University at Albany
School of Public Health

By-Laws

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UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

School of Public Health

BY-LAWS

MISSION: The mission of the School of Public Health is to provide quality education, research, service, and leadership to improve public health and eliminate health disparities, through a unique partnership between the University at Albany and the New York State Department of Health.

This mission is achieved through educational and research programs that optimize use of resources of the University at Albany, State University of New York, the New York State Department of Health, other governmental agencies of New York State involved in the practice of public health, Albany Medical College, and other academic and medical institutions. This approach to the education of health professionals combines rigorous academic and research programs with training in public health practice.

PREAMBLE: The purpose of these By-Laws is to enable the Faculty of the School of Public Health to carry out its responsibilities for the planning and conduct of the academic programs of instruction, service, and research in the School, 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 School of Public Health, University at Albany, State University of New York.

Article II  SUBORDINATION OF BY-LAWS

These By-Laws are supplemental and subordinate to the Policies of the Board of Trustees of the State University of New York, and the Memoranda of Understanding and agreements among the University, the New York State Department of Health, and other affiliated institutions.

Article III  SCHOOL OF PUBLIC HEALTH STRUCTURE

III.1  Institutional Structure

III.1.1 The School of Public Health shall consist of those members of the academic and professional staff of the University who are attached to the School, and those students who are academically advised by members of the Faculty of the School.

III.1.2 The singular feature of the University at Albany’s School of Public Health, distinguishing it from other schools of public health, is the agreement whereby the New York State Department of Health employees may be appointed as University faculty with unqualified titles.

III.1.3 Faculty of affiliated institutions, by virtue of Memoranda of Understanding between those institutions and the University, may also be given unqualified joint appointments in the School. All faculty with unqualified appointments, regardless of institution of primary appointment, are voting faculty of the department, the School, and the University, and are encouraged to play an active decision making role at all levels.

III.1.4 A committee roster and school organization chart will be distributed during the fall semester every year to all faculty and staff.
III.2 Academic Structure

III.2.1 Each department has its own administrative structure with standing committees that are responsible for recruitment and admissions for department specific programs, curriculum, degree requirements, and personnel issues including primary recommendations concerning faculty appointment and promotion. Each department may also be involved in school-wide recruitment activities coordinated by the Dean’s Office.

III.2.2 Department Chairs are appointed by the President of the University upon the recommendation of the Dean and serve at his/her pleasure for any period up to three years. Appointments are renewable once. The Chairs assist the Dean in administering the School.

Article IV FACULTY

IV.1 Composition

IV.1.1 The Faculty shall consist of all persons holding academic appointments in the School as defined in the Policies of the Board of Trustees of the University.

IV.1.2 The Voting Faculty shall consist of all persons with unqualified academic appointments in the School. Each member of the Voting Faculty shall have one vote in faculty meetings and in School elections. All initial appointments shall be for terms of three years.

IV.1.3 For faculty who do not derive salary from their appointment to the School, renewals shall be for terms of three years at the level of Instructor and Assistant Professor, five years at the level of Associate Professor, and ten years at the level of Full Professor.

IV.1.4 Faculties who have primary appointments with the Department of Health will be full voting members of the University, and are eligible for faculty governance assignments. Upon leaving the employment of the Department of Health, the faculty member relinquishes his or her unqualified faculty appointment, but can apply for immediate reappointment in a qualified title.

IV.1.5 Faculty of the School, regardless of source of salary or site of employment, will enjoy the rights, privileges and responsibilities of all faculty of the University in keeping with University, SUNY, Board of Regents and CEPH policies (including freedom of expression, inquiry and dissemination of research findings) in their roles as faculty members of the School of Public Health.

IV.1.6 Voting Faculty shall be reviewed for appointment, renewal, promotion or tenure according to the policies of the University. For promotion and, where applicable, continuing appointment, the first level of peer review shall be the Department. For large Departments that are divided into program tracks, faculty votes on these personnel issues may be limited to the faculty of the appropriate track, at the discretion of the Chair and with the concurrence of the Dean.

IV.1.7 To assist in conducting the academic programs of instruction, research and service, faculty may be appointed to qualified titles, for example adjunct, clinical, visiting, or research, in accordance with University policies. Individuals in these titles are non-voting faculty members, meaning that they cannot vote on official matters such as faculty appointments, promotions, and continuing appointments, though they may participate fully in other faculty decisions and are eligible for SPH faculty governance assignments. These appointments shall be for terms of one to three years, which terms may be renewed on request of the Chair and Dean subject to the approval of the Vice-President for Academic Affairs, who will act on behalf of the President of the University.

IV.1.8 In accordance with University policy, faculty members whose primary appointment is not at the SPH may be removed from appointment on termination of employment at the institution of their primary appointment, for failure to participate in the School's program, or for other justifiable cause.
Removals are initiated by Department Chairs and reviewed by the School of Public Health Council's Appointment, Promotion and Continuing Appointment Committee, and the Dean. In disputed cases, (e.g. if a Chair recommends removal of a person who does not wish to be removed) the Dean must consult with the Council's Committee on Appointment, Promotion and Continuing Appointment in formulating a decision. The Dean shall transmit a recommendation to the Vice-President for Academic Affairs who shall prepare and forward a recommendation to the President for action.

IV.2 Responsibilities

IV.2.1 The Faculty shall be responsible for the planning and conduct of the academic programs of instruction, research, and service in the School, subject to the provisions of the Policies of the Board of Trustees of the University and the By-Laws of the University at Albany.

IV.2.2 The Faculty shall exercise its responsibilities through the School Council except in such cases that it wishes to reserve powers to itself by requiring a vote of the full faculty.

IV.3 Faculty meetings

IV.3.1 The Faculty shall meet at least once each academic year before the 31st of May, and at other times upon request of the Dean, the School Council, or by petition of 10% of the Voting Faculty.

IV.3.2 The time and place of such meetings shall be set by the Chair of the Council, who shall inform the Faculty at least 2 weeks prior to the meeting, of the time, the place, and the agenda.

IV.3.3 The Chair of the Council, or the Vice-Chair of the Council, in the absence of the Chair, shall preside over all regular and special meetings of the Faculty except those meetings called by the Dean. The latter will be chaired by the Dean. The Secretary of the Council will be responsible for the recording of minutes of the proceedings at all Faculty meetings.

IV.3.4 Thirty percent of the Voting Faculty shall constitute a quorum for the conduct of business at such meetings.

IV.3.5 The Faculty may, at a regular or special meeting, override any action of the Council by a 2/3 vote of the Faculty present and voting, provided that a quorum is present.

IV.3.6 Items may be placed on the agenda of the meetings by the Dean of the School, the Council, or by petition of 5% of the Voting Faculty.

IV.3.7 The Council and the Senators shall report to the Faculty at its regular meetings.

IV.3.8 All meetings shall be conducted according to Robert's Rules of Order, Revised.

