

# **BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH**

## **BYLAWS**

**Approved by Faculty Vote – October 2009**

**Amended by Faculty Vote – October 2014**

### *ARTICLE I. Administration*

#### Section A. Relation to Medical Campus

The School of Public Health is a component school of the Boston University Medical Campus and is overseen by the Medical Campus Provost.

#### Section B. The Dean

1. The Dean will have direct oversight of the educational, research and service programs and of the administrative and budgetary aspects of the School.
2. The Dean will:
  - a. be responsible for the review and analysis of existing educational, research, service and administrative programs, identification of program problems and the development of recommendations for improvement.
  - b. develop annually, with the Department Chairs and heads of administrative units, a budget for the School for submission to the Medical Campus Provost.
  - c. negotiate contracts with faculty subject to University policies and approvals.
  - d. approve in advance of submission all applications for grant monies for the support of teaching, training or research.
  - e. coordinate the activities of the School with the other Medical Campus schools.
  - f. preside at meetings of the Faculty Assembly.
  - g. chair the Governing Council.
  - h. be an ex officio member of all standing committees.
  - i. appoint the chairs of all committees except the Governing Council.
  - k. approve the members of all committees except the Governing Council.

1. have such other duties, responsibilities and authority as may be delegated to the Dean from time to time by the Medical Campus Provost or the President of the University.

### Section C. The Associate Deans

Associate Deans will be appointed by the dean and shall serve at the pleasure of the Dean. They will perform such duties as are assigned to them by these bylaws and by the Dean.

#### 1. Senior Associate Dean

A Senior Associate Dean may be appointed by the Dean to represent the school in the absence of the Dean and to perform such duties as the Dean prescribes. The position of Senior Associate Dean may be assigned to a person who holds another associate dean position. Should the Dean choose to appoint a current Associate Dean to the position of Senior Associate Dean, Section E1 of this Article will not apply to such an appointment.

#### 2. Associate Dean for Education

The Associate Dean for Education is responsible for overseeing all of the School's academic programs. Responsibilities include curriculum planning and review, academic policy creation and implementation, faculty educational development activities, and student academic discipline.

#### 3. Associate Dean for Research

The Associate Dean for Research is responsible for promoting and coordinating the School's research programs. Responsibilities include the review and evaluation of research programs, recommending measures to enhance the quantity and quality of research at the School, creating research training and mentoring programs for faculty and overseeing the distribution of the School's seed grant research program.

#### 4. Associate Dean for Public Health Practice

The Associate Dean for Public Health Practice is responsible for the school's practice programs and for its linkages with external organizations. Responsibilities include managing the practicum requirement for MPH students, strengthening connections with public health agencies and promoting public health practice activities throughout the school.

### Section D. Other Administrative Appointments

1. The Dean may appoint other Associate Deans who shall serve at the pleasure of the Dean.
2. The Dean will appoint the Chairs of the Departments who will serve at the pleasure of the Dean.
3. The Dean may appoint the Directors or Heads of other academic and research units who shall serve at the pleasure of the Dean.

Section E. Process for Appointing Associate Deans, Department Chairs and Assistant Deans.

1. Prior to appointing an Associate Dean or Department Chair the Dean shall seek the advice of Department Chairs, Associate Deans, faculty, staff and students and shall convene an advisory committee.
2. The Dean may appoint acting chairs and acting associate deans at the Dean's sole discretion
3. Associate Deans may appoint Assistant Deans in consultation with the Dean

## *ARTICLE II. Committees*

### Section A. Governing Council

1. The Governing Council will be the senior governance body for the school.
2. The Governing Council will be comprised of all associate deans, all department chairs, designated center directors, the elected Chair and a second designated representative of the SPH Faculty Senate, and the Director of Communications.
3. The Dean will chair the Governing Council.
4. The Governing Council will have approval authority for planning, budgeting, space, faculty appointments and promotions, school wide policy setting and other strategic activities. It will advise the Dean on senior administrative appointments.
5. The Governing Council will consider matters referred to it by the Dean, by the Faculty Senate, by the Department Chairs and by the Management Committee.
6. The Governing Council will establish and follow formal procedures for gathering written input from the Faculty Senate and the Department Chairs whenever it is considering a major strategic or policy decision. Such procedures will be attached as Appendix A to these bylaws.
7. The Governing Council will meet at least six times per year at the call of the Dean.

