

BYLAWS

Originally Approved: September 14, 1999
Revised: March 7, 2000, August 16, 2000, September 19, 2000,
July 18, 2001, November 19, 2001, March 26, 2002, May 08, 2003,
August 31, 2006, Feb 2011
REVISION VERSION 2018
Spring 2018 Semester

Introduction

While functioning within the broad framework of University System rules, the Faculty of the School of Public Health has agreed to govern itself in accordance with the precepts set forth in this document.

The rules, regulations, and policies set forth in this document are specific to the Texas A&M University, School of Public Health.

TABLE OF CONTENTS

PREAMBLE	Page 3
SECTION 1 Office of the Dean	Page 4
SECTION 2 Committees	Page 7
SECTION 3 Faculty Voting and Faculty Council	Page 13
SECTION 4 Students	Page 14
SECTION 5 Review and Approval of SPH Policies & Procedures	Page 15
SECTION 6 Amendments	Page 16
APPENDIX I	
APPENDIX II	
APPENDIX III	

Preamble

These Bylaws govern the organization and procedures of the School of Public Health, and must conform to *Objectives, Rules, and Regulations* of the Texas A&M University System and the laws of the State of Texas.

In addition, these Bylaws are intended to provide orderly procedures for the management and integration of School of Public Health programs, wherever situated.

SECTION 1 Office of the Dean

1.1 Relation to Texas A&M University (TAMU) and the Texas A&M Health Science Center (TAMHSC)

The School of Public Health is a component school of the Texas A&M Health Science Center and Texas A&M University.

1.2 Office of the Dean

A. Dean

1. The Dean is the administrative head of the School of Public Health and is nominated by the Provost and appointed by the Board of Regents, Texas A&M University System, in accordance with established University System procedures.

The Dean will:

- a. will have direct oversight of the educational, research and service programs, and of the administrative and budgetary aspects of the School.
- b. report to the Provost for matters relating to the School of Public Health.
- c. be responsible for all programs of instruction, research, continuing education, and public service in the School of Public Health.
- d. oversee the development of a strategic plan for the School and assure broad participation in the strategic planning process and review annually the School's progress on meeting the set strategic plan objectives and any changes to the organizational chart with members of Executive Committee.
- e. be responsible for budgetary matters within his or her jurisdiction, physical facilities, and personnel matters such as faculty promotions and tenure, taking into account the advisory procedures of separately reporting units.
- f. be responsible for the implementation and review of all educational, research, and service activities of the School of Public Health.

- g. develop annually, with the Department Chairs and heads of administrative units, a budget for the School.
- h. be assisted by the Executive Committee and the Faculty Council within the School of Public Health in determining the academic guidelines and operational procedures which, in turn, will be implemented through the standing committees, Department Heads, and offices of the Dean of the School of Public Health.
- i. upon recommendation of the Associate Dean for Academic Affairs and with prior certification by the students' academic departments and verification by the Office of Student Affairs, determine those students whose names will be submitted to the President of Texas A&M University for graduation with the bachelor, master or doctoral degree officially offered by the School of Public Health.
- j. after consultation with appropriate advisory search committees, nominate, through the appropriate administrative channels at Texas A&M University, the Heads of the various Departments, the Associate and Assistant Deans and other officers that are needed for the administration of the School of Public Health.
- j. negotiate contracts with faculty subject to University policies and approval.
- k. approve in advance of submission all applications for grant/contract funding for the support of teaching, training or research.
- l. coordinate the activities of the School with the other Texas A&M colleges.
- m. approve contractual arrangements for instruction in any component part of the School of Public Health, at any hospital, clinic, or institution are the responsibility of the Dean.
- n. have such other duties, responsibilities and authority as may be delegated to the Dean from time to time by the President of the University.

B. The Associate and Assistant Deans

Associate and Assistant 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. Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs is the Chief Academic Officer responsible for overseeing all of the School's academic programs and ensuring integrity, innovation, and excellence. Responsibilities include curriculum planning and review; teaching evaluation; academic policy creation and implementation; reviewing, interpreting, and assuring University policies for the effective process and outcome for selection, evaluation, promotion, and tenure of academic faculty; identifying and addressing faculty development needs; managing student academic discipline, student academic grievances, student faculty complaints, and faculty complaints; serving on relevant committees and representing the Dean on relevant committees as needed.

