

Bylaws and Committees of the School of Public Health

Section 1.0: Components of the Governance Body

The components of the School of Public Health (SPH) governance body include the staff, faculty, and student body of the SPH. Representatives from all three of these components of the SPH join in a manner defined within these bylaws to provide the governance of the SPH through the SPH Council and the Standing Committees of the SPH.

Section 2.0: School of Public Health Council

2.1: Committee Type and Composition

The School of Public Health (SPH) Council is a Standing Committee composed of a combination of elected and appointed members with voting privileges. The Chairperson of the SPH Council shall be the Dean and the Vice Chairperson shall be the President of the Faculty Senate Executive Committee.

(*) Indicates individuals with voting rights in closed session

- *Past President, President, and President-Elect of the Faculty Senate Executive Committee (see Section 3.0)
- *Four Standing Faculty Committee Chairpersons (see Section 4.0)
- *Department Chairpersons
- Staff Standing Committee Chairperson (See Section 9.0)
- Individuals with an administrative appointment as Associate Dean
- Five Student Representatives including the Student Government Associate (SGA) President, the SGA Vice President, and representatives from the doctoral, master's, and undergraduate levels elected by their peers

Council meetings shall be held monthly and include two sessions:

- Open Session – The open session shall be public. All SPH faculty members, staff members, and students, as well as invited guests from outside of SPH, shall be permitted to attend the open session. The open session shall consist of general updates from the Council members, Dean, and other constituents. All attendees shall be permitted to take part in discussions, though only Council members shall be permitted to vote on actions presented to Council for a decision. Excepting faculty personnel actions, Council votes shall be conducted during the open session.
- Closed Session – The closed session will consider faculty personnel actions which require a vote, including promotions, appointments, graduate faculty nominations, Emeritus appointments, secondary and adjunct appointments, and other miscellaneous confidential faculty personnel matters. The session shall be restricted to the subsection of Council members eligible to vote on faculty actions. The Dean and Vice Dean may attend the closed session but may not take part in the discussions or the vote. The Associate Dean for Faculty Affairs may attend the closed session and take part in the discussions but may not vote. If a department Chair is unavailable to attend, then they may designate a Vice Chair to attend in their place to take part in discussions, though the Vice Chair may not vote. Voting members not in attendance shall be expected to cast a vote based on their review of the pertinent documents made available prior to the meeting.

The Standing Committees of the SPH Council include the Faculty Appointment, Promotion, and Tenure Committee (see Section 5.0), the Educational Policies and Curriculum Committee (see Section 6.0), the Planning and Budget Policies Committee (see Section 7.0), the Inclusion, Diversity, and Equity Committee (see Section 8.0), and the Staff Committee (See Section 9.0).

2.2: Terms of Office for Committee Members

The Faculty Senate Executive Committee serves terms on the SPH Council concordant with their terms as members of the Faculty Senate Executive Committee (See Section 3.2). The term of each committee member shall begin on the first day of the fall term. All appointed members of the SPH Council serve as long as they hold the position that they represent (Dean, Vice Dean, Associate Deans, and Department Chairs). The student members shall be elected annually by the SPH Student Body with elections conducted by Student Affairs.

2.3: Charge of the Committee

The specific charge of the SPH Council includes:

- Oversee the activities of the Standing Committees of the School.
- Review and approve motions for the creation of or changes to policies and procedures of the SPH governance or academic program subject to final approval by the Dean.
- Prepare and bring to the general faculty, in the form of a motion, issues that require action or review of the SPH primary faculty body.
- Respond to the needs of SPH personnel.
- Meet on a regular monthly schedule.
- Form ad hoc subcommittees as may be necessary to accomplish its charge effectively.

2.4: Conflict of Interest Guidelines Related to Faculty Actions Discussed in the Closed Session

(Adapted from NIH Guidelines on Peer Review)

A conflict of interest in SPH Council evaluation or action exists when a committee member has an interest in a search, appointment, promotion or tenure evaluation that is likely to bias their review of it. A committee member who has a conflict of interest with an action under consideration may not participate in its evaluation or vote. Appearance of a conflict of interest should be avoided whenever possible but, if it is established that there is no conflict of interest and the SPH Council determines that the integrity of the process would not be impaired, the committee member in question may participate in the evaluation. For faculty actions, a Council member with an academic appointment in the same department as the action being evaluated shall be considered to be in conflict and may not vote, though they shall be permitted to take part in discussions on the matter.

