

BYLAWS OF THE SCHOOL OF POPULATION HEALTH
VIRGINIA COMMONWEALTH UNIVERSITY

ARTICLE I: INTRODUCTION

Section 1: The name of this organization shall be the School of Population Health (SOPH) of Virginia Commonwealth University, hereby also referred to as the “School” or as the “SOPH”.

Section 2: The purpose of this document shall be to establish – in conformity with the mandate of Article VI of the Bylaws of the Faculty of Virginia Commonwealth University – an orderly instrument whereby each member of the Faculty of the School of Population Health (i) can effectively participate in the formation of SOPH policies, and (ii) will be guaranteed the right to freely express opinions and concerns about the proper function and welfare of this School and University.

Section 3: The Bylaws of the School of Population Health recognize and conform to University Policies and the University Council Shared Governance Statement. These Bylaws shall be read in conjunction with other policies and procedures from the School of Population Health and the University that apply to the Faculty. In the event of any conflict between these Bylaws and other School of Population Health Faculty policies, these Bylaws shall control, and in the event of any conflict between these Bylaws and other University Faculty policies, the University Faculty policies shall control.

ARTICLE II: ADMINISTRATIVE ORGANIZATION

Section 1: The Dean of the School of Population Health is the chief academic and administrative officer for the School of Population Health, is expected to develop and maintain a strategic vision for the future of the School, and is intended to serve as the prominent voice and advocate for the School.

The Dean:

1. Implements the SOPH bylaws.
2. Creates an environment of trust, integrity and accountability, while fostering a culture for learning, development and professionalism across the School.
3. Promotes diversity, equity, and inclusion throughout the missions of the School.
4. Ensures that the tripartite research, education and service missions of the School are respected and nurtured.
5. Serves as chief academic officer and – in concert with the Faculty – is responsible for the implementation and quality of all academic programs.
6. Is responsible for the research enterprise of the School.
7. Develops and administers the School budget, manages School budget and resources to ensure revenue, operating expenses, commitments and reserves are maintained and are used efficiently and effectively.
8. Is responsible for the management and assignment of School space.
9. Is available to engage with faculty, students and staff, and operates an office that functions as a service for the benefit of faculty, students and staff.
10. Builds outstanding programs through faculty recruitment and securing necessary resources.
11. Serves as the hiring authority for department chairs. Appoints a Search Committee for all department chair appointments that fairly represent SOPH stakeholders, including Department Faculty, and whose membership reflects our commitment to inclusion and diversity. Appoints interim department chairs as necessary.
12. Transmits recommendations from departmental chairs for appointments and promotions of SOPH Faculty Members to the Senior Vice President for Health

Sciences after consultation with the involved chair and the SOPH Promotions and Tenure committee.

13. Appoints academic and administrative personnel, and authorizes and empowers Assistant or Associate Deans to act on the Dean's behalf and to oversee administrative priorities of the School.
14. Appoints standing and temporary committees as prescribed in these Bylaws and gives notice of these appointments at a General Faculty Meeting.
15. Chairs meetings of the Governance Committee and of the General Faculty and prepares and submits agenda in advance for these meetings, or identifies a suitable delegate.
16. Circulates appropriate information to members of the Faculty in a timely manner throughout the year.
17. Leads the development, implementation and achievement of the School's strategic plan.
18. Engages with the Richmond and broader community and promotes community service across our missions.
19. Provides leadership for fundraising efforts for the School.
20. Serves as the School of Population Health's leader in legislative efforts with the city, state and federal legislature and executive branches.
21. Proposes and justifies to other University leaders the resources needed to support and foster excellence and innovation in the education, research, and service endeavors of the School.
22. Cultivates both internal and external strategic partnerships to advance education, research and service missions.

Section 2: SOPH Offices and Assistant / Associate Deans

Section 2.1: The SOPH Office of Academic Affairs shall consist of the Assistant / Associate Dean of Academic Affairs and any other faculty or staff so designated by the Dean. The Office of Academic Affairs shall – at the direction and supervision of the Dean – coordinate and help conduct all academic activities, including but not limited to those involving students (admissions, evaluation, retention and graduation), courses and programs (development, evaluation, review and amendment), promote and execute strategic initiatives, and any other matters so prescribed by the Dean.

Section 2.2: The SOPH Office of Faculty Affairs shall consist of the Assistant / Associate Dean of Faculty Affairs and any other faculty or staff so designated by the Dean. The Office of Faculty Affairs shall – at the direction and supervision of the Dean – coordinate and supervise faculty searches and hiring, faculty mentoring and development, promotion and tenure review, faculty retention, promote and execute strategic initiatives, and any other matters so prescribed by the Dean.

Section 2.3: The Dean may seek to create other administrative positions and name officers to help conduct SOPH business.

Section 2.4: The Dean's Office shall consist of the Dean, The Assistant / Associate Dean of Academic Affairs, the Assistant / Associate Dean of Faculty Affairs, as well as any other faculty or staff so designated by the Dean.

