MISSION: The mission of the Department of Health Policy, Management and Behavior is to provide quality research, service, and education, including training, advising, and mentoring to its various student constituencies, to advance knowledge of health policy, health management, behavioral sciences and community health to improve public health. The Department offers graduate programs leading to the Master of Science degree and Masters of Public Health and Doctor of Public Health concentrations in Health Administration and Behavioral Science/Community Health.

PREAMBLE: The purpose of these By-Laws is to enable the faculty of the Department of Health Policy, Management & Behavior to carry out their responsibilities for the planning and conduct of the academic programs of teaching, research, and service, consistent with the Policies of the Board of Trustees of the University and all Memoranda of Understanding and agreements among the University, The New York State Department of Health, and other affiliated institutions.

ARTICLE I. NAME
The name of the organization shall be the Department of Health Policy, Management and Behavior within the School of Public Health, University at Albany.

ARTICLE II. SUBORDINATION OF BY-LAWS
These By-Laws Are supplemental and subordinate to the Policies of the Board of Trustees of the University and the By-Laws of the School of Public Health, University at Albany.

ARTICLE III. STRUCTURE

III.1 Members of the Department
The Department of Health Policy, Management & Behavior consists of unqualified, qualified, and adjunct faculty, professional appointees, classified staff, and students.

III.2.1 The faculty includes all faculty having unqualified appointments and those with adjunct and/or qualified appointments. Faculty who hold adjunct or qualified appointments are individuals with the appropriate professional training and experience and who have been appointed by the University to said title.

III.2.2 Individuals with a title of adjunct or qualified status are voted upon by the faculty of the Department, based on the individual’s potential for contributing to one or more aspects of the teaching, research and service mission of the School. The role and renewal of individuals in these titles is spelled out in the departmental guidelines for faculty appointments (2009).

III.2.3 Professional appointees shall include the Assistant to Chair of the Department, and administrative and research assistants who hold Professional titles as defined by the University.

III.2.4 Staff members shall include regular clerical and/or secretarial Professionals.

III.2.5 Unqualified Faculty are full time faculty members who are University at Albany employees or other individuals with the appropriate training and experience who have been appointed by the University to said title. Qualified Faculty are generally part-time faculty members or individuals with the appropriate professional training and experience who have been appointed by the
University to said title. Qualified Faculty do not have tenure-track appointments.

Article IV. Voting Rights of Department

The unqualified faculty of the Department and Full-time Faculty jointly appointed to the Department and to another Department within the University at Albany have full voting privileges within the Department. The qualified faculty of the Department have voting rights on issues related to part-time faculty appointments and renewals, as well as curriculum, admissions and social issues. Unqualified faculty and those faculty who have full-time appointments located at the School of Public Health have the right to vote for Department Chair. Voting rights will be exercised by attending meetings when votes are held, or electronically when appropriate.

A quorum will be required for any vote to occur. A quorum is defined as fifty percent plus 1 of eligible faculty who have full voting privileges present to vote on the specific issue as determined by the voting rules of the Department.

ARTICLE V: Department Administrative Personnel

Department Chair

V.1 In accordance with the Memorandum of Understanding between the University at Albany and the New York State Department of Health, Chairs of the Departments of the School are appointed by the President on recommendation from the Dean and the Vice President for Academic Affairs, and serve at the pleasure of the President in keeping with policies of the Board of Trustees. The Chair of the Department is the chief administrative officer of the Department. Appointment of Chairs of the Departments of the School require the concurrence of the Commissioner when such Chairs are salaried by the Department of Health.

V.2 The Chairs assist the Dean in administering the School. They make recommendations to the Dean regarding personnel, budget and academic planning. They supervise the personnel and educational programs of the departments that they serve.

V.2.1 Meetings with the Dean and the Departmental Chairs will occur at least seven times per academic year. These meetings will be chaired by the Dean. Minutes of the meeting will be recorded and filed with the Office of the Dean.

V.2.2 As specified in Article IV, voting Faculty of the Department provide the Dean with a recommendation for this full leadership position. The Departmental recommendation is based on a vote by secret ballot. The vote to recommend a Chair to the Dean will be scheduled to happen at the yearly faculty retreat and not less than 2 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.

V.2.3 The Chair is the fiscal and administrative officer, and as such is responsible for personnel supervision, activities of Full-time and Part-time Faculty in the Department, curricular oversight, budget management, enrollment management, consistency in advising, planning and conducting Departmental meetings, and implementing policies and procedures agreed upon by the Faculty and/or provided by higher levels of academic administration.

