



BYLAWS FOR THE GOVERNANCE  
OF THE  
SCHOOL OF PUBLIC HEALTH  
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

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**Bylaws for the Governance of the  
Rutgers, The State University of New Jersey  
School of Public Health**

**PREAMBLE**

The Rutgers School of Public Health (“School”) offers curricula leading to master’s and doctoral degrees, as well as a variety certificates in public health areas. The School shall offer professional instruction and conduct research in the public health sciences. Within the scope of its resources, the School shall provide public health service to its constituent communities. The School is an academic unit of Rutgers Biomedical and Health Sciences (RBHS). The mission of RBHS is to offer instruction in the health professions and sciences, conduct related research, and provide patient and health care and community service. Nothing in these Bylaws shall contravene any provision of any applicable policy or procedure governing RBHS and/or Rutgers, The State University of New Jersey, its collectively negotiated agreements, or laws and regulations. The Bylaws are constructed to recognize and implement the shared governance of the School and shall apply to all faculty of the School.

**ARTICLE I. ADMINISTRATIVE ORGANIZATION**

Section 1. THE DEAN

- 1.1 Under the Chancellor and the President, the Dean shall be the chief academic and administrative officer of the School with primary responsibility for implementing the mission of the School. The Dean’s duties and powers shall include the following:
  - 1.1.1 Primary responsibility for the School's educational, research, health care, and service programs, for the development of teaching and research affiliations, for administration of the School, for promotion of the School's development and effectiveness, and for maintaining accreditation with appropriate groups or agencies;
  - 1.1.2 Evaluation and final approval of curricula;
  - 1.1.3 Supervision of the members of the academic and non-academic staff of the school;
  - 1.1.4 Recommendation to the Chancellor, the President, and the Board of Governors of appointment, reappointment, and promotion of, and conferral of tenure upon qualified individuals to serve as Faculty of the School, consistent with all University policies and applicable collective negotiation agreements;
  - 1.1.5 Implementation of the University’s processes for the review of the performance of individual faculty members;
  - 1.1.6 Development and implementation of career development plans and actions for individual faculty members;
  - 1.1.7 Recommendation to the Chancellor and the President, where necessary, of appointment, reappointment, and promotion of qualified individuals to serve as administrators of the School;
  - 1.1.8 Preparation and recommendation of the annual budget to the Chancellor;
  - 1.1.9 Review and approval of the expenditure of funds allocated to the School;

- 1.1.10 Assignment of space within the School;
- 1.1.11 Development of liaisons and mechanisms to foster consultation and discussion with appropriate community and other external constituent groups;
- 1.1.12 Submission of reports and recommendations to the Chancellor and the Board of Governors concerning the operation, plans, and development of the School, as required.

- 1.2 The Dean shall be appointed by the Chancellor. The Chancellor shall select the nominee from among a slate of nominees provided by a Dean's Search Committee. A majority of the Search Committee shall consist of individuals elected by the Faculty of the School. The members of the Search Committee shall be appointed by the Chancellor. The Dean shall serve at the pleasure of the Chancellor.

## Section 2. ADMINISTRATIVE OFFICERS

- 2.1 Under the direction of the Dean, the Associate/Assistant Deans shall provide the academic and administrative leadership for the educational, research, and service programs.
- 2.2 Administrative officers of the School shall be approved by the Chancellor upon recommendation of the Dean with the Executive Council of the School. The Dean may delegate authority and/or responsibility to these officers as may be deemed necessary for effective administration. These officers shall serve at the pleasure of the Dean.

## Section 3. DEPARTMENT CHAIRS

- 3.1 There shall be a Chair for each Department appointed by the Dean with the approval of the Chancellor. Vice-Chair positions may be created by a department chair with the approval of the Dean, if it is deemed useful for the functioning of a department.
- 3.2 Chair appointments shall be made from among a slate of nominees provided by a Search Committee, the members of which shall be appointed by the Dean. All Department Chairs shall serve at the pleasure of the Dean.
- 3.3 Under the Dean, each Department Chair shall have general administrative responsibility for as well as participate in the educational, research, and service programs of the Department.
- 3.4 The duties and powers of the Department Chair shall include, at a minimum, the following:
  - 3.4.1 Development and operation of departmental programs;
  - 3.4.2 Supervision of faculty and staff of the department;
  - 3.4.3 Annual evaluation of all departmental faculty and review of those evaluations delegated to division, section or program heads;
  - 3.4.4 Establishing annual goals and objectives by or for individual faculty members;
  - 3.4.5 Counseling concerning career development for individual faculty members;
  - 3.4.6 Recommendations to the Dean regarding issues of concern to the Department;
  - 3.4.7 Review of the budget and program plans with the members of the Department;

