Note: The CHS Bylaws pertaining only to voting rights. Otherwise we operate under the FSPH bylaws (see below) and those of the Academic Senate.

I. Department of Community Health Sciences

Procedures and Policies Pertaining to Senate Bylaw 55

Voting Rights (per faculty vote in Fall Quarter 2013), valid through 12/31/2018

All Academic Senate faculty (except emeriti) are enfranchised to discuss and vote on substantial departmental questions (e.g., curriculum, etc.).

1. Tenured Full, Associate, and Assistant Professors (line series) vote on all personnel actions.
2. In-Residence, Full, Associate, and Assistant Professors vote on all personnel actions.
3. Lecturers (SOE) and Senior Lecturers (SOE) vote only on personnel actions regarding Lecturers or Senior Lecturers with or without security of employment.
4. Emeriti faculty do not vote on
   a) any departmental questions (e.g., curriculum, etc.) or
   b) any personnel actions.

Voting Procedures

There are no elected personnel committees.

A. Major Personnel Actions (appointments, promotions, etc.)
   1. A secret three-member Ad Hoc committee is appointed by the Chair. The candidate may suggest names for the Ad Hoc committee.
   2. The candidate is given a redacted copy of the Ad Hoc committee report and has the opportunity to make a rebuttal. The candidate may also request redacted copies of evaluation letters.
   3. The dossier is presented by a designated faculty member at a full department faculty meeting for discussion.
   4. A secret ballot is distributed by email to all eligible Academic Senate members (see voting rights above).
   5. Faculty are informed through email that ballot results are available in the departmental office.
   6. A copy of the Chair’s letter of transmittal is presented to the candidate in order to correct any factual errors before the full dossier is submitted to the Dean’s Office.
B. **Minor Personnel Actions (merits, etc.)**

1. The dossier is presented by a designated faculty member at a full department faculty meeting for discussion.
2. A secret ballot is distributed by email to all eligible Academic Senate members (see voting rights above).
3. Faculty are informed through email that ballot results are available in the departmental office.
4. A copy of the Chair’s letter of transmittal is presented to the candidate in order to correct any factual errors before the full dossier is submitted to the Dean’s Office.
II. Fielding School of Public Health Bylaws (http://www.ph.ucla.edu/fec/bylaws.html).

Part I. Functions
1. The Faculty of the School of Public Health shall conduct the government of the School of Public Health in accordance with the rules of the Academic Senate of the University of California, the Standing Orders of the Regents and subject to the rules and coordinating powers of the Graduate Council respecting graduate study and higher degrees.

Part II. Membership
2. (A) Membership in the Faculty of the School of Public Health is defined by Divisional Bylaw 50(A); it includes all members of the School faculty with appointments in the regular or in-residence series of the rank of Assistant Professor or higher, all acting professors of the rank of Associate Professor or higher, and all lecturers with security of employment (SOE). (B) The Dean of the School shall submit to the Faculty at the beginning of each year the names of all members of the Faculty.

Part III. Enfranchisement
3. (A) Consistent with Standing Order 105, Senate Bylaw 55 and Legislative Rulings 5.67, 5.75B and 12.75, all members of the Faculty are extended the right to vote on specified personnel actions and all matters of "...substantial departmental concern..." (B) Any extension of the franchise on personnel actions to all tenured, non-tenured or Emeriti departmental members of the Academic Senate beyond the minimum mandated under SB 55(A) (1-5) must be reaffirmed every three years by those Faculty enfranchised under SB 55 (B) (1-5). The Dean of the School shall submit to the Faculty at the beginning of each year the names of all members of the Faculty.

Part IV. Officers
4. (A) The Officers of the Faculty are the Chair of the Faculty and the Secretary of the Faculty. (B) The Chair shall be elected by the Faculty for a two-year term. (C) The Chair of the Faculty cannot be elected twice in succession. (D) The Secretary shall be appointed by the Faculty Executive Committee for a one-year term.

