

Bylaws and Committees

Section 1.0: Components of the Governance Body

1.1:

The components of the Graduate School of Public Health (GSPH) governance body include personnel of the administration, faculty senate, and student body of the GSPH. Representatives from all three of these components of the GSPH join together in a manner defined within these bylaws to provide the governance of the GSPH through the GSPH Council and the Standing Committees of the GSPH.

Section 2.0: Graduate School of Public Health Council

2.1: Committee Type and Composition

The Graduate School of Public Health (GSPH) Council is a Standing Committee which includes:

Voting Members where (A) means appointed and (NA) means non-appointed:

- Past President, President, and President-elect of the Faculty Senate Executive Committee (see Section 3.0) (NA)
- Four Standing Committee Chairpersons (see Section 4.0) (NA)
- Additional Members-at-Large of the GSPH Faculty Senate (NA) may be reasonably added from time to time to enable the non-appointed (NA) members of Council with vote to equal the appointed (A) members of Council with vote. Although this is desired, it is not required since all voting members of Council are faculty and members of the GSPH Faculty Senate.
- Department Chairpersons (A)
- Associate Dean for Education (A)

Non-voting Members:

- Dean of the Graduate School of Public Health (A)
- Associate Dean for Faculty Affairs (A)
- Associate Dean for Public Health Practice (A)
- Associate Dean for Public Policy (A)
- Senior Associate Dean (A)
- Associate Dean for Student Affairs (A)
- Assistant Dean for Administration and Finance (A)
- One student representative of the GSPH Student Body (NA)

The Chairperson of the GSPH Council will be the Dean and the Vice Chairperson will be the President of the Faculty Senate. Quorum for the GSPH Council will equal 50 percent of the voting membership.

The Standing Committees of the GSPH Council include the Faculty Appointment, Promotion, and Tenure Committee (see Section 5), the Educational Policies and Curriculum Committee (see Section 6), the Planning and Budget Policies Committee (see Section 7), and the Faculty Diversity Committee (see Section 8).

2.2: Terms of Office for Committee Members

The Faculty Senate Executive Committee serves terms on the GSPH Council concordant with their terms as members of the Faculty Senate Executive Committee (See Section 3.2). The term of each committee member will begin on the first day of the fall term. All appointed members of the GSPH Council serve as long as they hold the position that they represent (Dean, Associate Deans, Assistant Dean for Administration and Finance, and Department Chairs). The student member is elected annually by the GSPH Student Body. At-large members on the GSPH Council serve a three year term and they must wait one year before becoming eligible for another three year term as an at-large member.

2.3: Charge of the Committee

The specific charge of the GSPH Council includes:

- Serve as an advisory body to the Dean in matters of planning and setting of overall priorities and objectives for GSPH.
- Review the mission statement and goals of GSPH. As part of this review, Council will consider the effectiveness of the existing GSPH measures and make recommendations concerning revision of these measures or development of new measures.
- Oversee the activities of the Standing Committees of the School.
- Review and approve motions for the creation of or changes to policies and procedures of the GSPH governance or academic program subject to final approval by the Dean.
- Prepare and bring to the general faculty, in the form of a motion, issues that require action by the entire faculty senate.
- Respond to the needs of the faculty and the School.
- Meet on a regular monthly schedule.
- Form ad hoc subcommittees as may be necessary to accomplish its charge effectively.

2.4: Conflict of Interest Guidelines Related to Faculty Actions

(Adapted from NIH Guidelines on Peer Review)

A conflict of interest in GSPH Council evaluation or action exists when a committee member has an interest in a search, appointment, promotion or tenure evaluation that is likely to bias his or her review of it. A committee member who has a conflict of interest with an action under consideration may not participate in its evaluation or vote. Appearance of a conflict of interest should be avoided whenever possible but, if it is established that there is no conflict of interest and the GSPH Council determines that the integrity of the process would not be impaired, the committee member in question may participate in the evaluation. For faculty actions, a Council member with an academic appointment in the same department as the action being evaluated is considered to be in conflict.

