

HUNTER COLLEGE

School of Urban Public Health (UPH)

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By-laws

**4/6/2011**

**Approved by the Hunter College Senate on 4-27-2011**

**By-laws of the Hunter School of Urban Public Health (UPH)**  
**(Approved by Hunter UPH Faculty - 4/6/11)**

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**Preface and Authorization**

Hunter College has provided education for public health professionals since 1970. In 1998, the Urban Public Health Program was established within the School of Health Sciences to provide baccalaureate and masters level education in public health. In 2008, Hunter College was granted authority by the New York State Division of Education to also award the Doctor of Public Health Degree, jointly with the Graduate School and University Center (Graduate Center). In 2009, the Chancellor of the City University of New York (CUNY) and the Presidents of Brooklyn, Hunter, and Lehman Colleges and the Graduate Center, submitted an application to the Council on Education for Public Health (CEPH), the body which accredits schools and programs in public health, to create a collaborative School of Public Health at Hunter College (CUNY SPH). In June 2010, the CUNY Board of Trustees (BoT) approved the governance plan for the CUNY SPH (SPH Governance Plan) that incorporates the public health programs at four Consortial Campuses, with Hunter College as the lead institution. At that time, the BoT also established the School of Urban Public Health (UPH) as a separate unit within Hunter College.<sup>1</sup> UPH is a consortial member of the CUNY SPH.

These by-laws of UPH are designed to serve as a means for faculty, administrators and students in the School to participate in the development and implementation of policy, and the promotion of academic and professional standards to achieve their common goals.

**ARTICLE 1 – ORGANIZATION**

**1. Structure**

1.1. **Programs.** UPH shall be organized into Programs. The Programs represent core knowledge areas within public health, and shall include, at minimum: Community Health Education, Environmental and Occupational Health Sciences, Epidemiology and Biostatistics, Public Health Policy and Management and Nutrition and Food Sciences. For purposes of this document, the term “program” shall refer to one of these specialty disciplines. When a Program offers a course of study at more than one academic level (e.g., BS, MS) the course of study at each level shall be referred to as a component degree program. The academic offerings of each Program shall reflect health, academic and professional specialty disciplines and accreditation guidelines.

1.2. **Program Membership.** Each member of the public health faculty shall be a member of a program. To recognize the interdisciplinary scope of the CUNY

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<sup>1</sup> Minutes of the Meeting of the Board of Trustees of the City University of New York (CUNY) held on June 28, 2010, Available at: <http://policy.cuny.edu/text/toc/btm/2010/06-28/>, pp. 122-128.

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SPH, faculty may participate in more than one program with voice but not vote. Faculty from Hunter or other consortial public health programs in the CUNY SPH who wish to participate in programs outside their primary program shall submit an application to the Program Director of that program stating the reasons and qualifications for participation. Upon majority vote of the faculty of that program, the faculty member may participate in that program.

- 1.3. **Course Management.** Each course offered by UPH shall be managed by a Program. Responsibility for interdisciplinary courses shall be assigned to a Program by the Dean or the Dean's designee. The Program responsible for interdisciplinary courses will consult with faculty in other programs on course content as needed.

## 2. **Officers and Other Personnel**

- 2.1. **Dean.** There shall be a Dean of UPH, who shall also be the Dean of the CUNY SPH (hereinafter referred to as "the Dean") and who shall be appointed as provided in Article VI. Section A.1. of the SPH Governance Plan: The search committee for the Dean shall be formed jointly by the Chancellor and the President of Hunter College and shall include at least two faculty and one administrative representative from Hunter College and one faculty and one administrative representative from each of Brooklyn College, Lehman College and the Graduate School and University Center (these four colleges constituting collectively the "Consortial Campuses"). These representatives shall be selected by the President of each Consortial Campus after consultation with the faculty at that campus who have a consortial appointment at the CUNY SPH.

- 2.2. **Associate and Assistant Deans.** In accordance with the Article VI. Section A. 2. of the SPH Governance Plan, the Dean may appoint Associate and Assistant Deans of the SPH as are necessary in accordance with the established policies of the CUNY BoT for such appointments. The Associate and Assistant Deans shall have such duties and responsibilities as may be assigned to them by the Dean.

