BYLAWS OF THE FACULTY OF
THE COLORADO SCHOOL OF PUBLIC HEALTH

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PREAMBLE

The Colorado School of Public Health (ColoradoSPH) is a collaborative school that combines the public health programs of the University of Colorado Anschutz Medical Campus (CU Anschutz), Colorado State University (CSU), and the University of Northern Colorado (UNC). In accordance with a Memorandum of Agreement that is renewed every five years, CU Anschutz functions as the lead institution within the ColoradoSPH, with CSU and UNC serving as critical partner institutions. Together, the public health programs at the three institutions leverage their unique strengths to advance public health locally, nationally, and globally.

It is a guiding principle of the ColoradoSPH that the faculty and administration shall collaborate in major decisions affecting the academic welfare of the School. These Bylaws of the Faculty of the Colorado School of Public Health are designed to support the collaborative efforts of the faculty and administration as they work together to achieve the goals of the ColoradoSPH. They describe the powers and duties of faculty in relation to the administration of the School and articulate the key provisions for shared governance within this context.

The responsibility for and authority to develop faculty governance structures within the ColoradoSPH resides with the Voting Faculty. Accordingly, the Voting Faculty has established these Bylaws, which outline the roles, policies, and operating procedures for faculty participation in the shared governance of the School. Bylaws were first approved by the ColoradoSPH Voting Faculty in March 2008. The Bylaws were revised and approved by the Voting Faculty in June 2012 and again in September 2015. The current version of the Bylaws – revised and approved by the Voting Faculty, the ColoradoSPH Dean, and Executive Vice Chancellor for Academic and Student Affairs in November 2022 – replaces all prior versions in their entirety.

ARTICLE I: ORGANIZATION

A. Partner Institutions, Departments, Divisions, Sections, Programs, and Centers

1. Partner Institutions

The ColoradoSPH reflects a collaboration among the public health programs at CU Anschutz, CSU, and UNC. With CU Anschutz serving as the lead institution, the School draws on the strengths of the academic partner institutions, CSU and UNC. Although the public health program at each institution has its own unique structure, the organization of the School as a whole is described below.

2. Departments

The departments of the School include Biostatistics and Informatics; Community and Behavioral Health; Environmental and Occupational Health; Epidemiology; and Health Systems, Management and Policy.

a. Department Governance

Departments are the principal internal organizational units within the School and the principal units of faculty self-governance. Examples of how faculty members participate in department governance include:

- determining the content and structure of the department's academic programs;
- advising on graduate admissions, scholarships, and awards;
- advising on departmental hiring plans and participating in new faculty searches;
- mentoring junior faculty, evaluating the performance of faculty, and advising on promotion and tenure decisions;
- advising on the selection of new Department Chairs and providing input into the performance evaluation of continuing Department Chairs; and
- other areas of shared governance for which faculty have the primary responsibility as described in University of Colorado Board of Regents laws and policies.

b. Department Organization

Faculty members participate in decision-making related to the structure and organization of their departments in a variety of ways, including:

- recommending to the Dean processes to be employed in the identification of the Department Chair;
- advising the Dean on the terms of office for Department Chairs; and
- making recommendations for the establishment and structure of divisions, sections, and programs.

c. Divisions, Sections, and Programs

Departments may establish smaller functional units if advantageous for educational, research, public health practice, or service functions. These may include, in order of hierarchy: divisions, sections, and programs. A department may elect to develop any of these units and may develop programs or sections without a requirement for divisions. In the case of interdepartmental divisions, sections, or programs, all participating departments must approve the establishment of the unit. Formation of divisions within or between departments requires approval by the Voting Faculty of the affected department(s) as well as the Dean, with advice from the Executive Council of the School. Formation of sections or programs requires approval only by the Voting Faculty of the affected department(s).

3. Centers

Centers may be formed to further the goals of ColoradoSPH, alone or in combination with other Schools on the CU Anschutz Campus. Faculty in the School may participate in centers formed across the Campus. These organizational units will be developed in accordance with University of Colorado policies.

B. Executive and Administrative Officers

1. Ex Officio Members

The Chancellor and Executive Vice Chancellor for Academic and Student Affairs of CU Anschutz are ex officio, non-voting members of the General Faculty of the ColoradoSPH. The Dean, as well as the Associate and Assistant Deans of the School who are faculty members, are members of the General Faculty and the Voting Faculty (see Sections I.C.1 and I.C.2). They shall be ex officio, non-voting members of the ColoradoSPH Faculty Senate and ex officio, voting members of the Executive Council. In addition, the Dean shall be an ex officio, non-voting member of all Standing Committees of the Faculty Senate. The Bylaws of the CU Anschutz Faculty Assembly define the role of the ColoradoSPH Dean within that organization.