As it is the committee members themselves who will be most familiar with their own situation, they shall be personally responsible for the following:

- (1) bring to the attention of the Associate Dean for Faculty Affairs or the Chair of the FAPTC any conflict of interest situations that may pertain;
- (2) identify any potential actions where they have a conflict of interest;
- (3) certify that they will not be and have not been involved in the review of any faculty action where their participation constitutes a conflict of interest and that they will maintain the confidentiality of the proceedings of the committee with respect to all aspects relating to review and recommended actions under consideration.

In addition, the SPH Council may determine that a particular situation involves a conflict of interest and require that the committee member not be involved in the review of a faculty action under consideration.

If a member has questions about participation in the review or if they have a conflict, the individual should consult with the Associate Dean for Faculty Affairs or the Chair of the FAPTC.

Section 3.0: Faculty ~~Senate~~ Executive Committee (FSEC)

3.1: Committee Type and Composition

All individuals with a year-round primary appointment at the SPH shall be voting members of the SPH Faculty Senate. The FSEC is a Standing Committee of the Faculty Senate which serves as the elected representative body of the SPH Faculty Senate. The FSEC officers are the President-elect, President, and Past President of the Faculty Senate. The President of the Faculty Senate serves as the Chair of the FSEC. The FSEC shall be composed of the three FSEC officers.

3.2: Terms of Office for Committee Members

Elections for the President-Elect shall be held annually in conjunction with the annual School-wide elections for faculty representatives to the SPH Council Standing Committees (See Section 9.0). As an FSEC officer, an individual faculty member may serve three, one-year terms in succession as President-Elect, President, and Past President and, thereafter, only following an interval of two years after completion of the three successive one-year terms. Committee Chairs shall be annually reelected (see Section 10.4).

3.3: Charge of the Committee

The specific charge of the FSEC includes:

- Represent the faculty on all matters presented to the SPH Council and the School.
- Develop and maintain the slate of candidates for all elected positions within the FSEC, the SPH Council, and the Standing Committees of the SPH Council.
- Oversee the annual elections of faculty members to fill the elected positions within the FSEC and the Standing Committees of the SPH Council, as well as the annual committee chair elections.
- Communicate the results of the SPH elections and other information relevant to the governance of the SPH, the academic environment, or the quality of life of the faculty.
- Report on activities of the SPH Council to the full Faculty Senate at least once in the fall and spring term.
- Convene at least two meetings of the full Faculty Senate each school year, one each in the fall and spring terms.
- Undertake other activities that the President of the Faculty Senate deems pertinent to the welfare of the SPH faculty.

Section 4.0: Standing Committees of the SPH Council

4.1: Committee Type and Composition

The Standing Committees of the SPH Council include:

- Faculty Appointment, Promotion, and Tenure Committee (see Section 5.0)
- Educational Policies and Curriculum Committee (see Section 6.0)
- Planning and Budget Policies Committee (see Section 7.0)
- Inclusion, Diversity, and Equity Committee (see Section 8.0)
- Staff Committee (See Section 9.0)

All primary faculty shall be eligible to serve on the four SPH faculty Standing Committees with the exception of the Faculty Appointment, Promotion, and Tenure Committee, which is restricted to faculty at the rank of Associate Professor or Professor. All staff shall be eligible to serve on the Staff Committee.

Section 5.0: SPH Faculty Appointment, Promotion, and Tenure Committee (FAPTC)

5.1: Committee Type and Composition

The FAPTC is a Standing Committee of the SPH Council. It shall be composed of the Associate Dean for Faculty Affairs, the Associate Dean for Diversity, Equity, and Inclusion, and two faculty members elected by each department's primary faculty. All members must be at the rank of Associate Professor or above with at least six members having the rank of Professor and at least six members having tenure. None of the elected faculty may be a Department Chair. The Chair of the FAPTC shall be elected by the faculty representatives serving on the committee at their first meeting of the academic year. This meeting shall be chaired by the FSEC President. The election shall be by secret ballot, with the results tallied immediately by the committee support staff person. The President of the FSEC shall inform the School of Public Health Council of the results. The Associate Dean for Faculty Affairs shall serve as Vice Chair, coordinating activities with the Dean's office.