- 2.3. **Campus Director.** In accordance with the Article VI. Section A.3. of the SPH Governance Plan, there shall be a Campus Director from the faculty of UPH, who shall report to the Dean or such Associate Dean or Assistant Dean as the Dean may designate. The Campus Director shall have such responsibilities as described in Section 2.3.5, below.

- 2.3.1. **Election Procedures.** The Campus Director is an elected faculty position. Election of the Campus Director shall require a majority of those eligible to vote as stated in Article 1. Section IV. 2. and shall be by secret ballot. Elections shall be held during the May faculty meeting prior to the expiration of the Campus Director's term of Office.

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- 2.3.2. **Term of Office.** The Campus Director will serve for a term of three (3) years and may be re-elected.
- 2.3.3. **Vacancy.** If the office of Campus Director becomes vacant, an Acting Campus Director shall be appointed by the Dean. There shall be an election for a new Director with the minimum lapse of time compatible with election procedures outlined in these bylaws. The newly elected Campus Director shall serve for the remainder of the unexpired term or, if the previously elected Campus Director seeks return to the office, until the beginning of the next semester, whichever comes first.
- 2.3.4. **Qualifications.** Faculty eligible to be elected as Campus Director must be full-time tenured members of the faculty of UPH with the titles of professor, associate professor, or assistant professor.
- 2.3.5. **Responsibilities.** The Campus Director shall serve as a liaison to the CUNY SPH and shall coordinate with respect to teaching assignments, course scheduling and other such matters. The Campus Director shall perform such additional duties as assigned by the Dean and shall work in collaboration with the Program Directors, other Consortial Campus Directors, the Assistant and Associate Deans and the Dean to ensure program quality.
- 2.4. **Program Directors.** Program Directors are faculty members who lead their respective programs and may represent them on the UPH Personnel and Budget (P & B) Committee.
- 2.4.1. **Election Procedures.** Program Directors are elected faculty positions. Election of Program Directors shall require a majority of those who are eligible to vote as stated in Article 1, Section IV.2., and within the same Program as the Program Director and shall be by secret ballot. Elections shall be held during the May faculty meeting prior to the expiration of the Program Director's term of Office. Program Directors shall have such responsibilities as described under Section 2.4.5., below.
- 2.4.2. **Term of Office.** Program Directors will serve for a term of three (3) years and may be re-elected.
- 2.4.3. **Vacancy.** If the office of a Program Director becomes vacant, an Acting Program Director shall be appointed by the Dean in consultation with the Campus Director. There shall be an election for a new Program Director with the minimum elapse of time compatible with election procedures outlined in these By-laws. The newly elected Program Director shall serve for the remainder of the unexpired term or, if the previously elected Program Director seeks return to the office, until the beginning of the next semester, whichever comes first.

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2.4.4. **Qualifications.** Faculty eligible to be elected as Program Directors must be full-time tenured or tenure-track members of the faculty of UPH, within their respective Programs, with the titles of professor, associate professor, or assistant professor.

2.4.5. **Responsibilities.** Program Directors responsibilities shall include the following:

2.4.5.1. Program Directors shall be responsible for the direction and implementation of curricula within their Program.

2.4.5.2. Program Directors shall coordinate with each other and with the Campus Director with respect to teaching assignments, course scheduling and other such matters.

2.4.5.3. Program Directors shall preside at meetings of their respective programs and represent their programs at Campus and School meetings.

2.4.5.4. Program Directors shall prepare reports on the activities of the program.

2.4.5.5. In consultation with the Dean, Program Directors shall have the following responsibilities for students:

2.4.5.5.1. Develop, recommend and administer standards for student admission within guidelines of the Program, School, College, University and the profession;

2.4.5.5.2. Arrange for and supervise student advisement;

2.4.5.5.3. Inform the Dean which students have completed requirements for the degree or certificate;

2.4.5.6. Program Directors shall perform such additional duties as assigned by the Dean and shall work in collaboration with the other Program Directors, Campus Director, the Assistant and Associate Deans and the Dean to ensure school coordination and program quality.

