



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 masters 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 Rutgers, The State University of New Jersey (“University”), 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 of RBHS and the President of the University, 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, clinical, and service/community engagement 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 members of the academic and non-academic staff of the School;
 - 1.1.4 Make appropriate recommendations on appointments, reappointments, and promotions of the faculty and conferral of tenure 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 mentoring and career development plans and actions for individual faculty members;
 - 1.1.7 Make appropriate recommendations to the Chancellor of appointment, reappointment, and promotion of qualified individuals to serve as administrators of the School;
 - 1.1.8 Preparation and presentation of the annual budget to the Chancellor;

- 1.1.9 Review and approval of the expenditure of funds allocated to the School consistent with University policy and oversight by the Chancellor;
 - 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 Dean from among a slate of nominees provided by a Dean's Search Committee. The Chancellor shall select the majority of the Search Committee members elected by the SPH faculty through a School-wide vote. The members of the Search Committee shall be appointed by the Chancellor.
 - 1.3 The Dean shall serve at the discretion of the Chancellor.
 - 1.4 There shall be a periodic review of the School approximately once every five (5) years. The Chancellor shall appoint a committee to conduct the review and to report its findings and recommendation to the Chancellor. The Chancellor shall select faculty representation from among a slate of nominees provided by the Executive Council. The committee shall take steps to ensure that the faculty and other appropriate constituencies have opportunity for input to the committee's review. The faculty shall have the opportunity to review the report once completed.
 - 1.5 The Dean may, with the approval of the Chancellor, appoint and delegate authority and/or responsibility to such subordinate administrative officers as may be deemed necessary for effective administration. All appointees shall serve at the pleasure of the Dean.

Section 2. ASSOCIATE DEANS/ASSISTANT DEANS

- 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 Associate/Assistant Deans of the School shall be approved by the Chancellor upon recommendation of the Dean. The Dean may delegate authority and/or responsibility to these officers as deemed necessary for effective administration. These Associate/Assistant Deans shall serve at the discretion of the Dean. This includes Associate/Assistant Deans who are not members of the faculty.

Section 3. DESCRIPTION OF DEPARTMENTS AND CONCENTRATIONS

- 3.1 Departments within the School may be divided into Concentrations that reflect the educational focus, aims and policies of the Departments. Departments and Concentrations may be merged, created, dissolved, or receive a change in name. Such changes would occur by recommendation of the Department Chair and review by the Executive Council, and with the approval of the Dean and the Chancellor (and any other required approval).

Section 4. DEPARTMENT CHAIRS

- 4.1 There shall be a Chair for each Department appointed by the Dean with the approval of the Chancellor. In Departments where there are multiple Concentrations, there shall be a Concentration Director for each of the Concentrations designated by the Dean. The Department Chair may serve as Concentration Director for one of the Concentrations.
- 4.2 The Department Chair shall serve at the discretion of the Dean. The Dean will review the performance of the Chair annually. Approximately once every five (5) years the Department shall be reviewed and include input from the faculty and other constituencies. The length of appointment of Department Chairs will be five (5) years, with evaluation in year four (4) by Department faculty and the Dean. Evaluations will be used to inform the decision of re-appointment of the Chair for up to, but no more than, an additional five (5) year term. At the conclusion of the final term as Chair, a new Department Chair will be appointed by the Dean. The newly appointed Chair will represent one of the other Concentrations in the Department, to ensure that each Concentration will be represented in the Chair role.
- 4.3 Under the Dean, each Department Chair shall have general administrative responsibility for and participate in the educational, research, and service programs of the Department.
- 4.4 The duties and responsibilities of the Department Chair shall include, at a minimum, the following:
 - 4.4.1 Provide close oversight and updates of the Department's teaching, research, and service missions, and serve as primary source of communicating departmental activities and decisions (e.g. course schedule etc.) to the Dean's office;
 - 4.4.2 Supervise faculty and staff of the Department, as well as teach and mentor graduate students;
 - 4.4.3 Conduct objective evaluations of faculty and staff consistent with RBHS and University policies and procedures;
 - 4.4.4 Establish annual goals and objectives for individual faculty members based on parameters established by the Dean;
 - 4.4.5 Implement mentoring and career development plans for junior faculty in collaboration with the junior faculty member, the Dean and the Associate Dean for Faculty Affairs;
 - 4.4.6 Manage faculty teaching and courses in the Department by aligning faculty teaching loads with coverage for research and service, yielding 100% effort;
 - 4.4.7 Participate in student recruitment, admissions, mentoring, and engagement, including achieving the goals for matriculation of new graduate and certificate students each year;
 - 4.4.8 Oversee the development of new academic programming, including online courses, with the Dean, the Associate Dean for Academic Affairs, and the Associate Dean for Educational Program Development;
 - 4.4.9 Review the budget and Concentration plans with the members of the Department;

