BYLAWS FOR THE GOVERNANCE

OF THE

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

SCHOOL OF PUBLIC HEALTH

DECEMBER 6, 2013

Approved 3/21/00; amended 10/21/08, amended 4/19/13, amended 12/06/13
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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") shall be a part of Rutgers, The State University of New Jersey and shall be administratively located in Rutgers Biomedical and Health Sciences (RBHS). 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. Nothing in these Bylaws shall contravene any provision of the policies and procedures established, or applicable laws, of Rutgers, The State University of New Jersey.

DESCRIPTION

The School offers curricula leading to the MPH, MS, DrPH, and PhD degrees and a variety of certificates in public health areas. The School has three main Campuses for instruction: New Brunswick, Newark, and Stratford. The School may have partners within RBHS, elsewhere within Rutgers and any additional appropriate partners. The School also administers fieldwork experiences and supports continuing education opportunities for public health practitioners and community members.

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;

1.1.5 oversight of a system of review of the effectiveness of performance of individual faculty members;

1.1.6 development and implementation of a system of career development for individual faculty members;
1.1.7 recommendation to the Chancellor and the President 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;

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.

1.2 The Dean shall be appointed by the Board of Governors upon nomination 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 Committee shall consult student representatives, alumni representatives and representatives of the community in the School's service area. The Dean shall serve at the pleasure of the Chancellor.

1.3 There shall be a periodic review of the School and the stewardship of the Dean at least once every five (5) years. The findings of each review shall be reported to the Chancellor and the Board of Governors.

Section 2. ASSOCIATE/ASSISTANT DEANS – NEW BRUNSWICK, NEWARK, AND STRATFORD

2.1 The Associate/Assistant Deans for the New Brunswick, Newark, and Stratford campuses shall be the chief academic officers of those campuses. Under the direction of the Dean, the Associate/Assistant Deans shall provide the academic and administrative leadership for the educational, research and service programs of their campuses. The Associate/Assistant Deans shall also have School-wide responsibilities as assigned by the Dean. These positions shall serve at the pleasure of the Dean.

2.2 The Associate/Assistant Deans for each campus shall be approved by the President of the University upon recommendation of the Chancellor, to whom the Dean reports.

2.3 There shall be a periodic review of each campus and the stewardship of its Associate/Assistant Dean at least once every five (5) years. The procedure for the review shall be set forth in the Procedural Code of the School. The findings of such review shall be reported to the Dean and the Chancellor.

2.4 The duties and responsibilities of the Associate/Assistant Deans shall be set forth in the Procedural Code of the School.

Section 3. OTHER ADMINISTRATIVE OFFICERS

3.1 Other administrative officers of the School shall be approved by the President of the University upon recommendation of the Chancellor after consultation by 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 4. DEPARTMENTS

4.1 To fulfill the School’s mission and goals, Departments shall be established or abolished by the Board of Governors upon recommendation of the Dean and approval of the Chancellor. The Departments may include non-Core Departments sponsored through academic units within the University. The Executive Council and Faculty shall advise the Dean regarding such recommendations prior to referral to the Chancellor and the Board of Governors.

4.2 At a minimum, there shall be Departments reflecting each of the required curricular concentrations of the Council on Education for Public Health. These required Departments shall be referred to as Core Departments (Biostatistics, Epidemiology, Environmental and Occupational Health, Health Education and Behavioral Science, and Health Systems and Policy). In addition, non-Core Departments may be created on any Campus upon the recommendation of the Executive Council and Faculty.

Section 5. DEPARTMENT CHAIRS

5.1 There shall be a Chair for each Department and a Vice-Chair if the Department exists on more than one campus. The Chairs and Vice-Chairs of the Core Departments shall be selected from among the Faculty having primary appointments at the School. Chairs and Vice-Chairs of non-Core Departments may be selected from among Faculty having a primary appointment in the School or holding joint Faculty appointments with the School. School Department Chair/Vice-Chair appointments shall be appointed by the Dean with the approval of the Chancellor, for a term of no more than five (5) years. These appointments shall be from among a slate of nominees provided by a Search Committee, the members of which shall be appointed by the Dean.

5.2 All School Department Chairs and Vice-Chairs, including those in non-Core Departments sponsored by other schools, shall serve at the pleasure of the Dean. The performance of each Chair and Vice-Chair shall be evaluated annually by the appropriate campus Associate/Assistant Dean and reviewed by the Dean.

5.3 A review and evaluation of each Department and of the Chair’s performance shall be performed at least once every five (5) years. The procedure for the review shall be set forth in the Procedural Code of the School. The findings of such review shall be reported to the Dean and the Chancellor.

5.4 Under the Dean and Campus Associate/Assistant Dean, each Department Chair shall have general administrative responsibility for and participate in the educational, research, and service programs of the Department.