Section 3: Department Chairs: A Department Chair in the SOPH serves as the chief representative of a department within the School and reports to the Dean.

The Chair:

1. Leads by example.
2. Follows VCU Codes of Conduct, Procedures, and Policies.

3. Oversees research, teaching and financial operations of their department.
4. Works with Dean's office to address department professionalism and work environment issues.
5. Provides leadership direction and communication with department staff, trainees, and faculty, and manages the assignment of workload, resources, and the need for recruitment to backfill or create necessary positions.
6. Conducts regular departmental meetings.
7. Engages in individual meetings and mentoring with faculty on a regular basis, and provides accurate, specific feedback annually in faculty evaluations.
8. Assists the Dean in promoting, marketing and fundraising for the School and its research and training programs.
9. Participates with peer departmental chairs in institutional leadership activities.
10. Partners with University and SOPH leadership to build culture and foster teamwork.
11. Advocates for departmental faculty, staff and students for opportunities, recognition and awards.
12. Assures compliance of departmental staff and faculty with required trainings, reporting and procedures.

ARTICLE III: THE FACULTY

Section 1: MEMBERSHIP

Section 1.1: Membership in the Faculty of the School of Population Health shall include all full-time, part-time and emeritus teaching and research Faculty, as well as Affiliate Faculty and Adjunct Faculty who hold appointments in the School of Population Health. This membership includes the right to attend and participate in General Faculty meetings.

Section 1.2: University Affiliate Faculty hold "Faculty status" with separate appointment guidelines that are consistent with their mission to the VCU School of Population Health. Affiliate Faculty status provides them a voice in general Faculty meetings, eligibility to serve on Faculty committees, and to serve as student advisors. Affiliate Faculty status does not carry with it eligibility for tenure.

Section 1.3: Each Faculty member is guaranteed the right to freely express opinions and concerns about any and all matters vital to the welfare and proper function of the School and University. Faculty can participate in the formation of policies for the School – as outlined below in this document – and their Department – as outlined in their Departmental Bylaws.

Section 1.4: Voting membership in the Faculty of the School of Population Health shall include Faculty who hold active tenured, tenure track, or term appointments in a SOPH department or in the SOPH Dean's Office.

Section 2: RIGHTS AND RESPONSIBILITIES OF THE FACULTY

Section 2.1 Teaching, Research, and Service: The Faculty has the right and responsibility for teaching, conducting research, and providing service in the School of Population Health. The Faculty, through established School-wide committees, has the advisory responsibility for development and participation in decisions for new degree programs, new course offerings, modifications of existing course, and degree requirements.

Section 2.2 Standard-setting and Governance: Faculty participate in a) setting standards for admission, retention, and graduation of students, as well as

determining which students are eligible for graduation; b) formal and informal decision-making processes concerned with educational functions and policies at various administrative levels; and c) committees and processes related to Faculty appointments, reappointments, evaluations, promotions, retention and tenure.

Section 3: GENERAL FACULTY MEETINGS

Section 3.1: Purpose

- a. To promote the exchange of ideas among the Faculty and communication between the Faculty and SOPH Administration.
- b. To act upon significant policy changes that do not conflict with the responsibilities of the University Administration or Board of Visitors.

Section 3.2: Meetings

- a. At least two regular meetings, with two weeks' advance notice, shall be held during each academic year. The Dean has the authority to call special meetings with at least one week's advance notice. The Faculty may also request the Dean to call a special Faculty meeting upon the written request of five (5) per cent of the voting eligible Faculty members.
- b. Ten (10) per cent of the voting eligible Faculty members constitute a quorum at all General Faculty Meetings.
- c. Motions will pass by simple majority of those voting members present, provided a quorum is attained.
- d. A vote may be conducted via email if there is expected to be no or minimal discussion. Such a vote requires at least 5 business days between initial notice and receipt of ballots. The email voting process may be stopped upon receipt by the Dean's Office of a petition signed by at least 5 Faculty members requesting the email vote not be conducted.
- e. Motions requiring budgetary considerations or funding from the SOPH or the University are treated as suggestive and are non-binding.

Section 4: APPOINTMENT TO UNIVERSITY COMMITTEES AND FACULTY SENATE

The SOPH Office for Faculty Affairs will oversee the solicitation, voting and appointment of Faculty to University Committees and Faculty Senate, and will ensure that all rules and regulations for those Committees or the Senate are followed.

ARTICLE IV: GOVERNANCE

Section 1 STANDING COMMITTEES AND THEIR CHARGES: These bylaws hereby grant the following committees the authority to carry out the committee charges as set forth. Additional committees may be established by the Dean or their designee as needed. Information regarding membership, terms of appointment, quorum, voting and meeting frequency are to be delineated in individual committee policies and procedures.