- 4.4.10 Provide recommendations to the Dean regarding appointments, reappointments, promotions, changes in faculty status, leaves, and dismissals;
- 4.4.11 Work with the faculty to develop a successful and growing research agenda;
- 4.4.12 Conduct evaluation of the Department's educational, research, service and, where appropriate, clinical programs;
- 4.4.13 Prepare and submit an annual report to the Dean regarding instructional activities, research, and service accomplishments, performance and progress of faculty, and financial management within the Department;
- 4.4.14 Engage proactively with the communities and populations that we serve locally and globally;
- 4.4.15 Assist the Dean with fundraising and development efforts for the Department and the School.

Section 5. CONCENTRATION DIRECTORS

- 5.1 Under the Dean and Department Chair, each Concentration Director shall have general administrative responsibility for and participate in the educational, research, and service/community engagement programs of the Concentration.
- 5.2 The Concentration Director will be appointed by the Chair with the approval of the Chancellor and the Dean. The Chair shall evaluate the performance of the Concentration Director annually. The Concentration Director will serve at the discretion of the Chair and the Dean. The length of appointment of Concentration Directors will normally be five (5) years. The Concentration Director will be evaluated by the Department faculty, Chair, and Dean in year (4) of the Concentration Director term. Evaluations will be used to inform the decision of re-appointment of the Concentration Director for up to, but no more than, an additional five (5) year term.
- 5.3 The duties and responsibilities of the Concentration Director shall include, at a minimum, the following:
 - 5.3.1 Provide oversight, in conjunction with the Chair, of the Concentration's teaching and service missions;
 - 5.3.2 Coordinate faculty teaching in the Concentration, and oversee the quality of course offerings as well as the development of new academic programming, including courses at our global sites, with the Chair, Dean, Associate Dean for Academic Affairs, and Associate Dean for Educational Program Development;
 - 5.3.3 Review all courses proposed for inclusion in the Concentration, integrate student feedback, and periodic reviews of the overall curriculum, which may include both internal and external experts, as well as ensure the curriculum's adherence to the CEPH criteria established by the Dean;
 - 5.3.4 Participate in student recruitment, admissions, mentoring, and engagement, including achieving the goals for matriculation of new graduate and certificate students each year;

- 5.2.5 Develop, with faculty, a successful and growing research agenda for the Concentration;
- 5.2.6 Work with the Chair, the faculty, students and Dean's office to assure proactive engagement with the communities and populations that we serve locally and globally;
- 5.2.7 Actively teach and mentor graduate students in the Concentration.
- 5.2.8. Work with the Dean and Department Chair on fundraising and development efforts for the Department and the School.

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 whose primary academic appointment is in the School of Public Health, excluding adjunct and per diem faculty. This also includes those who are resident members of RBHS centers and institutes (e.g. CINJ, IFH, EOHSI), and whose primary academic appointment is in the School.
 - 1.1.2 Secondary faculty are those with primary academic appointments at other academic units within the University but who have also been given a secondary appointment with an equivalent rank by the School of Public Health, generally coterminous with their primary appointment, consistent with the rules specified in any applicable collective negotiation agreements. The Department Chair and the Dean shall review secondary faculty appointments to ensure that the appointment is beneficial to both the faculty member and the School.
- 1.2 Faculty members with a primary appointment at the School may also hold a secondary appointment in other academic units with the approval of the Dean.
- 1.3 Faculty members with a primary appointment at the School may have affiliations with RBHS centers and institutes.
- 1.4 When appropriate, representatives from other academic units within the University may serve on search committees.
- 1.5 Whenever elections or votes are held within the School, only primary faculty 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 among a slate of nominees provided by the faculty. The Secretary shall have responsibility for the following:
 - 2.1.1 Arranging meetings of the faculty and setting the agenda for faculty meetings with the Dean;