5.5 The duties and powers of the Department Chair shall include the following:

5.5.1 development and operation of departmental programs;

5.5.2 supervision of departmental faculty and staff;

5.5.3 annual evaluation of all departmental faculty and review of those evaluations delegated to division, section or program heads;
5.5.4 the process of establishing annual goals and objectives by or for individual faculty members;

5.5.5 counseling concerning career development for individual faculty members;

5.5.6 recommendations to the Dean regarding all issues of concern to the Department;

5.5.7 review of the budget and program plans with the members of the Department;

5.5.8 recommendations regarding appointments, reappointments, promotions, changes in faculty status, leaves, dismissals and acceptance of resignations following review with the full-title Faculty of the Department at the rank of Associate Professor or higher;

5.5.9 evaluation of the Department's educational, research, service and, where appropriate, patient care programs, and of faculty and staff performance;

5.5.10 maintaining accreditation with appropriate groups and agencies;

5.5.11 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 6. DEPARTMENTAL DIVISIONS, SECTIONS AND PROGRAMS

6.1 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 Departmental Faculty and the Executive Council, and with the approval of the Dean, the Chancellor, and the Board of Governors.

6.2 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.

6.3 The stewardship of each Division, Section or Program Head shall be subject to review at least once every five (5) years. Such reviews and evaluations shall be carried out following procedures set forth in the Procedural Code of the School. The findings of such reviews and evaluations shall be reported to the Chair and the Dean.

ARTICLE II. THE FACULTY

Section 1. MEMBERSHIP

1.1 The Faculty shall consist of all persons with a faculty appointment at the School of any type.

1.1.1 Full academic rank primary faculty are those appointed as Professor, Associate Professor, Assistant Professor, or Instructor.

1.1.2 Full academic rank secondary faculty are those with academic titles of Professor, Associate Professor, Assistant Professor or Instructor at other academic units with the University who have been given an equivalent appointment by the School of Public Health that is coterminous with their primary appointment. Secondary
Instructor appointments may be made for individuals having staff, residency, post-doctoral, or other paid appointments at other academic units with the University.

1.1.3 Qualified academic rank faculty shall have academic titles of Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor, or Lecturer. If paid by the School and if not a primary paid faculty member of another academic institution, they will be considered primary faculty of the School.

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, full academic rank primary faculty shall have a full vote. The votes of all other faculty shall be in proportion to their time commitments to the School, as detailed in the Procedural Code of the School.

1.5 All Faculty are eligible to serve on any standing School committee or campus subcommittee with the exception of the Appointments and Promotions Committee and the By-Laws and Elections Committee which shall include only primary faculty.

Section 2. SECRETARY OF THE FACULTY

2.1 The Dean shall appoint a primary full title 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 of full academic rank shall be the presiding officer at meetings of the Faculty. The Dean or a designated alternate may vote only in case of a tie. One member of the Faculty shall serve as Parliamentarian.

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 Faculty submitted to the Secretary of the Faculty who shall then schedule the meeting, after consultation with the Dean. A quorum shall consist of 30% of primary and secondary full title Faculty who hold the title of Professor, Associate Professor, Assistant Professor and Instructor and must include representation from at least three (3) of the Core Departments in the School. Members attending through distance technology will be included for the quorum. A meeting of the Faculty at the New Brunswick, Newark, or
Stratford campus may be convened by the Associate/Assistant Deans for each campus or upon the request of the Dean.

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 through the Dean its views on University-wide issues affecting the academic programs at the School to the Chancellor and Board of Governors. Ordinarily, communication between the Faculty and the Chancellor or Executive Vice President or Senior Vice Presidents regarding issues of importance to the Faculty or the School shall be through the Dean. However, when appropriate and necessary, Faculty members may communicate directly with the Chancellor or Executive Vice President or Senior Vice Presidents. Under the Dean, the Chancellor and subject to the statutory powers granted to the Board of Governors, the Faculty shall have duties and powers with regard to academic matters, including but not limited to the following:

4.1 Design, approval, implementation, evaluation and revision of the curricula subject to Board of Governors approval, and establishment and promulgation of the academic calendar;

4.2 Establishment of requirements for admission; development of criteria and procedures for selection of students; and, via a committee of the Faculty, recommendation of 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 Recommendation through the Dean and the President to the Board of Governors of those candidates who have fulfilled the requirements for degrees and certificates;

4.6 Establishment of regulations and procedures under which the Faculty operate;

4.7 Review of the actions of the standing committees;

4.8 Encouragement of research, educational, teaching and community service activities of Faculty members and of students;

4.9 Recommendations to the Board of Governors of amendments to these Bylaws and University Policies and Procedures through the Dean and the Chancellor;

4.10 For those programs leading to joint degrees with other academic units within the University or with other institutions, the duties and powers delineated in 4.1 through 4.5 above shall be held by the Faculty of those degree programs.
Section 5. FACULTY APPOINTMENT, REAPPOINTMENT, PROMOTION, LEAVE OF ABSENCE AND TERMINATION OF SERVICE

Academic Titles

5.1. Definitions

5.1.1 Full Academic Rank: Rank held by those members of the faculty having the titles of professor, associate professor, assistant professor and instructor.

