

**BY LAWS OF THE CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH
POLICY (GSPHHP)-
As amended and approved by GSPH Faculty-Student Council on February 25, 2016**

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ARTICLE I. PREAMBLE

The creation of the CUNY Graduate School of Public Health and Health Policy (henceforth, GSPHHP) was approved by the CUNY Board of Trustees (BoT) on November 23, 2015 and the Board will review the new school's governance plan on March 21, 2016. The Governance Plan for the GSPHHP describes the school's general structure. These by-laws are designed to serve as a means for faculty, staff, administrators and students in the GSPHHP to participate in the development and implementation of policy, and the promotion of academic and professional standards to achieve their common goals. In instances where this document conflicts with the governance plan, the governance plan takes precedence.

ARTICLE II. STRUCTURE

The GSPHHP consists of graduate degree granting programs in public health at the CUNY GSPHHP under the CUNY Graduate School and University Center. Additional public health-related programs, Departments, concentrations, subprograms, centers and institutes may, by mutual agreement, develop formal collaborations with the GSPHHP. The GSPHHP also has an administrative structure and administrative officers, which may change in title and function as the school develops. Therefore, wherever the Charter refers to a specific administrative officer (e.g. Dean, Registrar, etc.), or academic unit (e.g. program or Department, etc.), or academic position (e.g. instructor, lecturer, etc.), such language should be construed to include any equivalent officer, academic unit, or academic position regardless of the particular language that is currently in use. In all such instances not fixed by the Charter, the equivalencies shall be determined by the GSPHHP Faculty-Student Council.

Section 1. Departments, Programs and Degree Offerings

The academic offerings of the GSPHHP shall reflect academic and professional specialty disciplines and accreditation guidelines. A given Department, degree program (e.g., MS, MPH or DPH) or specialization within a degree program shall, if approved by the GSPHHP, Board and State bodies, offer courses of study leading to graduate degrees and/or certification.

Section 2. Assignments

2.1. Each full-time faculty member, as defined in Section D1 of the GSPHHP Governance Plan, administrator and staff member of the GSPHHP shall be assigned to a Department or other administrative unit within the CUNY GSPHHP.

2.2 Each course offered by the GSPHHP shall be the responsibility of a Department within the GSPHHP. Responsibility for interdisciplinary courses shall be assigned to a Department by the Dean or the Dean's designee. The Department responsible for interdisciplinary courses shall consult with faculty in other programs on course content as needed. Courses offered by the GSPHHP may be cross-listed by other CUNY units and the GSPHHP may choose to cross-list other CUNY courses.

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Section 3. Affiliated and Adjunct Faculty

Departments may appoint CUNY faculty members based at other CUNY units who can contribute to the teaching and other activities of the Department to serve as affiliated faculty in order to fill student needs not met by full-time GSPHHP faculty. Affiliated faculty shall serve three year renewable terms. Such appointments and renewals shall be approved by the Departmental and School Appointments, Tenure and Promotion Committees and the Dean. Departments may also appoint adjunct faculty to teach specific courses, in accordance with the policies of the University.

Section 4. Department Chairs and Deputy Chairs

4.1. Departmental Chairs will be selected following the procedures in Section C2 of the GSPHHP Governance Plan.

4.2 Departmental Chairs may invite a faculty member in the Department to serve as Deputy Chair to assist in the administration of the Department for one year renewable terms. Chairs shall provide appropriate compensation for Deputy Chairs in accordance with university policies.

Section 5. Degree Program Directors/Coordinator

The Faculty-Student Council may nominate to the Dean by majority vote of faculty members at least two candidates from the full-time faculty to serve as Director or Coordinator of the Masters Programs and two to serve as Director or Coordinator of the DPH programs at the GSPHHP. The Dean will select one candidate for each position from this list. Such Directors or Coordinators will serve three year renewable terms. Their responsibilities include coordinating Departmental offerings for each degree program; serving as liaison with other CUNY degree programs in which GSPHHP students take courses; ensuring the academic quality and integrity of each degree program; and consulting students, employers and others about cross-cutting issues affecting each degree program.

ARTICLE III. GOVERNING BODY

Section 1. Faculty-Student Council

1.1. The governing body of the GSPHHP shall be the Faculty-Student Council, as defined in Section E of the GSPHHP Governance Plan.