- 2.1.2 Recording notes and minutes from meetings of the faculty. The Secretary shall work with the Dean's office to maintain records of all meetings and agendas, to be available at any time for inspection by any member of the faculty;
- 2.1.3 The term of this office shall be three (3) years. Reappointment for no more than one additional consecutive term is at the discretion of the Dean.
- 2.1.4 The Secretary shall work with the Dean's office and the Bylaws and Elections Committee to coordinate all election procedures for committee membership and other ad hoc elections as determined by the bylaws.

Section 3. MEETINGS

- 3.1 The Dean or an alternate designated by the Dean shall be the presiding officer at meetings of the faculty.
- 3.2 The faculty shall meet at least three times per semester. The Dean or any other member of the faculty may place items upon the agenda. 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. Items requiring a faculty vote will be discussed at faculty meetings, but voting will be done through anonymous, electronic ballots. 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 all of the Departments in the School.

Section 4. DUTIES AND POWERS OF THE FACULTY

- 4.1 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 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:
 - 4.1.1 Design, implementation, evaluation, and revision of the curricula;
 - 4.1.2 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;
 - 4.1.3 Establish standards for examinations, grading, academic standing, honors in courses, and attendance;
 - 4.1.4 Establish requirements for degrees and certificates;
 - 4.1.5 Review the actions of the School-wide committees;
 - 4.1.6 Encourage research, educational, teaching, and community service activities of faculty members and of students;

- 4.1.7 Recommend 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

- 5.1 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 RBHS and the University and applicable collective negotiations agreements.

ARTICLE III. GOVERNANCE COMMITTEES

Each governance 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 7, ad hoc committees may be established by the Dean to meet the mission of the School. No ad hoc committee shall exist beyond one year after establishment without review by the Executive Council. Except where otherwise specified, committee resolutions may be passed by a majority of those present at committee meetings at which a quorum is met. A quorum shall be a majority of the voting members of the Committee. Subcommittees may also be established as needed and 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 governance committees, unless otherwise specified in the Bylaws, will serve three (3) year terms that will become effective on September 1 of each year. Only primary faculty can serve on governance committees of the School and have voting privileges.
- 1.2 Student representatives shall serve on the Executive Council, the Curriculum Committee, and the Diversity, Equity, and Inclusion Committee and have voting rights.
- 1.3 With the exception of the Executive Council, members of each Committee shall elect a Chair from amongst the voting members for that committee. When the Committee cannot select a Chair, the Chair shall be appointed by the Dean from among the committee members.
- 1.4 Members may not be represented by alternates unless specifically stipulated within the description of the committee. A member of a governance committee who fails to attend over one-half of the scheduled meetings of the committee within an academic year may be replaced. The committee chair shall initiate the process for finding a replacement, and the same process as that originally used to seat the member of the committee shall be used to choose the committee member.
- 1.5 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.
- 1.6 Ex officio committee members are not entitled to vote on resolutions that come before the committee for action.

Section 2. EXECUTIVE COUNCIL

- 2.1 The Executive Council, chaired by the Dean, 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: a) requirements for admission as developed by the Admissions and Academic Progression Committee; b) Academic Rules and Regulations as formulated by the Admissions and Academic Progression Committee; c) curriculum changes for academic programs approved by the Curriculum Committee; and d) School-based policies related to research and doctoral studies as presented by the Research and Doctoral 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 (3) elected faculty representatives eligible for AAUP-BHSNJ membership. The elected faculty representatives shall serve three (3) year terms. There shall be three (3) appointed student representatives, with one being in an online/hybrid program. 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 Dean will determine Ex officio members of Executive Council. Other individuals may be invited to attend meetings, without vote, on the approval of the Dean.
- 2.4 The Executive Council shall meet at least four (4) times during the academic year. Extraordinary meetings may be convened by the Dean or upon written request of at least one-fourth of the members of the Executive Council submitted to the Dean, who shall then convene the meeting.