5.1.2 Qualified Academic Rank: Rank held by those members of the faculty having the titles of lecturer, associate and titles preceded by the designations "clinical," "adjunct" and "visiting."

5.1.2.1 Part-time faculty participating primarily in programs involving patient care shall be designated by the titles clinical professor, clinical associate professor, clinical assistant professor and clinical instructor.

5.1.2.2 Part-time faculty who participate primarily in research and teaching shall be designated by the titles adjunct professor, adjunct associate professor, adjunct assistant professor and adjunct instructor.

5.1.2.3 Faculty whose service is for a limited time may be appointed as visiting faculty, e.g., visiting professor, visiting associate professor, visiting assistant professor.

5.1.2.4 Faculty whose service is discontinuous or intermittent may be appointed as lecturers.

5.1.2.5 The title of associate may be used when other academic titles are judged not to be appropriate.

5.1.3 Full-Time Faculty: Those members of the faculty who have agreed to abide by all the rules and regulations of the University and whose professional careers are fully dedicated to the instructional, research, service and/or health care missions of the University.

5.1.4 Part-Time Faculty: Those members of the faculty who have agreed to abide by all the rules and regulations of the University and whose professional careers are only partially committed to the University. They may participate in teaching, research, clinical or service programs and in general University service.

5.1.5 Emeritus Faculty: Members of the faculty who, by virtue of retirement, have been relieved of regularly assigned teaching and administrative responsibilities may be designated as emeriti.

5.1.6 Distinguished Professors: Distinguished professors are faculty members of surpassing academic achievement. Such achievement may include outstanding and continued research and scholarly work, excellence in teaching, and major contributions in areas such as clinical service, curriculum, program development and service to the University.
5.2 Approved Titles

5.2.1 The following academic titles are approved for use at the School: distinguished professor, emeritus professor, emeritus associate professor, professor, associate professor, assistant professor, instructor, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, visiting professor, visiting associate professor, visiting assistant professor, lecturer and associate.

5.3 Determination of Academic Title

In determining the academic title to which an individual is recommended for appointment or promotion, the qualities to be considered shall be those which determine (a) the effectiveness of the individual in performing prescribed duties and (b) the overall contributions of the individual to the goals and purposes of the School and the University.

Determination of academic title shall take into consideration the following factors:

(a) **Mastery of subject matter** as demonstrated by such factors as degrees, licenses, honors and awards, and reputation.

(b) **Effectiveness in teaching** as demonstrated by such factors as performance evaluation, judgment of peers, student response and performance, and development of teaching materials and techniques.

(c) **Research and scholarly or professional accomplishments** as demonstrated by such factors as contributions to scientific, educational or clinical knowledge, publications, grants, professional service and reputation.

(d) **Contributions to and implementation of the service mission of the School and the University**, which includes service to the host communities of the University's campuses and to the entire state.

(e) **Continuing growth** as demonstrated by such factors as advanced study or research, ability to handle increasing responsibility and reputation.

(f) **Degree and effectiveness of service to the University** through activities such as service on School or University committees and performance of administrative responsibilities.

5.4 General Provisions

5.4.1 Appointment

All Faculty members of the School shall have an appointment specified with regard to the Department or Departments in which the appointment is effective.

5.4.2 Date of Appointment

Academic appointments and reappointments shall be based on the academic year, which shall commence on July 1 of each calendar year and extend through June 30 of the following year. Continuing appointments shall take effect on July 1. Initial appointments may take effect on any specified date. If the date is other than July 1, an anniversary date shall be specified for the purpose of determining
years of service. The anniversary date shall be July 1 of the current academic year or July 1 of the following academic year, whichever is closer to the effective date of the appointment.

5.4.3 Terms and Conditions of Appointment

The terms and conditions of appointment, including tenure where applicable, shall be stated in writing at the time of appointment or reappointment and shall be signed by the Dean or the Dean's designee and, for initial appointments, the faculty member. Copies shall be in the possession of both the School and the appointee before the appointment or reappointment may be considered valid.

5.4.4 Computation of Service

In computing consecutive years of service for the purposes of this title, periods of vacation leave, periods of sick leave with full salary and periods of leave under the Faculty Renewal Program shall be included. Periods of unpaid leave of absence shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

5.5 Full Academic Rank

5.5.1 Eligibility for Full Academic Rank

5.5.1.1 Full-Time Faculty: Full-time faculty as defined in Article II, Section 5.1.3, and subject to the provisions and guidelines governing academic appointments set forth in Article II, are eligible for and ordinarily should receive appointments to full academic rank. In order to qualify for full academic rank, faculty members shall demonstrate ability to carry responsibilities at a level of proficiency appropriate to their rank.

5.5.1.2 Full-Time Academic Administrators: Full-time academic administrators within the School or in another school or unit of the University who qualify for faculty appointments may be appointed to full academic rank.

5.5.1.3 Coterminous Full-Time Faculty: Faculty at another school of the University who qualify as full-time as defined in Article II, Section 5.1.3 may be appointed to full academic rank.