- 3.4.8 Recommendations regarding appointments, reappointments, promotions, changes in faculty status, leaves, and dismissals;
- 3.4.9 Evaluation of the Department's educational, research, service and, where appropriate, patient care programs, and of faculty and staff performance;
- 3.4.10 Preparation and submission of an annual report to the Dean regarding instructional activities, research, and service accomplishments; performance and progress of faculty; and financial management within the Department.

#### Section 4. DEPARTMENTAL DIVISIONS, SECTIONS, AND PROGRAMS

- 4.1 Departments within the School may be divided in a manner consistent with the aims and policies of such Departments. Divisions, Sections, or Programs, consisting of Centers or Institutes, may be created, dissolved, or receive a change in name only upon recommendation of the Chair after review by the Executive Council, and with the approval of the Dean and the Chancellor, and any other required approval.
- 4.2 A Division, Section, or Program Head may be appointed by the Dean with the approval of the Chancellor, and shall serve at the pleasure of the Chair and Dean.

### **ARTICLE II. THE FACULTY**

#### Section 1. MEMBERSHIP

- 1.1 The Faculty shall consist of all persons with a faculty appointment of any type at the School.
  - 1.1.1 Primary Faculty are those appointed primarily in the School of Public Health, excluding adjunct and per diem faculty.
  - 1.1.2 Secondary faculty are those with academic titles at other academic units within the University who have been given an equivalent appointment by the School of Public Health, generally coterminous with their primary appointment, consistent with the rules specified in collective negotiation agreements.
- 1.2 Faculty members with a primary appointment at the School may also hold a secondary appointment in another school.
- 1.3 The practice of having representatives from other academic units within the University on search committees, when appropriate, shall be encouraged.
- 1.4 Whenever elections or votes are held within the School, Primary Faculty within the School shall have a full vote.

#### Section 2. SECRETARY OF THE FACULTY

- 2.1 The Dean shall appoint a Primary Faculty member as Secretary of the Faculty from two or more nominees presented by the Faculty. The Secretary shall have responsibility for the following: records of the Faculty, maintenance of current Bylaws and rules of procedure, and records of all appointments, elections, reappointments, and reelections of positions to committees. The Secretary shall be responsible for calling meetings of the Faculty. All records of meetings of the Faculty shall be available at any time for inspection by any member of the Faculty. The term of this office shall be two (2) years.

### Section 3. MEETINGS

- 3.1 The Dean or a designated alternate shall be the presiding officer at meetings of the Faculty. The Dean or a designated alternate may vote only in case of a tie.
- 3.2 The Faculty shall meet at least two times during each academic year. Items may be placed upon the agenda by the Dean or any other member of the Faculty. The agenda should be circulated at least one (1) calendar week in advance of a meeting. Extraordinary meetings may be convened by the Chancellor or the Dean or upon written request of at least 10% of the primary Faculty submitted to the Secretary of the Faculty who shall then schedule the meeting, after consultation with the Dean. A quorum shall consist of a majority of the Primary Faculty who hold the title of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer and must include representation from at least three (3) Departments in the School. Members attending through distance technology will be included for the quorum.
- 3.3 Resolutions may ordinarily be passed by a majority of those present at meetings of the Faculty at which a quorum is present. In the absence of a quorum at a meeting, issues may be discussed but no resolution may be enacted but rather should be submitted for a mailed or electronic ballot to all Faculty members eligible to vote along with a copy of the minutes when the subject was discussed. In this case, a majority vote of those voting shall be required for passage.