2. Associate Dean for Research

The Associate Dean for Research, in conjunction with Office of Research Staff, is responsible for promoting the School's research programs. Responsibilities include serving on the SPH Research Committee; coordinating the review and evaluation of research programs and Centers; tracking research expenditures by Department; recommending strategies to enhance the quantity and quality of research at the School; creating research training and mentoring programs for faculty; overseeing the School's internal research grant and award programs; documenting compliance with state and national research privacy and security regulations.

3. Associate Dean for Practice

The Associate Dean for Public Health Practice is responsible for overseeing public health practice and related outreach in the School by providing leadership and administrative support in facilitating, promoting, and linking academic (faculty, staff, students) and practice partners in sustained relationships. Responsibilities include oversight and management of practice-related curricular experiences including applied practice experience (practicum), study-abroad, and exchange programs; representation of the School to University International Programs Committee and designated component Study Abroad Representative; oversight and management of affiliation agreements with practice partners; and identification and development of new public health practice partnerships and opportunities for faculty, staff and students; creation,

management practice and outreach recognition programs (Public Health Scholars).

4. Associate Dean for Climate and Diversity

The Associate Dean for Climate and Diversity, as the co-Chief Diversity Officer for the School of Public Health, is charged with providing leadership, vision, and a philosophy that enables plans and policies to enhance diversity and inclusion for all members of the SPH community; ensure the climate in the school is inclusive and supportive for all members of our community; ensure accountability toward strategic diversity objectives. This position entails working with academic Deans, Department Heads, and administrative unit leaders to design and implement a comprehensive plan and, when appropriate, departmental plans to further develop the School's strategic diversity goals.

5. Assistant Dean of Undergraduate Studies

The Assistant Dean for Undergraduate Studies is responsible for the operations of the Bachelor of Science in Public Health Degree program as well as the coordinator for minors. Responsibilities include curriculum maintenance, ensuring courses are offered in a sequence that allows a smooth progression through the major and minors, oversight of academic advising staff, and supervision of the undergraduate Broad Street Society Honors Learning Community. The Assistant Dean is the undergraduate academic appeals liaison and ombudsman for the School. This position collaborates with Department Heads, the Dean, and Associate Deans with regard to undergraduate curricular and program development as well as program evaluation.

C. Other Administrative Appointments

The Dean:

- a. May appoint other Associate or Assistant Deans who shall serve at the pleasure of the Dean.
- b. Will appoint the Heads of the Departments who will serve at the pleasure of the Dean.
- c. May appoint the Directors or Heads of other academic and research units who shall serve at the pleasure of the Dean.

D. Process for Appointing Associate Deans, Department Chairs and Assistant Deans

- a. The Dean may appoint acting chairs and acting associate deans at the Dean's sole discretion.
- b. Associate Deans may appoint Assistant Deans with approval of the Dean.

1.3 Faculty of the School of Public Health

- a. SPH Faculty are individuals for whom the school is responsible for promotion and/or tenure review within the Texas A&M University guidelines.
- b. Principal faculty are individuals whose contractual effort is 50% or greater full-time equivalent (FTE) in the SPH.
- c. Faculty shall consist of faculty with modified and unmodified titles in accordance with TAMU Rule 12.01.99.M2 University Statement on Academic Freedom, Responsibility, Tenure, and Promotion
- d. All Principal Appointment Faculty are eligible to vote in SPH elections for SPH or Health Science Center standing committees.
- e. Will carry out teaching, research, service and other duties for such periods as agreed upon with the Heads of their respective Departments and the Dean.

SECTION 2. COMMITTEES

2.1 Standing Committees

The following standing committees are established:

- a. Executive Committee
- b. Appointment Promotion and Tenure Committee
- c. Research Committee
- d. Curriculum Committee

- e. Faculty Council
- f. Diversity Committee

2.2 Standing Committee Structure

a. Membership

Unless otherwise noted, members of all standing committees will be elected by the voting faculty with approval of the Dean.

b. Eligibility

All principal faculty are eligible to serve on standing committees of the School of Public Health, with the exception of the Appointment, Tenure, and Promotion Committee.

c. Terms of Office

Faculty terms shall begin September 1, unless otherwise specified herein or by the Dean or the Dean's designee. Terms shall be for two years with one permitted successive term except as otherwise specified by the committee bylaws.

d. Voting Privileges

All members of standing committees have voting privileges except ex-officio members. Alternate committee members may vote only during the absence of the committee member they represent, as long as the alternates are members of the voting faculty and are eligible for membership to that committee.

e. Eligibility for Multiple Terms of Office

When members, committee Chair's and Vice Chairs are limited to maximum of two continuous terms of office, they shall be eligible for reappointment or reelection after a lapse of one term.

f. Student Representation

There will be at least one student representative of the student body on each School of Public Health standing committees, with the exception of the Executive Committee and the APT committee, who will be elected from among the student body. Student members to SPH and HSC standing committees must be in good

academic standing. The term of office will be one academic year.

g. Guidelines and Procedures

Each standing committee shall develop Standard Operating Procedures consistent with the objectives and functions of the committee.