2. The Dean

The Dean shall be the principal academic and administrative officer of the School and shall represent the School in all matters. They shall enforce the Bylaws of the Faculty of the ColoradoSPH and be responsible for the general effective functioning and performance of the School. As detailed in Regent policy, the Dean's responsibilities include but are not limited to enforcement of admission requirements; ensuring the efficiency of departments and other divisions within the School; budgetary planning and allocation of funds; faculty assignments and workload; recommendations on personnel actions; curriculum planning; academic advising accountability and reporting; and setting the strategic direction of the School.

The Dean shall be evaluated on an annual basis by their supervisor. Per Regent policy, these reviews will be based on the position description and performance planning between the Dean and their supervisor. The Faculty Senate recommends a comprehensive evaluation of the Dean

after every five years of service that includes formal input on the Dean's administrative performance from Department Chairs, Campus Directors, the Faculty Senate, the faculty at large, staff, students, and external stakeholders. Faculty Senate may choose to solicit faculty feedback on the Dean's performance on a more frequent basis.

3. Other Administrative Officers

The Associate and Assistant Deans as well as the Campus Directors from the partner institutions shall be appointed by the Dean to assist in the performance of the Dean's duties. For short-term absences of the Dean, the Dean has the authority to appoint an acting administrative head for the School. The acting head is typically the Associate Dean for Academic and Student Affairs or the Associate Dean for Faculty, but the Dean may select another Associate Dean. For extended absences, the Chancellor or the Chancellor's designee shall appoint an acting dean.

C. Faculty Organization

1. General Faculty

The General Faculty of the School shall be responsible for the development, implementation, and evaluation of the School's educational, research, public health practice, and leadership and service activities. Members of the General Faculty will have either: (1) a primary or secondary faculty appointment at CU Anschutz in the ColoradoSPH or (2) a primary faculty appointment at CSU or UNC and an adjunct appointment in the School. The General Faculty consists of faculty holding the following titles: Professor, Associate Professor, Assistant Professor, Senior Instructor, or Instructor – including titles in the Tenure, Research, Clinical Teaching, and Clinical Tracks – as well as Senior Research Associate, Research Associate, Senior Professional Research Assistant, and Professional Research Assistant. The Dean as well as the Associate and Assistant Deans of the School who are faculty are also members of the General Faculty.

2. Voting Faculty

The Voting Faculty have voting rights in matters of educational, scholarly, public health practice, and designated administrative issues in the School. The Voting Faculty shall consist of the salaried members of the General Faculty of the School whose primary appointments are in the School at CU Anschutz or one of the partner institutions and who hold the following titles: Professor, Associate Professor, Assistant Professor, Senior Instructor, and Instructor – including titles in the Tenure, Research, Clinical Teaching, and Clinical Tracks – as well as Senior Research Associate and Research Associate. In addition, the Dean and the Associate and Assistant Deans of the School who are faculty are members of the Voting Faculty.

Faculty from partner institutions who hold appointments in the School may vote on all matters that come before the ColoradoSPH Faculty Senate except those that are relevant only to CU Anschutz faculty or that are regulated by CU Anschutz policies and/or procedures or policies of the University of Colorado System or Board of Regents (e.g., faculty promotion, tenure). Conversely, ColoradoSPH faculty at CU Anschutz shall not vote on matters internal to CSU and UNC.

D. School Governance

1. Shared Governance

In accordance with University of Colorado Regent laws and policies, it is a guiding principle of the School's shared governance model that the faculty and the administration shall collaborate on decisions affecting the academic welfare of the School. Leadership of this collaboration varies depending on the decisions at hand. Whereas the administration has the principal responsibility for matters of internal operations and external relations, the faculty has the principal responsibility for decisions concerning teaching, curriculum, research, scholarship, and academic ethics. Specific tasks led by the administration include enforcement of admission requirements, assurance of the efficiency of departments and other academic units, budgetary planning and distribution of funds, allocation of space, and program accreditation. As the chief academic and administrative officer of the School, the Dean represents and serves as chief spokesperson for the ColoradoSPH. The faculty's role includes the origination of academic policies and standards, the review and approval of new courses and educational programs, the evaluation of existing courses and educational programs, the making of recommendations on the selection of faculty, and the conduct of annual faculty performance evaluations and comprehensive ("mid-term"), promotion, tenure, and post-tenure reviews. The faculty and administration share responsibility for other major decisions affecting the welfare of the School. Examples of such tasks include development of faculty personnel policies, selection and evaluation of administrative leaders, the development of general academic policies, determination of the academic calendar, establishment of teaching modalities, and course scheduling.

