



**SCHOOL OF
PUBLIC HEALTH**

University of Medicine & Dentistry of New Jersey

**BYLAWS FOR THE GOVERNANCE
OF THE
UNIVERSITY OF MEDICINE AND DENTISTRY
OF NEW JERSEY (UMDNJ)
SCHOOL OF PUBLIC HEALTH**

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The UMDNJ-School of Public Health is sponsored by the
University of Medicine and Dentistry of New Jersey in cooperation with
Rutgers, The State University of New Jersey and
New Jersey Institute of Technology.

TABLE OF CONTENTS

	TITLE	PAGE
PREAMBLE		1
DESCRIPTION		1
ARTICLE I.	ADMINISTRATIVE ORGANIZATION	1
Section 1.	THE DEAN	1
Section 2.	ASSOCIATE/ASSISTANT DEANS – NEWARK, PISCATAWAY/NEW BRUNSWICK, AND STRATFORD/CAMDEN	2
Section 3.	OTHER ADMINISTRATIVE OFFICERS	2
Section 4.	DEPARTMENTS	2
Section 5.	DEPARTMENT CHAIRS	3
Section 6.	DEPARTMENTAL DIVISIONS, SECTIONS AND PROGRAMS	4
ARTICLE II.	THE FACULTY	4
Section 1.	MEMBERSHIP	4
Section 2.	SECRETARY OF THE FACULTY	5
Section 3.	MEETINGS	5
Section 4.	DUTIES AND POWERS OF THE FACULTY	6
Section 5.	FACULTY APPOINTMENT, REAPPOINTMENT, PROMOTION, LEAVE OF ABSENCE AND TERMINATION OF SERVICE	7
ARTICLE III.	COMMITTEES	7
Section 1.	MEMBERSHIP	7
Section 2.	EXECUTIVE COUNCIL	8
Section 3.	COMMITTEE ON COMMITTEES	9
Section 4.	ACADEMIC PROGRESSION COMMITTEE	10
Section 5.	ADMISSIONS COMMITTEE	10
Section 6.	APPOINTMENTS AND PROMOTIONS COMMITTEE	11
Section 7.	FACULTY AFFAIRS COMMITTEE	11
Section 8.	CURRICULUM COMMITTEE	12
Section 9.	STUDENT AFFAIRS COMMITTEE	13
Section 10.	RESEARCH COMMITTEE	13
Section 11.	BYLAWS AND ELECTIONS COMMITTEE	14
ARTICLE IV.	AMENDMENT PROCEDURES	14
ARTICLE V.	METHOD OF ADOPTION	14

**Bylaws for the Governance of the
University of Medicine and Dentistry of New Jersey
School of Public Health**

PREAMBLE

The UMDNJ-School of Public Health (“School”) shall offer professional instruction and conduct research in the public health sciences. Within the scope of its resources, the School shall provide public health service to its constituent communities. Nothing in these Bylaws shall contravene any provision of the UMDNJ Bylaws, policies and procedures established by UMDNJ, or applicable laws.

DESCRIPTION

The School offers curricula leading to the MPH, MS, DrPH, and PhD degrees and a variety of certificates in public health areas. The School has three main Campuses for instruction: Newark, Piscataway/New Brunswick and Stratford/Camden. It is co-sponsored with two collaborating institutions – Rutgers, The State University of New Jersey and New Jersey Institute of Technology (NJIT). In addition, the School may have partners within UMDNJ, Rutgers and NJIT and any additional appropriate partners. The School also administers fieldwork experiences and supports continuing education opportunities for public health practitioners.

ARTICLE I. ADMINISTRATIVE ORGANIZATION

Section 1. **THE DEAN**

- 1.1 Under the President and Executive Vice President for Academic and Clinical Affairs, the Dean shall be the chief academic and administrative officer of the School with primary responsibility for implementing the mission of the School. The Dean’s duties and powers shall be those set forth in the UMDNJ Bylaws.
- 1.2 The Dean shall be appointed by the UMDNJ Board of Trustees upon nomination by the President. The President shall select the nominee from among a slate of nominees provided by a Dean’s Search Committee as set forth in the UMDNJ Bylaws. A majority of the Search Committee shall consist of individuals elected by the Faculty of the School. The members of the Search Committee shall be appointed by the President. The Dean shall serve at the pleasure of the President.
- 1.3 There shall be a periodic review of the School and the stewardship of the Dean at least once every five (5) years. The findings of each review shall be reported to the President and the Board of Trustees.