2.3. Executive Committee

The Executive Committee shall consist of the Dean who will serve as Chair, Associate and Assistant Deans, Heads of academic departments, Senior Administrator of Student Affairs, the Senior Administrator of Finance and Administration, and the Chair of the Faculty Council.

The Dean may invite a guest to the meeting when pertinent to the agenda item. The Dean may appoint other members to the Executive Committee with the concurrence of two thirds of the committee members. All members of the Executive Committee are voting members.

The Executive Committee will:

- a. Advise and assist the Dean in governance and decision-making by providing collective counsel to the Dean on matters pertaining to mission, resources, organization, budget, and planning/evaluation of the School of Public Health.
- b. Advise the Dean on guidelines and procedures and review, comment, and make recommendations on all School guidelines and procedures.
- c. Meet at least twice per semester at times designated at the beginning of the academic year. Additional meetings may be called by the Dean or a majority of the committee members provided that at least three (3) working days written (or e-mail) notice is given prior to the meeting. The agenda for all meetings will be set by the Dean and shall include items submitted by the members, provided those items are contributed at least three (3) working days before the meeting. Written summaries, action items, and policies deriving from meetings will be kept for the record.

2.5. Appointment Promotions and Tenure Committee

The Faculty Appointments, Promotions, and Tenure Committee (APT) exists to advise the Dean. The scope of its duties ordinarily relates to the development and review of criteria to be met for appointment, promotion, and tenure in the

various faculty ranks; to conduct third-year midterm reviews and post-tenure reviews of faculty; to review and make recommendations on faculty development requests; to evaluate and make recommendations on the appointment of faculty at and above the rank of associate professor; and to evaluate and make recommendations on all promotion and/or tenure requests for faculty.

The By-laws outlining the functions of the APT committee may be found in Appendix I.

2.6. Curriculum Committee

The Curriculum Committee is charged with reviewing, evaluating, and reporting on the curriculum leading to the degrees offered by the School of Public Health. The committee shall review all curricular requests including the creation of new courses and modification or deletion of existing courses and review new degree programs and modifications proposed by the Departments.

The By-laws outlining the functions of the APT committee may be found in Appendix II.

2.7 Research Committee

The School of Public Health (SPH) Research Committee is charged with recommendations to the Dean and Executive Committee, as well as oversight concerning the following responsibilities.

- Research and commercialization strategic planning activities;
- Assisting faculty in identifying funding opportunities and potential collaborators;
- Communication of relevant research policies, procedures, and developments to departments;
- Recommendation, development, and review of SPH research-related guidelines;
- Review of SPH research expenditures;
- Review of Center and Programs Proposals and Progress;
- Annual student research awards;
- Annual faculty research awards;
- Recommendations for relevant research development opportunities (ex. Lunch and Learns);
- Promotion of research activities and outputs; and,
- Other duties as assigned by the Dean and/or the SPH Office of Research.

The Research Committee coordinates these responsibilities with the Office of Research.

The By-laws outlining the functions of the APT committee may be found in Appendix II

2.8 *Ad Hoc* Committees

The Dean may appoint *ad hoc* committees as deemed necessary. These committees shall perform a specific task, (e.g.; self-study and accreditation) and cease to exist when a final report is rendered or at the end of the academic year unless re-appointed by the Dean.

SECTION 3. Faculty Voting and Faculty Council

3.1. Faculty Membership and Voting Privileges

- a. Voting faculty will be composed of all persons who hold a primary principal faculty appointment. Principal faculty are individuals who are at least .50 FTE and who are administratively located in the School of Public Health. Primary appointment indicates that the SPH is the School responsible for the faculty member's appointment and promotion actions. Voting Faculty are eligible to vote in SPH elections for SPH or Health Science Center standing committees.
- b. Faculty who are not primary, principle may participate in discussions at Faculty Assemblies but may not vote.

3.2 Faculty Council

- a. The Faculty Council shall consist of all principal faculty in the School of Public Health. All faculty with principal appointments in the School are voting members of the council with the exception of who are members of the SPH Executive Committee
- b. Officers of the Council will include (at a minimum) a Chair, Vice Chair, and Secretary. Only principal faculty with the exception of those who are members of the SPH Executive Committee can be elected officers of the members of the Faculty Council. Officers are selected by a simple majority vote of the members. Terms of office shall be for two years without succession. The Vice Chair will assume the chair position at the completion of a two year term as chair-elect. Individuals may be run for office in a recently held position after the lapse of one term.