Article V ADMINISTRATION

V.1 Office of the Dean

V.1.1 In accordance with the Memorandum of Understanding between the University at Albany and the New York State Department of Health, the Dean of the School of Public Health shall be the Chief Executive Officer of the school, appointed by the President of the University with concurrence of the Commissioner of Health and the State University of New York.

V.1.2 The Dean’s responsibilities include:
V.1.2.1 Initiating, coordinating and approving of all academic programs, as well as fostering productive relationships with faculty, students, staff, donors, alumni and other constituencies.

V.1.2.2 Developing School policy with the advice and counsel of the Departmental Chairs, the Associate and Assistant Deans, and the School Council.

V.1.2.3 Appointing administrative staff responsible for budgetary issues, academic affairs, strategic planning, faculty appointments and issues, student affairs, recruitment, admissions, accreditation, community outreach, resource utilization, continuing education and interdisciplinary programs.

V.1.2.4 Interfacing with the other colleges of the University, the Administration of the University and New York State Department of Health regarding such issues as information systems, research, and new program development.

V.1.2.5 Coordinating institutional development, including resource acquisition and strategic planning of community outreach efforts.

V.1.3 The Dean shall have communication with the New York State Department of Health on a regular basis and will be the key leader in developing collaborative relationships with the state and federal agencies and other public and private organizations.

V.1.4 The Dean shall appoint ad hoc faculty committees to address school issues, in consultation with the School Council. The Appendix to the By-Laws includes the charges and compositions of the standing committees under the direction of the Office of the Dean. In no instance will any ad-hoc or standing committee under direction of the Dean’s office have duties which supersede duties ascribed to existing subcommittees of the School Council.

V.1.5 Appointments made by the Dean include:

V.1.5.1 The Associate and the Assistant Deans, who will be appointed with the concurrence of the Vice-President for Academic Affairs.

V.1.5.2 The Director(s) of the interdisciplinary Undergraduate, Certificate, MPH, and DrPH Programs, who will be appointed by the Dean with the concurrence of the Associate Dean for Academic Affairs.

V.1.5.3 The Director of Continuing Education programs, who will be appointed upon recommendation by a search committee with the concurrence of the Associate Dean for Public Health Practice.

V.1.5.4 Other positions regarding student affairs and other administrative responsibilities at the School level.

V.1.6 The Associate Dean for Academic Affairs’ responsibilities includes:

V.1.6.1 Serving as the deputy to the Dean and acting on the Dean’s behalf in his/her absence. The Associate Dean reports to the Dean and has school-wide responsibility for planning and implementing academic programs and school policy management, in consultation with Departmental Chairs, the Director(s) of the interdisciplinary Undergraduate, Certificate, MPH, and DrPH Programs and Continuing Education, and the School Council.

V.1.6.2 Working in partnership with the Assistant Deans on issues that fall within their purview.
V.1.6.3 Working co-operatively with other campus deans to design and implement cross-disciplinary programs in the University and with other community and regional partners.

V.1.6.4 Managing and advancing the academic activities of the School of Public Health including suggesting, planning, developing and implementing the creation of new programs and ensuring academic integrity.

V.1.6.5 Working with departmental chairs, the School Council, and the Director(s) of the interdisciplinary Undergraduate, Certificate, MPH, and DrPH Programs, the Associate Dean has supervisory responsibility for academic affairs including overall program design and management decisions.

V.1.6.6 Initiating and gaining approval for new academic activities both within the School and the University, in cooperation with other schools and programs within the University, and with other types of health organizations in the community.

V.1.6.7 In consultation with Departmental Chairs, the Director(s) of the interdisciplinary Undergraduate, Certificate, MPH, and DrPH Programs and Continuing Education, and the School Council, designing programs to meet workforce needs which advance public health knowledge through research and service and whose relevancy is demonstrated in the classroom.

V.1.7 The Associate Dean for Research’s responsibilities includes:

V.1.7.1 Assisting faculty in identifying potential funding sources and in submitting grant applications.

V.1.7.2 Overseeing the School's mentoring program for junior faculty.

V.1.7.3 Assisting in the collection and evaluation of data regarding faculty research productivity.

V.1.7.4 Reviewing and annually updating the Research Directory of the School.

V.1.7.5 Initiating activities to support, facilitate, and incentivize research at the School.

V.1.7.6 Facilitating research collaborations including those with international collaborators in conjunction with the Director of the Center for Global Health.

V.1.8 The Associate Dean for Public Health Practice’s responsibilities includes:

V.1.8.1 Working with the School’s non-departmental practice Centers to ensure their smooth operation, to promote collaboration among them, to identify and pursue joint and individual funding opportunities, and to increase their visibility and impact within the School and externally.

V.1.8.2 Developing partnerships with community organizations and agencies to promote mutual benefits.

V.1.8.3 Convening Community Advisory Council and working with them to identify and pursue opportunities for collaboration.

V.1.8.4 Working in partnership with other members of the SPH leadership team to promote interaction between the School’s academic/research efforts and the broader community.

V.1.8.5 Developing community engagement opportunities for SPH students.
V.1.9 The Assistant Deans have the following responsibilities:

V.1.9.1 The Assistant Dean for Administration is responsible for the administrative and fiscal management of the school.

V.1.9.2 The Assistant Dean for Student Affairs is responsible for recruitment, admissions, internships, graduate assistants, and other student support and guidance.

V.1.9.3 The Assistant Dean for Global Health is responsible for developing opportunities for SPH students to study abroad, helping international students at the SPH with non-academic issues, and interfacing with the UAlbany Office of International Education.

V.1.10 The Director(s) of the interdisciplinary Undergraduate, Certificate, MPH, and DrPH Programs, shall report to the Dean through the Associate Dean for Academic Affairs.

V.1.11 The Directors of the School’s research centers shall report to the Dean through the Associate Dean for Research.

V.1.12 The Directors of the centers that are not academic or research based, including the Center for Public Health Continuing Education, the Center for Public Health Preparedness, the Center for Global Health, and the Center for Health Workforce Studies, shall report to the Dean through the Associate Dean for Public Health Practice.

V.1.13 Representatives from the Office of the Dean sit on all standing committees of the School of Public Health Council, serving as ex–officio members.

V.2 Departmental Chairs

V.2.1 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 of the University upon recommendation of the Dean and the Vice-President for Academic Affairs, and serve at the pleasure of the President in keeping with the policies of the Board of Trustees of the University. Appointments of the Chairs of the Departments of the School require the concurrence of the Commissioner of the New York State Department of Health when such Chairs are salaried by the New York State Department of Health. Chairs may serve for any period up to three years. Appointments are renewable once, subject to the policies of the University.

V.2.1.1 The Chairs shall assist the Dean in administering the School. They shall make recommendations to the Dean regarding personnel, budget and academic planning, including faculty needs. They shall supervise the personnel and educational programs of the departments they serve. They shall periodically meet with the Dean to discuss School and Departmental progress in achieving goals and objectives.