1.2. As described in Section E3 of the GSPHHP Governance Plan, a Faculty Chair will be elected by majority vote of its members for a three year renewable term to chair meetings of the Faculty-Student Council and perform other specified duties.

1.3. In addition to the three required meetings per semester, as specified in the GSPHHP

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Governance Plan, additional meetings of the Faculty-Student Council may be called at the discretion of the Faculty Chair or at the request of any two Department Chairs or by any five voting members of the Faculty-Student Council.

- 1.4. Any School member who wishes to include an item on the agenda shall inform the Faculty Chair to this effect at least two weeks prior to the next meeting.
- 1.5. Attendance of all voting members is expected at all meetings unless the member is excused by the Chair with options for attendance defined by the Steering and Election Committee as specified in Section 2.2 below.
- 1.6. The GSPHHP Faculty Chair shall serve as the chairperson of the Faculty-Student Council and shall preside over its meetings. If the Chair is expected to miss more than two meetings in any semester, a new election for Faculty Chair will be held. If the Faculty Chair is unavoidably unable to attend a scheduled meeting of the FSC, the Chair shall designate a GSPHHP Department Chair to serve in this role in his or her absence.
- 1.7. To ensure that affiliated and adjunct faculty are fully informed about Faculty-Student Council proceedings and have opportunities to voice their concerns, the GSPHHP Faculty Chair will select one active member of the affiliated faculty to serve as Affiliated Faculty Liaison to the Faculty-Student Council. The Liaison will regularly consult affiliated and adjunct faculty for concerns they want addressed by the Faculty-Student Council and report regularly to Affiliated and adjunct faculty on Faculty-Student Council deliberations. The Liaison shall serve for a one year renewable term.
- 1.8. To provide GSPHHP faculty and staff with guidance to help solve GSPHHP or university-related issues or conflicts, the FSC may, in consultation with the Dean, select an ombudsperson to offer confidential, neutral, informal and independent guidance. The ombudsperson will serve a three year renewable term.
- 1.9. The Order of Business at regular Faculty-Student Council meetings shall include:
 - 1.9.1. Call to Order
 - 1.9.2. Record Attendance
 - 1.9.3. Approval of Minutes
 - 1.9.4. Administrative Report
 - 1.9.5. Any Elections to be Conducted
 - 1.9.6. Standing Committee Reports
 - 1.9.7. Special Committee Reports
 - 1.9.8. Unfinished Business
 - 1.9.9. New Business
 - 1.9.10. Adjournment
- 1.10. Except where it conflicts with these By-laws, Robert's Rules of Order, Newly Revised shall be followed at all Faculty-Student Council Meetings. Rules of order and the order

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of business at Faculty-Student Council Meetings may be changed for a given meeting by a two thirds vote of the voting membership present.

- 1.11 A quorum shall consist of a majority of the voting membership, excluding members on leave of absence, on travia, or on sick leave. Attendance will be taken at each meeting to establish whether a quorum exists.
- 1.12. Passage of a motion shall be by majority of those eligible to vote and present, unless otherwise specified herein.
- 1.13. Minutes shall be kept of all motions and elections; and the contents of reports to the meeting or summaries thereof shall be appended; these shall be disseminated to members no later than one week after the meeting.

Section 2. Voting Membership

- 2.1. The voting membership of the Faculty-Student Council shall consist of all members as defined in Section D.2. of the GSPHHP Governance
- 2.2. Voting for the election of members to the Faculty-Student Council
 - 2.2.1. Voting for the election of student members to the Faculty-Student Council shall be limited to matriculated students within the same Department or degree program as the nominee.
 - 2.2.2. Voting for all other elected positions and motions shall, unless otherwise specified herein, be limited to faculty and student members of the Faculty-Student Council; full time and joint faculty with tenure and in tenure-track positions with the titles of distinguished professor, professor, associate professor, or assistant professor; clinical professor, lecturer with a certificate of continuous employment and distinguished lecturer; and shall include full-time faculty on sabbatical and retiring faculty in their last year of service, on sick leave, on leave of absence, or travia, but shall exclude faculty who have submitted resignations or have received notice of non-reappointment.
 - 2.2.3. The voting membership identified in Section E3 of the GSPHHP Governance Plan may add additional voting member categories or may specifically include individual members of the staff of the GSPHHP because of their educational responsibilities for matters not prohibited by these By-laws or those of the Board of Trustees.