V.2.4 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 and assistantships, recruiting and mentoring new members of the Faculty, and reviewing and ranking departmental applications for School and University programs.
and initiatives (e.g. student fellowships and awards, merit pay).

V.2.5 As stated in the By-Laws 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 represent 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.

V.2.6 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 open dialogue and utilize the knowledge and experience of the Faculty, administration, staff and students in decision making.” (University Senate By-laws, 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.

V.2.7 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.

Track Directors

V.3 The track directors shall be appointed by the Chair of the Department through consultation with track members. A Full-time tenured Faculty member will be selected where possible. The term of appointment is a minimum of 2 years, for no more than 2 consecutive terms. The track director serves in an advisory capacity to the Department Chair.

V.3.1 Specific responsibilities of the track director include overseeing curriculum details for the track, planning new courses and monitoring course availability and scheduling. Along with the Chair, track directors will provide oversight over the content of the track courses. They will also oversee consistency in course assessment, guide the avoidance of excessive overlap in content across courses, and identify inconsistencies in student advising.

V.3.2 To fulfill these obligations, the track directors will meet formally with the members of their track at least twice a semester and include the Assistant to Chair in the meeting. The purpose of the meeting will be to discuss any issues or concerns and to plan courses for the following semester.

V.3.3 Track directors will meet with the Department Chair at least 6 times throughout the year to discuss track developments, emerging issues, and provide active consultation to the Department Chair on various issues related to the administrative aspects of the track and department.

Part-time Faculty Liaison

V.4 The Part-time Faculty Liaison serves as the liaison between the Part-time Faculty, personnel committee, track directors and the Department Chair.

V.4.1 The Liaison serves as a member of the Department Personnel Committee

V.4.2 The Part-time Faculty Liaison is appointed by the Chair on advice of Department Faculty
Assistant to Chair

V.5 The Assistant to Chair provides administrative support to the Chair, track directors and to standing committees of the Department.

V.5.1 Specific responsibilities include but are not limited to administrative support for recruitment and admissions, management of departmental records and materials as they relate to students, faculty, and clerical staff, development and management of department budgets, advisement of incoming students and non-degree students, coordination with the academic committee regarding the allocation of tuition assistance, and the coordination and preparation of files for faculty appointments and promotions.

V.5.2 The Assistant to Chair is also responsible for the supervision of Departmental support staff and graduate assistants time, attendance and work assignments.

ARTICLE VI: Department Faculty Meetings

Departmental faculty meetings shall be called at a minimum of four times per academic year. Additional meetings shall be scheduled upon the recommendation of the Department Chair or by petition of at least 3 faculty members.

ARTICLE VII: Department Committees

VII.6 Curriculum Committee

VII.6.1 Composition and Procedures

VII.6.1.1 The Curriculum Committee shall consist of at least one Full-time Faculty member from each track, at least two Part-time Faculty members and at least one alumnus advisory to the Committee (those who are asked to provide advice or information on an as-needed basis) are the Chairs and/or Directors and/or people taking the lead on program development for the Undergraduate Committee, DrPH Program, Online MPH Program, Certificate Programs, and the Global MPH Program.

VII.6.1.2 The Chair of the Committee will be selected by the Department Chair upon recommendation of the Committee. The Chair of the Committee will serve for a two-year term, with no more than two consecutive terms. The Chair of the Committee will also serve as the Departmental representative on the School of Public Health Council’s Academic Committee. The members of the committee will serve for a two-year term, with no more than two consecutive terms.

VII.6.1.3 The Committee may create subcommittees for any reason it deems appropriate.

VII.6.1.4 A quorum shall consist of more than half the number of members.

VII.6.1.5 The Committee shall meet in person at least two times per semester. Meetings of the Committee and its subcommittees shall be closed, unless by a majority vote the Committee decides to hold an open meeting. Other business may be conducted electronically as needed.
VII.6.2. Responsibilities

VII.6.2.1 The Committee shall be the chief policy-recommending body of the Department in the area of academic programs and curriculum issues.

VII.6.2.2 The Committee shall review and make recommendations to the Chair of the Department and to the Faculty regarding any HPMB-designated course as follows:

VII.6.2.21. New courses proposed in coordination with the Track Directors

VII.6.2.22. Major revisions of existing courses in coordination with the Track Directors

VII.6.2.23. Periodic audits of course content to provide feedback to the Track Directors

VII.6.2.24. Approval of course deletions that have not been offered for several years in coordination with the Track Directors

VII.6.2.3 Additionally, the Committee shall review and make recommendations to the Chair of the Department and to the Faculty.