Part V. Meetings
5. (A) Regular meetings of the Faculty shall be held at least once each quarter with a minimum of one week's notice prior to each meeting. (B) In addition, the Faculty shall meet at such times as it may determine, or at the call of the Chair of the Faculty or the Dean of the School. (C) Special meetings of the Faculty may be called by written notice signed by four members thereof not less than forty-eight hours prior to the time of meeting stated in such notice; but a special meeting shall be limited to consideration of the matters of business specified in the notice. (D) In all instances except those meetings specifically called by the Dean, the Chair of the Faculty shall preside. (E) One elected officer of the School of Public Health Students' Association and one student of committees whose reports are included on the Faculty agenda shall be invited to attend all such Faculty meetings except those at which personnel matters are to be discussed, and they shall receive the courtesy of the floor.
Part VI. Quorum
6. One-fourth of the Senate faculty shall constitute a quorum of the Faculty.

Part VII. Committees
7. (A) Faculty Executive Committee
   (1) Membership
      (a) Five elected Faculty members from the regular, in-residence, or lecturer (SOE) series. Each member is elected by and represents one of the five departments in the School of Public Health: Biostatistics, Community Health Sciences, Environmental Health, Epidemiology and Health Services. Members serve for staggered two-year terms. Nominations shall be made in writing. On the nominating ballot provision shall be made for a nominator and a seconder for each nomination, and each nominee shall acknowledge his/her agreement to serve if elected. Elections will be held in the Spring of each academic year preceding the appointment of Standing Committees for the next academic year. Members take office on September 1. Members of the Faculty Executive Committee are limited to two terms in direct succession, in any capacity, except for two terms as Chair. Should the position of any elected member of the Faculty Executive committee become vacant for one quarter or more due to illness or resignation, sabbatical, etc., a special election shall be held by the relevant constituency to fill the vacant position.
      (b) The Secretary shall record and distribute to the Faculty minutes of all meetings and all ballots. The Secretary shall receive the courtesy of the floor but does not vote in meetings of the Faculty Executive Committee.
      (c) The Dean of the School of Public Health and the Associate Dean for Academic Programs are ex officio members of the Committee without a vote. All meetings of the Faculty Executive Committee are open except when personnel matters are discussed or when the Committee goes into executive session. Non-members shall receive the courtesy of the floor but do not vote in meetings of the Faculty Executive Committee.
      (d) One elected officer of the School of Public Health Students’ Association shall be invited to attend all meetings of the Faculty Executive Committee except those at which personnel matters are to be discussed. The elected student officer shall receive the courtesy of the floor but is not a voting member of the Faculty Executive Committee.
   (2) Quorum
      A quorum shall consist of any four voting members.
   (3) Charge
      To consider matters of general concern to the Faculty and act for the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.
   (4) Duties
      (a) Consider schoolwide and interdepartmental issues, especially those not falling within the purview of other schoolwide committees.
      (b) Receive reports from the Standing Committees of the Faculty and recommend action when appropriate.
      (c) The Faculty has the authority and responsibility to review and make recommendations concerning the allocation of educational and budgetary resources, academic priorities, and the planning and budgetary process within the School of Public Health. These recommendations may be made to the Dean, to the Los Angeles Division, and/or to the Chancellor.
      (d) Recommend to the Dean membership of the Standing Committees of the Faculty established by these Bylaws.
(e) Submit substantive questions considered by the Committee to the entire Faculty for mail ballot on request of: 1) three members of the Committee; 2) a Standing Committee as established in these Bylaws; or 3) ten members of the Faculty. The mail ballot shall be distributed within ten instructional days following distribution of the minutes of the meeting of the Faculty of the School at which the action was considered.

(B) Standing Committees

(1) Types of Standing Committees: There are three types of Standing Committees within the School of Public Health: Standing Committees of the Faculty; Advisory Committees to the Dean; and Standing Committees Advisory to Dean and Faculty.

(2) Appointments and Tenure of Standing Committees of the Faculty:

(a) The Faculty Executive Committee shall recommend the Chair and the members of the Standing Committees established herein to the Dean who makes the appointment.

(b) Members of all Standing Committees will be appointed to two year staggered terms. Except for the Executive Committee, necessary replacements for all standing Committees of the Faculty will be appointed each year prior to September 1, to serve a term of two years from September 1.

(c) All members of the teaching staff of the School who hold titles in the Adjunct, Lecturer, or Research series may be appointed Advisors or Consultants without vote to any Standing or Special Committee.

(d) There shall be student participation on all Standing Committees. Student participation on Standing Committees shall consist of at least one full-time student of the school, nominated by the Public Health Students' Association for a one-year term.