### Section B. Management Committee

1. The Management Committee will be responsible for the day-to-day management of the school and will report to the Governing Council.
2. The Management Committee will be comprised of all the Associate Deans, a designated representative of the Department Chairs, the elected chair of the Faculty Senate and the Director of Communications.
3. The Dean will chair the Management Committee.
4. All standing committees of the school will report to the Management Committee.
5. The Management Committee will refer all strategic and policy matters to the Governing Council for disposition.
6. The Management Committee will meet at least twice per month at the call of the Dean.

### Section C. Appointments and Promotions Committee

1. The Appointments and Promotions Committee will be composed of at least one member from each Department appointed by the Department Chairs and approved by the Dean, one of whom shall be appointed Chair by the Dean.
2. The Committee will develop and periodically review a formal set of policies and procedures on faculty appointments and promotions and will make recommendations for changes as necessary or desirable. These policies and procedures will be compatible with the applicable sections of the University's Faculty Handbook.
3. The Committee shall consider all faculty promotions and appointments in accordance with its established policies and procedures.
4. The Committee will keep a current roster of all faculty members.

### Section D. Education Committee

1. The Education Committee will be composed of the Associate Dean for Education, who shall serve as Chair, at least one faculty member from each Department, and at least one student.
2. The Committee shall:
  - a. consider all matters related to the School's curriculum and academic policies.
  - b. periodically evaluate the School's curriculum.
  - c. periodically review academic policies and procedures.
  - d. make recommendations for changes in policies as necessary or desirable.
  - e. review and approve courses proposed by the Departments.
  - f. oversee the school's education prizes and awards.

#### Section F. Research Committee

1. The Research Committee will be composed of the Associate Dean for Research, who shall serve as Chair, and at least one faculty member from each Department.
2. The Committee shall:
  - a. consider all matters related to the School's research programs and policies.
  - b. periodically review research policies and procedures.
  - c. coordinate efforts to develop research clusters and centers.
  - d. manage the school's small grants program.
  - e. oversee the school's research prizes and awards.

#### Section G. Practice Committee

1. The Practice Committee will be composed of the Associate Dean for Practice, who shall serve as Chair, and at least one faculty member from each Department.
2. The Committee shall:
  - a. consider all matters related to the School's practice programs and policies.
  - b. periodically review practice policies and procedures.
  - c. oversee the school's practicum requirement for MPH students.
  - d. manage the school's partnership links with outside organizations.
  - e. oversee the school's practice prizes and awards.

#### Section H. Admissions Committee

1. The Admissions Committee shall be composed of at least one faculty member from each Department, one of whom shall be designated Chair by the Dean.

2. The Committee shall:
  - a. develop the policies, requirements and standards for admission.
  - b. act upon all applications for admission to the School. The Committee may delegate admissions decisions for doctoral programs, specialized masters programs and other specialized programs.
  - c. maintain annual records of application, acceptances and matriculations.

#### Section I. Other Committees

The Dean may establish other standing and *ad hoc* committees.

#### Section J. Process for Appointing Chairs and Members of Committees

1. The Chairs of the standing and *ad hoc* committees, except for those otherwise specified in these bylaws, shall be appointed by the Dean.
2. Members of committees, other than the Governing Council, shall be appointed by the Committee Chair subject to approval by the Dean.
3. Committee membership may consist of faculty, staff, students, alumni and individuals from outside the School.
4. Where specific committee members are deemed as being *ex officio*, they will have full voting privileges unless otherwise noted.

