

**BY-LAWS OF THE FACULTY  
SCHOOL OF PUBLIC HEALTH and HEALTH SCIENCES**

January 2021

**ARTICLE I**

**Purpose**

This document governs policies and procedures to advance the mission of the School of Public Health and Health Sciences (SPHHS) in research, teaching and service. The School consists of the Departments of Communication Disorders, Kinesiology, Nutrition, Biostatistics and Epidemiology, Environmental Health Sciences and Health Promotion and Policy. The School follows the annual Campus Consultative Budget process under the direction of the Provost. Departments receive operating budgets, program revenues, and physical location(s) at the discretion of the Dean. Each department functions autonomously within the resources allocated (i.e., budget, space, teaching assistants, research assistants) to meet departmental and student needs as related to course scheduling, assignments of faculty advisors, review of graduate students' applications and progress, evaluation of the qualifications for faculty appointments, and decision-making regarding curriculum standards at the departmental level. This document contains revisions of the SPHHS By-Laws from 1984, 1996, 2004, 2008, and 2013.

**ARTICLE II**

**Authority and Power**

**Section 1. Authority**

The Board of Trustees of the University of Massachusetts endorses the participation of faculty in decision making related to academic and personnel policies at all levels in the Amherst campus (Trustee Documents T70-62 and T73-098).

**Section 2. Legislative Authority**

Policy proposals may be generated by any member of the faculty, by any standing committee or special committee.

**Section 3. Power**

These By-Laws provide for the governance structure for the faculty of the SPHHS. The Faculty Assembly shall have such legislative power in matters pertaining to the SPHHS and shall hereinafter be stipulated subject to and consistent with Board of Trustee policy and Faculty Senate governance procedures. Meetings of the Faculty Assembly shall be governed by Roberts Rules of Order.

**ARTICLE III**  
**Faculty Assembly Membership and Voting**

The purpose of the Faculty Assembly is to consider, discuss, and recommend policies affecting the faculty and academics of the SPHHS. The faculty has a major responsibility to recommend policies in all academic matters of the School. The faculty shall promote faculty, staff and student participation in the SPHHS through the medium of standing and special committees.

Acting on behalf of the faculty, the Faculty Assembly has a direct interest in guiding the School's programs and is defined as the designated consultation agency for any SPHHS-related decisions where shared governance is expected. The Faculty Assembly is empowered to:

- provide input to the Dean on the philosophy, vision, mission and goals of the School;
- review and act on recommendations of the SPHHS standing committees and special (ad-hoc) Committees, its own membership, and outside communities of interest;
- make recommendations to the Dean on the development and implementation of a long-range plan for the School.

**Section 1. Eligibility for Membership**

a. Voting Members:

All faculty members in the SPHHS holding the academic rank of Lecturer or Assistant Professor (non-tenure track, tenure track, research, teaching or Extension track) or above and having at least a half-time appointment (0.5 FTE) for the full academic year. Department chairs and Associate Deans are considered voting members, assuming they also hold primary faculty positions in SPHHS Departments.

b. Non-voting members:

Other academic appointees shall be associate members. These individuals shall be entitled to attend meetings of the Faculty Assembly and to have speaking privileges.

**Section 2. Voting Members**

- a. A quorum for the Faculty Assembly shall be constituted by a majority plus one of all voting members of the faculty. In case of a tie vote for any Faculty Assembly action, the Chair of the Faculty Council shall cast the deciding vote.

**ARTICLE IV**  
**Faculty Council**

**Section 1. Departmental Faculty Council Representatives**

Each department in SPHHS shall appoint one faculty member as a representative to Faculty Council. The term of serving on the Faculty Council shall be left to the discretion of each appointing department, however, a term should be at least one

year, and a term of office shall commence on September 1. Any full-time (voting) faculty member shall be deemed eligible to serve on Faculty Council. Departments have the discretion to decide how the Faculty Council representative will be selected (e.g., via election or appointment). In the case of an unexpected vacancy a department should appoint a new representative to serve out the former member's term.

#### Section 2. Duties of the Faculty Council

- a. A primary duty of the Faculty Council is to represent the faculty by assuring formal communication between administration and the Faculty Assembly on issues affecting the School.
- b. The Faculty Council is empowered to establish ad-hoc working committees to support the academic goals and mission of SPHHS.
- c. The Faculty Council shall meet as needed, but no less than once per academic year, and is empowered to make recommendations on behalf of the Faculty Assembly to the Dean. These recommendations should be communicated to all School faculty.
- d. A Faculty Council quorum must be met by the presence of at least 66% of faculty assigned to Faculty Council which can be either in person or via electronic videoconferencing.

