

**BY-LAWS OF
THE DEPARTMENT OF HEALTH PROMOTION AND POLICY**

Approved January 30, 2015

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By the adoption and periodic review of these by-laws, the faculty reaffirms its commitment to full participation in the governance of the Department of Health Promotion and Policy. Through the exercise of the decision-making responsibilities set forth below, the faculty seeks to organize its resources as a community of scholars to facilitate the operation of the Department.

I. Composition of the Faculty

A. The faculty of the Department of Health Promotion and Policy shall consist of those persons in the Department who are tenured, tenure-track, research, lecturers, instructors, emeritus, joint, temporary, adjunct, and visiting faculty.

B. The Emeritus title shall be recommended by the Personnel Committee in the Department for departmental faculty who are full professors at the time of retirement, or in special cases, faculty at other ranks who have distinguished themselves through long and meritorious service to the department, school and university. Emeriti do not have voting privileges in the Department.

C. Non-tenure track research faculty appointments shall be at the rank of Research Assistant Professor, Research Associate Professor, and Research Professor. Research faculty are usually supported by external grant funding.

D. Lecturers are non-tenure track faculty who primarily have teaching responsibilities. They are usually supported by state funds.

E. Adjunct faculty shall be composed of persons in the Department awarded the title in recognition of their contributions to the Department and who are appointed with the approval of the Personnel Committee, Graduate Program Director, and Dean. These are always unpaid appointments.

F. Joint appointment faculty shall consist of persons involved in teaching and research in the Department and in one or more other departments, who hold the rank of Professor, Associate Professor, Assistant Professor, or Lecturer.

II. Departmental Structure

The Department of Health Promotion and Policy consists of two academic programs: Community Health Education and Health Policy and Management.

A. Community Health Education (CHE) Program

The CHE Program consists of all tenured, tenure-track, and non-tenure stream (research, lecturers) faculty members affiliated with the Community Health Education program. The faculty shall meet at least twice a semester and shall keep minutes of its meetings. The faculty are responsible for making decisions regarding program curriculum and governance. The faculty (or designated committee) shall also review applications and make recommendations for admissions to the graduate program to the Graduate Program Director.

B. Health Policy and Management (HPM) Program

The HPM Program consists of all tenured, tenure-track, and non-tenure stream faculty members affiliated with the Health Policy and Management program. The faculty shall meet at least twice a semester and shall keep minutes of its meetings. The faculty are responsible for making decisions regarding program curriculum and governance. The faculty (or designated committee) shall also review applications and make recommendations for admissions to the graduate program to the Graduate Program Director.

III. Conduct of Health Promotion and Policy Faculty Meetings

Through faculty meetings, the faculty shall set policy and make decisions regarding the significant responsibilities of the Department.

A. The voting faculty of the Department shall consist of tenured, tenure-track, and non-tenure track (i.e., lecturers) faculty who hold an appointment in the Department. Proxy votes are not permitted in faculty or committee meetings. When a quorum is present, decisions will be made by simple majority vote, except in special circumstances, such as the removal of the Chair (see IV. D. below). Any faculty member may request a secret ballot at any time for any reason; if requested, voting shall be by secret ballot.

B. Departmental meetings will be held monthly during the academic year. Representatives from the public health graduate and undergraduate student organizations, and from the administrative staff will be invited to attend one meeting per semester. Additional meetings may be called by the Department Chair or by the faculty (with a minimum of two faculty in agreement about the need for calling a meeting).

C. The Department Chair shall distribute to the faculty written notification of and a proposed agenda for each faculty meeting at least 48 hours prior to the meeting. Any faculty member may place additional items on the agenda, time permitting. The agenda will be distributed to the faculty prior to such meetings.

D. A quorum for faculty meetings shall consist of a majority of voting faculty.

E. Minutes shall be taken at each faculty meeting, distributed to each member of the

faculty, and approved at the next faculty meeting.

G. Faculty in the HPM and CHE programs may make policy and decisions relevant to their concentrations, including curriculum and admissions. The faculty may make recommendations regarding the department budget, and the Chair may delegate authority for this decision, but it is ultimately the Chair who has final authority over budgetary decisions, unless the Chair delegates this authority to identified members of the faculty. However, policies and decisions made by each program with respect to curriculum and admissions are subject to approval by the faculty as a whole as they affect CEPH accreditation.