#### Section L. Conduct of Meetings

1. A quorum of a committee shall be a simple majority of the members
2. A quorum must be present for a formal vote to be taken on any matter.
3. A simple majority of members present shall be required to approve a measure.
4. Committees shall retain copies of agendas and make a record of their actions.

### *ARTICLE III. Faculty*

#### Section A. Faculty Membership and Voting Privileges

1. The faculty will be composed of all persons who hold a primary appointment at SPH. Primary appointment indicates that SPH is the BU school responsible for the faculty member's appointment and promotion actions.
2. All members of the faculty may participate in discussions at Faculty Assemblies, but only professors, associate professors, assistant professors, instructors and lecturers, including those modified by "Clinical" or "Research", as defined in Article IV, Section C, may vote.

#### Section B. Powers of the Faculty

1. The faculty will have the authority to recommend candidates for degrees.
2. Whenever a Dean is to be appointed, the faculty will elect representatives to an advisory committee as provided by University policy. Advisory committee candidates shall present their qualifications at a special meeting of the faculty called by the Faculty Senate. Following that special meeting a vote will be taken electronically, and the names of the candidates receiving the greatest number of votes will be forward to the University Provost.

#### Section C. Duties of the Faculty

1. Faculty members will carry out teaching, research, service and other duties for such periods as agreed upon with the Chairs of their respective Departments, the Dean and Medical Campus Provost.
2. Faculty will remain in service throughout the year except for appropriate vacation periods.
3. Faculty members are expected to attend the regular and special Faculty Assemblies.
4. All members of the faculty will complete an annual performance evaluation and forward to their Department Chair. They will then meet with the Chair to discuss the evaluation and the performance expectations for the coming year.
5. Members of the faculty will also submit other reports as the Dean may require.



#### Section D. Faculty Assemblies

1. Faculty Assemblies, with the Dean or his/her alternate acting as Chair, will be convened at least twice during the academic year.
2. Forty members of the faculty will constitute a quorum to transact such business as comes within the power of the faculty of the School.

#### Section E. The Faculty Senate

1. The Faculty Senate will be an elected body that represents the faculty of the school.
2. The purpose of the Faculty Senate is to consider and act, or recommend action, as appropriate, on all matters affecting the academic and professional concerns of the faculty of the school, including any matters as may be referred to it by the Dean or the Governing Council.
3. The Faculty Senate will be governed by its own bylaws, which it alone will have the power to amend. Those bylaws are attached to the School bylaws as Appendix B.

*ARTICLE IV. Faculty Appointments and Promotions*

Section A. Policy and Procedures for Faculty Appointment and Promotions

The Governing Council, based on recommendations made by the Appointments and Promotions Committee, will adopt policies and procedures for the appointment and promotion of faculty members. The approved policies and procedures for faculty appointment and promotion will be appended to these Bylaws as Appendix C.

*ARTICLE V. Amendments*

The bylaws may be amended by an affirmative vote of two-thirds of a minimum of 40 members of the faculty. Prior to voting the proposed amendment shall be discussed at a meeting of the Faculty Assembly. The vote may be taken electronically or at a meeting of the faculty. At least a two-week advance notice to the faculty is required prior to a vote on a proposed bylaw amendment.

## APPENDIX A

### SPH PROCEDURES FOR REVIEWING AND APPROVING MAJOR POLICY AND PLANNING INITIATIVES\*

Major policy and planning recommendations from the Faculty Senate, standing committees, task forces and other groups will be reviewed and approved through a series of five clearly defined steps, as follows:

- Step 1
  - A written draft shall be prepared and approved by the proposing group.
- Step 2
  - The draft proposal shall be circulated to the following for review and written comment:
    - The Department Chairs Group
    - The Faculty Senate
    - The Management Committee
    - Other individuals and groups, as appropriate
  - Written comments shall be returned within 45 days
  - A representative of the proposing group shall discuss the draft proposal at meetings of these reviewing groups if requested.
  - After considering written and other comments, the proposing group shall develop and approve a final draft proposal and advance it to the Management Committee, with copies of the written comments.
- Step 3
  - The Management Committee shall consider the proposal and the comments. It may approve the proposal as written or revise it.
  - The Management Committee shall forward all proposals to the Governing Council with a written recommendation for acceptance or rejection.
- Step 4
  - The Governing Council shall review the proposal, revise it or not, and then take a formal vote to approve it or reject it. Written justification for changes or for rejection shall be returned to the committee of origin.
- Step 5
  - Policy and planning proposals approved by the Governing Council are subject to approval by the dean and, in certain matters, by other University officials or committees.

