Preamble

The Department of Epidemiology and Biostatistics (hereafter, the Department) consists of regular (unqualified), qualified, and adjunct faculty, professional appointees, staff, and graduate students. As a unit of the School of Public Health (hereafter, the School), the Department seeks to promote the general education of its various student constituencies and the specific education and training and advising of its graduate students, to promote the acquisition and dissemination of knowledge of epidemiology and biostatistics, and to improve public health. The Department offers graduate programs leading to the degrees Master of Science and Doctor of Philosophy.

Article I. The Members of the Department

1. The members of the Department shall include the faculty, professional appointees, staff and graduate students.

2. The Faculty shall include all faculty, including faculty with unqualified appointments and faculty with adjunct or qualified appointments.

2.a. The Faculty shall be responsible for the overall development of the educational program of the Department and for the conduct of the Department’s “instructional, research and service programs.” [Senate Bylaws, Article 1, Section 2.1]

2.b. “Voting faculty” are members of the faculty so defined by the Bylaws of the School of Public Health of the University at Albany: “The Voting Faculty shall consist of all persons with unqualified academic appointments in the School.” [Article III, Sections 1.2 and 1.3; Article IV, Section 1].

2.c. Faculty who have adjunct or qualified appointments are individuals with the appropriate professional training and experience who have been provided with official adjunct or qualified status by the University.

2.c.i. Individuals are nominated for adjunct or qualified status by the Department, based on the individual’s potential for contributing to our teaching and research missions. The benefits to the Department from such an appointment must be clearly stated, and achieved if adjunct or qualified status is to be continued. Typical ways that such status carries benefits to the Department are: the development and teaching of courses, the sponsorship of internships, field study and independent research, participation in joint research activities with regular faculty, and membership on committees.

3 Professional appointees shall include the Assistant to Chair of the Department, administrative and research assistants who hold Professional titles as defined by the University, and post-doctoral researchers, for example.

4. The staff shall include regular clerical and/or secretarial professionals.

Article II. Departmental Administrative Personnel

1. The Chair of the Department is the chief administrative officer of the Department.

1a. The Chair is appointed to the position by the President of the University, on the recommendation of the Dean of the School. The Faculty provides the Dean with a recommendation for this leadership position. The
Departmental recommendation is based on a vote by secret ballot, with the results tabulated by rank. The vote to recommend a Chair to the Dean will be scheduled at least 6 months before the end of the current Chair’s term. The Department’s Personnel Committee will determine the procedure for the vote, with the approval of the Faculty.

1.b. The Chair is the fiscal and administrative officer, and as such is responsible for personnel supervision, curricular oversight, budget management, enrollment management, planning and conducting Departmental meetings, and implementing policies and procedures agreed upon by the faculty and/or provided by higher levels of academic administration.

1.b.i. Specific responsibilities of the Chair include supervision of the Assistant to Chair, making recommendations to the Dean regarding allocation of space, distribution of tuition scholarships, consultation with instructors on the selection of teaching assistants, recruiting and mentoring new members of the faculty, and reviewing and ranking departmental applications for School and University programs and initiatives (e.g. FRAP applications, student fellowships and awards, merit pay).

1.b.ii. As stated in the bylaws of the School of Public Health [Article VI, Section 1.3], the Chair will provide the names of individuals from the Department who agree to serve on standing and ad hoc committees of the Council of the School of Public Health. The Chair will also share the view of the Department with the Dean and Chairs of other Departments, and the Chair will report to the Department on news and information regarding the School of Public Health and other parts of the University.

1.b.iii. To fulfill the aforementioned obligations, the Chair shall also be responsible for consultation with the Faculty, which is “the process by which advice, suggestions, recommendations or other timely input is utilized in policies. The aim of consultation is to facilitate frank and open dialogue and utilize the knowledge and experience of faculty, administration, staff and students in decision-making.”[University Senate Bylaws, Preamble]. The Chair will also be responsible for facilitating consultation between the Faculty and the administration of the University and the School of Public Health.

1.c. The regular term for service as Chair is three years (Policies, 1994, Art. IX, Title C, § 2) and a Chair shall not normally serve for more than two consecutive terms.

2. Two Associate Chairs (one for Epidemiology and one for Biostatistics) shall be responsible for acting for the Chair in her/his absence and for assisting the Chair. The Chair will designate specific responsibilities to the Associate Chairs in the case of her/his absence.