The Faculty Council will:

- a. Provide a forum for faculty interaction and discussion. The Chair or the Vice Chair of the Faculty Council will serve as representative of the Faculty

Council to the Executive Committee.

- b. Provide issues to the Executive Committee.
- c. Maintain meeting minutes.
- d. Hold meetings at least quarterly. The agenda will be determined by the Faculty Council officers in consultation with the faculty membership.

Section 4. Students

4.1. Students of the School of Public Health

Students shall consist of any students accepted to the School of Public Health for the purpose of completing one of the specified degree programs. This includes full-time and part-time students fulfilling degree requirements either through the College Station location or distant locations.

All students meeting the above criteria shall be eligible for voting in student body elections and running for specified student body positions (within the parameters of the position as specified).

4.2. Public Health Student Association

The School recognizes the value of student participation in the evolution of the School of Public Health. As such, it sanctions the formation of the *SPH Student Association*, whose membership will be comprised of all SPH students interested in participating. To the maximal extent possible, all activities of the *SPH Student Association* are to include local, distant, full-time, and part-time students without regard for characteristics such as gender, race, ethnicity, or age. Mission, goals, bylaws, policies and procedures of the *SPH Student Association* are the responsibility of the Association and subject to approval of the Director for Student Affairs. To the extent possible, the Office for Student Affairs will support the *SPH Student Association*.

4.3 Public Health Student Association Elections

The SPH Student Association is responsible for organizing and holding student elections for president, vice president, student representative to the Curriculum Committee, and any additional SPH or HSC committees calling for elected student representation. In order to be eligible for an elected position the student must be in good academic standing. All terms of office are one year unless otherwise noted. Once elected, if placed on academic probation during his/her term of office Dean may ask the

student to step down from the office.

Section 5 Review and Approval of SPH Policies & Procedures

5.1 Approval of SPH Policies & Procedures

All SPH policies must be reviewed and approved by the SPH Executive Committee prior to forwarding to the Dean for approval and implementation. Once approved by the Executive Committee, members of the SPH Faculty Council should be notified of the recommended policy under consideration and afforded an opportunity to provide feedback prior to final action by the Dean.

Accompanying procedures (including new forms) for all SPH policies must be reviewed and approved by the Executive Committee prior to implementation.

5.2 Initiation of revisions to, or new, policies & procedures

Recommendations for new policies, or revisions to existing policies, may be presented by any Executive Committee member. In addition, recommendations for new policies, or revisions to existing policies, may be forwarded to the Executive Committee for consideration through individuals' relevant representative on the Executive Committee (e.g., Department Head, program director, Director of Student Affairs, etc.). Chairs of standing or ad hoc committees may submit recommendations for new policies, or revisions to existing policies, directly to the Dean to be placed on the Executive Committee agenda for consideration.

Proposed policies, or revisions to existing policies, shall be distributed to the members of the Executive Committee five (5) business days prior to being reviewed. The Executive Committee will review the proposed policies and forward their recommendation to the Dean.

5.3 Distribution

The Office of the Dean shall keep on file copies of all SPH Bylaws and SOPs once approved. At the beginning of each academic year the SPH Faculty Manual will be updated to include all new and revised policies and procedures approved during the prior academic year. The on-line version of the Faculty Manual (once available) will be updated twice a year to include new and revised policies and procedures.

Section 6. Amendments

The bylaws may be amended by an affirmative vote of a simple majority at a regularly scheduled Faculty Council meeting. The vote may be taken electronically or at a meeting of the Faculty Council. At least a two-week advance notice to the principle faculty members is required prior to a vote on a proposed bylaw amendment.

The Office of the Dean shall keep on file copies of these Bylaws and amendments and shall distribute the approved changes to all departments of the School of Public Health.

APPENDIX I:

SCHOOLWIDE APPOINTMENT, PROMOTIONS and TENURE COMMITTEE BYLAWS and STANDARD OPERATING PROCEDURES

2.2 Schoolwide Appointment, Promotions and Tenure Committee

2.2a Purpose

The Faculty Appointments, Promotions, and Tenure Committee (APT) exists to advise the Dean. The scope of its duties ordinarily relates to the development and review of criteria to be met for appointment, promotion, and tenure in the various faculty ranks; to conduct third-year midterm reviews and post-tenure reviews of faculty; to review and make recommendations on faculty development requests; to evaluate and make recommendations on the appointment of faculty at and above the rank of associate professor; and to evaluate and make recommendations on all promotion and/or tenure requests for faculty.