**\*Approved by SPH Governing Council on March 13, 2008**

## APPENDIX B

### Bylaws of the BUSPH faculty Senate

#### 1. Organization

##### a. Membership of the Faculty Senate

The faculty will elect the members of the Senate. Each department, identified in Art. IV, Section A of these by laws, shall elect one representative from among its faculty. At large members shall be elected by the voting faculty, in a number specified in the Senate's rules and procedures, not to exceed a total of 18 elected members of the Senate.

Faculty with a primary appointment at SPH as instructor, assistant professor, associate professor, or professor, either unmodified or modified by "research" or "clinical" are eligible to serve as elected members of the Faculty Senate, unless they are members of the Governing Council. Senate Chair and Vice Chair are the exception, and may run for re-election as Senate members, even though they are *ex officio* voting members of the Governing Council.

##### b. Terms of office

The terms of office for elected Senate members shall be two years and shall be staggered. Half of the initial members will serve a two-year term, while the other half will serve a three-year term. No member shall serve more than two consecutive terms, but the total number of terms a member may serve is not limited.

##### c. *Ex officio* members

Unless otherwise elected as a Faculty Senate member, one SPH representative to the BU Faculty Council and one SPH representative to the BUSM Committee on Faculty Affairs will serve as *ex officio*, non- voting members of the Faculty Senate.

#### 2 . Elections and Vacancies

##### a. Voting Rights

Faculty who have a primary appointment at SPH as instructor, assistant professor, associate professor, or professor, either unmodified or modified by "research" or "clinical" may vote in faculty Senate elections.

##### b. Representatives from Departments

Each department will elect one representative to the Faculty Senate, by vote of that department's faculty. If that departmental representative should leave office prior to the end of his/her term, the department will elect, by vote of that department's faculty, another representative as soon as

possible to serve out the rest of the initial term.

### c. At-Large Representatives

The candidates with the largest number of votes will be elected to serve at-large. Tie votes will be handled through a run-off election. In the event of a vacancy by an at-large member of the Senate, a special election shall be held if there is more than half of the term of that seat remaining.

### 3. Officers

A. The officers of the Faculty Senate shall include at least a Chair and a Vice-Chair.

B. Officers will be elected by the members of the Faculty Senate.

C. Officers will be elected every year.

### 4 . Meetings and procedures

A. Faculty Senate meetings will be held at least six times per year. The Chair of the Faculty Senate may call special meetings on his/her own motion.

B. Meetings will be open to all faculty with a faculty appointment at SPH, whether or not they are eligible to vote, although the Faculty Senate, by vote of its members, may go into executive session if necessary.

C. Executive session is limited to elected and *ex officio* Faculty Senate members and anyone specifically invited to attend.

D. At least once per semester, there will be a Faculty Town Meeting for the entire faculty (anyone with a faculty appointment, whether or not they are eligible to vote),

E. A quorum is defined as a majority of members of the Senate entitled to vote. A quorum must be present when a vote on official action is taken. The decision of a majority of those voting shall constitute official action of the Senate.

F. The Faculty Senate shall be sole judge of its own rules and procedures not specified in these by-laws.

### 5. Committees

Standing and *ad hoc* Committees may be formed by the Faculty Senate.

## **APPENDIX C**

### **Policies and Procedures for Faculty Appointments and Promotions**

The policies and procedures governing faculty appointments and promotions at BUSPH are those approved by vote of the SPH Governing Council on June 5, 2014.