Section 3. Election of School Officers, Voting

- 3.1. Elections for all vacant positions shall normally be held in May prior to the semester in which service begins. Vacancies shall be announced at least thirty calendar days prior to elections.

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- 3.2. Vacancies before expiration of term of office shall be filled by new elections as promptly as possible in compliance with the provisions of these By-laws.
- 3.3. Election shall be by a majority of those eligible to vote unless otherwise provided herein.
- 3.4. All elected terms begin on July 1 and end on June 30 of the designated last year of service, unless otherwise specified herein or by College or Board regulation.
- 3.5. All voting for elected offices shall be by closed, written ballot, unless the body decides on a vote by acclamation. For votes on substantive issues, a closed, written ballot may be requested and obtained by any eligible voter. Other voting options may be specified by the Steering and Elections Committee as described below.
- 3.6. For closed, written votes, ballots shall be distributed by tellers appointed for this purpose by the FSC Faculty Chair.
- 3.7. If a member requests, a count of those eligible to vote on a given issue or for a given office, the number needed for quorum, the number present, and the number needed for passage or election shall be made and announced before every election and before each vote on a substantive issue.
- 3.8. Votes shall be counted by two nonmembers of the Faculty-Student Council. The results shall be announced and recorded the same day.

Section 4. Student Representation

- 4.1. Matriculated students in each Department within the GSPHHP shall elect one student to serve on the Faculty-Student Council and all matriculated students in GSPHHP Masters degree programs and all students in doctoral degree programs shall elect one representative each.
- 4.2. The constituency eligible to nominate, elect and serve as student representatives shall be the students currently matriculated, registered for classes or on maintenance of matriculation in the given Department or degree program(s) as determined by GSPHHP Student Services. Non-matriculated students and students on leave of absence are not eligible to vote or to nominate.
- 4.3. Students eligible to vote for representatives shall be notified by email and/or by other means of announcement of the dates for nominations, elections, and the procedures one month in advance of the voting date, to allow for student nominations and acceptances to be made.
- 4.4. Nominations and seconds for representatives of given component programs shall be submitted to GSPHHP Student Services which is to conduct the elections by

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methods determined by Steering and Elections Committee.

- 4.5 Elections shall take place in May, prior to the semester in which service begins. The proportion needed for election shall be set by a plurality of those present and eligible to vote.
- 4.6 Vacancies before expiration of term of office shall be filled by new elections as promptly as possible in compliance with the provisions of these By-laws.

ARTICLE IV. SCHOOL COMMITTEES

Section 1. The Faculty Appointments, Promotion and Tenure Committee

1.1. The GSPHHP and each Department within it shall have a Faculty Appointments, Promotion and Tenure Committee, as specified in Sections C3 and F of the GSPHHP Governance Plan.

1.2. Selection: Faculty shall be nominated for election to the Faculty Appointments, Promotion and Tenure Committee by voting members from their respective Department or the faculty members of the Faculty-Student Council as specified in Sections C3 and F of the GSPHHP Governance Plan.

1.3. Each elected member shall be elected by closed, written ballot, for a term of three years, by voting members or by other voting procedures approved by the Steering and Elections Committee as described in Sections C3 and F of the Governance Plan. The Department Chair will serve as chair of the Departmental committees and the Dean will select one member of the School Committee on Faculty Appointments, Tenure and Promotion to serve as the chair, who will serve a three year renewable term.

1.4. Alternates

1.4.1 At the Departmental level, all 3 members must vote on each recommendation for appointment, promotion or tenure. If an elected member cannot participate in committee deliberations for a semester or longer, the faculty of that Department will elect a replacement member. Faculty within a Department who are being considered for promotion or tenure within a given academic year cannot serve on the Departmental committee in that year. If an elected member has to withdraw from participation for a year for this reason, the Department will elect a new member for that year.