5.2: Terms of Office for Committee Members

The elected faculty members of the FAPTC serve three-year staggered terms. Elections to replace members whose terms have expired shall be held annually (see Section 10.0). Faculty members elected to the FAPTC may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term.

5.3: Charge of the Committee

The specific charge of the FAPTC includes:

- Maintain documentation of all policies and procedures guidelines or criteria that relate to all faculty level appointments, promotions, and tenure decisions and assure the faculty have access to this documentation.
- Update the FAPTC Operations Manual as appropriate, with full review and approval by SPH Council at least every five years or when major changes in SPH or University policy occur.
- Assure that all SPH criteria for appointment, promotion, or tenure incorporate and/or are consistent with University policies and procedures.
- Maintain guidelines for discussion and voting within the committee which appropriately take into account conflict of interest and other ethical considerations.
- Upon request by the Dean or Department Chair provide informal advice on proposed faculty actions prior to formal review of individual for primary appointment, promotion, or tenure.
- Review and recommend actions to the Dean and SPH Council closed session voters on all SPH primary faculty

promotions and tenure.

- Review and recommend actions to the Dean and SPH Council on all primary, secondary, adjunct, and emeritus faculty appointments. The committee may accomplish this charge through administrative action by the Associate Dean for Faculty Affairs.
- Review and recommend actions to the Dean and SPH Council on award of honorary degrees or other University recognition. The committee may accomplish this charge through administrative action by the Associate Dean for Faculty Affairs.
- Review and recommend actions to the Dean and SPH Council on appointments to the graduate faculty. The committee may accomplish this charge through administrative action by the Associate Dean for Faculty Affairs.
- Provide oversight to assure full compliance with all guidelines regarding diversity and equal opportunity in faculty recruitment and appointment.
- Review and recommend actions relating to promotion and tenure.
- Review and recommend actions relating to faculty promotions, with regular meetings on a monthly basis, or more frequently as needed.
- The FAPTC Chair shall make regular oral reports to the SPH Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.

5.4: Guidelines for Potential Conflicts by FAPTC Members

(Originally adapted from NIH Guidelines on Peer Review)

A conflict of interest in FAPTC evaluation or action exists when a committee member has an interest in a search, appointment, promotion or tenure evaluation that is likely to bias his or her review of it. A committee member who has a conflict of interest with an action under consideration may not serve as an assigned reviewer of the action, nor may they vote on the action. Perceived conflicts of interest should be avoided, although, if it is established that there is no conflict of interest and the FAPTC determines that the integrity of the process would not be impaired, the committee member in question may vote on the action.

As it is the committee members themselves who are most familiar with their own situation, they shall be personally responsible for the following:

- (1) Bring to the attention of the Committee Chair or Vice Chair any conflict of interest situations that may pertain;
- (2) Identify any potential actions where they have a conflict of interest;
- (3) Certify that they will not be and have not been involved in the review of any faculty action where their participation constitutes a conflict of interest and that they will maintain the confidentiality of the proceedings of the committee with respect to all aspects relating to review and recommended actions under consideration.
- (4) Maintain confidentiality of all documents, discussions, and voting decisions of the committee. All materials must be destroyed following the completion of a review, with the exception of materials required for the formal submission process.
- (5) Refrain from bringing unsubstantiated information about candidates into the review, discussion, and decision-making.

FAPTC members should consult the FAPTC Chair and/or Vice Chair about any concerns with their participation in the review of a specific faculty action. In addition, the FAPTC may determine that a particular situation involves a conflict of interest and require that the committee member not be involved in the review of a faculty action under consideration.

An FAPTC member may not serve as the assigned reviewer of a faculty action in their department nor vote on such a faculty action. An FAPTC member may not vote on faculty actions for which the rank of the appointment or promotion are above the FAPTC member's current rank.

5.5: FAPTC Policies and Procedures

The following resolutions are intended to provide guidance to FAPTC in the drafting of their policies and procedures and, as such, may be modified somewhat to be consistent with the comprehensive guidelines provided by the FAPTC Operations Manual, which is a document reviewed and approved by the SPH Council.