Section 1.1 Governance Committee: The charge of the Governance Committee is to share information across departments and Dean's Office on the strategy and operation of the School of Population Health. The Governance Committee is

comprised of members of the Dean's Office, all Departmental Chairs, all Faculty Senators, and any other faculty or staff invited by the Dean. This committee will review plans proposed by each chair and provide a determination whether to follow or modify each department's plan for the equitable and effective use of research laboratory space. The Committee is to recommend strategies to promote professional behavior in all members of the School of Population Health.

Section 1.2 Graduate Programs Committee: The Graduate Programs Committee (GPC) is chaired by the Assistant / Associate Dean of Academic Affairs, and consists of the Program Directors from the various training programs in the School, as well as other faculty or staff so designated by the Assistant / Associate Dean of Academic Affairs. This Committee is charged to (i) review proposed changes to policies for graduate students and graduate Faculty members, guidelines for graduate education, and graduate courses and curricula, (ii) design, manage, integrate, and evaluate the various SOPH training programs, and (iii) coordinate student assessments and course evaluations.

Section 1.3 Promotion and Tenure Committee: The charge of the Promotion and Tenure Committee is to review all tenure and promotion recommendations for the School of Population Health, including all of the data submitted by each peer review committee, and make an independent recommendation to the Dean and the Office of Faculty Affairs regarding tenure and promotion for each Faculty member it reviews.

Section 2 GENERAL PROTOCOLS: For SOPH committees without standing policies or procedures, these general procedures will be in place.

Section 2.1 Election of Members: The Dean's Office will request nominations for all open positions on SOPH Committees. Nominees must meet the criteria for sitting the committee. Each committee organizer will supply the number of open seats on that committee. An electronic ballot will be presented to all voting Faculty members. A majority of voting Faculty will be utilized for selection; if there is a tie for a position, a limited ballot will be prepared to select the member. The Dean's Office shall appoint members for Committees with no nominees.

Section 2.2 Chair and Member Terms: Committee chair and member terms begin at the first meeting of the new academic year, and will last for 3 years. Committees should have Faculty member elections / appointments such that, as much as possible, terms are staggered.

Section 2.3 Quorum: Committees shall establish their own requirements to attain quorum.

Section 2.4 Voting Member Requirement: Provided a quorum is attained, a majority of all voting members (both present and absent) shall be required to approve the measure.

Section 2.5 Unfilled Terms: If a Faculty member cannot serve the entire committee term, the Dean's Office may appoint another Faculty member to serve the remainder of the unfilled term. Regardless of time served by the replacement Faculty, this would not count as a "full" term.

Section 2.6 Reporting: At the end of the spring semester, the chair of each Standing Committee will submit a report to the Dean's Office, stating in writing the accomplishments of the committee over the past year and proposed changes for the coming year.

Section 3: REPRESENTATION TO UNIVERSITY COMMITTEES AND FACULTY SENATE

Section 3.1 University Committees and Faculty Senate: Faculty members who meet the requirements for university committee (or faculty senate) service are eligible to serve on university committees (or faculty senate), commissions and/or other groups.

Section 3.2 Election of Members: The Dean's Office will request nominations for all open positions on University Committees and Faculty Senate. Nominees must meet the criteria for sitting the committee. An electronic ballot will be presented to all voting Faculty members. A majority of voting Faculty will be utilized for selection; if there is a tie for a position, a limited ballot will be prepared to select the member. The Dean's Office shall appoint members for Committees with no nominees.

Section 3.3 Faculty Senate:

a. The Faculty Senator affirms their commitment to shared governance and seeks to act in accordance with the ideals of shared governance set out by the VCU University Council and the President of the University.

b. Apportionment of SOPH Faculty Senators is outlined in the Standing Rules of the University Faculty Senate, which state each Unit will be represented by one Senator for every forty Faculty members, or part thereof, with a minimum of two Senators and up to a maximum of twenty Senators.

Section 4 NEW COMMITTEES:

Section 4.1: The Dean has the right to create new committees, appoint committee chairs, direct committee charges and responsibilities, and establish a time frame for committee business.

Section 4.2: The Faculty have the right to petition the Dean for the creation of new committees. The petition shall be in the form of a written request signed by at least five (5) per cent of the voting eligible Faculty members, from at least two departments.

ARTICLE V: ADOPTION, AMENDMENT AND REVIEW

Section 1: These bylaws shall take effect when recommended to and approved by the (i) a majority of the Faculty, and (ii) by Dean.

Section 2: These Bylaws may be amended provided the following criteria hold.

1. Amendments can be proposed by (i) any SOPH faculty member with at least 5 SOPH faculty member co-signatories from at least two Departments, (ii) the Dean, or (iii) the Governance Committee.
2. The proposed amendment has been distributed to the Faculty at least two weeks before the General Faculty Meeting at which it will be introduced.
3. The amendment is introduced and discussed at a General Faculty Meeting.
4. The amendment is approved by two-thirds majority of those responding to a ballot following the amendment's valid introduction.

Section 3: The School of Population Health Office of Faculty Affairs will have oversight of this document. These Bylaws shall be reviewed no less often than once every five years.

Approved: February 14, 2024