As it is the committee members themselves who are most familiar with their own situation, they are personally responsible for the following:

- (1) bring to the attention of the Associate Dean for Faculty Affairs or the Chair of the FAPTC any conflict of interest situations that may pertain;
- (2) identify any potential actions where they have a conflict of interest;
- (3) certify that they will not be and have not been involved in the review of any faculty action where their

participation constitutes a conflict of interest and that they will maintain the confidentiality of the proceedings of the committee with respect to all aspects relating to review and recommended actions under consideration.

In addition, the GSPH Council may determine that a particular situation involves a conflict of interest and require that the committee member not be involved in the review of a faculty action under consideration.

If a member has questions about participation in the review he or she has a conflict, the individual should consult with the Associate Dean for Faculty Affairs or the Chair of the FAPTC.

Section 3.0: Faculty Senate Executive Committee (FSEC)

3.1: Committee Type and Composition

All individuals with a primary appointment at the GSPH are voting members of the GSPH Faculty Senate. The FSEC is a Standing Committee of the Faculty Senate which serves as the elected representative body of the GSPH Faculty Senate. The FSEC officers are the President-elect, President, and Past President of the Faculty Senate. The President of the Faculty Senate serves as the Chair of the FSEC. The FSEC is composed of the three FSEC officers, the Chairs of the four Standing Committees of the GSPH Council, (see Sections 5.1, 6.1, 7.1 and 8.1) and additional at-large faculty representatives so that the total number of non-appointed members of the Council may equal the number of appointed voting members of GSPH Council. For nominees of the at-large positions, to the extent possible, primary consideration should be given to the appointment of individuals from any GSPH department not already represented among the FSEC officers and the chairs of the GSPH Council Standing Committees.

3.2: Terms of Office for Committee Members

Elections for the President-elect are held annually in conjunction with the annual School-wide elections for faculty representatives to the GSPH Council Standing Committees (See Section 9). As an FSEC officer, an individual faculty member may serve three, one-year terms in succession as President-elect, President, and Past President and, thereafter, only following an interval of two years after completion of the three successive one-year terms. The term of office for a Standing Committee Chair continues until the individual's term expires (see Sections 5.2, 6.2, 7.2 and 8.2). Elections for Members-at-Large, who will serve a three-year term, will be held after the election results have been determined for the Standing Committee Chairs and the FSEC President-elect. The at-large members will be elected by the faculty of the underrepresented departments on Council. The term of each committee member will begin on the first day of the fall term.

3.3: Charge of the Committee

The specific charge of the FSEC includes:

- Represent the faculty on all matters as presented to the GSPH Council and the School.
- Develop and maintain the slate of candidates for all elected positions within the FSEC, the GSPH Council, and the Standing Committees of the GSPH Council.
- Oversee the annual elections of faculty members to fill the elected positions within the FSEC, the GSPH Council, and the Standing Committees of the GSPH Council.
- Communicate the results of the GSPH elections and other information relevant to the governance of the GSPH, the academic environment, or quality of life of the faculty.

- Report on activities of the GSPH Council to the full Faculty Senate at least once in the fall and spring term.
- Convene at least two meetings of the full Faculty Senate each school year, one each in the fall and spring terms.
- Undertake other activities that the President of the Faculty Senate deems pertinent to the welfare of the GSPH faculty.

Section 4.0: Standing Committees

4.1: Committee Type and Composition

The four Standing Committees of the GSPH Council include:

- Faculty Appointment, Promotion, and Tenure Committee (see Section 5.0)
- Educational Policies and Curriculum Committee (see Section 6.0)
- Planning and Budget Policies Committee (see Section 7.0)
- Faculty Diversity Committee (see Section 8.0)

All primary faculty are eligible to serve on the GSPH Standing Committees.