## **2.5. Faculty**

2.5.1. Faculty shall be responsible for the formulation of academic policy related to the admission, progression and retention of students, curriculum, student advisement, and the quality of academic programs and research in public health. The faculty shall also be responsible for policy regarding selection,

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retention and promotion of faculty, consistent with the Bylaws of the CUNY BoT and other School, College or University policies.

2.5.2. All full time faculty are expected to attend Program and School faculty meetings and the meetings of the committees to which they are elected and appointed.

2.5.2.1. Other members who shall be eligible to attend faculty meetings and to be appointed to serve on SPH committees shall include: faculty and instructional staff not identified in 2.5.2 above, including Distinguished Lecturers, adjunct faculty, UPH students, College Laboratory Technicians, and UPH staff members, as designated by the Dean.

### **3. Meetings**

3.1. The UPH faculty and staff shall meet at least twice every semester. Additional meetings may be called at the discretion of the Dean or his or her designee.

3.2. Written notification of all regularly scheduled faculty meetings shall be distributed to all members at least two weeks prior to its meetings.

3.3. Attendance of all voting members is expected at all meetings unless the member is excused by the Dean.

3.4. Except where it conflicts with these By-laws, the newest edition of Robert's Rules of Order shall be followed at all Faculty Meetings. Rules of order and the order of business may be changed for a given meeting by a two thirds vote of the voting membership present.

3.5. 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.

3.6. Passage of a motion shall be by majority of those eligible to vote and present, unless otherwise specified herein.

3.7. 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 two weeks after the meeting.

### **4. Membership**

4.1. Voting Members of UPH: Except as otherwise provided, herein, voting faculty shall include:

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- 4.1.1. **Faculty rank:** Individuals of Faculty Rank, as defined in Article VII, Section 8.1 of the Bylaws of the CUNY Board of Trustees.
  - 4.1.2. **Faculty status:** Individuals with faculty status, as defined in Article VIII, Section 8.2, of the Bylaws of the CUNY BoT (persons employed in the titles of instructor or lecturer [full-time] who have been reappointed on an annual salary basis for a third or later year of continuous full-time service) and distinguished lecturers may vote on UPH matters, except for the election of the UPH Personnel and Budget Committee.
  - 4.1.3. **Others:** Other full-time faculty and staff, such as CLTs and persons in visiting professorial titles may vote on UPH matters except for faculty matters, including the election of Program Directors, Campus Directors and UPH Personnel and Budget Committee.
- 4.2. **Voting for Campus Directors, Program Directors and members of the UPH Personnel & Budget (P & B) Committee.**
- Voting for the election of Campus Directors, Program Directors and members of the UPH P & B Committee shall be limited to full-time tenured or tenure track faculty, including the titles of professor, associate professor, assistant professor, and lecturer with a certificate of continuous employment; and shall exclude faculty who have submitted resignations or received notice of non-reappointment, but shall include retiring faculty in their last year of service, and those on sabbatical or sick leave or leave of absence.
- 4.2.1. Voting for the election of Campus Directors, Program Directors and members of the UPH P & B Committee shall be in accordance with the By-laws of the CUNY BoT.
  - 4.2.2. All voting shall be in person or consistent with the By-laws of the CUNY BoT.

**5. College Governance Representatives**

**5.1. Hunter College Senate**

- 5.1.1. UPH representatives to the Hunter College Senate shall be elected as provided in the Senate Charter. The voting faculty (as defined in the Senate Charter) shall elect one or more representatives to the Senate. Alternate representatives shall be elected to serve in accordance with the Senate's procedures. These representatives shall report on the activities of the Senate at UPH faculty meetings.
- 5.1.2. In addition, UPH faculty members are encouraged to participate in Hunter College Senate committees by indicating their preference to the College Senate office.

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**5.2. Hunter College Faculty Personnel and Budget (P & B) Committee or its successor equivalent**

5.2.1. Except as may be otherwise provided by the rules governing the Hunter College Faculty P & B, the Dean and tenured representative(s) to the Health Professions Divisional P & B Committee or its successor equivalent shall also serve as public health representatives to the Hunter College F P & B Committee. The faculty member(s) who serve(s) as representative(s) with the Dean shall be elected by the UPH faculty at the same meeting that the Health Professions Divisional P&B Committee (or its successor) is elected.

