

By-Laws

School of Public Health and Health Services

The George Washington University

Preamble

The School of Public Health and Health Services of The George Washington University Medical Center chartered by the University in 1997, hereby in this document sets forth stipulations of governance. Principles and procedures contained in this document defining the role of School administration and faculty in governance and academic activities within the GWU Medical Center are intended to reflect an affirmation of the traditional academic health center faculty-administration partnership in setting institutional policy.

I. Name

The name of the organization shall be the School of Public Health and Health Services within The George Washington University Medical Center of The George Washington University.

II. Subordination of By-Laws

These By-Laws are supplemental and subordinate to the University Faculty Code and the Medical Center Faculty Organization Plan.

III. Structure and Power

A. The Medical Center Faculty Senate shall be the agency acting on behalf of the Medical Center Faculty in the exercise of their prerogatives as specified in the Charter of the University, the Faculty Code, and the Faculty Organization Plan.

B. The Medical Center Faculty Organization consists of two bodies:

1. The Medical Center Faculty Assembly which shall consist of all faculty members in full time, limited service or research classes of active-status faculty in the grades specified in Article II, Section I of the Faculty Organization Plan.

2. The Medical Center Faculty Senate which shall be an elected representative body acting for the faculty as a whole in legislative and advisory capacities. The powers, duties and privileges of the Assembly and Senate as stated in the Faculty Organization Plan, shall be exercised in accordance with the University charter, subject to the authority of the Board of Trustees, and shall relate to matters which are of concern to more than one academic department of the Medical Center or to the Faculty as a whole.

IV. Faculty

A. The Faculty of the School shall be defined as contained in the Faculty Code of the University.

B. Categories of Faculty include:

1. Active status, regular*
2. Active status, research*
3. Adjunct
4. Visiting

V. Administration

A. The Chief Executive Officer of the School shall be the Dean.

B. The Dean shall be responsible for leading the School to the accomplishment of its mission; the Dean is appointed by the Vice President for Health Affairs with the concurrence of the Vice President for Academic Affairs of the University and the President.

C. Annually, the Dean of the School shall provide to the School Executive Committee a full report of the current status of the School to include enrollment, budget, overall strengths and weaknesses, the status of each department, and future plans and activities.

D. The Dean shall delegate appropriate areas of administrative responsibilities. The Dean, with the concurrence of the Medical Center Faculty Senate Executive Committee, shall appoint for a specified term administrative officers of the School to include: a Senior Associate Dean, an Assistant Dean, and other appointments as shall be determined.

* Active status faculty comprise School faculty holding either full time or greater than 50% effort appointments.

E. There shall be an Executive Committee of the School to advise the Dean on all matters affecting the welfare of the School. The Executive Committee shall meet monthly or more often as determined by the Dean.

F. Membership of the School Executive Committee shall include: Department Chairs; ex officio members (with vote); two members elected from and by the faculty, and other members as appointed by the Dean; the Dean shall preside at meetings of the School Executive Committee.

G. Of the two elected members of the Executive Committee, one member shall be elected from the regular faculty of the School for a three year term, and one member shall be elected from the research and adjunct faculty of the School /Centers/Institutes for a two year term. Elected members may serve no more than two consecutive terms.

H. The Dean shall appoint a Secretary from the formal membership of the Executive Committee; the Secretary shall be responsible for preparing the meeting agenda, for recording, maintaining, and distributing meeting minutes; and for conducting the election process for the two elected members of the Executive Committee.

VI. Organization

A. The Administrative Units of the School shall consist of:

1. The School
2. Academic Departments

3. Other Administrative Units, to include Centers and Institutes

B. Academic Departments

The administrative officer of the Department shall be the Chairperson. The Department Chairperson shall be appointed for a specified term by the Dean consistent with provisions outlined in the Medical Center Faculty Organization Plan.

1. The Chairperson, with participation and advice of the Faculty, shall devise and implement procedures necessary for the orderly functioning of the Department and its academic mission.
2. The Chairperson shall represent the Department in matters referred to the Dean for approval or decision.
3. The Department Chairperson shall have authority for coordinating and overseeing:
 - a. the departmental budget
 - b. academic instruction and advising
 - c. professional development of faculty
 - d. recommendations concerning student admissions, appeals, and disciplinary actions
 - e. recruitment and recommendations to the Dean for faculty appointment, reappointment, award of tenure, promotion, leave, retirement and appeals concerning such matters.
 - f. curriculum development
 - g. evaluation of faculty performance
 - h. planning and assignment of departmental facilities
 - i. submitting an annual report of the department to the Dean
 - j. hiring and promoting non-faculty personnel of the department within the policies and procedures of the Medical Center and University
 - k. developing a system to provide the department's faculty with feedback from students
 - l. encouraging fund raising activities in consultation with the Dean and the Vice President for Institutional Advancement
 - m. participating in relevant aspects of salary decisions for faculty and staff in their departments and making recommendations to the Dean
 - n. communicating with alumni groups
 - o. assuring resources, standards of scholarship, and values supportive of research and scholarship by students, faculty, and staff

C. Other Administrative Units

1. Directors shall be appointed by the Dean to be the Chief Administrative Officer of units within the School.
2. Directors shall submit an annual status report to the Dean.