VII.6.2.31. Regarding preparation for external reviews of Departmental programs in coordination with Track Directors

VII.6.2.32. Regarding major revisions of track curriculum in coordination with the Track Directors

VII.6.2.33. Regarding new degree, certificate, or other program offerings proposed by department tracks or new programs proposed by the School administration (where specific content relates to HPMB topics or expertise) in coordination with Track Directors

VII.6.2.34. Regarding SPH-designated courses taught by Unqualified Faculty in the Department.

VII.6.3.1 The Committee shall forward its recommendations to the Chair of the Department and to the Faculty of the Department, which will review and vote on, as appropriate, the recommendations and forward them to the School of Public Health Council’s Academic Committee as needed for further action.

VII.6.3.1 The Committee Chair shall report the business of the Committee at each departmental faculty meeting. The Committee shall make available minutes of each meeting in a binder and/or internal web link for the Department for review by faculty members in the Department.

VII.7. Admissions and Student Affairs Committee

VII.7.1. Composition and Procedures

VII.7.1.1. The Admissions and Student Affairs Committee shall consist of at least one Full-time Faculty members from each track, and at least one Part-time Faculty
member. At least one student from each track will serve on the student affairs portion of the Committee but will not serve on the admissions portion of the Committee's business. Advisory to the Committee is the Chair and Director of the MPH and DrPH Admissions Committees.

VII.7.1.2. The Chair of the Committee will be selected by the Department Chair upon recommendation of the Committee. The Chair of the Committee will serve for a two-year term, with no more than two terms. The members of the committee will serve for a two-year term, with no more than two consecutive terms.

VII.7.1.3 The Committee may create subcommittees for any reason it deems appropriate.

VII.7.1.4. A quorum shall consist of more than half the number of members.

VII.7.1.5. The Committee shall meet at least once per semester. Meetings of the Committee and its subcommittees shall be closed, unless by a majority vote the Committee decides to hold an open meeting. Other business may be conducted electronically as needed.

VII.7.2. Responsibilities

VII.7.2.1. The Committee shall be the chief policy-recommending body of the Department in the areas of admissions into the M.S. program, and serve in an advisory capacity to the MPH and DrPH programs and academic advising.

VII.7.2.2 The Committee shall review and make recommendations to the Chair of the Department and to the Faculty regarding

VII.7.2.21. Recommendations for M.S. Admissions

VII.7.2.22. Ongoing assessments of MPH and DrPH Admissions for departmental tracks regarding appropriate class sizes, diversity of applicants, and minimum and preferred academic standards for admission, in coordination with Track Directors.

VII.7.2.23. Graduate assistantship assignments

VII.7.2.24. Advising policies and procedures that apply to the entire Department.

VII.7.2.25. Preparation for external reviews of Departmental student outcomes

VII.7.2.26. Coordination with the School of Public Health ombudsman program.

VII.7.3.1. The Committee serves as the formal departmental liaison with the school MPH Admissions Committee.

VII.7.2.32. At least one faculty member from the Admissions and Student Affairs Committee shall serve as the departmental representative on the school’s MPH Admissions Committee.
VII.7.2.33. The Committee shall forward its recommendations to the Chair of the Department and to the Faculty of the Department.

VII.7.2.34. The Committee Chair shall report the business of the committee at each Departmental faculty meeting. The Committee shall make available minutes of each meeting in a binder and/or internal web link for the Department for review by faculty members in the Department.

VIII.8. Social Committee

VIII.8.1. Composition and Procedures

VIII.8.1.1. The Social Committee shall consist of at least one Full-time Faculty member, at least one Part-time Faculty member, and at least one student.

VIII.8.1.2. The Chair of the Committee will be selected by the Department Chair upon recommendation of the Committee. The Chair of the Committee will serve for a two-year term, with no more than two consecutive terms. The members of the committee will serve for a two-year term, with no more than two consecutive terms.

VIII.8.1.3. The Committee may create subcommittees for any reason it deems appropriate.

VIII.8.1.4. A quorum shall consist of more than half the number of members.

VIII.8.1.5. The Committee will meet at least once per semester and at least once in the summer as needed. Meetings of the Committee and its subcommittees shall be closed, unless by a majority vote the Committee decides to hold an open meeting. Other business shall be conducted electronically as needed.

