Public Health Graduate Program Bylaws
Administrative Home: Department of Public Health Sciences, School of Medicine
Revised: 1/25/07; 8/27/10
Graduate Council’s Approval Date: June 16, 2011

Article I. Objective

A. Degree offered: The MPH Program offers a Master of Public Health (MPH) degree. The MPH is a professional degree, rather than an academic degree, and is a joint program of the School of Medicine and the School of Veterinary Medicine on the University of California, Davis campus. The MPH Program is a departmentally-based program administratively housed in the Department of Public Health Sciences, and the MPH degree is conferred by the Regents of the University of California as nominated by the Graduate Council.

B. Discipline: Public health is the organized efforts of society to provide and maintain conditions conducive to good health for all. The basic scientific disciplines of public health include epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences.

C. Mission: Our mission is to develop the public health leaders of the future by providing a high-quality MPH degree program in partnership with the public health community.

Article II. Membership

A. Criteria for Membership

1. Disciplinary expertise, research area, and accomplishments: The MPH Program faculty consists of faculty members of the Davis campus qualified to teach candidates for the MPH degree by virtue of their expertise in the core public health disciplines (epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences) or related areas.

2. Active Research: Members should be active in research in their specific core public health discipline or related discipline.

3. Voting Rights: All active members are eligible to vote. Faculty must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of employment, Professors in Residence, Professors of Clinical “___”, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment), or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research Series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).
B. Application for Membership

1. Application Process: Potential members may be nominated by an existing member or nominate themselves. The names, qualifications, and CVs of applicants will be made available to members for comment. After consideration of these comments, the Executive Committee votes to approve or reject the application for membership.

2. Anticipated contributions of members: Members must be willing to participate in the following areas: serving as a member of an administrative committee, service as a student advisor or practicum-site preceptor, or teaching that is consistent with the course requirements or the mission of the program.

C. Emeritus Status: Emeriti are eligible to remain active in the program, with attendant full voting rights, by continued involvement with the program and the mission of the program.

D. Review of Membership: Membership will be reviewed on a three-year cycle by the Executive Committee, with approximately one-third of the membership reviewed each year. Maintenance of membership requires contribution in at least one of the following areas over a three-year period:

1. Active role in the administration of the program by serving on at least one program administrative committee
2. As a student graduate advisor or practicum-site preceptor
3. Providing course work instruction to MPH students through Department of Public Health Science courses or related courses in other academic units, including independent study and directed research courses.

Members not meeting this criterion will be placed on probation for one year, during which they are expected to meet membership criteria. Members failing to meet membership criteria during the probationary year will not have their membership renewed. Members wishing to relinquish their membership may do so by communicating their intent in writing to the Program Chair.

E. Membership Appeal Process

Process for appealing membership denial: If membership or renewal of membership is denied, the denied applicant may request consideration by program members. If the denied application for membership is submitted to the program faculty for a vote, a majority vote of the total program faculty membership in support of the denied candidate is required for admission. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the program and its activities will be vested in an Executive Committee consisting of at least six program members and chaired by the Graduate Program Chair.
Article IV. Graduate Program Chair

A. Chair Appointment Process

The Chair of the Department of Public Health Sciences administers the program and is the Graduate Program Chair. The Department Chair may delegate responsibilities to one or more faculty members of the program, including naming a Graduate Program Chair Delegate responsible for day-to-day functioning of the program. However, even with the delegation of responsibilities, the Department Chair is the official Graduate Program Chair.

B. Duties of the Graduate Program Chair

Duties of the Graduate Program Chair include:

a) provide overall academic leadership for the program;

b) develop and implement policies for the program;

c) represent the interests of the program to the campus and University administrators;

d) call and preside at meetings of the Executive Committee;

e) call and preside at meetings of the program;

f) be responsible for coordinating all administrative matters with the Office of Graduate Studies;

g) manage the budgets of the program;

h) submit course change or approval forms;

i) be responsible for the accuracy of all publications related to the program, including web pages and catalog copy;

j) coordinate program’s graduate course teaching assignments with relevant department chairs;

k) nominate graduate advisors for appointment.

l) establish permanent or ad hoc committees as needed

Article V. Committees

Executive Committee

1. Make-up: The committee includes seven members: at least two members representing the School of Medicine, at least two members representing the School of Veterinary Medicine, at least one MPH student, and at least two members from other campus programs.

In recognition of the collaboration with the California Department of Public Health (CDPH) and the practicing public health community, the committee shall also include at least one non-voting representative from CDPH.

2. Appointment of members: The members of the Executive Committee shall be elected by the program membership, with the student member appointed by the Chair after consultation with the students, as described in VI. Representatives from the California Department of Public Health and local health departments will be appointed in an ex officio capacity.
3. **Committee Chair:** The Graduate Program Chair is the *ex officio* Executive Committee Chair.

4. **Term of membership:** Three years, renewable.

5. **Voting rights:** All committee members have equal voting rights, with the exception of students and CDPH representatives.

6. **Role and function:** The Executive Committee is the policy-making body of the MPH Program. The committee shall also function as a membership committee. The Executive Committee shall meet at least quarterly (excluding summer); additional meetings may be held as necessary, or upon petition of at least five members. All meetings of the Executive Committee shall be announced so that members may present matters requiring Executive Committee or Graduate Program attention. The Executive Committee may establish permanent or *ad hoc* committees as dictated by needs of the program.