Section 2. **ASSOCIATE/ASSISTANT DEANS – NEWARK, PISCATAWAY/NEW BRUNSWICK, AND STRATFORD/CAMDEN**

- 2.1 The Associate/Assistant Deans for the Newark, Piscataway/New Brunswick and Stratford/Camden campuses shall be the chief academic officers of those campuses. Under the direction of the Dean, the Associate/Assistant Deans shall provide the academic and administrative leadership for the educational, research and service programs of their campuses. The Associate/Assistant Deans shall also have School-wide responsibilities as assigned by the Dean. These positions shall serve at the pleasure of the Dean.
- 2.2 The Associate/Assistant Deans for each campus shall be appointed by the Board of Trustees upon the recommendations of the Dean and the President.
- 2.3 There shall be a periodic review of each campus and the stewardship of its Associate/Assistant Dean at least once every five (5) years. The procedure for the review shall be set forth in the Procedural Code of the School. The findings of such review shall be reported to the President and the Dean.
- 2.4 The duties and responsibilities of the Associate/Assistant Deans shall be set forth in the Procedural Code of the School.

Section 3. **OTHER ADMINISTRATIVE OFFICERS**

Other administrative officers of the School shall be appointed by the Board of Trustees upon the recommendations of the Dean and the President after consultation by the Dean with the Executive Council of the School. The Dean may delegate authority and/or responsibility to these officers as may be deemed necessary for effective administration. In addition, Directors of Public Health shall be appointed following consultation by the Dean with Rutgers, The State University of New Jersey and New Jersey Institute of Technology (NJIT). The Directors of Public Health shall serve as liaisons to Rutgers University and NJIT. These officers shall serve at the pleasure of the Dean.

Section 4. **DEPARTMENTS**

- 4.1 To fulfill the School's mission and goals, Departments shall be established or abolished by the UMDNJ Board of Trustees upon recommendation of the Dean and approval of the President. The Departments may include non-Core Departments sponsored through UMDNJ or collaborating institutions. The Executive Council and Faculty shall advise the Dean regarding such recommendations prior to referral to the President of the University and the Board of Trustees.
- 4.2 At a minimum, there shall be Departments reflecting each of the required curricular concentrations of the Council on Education for Public Health. These required Departments shall be referred to as Core Departments (Biostatistics,

Epidemiology, Environmental and Occupational Health, Health Systems and Policy, and Health Education and Behavioral Science). In addition, non-Core Departments may be created on any Campus upon the recommendation of the Executive Council and Faculty.

Section 5. **DEPARTMENT CHAIRS**

- 5.1 There shall be a Chair for each Department and a Vice-Chair if the Department exists on more than one campus. The Chairs and Vice-Chairs of the Core Departments shall be selected from among the Faculty having primary appointments at the School. Chairs and Vice-Chairs of non-Core Departments may be selected from among Faculty having a primary appointment in the School or Faculty from institutions holding joint Faculty appointments at the School. All School Department Chair/Vice-Chair appointments shall be made by the Board of Trustees upon the recommendation of the Dean and the President. These appointments shall be from among a slate of nominees provided by a Search Committee, the members of which shall be appointed by the Dean.
- 5.2 All School Department Chairs and Vice-Chairs, including those in non-Core Departments sponsored by other schools, shall serve at the pleasure of the Dean. The performance of each Chair and Vice-Chair shall be evaluated annually by the appropriate campus Associate/Assistant Dean and reviewed by the Dean. For non-Core Departments in which the Chair is not a School primary Faculty member and the Department is sponsored by a collaborating institution, the Director of Public Health from the collaborating institution shall participate in the evaluation.
- 5.3 A review and evaluation of each Department and of the Chair's performance shall be performed at least once every five (5) years. The procedure for the review shall be set forth in the Procedural Code of the School. The findings of such review shall be reported to the President and the Dean.
- 5.4 Under the Dean and campus Associate/Assistant Dean, each Department Chair shall have general administrative responsibility for and participate in the educational, research, and service programs of the Department.
- 5.5 The duties and powers of the Department Chair are set forth in the UMDNJ Bylaws.
- 5.6 The Department Chair of each Core or non-Core Department shall make recommendations regarding appointments, reappointments, promotions, change in Faculty status, leaves, dismissals and acceptance of resignations following review with the full-title Faculty of the Department at the rank of Associate Professor or higher.