V.2.1.2 The Chairs are responsible to the Dean for the supervision of the personnel and educational program of the department for which they serve. Responsibilities of the Chairs are further described in the University’s Guide to Chairing an Academic Department.

Article VI SCHOOL OF PUBLIC HEALTH COUNCIL

VI.1 Powers and Responsibilities of the Council

VI.1.1 The School of Public Health Council shall be the principal consultative body to the Dean for policy formation and review. It shall act for the Faculty on all matters for which it is impractical or
impossible to convene the Faculty. The Dean’s office and departments will make available upon request by the Council pertinent information to help it meet its charge.

VI.1.1.1 The Council shall make recommendations (on request) to the Dean concerning new programs within the School, major revisions of existing programs, and preparations for external review of programs in coordination with the School of Public Health Strategic Planning Committee and the School of Public Health Evaluation Committee.

VI.1.1.2 The Council, under advisement of the Strategic Planning Committee, shall review plans for the School and shall advise and make recommendations to the Dean regarding priorities for School structure, goals, direction, and resource allocation.

VI.1.1.3 The Council shall advise the Dean concerning policies for Faculty appointment, reappointment, promotion and continuing appointment. It shall review and make recommendations to the Dean concerning all appointments, promotions, and continuing appointments through its Appointment, Promotion and Continuing Appointment Committee.

VI.1.1.4 The Council shall assure that Departmental By-Laws are consistent with the By-Laws of the School.

VI.1.1.5 The Council shall establish the grievance policy and procedures for the School, including, but not limited to, the formation of an ad hoc Grievance Committee.

VI.1.1.6 The Council shall establish policy and procedures for an Ombudsman program.

VI.1.2 The Council shall conduct elections of School members to the University Senate and such other nominations and elections as may be appropriate through the Vice Chair of the Council.

VI.1.3 The Council shall appoint all members of its standing and ad hoc committees from lists provided by Department Chairs, provided that:

VI.1.3.1 Each committee shall be chaired by an incumbent Councilor.

VI.1.3.2 All committees shall as far as possible reflect the various constituencies of the School (e.g. rank, departments, programs).

VI.1.3.3 Care shall be taken to appoint women and minority persons as defined by the Department of Health and Human Service guidelines.

VI.1.3.4 The Council may divide itself into smaller groups on an ad hoc basis in order to facilitate its functioning.

VI.1.3.5 The committee chair will be the only council member on the committee whenever possible.

VI.1.3.6 Each committee should report its summary of activities to the Council.

VI.2 Composition of the Council

VI.2.1 One Councilor shall be elected by the faculty of each Department and one shall be appointed by the Dean. Four Councilors will be elected by the faculty at large. In addition, one student Councilor shall be elected by the students at large. All Councilors with the exception of the student must be members of the Faculty of the School provided that:
VI.2.1.1 No more than two elected Councilors may be faculty members of one Department.

VI.2.2 The Dean of the School or his/her designee, the Associate Deans, the Director of Continuing Education, and the SPH University Senators shall be ex officio members of the Council. The Dean or Dean’s designee should attend each meeting of the council.

VI.2.3 The Office of the Dean shall provide the administrative support needed for the Council to conduct its business, including staff support for scheduling, note taking, and preparation of minutes.

VI.2.4 The Council and the School committees shall maintain files of their actions in the Dean's office.

VI.3 Election and Term of Office for the Councilors

VI.3.1 Elections shall be supervised each year by the Vice-Chair of the Council.

VI.3.2 Councilors shall serve two-year terms, except that the student shall serve a one-year term.

VI.3.3 Councilors may serve no more than two consecutive terms, except that in the event that a Councilor was appointed to serve less than one year of an unexpired term, he or she may be elected to serve two complete terms. A Councilor may serve again after an absence of two years. The student representative may be re-elected once for a second one-year term.

VI.3.4 Elections and appointment of Councilors shall take place by May 1. The term of office begins on July 1 and ends on June 30. A joint meeting of the new Council and the outgoing Council will be held no later than July 1 in order to organize and allow the new Council to elect officers for the coming year. This meeting shall be called and chaired by the Chair of the outgoing Council or his/her designee.

VI.3.5 A Councilor shall be requested to resign from the Council if the Councilor is not on approved leave and fails to attend three consecutive Council meetings in an academic year.

VI.3.6 In the event of resignation of a Councilor, a successor shall be appointed to fill the unexpired term. For elected Councilors, runners up in the previous appropriate election shall be approached first. The appointment shall be made by:

VI.3.6.1 The appropriate Department Chair, to succeed a Councilor representing a department.

VI.3.6.2 The Chair of the Council, with the concurrence of a majority of the Council, to succeed an at-large Councilor.

VI.3.6.3 The Dean, to succeed a Councilor appointed by the Dean or the student Councilor.

VI.4 Officers of Council

VI.4.1 The officers of the Council shall be Chair, Vice-Chair, and Secretary.

VI.4.2 The officers shall be elected by and from the voting Council members.

VI.4.3 Duties of the Officers of the Council

VI.4.3.1 Chair of the Council shall:

VI.4.3.1.1 Preside over all regular and special meetings of the Faculty except those called by the Dean.
VI.4.3.1.2 Notify the Faculty at least two weeks prior to the Faculty meetings of the time, the place, and the agenda of the meeting.

VI.4.3.1.3 Call and convene meetings of the Council, providing notice of at least one week to the Council members of the date, time, and location.

VI.4.3.1.4 Prepare and distribute the agenda for Council meetings at least one week prior to the meeting.

VI.4.3.1.5 Prepare an annual report of activities of the Council, including compiling the reports from the standing committees.

VI.4.3.1.6 Review the composition of and solicit members for all Council Committees to assure adequate representation of Faculty across the major public health areas.

VI.4.3.2 The Vice-Chair of the Council shall:

VI.4.3.2.1 In the absence of the Chair, perform the duties of the Chair.

VI.4.3.2.2 Upon the resignation of the Chair, assume the Office of Chair.

VI.4.3.2.3 Preside over nominations and elections for membership on the Council and the University Senate. Nominations shall be solicited from each Department Chair. Nominations for Senator or Councilor at large may also be submitted by petition of at least five members of the voting faculty. Prior consent of the nominee is required.

VI.4.3.2.4 Elections shall be by mail or electronic mail ballot or by secure internet-based ballot available to the voting Faculty of the School or Department.

VI.4.3.2.5 The vice-chair will tally the votes and the nominee receiving the most votes shall be elected provided that other provisions of the By-Laws are satisfied. Faculty will be notified of the results.

VI.4.3.3 The Secretary of the Council shall:

VI.4.3.3.1 Be responsible for the review and distribution of the minutes of all Council meetings.

VI.4.3.3.2 Be responsible for maintaining minutes and a summary of new policies enacted by the Council.

VI.4.3.3.4 Assist the Vice Chair with nominations and elections for the Council and School as needed.

VI.4.4 The Council may designate additional officers.

