

**BYLAWS OF THE FACULTY OF THE
UC IRVINE PROGRAM/SCHOOL OF POPULATION AND PUBLIC HEALTH**

In adopting these bylaws, the faculty members of the UC Irvine Program/School of Population and Public Health affirm our commitment to democratic principles, fairness, inclusive excellence, and the highest ethical standards in all our operations.

Section I. General Provisions

A. Functions and Authority

The academic governance of the Program/School of Population and Public Health, hereafter referred to as “SPPH”, is vested in its Faculty, except as limited by the Code of the Academic Senate and the Standing Orders and Policies adopted by the Board of Regents. As a Program/School unit of the Susan and Henry Samueli College of Health Sciences (CoHS), SPPH is authorized by the Manual of the Irvine Division Appendix I Chapter VIII (CoHS Bylaws) to maintain its own set of bylaws outlining its autonomous governance, including the structure and function of its committees, and the duties and responsibilities of its faculty and officers.

As per Bylaw 55 of the University of California Senate, each academic department within SPPH shall determine its own form of administrative organization.

B. Membership

Membership in the Faculty of SPPH is defined by Irvine Division Bylaws 10, 27, 40, and the CoHS Bylaws. All Academic Senate members with salaried appointments in SPPH are members and eligible to vote on all matters under consideration by the Faculty of SPPH.

Non-senate faculty including adjunct faculty, visiting faculty, and affiliated faculty (including those who teach part-time and those who have an enduring relationship with SPPH), as well as non-senate clinical faculty and faculty appointed jointly to SPPH without salary, may participate in faculty meetings and have the right to be heard, but may not vote or hold office.

C. Officers

Faculty Officers will be elected by means of a secret electronic ballot distributed to the voting faculty of SPPH. Elections will be held before close of the Spring quarter preceding the end of an officer’s term. All elected terms will begin July 1 of each year. In the event that an elected officer is unable to complete their term, a special election to fill the vacancy will be held within 60 days of notification of such event. In such an instance, the term duration of the elected replacement will be the remaining term of the originally elected officer.

C.1 Faculty Chair

The Faculty Chair shall serve as SPPH representative to the Representative Assembly of the Irvine Division and as Chair of the SPPH Faculty Council for a two-year term. The Faculty Chair shall serve as the SPPH representative to other faculty assemblies consisting of other academic units with shared interests. The Faculty Chair will preside or designate another Faculty Officer to preside over SPPH Faculty Meetings.

C.2 Faculty Vice Chair

The Faculty Vice Chair shall be elected by the SPPH Senate Faculty for a two-year term by electronic secret ballot. The Faculty Vice Chair is a member of the SPPH Faculty Council and automatically assumes the role of Faculty Chair following completion of the term as Faculty Vice Chair.

C.3 CoHS Senate Faculty Assembly Representatives

Functions, membership, appointment, term length, and operations of the CoHS Senate Faculty Assembly are specified in the CoHS Bylaws. Regular election and filling of vacancies for the SPPH representatives to the CoHS Senate Faculty Assembly shall be conducted by secret electronic ballot, after an open call for nominations. A slate of candidates shall be provided to faculty at least 7 days before the end of the voting period.

C.4 CoHS Executive Committee Representatives

Functions, membership, appointment, term length, and operations of the CoHS Executive Committee are specified in the CoHS Bylaws, which call for two representative members from each Program/School/Unit. The Faculty Chair and Chair-Elect shall serve as the two representatives from SPPH. Any additional number of representatives granted to SPPH will be selected by secret electronic ballot, after an open call for nominations. A slate of candidates shall be provided to faculty at least 7 days before the end of the voting period.

D. Faculty Meetings

- D.1 Each SPPH Department shall develop and maintain departmental bylaws, and will be responsible for organizing and holding regular faculty meetings for the conduct of departmental business, in accordance with departmental procedures and leadership.
- D.2 A meeting of the SPPH Faculty shall be held at least once per academic year with a minimum of one week's notice prior to each meeting. In addition, the Faculty shall meet at such times as it may determine, or at the call of the Chair of the SPPH Faculty Council or the Director/Dean of SPPH.
- D.3 A SPPH Faculty meeting shall be called for discussion of any proposal to add or remove an academic department/unit from SPPH, or any other major structural change to SPPH, at least two weeks prior to faculty vote on such proposals.
- D.4 Simple majority of the Senate Faculty shall constitute a quorum of the Faculty.

Section II. Committees

A. Standing Committees

Standing Committees of the Faculty are provided for in these Bylaws. Members of the standing committees, unless otherwise noted, are appointed for two-year terms by the Faculty Chair following consultation with the Director/Dean and Department Chairs. Appointments are to be made not later than the last day of the Spring quarter for service in the following academic year; whenever possible appointments should be staggered to provide for continuity. All committee memberships will be limited to a four consecutive year term. However, faculty can repeat service to any committee provided service is spaced by a one-year reprieve. Faculty with an administrative title (e.g., Dept Chair, Associate Dean, Equity Advisor) will not be members on any standing committee.