Section 6. **DEPARTMENTAL DIVISIONS, SECTIONS AND PROGRAMS**

- 6.1 Departments within the School may be divided in a manner consistent with the aims and policies of such Departments. Divisions, Sections, or Programs, consisting of Centers or Institutes, may be created, dissolved or receive a change in name only upon recommendation of the Chair after review by the Departmental Faculty and the Executive Council, and with the approval of the Dean, the President, and the Board of Trustees.
- 6.2 A Division, Section, or Program Head may be appointed only by the Board of Trustees upon the recommendation of the Chair, following consultation with the Departmental Faculty, and with the approval of the Dean and the President, and shall serve at the pleasure of the Chair.
- 6.3 The stewardship of each Division, Section or Program Head shall be subject to review at least once every five (5) years. Such reviews and evaluations shall be carried out following procedures set forth in the Procedural Code of the School. The findings of such reviews and evaluations shall be reported to the Chair and the Dean.

ARTICLE II. **THE FACULTY**

Section 1. **MEMBERSHIP**

- 1.1 The Faculty shall consist of all persons with a faculty appointment at the School of any type.
 - 1.1.1 Full academic rank primary faculty are those appointed as Professor, Associate Professor, Assistant Professor, or Instructor.
 - 1.1.2 Full academic rank secondary faculty are those with academic titles of Professor, Associate Professor, Assistant Professor or Instructor at other UMDNJ schools and collaborating institutions who have been given an equivalent appointment by the School of Public Health that is coterminous with their primary appointment. Secondary Instructor appointments may be made for individuals having staff, residency, post-doctoral, or other paid appointments at other UMDNJ schools or collaborating institutions.
 - 1.1.3 Qualified academic rank faculty shall have academic titles of Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor, or Lecturer. If paid by the School and if not a primary paid

faculty member of another academic institution, they will be considered primary faculty of the School of Public Health.

- 1.2 Faculty members with a primary appointment at the School may also hold a secondary appointment in another school.
- 1.3 The historical practice of inter-institutional search committees shall be encouraged.
- 1.4 Whenever elections or votes are held within the School full academic rank primary faculty shall have a full vote. The votes of all other faculty shall be in proportion to their time commitments to the School, as detailed in the Procedural Code of the School.
- 1.5 All Faculty are eligible to serve on any standing School committee or campus subcommittee with the exception of the Appointments and Promotions Committee and the Bylaws and Elections Committee which shall include only primary faculty.

Section 2. **SECRETARY OF THE FACULTY**

The Dean shall appoint a primary full title Faculty member as Secretary of the Faculty from two or more nominees presented by the Faculty. The Secretary shall have responsibility for the following: records of the Faculty, maintenance of current Bylaws and rules of procedure, and records of all appointments, elections, reappointments, and reelections of positions to committees. The Secretary shall be responsible for calling meetings of the Faculty. All records of meetings of the Faculty shall be available at any time for inspection by any member of the Faculty. The term of this office shall be two (2) years.

Section 3. **MEETINGS**

- 3.1 The Dean or a designated alternate of full academic rank shall be the presiding officer at meetings of the Faculty. The Dean or a designated alternate may vote only in case of a tie. One member of the Faculty shall serve as Parliamentarian.
- 3.2 The Faculty shall meet at least two times during each academic year. Items may be placed upon the agenda by the Dean or any other member of the Faculty. The agenda should be circulated at least one (1) calendar week in advance of a meeting. Extraordinary meetings may be convened by the President or the Dean or upon written request of at least 10% of the Faculty submitted to the Secretary of the Faculty who shall then schedule the meeting, after consultation with the Dean. A quorum shall consist of 30% of primary and secondary full title Faculty who hold the title of Professor, Associate Professor, Assistant Professor and Instructor and must include representation from at least three (3) of the Core

Departments in the School. Members attending through distance technology will be included for the quorum. A meeting of the Faculty at the Newark, Piscataway/New Brunswick or Stratford/Camden campus may be convened by the Associate/Assistant Deans for each campus or upon the request of the Dean.

- 3.3 Resolutions may ordinarily be passed by a majority of those present at meetings of the Faculty at which a quorum is present. In the absence of a quorum at a meeting, issues may be discussed but no resolution may be enacted but rather should be submitted for a mailed or electronic ballot to all Faculty members eligible to vote along with a copy of the minutes when the subject was discussed. In this case a majority vote of those voting shall be required for passage.

