

# BYLAWS

## SCHOOL OF PUBLIC HEALTH UNIVERSITY OF WASHINGTON

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

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## ARTICLE I PURPOSE AND FUNCTION

### **Section 1. Purpose**

The purpose of the SPH shall be to provide programs within the larger context of the UW, whose mission is defined in the Revised Code of Washington (RCW), [RCW, 28 B-20.020](#).

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

The faculty of the SPH, UW, is the School's governing body under FCG, [Section 23-41](#).

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

Pursuant to the FCG, [Section 23-43](#), all faculty members in the SPH are as defined in this section of the FCG. Specifically, regarding personnel matters, the faculty of SPH shall make recommendations to its dean in accordance with the provisions of [Chapter 24](#) and of Chapter 25, [Section 25-41](#).

## ARTICLE II VOTING MEMBERSHIP

- A.** Members of the School faculty who are voting members of the UW faculty shall be voting members of the School faculty, in accordance with FCG, [Section 21-32A](#).
- B.** Faculty in applicable ranks with joint appointments have voting privileges determined by FCG [Section 24-34B.12](#).
- C.** Non-voting members of the faculty are identified in [Section 21-32B](#) of the FCG. Research faculty have voting privileges on some matters, as identified in [Section 21-32C](#) of the FCG. Teaching faculty have voting privileges on some matters, as identified in [Section 21-32D](#) of the FCG. And, clinical practice faculty have voting privileges on some matters, as identified in [Section 21-32E](#) of the FCG.

## **ARTICLE III**

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

#### **Section 1. Meetings**

The Faculty Council (FC or 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 an emergency, with information provided to the faculty regarding the cause for change. Special meetings shall be held when called by the FC, when requested by the dean, or when requested in writing (delivered to the dean and chair of Faculty Council in that year) by ten percent (10%) of the voting membership of the SPH faculty. The chair of the FC presides at the meeting of School's faculty. (See FCG [Section 23-41](#).)

#### **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, councils, committees, task forces, and the dean. Agenda items must be submitted in writing to the chair of the FC three weeks prior to each School FC meeting. A copy of the agenda shall be distributed to the SPH faculty at least two weeks prior to each meeting.

## **ARTICLE IV**

### **FACULTY COUNCIL AND COMMITTEES**

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

##### **A. Responsibilities.**

There shall be an elected Faculty Council whose responsibilities are, as indicated in FCG [23-45C](#), 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. The dean shall present budget proposals and priorities at least annually to the Council, prior to submission to the UW administrative offices. The FC 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 facility requirements, and promote community relations. Departmental faculty in the School shall review and vote on all appointments and renewal of appointments as stated in the FCG. The Faculty Council of the School has additional responsibility for providing secondary review of new appointments at the level of associate professor (tenured, without tenure, teaching, and research) and above, as well as promotions in the tenure-track, tenured, without tenure, research, and teaching tracks. Based on these reviews the FC 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 faculty and the professional and personnel issues affecting faculty. The FC is directly accountable to the School faculty as a whole, from which it is elected. It acts on behalf of the School faculty and shall account to the School faculty for those acts.

The dean may assemble an executive advisory committee of department chairs or other persons as the dean sees fit, known in these Bylaws 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 the SPHEC to facilitate interactions. They will represent the FC 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 committees, including ad hoc committees, that the FC establishes.

## **B. Membership.**

The Faculty Council shall consist of one departmental representative and one alternate from each department in the School, who shall be elected by the faculty of each department and two additional representatives, as described below.

The primary responsibility of departmental members is to represent their department in all FC activities. Other duties may be assigned by the FC chair on an ad hoc basis.

The primary responsibility of the alternate member is to substitute for the departmental representative when the departmental representative is unable to attend meetings of the Faculty Council, and to represent their department on personnel matter votes when the departmental representative is ineligible to vote due to a joint appointment or restrictions outlined in FCG, [Section 21-32](#). Other duties may be assigned by the FC chair on an ad hoc basis.

The dean (or the dean's delegate) shall attend meetings of the Faculty Council except for promotion executive sessions where discussions of proposed faculty appointments and promotions take place, or if the FC calls a regular executive session (Part E of this section), and shall serve as an Ex Officio, non-voting, member of the Council.

Departmental 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 has a joint appointment within the School or is a research or teaching professor, the alternate representative must be eligible to vote on promotion cases where the elected representative is not eligible to vote. [Note: Faculty members who are not voting members of the faculty (e.g., clinical or affiliate titles) are not eligible to serve on the Faculty Council.]

All departmental and alternate members of the FC shall serve three-year terms of office. Departmental Council members may be re-elected for a second consecutive term before rotating off the FC for at least one term. There is no limit on the number of consecutive terms that a person may serve as an alternate member.

The Council election shall take place in Spring Quarter, and members shall serve effective September 16 of that year, following their election.

The Faculty Council also shall include a representative from the interdepartmental programs in the School of Public Health, comprised of voting faculty from multiple SPH departments that are housed in the Office of the Dean or the Graduate School. (The list of interdepartmental programs in SPH is maintained by the Office of the Dean and are listed on the [SPH web site](#).) The interdepartmental program representative is eligible to vote on all issues, except proposed faculty appointments or promotions. This representative shall be elected from faculty members of these programs at the associate professor or higher level who are voting faculty in the School, according to a procedure determined by the FC and managed by the Office of the Dean. This is a two-year term starting on the opposite cycle from the at-large representative (below). Members may be re-elected for a second term before rotating off the Council for at least one term. This representative will be invited to attend all regular meetings of the Faculty Council, including regular executive sessions, except for promotion executive sessions (Part E of this section). The interdepartmental member's primary responsibility is to represent all interdepartmental programs on all FC activities. Other duties may be assigned by the Council chair on an ad hoc basis.