**Curriculum Committee**

1. **Make-up:** The committee includes the instructors of record for the required core coursework and the Graduate Program Chair *ex officio*. There shall be at least two members representing the School of Medicine, at least two members representing the School of Veterinary Medicine, and at least one MPH student.

2. **Appointment of members:** The Executive Committee shall appoint members of the Curriculum Committee.

3. **Committee Chair:** The Chair of the Curriculum Committee shall be elected by and from its members.

4. **Term of membership:** Three years, renewable.

5. **Voting rights:** All committee members have equal voting rights, with the exception of students.

6. **Role and function:** The Curriculum Committee reviews teaching evaluations, syllabi and other related documents in the context of the Program’s teaching mission and accreditation requirements, such as assuring that programmatic competencies and course objectives are being met. It also recommends curriculum policy to the Executive Committee. The Curriculum Committee shall meet at least quarterly (excluding summer); additional meetings may be held as necessary, or upon petition of at least five members of the Program.

**Admissions and Advancement Committee**

1. **Make-up:** The Committee includes at least one faculty member representing the School of Medicine, at least one faculty member representing the School of Veterinary Medicine, and at least one MPH student.
2. **Appointment of members:** The Executive Committee shall appoint members of the Admissions and Advancement Committee.

3. **Committee Chair:** The Chair of the Admissions and Advancement Committee shall be elected by and from its faculty members.

4. **Term of membership:** Members are appointed for three years, with renewable appointments.

5. **Voting rights:** All committee members have equal voting rights, with the exception of students, who are non-voting.

6. **Role and function:** The Committee reviews applications to the program and selects those to be recommended for admission. The Committee shall meet as needed to review applications, develop a list of applicants recommended for admission, and confirm completion of program requirements for graduating students. The Committee’s list of applicants recommended for admission is forwarded directly to the Graduate Program Chair for action. The committee will also review applications for waiver of graduation requirements and potential disciplinary or disqualification actions and provide a recommendation to the Graduate Program Chair for action.

**Community Relations and Development Committee**

1. **Make-up:** The committee includes at least one faculty member each from the School of Medicine, the School of Veterinary Medicine, and at least one MPH student.

2. **Appointment of members:** The Executive Committee shall appoint members of the Community Relations and Development Committee.

3. **Committee Chair:** The Chair of the Committee shall be elected by and from its faculty members.

4. **Term of membership:** Three years, renewable.

5. **Voting rights:** All committee members have equal voting rights, with the exception of students, who are non-voting.

6. **Role and function:** The Community Relations and Development Committee is responsible for program promotion and student recruitment planning. The Committee shall meet at least quarterly (excluding summer). Additional meetings may be held as necessary, or upon petition of at least five members of the Program.

**Article VI. Student Representatives**

A. **Committee Appointment Process:** The Graduate Program Chair will consult with the students regarding membership on the various program Committees.

B. **Committees on which students serve:** Students serve on the following committees:

1. Executive Committee
2. Curriculum Committee
3. Admissions and Advancement Committee
4. Community Relations and Development Committee
5. Ad hoc committees as appointed by Graduate Program Chair

C. Term of service and reappointment: Students serve for a term of one year, with the potential for reappointment.

D. Voting Rights: Students are non-voting members of the program committees.

E. Attendance at annual meetings of the program: Student representatives may attend annual meetings of the program.

F. Student recusal from selected matters: The Chair of any committee with student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

Article VII. Graduate Advisors

A. Appointment Process: Graduate Advisors are appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. Nominations will be solicited from among the faculty. The Graduate Program Chair will forward the nominations to the Office of Graduate Studies, who will make formal appointments on behalf of the Graduate Council.

B. Number of Advisors: There shall be at least one Graduate Advisor for every 15 students.

C. Term of Service: The term of service is three years, with potential renewal.

D. Duties of the Graduate Advisors: The Graduate Advisors are expected to meet with his or her students at least on a quarterly basis to assess progress and plan curricular choices. The Graduate Advisors also review the student’s MPH Practicum project and progress.

Article VIII. Meetings

A. Graduate Program Annual Meeting: The program shall have an annual meeting of all faculty in the Spring.

B. Convoking the Annual Meeting: The Graduate Program Chair convokes the annual meeting.

C. Petitioning for additional meetings: If five or more members petition for additional meetings, the Graduate Program Chair will convoke an additional meeting.

D. Notification of meetings: Faculty will be notified of the annual meeting and any additional plenary meetings by email at least two weeks prior to the meeting.
E. Participation for faculty away from campus: Faculty away from campus may attend the annual meeting by teleconference (or other appropriate technology).

Article IX. Quorum

A quorum is a majority (50+%) of all members eligible to vote. Passage of substantive business requiring a vote of the membership as a whole requires at least an affirmative majority vote (50+%) of all members voting.

Voting may be by email or written ballot. At least one week response time is required.

Article X. Amendments

A. Process for proposing amendments to the bylaws: Amendments to the bylaws may be proposed by a majority of the Executive Committee, or in writing to the Chair of the Executive Committee by any five members.

B. Amendments will be circulated to faculty: Information on proposed amendments will be circulated by email to the faculty.

C. Vote process, including time period to distribute and quorum for the amendment to pass: Voting on amendments to the bylaws will be accepted for two weeks following dissemination of the proposed text of the amendment. A quorum of the eligible faculty must vote, and amendments will pass if at least two-thirds of the voting members approve the amendment.

D. Graduate Council review of amendments and revisions to bylaws: All amendments and revisions must be submitted to Graduate Council for review and approval.