2.2b Membership

Each department shall elect one voting member to the APT and the Dean shall appoint one at-large voting member. Membership is limited to full-time principal and joint faculty in the School of Public Health who hold the rank of full professor with tenure. For purposes of the APT Committee, joint faculty are defined as both those with shared-salary and courtesy appointments who have full time appointments at Texas A&M University. Department Heads and faculty in an administrative role who assist the Dean in the promotion and tenure process (e.g., Associate Dean for Academic Affairs) are not eligible to serve. The Dean is encouraged to use his/her appointment to enhance diversity in faculty representation.

All full-time faculty members with a principal appointment within the Department are eligible to vote for the department's representative to the APT. Voting shall be conducted by secret ballot and may be conducted electronically. The vote shall be tabulated and reported by the SPH Associate Dean for Academic Affairs.

Voting may involve three rounds. In the first round, full professors in the department who meet the eligibility requirements and who are willing to serve are placed on the ballot. "None of the above" will also be a ballot option. If one individual receives a majority of the votes of those faculty eligible to vote, the balloting is complete.

A second round of voting is required in either of the following circumstances. First, if no candidate receives a majority of the votes eligible to be cast, then a run-off is required

between the two top vote getters in the first round. Second, if there are no candidates willing to serve among the departmental full time primary faculty or a single candidate does not achieve a simple majority vote. In this circumstance, the departmental faculty may nominate up to two joint faculty members from their department who are willing and eligible to serve. “None of the above” will also be a ballot option. A majority of those eligible to vote is required for election in the second round.

A third round of voting, following the same rules as above, may be necessary if a joint faculty member does not receive a majority of those eligible to vote in the second round. If a department is unable to elect a candidate, it will forgo APT representation for one year. In a subsequent year, it shall conduct an election for the remaining term of the departmental representative.

2.2c Time of Service

Voting members of the APT serve staggered three-year terms. Should an elected member resign their position prior to the expiration of the three-year term, their department shall elect a substitute within 10 business days to complete the term. If an appointed member resigns, the dean shall appoint a replacement within 10 business days to complete the term. Elected and appointed members may serve an unlimited number of consecutive terms.

2.2d Chair of the APT

The Chair of the APT is an ex officio member of the APT and is appointed by the Dean ordinarily to a three-year renewable term. Eligibility for Chair of the APT is the same as that of a voting member. The Chair will serve as a facilitator, moderator, and coordinator of the process but will not engage in the substantive deliberations of the APT and will not vote.

2.2e Deliberative Process and Voting

The APTs deliberations shall be confidential. In undertaking midterm and post-tenure reviews, and when reviewing applicants for promotion and/or tenure the APT shall use a “study section” model to evaluate dossiers. The APT Chair shall assign one member to prepare a primary review of the applicant’s dossier and another member to prepare a secondary review. Neither the primary nor the secondary reviewer shall be from the department of the faculty member under review. After their presentation and discussion by the Committee, a vote will be held by secret ballot. On the occasion of telephonic or video participation of some members, voting will be conducted by an anonymous voting app.

If a member of the APT is being considered under post-tenure review, that member shall not attend that portion of the meeting when that agenda item is discussed and shall not

be eligible to vote.

The ballots shall be counted by the Chair in the presence of the Committee. Members of the home department of the faculty member under consideration shall not vote on the APT recommendation but may participate in the discussion of the dossier.

The Chair will assemble a Committee report that reflects the primary and secondary reviews and the deliberations of the APT. This report together with the aggregate vote of the Committee shall be forwarded to the Dean. The votes of individual members of the Committee shall not be reported.

2.2f Meetings

Meetings will be held in person. A quorum of two-thirds of the membership, exclusive of the Chair, shall be required to conduct business. APT members are allowed to participate by video or audio conference. A member who is not present for the entire discussion of a dossier is not eligible to vote and will be recorded as absent and not voting.

2.2g Effective Date

These revisions will be effective upon the acceptance of the revisions by the Faculty Council, the Executive Committee and the Dean of Faculties.

Appendix II

2.5 Research Committee Bylaws and Standard Operating Procedures

2.5.a. BYLAWS: COMMITTEE FUNCTIONS

The School of Public Health (SPH) Research Committee is charged with recommendations to the Dean and Executive Committee, as well as oversight concerning the following responsibilities.