The Faculty Council shall also include an at-large representative from the voting faculty with a primary appointment in the School, of any rank. This representative shall be elected from all voting faculty in the School, according to a procedure determined by the FC and managed by the Office of the Dean. This is a two-year term on the opposite cycle from the interdepartmental program representative (above). The at-large member may be re-elected for a second term before rotating off the Council for at least one term. The at-large representative will be invited to attend all regular meetings of the Faculty Council, including regular executive sessions, except

for promotion executive sessions (Part E of this section). The primary responsibility of the at-large member is to represent the entire School faculty on all FC activities. Other duties may be assigned by the Council chair on an ad hoc basis.

### **C. Elections.**

During Spring Quarter of the third year of a departmental or alternate member's term, departments shall elect one member and/or one alternate from the list provided by the Office of the Dean, of persons eligible to serve on the Council. All voting members of each department in the School, as described above in Article II, are eligible to vote in the election of their departmental Council representative. The departments must notify the Faculty Council chair and the Office of the Dean about the results of these elections by the end of the Spring Quarter in which the election is held.

During Spring Quarter of the second year of the additional representatives' term, nominations will be solicited from voting faculty. The voting process for these positions will be guided by the FC and managed by the Office of the Dean. All voting members in the eligible interdepartmental programs are eligible to vote for the interdepartmental program representative. All voting members in the School are eligible to vote for the at-large representative. The successful candidate will receive greater than fifty percent (50%) of the votes submitted; if there are more than two candidates and none receive greater than fifty percent (50%) of the votes submitted, a run-off election will be held for the top two candidates.

### **D. Officers.**

Each Spring Quarter, the Faculty 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, and the chair and vice chair are eligible to be re-elected.

### **E. Procedures and Meetings.**

Subject to the provisions of the FCG 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 chair of the FC, 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 will meet in promotion executive session (i.e., only the five departmental representatives) when addressing personnel matters. Academic human resources staff member(s) from the Office of the Dean will attend promotion executive sessions. Regular executive session meetings may be called at the request of the Council chair or a majority of its members. The chair or majority of members will determine who will attend regular executive sessions and all seven members are eligible to attend. Regular meetings will ordinarily occur monthly throughout the academic year. Regular and promotion executive sessions will be scheduled as needed.

Voting on any item of business in any meeting of the Council shall be by secret ballot if requested by any FC member. Approval shall require an affirmative vote from more than fifty percent (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 FC 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 FCG provisions and UW regulations regarding personnel matters) to any voting member of the School upon request.

#### **G. Vacancies.**

A vacancy in any position 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 entity shall provide for an election to fill the duration of the term of office for that position.

### **Section 2. Committees**

**Committees of the School of Public Health.** The School of Public Health has a Curriculum and Educational Policy Committee (CEPC). The Faculty Council and the dean shall jointly determine and form temporary ad hoc committees for the School to address appropriate issues (such as student life, etc.) that cannot be adequately addressed by the FC or the CEPC. The Faculty Council and the dean shall also determine, at any time necessary, whether to establish new, additional permanent committees or to move an ad hoc committee to permanent status.

CEPC committee membership is detailed within the charging document for said committee. Any newly formed permanent committee will be granted its own charge, with formation of members also detailed within its charge. Typically, Faculty Council and the dean will ensure members consist of at least one regular faculty representative from each department in the School, and additional faculty or staff and/or student members as necessary to conduct committee business. Faculty members for these committees shall be elected by the faculty of each department during the same annual election cycle and three-year term of office as departmental Council representatives, as described above in this Article's Section 1 Part B.

In addition to the information in Section 1 Part A of this Article, the Faculty Council shall provide a charge for itself and each committee describing its purpose and responsibilities, as well as its criteria and procedures for determining eligible membership. These charge documents must be approved by the dean and the FC 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 academic year; reappointment is allowed. Nominations are coordinated between the Chair of each committee and the assistant dean for students in the Office of the Dean.

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 FCG 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.

## **ARTICLE V**

### **DELEGATION OF POWERS TO DEPARTMENTAL FACULTIES**

#### **Section 1. Delegation**

The faculty of the School delegates to the faculty of its several departments or interdepartmental programs, as appropriate, the powers and duties as identified in [Section 23-43](#) of the FCG.

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

- The faculty of the SPH delegates recommendations for appointments to assistant teaching professor, research assistant professor, and assistant professor, as well as all affiliate, adjunct, and clinical appointments, 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 IV Section 1 Part A of these Bylaws.

#### **Section 2. Standards**

In exercising the authority granted in Section 1 of this Article, 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 FC, reserves the right to reject or modify any departmental action taken under this Article.



## **ARTICLE VI VOTING ON CONFERRED POWERS AND DUTIES**

FCG, Sections [23-43](#) and [23-44](#), confer specific powers and duties to the School of Public Health and UW Graduate faculty, respectively. A proposed action of the School faculty under the authority of the FCG, Sections [23-43](#) and [23-44](#), is effective if passed by a majority of its eligible voting members. All voting will occur by electronic ballot.

## **ARTICLE VII 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 that belong to that faculty group.

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in this 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 UW FCG or special rules of order of this University.

## **ARTICLE IX AMENDMENTS**

The Bylaws may be amended by electronic ballot by two-thirds of the voting faculty. A voting period of at least two weeks shall be provided for the return of 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.