Academic appointments given under this Section shall be coterminous with the expiration or termination of the faculty member's contract with the other school of the University. Financial responsibility for such appointments shall rest with the other school of the University.

5.5.1.3.a Academic administrators appointed to full academic rank under Article II, Section 5.5.1.2 may be awarded faculty appointments which shall be coterminous with the termination of the administrative appointment.

5.5.1.3.b Where fifty percent (50%) or more of the academic base salary of a full-time member of the faculty is derived from sources other than the state budget of the University ("outside funding") at the time of the full-time appointment,
the appointment may be made at full academic rank and may have a provision that the faculty member must agree in writing that the appointment shall be coterminous with the availability and receipt of the outside funding for the position, and that said appointment shall be without tenure.

5.5.1.4 Part-Time Faculty: Under special circumstances and following the review process described below, a few part-time faculty may be appointed to positions of full academic rank. Such appointments may be considered for individuals who do not qualify as full-time faculty as specified in Article II, Section 5.1.3, but whose professional service contributions are particularly meritorious and whose professional careers are heavily committed to the School. Upon the positive recommendations of the Department Chair, a faculty committee as provided for in the Bylaws of the school, a 2/3 majority of those present at a regular meeting of the Executive Council, the Dean and the Chancellor, appointments of part-time faculty to positions of full academic rank shall be considered by the Board of Governors. Such appointments may be made only by the Board of Governors after reviewing the recommendations of the Chair, the faculty committee, the Executive Council, the Dean and the Chancellor.

5.5.2 Procedures and Criteria for Appointment and Promotion to Full Academic Rank

The School shall develop and maintain procedures and clearly defined criteria for appointment and promotion to each full academic rank. There shall be separate sets of criteria for appointment and promotion for faculty whose efforts are focused on: (1) research; (2) education, administration and/or service; and (3) clinical activity. In establishing such criteria, the School shall take into consideration those faculty who have significant responsibilities in more than one mission-related area.

The School criteria and procedures shall be in writing; the Dean shall assure that faculty are informed of these criteria and procedures.

5.5.3 Process of Appointment

5.5.3.1 Initial Appointment

5.5.3.1.a Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean, and the Chancellor, appointments of instructors shall be made by the President, or his or her designee, after advice from the University Promotion Review Committee.

5.5.3.1.b Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean, the Chancellor, and the President, appointments of assistant professors on the tenure track or to the tenure track from a non-tenure track shall be considered by University Promotion Review Committee. Assistant professors may be appointed on or to the tenure track only by the Board of Governors.
Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean and the Chancellor, appointments of assistant professors on or to the non-tenure track shall be made by the President, or his or her designee, after advise from the University Promotion Review Committee.

5.5.3.1.c Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean and the Chancellor, appointments of associate professors and professors on the tenure track or to the tenure track from a non-tenure track or with tenure shall be considered by the University Promotion Review Committee. Associate professors and professors may be appointed on or to the tenure track or with tenure only by the Board of Governors.

Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean, and the Chancellor, appointments of associate professors and professors on the non-tenure track or to the non-tenure track shall be made by the President, or his or her designee, after advise from the University Promotion Review Committee.

5.5.3.2 Reappointment: The process for reappointment shall be the same as for initial appointment on the non-tenure track except that in no case shall action be taken by a faculty committee.

5.5.4 Term of Appointment: Non-tenured faculty may be appointed for terms of one to five years and may be reappointed for additional terms of one to five years.

5.5.5 Notice of Non-Reappointment: Written notice that a term appointment is not to be renewed upon expiration is to be given to the appointee by the Dean or the Dean's representative as soon as possible and not less than:

(a) four months prior to the expiration of a one-year appointment;
(b) six months prior to the expiration of a two-year appointment; and
(c) twelve months prior to the expiration of an appointment longer than two years as computed from the anniversary date.

5.5.6 Process of Promotion

5.5.6.1 The School shall establish procedures for nomination of individuals for promotion as well as procedures by which a member of the faculty of the school may enter a formal request to be considered for promotion.

5.5.6.2 The process for promotion shall be the same as for initial appointment to each rank except that there shall be a process for self-nomination as provided for in Section 5.5.6.1 above, and a positive recommendation by the School’s Appointments and Promotions Committee shall require consideration by the Board of Governors or by the President, or his or her designee, depending on the tenure, tenure-track or non-tenure-
track status, regardless of negative recommendations of the Chair, the Dean and/or the Chancellor.

5.5.7 Distinguished Professors

5.5.7.1 Privileges: The Distinguished Professor may have for a stipulated period of time supplemental funds for research, educational or clinical activities, as well as other perquisites to be determined by the Dean.

5.5.7.2 Designation of Distinguished Professors: Upon the positive recommendations of the Department Chair, the Dean and the Chancellor, designations of Distinguished Professors shall be considered by the Board of Governors. Designations of Distinguished Professors shall be made only by the Board of Governors after reviewing the recommendations of the Chair, the Appointments and Promotions Committee, the Dean and the Chancellor.