1.4.2. For the School Committee on Faculty Appointments, Tenure and Promotion, each Department will select one tenured member of their Departmental Committee on Appointments, Tenure and Promotion who is

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at the rank of Associate Professor or higher to serve as an alternate member of the school committee should the Department chair be unavailable to attend or unable to participate because his or her promotion is being considered.

1.4.3. Should one or more of the school-wide members of School Committee on Appointments, Tenure and Promotion (those elected by the Faculty- Student Council as a whole) be unable to participate in Committee meetings for a semester or more, the Faculty-Student Council will elect a replacement tenured faculty member at the rank of associate professor or higher to serve until the absent member returns or the term is completed, whichever comes first.

1.5. In keeping with Board policy, no member of the Committee shall vote on his/her own appointment or reappointment, nor be present at the deliberations concerning his/her case.

1.6. The determination of a quorum at Committee meetings shall be based on Robert's Rules of Order, Newly Revised.

1.7. Duties:

1.7.1. The Committee shall perform the duties specified in Sections C3 and F of the GSPHHP Governance Plan

1.7.2. In addition, the Committee shall:

1.7.2.1. assure that all faculty are aware of retention, tenure and promotion procedures

1.7.2.2. establish procedures for conducting annual evaluations of GSPHHP faculty

1.7.2.3. assure that annual evaluations address teaching, research and service activities across all relevant GSPHHP Departments and other units.

Section 2. Committees of the Faculty-Student Council

2.1. General

2.1.1. The Faculty-Student Council shall establish such standing and temporary committees, as described in Section E5 of the GSPHHP Governance Plan.

2.1.2. Unless otherwise specified herein, faculty shall be nominated for election to each Standing Committee by voting members of their Department.

2.1.3. Each elected member to each Standing Committee shall be elected by closed, written ballot or by other procedures approved by the Steering and Elections Committee and, for a term of three years, by voting members as defined in the Governance Plan.

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2.2. Steering and Elections Committee.

2.2.1 Composition. The Steering and Elections Committee shall consist of the Chairs of the Standing Committees, the Masters and DPH Directors or Coordinators or their designees, and the Dean or his/her representative. The Dean, in consultation with the chairs of the Standing committees, may appoint additional members to the Steering and Elections Committee as are needed to fulfill its functions.

2.2.2. Duties. The Steering and Elections Committee shall be responsible for carrying out the duties as described in Section E5 of the GSPHHP Governance Plan. In addition, the Steering and Elections Committee shall be responsible for coordinating and overseeing elections to the Faculty-Student Council, the Standing Committees, and other GSPHHP Committees. It shall also ensure that all elections are fairly carried out. In an effort to maximize faculty participation in voting, the Steering and Elections Committee may also develop alternate methods of voting on all Faculty-Student Council business including telephone, electronic and other methods of voting. To ensure that any voting methods are consistent and equitable, standards for voting on various types of issues (e.g., elections, resolutions) will be circulated at the start of each academic year.

2.2.3. The Steering and Elections Committee shall convene at least 3 times per semester, at least one week prior to the Faculty-Student Council meetings.

2.3. Curriculum and Examinations Committee.

2.3.1. Composition. The Curriculum and Examinations Committee shall be composed of one faculty members from each Department, the MPH and DPH Directors/Coordinators or their designees, and two students, one each from the Masters and DPH programs. One faculty member shall be elected by the Curriculum and Examinations Committee to chair this Committee. The Associate Dean for Academic and Faculty Affairs shall serve on this committee as an ex-officio non-voting member.

2.3.2. Selection. Each Department and degree program shall elect one member to serve on the Curriculum and Examinations Committee. The Committee may establish subcommittees to address specific curricular issues, such as within a particular degree program, component program or specialization area and invite other faculty or students to serve as ad hoc members of such subcommittees.