**5.3. Faculty Delegate Assembly:** UPH representatives to the Faculty Delegate Assembly (FDA) shall be elected as specified by the requirements of the FDA.

**5.4. Health Professions Divisional P & B Committee or its successor equivalent:** The Dean and the member (s) of the UPH P & B Committee elected by the Faculty shall represent the School of UPH on the Health Professions Divisional P&B or its successor equivalent. The Dean sits on the Divisional P&B Committee with voice but no vote.

**6. UPH Committees**

**6.1. General Considerations**

6.1.1. Standing and Special Committees of the School shall follow procedures and policies of the School, College and University.

6.1.2. The Standing and Special Committees of the School, with the exception of the Personnel and Budget Committee shall serve in an advisory capacity to the faculty and the Dean. Each shall submit a periodic or annual report to the faculty, including unanimous recommendations or majority and minority reports.

**6.2. Personnel and Budget Committee.** There shall be a Committee on Personnel and Budget (P & B).

**6.2.1. Membership**

6.2.1.1. The elected members of the P&B committee shall consist of one full-time faculty representative from each Program. Additionally, if there are an even number of Programs within the School of UPH, the faculty shall also elect an at large member. All of these individuals shall have faculty rank (hold the title of professor, associate professor or assistant professor) and at least four shall have tenure. In addition, there shall be first and second alternate members of the committee. The first

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and second alternate members shall also have faculty rank, one of whom must have tenure.

6.2.1.2. The Dean shall Chair the Committee with voice but no vote.

6.2.1.3. Alternate members of the Committee will temporarily replace regular members of the P & B Committee who are on leave of absence, sabbatical or who otherwise become ineligible or unable to serve on the Committee. In the event that a member of the committee is unable to complete her or his term, the first alternate member shall serve for the duration of that member's term. If an additional vacancy occurs, the second alternate will serve for the duration of that member's term. Alternates will be nominated from and elected by the faculty as a whole.

**6.2.2. Responsibilities.**

6.2.2.1. Committee members shall carry out the responsibilities designated by the CUNY BoT concerned with budgetary and personnel matters as they affect UPH.

6.2.2.2. Committee members shall ensure that all faculty are aware of retention, tenure and promotion procedures.

6.2.2.3. Program Directors who are also P&B Committee representatives shall conduct annual evaluations of each full-time faculty member assigned to their respective programs, following all relevant School, College and University guidelines; otherwise, the annual evaluation shall be conducted by the Dean or his or her designee.

**6.2.3. Meetings**

6.2.3.1. The P & B Committee shall meet at least twice each semester.

6.2.3.2. Meetings of the P& B Committee are closed.

**6.2.4. Election Procedure**

6.2.4.1. Eligible faculty members shall be nominated by the faculty as a whole or may self-nominate. Nominees shall be elected by the faculty as a whole to serve on the P& B Committee. Elected P&B Committee members shall serve for a three year term and may be re-elected.

6.2.4.2. Election shall be held by secret ballot.

**6.3. Program Directors Committee.** There shall be a Program Directors'

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Committee.

**6.3.1. Membership**

6.3.1.1. The members of the Program Directors' committee shall consist of the Program Directors and the Campus Director.

6.3.1.2. The Program Directors Committee shall be chaired by the Campus Director.

**6.3.2. Responsibilities**

6.3.2.1. The Program Directors' Committee shall be responsible for admissions, coordinating, teaching assignments, course scheduling and other such matters.

6.3.2.2. The Program Directors Committee may establish ad-hoc committees or subcommittees to address specific issues.

**6.4. Curriculum Committee**

**6.4.1. Membership.** The Committee shall be composed of at least three full-time faculty members, such that there shall be no more than one representative from each Program. The Committee will also invite, in a manner to be determined by the Committee, one matriculated student representative from each program to participate.

**6.4.2. Responsibilities**

6.4.2.1. The Committee shall review proposals for new programs and courses, and substantive and routine curriculum changes for existing courses offered by UPH.