VI.5 Conduct of Meetings of the Council

VI.5.1 Meetings shall be held as necessary and shall be called and convened by the Chair or in his/her absence, by the Vice-Chair. A minimum of six meetings will be convened throughout the academic year.

VI.5.2 Meetings may also be requested by the Dean or by a majority of the Councilors.
VI.5.3 The Dean, with concurrence of the Council, shall call a one-half day retreat each academic year to address developmental aspects of the School’s curriculum and community outreach. This retreat will also be open to the Associate Deans, Assistant Deans, Departmental Chairs, and other faculty and staff of the School who are responsible for Departmental or programmatic efforts. This meeting will be organized by the Office of the Dean in conjunction with the SPH Council.

VI.5.4 Regular Council meetings are attended by the Dean or, in his/her absence, the Associate Dean for Academic Affairs, elected University Senators representing the School of Public Health, and the voting Councilors.

VI.5.4.1 A quorum shall consist of a majority (two-thirds) of the Councilors.

VI.5.4.2 Meetings shall be open unless by a majority vote the Council decides to hold a closed meeting.

VI.5.4.3 Meetings shall be conducted in compliance with Robert’s Rules of Order, revised.

VI.5.4.4 Senators will report on upcoming business and votes to seek Council input and report on previous activities conducted.

Article VII COMMITTEES OF THE SCHOOL OF PUBLIC HEALTH COUNCIL

VII.1 General Instructions

VII.1.1 The Chair of each committee shall submit an annual report by May 1 to the Chair of the Council for inclusion in the Agenda of the May Council meeting as well as the agenda of the final meeting of the Voting Faculty for the academic year.

VII.1.2 The Dean or his/her designee shall be an ex-officio member of each committee.

VII.1.3 Faculty committee members, including Councilors, shall serve two-year terms, with expiration dates staggered. Student members shall serve one-year terms.

VII.1.4 Each committee shall maintain a written record of its agendas, proceedings and actions in the Dean’s Office as well as a roster of members.

VII.1.5 Committees may conduct business, including voting, via email between meetings of the committee as deemed appropriate by the committee chair.

VII.2 Appointment, Promotion and Continuing Appointment Committee

VII.2.1 Composition and Procedures

VII.2.1.1 The Appointment, Promotion and Continuing Appointment Committee will have two representatives and one alternate from each department. All will be at the associate professor level or above. Additionally, a representative from the Office of the Dean will serve as an ex officio member. Both the representatives and alternate will be given all information regarding faculty appointments, promotions, and continuing appointments. If one of the representatives cannot attend a meeting, then the alternate will attend and be allowed to vote on all issues of the committee. This will ensure that every department has a representative at every Appointment, Promotion and Continuing Appointment meeting. This will be in effect provided:
VII.2.1.1 No Faculty member shall serve on the Committee during a year in which he/she is under review by the Appointment, Promotion and Continuing Appointment Committee.

VII.2.1.2 Members of the Committee shall not be present during the discussion of, nor vote on, cases from their own department(s).

VII.2.1.3 There should be a minimum of seven days for review of a case prior to the meeting and no longer than two months to move the case to the Dean.

VII.2.1.4 Voting on substantive matters may be done by secret ballot when requested by the members of the committee. Members of the Committee cannot vote by absentee ballot.

VII.2.1.5 No vote shall be taken unless a member of each department is present, not counting the representative or alternate from the Department which has put forth the candidate.

VII.2.1.6 Discussions concerning all cases brought forth for review shall remain confidential.

VII.2.2 Responsibilities

VII.2.2.1 The Committee shall forward its recommendations to the Dean of the School who, in turn, will forward the Committee's recommendations and his/her recommendations to the Vice President for Academic Affairs.

VII.2.2.2 If the Committee does not endorse the recommendation of the Department Chair on a personnel action, the Committee may recommend to the Dean that the case be returned to the Department for further justification and possible resubmission. However, neither the Committee nor the Dean may stop a request from a Faculty member from proceeding through the campus' established review process to the President or his/her designee for action.

VII.2.2.3 All personnel reviews will be conducted in accordance with the University guidelines for promotion and continuing appointments, as established by the University Council for Promotion and Continuing Appointments and approved by the Vice-President for Academic Affairs.

VII.2.2.4 Cases concerning continuing appointments without promotion will be reviewed at the Departmental level and recommendations will be sent directly to the Dean for review and approval as appropriate.

VII.2.2.5 The Committee shall serve as the second-level peer review committee as required by the United University Profession's contract.

VII.2.2.6 The Committee shall present to the Council reports of its activities on an ongoing basis. Specific information concerning individual cases will remain confidential to the Committee.

VII.2.2.7 The Committee shall be advised by the Office of the Dean and by the Departments of the appropriate criteria and procedures for making its recommendations for new appointments, reappointments, promotions, and continuing appointments.

VII.3 Academic Committee

VII.3.1 Composition and Procedures
VII.3.1.1 The Academic Committee shall consist of at least one, but no more than two, Faculty member(s) from each Department. It shall also include two students (one Master’s and one Doctoral). The Associate Dean for Academic Affairs shall be an ex officio member of the Committee.

VII.3.1.2 The Committee may create subcommittees for any reason it deems appropriate.

VII.3.1.2.1 Each subcommittee shall consist of three Faculty members and one student appointed by the Committee.

VII.3.1.2 A quorum shall consist of majority (two-thirds) of voting members.

VII.3.1.3 Meetings of the Committee and its subcommittees shall be open, unless by a majority vote the Committee decides to hold a closed meeting.

VII.3.2 Responsibilities

VII.3.2.1 The Committee shall be the chief policy-recommending body of the School in the area of academic programs.

VII.3.2.2 The Committee shall, in accordance with University policies and procedures, review and make recommendations for approval, disapproval or modification of the following:

VII.3.2.2.1 Proposals for new school educational programs and revisions to existing educational Programs

VII.3.2.2.2 Proposals for new courses

VII.3.2.2.3 Substantive revisions in course descriptions

VII.3.2.2.4 Other curricular and academic issues forwarded from Departments, the Interdisciplinary Undergraduate, Certificate, MPH, Online MPH, and DrPH Programs, or the Dean’s Office

VII.3.2.2.5 Approval of deletions of courses

VII.3.2.3 The Committee will review curriculum issues as they are forwarded from the Curriculum committee of the Departments, academic Program Directors, or the Undergraduate, MPH, Online MPH, and DrPH Programs’ committees/steering committees in accordance with University policies and procedures and the requirements concerning Graduate or Undergraduate Studies. The Committee’s recommendation shall be reported to the Chair of the Department or interdisciplinary program involved.

VII.3.2.4 The Committee shall forward its recommendations to the Associate Dean for Academic Affairs. Upon the Associate Dean’s approval, the recommendations will then be forwarded to the Dean of the School and the University Graduate and/or Undergraduate Academic Councils for further action. The Committee may, at its discretion, send any departmental proposal back at any time to the departments for clarification, revision, or more information. If the Committee does not approve the curriculum recommendations of the Department or Interdisciplinary Undergraduate, Certificate, MPH, Online MPH, and DrPH Programs, it will provide a justification for the lack of approval to the Council and Dean, with suggested actions that could be taken.