IV. The Department Chair

The procedures by which a Chair is appointed are governed by Faculty Senate Document 90-029, as described in that document. The Department Chair is assigned certain administrative responsibilities and the authority to carry them out in consultation with the faculty. The Chair serves on the Executive Council of the School.

A. Responsibilities of the Chair

1. Care of the Department through:
 - a. Recruiting new faculty and supporting current faculty, including recommendations for hiring, tenure, promotion and merit increases;
 - b. Encouraging and supporting research, teaching, and service by the faculty;
 - c. Ensuring equitable distribution of responsibilities and resources among the faculty, including assignments to committees and course load;
 - d. Assigning courses to ensure the teaching needs of the Department are met;
 - e. Hearing and addressing administrative and personnel concerns from individuals associated with the Department;
 - f. Representing the Department to the School, University, and general public;
 - g. Reviewing, recommending and commenting on personnel matters including Annual Faculty Reports, pre-tenure reviews, and tenure and promotion files, including working with candidates for tenure and promotion to identify external reviewers, and then solicit their reviews; for tenure and promotion reviews (typically from Assistant to Associate Professor), the Chair is responsible for obtaining a minimum of six (6) letters from independent external reviewers with no relationship to the candidate; for cases of promotion from Associate to Full Professor, the Chair must obtain a minimum of five (5) independent external review letters; for cases when a tenured faculty member is recruited to join the

UMass faculty, the department and Chair do not require any independent external review letters; and

h. Promoting the diversity and representativeness of the faculty, staff, and study body.

2. Advancing the department through:

a. Managing the department budget;

b. Authorizing expenditures from the departmental budget, including official signatory authority on all student and other employee appointments.

c. Supervising clerical and support staff;

d. Managing departmental physical facilities, office space and equipment;

e. Assuring coordination between the Health Policy and Management and Community Health Education programs to promote research, teaching and service goals; and

f. Advocating for space to meet the needs of the Department.

3. Appointing faculty members to perform additional administrative responsibilities, as necessary.

B. Selection of the Chair

The procedures by which a Chair is appointed are governed by Faculty Senate Document 90-029, as described in that document. As the need arises (e.g., stepping down after completion of three years of service, retirement), the faculty shall follow the procedures prescribed in the Faculty Senate Document 90-029 and convene an ad hoc chair selection committee with representation from both HPM and CHE. Tenured faculty members in the Department are eligible to serve as chair, and the committee will solicit nominations from all departmental faculty (including self-nominations). The committee will interview those faculty who accept the nomination. The committee will also convene meetings with students and staff and solicit other input via email assessments of the candidates. The committee will produce short descriptions of each candidate for faculty review, and will call for a vote from all tenured, tenure-track, and non-tenure stream faculty who have an appointment in the Department to assess the level of faculty support for each candidate. The description of each candidate and the vote tally will be forwarded to the Dean of the School of Public Health and Health Sciences. In cases of disagreement between the Dean and the Faculty about who will serve as Chair, the Dean must meet with the faculty to reach a consensus decision. Terms of service as Chair are typically for three years, but may be altered at the discretion of the Dean. It is recommended that chairs serve no more than two consecutive terms, except in times of resource constraints and limited options.

C. Evaluation of the Chair

In accordance with Faculty Senate document 82-021, the Chair will be evaluated every three years. The Department will appoint an ad hoc committee to carry out this responsibility. The evaluation will consist of a survey questionnaire of faculty, students and staff in the Department regarding the Chair's performance. The Committee will compile the results and submit a report to the Dean.

D. Removal of the Chair

In accordance with Faculty Senate document 90-029, in cases of gross malfeasance or loss of confidence, the faculty may make a motion to remove the Chair. A two-thirds majority vote of all eligible voting faculty will be required to take further action. If the vote passes, the faculty will make a recommendation to the Dean, including a report stipulating their grievances, that the Chair be removed from the position. The final decision to remove the Chair is at the discretion of the Dean.

