

# **Mel and Enid Zuckerman College of Public Health BYLAWS**

## **PREAMBLE**

The Mel and Enid Zuckerman College of Public Health (herein called MEZCOPH or College) is a college within The University of Arizona (UA).

The purpose of these bylaws is to assist in the orderly conduct and governance of the MEZCOPH; to facilitate the performance of assigned duties and obligations; and to protect the rights and privileges of the appointed personnel, staff, and students in accordance with the policies, rules, and regulations of the Arizona Board of Regents and other governance policies of the UA. The University of Arizona operates under a shared governance model defined in the “Shared Governance Memorandum of Understanding” of 1997. The MEZCOPH bylaws are based upon these governance principles.

These bylaws are intended to assure effective and collegial relationships among appointed personnel, staff, students, and the administration of the College toward the accomplishments of common goals and objectives.

## **ARTICLE I: STRUCTURE**

**The chief administrative officer of the MEZCOPH is the Dean.**

1. The Dean is appointed by ABOR, in accordance with ABOR policy.
2. The Dean reports directly to the Senior Vice President of Health Affairs and the Executive Vice President and Provost of the University of Arizona.
3. An Associate Dean for Academic Affairs serves as the chief academic officer of the MEZCOPH for all instructional and degree programs and faculty affairs and serves as Acting Dean in the Dean’s absence.
4. An Associate Dean for Research advises the Dean on policies and procedures that support research within MEZCOPH. The Associate Dean for Research is also the

- lead administrator in the MEZCOPH Office of Research who provides the required oversight of the policies and procedures related to research.
5. An Associate Dean for Community Programs advises the Dean on policies and procedures that support public health service and practice by all personnel within MEZCOPH.
  6. Additional Associate and Assistant Deans as required to administer specific functions within the MEZCOPH shall be appointed by and report directly to the Dean.
  7. Appointed personnel in the College are organized into Departments that reflect the nature of their research, teaching, and practice.
  8. Department Chair candidates will be recommended by the appointed personnel of each Department or hired through a national search. The Department Chair will be selected from this list of candidates by the Dean. Department Chairs serve for a term of five years. The Dean may recommend replacement of a Department Chair to a Department, and a Department may vote to recommend replacement of its Chair. A Department Chair must be at the rank of Associate or Full Professor. Department Chairs report directly to the Dean.
  9. Departments will have educational programs that are aligned with academic areas of study. These programs shall oversee the academic degrees. Faculty within a program will vote to recommend a Program Director to the Department Chair. Upon consideration of the faculty, the Department Chair will recommend to the Dean the name or names of candidates for the Program Director. The Dean may recommend replacement of a Program Director, and a Program may vote to recommend replacement of its Chair. The Department Chair may appoint an interim chair and request a new hire for a Program Director when needed. A Program Director should be at the rank of Associate or Full Professor. Program Directors report directly to the Department Chairs. Program Directors serve for a term of 3 years, renewable upon a recommendation from the Department Chair.
  10. Centers and Offices within the College shall be established according to ABOR policy.

11. The directors of college-wide programs may be in any program and report to the Associate Dean for Academic Affairs for the purpose of the administering these academic programs. A program director should be at the rank of associate or full professor.

## **ARTICLE II: MEMBERSHIP**

The membership of the College shall consist of the following:

1. Faculty of the MEZCOPH will include lecturers, senior lecturers, assistant professors, associate professors, and professors.
2. Academic professionals, as defined by UHAP, shall mean appointed, non-faculty employees who are involved with research or teaching programs, who require professional and intellectual freedom.
3. Appointed personnel shall consist of those faculty and academic professionals who hold primary appointments in MEZCOPH.
4. The voting membership for college-level matters shall include appointed personnel, three representatives from the Staff Advisory Council, a representative of the administrative appointed personnel, and three student representatives from each of the Colleges' educational programs (Undergraduate, Master and Doctoral Program). The student members will be selected by the Public Health Alliance).
5. Members of the staff will have the right to attend meetings as observers and may be granted the privilege of the floor in accordance with rules established by the appointed personnel.
6. Students admitted to any academic program of the MEZCOPH will have the right to attend meetings as observers and may be granted the privilege of the floor in accordance with rules established by the appointed personnel.

