

# **BYLAWS**

## **SCHOOL OF PUBLIC HEALTH UNIVERSITY OF WASHINGTON**

In order to exercise the powers granted under Faculty Code, Section [23-43](#), and to advise the Dean as required in Section [23-43B](#) in an orderly and expeditious manner, the faculty of the School of Public Health establishes herewith, under Faculty Code Section [23-45A](#), its organization and rules of procedures.

### **ARTICLE I PURPOSE AND FUNCTION**

#### **Section 1. Purpose**

The purpose of the School of Public Health shall be to provide programs within the larger context of the University of Washington, whose mission is defined in University Handbook, [RCW, 28 B-20.020 Vol. 1-1](#).

#### **Section 2. School's Governing Body**

The faculty of the School of Public Health, University of Washington, is the School's governing body under The Faculty Code, Section [23-41](#).

#### **Section 3. Function of the Faculty**

Pursuant to Section [23-43](#) of the Faculty Code, the faculty of the School of Public Health shall:

- A. with respect to academic matters,
  - 1. determine the School's requirements for admission and graduation;
  - 2. determine the School's curriculum and academic programs;
  - 3. determine the scholastic standards required of the School's students;
  - 4. recommend to the Board of Regents those of the School's students who qualify for University degrees;
  - 5. exercise the additional powers necessary to provide adequate instruction and supervision of the School's students;
- B. with respect to academic personnel matters, make recommendations to the School's dean in accord with the provisions of [Chapter 24](#) and of Section [25-41](#).

### **ARTICLE II VOTING MEMBERSHIP**

- A. Members of the School faculty who are voting members of the University faculty shall be voting members of the School faculty, in accordance with the Faculty Code, Section [21-32A](#):

professor, 50% appointment or greater  
research professor, 50% appointment or greater  
associate professor, 50% appointment or greater  
research associate professor, 50% appointment or greater  
assistant professor, 50% appointment or greater  
research assistant professor, 50% appointment or greater  
full-time instructor,  
full-time principal lecturer,  
full-time senior lecturer,  
full-time senior artist in residence,  
full-time lecturer,  
full-time artist in residence, or  
a retired assistant professor, associate professor, or  
professor during the Quarter(s) he or she is serving on a part-time basis, or  
a retired research assistant professor, research associate professor or  
research professor during the Quarter(s) he or she is serving on a part-time basis.

- B. Faculty in these ranks who hold a joint appointment where the primary appointment is in the School of Public Health are voting faculty. In addition, faculty in these ranks who hold a joint appointment where the secondary appointment is in the School of Public Health will be considered to be voting faculty in the School of Public Health if they are voting faculty in a department of the School of Public Health.
- C. Notwithstanding the rank held, the following are not voting members of the faculty in accordance with the Faculty Code, Section 21-32B:

persons serving under acting or visiting appointments;  
persons on paid professional leave or leaves of absence for more than 50% FTE, during the time that they are on such leave;  
persons serving under clinical or affiliate appointments;  
persons of emeritus status unless receiving salary from a department in the School of Public Health;  
persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

In accordance with the Faculty Code, Section 21-32C, research faculty may vote on all personnel matters as described in the *Faculty Code* except those relating to the promotion to and/or tenure of faculty to the following ranks:

Senior Lecturer  
Assistant Professor  
Associate Professor  
Professor  
Associate Professor WOT  
Professor WOT

### **ARTICLE III**

#### **FACULTY COUNCIL AND STANDING COMMITTEES**

##### **Section 1. Faculty Council**

**A. Responsibilities:** There shall be a Faculty Council whose responsibilities shall be to advise the dean on matters of faculty promotion and tenure, and to advise the dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets. (Sec. [23-45C](#)). The Dean shall present budget proposals and priorities at least annually to the Council, prior to submission to the University Administration. The Faculty Council shall review the proposals and priorities and provide advice to the Dean. The Faculty Council also shall advise the Dean on the day-to-day operations and long-term plans, develop statements of common goals, coordinate areas of common interest, review faculty requirements, and promote community relations. Department faculty in the School of Public Health shall review and vote on all appointments and renewal of appointments as stated Faculty Code 24-52.B&C. The Faculty Council of the School of Public Health has additional responsibility for providing secondary review of new appointments at the level of Associate Professor (regular and research) and above, as well as promotions in the regular research ranks, and appointments in the Senior and Principal Lecturer ranks. Based on these reviews the Faculty Council shall, in a timely fashion, make recommendations to the Dean regarding these proposed appointments and promotions.

The Faculty Council shall be concerned with all domains of faculty authority and duties of the School of Public Health faculty and the professional and personnel issues affecting faculty. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It acts on behalf of the School of Public Health faculty and shall account to the School of Public Health faculty for those acts.