- FAPTC shall prepare an evaluation letter summarizing the basis for the committee's recommendation for promotion prior to presentation to SPH Council. Favorable evaluation letters shall be presented to SPH Council for concurrence. In the case of a split recommendation by FAPTC, a majority report and a minority report shall be presented to SPH Council for review. In the case of a negative recommendation by FAPTC, the appropriate Department Chair shall receive a letter from FAPTC outlining the major reason(s) for the negative action and the alternatives to the candidate, with the exception of mandatory tenure reviews which must progress through the University review cycle regardless of FAPTC recommendation.
- The FAPTC Chair, in consultation with the Associate Dean for Faculty Affairs, may appoint one ad hoc non-voting faculty consultant of appropriate rank and tenure status who is not a current member of the FAPTC to assist the FAPTC in their evaluation if it is deemed that additional expertise outside FAPTC shall be needed or desirable for a particular promotion review.
- Communication with the candidate, while a promotion is under consideration, must always be done through the Department Chair. The Department Chair shall receive written notification: 1) at any time when there are requests for additional information; 2) when the dossier is considered sufficiently complete to initiate preliminary evaluation and requests for evaluation to external referees; 3) when the FAPTC is prepared to recommend action to SPH Council; and 4) when the Associate Dean for Faculty Affairs and/or Dean's recommendation letter is ready for forwarding to the Senior Vice Chancellor for the Health Sciences. All letters shall be sent through the Office of the Associate Dean for Faculty Affairs. The Department Chair shall be responsible for communicating appropriately with the candidate. If candidates have questions during the course of the promotion evaluation, they should discuss their concerns with the Chair who will initiate any communication with the Associate Dean of Faculty Affairs about the status of the promotion process. Under no circumstances should members of the FAPTC or SPH Council initiate or engage in conversations with the candidate relative to any matters pertaining to the promotion. Any queries from the candidate should be directed to the responsible Department Chair who may request a brief status report from the Associate Dean for Faculty Affairs regarding the status of the promotion process.

Section 6.0: Educational Policies and Curriculum Committee (EPCC)

6.1: Committee Type and Composition

The EPCC is a Standing Committee of the SPH Council. It shall be composed of one elected faculty member from each department, and three representatives of the SPH Student Body, one at the doctoral, one at the masters level, and one at the undergraduate level, each of whom shall be elected by the Student Body in elections conducted by Student Affairs. The Associate Deans and Directors responsible for Student Affairs, Education,

Enrollment Management, and Accreditation and the Directors of any stand-alone schoolwide programs are ex-officio, non-voting members.

6.2: Terms of Office for Committee Members

The elected faculty members of the EPCC serve three-year staggered terms. Elections to replace members whose terms have expired shall be held annually (see Section 10.0). Faculty elected to the EPCC may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term.

Because of the time-sensitive nature of much of the work of the EPCC, it shall be critical that a quorum be reached at the meetings. In order to achieve this quorum, each department shall identify a second (back-up) representative who shall be deputized to vote on behalf of the department or Student Body when the primary representative is unable to attend. The back-up member will have an open-ended term and shall be elected by the department.

6.3: Charge of the Committee

The specific charge of the EPCC includes:

- Establish academic policies and procedures for SPH.
- Maintain and make available to all faculty the policies and procedures document that contains the guidelines or criteria that relate to SPH educational or curriculum matters.
- Update the policies and procedures document, as appropriate, with full review and re-approval by SPH Council at least every five years or when major changes in SPH or University policy occur.
- Review and recommend action to SPH Council on all curriculum changes.
- Assist the Associate Deans and schoolwide Program Directors in the integration and coordination of the SPH curriculum, recruiting and admissions practices, and student affairs functions.
- Review and evaluate the School's educational courses and programs; the MPH Education Subcommittee (MEC) shall also review and evaluate the MPH courses and programs and the graduate core courses and programs; and the BSPH Education Subcommittee (BEC) shall also review and evaluate the BSPH courses and programs
- Make recommendations to the SPH Council on the implementation of educational policies.
- Review student academic performance three times annually; student representatives shall be excused from these meetings.
- Establish and interpret admissions policies.
- Form ad hoc subcommittees, as may be necessary, to accomplish its charge effectively. Chairpersons of subcommittees normally should be members of EPCC but members of subcommittees may be drawn from the faculty at large.
- Meet on a monthly basis, or more often as necessary, to accomplish its charge. Interim meetings may be called at any time by the Chairperson or on request of three or more members or at request of SPH Council.
- Make regular oral reports to the SPH Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.