2.a. The Dean of the School shall appoint the Associate Chairs, in consultation with the Chair of the Department. The Faculty will provide the Chair with a recommendation for these leadership positions based on a vote by secret ballot, with the results tabulated by rank. The Personnel Committee of the Department will determine the procedure for the vote, with the approval of the Faculty.

2.b. The Associate Chairs are responsible for providing curricular and administrative guidance and leadership within the degree programs in Epidemiology and Biostatistics.

2.b.i. The specific responsibilities of the Associate Chairs include reviewing the recommendations of the Admissions Committee, coordinating the recruitment of admitted students, working with the Chair in establishing the course schedule and assignment of instructors, monitoring the academic progress of students and approving field placements, theses and dissertations on behalf of the Department.

2.c. The regular term for service as the Associate Chair is two years and an Associate Chair shall not normally serve for more than three consecutive terms.

3. The Assistant to Chair of the Department shall provide administrative support to the Chair, the Associate Chairs and to committees of the Department.

3.a. Specific responsibilities of the Assistant to Chair of the Department include administrative support for recruitment and admissions, the maintenance of Departmental records and materials, the preparation and maintenance of Departmental budgets, and the preparation of files for appointments and promotions. The Assistant to Chair of the
Department is also responsible for the supervision of Departmental clerical staff.

**Article III: Faculty Governance**

1. Faculty Meetings

1.a. The faculty shall meet monthly during the academic year. Additional meetings may take place if special circumstances require.

   1.a.i. At faculty meetings, the Faculty shall be informed, given an opportunity to discuss, and vote their approval or disapproval on major decisions that affect the teaching, research and service programs of the Department.

1.b. Faculty meetings may be called by the Chair, by an Associate Chair, or by any group of faculty whose number represents at least 20 percent of the voting faculty.

1.c. The presiding officer for faculty meetings shall be the Chair or his/her appointee.

1.d. Minutes of the faculty meetings shall be kept, and made available to members of the Department.

1.e. Decisions of the faculty that require a faculty vote are determined by majority vote unless otherwise specified. Examples of decisions requiring a faculty vote include (but are not limited to) recommendations for new and continuing appointments to the faculty of the Department; recommendations for promotion in faculty rank; recommendations for changes in the learning objectives, requirements and/or structure of degree programs; and recommendations for Departmental procedures regarding admissions and advisement.

1.f. Forty percent of the voting faculty shall constitute a quorum for issues requiring a faculty vote.

1.g. Faculty, professional appointees, and staff are invited to attend faculty meetings; voting faculty are expected to attend as part of their normal workload responsibilities.

1.h. At each faculty meeting, the Departmental representative to the Council of the School of Public Health will report on activities of the Council.

1.i. Graduate students may be invited to attend faculty meetings for discussion of mutually important items.

2. Departmental Meetings

2.a. There shall be a minimum of one departmental meeting each academic year, to which are invited all faculty, professional appointees, staff, and graduate students.

3. Standing Committees, Membership and Responsibilities

3.a. The standing committees of the Department are: (i) Executive; ii) Epidemiology Admissions; iii) Biostatistics Admissions; iv) Curriculum; v) Academic; vi) Student Affairs; vii) Outreach; (viii) Speakers.

   3.a.i. The Executive Committee is responsible for assisting the Chair in the administration of the various programs and policies of the Department. The Executive Committee shall consist of the Chair, the Associate Chairs, and the Assistant to Chair.

   3.a.ii. The Epidemiology Admissions Committee is responsible for reviewing applications to the Epidemiology graduate programs of the Department and for making recommendations for the admission or rejection of applicants. The Epidemiology Admissions Committee shall consist of three members of the Epidemiology faculty, with representation across specialty areas or research interests in each discipline. The Chair and Associate Chair of Epidemiology will select members to serve on the committee after soliciting volunteers from the Epidemiology faculty; the committee membership is subject to final approval by the Faculty. The normal term of service will be two years.

   3.a.iii. The Biostatistics Admissions Committee is responsible for reviewing applications to the Biostatistics graduate programs of the Department and for making recommendations for the admission or rejection of applicants. The Biostatistics Admissions Committee shall consist of three members of the Biostatistics faculty, with representation across specialty areas or research interests in each discipline. The Chair and Associate Chair of Biostatistics will select members to serve on the
committee after soliciting volunteers from the Biostatistics faculty; the committee membership is subject to final approval by the Faculty. The normal term of service will be two years.