VII.4 Student Affairs Committee
VII.4.1 Composition and Procedures

VII.4.1.1 The Student Affairs Committee shall consist of one, but not more than two, Faculty member(s) from each Department, the Director of Internships and Career Services, and two students. At least one student must be an officer of the GSO, and the other one designated by the GSO. The Assistant Dean for Student Affairs shall be an ex officio member of the Committee.

VII.4.1.2 A quorum shall consist of majority (two-thirds) of voting members, with at least three students present.

VII.4.1.3 Meetings of the Committee shall be open, unless by majority vote the Committee decides to hold a closed meeting.

VII.4.2 Responsibilities

VII.4.2.1 The Committee shall make recommendations to the Dean of the School through the Council on issues pertaining to:

VII.4.2.1.1 Student life issues, including, but not limited to, orientation, mentoring programs and institutional concerns (e.g., safety, food service) that affect members and community of the School.

VII.4.2.1.2 Academic activities that foster student initiative, interaction, research and collaboration, including but not limited to career and professional activities.

VII.4.2.1.3 At the beginning of each academic year, the Committee shall meet with representatives from each Department to seek input, set priorities, and discuss the events planned for that year relating to student affairs.

VII.4.2.2 In addition to this advisory role, the Committee may also, at the request of the Council, help to coordinate activities among the Departments that relate to the above issues.

VII.4.2.3 The Committee shall establish and review, in accordance with policy established by the School of Public Health Council, a grievance and petition protocol for non-academic student grievances.

VII.4.2.4 Prior to May 1, the Chair of the Committee shall submit to the Chair of the Council a list of the actions during the current academic year for inclusion in the agenda of the final meeting of the Voting Faculty for the academic year.

VII.5 Research Committee

VII.5.1 Composition and Procedures

VII.5.1.1 The Research Committee shall consist of one, but not more than two, Faculty member(s) from each Department and one student. The Associate Dean for Research shall be an ex-officio member of the committee.

VII.5.1.2 A quorum shall consist of more than half the number of voting members.

VII.5.1.3 Meetings of the Committee shall be open, unless by a majority vote the Committee decides to hold a closed meeting.

VII.5.2 Responsibilities
VII.5.2.1 The Committee shall promote scholarly research by members of the School.

VII.5.2.2 The Committee shall:

- Review and recommend to the Dean on applications from Faculty and students of the School for financial grants such as FRAP awards to assist in the conduct of and publication of research.
- Establish criteria and procedures for review of applications for funding. These shall become operative when approved by the Council. Updated copies of the statement of criteria and procedures are to be available to all School Faculty.
- Establish data security standards in consultation with the University's Internal Control Steering Committee and the School Information Technology Committee.
- Establish data confidentiality standards and share them with faculty, students, and staff.
- Advise Dean on selection of students and faculty for research excellence awards.
- Assist the Associate Dean for Research with Initiating activities to support, facilitate, and incentivize research at the school Student Poster Day.
- Prior to May 1, the Chair of the Committee shall submit to the Chair of the Council a list of the actions during the current academic year for inclusion in the agenda of the final meeting of the Voting Faculty for the academic year.

VII.6 Diversity Committee

VII.6.1 Composition and Procedures

- The Committee shall consist of at least one, but not more than two, Faculty Member(s) from each Department, two students, the Assistant Dean for Student Affairs and the Director of Internships and Career Services. Additionally, a representative from the Office of the Dean will serve as an ex officio member.
- A quorum will consist of more than half the number of voting members.
- Meetings of the Committee will be open, unless by a majority vote the Committee decides to hold a closed meeting.

VII.6.2 Responsibilities

- The Committee will promote the ideals of a diversified academic community in the School.
- The Committee shall identify fellowship and scholarship opportunities and participate in fund raising activities that will foster a diverse student body.
- The Committee will develop recommendations, goals, and specific objectives in the following areas:
VII.6.2.3.1 Increasing diversity within the School, a responsibility that includes not only encouraging the hiring of employees but also developing programs that are sensitive to diversity among the constituent groups (e.g., students) served by the School.

VII.6.2.3.2 Fostering an environment that will help sustain that diversity, including efforts to support students and faculty of underrepresented groups.

VII.6.2.3.3 Ensuring that issues of diversity are addressed within the School.

VII.6.2.4 The Committee shall make recommendations to the Dean of the School through the Council on issues pertaining to recruitment of students, faculty and staff which will promote a diverse community.

VII.6.2.5 Prior to May 1, the Chair of the Committee shall submit to the Chair of the Council a list of the actions during the current academic year for inclusion in the agenda of the final meeting of the Voting Faculty for the academic year.

Article VIII INTERDISCIPLINARY PROGRAMS

VIII.1 Composition

VIII.1.1 The Undergraduate, Certificate, MPH, and DrPH Programs of the School of Public Health are interdepartmental programs. Students in these degree programs take courses in all departments of the School and, in the case of MPH and DrPH students, choose an area of concentration associated with one of these departments. Coordination of the Undergraduate, MPH, and DrPH Programs with the departments is accomplished through interdisciplinary steering committees for each degree. The interdisciplinary programs are administered by the program directors with the advice and oversight of respective steering committees, and in communication with department chairs, the latter where appropriate.

VIII.1.2 Also included in the interdisciplinary programs are a Preventive Medicine Residency Training Program, which requires residents to earn an MPH as part of the Program, a Dental Public Health Residency Program, which requires residents to obtain an MPH before being admitted to the Program, an MD/MPH program in collaboration with the Albany Medical College, and any other joint MPH degree programs which may be established.

VIII.2 Interdisciplinary Program Steering Committees: All of these committees will be subcommittees under the Academic Committee.

VIII.2.1 MPH Steering Committee

VIII.2.1.1 Powers and Responsibilities of the MPH Steering Committee

VIII.2.1.1.1 The MPH Steering Committee advises the MPH Program and the Academic Departments, and provides oversight of all aspects of the MPH program. Together with the Associate Dean for Academic Affairs and the Academic Departments, it is responsible for ensuring the quality of the programs and their consistency with the changing needs of the field of public health.

VIII.2.1.1.2 In addition to routine responsibilities carried out through its subcommittees, the Steering Committee shall undertake a formal schedule of program review every three years. The Committee shall review and, if desirable, update learning objectives for the MPH program. The departments will ensure that learning objectives are met in the core courses. Results shall be reported to
VIII.2.1.3 The MPH Steering Committee shall make recommendations to the Dean of the School on issues pertaining to program development and planning, including resource allocation, in relation to the interdisciplinary MPH program. The Committee will also provide recommendations for the academic aspects of the online MPH program. The Dean will update the SPH Council regarding the activities of the Committee.