Figure 1 depicts the ColoradoSPH's implementation of this shared governance model, summarizing the roles of the administration and the faculty. The Faculty Senate was established to provide leadership in the areas for which the faculty has the primary responsibility. In coordination with the Dean, the Senate has established six Standing Committees, which lead efforts related to student admissions, faculty appointments and evaluation, faculty equity, education and curriculum, public health practice, and research. The Executive Council – which includes all members of the ColoradoSPH administration as well as faculty, staff, and student representatives – plays a crucial advisory role to the Dean, and in some instances, to the Faculty Senate. The substantial overlap depicted in Figure 1 emphasizes the importance of collaboration between the administration and the faculty. Even in areas for which either the administration or the faculty takes a leading role, the shared governance model of the ColoradoSPH aims to ensure that the administration and faculty work in partnership to realize the mission of the School.

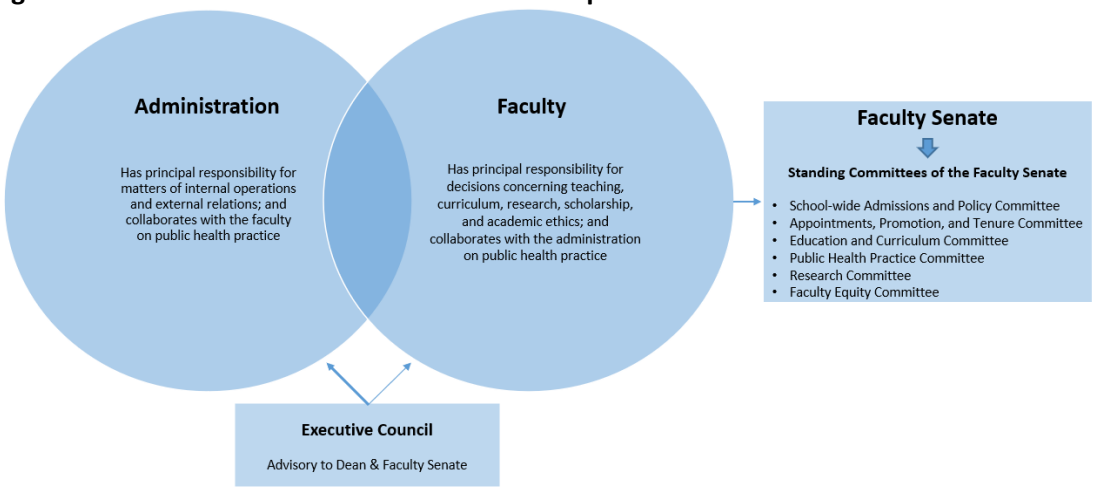
2. Faculty Senate

a. Role of the Faculty Senate

The Faculty Senate is the primary operational unit of faculty governance for the School. It represents all faculty, including those based at the lead and partner institutions, and plays the principal role in originating and determining academic policies, procedures, and standards. The Senate addresses faculty issues and concerns and seeks action when

required; provides a representative group through which others can communicate with the faculty or solicit faculty input on issues or new initiatives; takes the lead in decisions on educational and scholarly matters; originates academic policy and standards; and collaborates with the Dean on administrative issues.

Figure 1. ColoradoSPH Shared Governance Conceptual Model



The Faculty Senate works closely with the Dean and the School's other administrative leaders to ensure that decisions are made in a timely manner. Although every effort shall be made to involve the full membership of the Faculty Senate in all decisions, when immediate action is required, the Faculty Senate Officers may act in accordance with what they believe to be the will and/or spirit of the Faculty Senate. Such actions shall be referred to the full Faculty Senate at the first regular meeting after a decision has been made, at a special meeting, or via electronic communication before the next meeting.

Any actions or votes taken by the Faculty Senate require a simple majority of Senators voting, provided that the number of members voting constitutes a quorum. A quorum shall be considered one more than half of the seated membership of the Senate. The Faculty Senate may elect to conduct votes electronically.

b. Faculty Senate Members

Membership shall include representatives of the Voting Faculty from each department at the lead institution (i.e., CU Anschutz). Departmental representation shall be proportional based on the size of the Voting Faculty within each department relative to the size of the Voting Faculty in the School who are located at CU Anschutz. The number of representatives from each department shall be updated annually to ensure accurate representation.

The Faculty Senate also shall include representation from the public health programs at the academic partner institutions (i.e., CSU, UNC). Although representation of a partner institution may be proportional to the number of ColoradoSPH Voting Faculty located at that institution relative to the total number of Voting Faculty in the School, the partner institutions may choose to have fewer representatives than their size would allow.