V. Graduate Program Director

The Graduate Program Director is an elected member of the faculty who is assigned certain administrative responsibilities and the authority to carry them out in accordance with the policies of the Graduate School. The Graduate Program Director is responsible for assuring the academic integrity of the Department. The GPD will serve for three years.

A. Responsibilities of the Graduate Program Director

1. Reviewing and approving recommendations for admission to the MPH, MS and PhD programs;
2. Monitoring the academic progress of students through the program and notifying students and their advisors of unsatisfactory progress;
3. Reviewing and approving student requests for exemptions or substitutions of curricular requirements;
4. Reviewing and approving paid employment opportunities on campus for graduate students to assure that such appointments do not interfere with timely progress towards degree completion;
5. Reviewing and making recommendations to the Graduate School regarding petitions for the extension of a student's Statute of Limitations;
6. Reviewing and making recommendations to the Graduate School of any proposed major changes in the degree requirements;
7. Hearing complaints and serving as a mediator/ombudsperson for disputes between students and faculty regarding academic performance;
8. Notifying the Graduate School of the results of the Comprehensive Qualifying Exam (written and oral) for doctoral students;

9. Reviewing and making recommendations to the Graduate School for approval of the appointment of MS and PhD Thesis Committees;
10. Reviewing and approving MS and PhD proposals and theses;
11. Reviewing transcripts and assuring that students seeking the award of the MPH, MS and PhD degrees have completed all of the requirements specified by the respective degree programs; and
12. Assuring that the academic programs of the Department adhere to the policies of the Graduate School.

VI. Program Heads

The Program Heads are elected by the respective program faculty. Program Heads have responsibility to represent the needs of the individual programs in the Department and oversee academic and administrative issues related to teaching, research, and service responsibilities at the program level. The Program Heads serve on the Management Team of the Department.

- A. Each Program will vote to select the Program Head. The vote will take place in the Spring semester for the following Fall semester. The term of service is September 1 to August 31.
- B. The Program Head will not be the same person as the Department Chair.
- C. Responsibilities of the Program Head include:
 1. Strategic planning for the programs and department;
 2. Convening meetings of the program faculty to discuss and set policy for the program;
 3. Planning and proposing the course schedule in coordination with the Department Chair, Honors Program Director, and Undergraduate Program Director;
 4. Serving on the MPH Coordinating Committee;
 5. Managing program funds allocated by the Department Chair; and
 6. Ensuring the curricular needs of the program are met.

VII. Departmental Committees

Unless otherwise specified, all standing committees are responsible to and report to the Department Chair, with the exception of the Personnel Committee, which operates independently according to the terms specified under the Collective Bargaining Agreement.

A. Personnel Committee

The Personnel committee shall consist of two sub-committees: the Tenure and Promotion

sub-committee and the Annual Faculty Report sub-committee.

The Tenure and Promotion (T&P) subcommittee is responsible for conducting thorough and conscientious reviews of faculty undergoing pre-tenure reviews, faculty eligible for the award of tenure and promotion to the rank of Associate and Full Professor, and faculty undergoing the Periodic Multi-Year Review process. The T&P subcommittee shall also be responsible for making recommendations regarding anomaly raises.

The DPC will consist of a minimum of three voting Faculty members. The composition of the DPC will be determined by a secret ballot of the full faculty at least annually, based on the year's upcoming major personnel actions as indicated by the Department Chair. For reviews of promotion to full the DPC may include full professors from other departments. For each major personnel action (promotion and/or tenure) only DPC members at or above the rank of associate professor will have voting rights. Untenured tenure-track faculty may request to the chair of the DPC to serve on the committee but may not vote on personnel actions that apply to positions above their current rank.

The T&P subcommittee shall submit to the Chair and to the individual faculty member under review a written report evaluating the performance of the faculty member eligible for tenure and promotion in the areas of teaching, research, and service. The Provost Office, the Red Book and the Collective Bargaining Agreement provide additional details about the tenure and promotion process.