VIII.2.1.4. The MPH Steering Committee must report to the SPH Council Academic Committee every two months.

VIII.2.1.2 Composition of the MPH Steering Committee

VIII.2.1.2.1 The Committee shall consist of the Associate Dean for Academic Affairs, the Director of the MPH Program, one faculty member from each of the areas of concentration in the MPH program, the Assistant Dean for Student Affairs, the Director of Internships & Career Services, a representative of the Preventive Medicine Residency Training Program, and one MPH student (elected by the students).

VIII.2.1.2.2 Faculty members of the Steering Committee are appointed by the Department Chairs.

VIII.2.1.2.3 The Committee shall be chaired by the Director of the MPH program.

VIII.2.1.2.4 A quorum shall consist of more than half the number of members.

VIII.2.1.2.5 Meetings of the Committee shall be open, unless by majority vote the Committee decides to hold a closed meeting.

VIII.2.1.3 Subcommittees of the MPH Steering Committee:

VIII.2.1.3.1 Subcommittees of the steering committee will be established by the MPH Steering Committee as needed.

VIII.2.1.3.2 An ad hoc subcommittee of the MPH Steering Committee shall serve as the Graduate Medical Education Committee for the Preventive Medicine Residency Training Program.

VIII.2.2 DrPH Steering Committee

VIII.2.2.1 Powers and Responsibilities of the DrPH Steering Committee

VIII.2.2.1.1 The DrPH Steering Committee, together with the Director of the DrPH Program, is responsible for the administration of the DrPH program. The Steering Committee oversees the curriculum and the administration of the Comprehensive Examination.

VIII.2.2.1.2 In addition to routine responsibilities, the Committee shall undertake a formal schedule of program review every three years. The Committee shall review and, if desirable, update learning objectives for the DrPH program and through an interactive process with the departments ensure that learning objectives are met in the core courses. Results of this review shall be
reported to the School of Public Health Evaluation Committee and the Academic Committee.

VIII.2.2.1.3 The Committee shall make recommendations to the Dean of the School on issues pertaining to program development and planning, including resource allocation. The Dean will update the SPH Council regarding the activities of the Committee.

VIII.2.2 Composition of the DrPH Steering Committee

VIII.2.2.1 The Committee shall consist of the Associate Dean for Academic Affairs, the Director of the DrPH Program, one faculty member from each of the areas of concentration in the DrPH Program, the Assistant Dean for Student Affairs, the Director of Internships & Career Services and one DrPH student.

VIII.2.2.2 Faculty members of the Committee are appointed by the Department Chairs. The student member shall be elected by the students. The student member shall not be present during discussions of student admissions or evaluation of students in the program.

VIII.2.2.3 A quorum shall consist of more than half the number of voting members.

VIII.2.2.4 Meetings of the Committee shall be open, unless by majority vote the Committee decides to hold a closed meeting.

VIII.2.3 Undergraduate Steering Committee

VIII.2.3.1 Powers and Responsibilities of the Undergraduate Steering Committee

VIII.2.3.1.1 The Undergraduate Steering Committee, together with the Director of the Undergraduate Program, is responsible for the administration of the Undergraduate Program and, together with the Director, oversees the curriculum, the approval of new undergraduate public health courses, and the selection of students for admission into the public health major.

VIII.2.3.1.2 The Undergraduate Steering Committee shall make recommendations to the Dean of the School on issues pertaining to program development and planning, including resource allocation, in relation to the Undergraduate program. The Dean will update the SPH Council regarding the activities of the Committee. Recommendations to the Dean pertaining to new courses shall be reviewed by the Academic Committee of the Council.

VIII.2.3.1.3 In addition to routine responsibilities, the Committee shall undertake a formal schedule of program review every three years. Results of this review shall be reported to the School of Public Health Evaluation Committee and the Academic Committee. Composition of the Undergraduate Steering Committee

VIII.2.3.2 Composition of the Undergraduate Steering Committee

VIII.2.3.1.1 The Committee shall consist of the Associate Dean for Academic Affairs, the Director of the Undergraduate Program, at least one, but no more than two faculty members from each department, the Assistant Dean for Student Affairs, the Coordinator of the Undergraduate Program, and one undergraduate public health major.
VIII.2.3.1.2 Faculty members of the Steering Committee are appointed by the Department Chairs. The student member shall be appointed by the program director.

VIII.2.3.1.3 A quorum shall consist of more than half the number of members.

VIII.2.3.1.4 Meetings of the Committee shall be open, unless by majority vote the Committee decides to hold a closed meeting.

VIII.2.3.2 Subcommittees of the Undergraduate Steering Committee:

VIII.2.3.2.1 Subcommittees of the steering committee will be established by the Undergraduate Steering Committee.

Article IX CONTINUING EDUCATION

IX.1 Description

IX.1.1 The School of Public Health Center for Public Health Continuing Education provides non-degree educational programming for a wide array of public health professionals. It has accreditation from statewide and national agencies to award continuing education credits to physicians, nurses, certified health education specialists, those certified in public health, and others. Coordination of the programs is accomplished through the Continuing Education Advisory Committee.

IX.2 Continuing Education Advisory Committee

IX.2.1 Powers and Responsibilities of the Committee

IX.2.1.1 This Committee shall help set direction for the continuing education efforts. Together with the Director of the Center, it is responsible for ensuring the quality of the programs and their consistency with the changing needs of the field of public health.

IX.2.1.2 For courses and programs offered for academic credit, the Committee shall submit formal course or program proposals to the affected academic departments and to the Academic Committee of the School of Public Health Council for review and approval as appropriate.

IX.2.1.3 For new courses and programs that require the use of substantial departmental resources, the Committee will consult with relevant Departmental Chairs before implementation.

IX.2.1.4 In addition to routine responsibilities, the Committee shall undertake a formal schedule of program review every three years with the advisement from the School of Public Health Evaluation Committee. This Committee shall review and, if desirable, update learning objectives for the program offered through an interactive process with the departments and Dean’s Office as appropriate, to ensure that learning objectives are met. Results of this review shall be submitted to the School of Public Health Evaluation Committee.

IX.2.2 The Director will serve as an ex-officio member of the School Council and will provide regular reports of the Continuing Education Program's activities to the School of Public Health Council, with a written report done annually.

IX.2.3 Composition of the Committee

IX.2.3.1 The Continuing Education Advisory Committee shall consist of members representing the University at Albany and New York State Department of Health faculty in the main areas
of public health, as defined by the Council on Education for Public Health, as well as community representatives of the target audiences. The Committee shall consist of at least one registered nurse, one physician, and one CHES-certified health educator. It will be chaired by the Director of the Center for Public Health Continuing Education. The Associate Dean for Public Health Practice will also be a member of the Committee.

IX.2.3.2 Faculty members of the Committee are appointed by the Department Chairs. Community members are recommended by the Committee Chair and appointed by the committee.

IX.2.3.3 A quorum shall consist of more than half of the number of members.