The Dean may assemble an executive advisory committee of department Chairs or other persons as the Dean sees fit, known as the School of Public Health Executive Committee (SPHEC). SPHEC shall be advisory to the Dean. The Chair of Faculty Council (and Vice-chair as alternate) shall be a member of SPHEC to facilitate interactions. They will represent the Council in SPHEC meetings, and report back to the Council. The SPHEC meetings will not replace nor substitute for the regular meetings between the Dean and the Faculty Council.

The Faculty Council shall also provide for the oversight and coordination of the activities of School of Public Health standing committees and ad hoc committees that the Faculty Council establishes.

**B: Membership:** The Faculty Council shall consist of one regular representative and one alternate from each department in the School who shall be elected by the faculty of each department. The primary responsibility of the alternate member is to substitute for the regular member when he/she is unable to attend meetings of the faculty council. Other duties may be assigned by the Council chair on an ad hoc basis. The Dean (or the Dean's delegate) shall attend meetings of the Faculty Council except for discussions of proposed faculty appointments and promotions, or if the Council calls an executive session (Article III, Section 1.E), and shall serve as an Ex Officio, non-voting member of the Council. Regular and alternate representatives to the Faculty Council must be elected from the list of professors of a department with voting privileges. In such cases where the elected representative is a research professor, the other representative must be a regular track professor, who would vote on regular-track promotion cases where the research faculty member is not eligible to vote. [Note: Faculty who hold clinical or affiliate titles are not eligible to serve as regular or alternate members of the faculty council.] All voting members of Faculty Council shall serve three-year terms of office. Regular council members may be re-elected for a second consecutive term. There is no limit on the number of terms that a person may serve as an alternate member. The

Council election shall take place in Spring Quarter, and members shall serve beginning 15 September following their election.

The Faculty Council also shall include a representative from the interdisciplinary programs (Nutritional Sciences and Public Health Genetics) in the School of Public Health. The interdisciplinary program representative is eligible to vote on all issues, except proposed faculty appointments or promotions. This representative shall be selected from faculty members of these programs at the associate professor or higher level whose primary appointment is in the School, according to a procedure determined by the faculty of these programs. This is a one-year, renewable term. This representative will be invited to attend all regular meetings of the Faculty Council except for discussions of proposed faculty appointments and promotions, or if the Council calls an executive session (Article III, Section 1.E).

**C. Elections:** During spring quarter of the third year of a regular or alternate member's term, Departments shall elect one member and/or one alternate from the list provided by the Dean's office of persons eligible to serve on the Council. All voting members of the departments in the School as described in Article II are eligible to vote in the election of the Council. The departments must notify the Faculty Council Chair and the Dean's Office about the results of these elections by the end of the spring quarter in which the election is held.

**D. Officers:** Each Spring quarter, the Council shall elect a Chair and Vice Chair from among the members of the Council. The term of office of the Chair and Vice Chair shall be one year.

**E. Procedures and Meetings:** Subject to the provisions of the University Handbook and these Bylaws, the Faculty Council shall determine its own procedures, including appointment of subcommittees as appropriate. The presiding officer at Council meetings shall be the Faculty Council Chair or the Vice-Chair in the absence of the Chair. Meetings of the Faculty Council may be called at the request of the Council Chair, the Dean, or by a request of a majority of members. The Council may meet in executive session (i.e., only the five departmental representatives) when addressing personnel or other confidential matters. Voting on any item of business in any meeting of the Council shall be by secret ballot if requested by any Faculty Council member. Approval shall require an affirmative vote from more than 50% of the voting membership of the Council. Members shall recuse themselves from votes on appointment or promotion of individuals from their departments.

**F. Written Records:** The Chair of the Council, with support from the staff of the Office of the Dean, shall be responsible for preparing a written summary of all Faculty Council proceedings, including votes and formal recommendations of the Council, which shall be part of the permanent record of the School and shall be available (subject to University Handbook provisions and University regulations regarding personnel matters) upon request to any member of the School.

**G. Vacancies:** A vacancy in either regular or alternate membership can occur through such processes as resignation, termination of employment, leave, or failure to attend three consecutive meetings without advance notification. If a vacancy should occur during the term of any office, the respective department shall provide for an election to fill the duration of the term of office for that position.

## **Section 2. Committees**

**A. Standing Committees of the School of Public Health:** The School of Public Health has a Curriculum and Educational Policy Committee. The Faculty Council and the Dean shall jointly determine and form additional standing committees for the School to address appropriate issues such as student life, etc., that cannot be adequately addressed by the Faculty Council. Standing committee members shall consist of at least one regular representative from each department in the School, and other members as necessary to conduct committee business, who shall be elected by the faculty of each department during the same annual election cycle and 3-year term of office as Council representatives described in article III (1-B) of the By-laws.

