least one day before the scheduled meeting. Other items may be discussed at the Department meeting but may not receive final action during that meeting.

As appropriate, final action may be taken on any item on the agenda by a majority vote of those present and voting. If the majority vote on any issue is less in number than a majority of those in residence, any voting member of the Department can move to reconsider the issue. If the motion to reconsider is seconded, the item will be placed on the agenda for the next meeting. The vote at the latter meeting will be final. The faculty may not reconsider motions on which final action has been taken, unless (1) at least six months have elapsed from the time of final action or (2) a motion to reconsider the item is approved by a two-thirds vote of the faculty present (presuming a quorum).

Voting Eligibility: Full-time tenure track and continuing non-tenure track faculty are voting members of the Department. Temporary faculty, affiliated faculty, adjunct faculty, and salaried staff are non-voting members of the Department.

E-mail ballots are acceptable. A secret ballot must be taken if requested by a member.

Department Meetings' Recorder and Minutes: The Department Chairperson will appoint a recorder. A record of each Department meeting shall be prepared and distributed to each Department member and the Chairperson within two weeks of the reported meeting. A permanent copy of Department meeting minutes shall be filed in the Chairperson's office.

IV. Standing Committees of the Department of Epidemiology

General Functions: The functions of Department Committees are: (1) to investigate, advise and recommend regarding designated areas; (2) to carry out assigned duties; and (3) to report to the faculty and Department Chairperson.

Standing Committees: Departmental policy and program implementation shall be developed by the faculty and executed through the action of various standing committees. The following are the standing committees of the Department of Epidemiology:

- a. *Promotion and Tenure Committee*
- b. *Public Health Program Committee*
- c. *Doctoral Program Committee*

Selection of Members: Those Committees whose membership and selection are not specified herein will be appointed by the Department Chairperson who will notify the department of the membership and chairs of all Committees. Committee appointments shall be made from the

faculty annually in the spring to take office in September apart from the P&T Committee, which will assume appointments effective in March. All committees shall maintain appropriate records of their discussions and decisions and shall report periodically to the faculty, either orally or in writing. Each Committee shall present at least one oral report and submit a written annual report to the faculty.

General Procedures:

- a. The Department Chairperson may delegate certain decision-making powers to the committees, but these committees will primarily make recommendations. Such recommendations shall come to the faculty as motions, seconded and voted upon.
- b. The chairperson of a standing committee shall serve for a renewable term of two years.
- c. A majority of committee members must be present for major action to be taken on matters that are to be brought before the Department.
- d. All committee members, including the chairperson, shall have voting powers.
- e. Minutes of meetings shall be prepared and distributed to each committee member within two weeks of the meeting. A Department copy will be available to other Department members.
- f. If the Department Chairperson alters any committee decision, that group must be notified, in writing, within ten days.

Promotion and Tenure Committee

The Chairperson of the Department shall see that the Department Promotion and Tenure Committee is assembled in a timely manner. Committee members from within the Department will be elected by the Department faculty. The committee will have three members, at least two of whom are tenured faculty. The majority of the committee must be at a rank higher than the current rank of the candidate. To operate within these guidelines, it may be necessary to select members from units outside of the Department of Epidemiology. If a sufficient number of members are not available from within the Department, the remaining committee members will be elected by the faculty in consultation with the Chairperson of the Department. At such time that the number of tenured faculty in the Department exceeds three, all members of the faculty at the next higher rank(s) (i.e., all Associate and Full Professors for Assistant Professors; all Full Professors for Associate Professors) will constitute the Department Promotion and Tenure Committee. The chairperson of the committee, as appointed by the Department Chairperson, shall be a tenured faculty member in the Department of Epidemiology at or above the rank for which the candidate has applied. In the event that a tenured faculty member in the Department is not available to serve in this capacity, the chairperson will be selected from a kindred discipline.

Functions:

- a. To conduct a periodic review of tenure-track and continuing non-tenure track faculty in accordance with the guidelines specified in the University's Handbook for Faculty, Section III, Personnel Policies for Faculty.
- b. To advise the candidate in the preparation of credentials and to solicit letters of evaluation from peer reviewers as required.

- c. To review the candidate's dossier and to prepare an objective written evaluation of the dossier for transmission to the Department Chairperson and the candidate.

Public Health Program Committee

The committee functions as inter-departmental, inter-college committee representing all programs and degrees under the university's Council for Education in Public Health (CEPH). Membership consists of the Public Health Program Director, the Director representing each MPH degree program (e.g., the Epidemiology MPH, the Health Policy and Management MPH, and the Community Health and Behavior MPH) or their designee, the MPH Assistant Director, the BSPH Program Director, and at least two at-large members. The Department of Epidemiology representative(s) on the committee are appointed by the Department Chairperson. The Public Health Program Committee is responsible for coordination of administrative duties needed to execute accredited public health degree programs at the University of Delaware.

Functions:

- a. Coordinating marketing and recruitment across all public health degree programs.
- b. Accreditation planning and monitoring.
- c. Program planning, evaluation, and continuous improvement of public health degree programs.
- d. Coordinating public health initiatives and programs across the College of Health Sciences and the University of Delaware.
- e. Establishing contacts for student and faculty projects and data for both on- and off-campus experiences.
- f. Attending events as required for the program, such as for recruiting.
- g. Other tasks required for the continued success of the university's public health program.

Doctoral Program Committee

The committee is chaired by the Graduate Program Director of the doctoral program and is comprised of at least three faculty members elected by Department faculty. The Committee serves in an advisory capacity to the Department's doctoral program by providing input on curriculum, admissions, advising and mentoring, and program growth.

Functions:

- a. Suggesting and implementing revisions to program policy guidelines and proposals for curricular changes in the doctoral degree program and making recommendations to the faculty.
- b. Oversight of student progress in the program, including dismissal of students who fail to make satisfactory progress.
- c. Administering the degree program grievance policy.

Ad Hoc Committees

The Department Chairperson may form ad hoc committees for a specific purpose and will charge these committees with specific duties. The faculty will be notified of the charge and membership of special committees. These committees shall be dissolved upon acceptance of a final report.

V. Amendments

A Department committee or any voting member may propose amendments to these bylaws. The proposed changes must be distributed in writing to the faculty at least one week before a departmental meeting. Adoption of changes will require approval by at least two-thirds of the faculty.