Section 4. **DUTIES AND POWERS OF THE FACULTY**

The Faculty may communicate through the Dean its views on University-wide issues affecting the academic programs at the School to the President and Board of Trustees. Ordinarily, communication between the Faculty and the President or Executive Vice President or Senior Vice Presidents regarding issues of importance to the Faculty or the School shall be through the Dean. However, when appropriate and necessary, Faculty members may communicate directly with the President or Executive Vice President or Senior Vice Presidents. Under the Dean, the President and subject to the statutory powers granted to the Board of Trustees, the Faculty shall have duties and powers with regard to academic matters, including but not limited to the following:

- 4.1 Design, approval, implementation, evaluation and revision of the curricula subject to Board of Trustees approval, and establishment and promulgation of the academic calendar;
- 4.2 Establishment of requirements for admission; development of criteria and procedures for selection of students; and, via a committee of the Faculty, recommendation of students for admission;
- 4.3 Establishment of standards for examinations, grading, academic standing, honors in courses and attendance;
- 4.4 Establishment of requirements for degrees and certificates;
- 4.5 Recommendation through the Dean and President to the Board of Trustees of those candidates who have fulfilled the requirements for degrees and certificates;
- 4.6 Establishment of regulations and procedures under which the Faculty operate;
- 4.7 Review of the actions of the standing committees;
- 4.8 Encouragement of research, educational, teaching and community service activities of Faculty members and of students;

- 4.9 Recommendations to the Board of Trustees of amendments to these Bylaws and the University Bylaws through the Dean and the President;
- 4.10 For those programs leading to joint degrees with other institutions or with other schools of UMDNJ, the duties and powers delineated in 4.1 through 4.5 above shall be held by the Faculty of those degree programs.

Section 5. **FACULTY APPOINTMENT, REAPPOINTMENT, PROMOTION, LEAVE OF ABSENCE AND TERMINATION OF SERVICE**

All matters regarding Faculty appointment, reappointment, promotion, academic rank and titles, tenure, emeritus status, academic freedom and academic responsibility, faculty leaves of absence, and faculty termination of service shall be in accord with Articles IV, V and VI of the Bylaws for the governance of UMDNJ.

ARTICLE III. **COMMITTEES**

Each standing committee shall formulate its own rules of procedure which shall be reviewed and approved by the Executive Council. In addition to the Committees delineated in Article III, Sections 3 through Section 11 of these Bylaws, other standing and ad hoc Committees may be established by the Dean to meet the mission of the School. Except where otherwise specified, Committee resolutions may be passed by a majority of those present at meetings at which a quorum is met. An Executive Committee shall be established for each campus and shall be chaired by the campus Associate/Assistant Dean. Subcommittees shall be established on each campus in the areas of Academic Progression and Curriculum and may be established as needed in other areas. Campus subcommittees shall report to the corresponding Schoolwide committee. Procedure for campus subcommittees shall be formulated as part of the rules of procedure of the corresponding Schoolwide committee.

Section 1. **MEMBERSHIP**

- 1.1 The chair of each Campus Subcommittee shall be a member of the School-wide parent committee with the exception of the Student Affairs Committee.
- 1.2 All elections and appointments to the standing committees, unless otherwise specified in the committee's procedural code or the Bylaws of the School, will serve three (3) year terms that will become effective on September 1 of each year. Faculty holding secondary appointments at the School may serve on any standing committee of the School and have voting privileges with the exception of the Appointments and Promotions Committee and the Bylaws and Elections Committee. Student representatives may serve on any standing committee of the School with the exception of the Appointments and Promotions Committee and the Bylaws and Elections Committee.

- 1.3 Members may not be represented by alternates unless specifically stipulated within the description of the committee. A member of a standing committee who is absent for four (4) consecutive meetings or who fails to attend over one-half of the scheduled meetings of the committee within an academic year may be replaced on the recommendation of the committee chair after discussion of the matter with that member and the Dean. The replacement shall be chosen by the same process as that originally used to seat the member of the committee.
- 1.4 Committee members will be elected and appointed to committees as positions become vacant until the appropriate complement of members for a committee has been reached. The term of office for each committee is described in the School's Procedural Code.
- 1.5 Ad hoc committees may be approved by the Dean as needed to assist in the orderly conduct of the affairs of the Faculty. No ad hoc committee shall exist beyond one year after its establishment without review by the Executive Council.
- 1.6 Except as specified below, committee chairs and ex officio committee members shall be entitled to vote on all resolutions that come before the committee for action.