Section 5.0: GSPH Faculty Appointment, Promotion, and Tenure Committee (FAPTC)

5.1: Committee Type and Composition

The FAPTC is a Standing Committee of the Graduate School of Public Health Council. It is composed of the Associate Dean for Faculty Affairs and two faculty members elected by each department's faculty. All members will be at the rank of Associate Professor or above with at least six members having the rank of Professor and at least six members having tenure. None of the elected faculty can be a Department Chair. The Chair of the FAPTC must be chosen from the faculty representatives serving on the committee at their first meeting of the academic year. This meeting will be chaired by the outgoing chair. The election will be by secret ballot, with the results tallied immediately by the committee support staff person. The President of the FSEC will inform the Graduate School of Public Health Council of the results.

The Associate Dean for Faculty Affairs will serve as Vice Chair, coordinating activities with the Dean's office.

5.2: Terms of Office for Committee Members

The elected faculty members of the FAPTC serve three-year staggered terms. Elections to replace members whose terms have expired are held annually (see Section 9). Faculty members elected to the FAPTC may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term. Once an individual is elected as the Committee Chair, the term of office as the Committee Chair continues until the individual's term of office as a faculty representative to the FAPTC expires. An individual can serve repeated tenure as the Committee Chair as long as he/she is a faculty representative of the FAPTC. The Associate Dean for Faculty Affairs serves on the FAPTC as long as he/she holds this position.

5.3: Charge of the Committee

The specific charge of the FAPTC includes:

- Maintain documentation of all policies and procedures guidelines or criteria that relate to all faculty level appointments, promotions, and tenure decisions and assure the faculty have access to this documentation.
- Update the, FAPTC Operations Manual as appropriate, with full review and approval at least every five years or when major changes in Graduate School of Public Health or University policy occur.
- Assure that all Graduate School of Public Health criteria for appointment, promotion, or tenure incorporate and/or are consistent with University policies and procedures.
- Maintain guidelines for discussion and voting within the committee which appropriately take into account conflict of interest and other ethical considerations.
- Upon request by the Dean or Department Chair provide informal advice on proposed faculty actions prior to formal review of individual for primary appointment, promotion, or tenure.
- Review and recommend actions to the Dean and Graduate School of Public Health Council on all Graduate School of Public Health primary faculty appointments, promotions, and tenure.
- Review and recommend actions to the Dean and Graduate School of Public Health Council on all secondary, adjunct, and emeritus faculty appointments.
- Review and recommend actions to the Dean and Graduate School of Public Health Council on award of honorary degrees or other University recognition.
- Review and recommend actions to the Dean and Graduate School of Public Health Council on appointments to the graduate faculty.
- Provide oversight to assure full compliance with all guidelines regarding diversity and equal opportunity in faculty recruitment and appointment.
- Review and recommend actions relating to promotion and tenure.
- Review and recommend actions relating to faculty appointments and promotions, with regular meetings on a monthly basis, or more frequently as needed. Requests for appointments at the rank of Assistant Professor or below may be circulated to the committee for a prior vote without meeting.
- The FAPTC Chair shall make regular oral reports to the Graduate School of Public Health Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.

5.4: Guidelines for Potential Conflicts by FAPTC Members

(Originally adapted from NIH Guidelines on Peer Review)

A conflict of interest in FAPTC evaluation or action exists when a committee member has an interest in a search, appointment, promotion or tenure evaluation that is likely to bias his or her review of it. A committee member who has a conflict of interest with an action under consideration may not serve as an assigned reviewer of the action, nor may they vote on the action. Perceived conflicts of interest should be avoided, although, if it is established that there is no conflict of interest and the FAPTC determines that the integrity of the process would not be impaired, the committee member in question may vote on the action.

As it is the committee members themselves who are most familiar with their own situation, they are personally responsible for the following:

- (1) Bring to the attention of the Committee Chair or Vice Chair any conflict of interest situations that may pertain;
- (2) Identify any potential actions where they have a conflict of interest;
- (3) Certify that they will not be and have not been involved in the review of any faculty action where their participation constitutes a conflict of interest and that they will maintain the confidentiality of the proceedings of the committee with respect to all aspects relating to review and recommended actions under consideration.

FAPTC members should consult the FAPTC Chair and/or Vice Chair about any concerns with their participation in the review of a specific faculty action. In addition, the FAPTC may determine that a particular situation involves a conflict of interest and require that the committee member not be involved in the review of a faculty action under consideration.