### Section 4. DUTIES AND POWERS OF THE FACULTY

The Faculty may communicate its views on University-wide issues affecting the academic programs at the School to the Chancellor; ordinarily communication between the Faculty and the Chancellor or Provosts regarding issues of importance to the Faculty or the School shall be through the Dean. The Faculty shall have duties and powers with regard to academic matters, including but not limited to the following:

- 4.1 Design, implementation, evaluation, and revision of the curricula;
- 4.2 Consistent with University policy, establish requirements for admission; develop criteria and procedures for selection of students; and, via a committee of the Faculty, recommend students for admission;
- 4.3 Establishment of standards for examinations, grading, academic standing, honors in courses, and attendance;
- 4.4 Establishment of requirements for degrees and certificates;
- 4.5 Establishment of procedures under which the Faculty operate;
- 4.6 Review of the actions of the standing committees;
- 4.7 Encouragement of research, educational, teaching, and community service activities of Faculty members and of students;
- 4.8 Recommendations of amendments to these Bylaws and University Policies and Procedures through the Dean and the Chancellor;

Section 5. FACULTY APPOINTMENT, REAPPOINTMENT, PROMOTION, LEAVE OF ABSENCE, AND TERMINATION OF SERVICE

All matters regarding Faculty appointment, reappointment, promotion, academic rank and titles, tenure, emeritus status, faculty leaves of absence, and faculty termination of service shall be in accord with policies and guidelines of Rutgers Biomedical and Health Sciences and Rutgers, The State University of New Jersey.

**ARTICLE III. COMMITTEES**

Each standing committee shall formulate its own rules of procedure which shall be reviewed and approved by the Executive Council. In addition to the Committees delineated in Article III, Section 3 through Section 9 of these policies and procedures, other standing and ad hoc Committees may be established by the Dean to meet the mission of the School. Except where otherwise specified, Committee resolutions may be passed by a majority of those present at meetings at which a quorum is met. Subcommittees may be established as needed. Subcommittees shall report to the corresponding parent committee. Procedures for subcommittees shall be formulated as part of the rules of procedure of the corresponding parent committee.

Section 1. MEMBERSHIP

- 1.1 All elections and appointments to the standing committees, unless otherwise specified in the Bylaws of the School, will serve three (3) year terms that will become effective on September 1 of each year. Faculty holding secondary appointments at the School may serve on any standing committee of the School and have voting privileges with the exception of the Bylaws and Elections Committee. Student representatives may serve on the Executive Council, the Curriculum Committee, the and Community Service and Practice Committee.
- 1.2 With the exception of the Executive Council, the Academic Progression Committee, and the Admissions Committee, members of each Committee shall elect a Chair from among themselves. When a Chair cannot be selected by the Committee, the Chair shall be appointed by the Dean from among the committee members.
- 1.3 Members may not be represented by alternates unless specifically stipulated within the description of the committee. A member of a standing committee who is absent for four (4) consecutive meetings or who fails to attend over one-half of the scheduled meetings of the committee within an academic year may be replaced on the recommendation of the committee chair after discussion of the matter with that member and the Dean. The replacement shall be chosen by the same process as that originally used to seat the member of the committee.
- 1.4 Committee members will be elected and appointed to committees as positions become vacant until the appropriate complement of members for a committee has been reached.
- 1.5 Ad hoc committees may be approved by the Dean as needed to assist in the orderly conduct of the affairs of the Faculty. No ad hoc committee shall exist beyond one year after its establishment without review by the Executive Council.
- 1.6 Except as specified below, committee chairs and ex officio committee members shall be entitled to vote on all resolutions that come before the committee for action.

## Section 2. EXECUTIVE COUNCIL

- 2.1 The Executive Council shall advise the Dean on matters affecting the operation and policies of the School, shall act on behalf of the Faculty with regard to the duties and powers of the faculty enumerated in these Bylaws. However, the right of the Faculty to review and to accept or reject decisions of the Executive Council shall not be abridged.
- 2.2 The Executive Council shall receive and ratify: requirements for admission as developed by the Admissions Committee; Academic Rules and Regulations as formulated by the Academic Progression Committee; curriculum changes for academic programs approved by the Curriculum Committee;; and School-based policies related to research as presented by the Research Committee, as long as they are consistent with RBHS and University-based policies.
- 2.3 The Executive Council shall consist of the Dean, Department Chairs, Associate/Assistant Deans, the Secretary of the Faculty, and three elected faculty representatives eligible for AAUP-BHSNJ membership. The elected faculty representatives shall serve three-year terms. There shall be one (1) officer representative from each of the School of Public Health Student Government Associations. The student members shall not vote or be present during faculty personnel, student financial aid, and student academic performance matters but shall have a vote on all other matters. Other individuals may be invited to attend meetings without vote on the approval of the Dean. Each member of the Executive Council may designate alternates to attend a cumulative total of no more than three (3) meetings during each academic year. The Dean or designee shall serve as Chair, without vote, except in case of a tie.
- 2.4 The Executive Council shall meet at least six times during the academic year. Extraordinary meetings may be convened by the Dean or on written request of at least one-fourth of the members of the Executive Council submitted to the Dean, who shall then convene the meeting. A quorum shall be a majority of the voting members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