Section 7.0: Planning and Budget Policies Committee (PBPC)

7.1: Committee Type and Composition

The PBPC is a Standing Committee of the SPH Council. It shall be composed of one elected faculty member from each department (voting), the Associate Dean responsible for Budget and Finance (non-voting), the administrators of all departments (non-voting), three representatives of the SPH Student Body, one at the doctoral, one at the masters level, and one at the undergraduate level, each of whom shall be elected by the Student Body in elections conducted by Student Affairs (voting), and one Department Chair (non-voting) serving on an annually rotating basis based on alphabetical order of department names.

7.2: Terms of Office for Committee Members

The elected faculty members of the PBPC serve three-year staggered terms. Elections to replace members whose terms have expired shall be held annually (see Section 10.0). Faculty members may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term.

7.3: Charge of the Committee

The specific charge of the PBPC includes:

- Maintain and distribute to all faculty the charges and standard operating procedures (SOP) for planning and budgetary matters.
- Update the charges, with full review and re-approval at least every five years or when major changes in SPH or University policy occur.
- Develop and recommend to the SPH Council equitable policies and procedures for allocation of University appropriations, taking into account the academic programs and appropriate balance between hard and soft money sources.
- Provide advice to the Dean and SPH Council on issues which have financial implications for the expenditure of University appropriations. Such issues may include creation of new educational programs, termination of educational programs, decreases in funding streams, changes in major research initiatives, expenditure of funds allocated for capital improvement and others.
- Review and make recommendations to the Dean and SPH Council on proposed reallocation of funds among departments.
- Make recommendations to the Dean and SPH Council on policies related to the school's research and service activities.
- Represent the faculty of the SPH in the University of Pittsburgh planning and budgeting process.
- Provide advice to the Dean and SPH Council concerning SPH planning and budgeting matters.
- Meet on a monthly basis, or more often as necessary to accomplish its charge. Interim meetings may be called, at any time, by the Chairperson or at request of three or more members or at request of SPH Council.
- Form ad hoc subcommittees as may be necessary, to accomplish its charge effectively.
- Make regular oral reports to the SPH Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.

Section 8.0: Inclusion, Diversity, and Equity Committee (IDEC)

8.1: Committee Type and Composition

The IDEC is a Standing Committee of the SPH Council. It shall be composed of one elected faculty member from each department, one staff representative identified by the Staff Committee, and three representatives of the

SPH Student Body, one at the doctoral, one at the master's level, and one at the undergraduate level, each of whom is elected by the Student Body in elections conducted by Student Affairs. The Associate Dean for Diversity, Equity, and Inclusion shall be a non-voting ex-officio member. Additional non-voting ex-officio members may be drawn from the ranks of Associate Deans, Center Directors, or others with responsibility for diversity, equity, and inclusion topics in the school.

8.2: Terms of Office for Committee Members

The elected faculty members of the IDEC serve three-year staggered terms for the elected faculty members. Elections to replace members whose terms have expired shall be held annually (see Section 10.0). Faculty elected to the IDEC may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term. The student members shall be elected annually by the SPH Student Body with the election being coordinated by Student Affairs. The staff member shall be identified by the Staff Committee and serve a one-year term. The Associate Dean for Diversity, Equity and Inclusion shall serve as a non-voting, ex-officio member on the IDEC as long as they hold the position.

8.3: Charge of the Committee

The specific charge of the IDEC includes:

- Identify and implement a broad range of activities for faculty, staff and students directed at increasing diversity and fostering an inclusive climate.
- Work with the FAPTC and the Associate Dean(s) responsible for faculty affairs and for diversity and inclusion to ensure appropriate processes are in place for enhancing diversity in faculty recruitment, promotion, and award of tenure.
- Work with EPCC and the Associate Dean(s) responsible for education and for diversity and inclusion to enhance diversity and inclusion in education and SPH curriculum.
- Work with Student Affairs to support efforts to enhance diversity and inclusion for students.
- Work with other standing committees to ensure diversity, equity, and inclusion are reflected appropriately
- Work with SPH administration to support efforts to enhance diversity and inclusion for staff.
- Liaise with the University and SPH administration in matters relating to diversity and an inclusion.
- Meet on a monthly schedule, or more often as necessary, to accomplish its charge. Interim meetings may be called at any time by the Chairperson or at request of three or more members or at request of SPH Council.
- Form ad hoc subcommittees as may be necessary to accomplish its charge effectively.
- Make regular oral reports to the SPH Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.
- Develop mechanisms to identify and understand the needs of faculty, students, and staff.
- Recommend action plans the Faculty Senate Executive Committee to address matters relating to diversity, equity, and inclusion.