An FAPTC member may not serve as the assigned reviewer of a faculty action in their department nor vote on such a faculty action. An FAPTC member may not vote on faculty actions for which the rank of the appointment or promotion are above the FAPTC member's current rank.

5.5: FAPTC Policies and Procedures

The following resolutions are intended to provide guidance to FAPTC in the drafting of their policies and procedures and, as such, may be modified somewhat to be consistent with the comprehensive guidelines provided by the FAPTC Operations Manual, which is a document reviewed and approved by the Graduate School of Public Health Council.

- FAPTC shall prepare an evaluation letter summarizing the basis for the committee's recommendation for appointment/promotion prior to presentation to Graduate School of Public Health Council. Favorable evaluation letters will be presented to Graduate School of Public Health Council for concurrence. In the case of a negative recommendation by FAPTC, the appropriate Department Chair will receive a letter from FAPTC outlining the major reason(s) for the negative action and the alternatives to the candidate.
- The FAPTC Chair, in consultation with the Associate Dean for Faculty Affairs, may appoint one ad hoc non-voting faculty consultant of appropriate rank and tenure status who is not a current member of the FAPTC to assist the FAPTC in their evaluation if it is deemed that additional expertise outside FAPTC is needed or desirable for a particular appointment/promotion review.
- Communication with the candidate, while an appointment/promotion is under consideration, will always be done through the Department Chair. The Department Chair will receive written notification: 1) at any time when there are requests for additional information; 2) when the dossier is considered sufficiently complete to initiate preliminary evaluation and requests for evaluation to external referees; 3) when the FAPTC is prepared to recommend action to Graduate School of Public Health Council; and 4) when the Associate Dean for Faculty Affairs and/or dean's recommendation letter is ready for forwarding to the Senior Vice Chancellor for the Health Sciences. All letters will be sent through the Office of the Associate Dean for Faculty Affairs. The Department Chair will be responsible for communicating appropriately with the candidate. If candidates have questions during the course of the promotion evaluation, they should discuss their concerns with the Chair who will initiate any communication with the Associate Dean of Faculty Affairs about the status of the promotion process. Under no circumstances should members of the FAPTC or Graduate School of Public Health Council initiate or engage in conversations with the candidate relative to any matters pertaining to the promotion or appointment. Any queries from the candidate should be directed to the responsible Department Chair who can request a brief status report from the Associate Dean for Faculty Affairs regarding the status of the promotion process.

Section 6.0: Educational Policies and Curriculum Committee (EPCC)

6.1: Committee Type and Composition

The EPCC is a Standing Committee of the GSPH Council. It is composed of one elected faculty member from each department, and two representatives of the GSPH Student Body, one at the doctoral and one at the masters level. The Associate Deans for Student Affairs and Education, the Assistant Dean for Student Affairs, and the Director of the MMPH Program are ex-officio, non-voting members. Faculty members are elected by each department and student members are selected annually by the GSPH Student Body which organized by the Assistant Dean for Student Affairs. The Chair of the EPCC must be chosen from the elected faculty representatives currently serving on the committee at their first meeting of the academic year. This meeting will be chaired by the outgoing chair. The election will be by secret ballot, with the results tallied immediately by the committee support staff person. The President of the FSEC will inform the GSPH Council of the results.

6.2: Terms of Office for Committee Members

The elected faculty members of the EPCC serve three-year staggered terms. Elections to replace members whose terms have expired are held annually (see Section 9). Faculty elected to the EPCC may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term. Once an individual is elected as the Committee Chair, the term of office as the Committee Chair continues until the individual's term of office as a faculty representative to the EPCC expires. An individual can serve repeated tenures as Chair as long as he/she is a faculty representative of the EPCC.

Because of the time-sensitive nature of much of the work of the EPCC, it is critical that a quorum be reached at the meetings. In order to achieve this quorum, each voting member will identify a second (back-up) representative who is deputized to vote on behalf of the department or Student Body when the primary representative is unable to attend.

