

# **FINAL 02/20/2015: By-Laws: Faculty of the UC Berkeley School of Public Health**

## **PART I – FUNCTIONS**

The academic governance of the School of Public Health is conducted by the Faculty of the School. Graduate study and higher degrees are subject to the policies and rules of the Graduate Council of the Berkeley Division. Undergraduate Public Health degrees are subject to the policies and rules of the College of Letters and Sciences. The Faculty is responsible to the Assembly of the Academic Senate, and it conducts its business in a manner consistent with the by-laws of the Berkeley Division of the Academic Senate.

## **PART II – MEMBERSHIP**

In addition to ex officio members, By-Law 64, members of this Faculty are:

1. The Chancellor at UC San Francisco
2. All faculty members of the School of Public Health who are members of the Academic Senate

## **PART III - OFFICERS**

- **Faculty Chair:** The Chairperson serves for a term of one year beginning and ending the first day of the fall semester. The Vice Chair automatically assumes the Chair following his/her term as Vice Chair. The Chair, upon the end of his/her term becomes "Past Chair" for 1 year as a ninth Faculty Council member with non-voting status.
- **Faculty Vice Chair:** The Faculty Council annually elects a Vice Chairperson from its current members for the term of one-half year, at the beginning of the spring semester. At the close of this term, the Vice Chairperson automatically becomes the Chairperson.
- **Faculty Officers** will be elected by means of a secret electronic ballot. In the event that an elected officer or other member of the Faculty Council is unable to serve, a special election to fill the vacancy will be held within 60 days of notification of such event. Terms will be for two years each with three to four members being replaced on alternating years (see below).

## **PART IV- FACULTY COUNCIL**

**Charge.** The Faculty Council considers matters of general concern to the Faculty and acts for the Faculty with respect to matters delegated to it by the Faculty in the By-Laws or by subsequent action. The Faculty Council reviews and makes recommendations concerning the allocation of educational and budgetary resources, academic priorities, and the planning and budgetary process within the School of Public Health. The Council receives reports from the Standing Committees of the Faculty and recommends action when appropriate. The Faculty Council provides recommendations to the Dean required by the principle of shared governance adopted for the University of California by the Regents. The Council has the power to recommend legislation to the Academic Senate members of the School, but this power does not interfere with the right of the members when meeting as a whole to recommend legislation directly to the Berkeley Division of the Academic Senate.

**Voting and non-Voting Members.** The following are voting members of the Faculty Council: (1) The Chair of the Faculty, (2) the Vice Chair of the Faculty, (3) six at-large members elected by the Faculty from a slate of nominations, which slate must include at least one faculty member from each Division, and (4) three students selected by the student body representing the masters, doctoral and undergraduate

programs. Graduate student representatives are appointed to the Faculty Council by the School of Public Health Student Government officers. One of these representatives serves beginning in the Spring semester. This is done so there is continuity from the end of one academic year to the beginning of the next academic year. The name of an undergraduate student representative is provided by the undergraduate Student Affairs Officer. At-large members are elected to two-year terms. The Dean of the School is an ex-officio, non-voting member of the Council. The Chair of the Educational Policy and Curriculum Committee (see below) is a non-voting member. The Chair of the Faculty may appoint additional non-voting members, such as: alumni, persons from the community, public health professionals, Chairpersons of other standing or Ad Hoc committees, and Assistant and Associate Deans. The Faculty Council meets **monthly** during the academic year.

The Faculty Council functions as an elections committee. Election procedures follow the pattern established in the Berkeley Division Academic Senate By-Laws 20, Section C, with the word "Division" replaced by the phrase "School of Public Health Faculty."

**Note: The Faculty Council Chair will assign one elected Council member each year to serve as *Liaison* between Council and:**

- **Associate Dean of Research, School of Public Health.** This Council member will oversee organization of the annual research seminar with the Associate Dean of Research. A regular report to the Faculty Council will be provided by this Council member.
- **Director of Diversity Services Team, School of Public Health.** This Council member will also meet regularly with Associate Deans and Division Chairs to work towards achieving the School's diversity goals for faculty, student and staff recruitment. A regular report to the Faculty Council will be provided by this Council member.

**Note:** Appointments to **Standing and Ad Hoc Committees of the Faculty** are made by the Chair of the Faculty following consultation with the Dean as described in **Part VI** paragraph 1.