Members of the Voting Faculty are eligible to serve as members of the Faculty Senate. Each department's representatives to the Faculty Senate shall be selected by the department's faculty. Representatives from the partner institutions will be selected by the relevant Campus Director. The Faculty Senate should include members of the Voting Faculty who are in the Tenure and non-Tenure Tracks.

Faculty Senate members shall serve a three-year term and may serve more than one term consecutively, with the approval of their department faculty or Campus Director. Members may also serve non-consecutive terms, with the support of the faculty in their departments or their Campus Director. All terms shall begin on July 1, consistent with the academic calendar.

c. Faculty Senate Officers

The Officers of the Faculty Senate shall consist of the:

- President-Elect,
- President,
- Past-President, and
- Secretary.

All Faculty Senate Officers must be members of the Voting Faculty. The President-Elect shall be elected each year by the Voting Faculty. After serving a one-year term as President-Elect, they shall serve a one-year term as President, followed by a one-year term as Past-President. The President shall not be eligible for re-election until two years after the end of their term as Past-President. The Secretary shall be elected by the Voting Faculty and shall serve a three-year term. The Secretary may be re-elected by the Voting Faculty to serve additional, consecutive terms. Faculty Senate Officers from CU Anschutz count toward their department's representation. Faculty Senate Officers elected from CSU or UNC count toward their campus's representation but not toward their ColoradoSPH department's representation.

The Faculty Senate Officers shall prepare the agenda for Faculty Senate meetings in consultation with the Dean or the Dean's designee; shall ensure that committee reports are available to the Voting Faculty; shall recommend to the Dean the appointment or election of ad hoc or other faculty committees, as needed; and shall be empowered to bring to the Voting Faculty all matters they deem to require the consideration of that group. The President of the Faculty Senate shall preside at meetings of the Faculty Senate and shall present minutes of those meetings to the Dean. The President-Elect, President, and Past-President (or designees) also will represent the School as standing members of the campus-wide CU Anschutz Faculty Assembly. The President shall be empowered to remove any member of the Faculty Senate or a Standing Committee for non-performance of assigned functions and to appoint a replacement after obtaining a recommendation from the department or institution needing representation. The Secretary shall be responsible for recording the minutes of all meetings of the Faculty Senate and the ColoradoSPH Voting Faculty.

If the President of the Faculty Senate is temporarily unable to preside at meetings or uphold other responsibilities, the President-Elect and/or Past-President shall substitute. In the case of retirement or permanent inability of the President to serve – the latter to be determined by a majority vote of a quorum of the Faculty Senate – the President-Elect shall complete the President's remaining term and then shall serve their own full term.

The Associate Dean for Faculty shall solicit nominations from the Voting Faculty for the positions of President-Elect and Secretary of the Faculty Senate. The solicitation process will occur in the spring, annually for the position of President-Elect and every three years for the position of Secretary. Candidates for these offices must be nominated by one or more members of the Voting Faculty (self-nominations are acceptable) and must agree to serve in the relevant position for the designated term to be placed on the ballot, which may be written or electronic.

All members of the Voting Faculty holding the rank of Assistant Professor or higher shall be eligible for the role of Secretary of the Faculty Senate. Voting Faculty at the rank of Associate Professor or Full Professor are eligible to be President-Elect. Members of the University and School administration, the Dean, Associate and Assistant Deans, and Department Chairs are not eligible for any Faculty Senate Officer positions. Faculty Senate Officers may not serve as Chairs of any Standing Committees of the Faculty Senate during their terms in office. The terms for Faculty Senate Officers shall begin on July 1, consistent with the academic calendar.

d. Faculty Senate Meetings

As described in its policies and procedures, the Faculty Senate shall meet on a regular basis to address topics of importance to the faculty and the School. Meetings of the Faculty Senate shall be open to members of the Voting Faculty, who may attend as non-voting participants. By majority vote of the voting members in attendance, the Senate may go into executive session when sensitive or confidential topics are under consideration. While in executive session, only Faculty Senate members shall be present, including both voting and non-voting (i.e., ex officio) members. No official votes may be taken during executive session. At the discretion of the Faculty Senate Officers, meetings also may include times during which only voting members of the Faculty Senate are present. No official votes will be held during these sessions.