#### Section 3. Duties of the Faculty Council Chair

- a. The Faculty Council shall appoint a chair to preside over annual Faculty Assembly Meetings; this appointment shall be rotated each academic year until all departments have served in this role. The annual rotation will be in alphabetical order of the departments' names.
- b. The Faculty Council Chair shall preside over regular Faculty Council meetings and the all meetings of the Faculty Assembly.
- c. The Faculty Council Chair sets agendas for scheduled and unscheduled meetings of the Faculty Council and Faculty Assembly, in consultation with the remaining members of Faculty Council. In the event of conflict, any agenda item that is supported by 33% or more of Faculty Council members shall be added to the agenda.
- d. The Chair will appoint another member of the Faculty Council to act as chair in his/her absence.

### **ARTICLE V** **Faculty Assembly Meetings**

#### Section 1. Meetings

- a. Faculty Assembly meetings shall be scheduled at least once per academic year.
- b. Faculty Assembly will convene no later than the final day of the Spring semester.
- c. Special meetings shall be held as needed.

- d. Regularly scheduled meetings of the Faculty Assembly shall be posted on the SPHHS Master Calendar at least two weeks prior to the time of the scheduled meetings.
- e. Special meetings may be called by any member of the Faculty Council or upon petition of one-third of the voting members of the Faculty Assembly. In the event that an emergency meeting needs to be called, faculty should be provided as much prior notice of the meeting as is feasible, but in no case shall a meeting be scheduled with less than 24 hours' notice.
- f. The agenda for special meetings shall be determined by the Faculty Council. The agenda for special meetings shall be posted prior to the meeting.
- g. Official minutes of each meeting shall be taken by a member of the Faculty Council and distributed to faculty within 30 days of the meeting.

## **ARTICLE VI**

### **Committees of the SPHHS**

#### **Section 1. Authority**

- a. The SPHHS Committees shall carry out duties prescribed by these By-Laws as well as charges assigned by the Faculty Council and/or the Dean. For the purposes of voting, a quorum for standing and special committees shall be two-thirds of committee members. In case of a tie, the chair of the committee shall cast the deciding vote.

#### **Section 2. Membership**

- a. Faculty members of all standing committees are elected/appointed at the departmental level unless otherwise specified by these By-Laws. Department chairs will present their committee member nominations to the Dean for appointment. The term for each appointment will be two years, unless otherwise specified.
- b. Students of the SPHHS shall have representation on the Research Committee and the Curriculum Committee and will have full voting privileges unless otherwise specified. Undergraduate students shall be appointed by the Associate Dean for Undergraduate Academic Affairs. Graduate students shall be appointed by the Associate Dean for Graduate and Professional Studies.

#### **Section 3. Standing Committees**

- Curriculum Committee
  - School Personnel Committee
  - Non-Tenure Track School Personnel Committee
  - Research Committee
- a. It shall be the responsibility of each standing committee to:
    1. elect a chairperson;
    2. fulfill the functions assigned by the Dean;
    3. appoint sub-committees as necessary to fulfill the functions of the committee;

4. notify the Dean of unanticipated committee vacancies.
- b. It shall be the responsibility of each committee chairperson to:
  1. post meeting agendas prior to meetings;
  2. have minutes available to faculty and staff (with the exception of the personnel committee);
  3. initiate and preside over committee meetings;
  4. ensure progress of the committee's work;
  5. conduct meetings according to Robert's Rules of Order.

## **ARTICLE VII**

### **Curriculum Committee**

#### **Section 1. Authority**

The Curriculum Committee shall review all new course proposals (undergraduate and graduate) as well as new degree or certificate programs, concentrations, or tracks. The Curriculum Committee also evaluates the curriculum with respect to the mission and goals of the School, provides direction on all School curriculum issues and proactively considers improvements in the undergraduate and graduate learning environments.

#### **Section 2. Membership**

The Curriculum Committee shall consist of six faculty members (one from each of Departments of Communication Disorders, Kinesiology, Nutrition, Biostatistics & Epidemiology, Environmental Health Sciences and Health Policy and Promotion) as recommended by the chairs and appointed by the Dean. The Associate Dean for Undergraduate Academic Affairs and/or the Associate Dean for Graduate and Professional Studies will be ex officio and non-voting member(s) of the committee. A graduate student and an undergraduate student shall be appointed by the appropriate Associate Dean. In the event a curriculum committee member cannot attend a meeting, a substitute from that member's department may attend the meeting and vote on all matters brought forth to the committee.

#### **Section 3. Duties**

- a. Review and approve/deny proposals for new courses;
- b. Review and approve/deny new degree or certificate programs, concentrations, or tracks;
- c. Implement the process for selection and select the College Outstanding Teacher Awards;
- d. Refer curricular issues that have significant school-wide implications for budget and curriculum to Faculty Assembly, as needed.

**ARTICLE VIII**  
**School Personnel Committee**

**Section 1. Authority**

- a. The School Personnel Committee (SPC) functions as described in the Board of Trustees document (aka the “Redbook”) and the MSP Collective Bargaining Agreement. It operates according to personnel policies as identified by and in accord with university equal opportunity regulations.
- b. This Committee studies, evaluates and forwards to the Dean, the Committee’s recommendations on appointment, reappointment, promotion and tenure according to the criteria delineated in the Redbook and in the MSP Collective Bargaining Agreement.
- c. No faculty member shall participate in any recommendation or decision relating to the appointment, reappointment, promotion, tenure, or other condition of employment of the university of any person when such participation would represent a potential conflict of interest as stated in Academic Personnel Policy of the University of Massachusetts at Amherst Section 6.6 (pg 17).