5.6 Qualified Academic Rank

5.6.1 Eligibility for Qualified Academic Rank

5.6.1.1 Part-time faculty as defined in Article II, Section 5.1.4, and subject to the provisions and guidelines governing academic appointments set forth in Article IV, are eligible for appointment to positions of qualified academic rank in the School. The amount of time devoted to the University shall be determined by the Department Chair in consultation with the Dean. Their service may be paid or voluntary.

5.6.1.2 Full-time faculty as defined in Article II, Section 5.1.3 whose academic qualifications or role does not qualify them for appointment to full academic rank, may be appointed, on an exception basis, to qualified academic rank.

5.6.2 Procedures and Criteria for Appointment and Promotion to Qualified Academic Rank

Appointment and promotion of faculty to positions of qualified academic rank shall be based upon demonstrated ability to carry out responsibilities at a level of proficiency appropriate to their rank.

The School shall develop and maintain procedures and clearly defined criteria for appointment and promotion to each qualified academic rank with salary and for appointment and promotion to each non-salaried qualified academic rank. The school criteria and procedures shall be in writing; the Dean shall assure that faculty are informed of these criteria and procedures.

5.6.3 Process of Appointment

5.6.3.1 Initial Appointment

5.6.3.1.a Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean, and the Chancellor, appointments to qualified academic rank of instructors shall be made by the President, or his or her
designee, after advice from the University Promotions Review Committee.

5.6.3.1.b Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean, appointments to qualified academic rank of assistant professors shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

5.6.3.1.c Upon the positive recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean, and the Chancellor, appointments to qualified academic rank of associate professors and professors shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

5.6.3.2 Reappointment: The process for reappointment shall be the same as for initial appointment except that in no case shall action be taken by a faculty committee.

5.6.4 Maximum Duration of Appointment: Appointments to qualified academic rank shall not continue beyond June 30 of each academic year. Individuals with such appointments may be reappointed after review to ensure ongoing service to the University. Appointments to qualified academic rank shall not carry tenure.

5.6.5 Process of Promotion: The process for promotion shall be the same as for initial appointment to each qualified rank.

5.7 Academic Freedom and Academic Responsibility

It is the policy of the University to foster and maintain full freedom of discussion, inquiry, teaching and research. It is the responsibility of the faculty of the University to foster and maintain high standards of professional, academic and public conduct and morals. Every member of the faculty of the University is entitled to discuss relevant subjects freely in the classroom. In research and publication each faculty member is entitled to discuss freely those subjects with which he or she is competent to deal, to pursue inquiry thereunto and to present and endeavor to maintain the opinions and conclusions relevant thereunto. While free to express those ideas which seem to him or to her justified by the facts, the faculty member is expected to maintain standards of sound scholarship and competent teaching. Every member of the faculty of the University is obliged by his or her position and the standards of his or her profession to work for the betterment of the University, its component schools, the academic community and the communities where the University facilities are located.

Each faculty member should lend his or her counsel as may be required and should undertake in the spirit of community a fair share of the burdens of organization, legislation and deliberation within the University, the School and the department. Every member of the faculty, outside of the fields of instruction, research and publication should conduct himself or herself in a manner that is neither reprehensible nor yielding of discredit to the University. When speaking or writing as a citizen, he or she shall be free from institutional censorship or discipline, but should be accurate, should exercise
appropriate restraint, should show respect for the opinions of others and must clearly indicate that he or she is not a spokesperson for the institution.

5.8 Tenure

5.8.1 Purpose: Tenure may be regarded as a means to assure application of the policies set forth in Section 5.7 above.

5.8.2 Definition of Tenure: Tenure is continuous academic employment until retirement as long as the duties of the position are performed effectively, absent financial exigency or cause. Only the full academic rank of associate professor or professor may carry tenure. Tenured appointments shall continue until terminated in accordance with the rules of the University.

5.8.3 Eligibility and Criteria: Tenure may be granted when merited upon or at any time following appointment or promotion to the rank of associate professor or professor. Tenure shall be conferred for achievements of the highest order, the greatest distinction in carrying out the responsibilities of the position, and for unusual promise for continued achievements. Criteria for tenure shall include superior intellectual attainment and academic productivity as evidenced both in teaching and research. The record of research performance or other scholarly achievements shall be outstanding, meriting recognition within the relevant discipline as being among the best in the field. Faculty members eligible for tenure shall also be influential and able teachers, and, if applicable, excellent clinicians. They shall have demonstrated a history of continued expansion of competence in their discipline(s) over a significant period of time. Their accomplishments shall represent important contributions to the mission and reputation of the department, the School and the University such that they are deserving of employment as faculty members until retirement subject to the conditions set forth in Section 5.8.2 above.

Faculty members who are granted tenure are expected to sustain their accomplishments and contributions to the teaching, research and, where applicable, service and clinical programs of the School and the University and to their area(s) of expertise throughout the duration of the tenure appointment.

The School shall establish criteria for recommending individuals for tenure and procedures for evaluating faculty eligibility for tenure. These criteria and procedures of the School shall be in writing and shall be widely disseminated; the Dean shall ensure that the faculty are informed of these criteria and procedures.