Section 9.0: Staff Committee

9.1: Committee Type and Composition

The Staff Committee is a standing committee of the School of Public Health Council. The committee comprises ten members, one from each of the school's seven academic departments, as well as Information Technology,

Student Affairs, and the Dean's Office. The members shall represent the staff interests and concerns of their respective departments and act as point person to communicate those interests and concerns to the committee.

Staff Committee members shall elect a committee chair. The committee chair shall hold this position until their term on the committee expires. The outgoing committee chair shall oversee the election of a replacement. If none is selected and the committee chair is re-elected to another term, they may continue to serve in that capacity by a vote of the committee members. The committee Chair shall be responsible for moderating meetings, reporting to Council during monthly meetings, and communicating with the Dean's Office.

The committee chair shall request that one member serve as committee vice chair, and one serve as secretary to record meeting notes. These positions shall be held until their respective terms on the committee expire.

9.2: Terms of Office for Committee Members

Department chairs or unit supervisors shall petition their staff for volunteers to serve on the Staff Committee. If multiple volunteers are identified, then an election shall be held among departmental staff members to determine a representative. If only one volunteer is identified, then departmental staff members shall be polled to confirm their endorsement of the volunteer. If no volunteer offers to serve, the department chair/unit supervisor shall select a staff member as representative.

Once elected, a representative may serve a two-year term, with subsequent terms requiring re-election by their departmental peers. Years of service will follow the academic year cycle. There shall be no limit to the number of terms that a member may serve.

Members may withdraw from the Committee before the completion of their term through the submission of a letter of resignation. This letter shall be tendered to the Committee and to their respective areas of service.

9.3: Charge of the committee

The specific charge of the committee shall be to foster discussion of staff life - the work environment in the school and how it impacts staff, and the issues that directly affect the ability of staff to work to their fullest potential. This includes:

- Meet once a month to discuss topics of interest pertaining to the School's staff members.
- Periodically check with their departmental staff colleagues for topics or concerns to report to the committee.

Section 10.0: Nomination and Election of Faculty Representatives

10.1: Nomination and Election of Faculty Representatives

Each summer, FSEC shall notify departments of the necessary elections for vacant standing committee positions. Departments shall conduct their own elections and FSEC shall oversee the integrity of the election process and verify the count of votes. If any disagreements arise, they shall be resolved by the three FSEC officers. The President of the Faculty Senate shall announce the election results in the summer of each year.

All Standing Committees, except FAPTC, shall have one representative from each department. FAPTC shall have two representatives from each department in addition to the Associate Dean for Faculty Affairs and the Associate

Dean for Diversity, Equity, and Inclusion. EPCC shall have one alternate faculty member from each department elected by that department.

All members of the Standing Committees shall be elected by the faculty of their respective department. Each Department Chair shall be given a list of positions to be filled, taking into account any conditions associated with the position (i.e. tenured, ranks, etc). This list shall be developed by the Faculty Affairs Manager and the President of FSEC. The Department Chairs shall use this information to select proposed nominees and contact these nominees to ascertain their willingness to serve. A slate of at least two candidates should be identified for each elected position to be filled. In the event that two willing candidates meeting the eligibility requirements cannot be identified, a single eligible and willing candidate may be proposed by the Department Chair. Instances in which a single nominee is available still require the endorsement of a majority other departmental faculty members. The President of the FSEC shall present the elected members of the Standing Committees to the SPH Council.

The President-elect of the FSEC shall be elected by all primary SPH faculty. A slate of at least two candidates shall be identified by FSEC. The President of the FSEC shall present the President-elect results to the candidates who ran in the election and then to the SPH Council. If the President-elect steps down during their term, a new election shall be held. If the President steps down, the current President-elect shall assume the office of President and a new election for a President-elect shall be held. If the Past President steps down the previous Past President shall be invited to return to the Past President position to complete the term. If any of these vacancies occur within ten weeks of the end of the term, the position shall remain vacant for the remainder of the term.

The term of each Standing Committee member and President-elect of the FSEC will begin the first day of the fall term after their election.