2.3.3. Duties. The responsibilities of the Curriculum and Examinations Committee shall be carried out in accordance with Section 5b of the GSPHHP Governance Plan. In addition, the Committee shall:

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- 2.3.3.1. review proposals for new programs, concentrations and courses, and substantive and routine curriculum changes for existing courses within the GSPHHP.
 - 2.3.3.2. review curriculum proposals from other relevant schools to determine their potential impact upon the GSPHHP or programs' admissions standards or curricula.
 - 2.3.3.3. assist faculty in preparing curriculum proposals.
 - 2.3.3.4. The Chair of the Committee shall submit a report of the Committee's curriculum recommendations, including majority and minority opinions, to the Faculty-Student Council for their review and action.
 - 2.3.3.5. The Committee shall establish policies and procedures for developing and revising interdisciplinary curricula.
 - 2.3.3.6. The Committee shall establish policies and procedures for assuring coordination and review of curriculum proposal.
 - 2.3.3.7. The Committee shall establish policies and procedures for periodic review of degree program and/or specialization curricula, in accordance with accreditation and other requirements.
- 2.4. Assessment Committee.
- 2.4.1. Composition. The Assessment Committee shall be composed of at least one faculty member from each Department, the Masters and DPH Program Directors/Coordinators or their designees and 2 matriculated students, one enrolled in a Masters program and the other in the DPH program. One faculty member shall be elected by the Assessment Committee to chair this Committee for a renewable term of three years.
 - 2.4.2. Selection. Each Department will elect one faculty member to serve on the committee and the Masters and DPH directors/coordinators will designate one faculty member teaching in that degree program to serve on the committee. Two student representatives will be elected by and from the currently enrolled matriculated students, one from a Masters degree program and one from the DPH degree program.
 - 2.4.3. The Assessment Committee may establish subcommittees to address specific assessment issues, such as assessment of curricula, students, faculty, alumni, fieldwork preceptors, or employers. Other GSPHHP faculty and students may be invited to serve as ad hoc members of such sub-committees.

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- 2.4.4. Duties. The responsibilities of the Assessment Committee shall be carried out in accordance with Section 5c of the GSPHHP Governance Plan. In addition, the Committee shall establish policies and procedures for monitoring and evaluating additional GSPHHP activities, as needed such as progress in meeting goals and objectives in education, research and service.
- 2.5. Admissions and Awards Committee.
- 2.5.1. Composition. The Admissions and Awards Committee shall be composed of at least one faculty member from each Department and the Masters and DPH Program Directors/Coordinators or their designees. One faculty member shall be elected by the Admissions and Awards Committee to chair this Committee.
- 2.5.2. Selection. One faculty member from each Department within the GSPHHP shall be elected by each Department and the Masters and DPH Program Directors/Coordinators shall each appoint one faculty member to represent that degree program on this committee. The Admissions and Awards Committee may establish subcommittees to address specific admissions issues, such as within a particular concentration program, component program or specialization area.
- 2.5.3. Duties. The responsibilities of the Admissions and Awards Committee shall be carried out in accordance with Section 5d of the GSPHHP Governance Plan. The Committee shall also establish timelines and procedures for coordination among the Departmental admissions committees that recommend candidates for admission, the staff of the Dean's Office involved in admissions processing, and with each Department. In addition, the Committee shall recommend procedures and standards for awards for the school and the Departments.
- 2.6. Other Committees. The School faculty may establish additional standing or ad hoc committees as it deems necessary. Such committees may be filled by elections or appointment, as determined by the faculty, the GSPHHP Faculty-Student Council, Board, or these By-laws.

ARTICLE V. AMENDMENT, DISTRIBUTION AND EFFECTIVE DATE

Section 1. Amendment

- 1.1 Any five voting members of the School, as defined in Section D of the GSPHHP Governance Plan may initiate a proposal for amendment of these By-laws. Such proposals must be submitted in written form to the Chair of the Faculty-Student Council for circulation to the faculty at least two weeks prior to the School Faculty-

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Student Council Meeting at which the amendment is to be considered.

- 1.2 An amendment to these By-laws shall become effective when it has been approved by a majority of eligible members and has been ratified by the Board of Trustees of the City University of New York.
- 1.3 The sections of these By-laws that reflect regulations of the BoT shall be superseded by any subsequent conflicting amendments to these documents.

Section 2. Distribution

Once ratified, a copy of these By-laws shall be posted on the GSPHHP website and distributed to each voting member of the School, and to each new person who becomes eligible for voting membership. Approved amendments shall be similarly distributed.

Section 3. Effective Date

The effective date for these By-laws shall be the first of the month following approval by the GSPHHP Faculty-Student Council.