Section 2. **EXECUTIVE COUNCIL**

- 2.1 The Executive Council shall advise the Dean on matters affecting the operation and policies of the School, shall develop the Procedural Code of the School and shall act on behalf of the Faculty with regard to the duties and powers of the faculty enumerated in the UMDNJ Bylaws. However, the right of the Faculty to review and to accept or reject decisions of the Executive Council shall not be abridged.
- 2.2 The Executive Council shall receive and ratify: all actions of the Committee on Committees; requirements for admission as developed by the Admissions Committee; guidelines for appointments and promotions as prepared by the Appointments and Promotions Committee; Academic Rules and Regulations as formulated by the Academic Progression Committee; other policies concerning the faculty as prepared by the Faculty Affairs Committee; curriculum changes for academic programs approved by the Curriculum Committee; policies to ensure due process rights of students by the Student Affairs Committee; and policies related to research as presented by the Research Committee.
- 2.3 The Executive Council shall consist of the Dean, the Directors of Public Health from collaborating academic institutions, Department Chairs, Associate/Assistant Deans for each campus, the Secretary of the Faculty and an elected faculty representative eligible for AAUP membership from each campus. The elected faculty representatives shall serve 3 year terms. The procedure for selecting the

faculty representatives is set forth in the Procedural Code of the School. There shall be one (1) officer representative from the School of Public Health Student Government Association for each Campus. The student members shall not vote or be present during faculty personnel, student financial aid, and student academic performance matters but shall have a vote on all other matters. The Associate/Assistant Deans not serving as campus academic officers, Directors of University-recognized Centers or Institutes, and Department Vice-Chairs shall serve ex officio without vote. Other individuals may be invited to attend meetings without vote on the approval of the Dean and the Executive Council. Each member of the Executive Council may designate alternates to attend a cumulative total of no more than three (3) meetings during each academic year. The Dean or designee shall serve as Chair, without vote, except in case of a tie.

- 2.4 The Executive Council shall meet at least eight times during the academic year. Extraordinary meetings may be convened by the Dean or on written request of at least one-fourth of the members of the Executive Council submitted to the Dean, who shall then convene the meeting. A quorum shall be a majority of the voting members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.
- 2.5 The Dean's Council, a subcommittee of the Executive Council, that serves in an advisory capacity to the Dean, shall consist of the Dean (or the Dean's designee), who shall be the Chair, the Associate/Assistant Deans, and Directors of Public Health from collaborating academic institutions. The Dean may appoint additional members.

Section 3. **COMMITTEE ON COMMITTEES**

- 3.1 The Committee on Committees shall select the chairs and members of ad hoc and standing committees except where another selection process is specified in these Bylaws. The Committee on Committees is responsible for ensuring continuity of membership and expertise among standing committee members. All actions of the Committee on Committees are subject to review and approval by the Executive Council.
- 3.2 The Committee on Committees shall consist of the Dean (or the Dean's designee), who shall be the Chair, the Secretary of the Faculty and the faculty representative from each campus who has been elected to serve on the School's Executive Council. All members of the Committee are eligible to vote, except the Dean or his/her designee, who shall only vote in case of a tie. A quorum shall be a majority of the members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

Section 4. **ACADEMIC PROGRESSION COMMITTEE**

- 4.1 The Academic Progression Committee shall consider matters of academic standing of public health students. This Committee shall have the responsibility of monitoring and designating the academic status of all students in the School and of approving the Academic Rules and Regulations which provide the guidelines under which the Committee functions, and which describe the requirements for promotion and award of degrees.
- 4.2 The Academic Progression Committee shall have the responsibility to determine that students have satisfactorily met the requirements of each academic year for each degree program; recommend to the Faculty the candidates for the degrees; consider individual requests for exceptions to the existing Academic Rules and Regulations; determine whether students are to be placed on academic warning or academic suspension and the conditions for removal. The Committee may recommend the dismissal of a public health student to the Dean in accordance with the Academic Rules and Regulations. This Committee shall carry out these functions through approval of Campus Subcommittee recommendations.
- 4.3 The Academic Progression Committee shall consist of the Associate Dean responsible for Academic Affairs who shall serve as Chair and the Chairs of the campus Academic Progression Subcommittees. The other campus Associate/Assistant Deans, Associate/Assistant Dean for Student and Alumni Affairs, the Fieldwork Coordinator(s) and the Registrar(s), shall serve ex officio, without vote, when requested to provide input to the Committee.
- 4.4 Meetings shall be regularly scheduled throughout the academic year with additional meetings called by the Chair when necessary. A quorum shall be a majority of the voting members of the Committee present, plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