## **PART V- FACULTY MEETINGS**

Meetings of the Faculty are held on the 3<sup>rd</sup> Tuesday of each month during the academic year. Unless *noted otherwise*, meetings are for **Senate and non-Senate (adjunct, clinical) faculty, academic researchers and lecturers**. A special meeting of the Faculty may be called at any time by the Faculty Chair or Vice Chair. A special meeting may also be called by the Faculty Chair or Vice Chair upon the written petition of five voting members. The call to a special meeting must be sent to all faculty members at least five days of instruction prior to the meeting.

1. Quorum: The presence of 20 voting (Senate) members constitutes a quorum.
2. Order of Business: The order of business at meetings of the Faculty is:
  - Adoption of Minutes
  - Report of the Dean and Associate Deans
  - Report of Faculty Council (including any relevant committee matters)
  - Reports of Standing Committees
  - Unfinished business
  - New business

Minutes of previous meeting must be circulated in advance of the meeting. Written reports of standing committees and, when required, of special and ad hoc committees as well as announcements from the

Dean and Associate Deans, and Division Heads will be circulated five days in advance of the meeting when possible.

The regular order of business at meetings of the faculty may be suspended at any meeting by a two-thirds vote of the members present.

3. Suspension of Rules: The rules of the faculty may be suspended by vote of the faculty provided that not more than two voting members present object to such suspension.

## **PART VI – COMMITTEES**

- **Standing Committees** of the Faculty are provided for in these By-Laws. Members of the standing committees, unless otherwise noted, are appointed by the Chair of the Faculty following consultation with the Dean for **two-year terms**. *Appointments are to be made not later than the 12th week of instruction in the Spring semester for service in the following year; appointments should be staggered to provide for continuity.* Unless otherwise noted, standing committees should have at least two students as full voting members; students are appointed for one-year terms as described above. Associate Deans and non-Senate persons may serve as members of the standing committees. A list of the **current standing committees** is appended to these By-Laws as **Attachment A**.
- The Faculty Council may create *ad hoc* committees not provided for in these By-Laws. Appointments to these committees are made by the Faculty Chair. Some examples: *Building Working Group Committee, Committee on Teaching Excellence, Equity and Inclusion Committee*
- The Chairs of the standing committees are appointed for **one year** terms. **Committee Chairs will be required to attend Faculty Council meetings at request of the Faculty Council Chair to provide reports once each semester (Fall and Spring).** The Chair of the Educational Policy and Curriculum Committee will be required to attend the Faculty Council meeting on a regular basis.

## **PART VII - AMENDMENT OF BY-LAWS**

These By-Laws may be amended or repealed at any regular or special meeting of the Faculty by a **two-thirds vote** of the members present, provided that written notice of amendment has been sent to each member of the Faculty at least **ten instruction days** previous to the meeting at which the amendment is to be moved.

No amendment can be made that is inconsistent with legislation adopted by the campus Academic Senate.

## **Attachment A. List of Standing Committees of the Faculty:**

1. **Educational Policy and Curriculum Committee (EPCC)**. At the direction of the Faculty Council, the Committee:
  - Monitors and evaluates the school-wide degrees in the School of Public Health
  - Recommends policy, criteria and procedures for MPH\*, DrPH, and joint/concurrent degrees
  - Recommends academic prerequisites for entry into school-wide degree programs
  - Monitors the curriculum and admission to school-wide degree programs
  - Reviews and recommends revisions to the MPH and DrPH curricula and core courses
  - Approves or disapproves proposed new courses or modifications to existing courses
  - Submits approved new courses to Senate **Committee on Courses of Instruction (COCI)**
  - Annually reviews and makes recommendations regarding allocation of student slots for program admissions
  - Annually reviews and makes recommendations regarding assignment of temporary academic staff (TAS) funds
  - Includes the Undergraduate Management Committee and Committee on Teaching Excellence as **subcommittees** (see descriptions below)
  - Recommends to the Faculty Council changes in educational policy, changes in the structure of school wide degrees and in the content of core courses for ratification by the School Faculty
  - A regular report to the Faculty Council will be provided by the EPCC Chair

**Membership:** The EPCC shall maintain liaison with the Divisions and Programs in the School of Public Health. The Committee will include at least one faculty representative each from MPH and DrPH Programs, the chair of the Undergraduate Management Committee, and at least one faculty member from each Division. Three student members will also be appointed to the Committee from MPH (two) and DrPH (one) Programs as described above. The Dean, Associate Dean for Academic Affairs and other Associate and Assistant Deans are ex officio, non-voting members. Non-SPH Faculty members from Joint or Concurrent Degree Programs are non-voting members and invited on a regular basis at the discretion of the EPCC Chair.