(3) Charges to, and Reports from Standing Committees

(a) Incorporated each year in the announcement of appointments of members of Standing Committees will be a "Charge to the Committee" for the coming year. For all Standing Committees of the Faculty, this Charge will be developed by the Dean of the School of Public Health after appropriate consultation with the members of the Faculty Executive Committee.

(b) All Standing Committees will make an annual written report to the Dean, the Faculty Executive Committee and the Faculty of the School by September 1st of each year, and when requested a brief oral summary of the written report during the regularly scheduled meeting of the Faculty in the Fall Quarter, and other written or oral reports when appropriate or when requested. The Annual Report will summarize actions taken by the Committee during the preceding year, will transmit issues to the Faculty Executive Committee, the Faculty, and the Dean of the School for consideration and action as appropriate, and will establish a recommended agenda for the next academic year.

(4) Term of Office

Committee memberships will be on staggered two-year terms to insure continuity.

(C) Standing Committees of the Faculty

(1) Educational Policy and Curriculum Committee (EPCC)

(a) Charge. Sets policy, monitors and evaluates the schoolwide degrees in the School of Public Health in accordance with Graduate Council regulations as specified in Bylaw 65.2 of the Los Angeles Division. In exercising its functions under Bylaw 65.2, the Committee reports directly to the Faculty Executive Committee.

(b) Duties. Formulates policy, criteria and procedures for MPH and DrPH degrees. Monitors the curriculum and admission to schoolwide degree programs. In discharging this duty, periodically reviews and recommends revisions in the MPH and DrPH curricula and core courses, and sets
academic prerequisites for entry into schoolwide degree programs. Authorizes and supervises the courses of instruction. In discharging this duty, the Committee shall maintain liaison with the Departments in the School of Public Health. The EPCC is responsible for directing academic matters to other appropriate Committees and for considering academic matters that do not fall within the purview of the other Committees. Recommends to the FEC changes in educational policy, changes in the structure of schoolwide degrees and in the content of core courses for ratification by the School Faculty.

c) Membership. Five members, each representing one of the five departments from which a Chair is appointed by the FEC and a student representative. The Associate Dean for Academic Affairs is an ex officio, non-voting member.

d) Undergraduate Programs Committee (subcommittee of EPCC)
   (1) Charge. Sets policy, monitors and evaluates schoolwide undergraduate programs in the School of Public Health in accordance with Undergraduate Council bylaws as specified in Bylaw 65.1 of the Los Angeles Division. In exercising its functions under Bylaw 65.1, the Committee reports directly to the Educational Policy and Curriculum Committee which, in turn, reports to the Faculty Executive Committee.
   (2) Duties. Formulates policy, criteria and procedures for undergraduate programs. In discharging this duty, periodically reviews and recommends revisions in undergraduate programs, and sets academic prerequisites for entry into undergraduate programs.
   (3) Membership. Five Academic Senate members, each representing one of the five departments from which a Chair is appointed by the FEC. The Associate Dean for Academic Affairs, the Assistant Dean for Student Affairs, and a student representative serve as ex officio, non-voting members.

(2) Student Affairs Committee
   (a) Charge. Represents the Faculty on all matters pertaining to students and provides liaison between the Faculty, the Administration, an formal and informal groups of students.
   (b) Duties. Reviews all admissions to the DrPH Program. Reviews all MPH admissions that represent exceptions to general policy. Advises departments on whether their MS and PhD programs conform with Graduate Council requirements. Establishes policy, criteria, and procedures by which students are recommended for available honors, scholarships and awards. Oversees presentation of the annual Honors and Awards Ceremony. Advises the Office of Student Affairs. Represents the Faculty in establishing policy and enforcing the procedures by which students are placed on probation and/or are dismissed. Assumes an ombudsperson function for students and ensures that appropriate grievance mechanisms exist and are available to the student body. Within the facilities available, considers and recommends procedures by which students are provided access to career counseling and information about available jobs.
   (c) Membership. Five members, each representing one of the five departments from which a Chair is appointed by the FEC, and a student representative. The Associate Dean for Student Affairs is an ex officio, non-voting member.