- Research and commercialization strategic planning activities;
- Communication of relevant research policies, procedures, and developments to departments;
- Recommendation, development, and review of SPH research-related guidelines;
- Review of SPH research expenditures;
- Review of Center and Programs Proposals and Progress;
- Annual student research awards;
- Annual faculty research awards;
- Recommendations for relevant research development opportunities (ex. Lunch and Learns);
- Promotion of research activities and outputs; and,
- Other duties as assigned by the Dean and/or the SPH Office of Research.

The Research Committee coordinates these responsibilities with the Office of Research.

2.5.b. BYLAWS: AMENDMENTS AND GOVERNANCE

Amendments to Research Committee Bylaws are made by majority vote of the voting members and submitted to the Associate Dean for Research and Dean for approval. Amendments to the Research Committee SOPs are made by majority vote of the research committee voting members.

2.5. STANDARD OPERATING PROCEDURE (SOP): RESEARCH COMMITTEE MEMBERSHIP AND LEADERSHIP

POLICY. This SOP defines the Research Committee membership, leadership, meeting schedules, and voting eligibility.

I. Research Committee Membership

The Research Committee will be comprised of:

- The SPH Associate Dean for Research, who serves as an Ex-officio committee member.
- Two principal faculty members representing each of the four departments within SPH, as appointed by the Department Heads. Each appointed member serves a two-year term beginning at the start of an academic year. There are no term limits. The appointed representatives must have previously served or currently serve as a Principal Investigator or Co-Investigator of a grant or contract.
- A Council of Principal Investigators (CPI) Representative from the HSC if the representative is a SPH faculty member. Generally the CPI representative is either an appointed or elected representative. However, in the event the CPI representative is not one of the appointed or selected members, the SPH CPI representative is eligible to serve on the committee as a non-voting member.
- The Director or equivalent of the SPH Office of Research serves as the staff member representative. This is an automatic position, with no terms or term limits.
- A Center representative elected by majority vote of the SPH Board of Regents approved Center Directors. Each Center is allowed one vote in the election of the Center Representative to the Research Committee. The elected Center representative serves a two-year term beginning at the start of an academic year. There are no term limits.
- One doctoral student, elected by the Texas A&M Public Health Student Association (TAMPHSA) from the pool of departmental nominees, and acceptable to the Chair of the Committee (Associate Dean for Research or Research Committee Chair). The student serves a one-year term that may be renewed with approval of the TAMPHSA and Associate Dean for Research or Research Committee Chair.

- Each department is allowed to submit one student nominee for consideration.
 - The student must be able to attend all required meetings and to serve at least one year in this capacity.
- From time to time, the Research Committee may choose to invite representatives of the SPH operational areas (ex. Business Office, Academic Affairs); these representatives may also request attendance at the meetings.

II. Research Committee Meetings

The SPH Research Committee will meet at least semi-annually or as needed and convened by the Associate Dean for Research or elected committee Chair or Co-Chair in the Chair's absence. A quorum is defined as a simple majority of the voting members present at the meeting.

III. Research Committee Leadership

The SPH Research Committee is under the direction of the Associate Dean for Research and Chaired by an elected member of the Research Committee. A call for nominations for Chair and Co-Chair candidates is issued each August or September by the Associate Dean for Research to the Research Committee members. Chair eligibility is restricted to the ten departmental representatives and Center representative to the committee. The Chair and Co-Chair are elected by majority vote of eligible voting Committee members present. The Chair and Co-Chair serve one-year terms renewable upon committee approval each September. The Co-chair may direct the committee meetings in the Chair's absence as well as attend other requisite Research Committee meetings with approval of the Chair and Associate Dean for Research.

The Chair's primary responsibilities include:

- Assisting in the development of the Research Committee Meeting Agenda;
- Chairing the Research Committee meetings;
- Participating in the development and drafting of the Research Section of the CEPH report and other school-related research tasks as may be identified;
- Attending research-related meetings in the absence of the Associate Dean for Research; and
- Providing assistance in the carrying out the key functions of the Research Committee.

IV. Research Committee Eligible Votes

The following research committee members are eligible to vote on Research Committee issues: the eight appointed departmental representatives, the elected Center representative, and the staff representative. A simple majority of eligible voting members present is required for committee approval of voting items. In the event of a voting tie, the Associate Dean for Research casts the deciding vote.