6.3: Charge of the Committee

The specific charge of the EPCC includes:

- Establish academic policies and procedures for the Graduate School of Public Health.
- Maintain and make available to all faculty the policies and procedures document that contains the guidelines or criteria that relate to GSPH educational or curriculum matters.
- Update the policies and procedures document, as appropriate, with full review and re-approval at least every five years or when major changes in GSPH or University policy occur.
- Review and recommend action to GSPH Council on all curriculum changes.
- Assist the Dean and Associate Dean for Student Affairs and the Associate Dean for Education in the integration and coordination of the School's curriculum.
- Review and evaluate the School's educational courses and programs; core curriculum subcommittee of the EPCC also reviews and evaluates the School-wide core curriculum.
- Make recommendations to the GSPH Council on the implementation of educational policies.
- Review student academic performance three times annually; student representatives will be excused from these meetings.
- Establish and interpret admissions policies.
- Form ad hoc subcommittees, as may be necessary, to accomplish its charge effectively. Chairpersons of subcommittees normally should be members of EPCC but members of subcommittees can be drawn from the faculty at large.

- Meet on a monthly basis, or more often as necessary, to accomplish its charge. Interim meetings may be called at any time by the Chairperson or on request of three or more members or at request of GSPH Council.
- Provide feedback and consultative services to Office of Student Affairs regarding recruitment and admissions practices, and other functions conducted by Office of Student Affairs.
- Make regular oral reports to the GSPH Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.

Section 7.0: GSPH Planning and Budget Policies Committee (PBPC)

7.1: Committee Type and Composition

The PBPC is a Standing Committee of the GSPH Council. It is composed of one elected faculty member from each department, one elected Department Chair, Director of Budget and Finance, and one student representative elected annually by the GSPH Student Body. The Assistant Dean for Administration and Finance and the Departmental Administrators are ex-officio, non-voting members. The Chair of the PBPC must be chosen from the selected faculty representatives currently serving on the committee at their first meeting of the academic year. This meeting will be chaired by the outgoing chair. The election will be by secret ballot, with the results tallied immediately by the committee support staff person. The President of the FSEC will inform the GSPH Council of the results.

7.2: Terms of Office for Committee Members

The elected faculty members of the PBPC serve three-year staggered terms. Elections to replace members, whose terms have expired, are held annually (see Section 9). Faculty members may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term. Once an individual is elected as the Committee Chair, the term of office as Committee Chair continues until the individual's term of office as a faculty representative to the PBPC expires. An individual can serve repeated tenure as Chair as long as he/she is a faculty representative of the PBPC.

7.3: Charge of the Committee

The specific charge of the PBPC includes:

- Maintain and distribute to all faculty the charges and standard operating procedures (SOP) for planning and budgetary matters.
- Updated the charges, with full review and re-approval at least every five years or when major changes in GSPH or University policy occur.
- Develop and recommend to the GSPH Council equitable policies and procedures for allocation of University transfer funds, endowment and research development funds (RDF) taking into account the academic programs and appropriate balance between hard and soft money sources.
- Provide advice to the Dean and GSPH Council on issues which have financial implications for the expenditure of University transfer, endowment, and RDF return to the School. Issues include creation of new educational programs, termination of educational programs, decreases in funding streams, changes in major research initiatives which could impact the RDF allocations, expenditure of funds allocated for capital improvement and others.

- Review and make recommendations to the Dean and GSPH Council on proposed reallocation of funds among departments.
- Represent the faculty of the GSPH in the University of Pittsburgh planning and budgeting process.
- Provide advice to the Dean and GSPH Council concerning GSPH planning and budgeting matters.
- Meet on a monthly basis, or more often as necessary to accomplish its charge. Interim meetings may be called, at any time, by the Chairperson or at request of three or more members or at request of GSPH Council.
- Form ad hoc subcommittees as may be necessary, to accomplish its charge effectively.
- Make regular oral reports to the GSPH Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.