(D) Standing Committees Advisory to the Dean
   (1) Community and Alumni Relations Committee
      (a) Charge. To promote professional involvement of the Faculty and students in the community.
      (b) Duties. To maintain and facilitate relations between the faculty and alumni, the community and national, state, and local public health organizations; to implement communication activities such as the lecture series and the Beverlee Myers Research Forum.
(c) Membership. Four members appointed at large, one specifically designated for alumni relations. The Community Development Officer serves ex officio without a vote. One student representative.

(2) Evaluation Committee
(a) Charge. Evaluate the School with regard to its mission and make recommendations to the Dean and Faculty concerning School responses to feedback received from external evaluations of the School.
(b) Duties. The Committee should be especially concerned with the articulation of the SPH’s objectives in light of the needs of the public health professions for academic research, teaching and service. The Committee shall report its findings to the FEC and to the Dean in an Annual Report.
(c) Membership. Three Faculty appointed at large, one alumnus, one representative from a non-governmental health care organization, one representative from the Los Angeles County Health Department, one representative from the State Department of Health Services, one student representative, and the Associate Dean for Academic Programs.
(d) Members serve for two years on staggered term.
(e) The Faculty Executive Committee shall recommend names of prospective representatives of all non-faculty constituencies to the Dean who in turn will make the final appointment.
(c) Meetings. The Associate Dean for Academic Programs will call the first meeting each year at which meeting a permanent Chair of the Evaluation Committee will be selected to serve for one year.

(3) Faculty Council
(a) Charge. To promote the administration of the School of Public Health.
(b) Duties. To keep the Department Chairs and Associate Dean informed of matters at the School and University level, and to assist in the administration of the School.
(c) Membership. Department Chairs, the Dean, the three Associate Deans and the Chair of the Faculty as an ex officio member without a vote. Meetings are chaired by the Dean.
(D) Standing Committees Advisory to Faculty and the Dean

(4) Research Committee
(a) Charge. Establish schoolwide policy for the solicitation and dispersion of available research funds.
(b) Duties. Identify current and emerging sources of funding relative to public health initiatives; solicit, review and disperse information regarding available funding opportunities to School Faculty regardless of department; set criteria for allocation of and review proposals for schoolwide research funds.
(b) Membership. Three Faculty selected at large and one student representative.

(5) Laboratory and Equipment Committee
(a) Charge. To promote knowledge, set policy, coordinate use and facilitate intraschool communication among faculty, students, and administration about non-computer equipment used in instruction and research.
(b) Duties. Include but are not limited to: advise the Dean on the procurement, prioritization, allocation and maintenance of non-computer equipment resources, including both expansion and replacement of existent equipment; identify problems in schoolwide and user-specific usage patterns; anticipate, identify and evaluate alternatives for meeting unmet equipment needs; establish priorities for faculty and student access to equipment resources for purposes of teaching and research.
(b) Membership. The faculty appointed at large, one student representative, and the Associate Dean for Administration who is ex officio without a vote.

(6) Computer Committee

(a) Charge. To promote knowledge, set policy, coordinate use, and facilitate intraschool communication about computers among Faculty, students and administration.

(b) Duties. Include but are not limited to: advise the Dean on the expansion, replacement, procurement, prioritization, allocation and maintenance of computer resources, hardware and software; monitor the functioning of the Microcomputer Laboratory; maintain liaison with the Office of Academic Computing on behalf of the School; identify problems in global and user-specific usage patterns; anticipate, identify and evaluate alternatives for meeting unmet computing needs; establish priorities for faculty and student access to computer resources for purposes of teaching and research.

(c) Membership. Three Faculty members appointed at large, the Director of the Microcomputer Laboratory and the Associate Dean for Administration, ex officio without a vote, one student representative.

(7) International Health Committee

(a) Charge. 1) To encourage instruction in international health, 2) To promote Department policies which meet the special needs of foreign students; 3) To encourage participation of Faculty and students in health programs outside the United States.

(b) Duties. Coordinate and develop international teaching, research and service activities within the School and with other agencies and institutions.

(c) Members. Three Faculty appointed at large and one student representative.

Part VIII. Order of Business

8. All meetings of the Faculty shall be governed by procedures specified in Academic Senate Bylaw 135.

Part IX. Suspension of Rules

9. The rules of the Faculty may be suspended by vote of the Faculty provided that not more than two voting members present objection to such suspension. The Chair shall always state the question as follows: "Those who object to a suspension of the rules will raise the right hand."