## **ARTICLE III: APPOINTED PERSONNEL**

### **Section A. Functions**

Subject to the powers and limits established by the UA, ABOR, MEZCOPH, Departments, and the appropriate professional and academic accrediting bodies, the appointed personnel may be responsible for the following as appropriate to designated job titles and/or expectations:

1. Setting the general standards for admission to, continuing registration in, and completion of the academic programs in the College.
2. Developing, recommending, implementing, and evaluating the various academic, research, service, and continuing education programs of the college.
3. Recommending students as candidates for degrees.
4. Advising the dean on all appropriate matters.
5. Protecting the rights and privileges of the appointed personnel, staff, and students of the college.
6. Formulating regulations concerning academic and non-academic conduct of students, including criteria for grading, advancement to graduation, student honors, and means for handling infractions.
7. Conducting, upon request of College administration, investigations and/or hearings on unresolved grievances of appointed personnel, staff, or students, and making known its findings and recommendations.

### **Section B. Review**

The MEZCOPH will follow the guidelines and procedures for promotion, tenure and continuing status that are contained in the latest edition of the University of Arizona Handbook for Appointed Personnel. All appointed personnel will undergo annual performance review.

## **Section C. Academic Freedom**

The academic freedom afforded the appointed personnel of the College shall be consistent with the rights and privileges approved by the Board of Regents and delineated in the University of Arizona Handbook for Appointed Personnel or supplements reflecting current policies.

## **Section D. Other Privileges and Obligations**

Policies and procedures concerning other appointed personnel privileges and obligations such as travel, retirement, awards, enrollment in university courses, patents, and leaves of absence including annual leave (vacation), sabbatical leave, sick leave, military leave, and leave without pay shall be consistent with university policy and consonant with all applicable laws. The administration of the College shall maintain, and make available to the appointed personnel of the College, copies of all policies and procedures incumbent upon the appointed personnel, and it shall be the responsibility of each member to become conversant with such policies and procedures.

## **ARTICLE IV: GOVERNANCE**

### **Section A. Executive Council**

The MEZCOPH Executive Council shall be responsible for: assisting the Dean with long-range strategic planning; reviewing and recommending administrative, fiscal and operational policies; evaluating annual progress towards College goals and objectives; conducting academic program reviews; and conducting accreditation reviews. The Executive Council may recommend policy changes to the appointed personnel for their deliberation at College meetings.

Membership of the Executive Council shall include:

- Dean
- Associate Deans
- Assistant Deans
- Department Chairs
- Directors of college-wide administrative support offices
- Directors of the college-wide centers
- Three student representatives selected by the Public Health Alliance that are from an undergraduate, master and doctoral degree program
- One staff representative selected by the Staff Advisory Council
- One academic professional selected by the Academic/Administrative Professional Forum
- Chair of the Faculty Assembly
- One selected community member to provide a representative range of perspective from the MEZCOPH constituency

The Executive Council has the authority to act for any committee not yet established. The need for and charge to other standing and ad hoc committees within the MEZCOPH shall be reviewed annually by the Executive Council.

### **Section B. Dean's Council**

The MEZCOPH Dean's Council shall be responsible for: assisting the Dean with college-wide management including fiscal and personnel decisions.

Membership of the Dean's Council shall include:

- Dean
- Associate Deans
- Assistant Deans
- Department Chairs
- Directors of college-wide administrative support offices

## **Section C. Meetings**

The College shall meet in open assembly a minimum of twice per year. Minutes shall be recorded and made available to the assembly.