## Section 3. ACADEMIC PROGRESSION COMMITTEE

- 3.1 The Academic Progression Committee shall consider matters of academic standing of students of the School. This Committee shall have the responsibility of monitoring and designating the academic status of all students in the School and of approving the Academic Rules and Regulations which provide the guidelines under which the Committee functions, and which describe the requirements for the award of degrees.
- 3.2 The Academic Progression Committee shall have the responsibility to determine that students have satisfactorily met the requirements of each academic year for each degree program; consider individual requests for exceptions to the existing Academic Rules and Regulations; determine whether students are to be placed on academic warning or academic suspension and the conditions for removal. The Committee may recommend the dismissal of a student of the School to the Dean in accordance with the Academic Rules and Regulations.



- 3.3 The Academic Progression Committee shall consist of the Associate Dean responsible for Academic Affairs, or his/her designee, and one representative from each department of the School. The Registrar shall serve ex officio, without vote, when requested to provide input to the Committee. The Chair shall be appointed by the Dean from among the committee members.
- 3.4 Meetings shall be regularly scheduled throughout the academic year with additional meetings called by the Chair when necessary. A quorum shall be a majority of the voting members of the Committee present, plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

#### Section 4. ADMISSIONS COMMITTEE

- 4.1 The Admissions Committee shall have the responsibility within legal boundaries of setting the requirements for admission to the School subject to review by the Faculty. The Committee shall carry out this function through approval of Department recommendations. An annual written report shall be presented to the Faculty prior to a regularly scheduled meeting of the Faculty.
- 4.2 The Admissions Committee shall consist of the Associate Dean responsible for Admissions, or his/her designee, and one representative from each department of the School. Department representatives shall be appointed by each Department Chair. The Committee Chair shall be appointed by the Dean from among the committee members.
- 4.3 Meetings shall be convened by the Chair. All members of the Committee are eligible to vote. A quorum shall be a majority of the members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

#### Section 5. ADVISORY COMMITTEE ON APPOINTMENTS AND PROMOTIONS

- 5.1 The responsibilities of the Advisory Committee on Appointments and Promotions are outlined in the University's Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty with Appointments in Rutgers Biomedical and Health Sciences and in the University's Academic Promotion Instructions for Non-Tenure Track Faculty with Appointments in Rutgers Biomedical and Health Sciences.
- 5.2 The Advisory Committee on Appointments and Promotions shall consist of seven tenured Faculty members, all appointed by the Dean. The Committee Chair shall be appointed by the Dean from among the committee members.
- 5.3 Meetings shall be convened by the Dean or by the Committee Chair as needed

#### Section 6. CURRICULUM COMMITTEE

- 6.1 The Curriculum Committee shall develop, review, and make recommendations regarding the curricula for the degree and certificate programs of the School, including dual and joint degrees, and shall develop standards for the evaluation of each educational program for the School. The Committee may elect to establish subcommittees for each degree program curriculum.