3.a.iv. The Curriculum Committee is responsible for reviewing learning objectives associated with each degree program, recommending curricular changes (e.g. in response to changes in learning objectives), reviewing new course and program proposals or proposed modifications in courses and programs as they influence the curricula, making recommendations regarding the evaluation of teaching, and in general advising the faculty of internal and external curricular initiatives and needs. The Committee shall consist of five members of the faculty, representing both Biostatistics and Epidemiology. The Chair and Associate Chairs will select members to serve on the committee after soliciting volunteers from the faculty; the committee membership is subject to final approval by the Faculty. The normal term of service will be two years.

3.a.v. The Academic Committee is responsible for the ongoing review of those aspects of graduate training and evaluation other than formal courses. This includes establishing the criteria and reviewing the proposals for field placements and internships in Biostatistics and Epidemiology, providing guidelines for the format of theses and dissertations, reviewing the process for qualifying and comprehensive examinations, and reviewing guidelines for the advisement of students, and the monitoring of student progress in the graduate programs. The Committee shall consist of five members of the faculty, representing both Biostatistics and Epidemiology. The Chair and Associate Chairs will select members to serve on the committee after soliciting volunteers from the faculty; the committee membership is subject to final approval by the Faculty. The normal term of service will be two years.

3.a.vi. The Student Affairs Committee is responsible for addressing specific needs and concerns of the graduate students of the Department. This includes establishing a process for student grievances, assisting students in their search for sources of funding and opportunities for internships, and providing resources for career advisement. The Committee shall consist of four members of the faculty, representing both Biostatistics and Epidemiology, and one student from each Division. The Chair and Associate Chairs will select members to serve on the committee after soliciting volunteers from the faculty and students; the committee membership is subject to final approval by the Faculty. The normal term of service will be two years.

3.a.vii. The Outreach Committee is responsible for issues and activities that are external to the School of Public Health. This includes the development and maintenance of the Department’s website and other materials used for information and recruitment, the maintenance of communication with alumni of the Department, and more specifically, the collection of information from alumni to aid in the evaluation and improvement of the Department’s programs. The Committee shall consist of four members of the faculty, representing both Biostatistics and Epidemiology, and one student from each Division. The Chair and Associate Chairs will select members to serve on the committee after soliciting volunteers from the faculty and students; the committee membership is subject to final approval by the Faculty. The normal term of service will be two years.

3.a.viii. The Speakers Committee is responsible for arranging a program of speakers for the Department. The Committee shall determine faculty and student interests, find speakers, schedule talks, arrange publicity, manage the reception, and arrange for honoraria, if relevant. The Committee shall consist of one member of the faculty from each Division and one student from the Department. The Chair and Associate Chairs will select members to serve on the committee after soliciting volunteers from the faculty and students; the committee membership is subject to final approval by the Faculty. The normal term of service will be two years.

4. Ad Hoc and Temporary Committees

4.a. Temporary committees may be formed as the need arises. Examples of such committees would include those involving equipment purchases; the coordination of specific sets of courses; advice regarding computers or communication; liaisons to other units of the School of Public Health or university; and personnel committees. Membership and responsibilities are on a “needs basis”; committee membership will be subject to final
approval by the Faculty. Because of the importance of personnel decisions (tenure and/or promotion), the duties of the personnel committee are detailed below.

4.a.i. Personnel Committees are formed for the purpose of assisting the Department, the Chair, the Associate Chairs, and the candidate in the event of a tenure and/or promotion decision. Membership on such committees shall be determined by the Chair and Associate Chairs, in consultation with the candidate. Responsibilities of the committee include: advising the Chair and Associate Chairs about outside referees; collection, analysis and presentation of teaching materials of the candidate; presentation to the faculty of research and scholarship credentials of the candidate; and summarizing the service contributions of the candidate.

5. Each committee will report its work and recommendations to the Department, and decisions requiring a faculty vote will be determined by majority vote as specified in Article III.1.e of the bylaws.

**Article IV. Amendments**

Amendments to the By-laws may be proposed by any member of the Department. Proposed amendments will be distributed to members prior to a faculty meeting at which the proposal is to be discussed and decided. Acceptance of the amendment(s) requires a positive vote of a minimum of two-thirds of the voting faculty.

**Article V. Adoption**

The By-laws will be considered adopted following revisions and approval of a majority of the faculty. These By-laws were adopted by faculty vote on December 19, 2005.