## **Section D. Voting**

A quorum shall be constituted by 51% of the eligible voters (see Article II.3) for the purpose of conducting business. Called issues shall be determined by a majority of the quorum of voting members in attendance, or, in the case of mail ballots, by a majority of those voting by mail. A two-thirds majority of the voting members will be required to decide changes in College organization and structure, and individual recorded ballots will be used.

## **Section E. Parliamentary Authority**

Except when otherwise provided in the Bylaws, all procedures will be in accord with Robert's Rules of Order.

## **ARTICLE V: COMMITTEES**

In addition to the Executive Council, the College has Standing, Sub-, and Ad Hoc- Committees. These Committees and the Dean's Council may have charges dictated by ABOR or University policies, may serve as advisory to the Dean, Associate/Assistant Deans or Administrative Support Offices, may serve as governing bodies of the degree programs, or may serve specific constituencies of the College community. The MEZCOPH Standing Committees will include the following:

### 1. Promotion and Tenure Committee:

According to University of Arizona requirements, the MEZCOPH will have Departmental and a College Promotion and Tenure (P&T) Committee to advise the dean before recommendations are forwarded to higher administrative levels concerning all faculty personnel matters. Faculty personnel matters include: hiring, retention, and recommendations for promotion and tenure. Promotion

and tenure decisions for faculty members are set by the policies of The University of Arizona, in accordance with ABOR policy. The charge of the P&T Committee is to consider faculty applications for P&T actions and to develop P&T Guidelines.

Each Department will assign one tenured professor and the Dean will select up to 2 additional tenured professors to serve on the College P&T Committee. The Dean may replace a member of the P&T Committee at the request of the Committee members or at the Dean's discretion. The status (selected or appointed) of the replacement member should match the status of the replaced member. Terms of membership are usually rotating terms of three years. The Associate Dean for Academic Affairs is an ex-officio member of the MEZCOPH P&T Committee. The Chair or Co-Chairs are selected by the committee members, and are voting members.

Members who miss three meetings in a row or more than four in a year will be dismissed from the committee. If this occurs, the Dean will then ask the faculty member's Department Chair to recommend another member for the committee. All College P&T committee votes regarding promotion or tenure must have at least 4 members present for the review and vote.

All tenured faculty members are considered to be members of their Departmental P&T committees. At a minimum, the number of voting member must meet university guidelines.

## 2. Department Peer Review Committees:

Peer Review Committees from each Department review the annual performance evaluations of the faculty in the Department. This committee will be composed of at least three members nominated by the Department faculty and approved by the Department Chair. The Chair of the Peer Review Committee is selected by its members. All ranks should be represented (Assistant Professor, Associate Professor and Full Professor). Department Chairs may not serve on a Department Peer Review Committee.

### 3. Education Committee:

The Education Committee works with the Associate Dean for Academic Affairs to set the education agenda for the College. The Committee evaluates educational effectiveness, provides curriculum oversight to the College, determines the academic standards for applicants and students, and develops academic policies for the College. The Education Committee is advisory to the Associate Dean for Academic Affairs (an ex-officio member of the Committee), the Dean's Council, and the Dean.

Members of the Committee are the Program Directors, up to three director(s) of college-wide degree granting programs, the Assistant Dean for Student and Alumni Affairs, and three students selected by the Public Health Student Alliance (one each in an undergraduate, master and doctoral degree program). There are no specified terms of membership. The Chair of the Committee rotates among the faculty members of the committee at least every 3 months.

### 4. Student Scholarships and Financial Aid

This committee develops criteria and makes decisions regarding the distribution of state-funded scholarships, and assistantships that are available to MEZCOPH students. It works with the Development Officer to distribute foundation based aid for students. It acts as an information clearinghouse for financial resources that are available to students. This committee is chaired by the Assistant Dean for Student and Alumni Affairs. Members of the committee include a faculty member from each program, the Director of Development and the Associate Dean for Academic Affairs.