Curriculum Committee Bylaws and Standard Operating Procedures

Membership

Membership shall include faculty representatives of all academic departments, and non-voting student members. Non-voting ex officio members include the Associate Dean for Academic Affairs or designee, the Director of Student Affairs or designee, the Assistant Dean for Undergraduate Studies, school representatives to A&M Graduate Council and Undergraduate Curriculum Committee, and a member of the campus library staff. Other ex-officio members may serve at the discretion of the committee.

Each academic department head shall designate, or call for the election of, a departmental representative to the School of Public Health Curriculum Committee who commits to scheduled meetings and other duties of the position. The Chair and the Vice-Chair shall be selected by the voting membership of the committee. One undergraduate, one master's level and one doctoral level student will be elected by their peers to serve on the Curriculum Committee (pending approval of the committee and the Dean).

Meetings

Meetings shall be called by the Chair, or, in the absence of the Chair, by the Vice-Chair. Meetings will be face-to-face or by videoconference. The committee may take electronic votes. The location of face-to-face meetings will be determined by the voting membership of the committee. Meetings shall be called at least once per semester.

Functions

The Curriculum Committee is the body charged with reviewing, evaluating, and reporting on the curriculum of the School of Public Health. The committee shall review all curricular requests including but not necessarily limited to the creation of new courses and modification or deletion of existing courses and shall review new degree programs and certificates, minors, and modifications proposed by the Departments. |

In its review of new and modified courses or degree programs, the committee shall consider the appropriateness of the proposed course to the program and to its class level. For all curricular changes the committee considers the general appropriateness of the proposed action in the context of school-

wide programs and the School's mission. The committee may return proposals to the originating academic program with requests for modification.

The curriculum committee shall ensure that comprehensive curriculum reviews occur at least every five years. Comprehensive reviews will entail:

- assessment of department reports on academic program requirements for appropriateness and currency for the field, and for continued compliance with certification/accreditation requirements,
- examination of catalog course inventory within and across prefixes to address gaps, overlaps, and redundancies,
- evaluation of the school's body of academic programs for continued relevance to the school's educational mission and to students' educational needs, and to check articulation between program levels where necessary.

The comprehensive review process assumes that departments regularly review their own courses and faculty's syllabi to ensure that syllabi correspond to course attributes in the catalog, and propose course edits as needed.

The Curriculum Committee may adopt standard operating procedures for its functions. The Curriculum Committee action on an item is based on majority decision by the voting members of the committee, conveyed by the Chair or Vice Chair.

The Chair may request the Dean to appoint task-oriented ad hoc committees and task forces as needed to address specific issues and/or ongoing curriculum-related functions.

Terms of Office

Faculty members shall serve staggered terms for two years. Members shall be eligible for re-nomination and re-appointment or re-election with a maximum of two consecutive terms.

The Chair and Vice-Chair shall serve two year terms and are eligible for re-election with a maximum of two consecutive terms.

Students will serve a one-year term of office with a maximum of two consecutive terms.

Terms for new members, the Chair, and the Vice-Chair shall begin September 1, except under unusual circumstances.

Undergraduate Curriculum Sub Committee

Membership

Membership shall include faculty representatives of all academic departments and the Higher Education Center at McAllen, and a non-voting student member. Non-voting ex officio members include the Associate Dean for Academic Affairs or designee, the Assistant Dean for Undergraduate Studies, and the school representative to A&M Undergraduate Curriculum Committee. Other *ex-officio* members may

serve at the discretion of the committee.

Pending approval by the SPH Curriculum Committee:

Each academic department head shall designate, or call for the election of, a departmental representative to the subcommittee, who commits to scheduled meetings and other duties of the position. A member may serve on both the SPH Curriculum Committee and the Undergraduate Curriculum Sub Committee. The Chair and the Vice-Chair shall be selected by the voting membership of the subcommittee. One undergraduate student will be elected by their peers to serve on the subcommittee (pending approval of the subcommittee and the Assistant Dean for Undergraduate Studies).

Meetings

Meetings shall be called by the Chair, or, in the absence of the Chair, by the Vice-Chair. Regular meetings are scheduled monthly and will be face-to-face and/or by videoconference. The committee may take electronic votes. Meetings may be cancelled if there is no business to be discussed or can be discussed via e-mail. A quorum, constituted by two thirds of the voting membership (or 3 persons), shall be required to commence the meeting. Meetings shall be held on the 4th week of the month to align with the School of Public Health Curriculum Committee meeting. The location and time for meetings will be determined by the voting membership of the committee and the schedule of meetings will be published at the beginning of each semester.