- 6.2 The Curriculum Committee shall have the responsibility of making recommendations to the Dean in the following areas: educational goals and learning objectives for each program of study, content of courses to assure broad understanding of the areas of knowledge basic to public health, methodology of teaching, culminating experience, and evaluation of courses. The appropriate constituents shall be consulted regarding proposed changes in the curriculum. Upon a majority vote, a recommendation of the Committee shall be presented to Executive Council. Acceptance of such recommendations requires ratification by a majority vote of the Executive Council. The Committee shall present written meeting minutes to the Dean. Verbal reports shall be provided at the School's Executive Council meetings.
- 6.3 The Curriculum Committee shall consist of the Associate Dean responsible for Academic Affairs, or his/her designee, one faculty member from each department, elected by the faculty of that department, and two student representatives, one (1) from the master's degree programs and one (1) from the doctoral degree programs. All student representatives shall be elected by their classmates. The School's Registrar and a designee of the School's Alumni Association shall be a member ex officio without vote. Faculty members shall serve a term of three years and may serve for a maximum of nine (9) consecutive years. Students shall serve one-year terms and may be reelected for a maximum total of four (4) years. Faculty and ex officio members may not be represented by alternates more than three times. A quorum shall be a majority of the voting members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.
- 6.4 The Curriculum Committee shall meet at least six (6) times during the academic year. The Dean shall be invited to attend at least one meeting. No course may be offered without the review and approval of the Curriculum Committee. A review of individual courses must be conducted on a regular basis.

#### Section 7. RESEARCH COMMITTEE

- 7.1 The Research Committee shall have the responsibility of encouraging research activities by faculty and students and serve in an advisory capacity to the Dean on matters of general policy related to research.
- 7.2 The Research Committee shall consist of the Associate Dean responsible for Research, or his/her designee, two (2) members appointed by the Dean, and two (2) members elected by the faculty. The term of office of elected members shall be three years.
- 7.3 The Committee shall meet at least twice a year and meetings may be convened by the Dean or Chair.

#### Section 8. COMMUNITY SERVICE AND PRACTICE COMMITTEE

- 8.1 The Community Service and Practice Committee shall have the responsibility of encouraging service and practice activities by faculty, staff, and students and serve in an advisory capacity to the Office of Community Health and the Dean on matters related to service and practice.
- 8.2 The Community Service and Practice Committee shall consist of the Associate Dean responsible for Community Health, or his/her designee, and nine (9) members, including

two (2) faculty members elected by the faculty, two student representatives, the School's Graduate Practicum Directors, a designee of the School's Alumni Association, and two representatives of the School's external stakeholders. Non-faculty positions shall be appointed by the Dean in consultation with the Associate Dean responsible for Community Health. The term of office of elected members shall be three years.

- 8.3 The Committee shall meet at least twice a year and meetings may be convened by the Dean or Chair.

#### Section 9. BYLAWS AND ELECTIONS COMMITTEE

- 9.1 The Bylaws and Elections Committee shall have the responsibility of insuring that the Bylaws of the School are in conformity with the Policies and Procedures of the University; insuring that the procedures of the School are in accordance with the Policies and Procedures of the University, the collectively negotiated agreements, and with the Bylaws of the School; supervising all elections and other ballots conducted among the Faculty; and reviewing and evaluating the role, activities, and progress of standing and ad hoc committees and, in the event of uncertainty about a matter, for determining the scope of responsibility of standing and ad hoc committees. In addition, this Committee shall have the responsibility of framing a formal statement of amendments to the Bylaws as specified in Article IV.
- 9.2 The Bylaws and Elections Committee shall consist of seven (7) Primary Faculty members, including the Secretary of the Faculty, four members who shall be elected by the Faculty through a School-wide vote, and two appointed by the Dean, ensuring representation across departments. A person may serve as Chair of this Committee a maximum of six (6) consecutive years. The term of office of members shall be three years.
- 9.3 Meetings shall be convened by the Chair or on request of any member including the Secretary. All members of the Committee are eligible to vote. A quorum shall be a majority of the members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

#### **ARTICLE IV. AMENDMENT PROCEDURES**

Any proposal for amendment shall be presented initially at a faculty meeting to the Faculty by any five voting members for discussion. With approval of a majority of the Faculty, present at the meeting, the proposal shall then be referred to the Bylaws and Elections Committee which shall have the responsibility of framing a formal statement for submission to a vote by the Faculty. Any portion of these Bylaws may be amended by means of a resolution approved by two-thirds of the Faculty who return a mail ballot or electronic mail ballot within a time specified on the ballot which shall not be less than two weeks. All amendments to these Bylaws must be presented to the Chancellor.

#### **ARTICLE V. METHOD OF ADOPTION**

These Bylaws shall take effect when recommended to and approved by the Dean and the Chancellor.