D. Periodic Review of the Dean

1. At the end of every fifth year following a Dean's assuming office, the Vice President for Health Affairs will design and administer a process for evaluating the Dean's performance.
2. The Vice President for Health Affairs will report the results of the evaluation to the Dean and the School Executive Committee.

E. Periodic Review of other Appointed Faculty Officers of Administration

1. Annually, the Dean shall evaluate the performance of each School administrative officer.

VII. Faculty Rights and Membership

The rights and responsibilities of faculty members and other members of the School shall include, but not be limited to:

1. Active status faculty as referenced in VIII D.1 of this document and in the University Faculty Code include regular and research faculty. Active status faculty are eligible to attend regular and special meetings of the School and their relevant department, to vote, to serve on committees, and to serve as committee chairpersons.
2. The active status faculty shall determine all matters relating to educational policy, determinations of standards of admission, and the conduct of programs leading to SPHHS degrees. Non-faculty, and other members of the staff are eligible to attend regular and special meetings of the School and to have privileges of the floor but do not have a vote at such meetings.

VIII. Governance and Committees

A. The Medical Center Faculty Senate formulates opinions and finds facts so as to recommend policies to the Vice President for Health Affairs.

1. The Vice President for Health Affairs shall be Chair of the Faculty Assembly; the Chair of the Executive Committee of the Faculty Senate shall be the Vice-Chair. The position of Secretary shall alternate between the Deans of the School of Medicine and Health Sciences and the School of Public Health and Health Services on an annual basis.
2. The Vice President for Health Affairs shall be a member of the Faculty Senate ex officio and he/she or any other presiding officer may vote to break a tie as provided in Senate By-Laws.

3. All members of the Medical Center Faculty Assembly, except those holding academic administrative appointments such as the Dean, Senior Associate Dean or Assistant Dean, shall be eligible for election to the Medical Center Faculty Senate.

B. School committees are constituted and function through the process delineated in the Medical Center Organization Plan (Section V, Articles A).

C. The Executive Committee of the Medical Center Faculty Senate solicits from the faculty nominations and committee service preferences and makes the final appointments of committee chairs and membership.

D. Faculty membership of the Senate shall be in two categories: (a) departmental members; and (b) at-large members.

1. Senate seats are apportioned according to department size determined by the number of active status faculty in the following grades of academic appointment (Section 2 A.3(a), Medical Center Faculty Organization Plan):

o Regular with the rank of Instructor, Assistant Professor, Associate Professor, and Professor

o Research with the rank of Associate Professor or Research Professor, or Assistant Research Professor with two or more years of University service.

2. Faculty defined herein are eligible for election to the Medical Center Faculty Senate as departmental representatives. Each faculty member has one vote which represents the department in which he/she holds his/her primary appointment.

3. Each department having five or more faculty members as defined in D.1 of these By-Laws shall be an independent constituency for the election of Senate members. Those departments having fewer than five full-time faculty members shall be grouped to form a single constituency for the purposes of election of Senate members.

4. Departments having five or more faculty members as defined in D.1 but less than 20 to elect one senate member.

5. Departments having twenty or more faculty members as defined in D.1 but less than fifty to elect two Senate members.

6. Departments having fifty or more faculty members as defined in D.1 to elect three Senate members.

7. There shall be four seats elected from and by the voluntary faculty and the fifteen elected members of the Executive Committee as delineated in Section 3c (i-v) of the Medical Center FOP.

E. There shall be an Executive Committee consisting of 15 members of the Assembly elected in manner described in the FOP (Article III, Section 2.A.3 {b}).

1. The Executive Committee shall consist of 15 members; three elected by and from the basic science departments of the School of Medicine and Health Sciences; three elected from and by the faculty of the School of Public Health and Health Services; and six elected by and from the

faculty of the clinical departments in the School of Medicine and Health Sciences; one faculty elected from and by the faculty of the Health Sciences Programs in the School of Medicine and Health Sciences; and two faculty elected from and by the faculty of the voluntary faculty, one from each School.

2. The Executive Committee is to be the initial and primary interface between faculty and the administration for the discussion of all matters of interest and concern to the faculty.

3. The Deans of the School of Medicine and Health Sciences and School of Public Health and Health Services and the Vice President for Health Affairs serve as ex officio (non-voting) members.