### 5. Research Advisory Committee:

This committee reviews current College research policy and practice and makes recommendations for improvements. The Dean for Research chairs this committee. It is advisory to the Associate Dean for Research, the Executive Council and the Dean. Membership includes representatives from all Departments, based on recommendations of the Department Chairs. It also includes student

representatives from the graduate programs, and community representatives. The Research Advisory Committee sets criteria for selection and terms of membership.

#### 6. Community Engagement, Practice and Service Committee:

This committee reviews current College public health service and practice and makes recommendations for improvements. It is advisory to the Associate Dean for Community Programs, the Executive Council and the Dean. It may be changed or dissolved by the Dean or the Associate Dean for Community Programs in consultation with the Executive Council.

The Associate Dean for Community Programs chairs the Committee. Its membership includes all interested parties in the College and from the communities. The Committee has representation from all Departments and offices of the College. The committee sets criteria for selection and terms of membership.

#### 7. Student Affairs Committee:

This committee acts as a clearinghouse for issues related to students; plans, facilitates and supports seminars, workshops, etc.; and lobbies/advocates for resolution of student problems. The committee is chaired by the Assistant Dean for Student Services and Alumni Affairs and is advisory to the Associate Dean for Academic Affairs and the Education Committee. Membership includes student representatives from each program, an MD-MPH student, and the staff from the Office of Student Services and Alumni Affairs. The committee sets criteria for selection and terms of membership. The committee meets twice each semester. It may be changed or dissolved by the Associate Dean for Academic Affairs in consultation with the Assistant Dean for Student and Alumni Affairs, and the Education Committee.

#### 8. Student Organizations

The Public Health Student Alliance is the student organization of the College. Students from all educational programs of the College are eligible for membership. The officers are selected by the members.

Additional student groups may be established or disestablished by members of the Public Health Student Alliance, based on current student interests such as the Global Health Alliance, the American Industrial Hygiene Association, the Student Environmental Health Sciences Association and LUCHA (Learning, Understanding, and Cultivating Health Advocacy). Funding for all student groups will be handled centrally through the Public Health Student Alliance.

#### 9. Staff Advisory Council:

This council serves as the liaison between the administration, appointed personnel, and staff regarding the role of classified staff in the College and promotes opportunities for improvement in staff support. The staff of each Department and the collective staff of the College administrative offices (Dean's Office, Office of Financial Affairs, Office of Information Technology, Office of Student Services and Academic Affairs, and Office of Development) shall each select up to two representatives to form the Staff Advisory Council. The Chair of the Council is selected by the members. The Staff Advisory Council sets the criteria for membership (or removal) and terms of membership.

#### 10. Academic/Administrative Professional Forum:

This council serves as the liaison between the administration, staff, and faculty regarding the role of academic/administrative professional in the College. This council identifies key issues affecting academic professionals and developing strategies for addressing, i.e. career development, orientation and policy determination. This council is led by a Chair and an Immediate Past Chair. General membership is open to all academic and administrative professionals in the college.

#### 11. Faculty Assembly:

The Faculty Assembly addresses issues that are the prerogative and duty of the faculty as defined under UHAP. Such issues would include, but are not limited to, creation of programs, requirements of such programs, representation on the UA Faculty Senate, among others. The Faculty Assembly will meet at least quarterly. Voting members include all faculty members with at least a 51% FTE position and a primary appointment in MEZCOPH. The Assembly will

be led by a Chair (serving one year) and Chair-elect (serving two years, one as Chair-elect and a second as Chair). Each year a Chair-elect will be chosen by the voting members of the Faculty Assembly. The Chair of the Faculty Assembly will represent the Faculty on the Executive Committee. In his/her absence, the Chair-elect will represent the faculty.

#### 12. Committee on Inclusion and Equity:

The Committee's overall goal is to be a model of equity and inclusion by creating a scholarly community that understands, values and respects all individuals so students, faculty and staff can achieve their full potential as public health leaders. The Committee facilitates the integration of inclusion and equity throughout the College's activities. The committee advises the Dean on policies and procedures to promote inclusion and equity for all in the College. The 11 member Committee is led by a chairperson and consists of three students, three faculty members, and three additional members of MEZCOPH who are selected from the Appointed Professionals and Classified staff personnel. The Dean appoints the chair of the committee.