5.8.4 Award of Tenure

5.8.4.1 Individuals appointed or promoted to the rank of assistant professor may be appointed in either non-tenure or tenure-track status. Assistant professors appointed to the tenure track and who remain on the tenure track shall have a formal review for tenure by their Department Chairs no later than the tenth year after the appointment to the tenure track, with the procedures for such review to be established by the individual schools. If, following such review, the Department Chair declines to recommend a faculty member for tenure, the faculty member may self-
nominate for tenure following procedures to be specified in the bylaws of the school.

5.8.4.2 The School shall establish procedures for nomination of individuals for tenure as well as procedures by which a member of the faculty of the school may enter a formal request to be considered for tenure.

5.8.4.3 The process for the award of tenure shall be as follows: Upon the positive recommendations of the Department Chair, the Dean and the Chancellor, awards of tenure shall be considered by the Board of Governors. There shall be a process for self-nomination as provided for in Section 5.8.4.1 above, and a positive recommendation by the Appointments and Promotions Committee shall require consideration by the Board of Governors regardless of negative recommendations of the Chair, the Dean and/or the Chancellor. Associate professors and professors may be awarded tenure only by the Board of Governors after considering the recommendations of the Department Chair, the Appointments and Promotions Committee, the Dean and the Chancellor.

5.8.5 The Obligation of the University

An appointment with tenure carries with it an obligation on the part of the University to continue to provide, until retirement or dismissal for cause, a salary for the appointed individual consistent with his or her rank and years of service except under conditions of financial exigency, which must be demonstrably bona fide as determined by the Board of Governors and with the participation and consultation of the faculty.

5.8.6 Academic Tenure in Combination with Administrative Appointment

5.8.6.1 Academic tenure may be given to any eligible person concurrent with an administrative appointment, but such tenure shall apply only to the position of academic rank and not to the administrative position. Such administrative position is terminable at will.

5.8.6.2 Any person holding a tenured appointment who is given an administrative appointment shall continue to hold such tenured appointment in his or her position of academic rank.

5.9 Emeritus Faculty

5.9.1 Privileges: Emeritus faculty shall be entitled to attend, without vote, meetings of the faculty, to march in a position of honor in academic processions, to receive official School mailings, to avail themselves of the library and other facilities offered to faculty members, to represent the School or University on appointment at academic ceremonies of other institutions, and to take part with the faculties in all social and ceremonial functions of the School or University.

5.9.2 Designation of Emeritus Faculty: Upon the positive recommendations of the Department Chair, the Dean and the Chancellor, designations of emeritus faculty shall be considered by the Board of Governors. Designations of emeritus faculty shall be made only by the Board of Governors after reviewing the
recommendations of the Chair, the Appointments and Promotions Committee, the Dean and the Chancellor. Such recommendations should be based upon significant contributions in teaching, research or clinical or administrative services.

5.10 Leaves of Absence

Faculty Renewal Program

5.10.1 Policy and Purpose: There shall be a faculty renewal program, the purpose of which is to provide a means for improving or sustaining the professional competence of faculty to the benefit and enrichment of the educational, research, service or health care programs of the School and University. To further this purpose, a period of paid leave may be granted on the basis of demonstrated service to the School and University and an application describing a program of planned study, formal education, research, writing, or an equivalent.

5.10.2 Eligibility: Full-time full-title School faculty who have completed at least six consecutive years of service within the University shall be eligible to be granted leave under this program. Consecutive years of service shall be computed as provided in Article II, Section 5.4.4, and service in the School prior to the formation of RBHS shall be counted. An individual granted leave under this program shall be ineligible until an additional six consecutive years of service have been accumulated.

5.10.3 Approval: Leave under this program may be granted only by the Chancellor upon considering the recommendations of the Department Chair, the Appointments and Promotions Committee and the Dean. Faculty renewal leaves shall be reported annually to the Board of Governors.

5.10.4 Other Leaves: Upon the recommendations of the Department Chair and the Dean, the Chancellor may approve other leaves of absence by members of the professional staff at full or reduced salary, or may grant such leave without salary for acceptance of assignments of limited duration with other universities and colleges, public service agencies, or as a delegate, expert, consultant or similar function for other appropriate purposes consistent with the needs and interests of the School.

Salaried leaves under this Title B shall be reported annually to the Board of Governors.

Applications for such leaves of absence under this Section 5.10.4 shall be made to the Chancellor through the Dean of the School upon recommendation of the Department Chair. Each application shall include a statement of the purpose for which leave is requested, its anticipated duration and its value to the applicant, the School and the University.
5.11 Termination Of Service

Termination at Will

5.11.1 Appointments to Qualified Academic Rank: The service of individuals in any qualified academic rank may be terminated at will by the Dean of the School.

5.11.2 Automatic Termination Term Appointments: Term appointments may not be extended. The service of members of the faculty having term appointments shall cease automatically at the end of their specified terms and such automatic cessation shall not be considered termination for cause within the meaning of Section 5.11.3 above.