Section 8.0: Faculty Diversity Committee (FDC)

8.1: Committee Type and Composition

The FDC is a Standing Committee of the GSPH Council. It is composed of one elected faculty member from each department, Director of the Center for Health Equity, and one student representative of the GSPH Student Body. The Chair of the FDC must be chosen from the selected faculty representatives currently serving on the committee at their first meeting of the academic year. This meeting will be chaired by the outgoing chair. The election will be by secret ballot, with the results tallied immediately by the committee support staff person. The President of the FSEC will inform the GSPH Council of the results.

8.2: Terms of Office for Committee Members

The elected faculty members of the FDC serve three-year staggered terms for the elected faculty members. Elections to replace members, whose terms have expired, are held annually (see Section 9). Faculty elected to the FDC may serve two successive terms and, thereafter, only following an interval of three years after the completion of the second term. The student member is elected annually by the GSPH Student Body. The Associate Dean for Diversity and the Director of the Center for Health Equity will serve on the FDC as long as he/she holds this position.

8.3: Charge of the Committee

The specific charge of the FDC includes:

- Identify and implement a broad range of activities directed to increasing faculty diversity.
 - Work with the FAPTC to assure appropriate processes are in place for enhancing diversity in faculty recruitment, promotion, and award of tenure.
 - Liaison with the Center for Health Equity in matters relating to faculty diversity.
 - Meet on a monthly schedule, or more often as necessary, to accomplish its charge. Interim meetings may be called at any time by the Chairperson or at request of three or more members or at request of GSPH Council.
 - Form ad hoc subcommittees as may be necessary to accomplish its charge effectively.
 - Make regular oral reports to the GSPH Council and provide a report summarizing its activities at least once each year at the School-wide faculty meeting.
- Before a department initiates a new search or appointment, an FDC member will meet with the chair of the faculty search committee on an as needed basis to discuss recruitment strategies.

- The FDC department representative will meet with his/her department chair annually to discuss recruitment strategies based on the Graduate School of Public Health goals regarding faculty diversity.

Section 9.0: Nomination and Election of Faculty Representatives

9.1: Nomination and Election of Faculty Representatives

Each spring the Associate Dean for Faculty Affairs, in conjunction with the President of FSEC, will conduct an election for the members of the Standing Committees of the GSPH Council and nominees for President-elect of the Faculty Senate. The FSEC will oversee the integrity of the election process and verify the count of votes. If any disagreements arise, they will be resolved by the three FSEC officers. The President of the Faculty Senate will announce the election results in the spring of each year.

All Standing Committees, except FAPTC, will have one representative from each department. FAPTC will have two representatives from each department in addition to the Associate Dean for Faculty.

All members of the Standing Committees will be elected by the faculty of their respective department. Each Department Chair will be given a list of positions to be filled, taking into account any conditions associated with the position (i.e. tenured, ranks, etc). This list will be developed by the Associate Dean for Faculty Affairs and the President of FSEC. The Department Chairs will use this information to select proposed nominees and contact these nominees to ascertain their willingness to serve. A slate of at least two candidates will be identified for each elected position to be filled. In the event that two willing candidates meeting the eligibility requirements cannot be identified, a single eligible and willing candidate may be proposed. The President of the FSEC will present the elected members of the Standing Committees to the GSPH Council.

The President-elect of the FSEC will be elected by the full GSPH faculty. A slate of at least two candidates will be identified. The President of the FSEC will present the President-elect results to the candidates who ran in the election and then to the GSPH Council. If the President-elect steps down during his/her term, a new election will be held. If the President steps down, the current President-elect will assume the office of President and a new election for a President-elect will be held. If the Past President steps down the previous Past President will be invited to return to the Past President position to complete the term. If any of these vacancies occur within ten weeks of the end of the term, the position will remain vacant for the remainder of the term.

The term of each Standing Committee member and President-elect of the FSEC will begin the first day of the fall term after their election.

9.2: Representativeness of the Elected Members

To the extent feasible, the slate of each election will be constructed to assure that there is representation by all faculty ranks, gender and race/ethnicity on the GSPH Council and each of its subcommittees.