6.4.2.2. The Committee shall review curriculum proposals from other relevant divisions to determine their potential impact upon the School's or programs' admissions standards or curricula.

6.4.2.3. The Committee shall assist faculty in preparing curriculum proposals.

6.4.2.4. The Chair shall submit a report of the Committee's curriculum recommendations, including majority and minority opinions, to the UPH faculty for its action.

6.4.2.5. The Chair of the committee shall submit approved proposals to the SPH-wide Curriculum Committee (which includes representatives from

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each of the Consortial Campuses), which, in turn, shall submit approved proposals to the respective Hunter College Senate Committee on Course of Study, in accordance with the Charter for A Governance of Hunter College, Article VII, Section 3.

6.4.2.6. The Chair shall monitor the movement of such proposals through the required sequences of review, and shall report the final status of such proposals to the faculty.

**6.4.3. Election Procedure**

6.4.3.1. Eligible faculty members shall be nominated by the faculty as a whole or may self-nominate. Nominees shall be elected by the faculty as a whole. Elected Committee members shall serve for a three year term and may be re-elected.

6.4.3.2. One faculty member from the School of UPH Curriculum Committee shall serve as the UPH representative to the CUNY SPH Curriculum Committee. The faculty member who serves as representative to the CUNY SPH Curriculum Committee also serves as Chair of the UPH Curriculum Committee. This faculty representative to the CUNY SPH Curriculum Committee shall be elected at the same meeting as faculty representatives to the UPH Curriculum Committee are elected.

6.4.3.3. Election shall be held by secret ballot.

**6.5. Committee on the Evaluation of Teaching**

6.5.1. **Membership:** There shall be a Committee on the Evaluation of Teaching, composed of at least one student representative from each UPH Program and one full-time UPH faculty member, with an alternate full-time UPH faculty member.

6.5.2. **Responsibilities:** The Committee on the Evaluation of Teaching shall be responsible for the distribution of the questionnaire and the management of the evaluation and to all matters related to the administration and interpretation of the teacher evaluation procedures.

6.5.3. **Student Election Procedure:** Students currently matriculated and in good standing in the given program shall be eligible to vote for the representative for their respective program. Students shall be notified by email and/or by other means of announcement of the dates for nominations, elections and procedures one month in advance of the voting date, to allow for student nominations and acceptances to be made.

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**6.6. Policy Committee**

6.6.1. **Membership:** There shall be a Policy Committee, comprised of at least one student and at least one faculty representative from each UPH program.

6.6.2. **Responsibilities:** The Policy Committee shall be responsible for reviewing the adequacy of departmental governance and to initiate proposals for change if deemed necessary.

6.6.3. **Student Election Procedure:** Students currently matriculated and in good standing in the given program shall be eligible to vote for the representative for their respective program. Students shall be notified by email and/or by other means of announcement of the dates for nominations, elections and procedures one month in advance of the voting date, to allow for student nominations and acceptances to be made.

6.7. **Other Special Committees.** The School's voting faculty or Dean may establish additional standing or ad hoc committees as deemed necessary. Such committees may be filled by elections or appointment, as determined by the faculty, Dean, CUNY BoT, College, Charter for A Governance at Hunter College, School or these by-laws.

**ARTICLE 2. AMENDMENT, DISTRIBUTION AND EFFECTIVE DATE**

**1. Amendment**

1.1. Any five voting members of UPH as defined by Article III, Section 1.3 of these By-laws or the Dean, may initiate a proposal for amendment of these By-laws. Such proposals must be submitted in written form to the Dean for circulation to the faculty at least two weeks prior to the Faculty 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 as defined by Article III, Section 1.3 of these By-laws, and has been ratified by the Hunter College Senate.

1.3. In the event that regulations of the CUNY Board of Trustees or the Hunter College Charter are amended in such a way as to conflict with these By-laws, the provisions of these By-laws shall be superseded by such revisions.

2. **Distribution:** Once ratified, a copy of these By-laws shall be 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.

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3. **Effective Date:** The effective date for these By-laws shall be the first of the month following approval by the Hunter College Senate.