5.11.3 Termination for Cause: Termination of service for cause of faculty with full academic rank shall be governed by the provisions of the applicable collective bargaining agreement.

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, Sections 3 through Section 11 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. An Executive Committee shall be established for each campus and shall be chaired by the campus Associate/Assistant Dean. Subcommittees shall be established on each campus in the areas of Academic Progression and Curriculum and may be established as needed in other areas. Campus subcommittees shall report to the corresponding School-wide committee. Procedure for campus subcommittees shall be formulated as part of the rules of procedure of the corresponding School-wide committee.

Section 1. MEMBERSHIP

1.1 The chair of each Campus Subcommittee shall be a member of the School-wide parent committee with the exception of the Student Affairs Committee.

1.2 All elections and appointments to the standing committees, unless otherwise specified in the committee’s procedural code or 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 Appointments and Promotions Committee and the Bylaws and Elections Committee. Student representatives may serve on any standing committee of the School with the exception of the Appointments and Promotions Committee and the Bylaws and Elections Committee.

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. The term of office for each committee is described in the School’s Procedural Code.

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 develop the Procedural Code of the School and shall act on behalf of the Faculty with regard to the duties and powers of the faculty enumerated in the these policies and procedures. 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: all actions of the Committee on Committees; requirements for admission as developed by the Admissions Committee; guidelines for appointments and promotions as prepared by the Appointments and Promotions Committee; Academic Rules and Regulations as formulated by the Academic Progression Committee; candidates for graduation as recommended by the Campus Executive Committees; other policies concerning the faculty as prepared by the Faculty Affairs Committee; curriculum changes for academic programs approved by the Curriculum Committee; policies to ensure due process rights of students by the Student Affairs Committee; and policies related to research as presented by the Research Committee.

2.3 The Executive Council shall consist of the Dean, Department Chairs, Associate/Assistant Deans for each campus, the Secretary of the Faculty and an elected faculty representative eligible for AAUP membership from each campus. The elected faculty representatives shall serve three year terms. The procedure for selecting the faculty representatives is set forth in the Procedural Code of the School. There shall be one (1) officer representative from the School of Public Health Student Government Association for each Campus. 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. The Associate/Assistant Deans not serving as campus academic officers, Directors of University-recognized Centers or Institutes, and Department Vice-Chairs shall serve ex officio without vote. Other individuals may be invited to attend meetings without vote on the approval of the Dean and the Executive Council. 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 eight 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.

2.5 The Dean’s Council, a subcommittee of the Executive Council, that serves in an advisory capacity to the Dean, shall consist of the Dean (or the Dean’s designee), who shall be the Chair and the Associate/Assistant Deans. The Dean may appoint additional members.

Section 3. COMMITTEE ON COMMITTEES

3.1 The Committee on Committees shall select the chairs and members of ad hoc and standing committees except where another selection process is specified in these Policies and procedures. The Committee on Committees is responsible for ensuring continuity of membership and expertise among standing committee members. All actions of the Committee on Committees are subject to review and approval by the Executive Council.

3.2 The Committee on Committees shall consist of the Dean (or the Dean’s designee), who shall be the Chair, the Secretary of the Faculty and the faculty representative from each campus who has been elected to serve on the School’s Executive Council. All members of the Committee are eligible to vote, except the Dean or his/her designee, who shall only vote in case of a tie. 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 4. ACADEMIC PROGRESSION COMMITTEE

4.1 The Academic Progression Committee shall consider matters of academic standing of public health students. 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 promotion and award of degrees.

4.2 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 public health student to the Dean in accordance with the Academic Rules and Regulations. This Committee shall carry out these functions through approval of Campus Subcommittee recommendations.

4.3 The Academic Progression Committee shall consist of the Associate Dean responsible for Academic Affairs who shall serve as Chair and the Chairs of the campus Academic Progression Subcommittees. The other campus Associate/Assistant Deans, Associate/Assistant Dean for Student and Alumni Affairs, the Fieldwork Coordinator(s) and the Registrar(s), shall serve ex officio, without vote, when requested to provide input to the Committee.

4.4 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 5. ADMISSIONS COMMITTEE

5.1 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.

5.2 The Admissions Committee shall consist of the Associate/Assistant Dean responsible for Admissions, who shall serve as Chair, and the Chairs of the Campus Admissions Subcommittees.

5.3 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 6. APPOINTMENTS AND PROMOTIONS COMMITTEE

6.1 The Appointments and Promotions Committee shall have the responsibility of reviewing and making formal recommendations to the Dean regarding: all appointments and promotions of Faculty; and ensuring the consistency of standards for academic rank. The Committee shall also review and make recommendations for the designations of Emeritus Faculty, Distinguished Professor and other similar honors. The Committee shall, with the approval of a majority of the membership of the Faculty, establish guidelines for faculty appointments and promotions, and conduct periodic review and make necessary modification of the guidelines. In addition, the Committee shall review and make recommendations to the Dean regarding requests for Faculty Renewal Leave. The Committee may on its own initiative make suggestions as to personnel matters to the Dean. The Committee shall carry out these functions through approval of Department recommendations. The Committee shall present a written annual report to the Dean and a summary written report to the Faculty at a regularly scheduled meeting. Verbal reports shall be provided at the School’s Executive Council meetings.