The Faculty Council, shall provide a charge for each committee describing its purpose and responsibilities, as well as its criteria and procedures for determining eligible membership. This document must be approved by the Dean and the Faculty Council and reviewed periodically. Each committee may set its own internal procedures as appropriate to its charge.

Students may participate as non-voting members of committees, as appropriate. Nominations of student members shall be made at the beginning of Autumn Quarter. Terms of student members shall be for one year; reappointment is allowed.

Committee Chairs shall be responsible for preparing a written summary of all committee proceedings, including votes and formal recommendations to the Council, which shall be part of the permanent record of the School and shall be available (subject to University Handbook provisions regarding personnel matters) upon request to any member of the School. Committees shall elect a chair from among the members to serve a one year term: reappointment is allowed. The standing committees shall report on their proceedings to the Faculty Council periodically or when asked to do so by the Council Chair.

**B. Ad Hoc Committees of the Faculty Council:** In addition, the Faculty Council may form ad hoc committees as required in the exercise of its responsibilities to assist with business before the Council. Each committee established under this authority shall be given a specific charge and terms of membership by the Council. Each committee may set its own internal procedures as appropriate to its charge.

## **ARTICLE IV QUORUM**

A quorum for any meeting of School of Public Health faculty (e.g., the Faculty Council, departmental faculty meetings, etc.) shall consist of at least half the voting members of the faculty.

## **ARTICLE V VOTING**

A proposed action of the School of Public Health faculty under the authority of the Faculty Code, Sections [23-43](#) and [23-44](#), is effective if passed by a majority of its eligible voting members. All voting will occur by paper ballot, mail or electronic ballot.

*For voting by mail or electronic ballot*, actions are approved by a simple majority of faculty eligible to vote.

**ARTICLE VI**  
**SCHOOL-WIDE FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA**

**Section 1. Meetings**

The Faculty Council shall call a meeting of the whole School faculty at least annually. An annual meeting date shall be established prior to the end of the Autumn Quarter by the Faculty Council. Meeting dates will not be changed unless there is a major emergency, with information provided to the faculty regarding cause for change. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by ten percent of the voting membership of the School/College faculty. The Chair of the Faculty Council presides at the meeting of School's faculty.

**Section 2. Order of Business**

The Faculty Council shall determine the order of business.

**Section 3. Agenda**

The agenda shall be developed by the Faculty Council with input from individual faculty members, departments, divisions, councils, committees, task forces, and the Dean. Agenda items must be submitted in writing to the Chair of the Faculty Council three week(s) prior to each School faculty meeting. A copy of the agenda shall be distributed to the School faculty at least two week(s) prior to each meeting.

**ARTICLE VII**  
**PARLIAMENTARY AUTHORITY**

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in the School of Public Health Faculty Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this University.

**ARTICLE VIII**  
**AMENDMENTS**

The bylaws may be amended by mail or electronic ballot by two-thirds of the voting faculty. A voting period of at least three weeks shall be provided for the return of mail or electronic ballots; the Council may extend this voting period up to six months if such action is considered necessary to allow for full consideration by the School faculty.

**ARTICLE IX**  
**DELEGATION OF POWERS TO DEPARTMENTAL FACULTIES**

The faculty of the School of Public Health delegates to the faculty of its several departments or interdisciplinary programs, as appropriate, the following powers and duties ([23-43](#)):

- establish requirements for admission;
- establish curricula and academic programs;

- establish the scholastic standards required of its students;
- recommend to the Board of Regents those of the students who qualify for University degrees; and
- exercise the additional powers necessary to provide adequate instruction and supervision of its students.

With respect to academic personnel matters and making recommendations to the School's Dean for appointments and promotions in accord with the provisions of [Chapter 24](#) and of [Section 25-41](#):

- The faculty of the SPH delegates recommendations for appointments to Instructor, Lecturer, and Assistant Professor to the faculties of the various departments.
- All other academic personnel appointments will be initiated by department faculty and reviewed by the Faculty Council in accordance with Article III, Section 1.A of the Bylaws.

Standards.

In exercising the authority granted in Article IX, individual departments may not set standards lower than those established by the School, nor may a unit take action when it is contrary to academic or research policies adopted by the School through its governing body, the Faculty Council. The School faculty, through its Faculty Council, reserves the right to reject or modify any departmental action taken under Article IX.

University Handbook Governs.

In exercising powers delegated by the School faculty, departmental faculties shall note that they are bound by the provisions of the University Handbook, Volume II, Chapter 13 and Sections 23-43, 23-45, 23-46, 23-47, and 23-48, and that their actions must conform with all applicable rules set forth in the University Handbook.