**Section 2. Membership**

- a. The membership of the committee shall consist of six faculty members (one from each of Departments of Communication Disorders, Kinesiology, Nutrition, Biostatistics & Epidemiology, Environmental Health Sciences and Health Policy and Promotion) who are members of the MSP bargaining unit. There shall be one committee member from each Department, elected by the faculty members in that unit. Faculty members serve 2-year terms. Faculty currently serving on their department’s Personnel Committee cannot also serve on the School Personnel Committee. Faculty with any major personnel action pending such as promotion or tenure review may serve on the SPC but cannot vote on that personnel action. A substitute from that member's department (selected by election) may attend the meeting and vote on that action.

**Section 3. Duties**

- a. Review tenure and promotion cases;
- b. Recommend policies and procedures pertaining to Faculty reviews.

**ARTICLE IX**  
**Non-Tenure Track School Personnel Committee**

**Section 1. Authority**

- a. The Non-Tenure Track School Personnel Committee (NTT SPC) functions as described in the MSP Collective Bargaining Agreement to study, evaluate and forward to the Dean, the Committee’s recommendations on lecturer promotions according to the criteria established by the MSP Collective Bargaining Agreement.

- b. No faculty member shall participate in any recommendation or decision relating to the promotion, of any person when such participation would represent a potential conflict of interest as stated in Academic Personnel Policy of the University of Massachusetts at Amherst Section 6.6 (pg. 17).

### Section 2. Membership

The Collective Bargaining Agreement specifies that only lecturers can sit on the committee to evaluate lecturer promotion cases. Hence, the NTT SPC will consist of 3-5 lecturers, elected by lecturers in the SPHHS. Faculty with any lecturer promotion pending may serve but may not vote on their own promotion case. A substitute (selected by election) may attend the meeting and vote on that action.

## **ARTICLE X** **Research Committee**

### Section 1. Authority

The Research Committee will facilitate the advancement of research-based goals for the SPHHS.

### Section 2. Membership

- a. The Committee on Research shall consist of six faculty members (one from each of Departments of Communication Disorders, Kinesiology, Nutrition, Biostatistics & Epidemiology, Environmental Health Sciences and Health Policy and Promotion). Two graduate students shall be appointed by the Associate Dean for Research, one from any of the Public Health departments and one from any of the Health Science departments.
- b. The Associate Dean for Research shall be an ex officio and non-voting member.

### Section 3. Duties for the Committee

- a. Conduct periodic assessments to identify key factors that enhance or hinder research productivity within the SPHHS.
- b. Obtain periodic empirical data to note changes in research productivity within the SPHHS.
- c. Advise the Dean regarding research activities and research needs within the SPHHS.
- d. Devise and implement short- and long-term plans to enhance research activities and productivity within the School.
- e. Provide assistance to the Associate Dean for Research in the planning and execution of SPHHS Research Day.

## **ARTICLE XI**

### **Special Committees**

#### **Section 1. Authority**

Special committees may be formed on an ad hoc basis from time to time to support the academic mission and goals of SPHHS. Special committee requests can arise from the Dean or the Faculty Assembly. The committee is terminated after one calendar year of the initial creation of the committee or when the work is completed.

#### **Section 2. Membership**

Members serving special committees must have a primary appointment in Departments of Communication Disorders, Kinesiology, Nutrition, Biostatistics & Epidemiology, Environmental Health Sciences or Health Policy and Promotion. Because it is not possible to anticipate *a priori* the needs for each committee, the Faculty Council or the Dean shall determine which departments are appropriate for appointing members to the specific committee requested. Ex officio members for a committee are at the discretion of the Dean.

#### **Section 3. Duties**

The duties of the ad hoc committee vary with the task charged. Committees may include, but are not necessarily limited to, the following roles:

- a. Bylaws Revision
- b. Strategic Planning
- c. Committees related to the Chancellor's initiatives

## **ARTICLE XII**

### **Amendments**

#### **Section 1. Amendments with Notice**

These By-Laws may be amended at any scheduled Faculty Assembly meeting by a simple majority vote of those present and voting, provided that written notice of the proposed amendment or amendments had been given to the faculty at least two weeks in advance of the vote.

#### **Section 2. Amendments without Notice**

If no previous notice had been given, these By-Laws may be amended on an interim basis by two-thirds vote of faculty present and voting at any scheduled Faculty Assembly meeting. Permanent amendment will subsequently follow Section 1 above at the next regularly scheduled meeting.

#### **Section 3. Annual review of By-Laws**

The By-Laws will be evaluated annually and approved by the Faculty Assembly at its annual meeting.