The faculty as a whole will solicit volunteers and nominations for faculty to serve on the Annual Faculty Reports (AFR) Subcommittee, with final decisions made by mutual agreement between the individual faculty member and the faculty as a whole. There shall be at least one tenured faculty member from each program on the AFR subcommittee. The AFR subcommittee is responsible for providing faculty written feedback on their previous academic year's activities in the areas of teaching, research, and service, and making merit determinations. For non-tenure track faculty, merit evaluations are based on performance of their assigned duties.

B. Management Team

The Management team shall consist of the Chair and the HPM and CHE Program Heads. The Graduate and Undergraduate Program Directors serve as *ex officio* members of the Management team and will participate in meetings as needed. The Management team will identify, discuss and propose needed changes in departmental policy on academic and personnel matters (e.g., course schedules, financial terms for and scheduling faculty buyouts, sabbaticals, and course releases). The proposed policy changes shall come to the faculty as a whole for approval. The Management team will be responsible for the overall strategic planning for the Department and to this end shall review the annual Department budget, and recommend priorities for expenditures in the Department. Budget reports will be provided to the faculty on a semi-annual basis. Sole authority for final decisions on the allocation of the department's financial resources rests with the

Chair. The Management Council will advise the Chair on the agenda for faculty meetings.

C. Curriculum Committee

Each program is responsible for regularly reviewing its curriculum and for proposing new courses to add at the undergraduate, Masters and Doctoral levels, including new Certificate programs. Each program is also responsible for making any proposed changes in the organization of its curriculum and degree requirements. Each program will appoint its own Program Curriculum Committee composed of 2-3 members who either volunteer or accept their nomination to serve. Proposed changes shall then be submitted to the Department's Curriculum Committee for review and approval. The Department Curriculum Committee shall consist of the respective program representatives, and will have at least one tenured faculty member. The Curriculum Committee shall elect a Chair who is responsible for the timely submission and monitoring of the progress of proposed curricular changes through the Faculty Senate review process.

D. Undergraduate Advisory Board

Each program will elect a representative to the Undergraduate Advisory Board, responsible for overseeing the organization and quality of the undergraduate degree program in public health.

E. MPH Coordinating Committee

The program heads will represent the Department at meetings of the MPH Coordinating Committee, with responsibility for overseeing, managing and coordinating the MPH program across the five program areas. The MPH Coordinating Committee also has responsibility for steering and supporting the 4+1 program. The Graduate Program Director(s) will also serve on this Committee.

F. Search Committees

When the Dean informs the Chair and the faculty that a new or replacement position has been approved for search by the Provost, the faculty in the program where the positions is being filled (either CHE or HPM) will solicit volunteers and nominations for members to serve on the Search Committee. Search Committees are generally composed of six members, including one graduate student, with exceptions under special circumstances (for example, several pre-tenure faculty express a strong desire to serve on the Search Committee; or the program faculty decide that it would be helpful to them to ask a faculty member from outside the department to serve, due to their specific area of expertise). The Search Committee will elect a Chair and be responsible for determining the procedure that they will use to rank or prioritize candidates for interviews. Prior to the review of applicants, they will also determine the method they will use for putting forward, or declining to put forward (e.g., unanimous agreement, majority vote) the final slate of candidates to the Chair and Dean for making offers. Program faculty who are not serving on the Search Committee will be asked to provide their recommendations to the

Search Committee Chair and other members, but will not have a formal vote on the final selection of candidates put forward for making offers.

G. Ad Hoc Committees

The Department Chair shall appoint ad hoc committees to assist in the completion of specified tasks. Unless otherwise indicated, the term of each such committee will end with completion of the assigned task.

VIII. School and University Committees

The Department will elect representatives to the Standing Committees of the School, consisting of: Personnel, Strategic Planning, Research, Curriculum, Diversity and By-laws. Appointments are normally for two years. The Department will seek to elect a faculty member from the respective program to the School Personnel Committee from the program area for candidates undergoing tenure review.

Tenured faculty are expected to serve on various University committees responsible for policy-making and governance of the University, including representation to the Faculty Senate.

IX. Amendments

These by-laws may be amended by two-thirds vote of the faculty at any regularly scheduled faculty meeting, provided that each proposed amendment is communicated in writing to all faculty members no less than thirty days prior to such meeting.