F. The intent of the committee structure is to create an overarching Medical Center faculty governance while recognizing the curriculum, personnel, and admissions authorities of the two Schools.

G. There shall be standing committees of the Medical Center Faculty Senate for the following areas of faculty responsibilities and concern (FOP, Medical Center By-Laws, Article 9, page 14):

- (a) Committee on Academic Freedom and Ethics
- (b) Committee on Admissions and Advanced Standing
- (c) Committee on Appointments, Promotions, and Tenure

School of Medicine and Health Sciences Committee on Appointments, Promotions, and Tenure
School of Public Health and Health Services Committee on Appointments, Promotions, and Tenure

(d) The Education Council

Committee on Undergraduate Medical Curricula Committee on Health Sciences Curricula
Committee on Public Health and Health Services Curricula

- (e) Committee on Educational Resources
- (f) Elections Committee

Evaluation Committees

- (g) Committee on Medical Student Evaluation
- (h) Committee on Health Sciences Student Evaluation
- (i) Committee on Public Health and Health Services Student Evaluation
- (j) Committee on Expedited Searches
- (k) Committee on Faculty Support Services and Professional Development
- (l) Committee on Medical Center and Community Affairs
- (m) Committee on Research

H. All members of the committees shall be voting members unless indicated otherwise.

I. There shall be constituted an Admissions Committee of the School. The Chair and members shall be appointed by the Dean; the Director of Admissions of the School serves as an ex officio member without vote.

IX. Election of University Faculty Senate Representatives

A. Eligibility and Terms of Service

1. The School is a component of the GWU Medical Faculty Senate and elects representatives to the University Faculty Senate. Members of the Senate are elected for a term of three years. No member shall serve more than two consecutive terms.
2. Shall serve a two-year term beginning on May 1 of the year in which they are elected.
3. Must hold the rank of Professor, Associate Professor, or Assistant Professor, be in full-time service, and have tenure as of the next academic year succeeding the date of election. The Dean, Associate Deans, and other faculty members whose duties are primarily administrative in nature shall be ineligible.

B. Nomination and Election

1. At least one month prior to the scheduled election, the Dean shall solicit nominations from all members of the School faculty; failure to solicit nominations in a timely manner shall not void an otherwise valid election.
2. Election shall take place at the first faculty meeting of the new calendar, but in any event not later than March.
3. Unless otherwise determined by a two-thirds vote of the faculty, no election may occur unless there are at least two nominees for the seat to be filled.
4. Voting shall be by secret ballot. A nominee must receive a majority of the vote's cast to be elected.

C. Vacancies

When a vacancy occurs in the School's representation on the University Faculty Senate, the Faculty may elect a representative to serve the unfilled term of the office vacated. Such elections shall conform to the requirements set forth in sections A and B of this Article of the By-Laws, with the exception that the election may take place at either a regular or special meeting of the Faculty Senate.

X. Meetings of the Faculty

A. Regular meetings of the Faculty Senate shall be held in September, November, February, and May.

1. Special meetings may be called by the Vice President for Health Affairs, by the Chair of the Executive Committee, or by the petition of ten elected members of the Senate.
2. A quorum shall consist of the next whole number greater than half of the elected faculty members of the Senate.
3. Regular meetings of the faculty Assembly shall be in the months of September and March of each year; the Chair shall prepare the agenda.

4. Notice and the agenda of a meeting of the Medical Center Faculty Senate shall consist of the time and place of the meeting, the type of meeting, whether regular or special, and the agenda prepared by the Executive Committee of the Senate in consultation with the Vice President for Health Affairs.

5. Except as specifically provided to the contrary in the By-Laws, the Senate shall govern itself according to Robert's Rules of Order.

6. A Parliamentarian shall be appointed at the first regular meeting of each session by the Vice President for Health Affairs with the advice and consent of the Senate.

B. There shall be regular meetings of the School faculty to be held at least twice per semester during the academic year.

1. The Dean shall preside at regular and special meetings of the School faculty.

2. Special meetings of the School faculty may be called by the Dean, by majority vote of the School Executive Committee, or by the petition of ten members of the faculty.

3. Election of the two elected members of the School Executive Committee shall take place at the first regular Faculty meeting of the academic year.

XI. Adoption and Amendments

A. School By-Laws shall become effective upon their adoption by a two-thirds vote of the active status faculty and approval by the School.

B. School By-Laws may be amended by a two-thirds vote of those eligible to vote at a meeting of the faculty. Motions to amend these By-Laws must specify the wording of the proposed amendment and be distributed to the Faculty in writing prior to a regular or special meeting of the Senate.

C. School By-Laws shall be furnished by the Dean to every new member of the faculty, and a copy of amendments shall be distributed promptly by the Dean to each member of the faculty.

September 25, 2001