6.2 The Appointments and Promotions Committee shall consist of seven (7) full title primary faculty members of Associate Professor or Professor rank. They will be selected as follows: one (1) from each of the Core Departments of the School who shall be elected by the full academic rank faculty of their department and two (2) who shall be appointed by the Dean. Committee duties and procedures shall be set forth in the Procedural Code of the School.

6.3 Meetings shall be convened by the Dean or by the Chair, who shall be appointed by the Dean. There shall be at least four (4) meetings each year. All members of the Committee are eligible to vote, except the Dean or his/her designee, who shall only vote in case of a tie. 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.

6.4 Department actions for primary faculty presented to the Appointments and Promotions Committee must include a report of the vote of the senior Faculty (Professor and
Associate Professor) holding primary appointments at the School following consultation by the Department Chair.

Section 7. FACULTY AFFAIRS COMMITTEE

7.1 The Faculty Affairs Committee shall review and recommend policies governing faculty other than appointments, promotion and tenure. The Committee may appoint ad hoc committees and make recommendations on faculty grievances and matters involving faculty rights, unless the grievable matter is covered by a faculty contract.

7.2 The Committee shall consist of three tenured senior faculty members elected by the faculty and be chaired by the Associate/Assistant Dean for Faculty and Academic Affairs. The term of office of members shall be three years.

7.3 The Committee will meet on the basis of need and report its findings to the Dean.

Section 8. CURRICULUM COMMITTEE

8.1 The Curriculum Committee shall develop, review and make policy 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.

8.2 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. The Committee shall carry out these functions mainly through approval of campus Subcommittee recommendations. Upon the request of three (3) members of the Curriculum Committee, a recommendation of the Committee shall be presented to the Faculty. Acceptance of such recommendations requires ratification by a majority vote of the Executive Council. The Committee shall present a written annual report to the Dean through the Faculty.

8.3 The Curriculum Committee shall consist of the Campus Associate/Assistant Deans, Chairs of the Campus Curriculum Subcommittees, one faculty member from each campus, elected by the faculty of that campus, 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. 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. 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.

8.4 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 can be offered without the review and approval of the Curriculum Committee. A review of individual courses must be conducted at least every three (3) years.
Section 9. STUDENT AFFAIRS COMMITTEE

9.1 The Student Affairs Committee shall have the responsibility for hearing allegations of misconduct against students and for ensuring the due process rights of students. The Committee shall make determinations of fact and make recommendations to the Dean for disciplinary action regarding infractions of rules, regulations and standards of the University.

9.2 The Student Affairs Committee shall consist of five members and three alternates, with two members and one alternate elected from the Faculty, two members and one alternate elected by the students, and one administrative Faculty member and one alternate designated by the Dean. The faculty shall serve staggered three-year terms; students will be elected annually. Members may serve up to two consecutive terms. Members shall elect a Chair from among themselves.

9.3 Meetings shall be convened by the Chair or on request of the Dean or any member of the Committee. All members of the Committee are eligible to vote, except alternates shall have a vote only when sitting for a regular member. A quorum shall be a majority of the voting members of the Committee present or their alternates plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

9.4 The Committee shall conduct all hearings and all deliberations in accordance with the policies of the University and the School.

Section 10. RESEARCH COMMITTEE

10.1 The Research Committee shall have the responsibility of encouraging research activities by faculty and students and serve in an advisory capacity to the Office of Research and Sponsored Programs and the Dean on matters of general policy related to research.

10.2 The Research Committee shall consist of 7 members, including the Associate/Assistant Dean for Research who shall serve ex-officio without vote, 2 members appointed by the Dean, and 4 members elected by the faculty. The term of office of elected members shall be three years.

10.3 The Chair shall be elected by the voting members of the Committee from among themselves to serve a term of 1 year. The Committee shall meet at least twice a year and meetings may be convened by the Dean or Chair.

Section 11. BYLAWS AND ELECTIONS COMMITTEE

11.1 The Bylaws and Elections Committee shall have the responsibility of (1) insuring that the Bylaws of the School are in conformity with the Policies and Procedures of the University, (2) insuring that the procedures of the School are in accordance with the Policies and Procedures of the University and with the Bylaws of the School, (3) supervising all elections and other ballots conducted among the Faculty, and (4) 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 By-Laws as specified in Article IV.
11.2 The Bylaws and Elections Committee shall consist of nine (9) full title Faculty members, including the Secretary of the Faculty. Five members shall be elected by the Faculty through a School wide vote and three appointed by the Dean, ensuring representation across all campuses. 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.

11.3 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 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 approved by the Board of Governors.

ARTICLE V. METHOD OF ADOPTION

These By-Laws shall take effect when recommended by the Chancellor and approved by the Board of Governors.