#### 13. Evaluation Committee:

This committee develops criteria and procedures to evaluate the College's progress towards meeting its mission, goals and objectives, and oversees the process of evaluating all major aspects of the College's operations. The Committee is advisory to the Executive Council and the Dean.

Members include representatives from each of the Departments, the Director of the Office of Information Technology, the Associate and Assistant Deans; a community representative and representatives from the student and alumni bodies. The Dean's Council and the Evaluation Committee set the criteria for membership (or removal) and terms of membership. The Chair is chosen by the Dean.

#### 14. Community Advisory Board:

This board provides and supports opportunities for the College to collaborate with the community; advises the Dean, when appropriate,

as to College activities; advocates for and supports College activities; and raises funds for the College. The Dean, Associate Deans, Assistant Deans and the Director of the Development Office are ex-officio members of the Board.

Membership is representative of the community and includes individuals interested in the College and its activities. Membership is by recommendation from the Board or members of the College, approval of the Dean, and election by the Board. Terms of membership are three years, subject to renewal pursuant to the Community Advisory Board guidelines and rules.

#### 15. Sub Committees:

Sub committees may be established and dissolved by the Executive Council or by any Standing Committee to satisfy its charge. The Executive Council or Standing Committee determines the membership and tenure of sub committees.

#### 16. Ad Hoc Committees:

Ad Hoc committees, task force or working groups may be established and dissolved by the Dean, the Associate Deans, the Assistant Deans or the Executive Council (with approval of the Dean), as deemed necessary to address the mission, goals, objectives, and special issues of the College. Those responsible for the establishment of such committees, task forces or working groups determine their membership and tenure.

These committees produce summary documents for review by the members and Executive Council. Recommendations may come from these committees and be voted upon by the members

## **ARTICLE VI. BYLAWS ADOPTION AND AMENDMENT**

### **Section A. Adoption**

These bylaws of the College shall become effective following approval by the voting members of the College, and following approval by the Provost and President of the University of Arizona.

## **Section B. Amendment**

1. Any voting MEZCOPH member may offer amendment(s) to article(s) or program(s) of the bylaws. Proposed amendments to the bylaws shall be circulated to voting members at least one month prior to any meeting at which they will be considered. Amendment(s), and rationale therefore, shall be stated specifically and so transcribed in the minutes of the meeting in which they are proposed. The proposed amendment(s) may be discussed fully at the meeting, but no vote shall be taken.
2. The Dean, or a committee appointed by the Dean, shall study the proposed amendment(s) and the supporting rationale. Fourteen days before the meeting scheduled for voting on the amendment(s), the conclusions reached by the Dean and/or committee regarding the operational consequences of the proposed amendment(s), together with the original amendment(s) as proposed, shall be distributed to each voting member. At the meeting, the Dean will verbally recapitulate, prior to the vote, the operational consequences of the proposed amendment(s). Consent by a two-thirds majority of voting members shall be required for approval. Approval or disapproval of the amendment(s) shall be recorded in the minutes of the meeting.
3. Any amendment(s) thus approved shall be transmitted by the Dean through the appropriate administrative channels to the Provost of the University.
4. The amendment(s) in such form as may be approved by the Provost of the University shall be the enabling act creating such amendment(s) as functional part(s) of the bylaws. These shall thereafter be the regulations governing the organization, procedures, and policies of the College.
5. Should changes in the bylaws be made necessary or mandatory by events outside the College, the voting members of College shall be given the opportunity to consider the required amendment(s) and to make recommendations regarding these amendment(s) or to make alternate proposals.

6. The Office of the Dean will prepare an updated bylaws copy to be posted on the College Website annually during the fall semester.

These Bylaws approved by voting members on December 8, 2015.