Functions

The Undergraduate Curriculum Subcommittee makes recommendations to the full SPH Curriculum Committee. With expertise in the SPH BSPH program and the requirements of A&M for operating undergraduate programs, the subcommittee:

- Reviews and makes recommendations on proposed changes to the BSPH program curriculum (such as new and modified courses, minors and certificates, and textbook changes)
- Ensures course design adheres to School and A&M requirements and quality standards for teaching and assessment, including appropriate linkage to BSPH Learning Outcomes
- Drafts standard operating procedures in accord with A&M requirements for academic administration of undergraduate programs.

Terms of Office

Faculty members shall serve staggered terms for two years. Members shall be eligible for re-nomination and re-appointment or re-election with a maximum of two consecutive terms.

The Chair and Vice-Chair shall serve two year terms and are eligible for re-election with a maximum of two consecutive terms.

The student member will serve a one-year term of office with a maximum of two consecutive terms.

Terms for new members, the Chair, and the Vice-Chair shall begin September 1, except under unusual circumstances.

Faculty Council

3.0.a. Purpose

The Faculty Council will:

- 1) Provide a forum for faculty development and discussion;
- 2) Provide issues to the Executive Committee of the School of Public Health (SPH), via the service of the Chair of the Faculty Council as a representative to the Executive Committee; and
- 3) Provide opportunities for interaction and discussion to ensure a voice for the faculty on issues of interest at the SPH, University, or System level.

3.0.b. Membership

The Faculty Council is comprised of all principal faculty at the SPH. Principal faculty are individuals who are at least .50 FTE and administratively located in the School of Public Health. When issues arise that require a vote of the Faculty Council, voting members of the School's Executive Committee or those with administrative titles are not eligible to vote. A simple majority of eligible votes is required to approve an issue before the Faculty Council.

3.0.c. Leadership

A principal faculty member representing each of the five departments within the SPH will be selected to serve as a departmental representative by vote of the departmental faculty. Each departmental representative serves a two-year term beginning at the start of an academic year. There is a term limit of two, two-year terms. Individuals may be elected to represent their department again after the lapse of one, two-year term.

Officers of the Faculty Council will include (at a minimum) a Chair, Vice Chair, and Secretary. Officers are selected by a simple majority vote of the departmental representatives. Terms of office shall be for two years without succession. The Vice Chair will assume the chair position at the completion of a two-year term as chair-elect.

3.1.d. Meetings

The Faculty Council will meet at least one time in both the fall and spring semesters. Other meetings may be scheduled. Agendas will be determined by the departmental representatives in consultation with the full membership of the Faculty Council.

School of Public Health Climate and Diversity Council Bylaws

1 Leadership

- 1.1 The School of Public Health Climate and Diversity Council is led by the Associate Dean for Climate and Diversity, as the co-Chief, for the School of Public Health. In accordance with SPH values, the Dean of the School of Public Health is the primary leader for Climate and Diversity in the school. The Associate Dean is responsible for identifying best practices related to climate, inclusion and diversity, and for implementing the dean's vision of an inclusive climate.

2 Membership

- 2.1 This Climate and Diversity Council consists of at least twelve School of Public Health members: a faculty member, staff member and a student member from each of the School of Public Health departments including administrative units. In the absence of a standing committee member, an alternate member will attend council meetings. Members are appointed by department leadership.

3 Purpose

- 4.1 The purpose of the School of Public Health Climate and Diversity Committee is to support the dynamic and inclusive environment that promotes engaged learning and scholarship and supports the mission and vision of the School of Public Health and Texas A&M University.

4 Duties

- 4.1 Encourage and aid departments in strengthening their efforts to foster and achieve equality of opportunity for academic personnel, students, and academic programs;
- 4.2 Undertake studies of institutional policies and practices that relate to equity and diversity; recommend changes to the School of Public Health and relevant campus units accordingly;
- 4.3 Review information on the School of Public Health climate, and diversity provided by the campus and University administrators; make recommendations regarding said findings to the Dean and Texas A&M University Office of Diversity;
- 4.4 Report to the School of Public Health and the Texas A&M University Office of

Diversity annually on the progress of the campus in achieving equality of opportunity and a supportive campus climate for underrepresented and otherwise excluded groups;

- 4.5 Encourage and aid faculty, staff and students who have encountered restricted employment and educational opportunities due to issues of equity and inclusion;
- 4.6 Represent the School of Public Health on all matters concerned with climate and diversity including efforts to monitor and to increase the number of faculty, staff and students from underrepresented groups who enter employment and undergraduate, graduate, and professional programs. In this regard, the committee will promote efforts to ensure policies and practices promote recruitment and retention of people with marginalized identities.