Section 3. ADMISSIONS AND ACADEMIC PROGRESSION COMMITTEE

- 3.1 The Admissions and Academic Progression Committee, chaired by an elected member of the committee, shall have the responsibility within legal boundaries of the following:
 - 3.1.1 With regard to admissions, setting the requirements for admission to the School subject to review by the faculty;
 - 3.1.2 With regard to academic progression, considering matters of academic standing of students of the School;
 - 3.1.3 With regard to academic progression, considering, monitoring and designating the academic status of all students in the School and approving requirements for the award of degrees.
- 3.2 This Committee shall carry out these functions through approval of Department recommendations, regarding admissions decisions, and through recommending the guidelines under which the committee functions. Updates from the committee shall be provided at regularly scheduled School-wide meetings of the faculty.

- 3.3 The Admissions and Academic Progression Committee shall also have the responsibility of determining that students have satisfactorily met the requirements of each academic year for each degree program; considering individual requests for exceptions to the existing Academic Rules and Regulations; determining 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, to the Dean, in accordance with the Academic Rules and Regulations.
- 3.4 The Admissions and Academic Progression Committee shall consist of one representative from each Concentration of the School, who are appointed by the Department Chairs and will be the voting members of the committee. The Committee Chair will be elected by members of the committee. The Assistant Dean for Admissions and Recruitment, Assistant Dean for Student Services and Alumni Affairs, the Registrar, and the Associate Dean for Educational Program Development shall serve as ex officio members. Appointed committee members shall serve three (3) year terms.
- 3.5 Meetings shall be regularly scheduled throughout the academic year with additional meetings called by the Chair when necessary.

Section 4. ADVISORY COMMITTEE ON APPOINTMENTS AND PROMOTIONS

- 4.1 An Advisory Committee on Appointments and Promotions, chaired by the Associate Dean for Faculty Affairs or a tenured Professor appointed by the Dean, shall have responsibility for advising the Dean as to appointments, reappointments, promotions, tenure reviews, and faculty renewal leaves in accordance with University and RBHS policy and procedures and applicable collective negotiations agreements.
- 4.2 The Advisory Committee on Appointments and Promotions shall consist of seven faculty members, including at least one clinical scholar faculty appointed by the Dean. Members shall have primary appointments with the School and hold a rank of Associate Professor, Professor, or Distinguished Professor with more than half of the membership being tenured. The Committee members shall be selected as follows: one (1) primary faculty from each Department of the School who shall be elected by the faculty of the Department; and three (3) primary faculty shall be appointed by the Dean.
- 4.3 Meetings of the Advisory Committee on Appointments and Promotions shall be convened by the Dean or by the Committee Chair as needed.

Section 5. CURRICULUM COMMITTEE

- 5.1 The Curriculum Committee, chaired by an elected member of the committee, shall develop, review, and make recommendations regarding the curricula for the degree and certificate programs of the School 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.
- 5.2 The Curriculum Committee shall have the responsibility of making recommendations to the Dean in the following areas:
 - 5.2.1 Educational goals and learning objectives for each program of study;

- 5.2.2 Content of courses and related competencies to assure broad understanding of the areas of knowledge basic to public health;
 - 5.2.3 Methodology and modality of teaching;
 - 5.2.4 Components and requirements of students' culminating experience;
 - 5.2.5 Evaluation of courses.
- 5.3 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. Reports from the Curriculum Committee shall be provided regularly at School-wide faculty meetings.
- 5.4 The Curriculum Committee shall consist of one faculty member from each Concentration, selected by the Department Chairs, and five (5) student representatives, one (1) adjunct (ex officio) and one (1) Alumni (ex officio). The alumni and adjunct members are appointed by Dean. Student members shall include one (1) MS, one (1) MPH, one (1) DrPH, one (1) PhD, and one (1) Online student. All student representatives shall be elected through the Student Government Association, to the best of ability ensuring representation across all Departments. The Registrar and the Associate Dean of Academic Affairs shall serve as ex officio members. Appointed and elected committee members, including students shall serve three (3) year terms.
- 5.5 The Curriculum Committee shall meet at least six (6) times during the academic year. 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. Minutes from each Curriculum Committee meeting are recorded and filed, and included in accreditation/self-study reports.