Section 5. **ADMISSIONS COMMITTEE**

- 5.1 The Admissions Committee shall have the responsibility within legal boundaries of setting the requirements for admission to the School subject to review by the Faculty. The Committee shall carry out this function through approval of Department recommendations. An annual written report shall be presented to the Faculty prior to a regularly scheduled meeting of the Faculty.
- 5.2 The Admissions Committee shall consist of the Associate/Assistant Dean responsible for Admissions, who shall serve as Chair, and the Chairs of the Campus Admissions Subcommittees.

- 5.3 Meetings shall be convened by the Chair. All members of the Committee are eligible to vote. A quorum shall be a majority of the members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

Section 6. **APPOINTMENTS AND PROMOTIONS COMMITTEE**

- 6.1 The Appointments and Promotions Committee shall have the responsibility of making formal recommendations to the Dean regarding: appointment and promotion of Faculty holding primary appointments at the School; appointment of Faculty holding secondary appointments at the School to academic ranks above Instructor; and insuring the consistency of standards for academic rank. The Committee shall also review and make recommendations for the designations of emeritus Faculty, distinguished professor and other similar honors. The Committee shall, with the approval of a majority of the membership of the Faculty, establish guidelines for the award of each academic rank. The Committee may on its own initiative make suggestions as to personnel matters to the Dean. The Committee shall carry out these functions through approval of Department recommendations. The Committee shall present a written annual report to the Dean and a summary written report to the Faculty at a regularly scheduled meeting.
- 6.2 The Appointments and Promotions Committee shall consist of seven (7) full title primary faculty members of Associate Professor or Professor rank. They will be selected as follows: one (1) from each of the Core Departments of the School who shall be elected by the full academic rank faculty of their department and two (2) who shall be appointed by the Dean. Committee duties and procedures shall be set forth in the Procedural Code of the School.
- 6.3 Meetings shall be convened by the Dean or by the Chair, who shall be appointed by the Dean. All members of the Committee are eligible to vote, except the Dean or his/her designee, who shall only vote in case of a tie. A quorum shall be a majority of the members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.
- 6.4 Department actions for primary faculty presented to the Appointments and Promotions Committee must include a report of the vote of the senior Faculty (Professor and Associate Professor) holding primary appointments at the School following consultation by the Department Chair.

Section 7. **FACULTY AFFAIRS COMMITTEE**

- 7.1 The Faculty Affairs Committee shall review and recommend policies governing faculty other than appointments, promotion and tenure. The Committee may appoint ad hoc committees and make recommendations on faculty grievances and

matters involving faculty rights, unless the grievable matter is covered by a faculty contract.

- 7.2 The Committee shall consist of three tenured senior faculty members elected by the faculty and be chaired by the Associate/Assistant Dean for Faculty and Academic Affairs.
- 7.3 The Committee will meet on the basis of need and report its findings to the Dean.

Section 8. **CURRICULUM COMMITTEE**

- 8.1 The Curriculum Committee shall develop, review and make policy recommendations regarding the curricula for the degree and certificate programs of the School, including dual and joint degrees, and shall develop standards for the evaluation of each educational program for the School. The Committee may elect to establish subcommittees for each degree program curriculum.
- 8.2 The Curriculum Committee shall have the responsibility of making recommendations to the Dean in the following areas: educational goals and learning objectives for each program of study, content of courses to assure broad understanding of the areas of knowledge basic to public health, methodology of teaching, culminating experience, and evaluation of courses. The appropriate constituents shall be consulted regarding proposed changes in the curriculum. The Committee shall carry out these functions mainly through approval of campus Subcommittee recommendations. Upon the request of three (3) members of the Curriculum Committee, a recommendation of the Committee shall be presented to the Faculty. Acceptance of such recommendations requires ratification by a majority vote of the Executive Council. The Committee shall present a written annual report to the Dean through the Faculty.
- 8.3 The Curriculum Committee shall consist of the Campus Associate/Assistant Deans, Chairs of the Campus Curriculum Subcommittees, one faculty member from each campus, elected by the faculty of that campus, and two student representatives, one (1) from the master's degree programs and one (1) from the doctoral degree programs. All student representatives shall be elected by their classmates. A designee of the School's Alumni Association shall be a member ex officio without vote. Faculty members may serve for a maximum of nine (9) consecutive years. Students shall serve one-year terms and may be reelected for a maximum total of four (4) years. Faculty and ex officio members may not be represented by alternates. A quorum shall be a majority of the voting members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.
- 8.4 The Curriculum Committee shall meet at least six (6) times during the academic year. The Dean shall be invited to attend at least one meeting. No course can be