IX.2.3.4 Meetings of the Committee shall be open, unless by majority vote the Committee decides to hold a closed meeting.

IX.2.3.5 The Committee shall form subcommittees to address developing program initiatives, as needed.

Article X GLOBAL HEALTH

X.1 Description:

X.1.1 The Center for Global Health was established to provide for international health advocacy, education, research, and service. The mission of the Center is to strengthen public health capacity in countries through broad, long-term partnerships with host-country government ministries, universities, and other health and human service organizations. The Center’s programs and activities are designed to promote high-quality educational opportunities and exchanges and to advocate for increased investments in research and evidence-based approaches to address critical public health challenges.

X.2 Global Health Advisory Committee

X.2.1 Powers and Responsibilities

X.2.1.1 This Committee shall help the School ensure that its global health strategic plan and global health academic, research, and service programs are useful and relevant to students and faculty as well as to those in the wider community.

X.2.1.2 This Committee shall advise the Dean and the Director of the Center for Global Health about funding (grant) opportunities for global health as well as opportunities for global health engagement by faculty and students including international internship placements, field trips, research collaborations, and service learning projects.

X.2.1.3 Meetings shall be held on a semi-annual basis

X.2.2 Committee Composition

XI.2.2.3.1 A quorum shall consist of two-thirds of the members of the committee.

XI.2.2.3.2 All meetings shall be open unless otherwise specified by the Dean, the Director of the Center for Global Health, or by a majority of the Committee members.

XI.2.2.3.3 Agendas and minutes of the meetings shall be on file in the Office of the Dean.
X.2.2.1 The Global Health Advisory Committee shall consist of between 15 and 30 individuals including professionals associated with global health (e.g., staff of the University at Albany’s Office of International Education and SUNY System Administration’s Global Center) as well as those from within the community with global health interests including Returned Peace Corps Volunteers. The members shall be appointed by the Dean of the School at the recommendation of the Director of the Center for Global Health. The Dean and the Director of the Center for Global Health shall convene and chair the semi-annual (spring and fall) meetings of the Committee.

Article XI  BY-LAW ESTABLISHMENT AND AMENDMENTS

XI.1 Establishment

XI.1.1 These By-Laws shall go into effect after due hearing, in accordance with Roberts Rules of Orders.

XI.1.2 These By-Laws shall go into effect after they have been approved by two-thirds of those voting Faculty participating in a mail, electronic mail, or internet-based referendum and approved by the Vice-President for Academic Affairs and the President. For purposes of by-laws revision, a quorum will be considered 40% of total voting faculty.

XI.1.3 All terms and conditions imposed by current by-laws have no retroactive application.

XI.2 Amendment

XI.2.1 Amendments may be proposed by the Dean of the School, by the Council, or by petition of at least ten percent of the voting Faculty.

XI.2.2 Proposed amendments shall be submitted to the Chair of the Council in writing. Within six weeks of the submission of an amendment, the Chair of the Council or his/her designee shall convene a meeting of the Faculty to discuss the amendment.

XI.2.3 The Chair of the Council shall, within two weeks of the date of the meeting, circulate a mail, electronic mail, or secure internet-based ballot among the voting Faculty. The amendment shall be approved if a majority of the Faculty vote and a majority of the valid ballots cast are favorable.

XI.3 Review of By-Laws

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

SCHOOL-WIDE COMMITTEES UNDER THE OFFICE OF THE DEAN

Article XII  School of Public Health Advisory Committees

XII.1  School of Public Health-Department of Health Liaison Committee

XII.1.1 Committee Composition

XII.1.1.1 The School of Public Health -Department of Health Liaison Committee shall consist of, at a minimum, three senior level officials from the New York State Department of Health, and three senior administrators from the School of Public Health. The Department of Health representatives shall be appointed by the Commissioner of Health or his/her designee, and the School of Public Health representatives shall be appointed by the Dean. The committee shall be co-chaired by the Dean of the School and the senior administrator from the Department of Health.

XII.1.2 Powers and Responsibilities

XII.1.2.1 The committee shall address the day to day operational issues involved in ensuring a smooth working relationship between the two institutions.

XII.1.2.2 The Dean and the senior administrator from the Department of Health will develop the agenda for each meeting and review the meeting minutes before submission to the other committee members.

XII.1.2.3 This committee shall review the yearly progress of the School’s strategic plan, as presented by the Dean.

XII.1.2.4 Meetings shall be held on a quarterly basis, at the minimum.

XII.1.2.4.1 A quorum will consist of the two-thirds of the representatives.

XII.1.2.4.2 All meetings shall be open unless otherwise specified by the Dean or by a majority of the committee members.

XII.1.2.4.3 Minutes of the meetings shall be on file in the Office of the Dean and reported by the Dean, or the Associate Dean in the absence of the Dean, at the School Council meeting immediately following the Liaison Committee meeting.

XII.2  Community Advisory Council

XII.2.1 Committee Composition

XII.2.1.1 The Community Advisory Council shall consist of between 10 and 20 individuals, representing the School’s important community partners, including state and county health departments, non-governmental public health agencies, and healthcare organizations. The members shall be appointed by the Dean of the School. The Dean or the Associate Dean for Public Health Practice shall convene and chair meetings of the Community Advisory Council.

XII.2.2 Powers and Responsibilities
XII.2.2.1 This committee shall help the School ensure that its academic, research, and service programs are useful and relevant to members of the broader community.

XII.2.2.2 This committee shall advise the Dean about opportunities for community engagement by faculty and students, including internship placements, field trips, research collaborations, and service learning projects.

XII.2.2.3 Meetings shall be held on a semi-annual basis, at the minimum.

XII.2.2.3.1 A quorum will consist of the two-thirds of the representatives.

XII.2.2.3.2 All meetings shall be open unless otherwise specified by the Dean or by a majority of the committee members.

XII.2.2.3.3 Minutes of the meetings shall be on file in the Office of the Dean and reported by the Dean, or the Associate Dean in the absence of the Dean, at the School Council meeting immediately following the Community Advisory Council meeting.

XII.3 School of Public Health External Advisory Committee

XII.3.1 Committee Composition

XII.3.1.1 The School of Public Health External Advisory Committee shall consist of, at a minimum, six members of Northeastern New York business community or other recognized community leaders. The committee shall be chaired by the Dean of the School.

XII.3.2 Powers and Responsibilities

XII.3.2.1 This committee shall advise the Dean concerning the development of public/private collaborations, suggest approaches to increase the visibility of the school in the region and throughout New York State, and provide linkages to potential donors. This committee shall review and comment on various plans regarding business collaborations, approaches to prospective donors, and approaches to media and marketing as presented by the Dean.

XII.3.3 Meetings shall be held on a semi-annual basis, at the minimum.

XII.3.3.1 A quorum will consist of the two-thirds of the representatives.

XII.3.3.2 All meetings shall be closed unless otherwise specified by the Dean or by a majority of the committee members.

XII.3.3.3 Minutes of the meetings shall be on file in the Office of the Dean.