9.3: Replacement of Elected Members

In the event that an elected faculty member resigns or is unable to fulfill his/her responsibilities to participate in the GSPH Council or Standing Committees of the GSPH Council prior to the completion his/her full elected term, the department from which the faculty member resigned will identify an eligible nominee who indicates a willingness to serve for the remainder of the elected term.

9.4: Election of the Chairs of the GSPH Council Standing Committees

With the exception of the Faculty Diversity Committee, which will be chaired by the Associate Dean for Diversity, the Chairs of the GSPH Council Standing Committees must be chosen from the selected faculty representatives currently serving on the committee at their first meeting of the academic year. This meeting will be chaired by the outgoing chair. The election will be by secret ballot with the results tallied immediately by the committee support staff person. The President of the FSEC will present the elected Standing Committee Chairs to the GSPH Council.

9.5: Election of the Members-at-Large for the GSPH Council and FSEC

Elections for at-large members will be held annually after the election results have been determined for the Standing Committee Chairs and the FSEC President-elect. The members-at-large will be elected by underrepresented departments on the GSPH Council. The Associate Dean for Faculty Affairs and the President of the FSEC will identify and contact those departments that need to elect an at-large member in order to achieve some balance among departments with respect to elected members.

9.6: Tie votes for an elected office

If there is a tie in the number of votes for an elected office, the deadlock will be broken by a majority vote of the GSPH Council. If the Council is deadlocked, the Chair of the Council (Dean) will break the tie.

9.7: Search of a new GSPH Dean: Electing a Faculty Committee

In the event that a search for a new GSPH Dean is conducted, the FSEC President will organize an election to choose representatives from the GSPH faculty to serve on the search committee consistent with University guidelines.

9.8: Election Disputes

Any disputes concerning election results will be resolved by the Associate Dean of Academic Affairs and all officers of the FSEC who were not running for office in the disputed election.

Section 10.0: Approval of Policies and Procedures for Standing Committees

10.1: Documents of Approved Policy and Procedure

The modification to and distribution of documents describing approved policies and procedures for the operations of the GSPH governance or administration of the academic program of the GSPH is the responsibility of the GSPH Standing Committees. Current copies of policies and procedures for GSPH Standing Committees will be maintained on the GSPH intranet website. The Chair of the Standing Committee is responsible for providing the GSPH web master with up-to-date documents for posting.

10.2: Documents of Approved Bylaws

The modification to and distribution of documents describing the approved bylaws for the governance of the GSPH is the responsibility of the GSPH Council. Current copies of the articles of the bylaws will be maintained on the GSPH intranet website. The GSPH Council Vice Chair is responsible for providing the GSPH web master with up-to-date documents for posting.

10.3: Approval of Policy and Procedures by the GSPH Council

The documents pertinent to each specific Standing Committee should be reviewed by that committee on a routine basis. The Committee Chairs will submit recommendations for new or revised policies or procedures to the GSPH Council. In addition to the Committee Chairs, recommendations for new or revised policies or procedures can be submitted to the GSPH Council by any individual faculty, administrator, or student within the GSPH. All recommendations for new or revised policies or procedures will be submitted in written motion to the GSPH Council for approval. Current copies of policies and procedures for GSPH Standing Committees will be maintained on the GSPH intranet website. The GSPH Council will review and vote on the recommendations. All recommendations that are approved by the GSPH Council will become effective at the time of approval unless otherwise stated in the approval motion.

10.4: Approval of the Bylaws by the GSPH Council and the GSPH Faculty Senate

Recommendations for revisions to the bylaws of the GSPH governance can be initiated by any individual faculty, administrator or student within the GSPH. Recommendations for modifications will be submitted in a written motion to the GSPH Council and the GSPH Faculty Senate for approval by both bodies and by the Dean. Once recommendations for new or revised articles of the GSPH governance are approved by the GSPH Council and the Dean, the Vice Chair of the GSPH Council will prepare a motion for approval to be submitted to the GSPH Faculty Senate. Once approved by the GSPH Faculty Senate and the Dean, the new or revised articles will be effective immediately unless otherwise stated in the approved motion.