VIII.8.2. Responsibilities

VIII.8.2.1. The Committee shall be the recommending body of the Department in the area of promoting Departmental culture and cohesiveness.

The Committee shall review and make recommendations to the Chair of the Department and to the Faculty regarding:

VIII.8.2.1. the identification and creation of opportunities for students and faculty to collaborate, share ideas and become knowledgeable about each others’ strengths and interests

VIII.8.2.2. the identification of special occasions/events that the Department can acknowledge and celebrate

VIII.8.2.3. the planning of Department-wide social functions involving Faculty and students

VIII.8.2.4. the coordination of Departmental participation in extramural activities
VIII.8.25. the scheduling of seminars, including publicity, honoraria and receptions as needed

VIII.8.22. The Committee shall forward its recommendations to the Chair of the Department and to the Faculty of the Department.

VIII.8.23. The Committee Chair shall report the business of the Committee at each Departmental faculty meeting. The Committee shall make available minutes of each meeting in a binder and/or internal web link for the Department for review by faculty members in the Department.

VIII.9. Personnel Committee

VIII.9.1. Composition and Procedures

VIII.9.1.1. The Personnel Committee shall consist of at least three Full-time Faculty members with at least one member from each track, and at least two Part-time Faculty members including the Faculty Liaison. No students will serve on this Committee.

VIII.9.1.2. The Chair of the Committee will be selected by the Department Chair upon recommendation of the Committee. The Chair of the Committee will serve for a two-year term, with no more than two consecutive terms. The members of the committee will serve for a two-year term, with no more than two consecutive terms.

VIII.9.1.3. The Committee may create subcommittees for any reason it deems appropriate.

VIII.9.1.4. A quorum shall consist of more than half the number of members.

VIII.9.1.5. The Committee shall meet at least once per semester as needed. Meetings of the Committee and its subcommittees shall be closed, unless by a majority vote the Committee decides to hold an open meeting. Other business may be conducted electronically as needed.

VIII.9.2. Responsibilities

VIII.9.21. The Committee shall be the recommending body of the Department in the area of personnel matters.

The Committee shall review and make recommendations to the Chair of the Department and to the Faculty regarding:

VIII.9.2.21. Making recommendations to the Department regarding such new part-time Faculty appointments and processing new part-time Faculty appointments and renewals

VIII.9.2.22. Processing full-time Faculty three-year renewals in a manner consistent with the full tenure review process for promotion to Associate Professor
VIII.9.2.23. Monitoring and promoting part-time Faculty research, teaching and service activities

VIII.9.2.24. Evaluating yearly activity reports of part-time Faculty and make recommendations to the Department Chair and voting faculty concerning renewals

VIII.9.2.25. Providing input to the Department Chair regarding the composition of full-time Faculty search committees and tenure/promotion committees taking into account diversity and appropriate representation.

VIII.9.2.26. Providing input to the Department Chair concerning the Departmental representative on the Appointments, Promotions and Continuing Appointment Committee of the School of Public Health

VIII.9.22. The Committee shall forward its recommendations to the Chair of the Department and to the Faculty of the Department.

VIII.9.23. The Committee Chair shall report the business of the Committee at each Departmental faculty meeting.

The Committee shall make available minutes of each meeting in a binder and/or internal web link for the Department for review by faculty member in the Department.

ARTICLE IX. BY-LAW Establishment and Amendments

IX.1. These By-Laws shall go into effect:

IX.1.1. After due hearing

IX.1.2. After they have been approved by the majority of the faculty and staff of the department. Amendments must be approved by 2/3 of the faculty and staff.

IX.2. Amendment

IX.2.1. Amendments may be proposed by any Faculty member of the Department at two times per year, to be determined by the Faculty of the Department. Students may propose amendments through a Faculty member.

IX.2.2. Proposed amendments shall be submitted to the Departmental members in writing at the faculty meeting prior to a faculty meeting at which the proposal is to be discussed and decided.

IX.2.3. The amendments will be approved if two-thirds of the voting Faculty vote, either in person at the faculty meeting, or electronically beforehand, and two-thirds of the valid ballots cast are favorable.

IX.3. Review of By-Laws

IX.3.1. Bylaws shall be reviewed minimally every three to five years. This review may be done in conjunction with the self-study prior to the Council on Education for Public Health reaccreditation.