10.2: Representativeness of the Elected Members

To the extent feasible, the slate of each election shall be constructed to assure that there shall be representation by all faculty ranks, gender and race/ethnicity on the SPH Council and each of its subcommittees.

10.3: Replacement of Elected Members

In the event that an elected faculty member resigns or is unable to fulfill their responsibilities to participate in the SPH Council or Standing Committees of the SPH Council prior to the completion their full elected term, the department from which the faculty member resigned shall identify an eligible nominee who indicates a willingness to serve. The nominee must be endorsed by a majority of other departmental faculty members. The replacement member shall commence a new three-year term with the remainder of the year in which they were elected counting as the first year served.

10.4: Election of the Chairs of the SPH Council Standing Committees

The Chairs of the SPH Council Standing Committees shall be chosen from the selected faculty representatives currently serving on the committee at their first meeting of the academic year. This meeting shall be chaired by the FSEC President. Committee members may self-nominate or accept nominations put forth by other members. In the event that a single member is nominated, their election as committee chair must still be endorsed by a

majority of the other members. The election shall be by secret ballot with the results tallied immediately by the FSEC President. If no members are nominated, then the member(s) with the longest tenure on the committee shall serve as committee chair. Committee chairs shall be reelected at the start of each new academic year. The President of the FSEC shall present the elected Standing Committee Chairs to the SPH Council. An individual may serve repeated terms as chair for as long as they are a faculty representative on the Standing Committee.

10.5: Tie votes for an elected office

If there is a tie in the number of votes for an elected office, the deadlock shall be broken by a majority vote of the SPH Council. If the Council is deadlocked, the Chair of the Council (Dean) shall break the tie.

10.6: Search of a new SPH Dean: Electing a Faculty Committee

In the event that a search for a new SPH Dean is conducted, the FSEC President shall organize an election to choose representatives from the SPH faculty, staff, and students to serve on the search committee consistent with University guidelines.

10.7: Election Disputes

Any disputes concerning election results shall be resolved by the Associate Dean for Faculty Affairs and all officers of the FSEC who were not running for office in the disputed election.

Section 11.0: Approval of Policies and Procedures for Standing Committees

11.1: Documents of Approved Policy and Procedure

The modification to and distribution of documents describing approved policies and procedures for the operations of the SPH governance or administration of the academic program of the SPH shall be the responsibility of the SPH Standing Committees. Current copies of policies and procedures for SPH Standing Committees shall be maintained on the SPH website. The Chair of the Standing Committee shall be responsible for providing the SPH web master with up-to-date documents for posting.

11.2: Documents of Approved Bylaws

The modification to and distribution of documents describing the approved bylaws for the governance of the SPH shall be the responsibility of the SPH Council. Current copies of the articles of the bylaws shall be maintained on the SPH website. The SPH Council Vice Chair shall be responsible for providing the SPH web master with up-to-date documents for posting.

11.3: Approval of Policy and Procedures by the SPH Council

The documents pertinent to each specific Standing Committee should be reviewed by that committee on a routine basis. The Committee Chairs shall submit recommendations for new or revised policies or procedures to the SPH Council. In addition to the Committee Chairs, recommendations for new or revised policies or procedures may be submitted to the SPH Council by any individual faculty, staff member, or student within the SPH. All recommendations for new or revised policies or procedures shall be submitted in written motion to the SPH Council for approval. Current copies of policies and procedures for SPH Standing Committees shall be maintained on the SPH website. The SPH Council shall review and vote on the recommendations. All recommendations that

are approved by the SPH Council shall become effective at the time of approval unless otherwise stated in the approval motion.

11.4: Approval of the Bylaws by the SPH Council and the SPH Faculty Senate

Recommendations for revisions to the bylaws of the SPH governance may be initiated by any individual faculty, staff member or student within the SPH. Recommendations for modifications will be submitted in a written motion to the SPH Council and the SPH Faculty Senate for approval by both bodies and by the Dean. Once recommendations for new or revised articles of the SPH governance are approved by the SPH Council and the Dean, the Vice Chair of the SPH Council will prepare a motion for approval to be submitted to the SPH Faculty Senate. Once approved by the SPH Faculty Senate and the Dean, the new or revised articles will be provided to the Office of the Provost for review and approval. The new or revised articles will be effective immediately upon approval by the Office of the Provost unless otherwise stated in the approved motion.