offered without the review and approval of the Curriculum Committee. A review of individual courses must be conducted at least every three (3) years.

Section 9. **STUDENT AFFAIRS COMMITTEE**

- 9.1 The Student Affairs Committee shall have the responsibility for hearing allegations of misconduct against students and for ensuring the due process rights of students. The Committee shall make determinations of fact and make recommendations to the Dean for disciplinary action regarding infractions of rules, regulations and standards of the University.
- 9.2 The Student Affairs Committee shall consist of five members and three alternates, with two members and one alternate elected from the Faculty, two members and one alternate elected by the students, and one administrative Faculty member and one alternate designated by the Dean. The faculty shall serve staggered three-year terms; students will be elected annually. Members may serve up to two consecutive terms. Members shall elect a Chair from among themselves.
- 9.3 Meetings shall be convened by the Chair or on request of the Dean or any member of the Committee. All members of the Committee are eligible to vote, except alternates shall have a vote only when sitting for a regular member. A quorum shall be a majority of the voting members of the Committee present or their alternates plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.
- 9.4 The Committee shall conduct all hearings and all deliberations in accordance with the policies of the University and the School.

Section 10. **RESEARCH COMMITTEE**

- 10.1 The Research Committee shall have the responsibility of encouraging research activities by faculty and students and serve in an advisory capacity to the Office of Research and Sponsored Programs and the Dean on matters of general policy related to research.
- 10.2 The Research Committee shall consist of 7 members, including the Associate/Assistant Dean for Research who shall serve ex-officio without vote, 2 members appointed by the Dean, and 4 members elected by the faculty. The term of office of elected members shall be 3 years.
- 10.3 The Chair shall be elected by the voting members of the Committee from among themselves to serve a term of 1 year. The Committee shall meet at least twice a year and meetings may be convened by the Dean or Chair.

Section 11. **BYLAWS AND ELECTIONS COMMITTEE**

- 11.1 The Bylaws and Elections Committee shall have the responsibility of (1) insuring that the Bylaws of the School are in conformity with the Bylaws of the University, (2) insuring that the procedures of the School are in accordance with the Bylaws of the University and with the Bylaws of the School, (3) supervising all elections and other ballots conducted among the Faculty, and (4) reviewing and evaluating the role, activities and progress of standing and ad hoc committees and, in the event of uncertainty about a matter, for determining the scope of responsibility of standing and ad hoc committees. In addition, this Committee shall have the responsibility of framing a formal statement of amendments to the Bylaws as specified in Article IV.
- 11.2 The Bylaws and Elections Committee shall consist of nine (9) full title Faculty members, including the Secretary of the Faculty. Five members shall be elected by the Faculty through a Schoolwide vote and three appointed by the Dean, ensuring representation across all campuses. A person may serve as Chair of this Committee a maximum of six (6) consecutive years.
- 11.3 Meetings shall be convened by the Chair or on request of any member including the Secretary. All members of the Committee are eligible to vote. A quorum shall be a majority of the members of the Committee present plus the Chair or a designated alternate appointed by the Chair from among the members of the Committee.

ARTICLE IV. **AMENDMENT PROCEDURES**

Any proposal for amendment shall be presented initially at a faculty meeting to the Faculty by any five members for discussion. With approval of a majority of the Faculty, present at the meeting, the proposal shall then be referred to the Bylaws and Elections Committee which shall have the responsibility of framing a formal statement for submission to a vote by the Faculty. Any portion of these Bylaws may be amended by means of a resolution approved by two-thirds of the Faculty who return a mail ballot or electronic mail ballot within a time specified on the ballot which shall not be less than two weeks. All amendments to these Bylaws must be approved by the Board of Trustees.

ARTICLE V. **METHOD OF ADOPTION**

These Bylaws shall take effect when recommended by the President of UMDNJ and approved by its Board of Trustees.