### **A. Undergraduate Management Committee (subcommittee of EPCC)**

- Recommends policy, criteria and procedures for undergraduate public health program
- Periodically reviews and recommends program revisions and sets academic prerequisites for entry into the program (public health major)

**Membership:** The Committee will include the EPCC Chair, faculty instructor representatives for each undergraduate public health major core course (ex. PH 150A, B, D and E, as well as PH 14, PH 142, PH 126 and PH 162) and other faculty as voting members. The Chair will be a faculty instructor for one of the undergraduate public health major core courses. One undergraduate student member will be appointed to the Committee as described above. Representatives from the Center for Public Health Practicethe College of Letters and Sciences are ex officio, non-voting members. The Dean, Associate and Assistant Deans are ex officio, non-voting members.

\* MPH degree also includes the On-Campus/On-line MPH (OOMPH) degree

## **B. Committee on Teaching Excellence or CoTE (subcommittee of EPCC)**

- **Recognition of Teaching Excellence.** The CoTE will establish and maintain a forum for annual recognition of SPH faculty members for teaching excellence. Suggested categories for recognition include overall strong teaching and course evaluations, development of a new course and courses with large enrollment. Recognition will take place each semester.
- **Seminar on Teaching Strategies.** The CoTE will establish and maintain a forum for improving teaching strategies (for both undergraduate and graduate courses, large, medium and small enrollments) through School sponsored 1.5 hour lunch or afternoon seminars. These seminars will be conducted at least once each semester. The CoTE will organize and announce these seminars.
- **Nominations for Distinguished Teaching Award (DTA).** The CoTE will solicit nominations from the SPH for faculty candidates who are eligible for the UC Berkeley DTA. Nominations will take place early each Fall Semester to meet the first October deadline for DTA. The CoTE will prepare eligible cases for submission to the Academic Senate Committee on Teaching.

**Membership:** The Committee will include four faculty members; one from Faculty Council (FAC) one from the Teaching Research Advisory council (TRAC) and two from the EPCC. One member will serve as Chair. The Chair will provide regular reports to the FAC.

### **2. Academic Personnel Committee.** At the direction of the Faculty Council, the Committee:

- Reviews, monitors and develops academic personnel policies, as necessary
- Provides advice to the Dean regarding academic personnel issues
- Provides advice to the Dean regarding specific academic personnel actions upon request
- Provides advice to the Dean regarding appointment of ad hoc committees for faculty advancements and search committees upon request
- Reviews and provides advice on equity and inclusion issues related to academic personnel
- Assesses and reports annually on faculty salaries by gender and race/ethnicity
- A regular report to the Faculty Council will be provided by the Committee Chair

**Membership:** The Committee will include **four** full ladder-rank professors. The Chair will be a full professor. No student member shall be appointed to the Committee.

### **3. Student Affairs Committee.** At the direction of the Faculty Council, the Committee:

- Advises Graduate Student Services and Admissions
- Advises Program Faculty representatives during MPH and DrPH admissions to emphasize consideration of URMS, in consultation with Director of Diversity Services
- Reviews all MPH and DrPH admissions that represent **exceptions** to general policy
- Recommends policy, criteria, and procedures by which MPH and DrPH students are recommended for available honors, scholarships and awards
- Recommends allocation of all scholarship funds
- Recommends policy and procedures by which MPH or DrPH students are placed on probation and/or are dismissed
- Enforces policy and procedures by which MPH or DrPH students are placed on probation and/or are dismissed
- Assumes an ombudsperson function for all School of Public Health students (MPH, DrPH) and ensures that appropriate grievance mechanisms exist and are available to the student body

**Membership:** A faculty member from each Program will serve on the Committee as a voting member. Three student members will also be appointed to the Committee from MPH (two) and DrPH (one)

Programs as described above. One undergraduate student member will be appointed to the Committee as described above. The Dean, Associate and Assistant Deans are ex officio, non-voting members. A regular report to the Faculty Council will be provided by the Committee Chair.

**Note:** The UC Berkeley Graduate Division is responsible for policy and procedures related to probation and dismissal for PhD students.

**Note:** Application review and admissions for MPH and DrPH degrees are managed by individual Programs. Committees for MPH, OOMPH and DrPH admissions are not appointed by the Faculty Council Chair.