A.1 Faculty Council

- a. Charge: Meets a minimum of once each quarter and:
 - i. Considers matters of general concern to the faculty and acts for the faculty with respect to matters delegated to it by the faculty in the bylaws or by subsequent action.
 - ii. Reviews and makes recommendations concerning the allocation of educational and budgetary resources, academic priorities, and the planning and budgetary process within SPPH.
 - iii. Receives reports from the standing committees of the faculty and recommends action when appropriate.
 - iv. Appoints ad hoc faculty committees to develop recommendations regarding specific issues.
 - v. Provides recommendations to the Director/Dean of SPPH required by the principle of shared governance adopted for the University of California Regents.
 - vi. Reviews and provides advice on equity and inclusion issues related to academic personnel.
- b. Membership:
 - i. Faculty Chair
 - ii. Faculty Vice Chair
 - iii. One at-large member from each SPPH department
 - iv. The Director/Dean of SPPH, or a designee of the SPPH Director/Dean, is an ex officio, non-voting member
- c. Quorum: consists of any four voting members

A.2 Educational Policy and Curriculum Committee

- a. Charge: Meets a minimum of once each quarter and:
 - i. Monitors and evaluates SPPH undergraduate and professional degree programs (hereafter, "SPPH degree programs").
 - ii. Recommends policy, criteria and procedures for SPPH degree programs.
 - iii. Recommends academic prerequisites for entry to SPPH degree programs.
 - iv. Monitors and makes recommendations regarding curriculum and admission to SPPH degree programs.
 - v. Approves or disapproves proposed new courses or modifications to existing courses.
 - vi. Monitors the quality of academic instruction and makes recommendations accordingly.
 - vii. Assists in the selection of temporary teaching lecturers.
 - viii. Recommends changes in educational policy, changes in the structure of SPPH degree programs and in the content of core courses for ratification by SPPH faculty and approval by the appropriate Divisional Academic Senate committees.
 - ix. Provides an official report (in person or in writing) to the Faculty Council by the last day of each regular academic quarter.
- b. Membership:
 - i. One faculty representative from each SPPH department.
 - ii. The Director/Dean of SPPH or a designee of the SPPH Director/Dean, and the Associate Deans for Academic Affairs, and the Director of the Master's of Public Health Program, are ex officio, non-voting members.
- c. The Committee will select a Committee Chair from the Committee's voting membership annually.
- d. Quorum: consists of any three voting members

A.3 Student Affairs Committee

- a. Charge:
 - i. Reviews all academic program/school-wide programs admissions that represent exceptions to general policy
 - ii. Establishes policy, criteria, and procedures by which students are recommended for available honors, scholarships and awards
 - iii. Reviews the diversity and inclusiveness of all program/school-wide academic programs, including admissions and recruitment procedures, and makes recommendations accordingly.
 - iv. Recommends allocation of all scholarship funds
 - v. Recommends policy and procedures by which students are placed on probation and/or are dismissed.
 - vi. Provides an official report (in person or in writing) to the Faculty Council by the last day of each regular academic quarter.
- b. Membership:
 - i. One faculty representative from each SPPH department
 - ii. One student selected by the student body to represent each of the SPPH program/school-wide undergraduate and graduate degree programs (one-year term)
 - iii. The Director/Dean of SPPH or a designee of the SPPH Director/Dean, the Associate Dean for Academic Affairs, the Director of the Undergraduate Program, and Director of the Master's of Public Health Program, and the Director of Student Affairs are ex officio, non-voting members.
- c. The Committee will select a Committee Chair from the Committee's voting membership annually.
- d. Quorum: consists of any three voting members

A.4 Committee on Research, Facilities, and Library Resources

- a. Charge:
 - i. Assists SPPH in developing and reviewing SPPH policies and procedures related to faculty and student research
 - ii. Provides advisement and support to the establishment and implementation of SPPH research goals
 - iii. Fosters opportunities for interdisciplinary and interprogrammatic research
 - iv. Coordinates distribution of all CORCL funds received for faculty use
 - v. Promotes opportunities for success in research productivity, publishing, and funding acquisition
 - vi. Advises on fair and strategic use of research space and facilities within SPPH
 - vii. Provides an official report (in person or in writing) to the Faculty Council by the last day of each regular academic quarter.
- b. Membership:
 - i. One faculty representative from each SPPH department
 - ii. One research series faculty representative
 - iii. The Faculty Vice Chair
 - iv. The Director/Dean of SPPH or a designee of the SPPH Director/Dean, and the Associate Dean of Research is an ex officio, non-voting member

- c. The Faculty Vice Chair will serve as the Chair of the Research Committee
- d. Quorum: consists of any four voting members

B. Ad Hoc Committees

SPPH ad hoc committees can be formed and commissioned by the Director/Dean of SPPH or the SPPH Faculty Council. An ad hoc committee shall consist of as many members as may be appropriate, plus a chair. All members and the chair shall serve only as long as the committee is constituted, and will report findings and/or recommendations to the Faculty Council.

Section III. Amendment of the Bylaws

The bylaws of the SPPH may be amended with the approval of at least two-thirds of the voting faculty members of SPPH as so specified in Section I.B. Motions to amend the bylaws must be made at least thirty days before the vote is taken. In the interim, the Faculty Chair shall send a copy of the motion, together with a summary of the arguments for and against the motion, to all Academic Senate Members of SPPH. Voting on bylaw revisions shall be conducted by secret electronic ballot, with results made available to Senate Faculty members of SPPH.