XII.4 Other Advisory Committees.

XII.4.1 The Dean may convene additional ad hoc or standing advisory committees at his or her discretion.

XII.4.2 The Dean shall define the composition, powers, and responsibilities of any such committees.

Article XIII School of Public Health Strategic Planning Committee

XIII.1 Composition
XIII.1.1 The School of Public Health Strategic Planning Committee shall consist of the Dean, the Associate Deans, the Assistant Deans, the Department Chairs or Vice Chairs, the DOH/SPH Liaison, the Chair or Vice Chair of the SPH Council, the Chair of the SPH Evaluation Committee, a representative of the school's centers, one DOH faculty member, a student or alumnus, and a community representative.

XIII.1.2 The center representative, one at-large DOH faculty member, student or alumnus and a community representative on the committee shall be appointed by the Dean.

XIII.1.3 The Dean shall serve as chair of the committee.

XIII.2 Powers and Responsibilities

XIII.2.1 This Committee shall coordinate the strategic planning for the School.

XIII.2.1.1 The Committee shall determine the overall vision and mission of the School of Public Health and shall set goals and objectives for teaching, scholarship, and service.

XIII.2.1.2 The committee shall review the yearly progress of the School’s strategic plan, as presented by the Dean.

XIII.2.1.3 The Dean shall report institutional development and programmatic progress to the committee and receive input concerning the School’s strategic initiatives.

XIII.2.2 Upon committee approval of the School’s progress reports, the Dean shall report this information to the School of Public Health Council.

XIII.2.3 The Committee works closely with the Chairs of the standing committees of the School of Public Health Council, and the Director(s) of the interdisciplinary Undergraduate, Certificate, MPH, Online MPH, DrPH, and Continuing Education Programs in order to coordinate strategic planning across the school.

XIII.2.4 The Strategic Planning Committee may form subcommittees as needed to carry out its functions and may invite additional members to join those sub-committees.

XIII.2.5 Meetings shall be held on a semi-annual basis, at the minimum.

XIII.2.5.1 A quorum will consist of two-thirds of the voting members.

XIII.2.5.2 All meetings shall be open unless otherwise specified by a majority of the committee members.

XIII.2.5.3 Minutes of the meetings shall be on file in the Office of the Dean and reported annually by the Chair of the Committee to the School Council.

XIII.2.5.4 The Committee shall develop and make available written procedures and policies with regard to its functioning, scope of responsibilities, and oversight.

Article XIV School of Public Health Evaluation Committee

XIV.1 Composition

XIV.1.1 The School of Public Health Evaluation Committee shall consist of at least one but not more than two faculty member(s) from each department, one student, one member of the Office of the Dean, and the Chair (or an alternate member) of the SPH Strategic Planning Committee. The
latter two shall serve as ex-officio members. Members are appointed by the Dean upon recommendation of the Department Chairs, with the exception of the student member, who is appointed by the Dean upon recommendation by the School of Public Health Graduate Student Organization. The Dean may make additional appointments as needed.

XIV.1.2 Each faculty member shall initially serve for a three-year term, and may serve no more than two consecutive three-year terms. A member may serve again after an absence of three years. Each student shall serve for one academic term.

XIV.1.3 The Chair shall be appointed by the Office of the Dean and will serve no more than two consecutive two-year terms. If possible, the Chair shall be a faculty member and be selected from existing or previous committee members.

XIV.1.3.1 The Chair’s responsibilities include:

XIV.1.3.1.1 Notifying the Dean, Associate Dean for Academic Affairs or Associate Dean for Research, as appropriate, on actions taken or recommendations made at the committee meetings.

XIV.1.3.1.2 Submitting a list of actions taken during the academic year to the Office of the Dean. This submission will occur no later than May 1 of each academic year, in order for the Dean to report these actions to the School Council and Voting Faculty at the end of the academic year.

XIV.2 Powers and Responsibilities

XIV.2.1 This Committee shall evaluate school wide indicators of performance with regards to the objectives and goals set by the strategic planning committee. Activities of the Evaluation Committee should not supersede evaluative responsibilities granted to individual departments, committees of the School of Public Health Council, or other units or committees of the school. The evaluation committee does not collect data, but oversees the development of a data collection system (to be implemented by designated staff) for the centralized data collection.

XIV.2.1.1 The Committee reviews on a continuing basis, the evaluation processes at the School and recommends changes in the protocols as needed for clarity or as a result of programmatic changes.

XIV.2.1.2 The Committee evaluates and monitors, on an annual basis, the progress of the School towards its mission, goals and objectives, and makes recommendations to inform relevant committees, including the School’s Strategic Planning Committee.

XIV.2.2 The Committee reports to the Office of the Dean, and receives input from the Office of the Dean regarding changes in evaluation methods or programmatic priorities.

XIV.2.3 The Committee works closely with Department Chairs, the Chairs of the standing committees of the School of Public Health Council, and the Director(s) of the interdisciplinary Undergraduate, Certificate, MPH, and DrPH Programs and Continuing Education Programs in order to coordinate evaluation methods and data collection efforts across the school.

XIV.2.4 Meetings shall be held on a semi-annual basis, at the minimum.

XIV.2.4.1 A quorum will consist of a two-thirds of the voting members.

XIV.2.4.2 All meetings shall be open unless otherwise specified by a majority of the committee members.
XIV.2.4.3 Minutes of the meetings shall be on file in the Office of the Dean and reported annually by the Chair of the Committee to the School Council.

XIV.2.4.4 The Committee shall develop and make available written procedures and policies with regard to its functioning, scope of responsibilities, and oversight.

XIV.3  Information Technology Committee

XIV.3.1 Composition of Committee: The members of the committee will consist of the committee Chair, who is appointed by the Dean, the Dean, the Assistant Dean for Administration, the SPH IT representative, a continuing education representative, an online MPH program representative, and at least one representative from each academic department in the SPH. The frequency of the meetings are typically monthly but may be altered based on the current state of duty.

XIV.3.1.1 Faculty members of the Committee are appointed by the Department Chairs.

XIV.3.2 Powers and Responsibilities of the Committee

XIV.3.2.1 The main function of the Information Technology (IT) Committee of the SPH is to address the needs of all SPH faculty, staff and students with regard to all aspects of their computing needs and requirements for both teaching and research. Such needs addressed by the committee are to take the steps to ensure that all students/faculty/staff have reliable and convenient access to a stable computing environment that provides all required software, storage capacity and security. The committee shall also make recommendations regarding school-wide IT decisions (i.e., purchasing of software, hardware, or other equipment).

XIV.3.2.2 Meetings shall be held on a semi-annual basis at a minimum, and typically monthly meetings will occur.

XIV.3.2.3 A quorum shall consist of more than half of the number of members.

XIV.3.2.4 Meetings of the Committee shall be open, unless by majority vote the Committee decides to hold a closed meeting.

XIV.3.2.5 The Committee shall form subcommittees to address developing initiatives, as needed.