Section 6. RESEARCH AND DOCTORAL STUDIES COMMITTEE

- 6.1 The Research and Doctoral Studies Committee, shall encourage research activities by faculty and students and serve in an advisory capacity to the Dean on general policy matters related to research and to doctoral programs.
- 6.2 The Research and Doctoral Studies Committee shall have the responsibility of making recommendations to the Dean in the following areas:
- 6.2.1 Doctoral course of study and admissions;
 - 6.2.2 Differentiation of PhD and DrPH curricula;
 - 6.2.3 Oversight of doctoral comprehensive exams and School-wide training;
 - 6.2.4 Policies regarding internal grant funding program, oversight of University-wide competitions for doctoral funding.
- 6.3 The Research and Doctoral Studies Committee shall consist of the Department Chairs, two (2) faculty members appointed by the Dean, and two (2) faculty members elected by the faculty. The term of office of appointed and elected faculty members shall be three (3)

years. The Executive Director of Doctoral Studies, and the Assistant Dean for Research shall serve as ex officio.

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

Section 7. BYLAWS AND ELECTIONS COMMITTEE

7.1 The Bylaws and Elections Committee shall have the responsibility of ensuring that the Bylaws of the School are in conformity with the Policies and Procedures governing RBHS and the University and the collectively negotiated agreements. This committee shall also have the responsibility of supervising all elections and other ballots conducted among the faculty in coordination with the Secretary of the Faculty. In addition, this Committee shall have the responsibility of framing a formal statement of amendments to the Bylaws as specified in Article IV.

7.2 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 (2) members appointed by the Dean, ensuring representation across Concentrations. The Chief of Staff of the School shall serve as an ex officio member. The term of office of elected and appointed members shall be three (3) years.

7.3 Meetings shall be convened by the Chair or on request of any committee member including the Secretary.

Section 8. DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

The Diversity, Equity, and Inclusion Committee shall have the responsibility of developing and promoting strategies and best practices associated with diversity, equity, and inclusion initiatives across the School of Public Health to support an environment that promotes equity and equality, combats oppression, and values the contributions of everyone so that we can fulfill the School's mission of excellence in public health.

8.1 The Diversity, Equity, and Inclusion Committee shall have the responsibility of making recommendations to the Dean and the School's Leadership in the following areas:

8.1.1 Propose recommendations for implementation and assessment of the SPH Diversity Strategic Plan

8.1.2 Review RBHS policies that relate to diversity, equity, and inclusion and make recommendations for change and implementation where appropriate

8.1.3 Propose recommendations for training, policies, and best practices that foster a diverse, equitable, and inclusive culture for faculty, staff, and students and for recruiting, retaining, and interacting with students, faculty and staff from diverse backgrounds.

- 8.1.4 Serve as a resource for guidance and consultation regarding diversity, equity, and inclusion issues for faculty, staff, and students, consistent with University policies.
 - 8.1.5 Support advocacy efforts for diversity, equity, and inclusion to enhance cultural competence, cultural humility, and create an overall inclusive culture.
 - 8.1.6 Promotes equitable practices inclusive of cultural competence and cultural humility in School policies, procedures, and practices.
- 8.2 The Diversity, Equity, and Inclusion Committee will ensure membership and input from all Departments. Members will consist of two (2) Faculty from each Department; five (5) students, one (1) MPH, one (1) MS, one (1) DrPH, one (1) PhD, and one (1) Online; and one (1) alumni. Faculty members will be appointed by the Department Chairs; students will be recommended by the Assistant Dean for Student Services and Alumni Affairs and/or the Executive Director of Doctoral Studies, attempting to ensure representation across all Departments; and alumni will be appointed by the Dean. The Dean for Diversity, Equity & Inclusion (whether Assistant, Associate, or Acting) will serve as an ex officio committee member. The term of office of Faculty members shall be three (3) years.
- 8.3 The Committee will meet bi-monthly during the academic year; additional meetings may be convened as necessary.

ARTICLE IV. AMENDMENT PROCEDURES

In order for an amendment of the Bylaws to be considered, the Dean, Executive Council, or a minimum of five primary faculty members shall propose the amendment at a faculty meeting 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 School-wide vote. Any portion of these Bylaws may be amended by means of a resolution approved by two-thirds of the faculty who return an electronic ballot within a time specified, which shall not be less than two weeks. All amendments to these Bylaws must be presented to the Dean and Chancellor for approval.

ARTICLE V. METHOD OF ADOPTION

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