3. Executive Council

The Executive Council shall act as an advisory committee to the Dean and Faculty Senate. In the fulfillment of its duties, the Executive Council shall consider and make recommendations to the Dean and the Faculty Senate on such matters as the relationship of the School to other institutions and groups; the obligations, privileges, and status of the faculty; the content and structure of the curriculum and the education of students; the size of the student body and the physical facilities of the School; the advisability of changes in the governance and established procedures of the School; and all other matters that relate to or affect the educational, clinical, scholarly, research, public health practice, service, and administrative activities of the faculty

and the School. Motions voted on by the Executive Council shall be affirmed by a simple majority of the votes. As an advisory body, such motions will serve to provide formal guidance to the Dean and/or Faculty Senate.

The Executive Council shall consist of the Dean of the School; all Associate and Assistant Deans; the Department Chairs; the Campus Directors at CSU and UNC; School-wide Center and Institute Directors; staff and student representatives; and such other individuals who the Executive Council may determine, by majority vote, should be members. In accordance with the principle of shared governance, the Executive Council shall include the President of the Faculty Senate and two at-large faculty members appointed by the Dean in consultation with the Faculty Senate Officers. The term of office for at-large faculty members shall be two years and may be renewed.

The Dean of the School or the Dean's designee shall serve as the Chair and preside at meetings of the Executive Council. The Dean shall function as a member of the Council without vote, except when an additional vote is needed to break a tie. The Council shall generally meet once each month as determined by the Dean or, in the case of their absence or disability, by the Acting Dean. Minutes of each meeting shall be made available to the Voting Faculty. The Executive Council shall have access to all reports of Standing and Ad Hoc Committees of the School and the Faculty Senate. Special meetings may be called at any time by the Dean, or by the written request of five members upon 24 hours' notice to the Executive Council membership. Either the Dean or the Acting Dean may preside at such special meetings.

E. Standing Committees of the Faculty Senate

Standing Committees of the Faculty Senate shall include:

- School-wide Admissions and Policy Committee,
- Appointments, Promotion, and Tenure Committee,
- Education and Curriculum Committee,
- Public Health Practice Committee,
- Research Committee, and
- Faculty Equity Committee.

Additional ad hoc committees may be created by the Faculty Senate in consultation with the Dean or Dean's designee.

1. Committee Governance

Each Standing Committee officially reports to the Faculty Senate and acts as an advisory committee to the Dean. The Dean, in consultation with the Faculty Senate Officers, shall appoint the Chairs of all Standing Committees designated in these Bylaws, unless the method of appointment or selection has been otherwise specified in the Bylaws or, in the case of special committees, is authorized by action of the Faculty Senate or, as appropriate, the Chancellor. Once appointed, Chairs report to the Faculty Senate President. The appointment of a new

Standing Committee Chair shall be announced through the ColoradoSPH website or other mechanisms.

Unless otherwise stated in the Faculty Bylaws, the Faculty Senate delegates responsibilities and authority to each Standing Committee as described in each Committee's policies and procedures. In cases where the Standing Committee has full authority, as delegated by the Faculty Senate, the Standing Committee shall notify the Faculty Senate and the Dean of final decisions and actions through the minutes of their regular meetings. In matters over which the Faculty Senate has reserved authority, but that require immediate action, the Standing Committee may act in accordance with what it believes to be the will and/or the spirit of the Faculty Senate. However, such actions shall be referred to the Faculty Senate at the first regular meeting after the date on which they have passed or at a special meeting.

2. Committee Meetings

The Standing Committees shall meet annually or more frequently as specified in the Committees' policies and procedures or as circumstances warrant. Apart from the Appointments, Promotion, and Tenure Committee, all meetings of the Standing Committees and their subcommittees shall be open to members of the Voting Faculty, who may attend as non-voting participants. By majority vote of the members in attendance, committees and subcommittees may go into executive session when sensitive or confidential topics are under consideration. While in executive session, only committee members shall be present. No official votes will be held while in executive session. Meetings of the Appointments, Promotion, and Tenure Committee are not open to non-members.

Standing Committees shall record minutes from each meeting. Minutes should document any changes to a committee's policies and procedures, major decisions made, and any actions taken that have curricular, scholastic, or financial implications for the School. In accordance with each Committee's policies and procedures, minutes shall be transmitted to the Faculty Senate Secretary, who will ensure that they are retained in a secure location. To protect confidentiality, Committees should ensure that their meeting minutes do not document private or protected information. Minutes from meetings of the Appointments, Promotion, and Tenure Committee shall not be transmitted to the Faculty Senate Secretary, except to document any changes to its policies and procedures.

3. Committee Reporting

Standing Committees shall provide an annual reporting of their activities and those of their respective subcommittees to the Faculty Senate. The Chair of each Standing Committee (or their designee) will present a summary of the Committee's activities to the Faculty Senate. These reports may be made in person or in writing. The Faculty Senate Officers may request more frequent reports, in instances where important decisions require additional information and communication.

4. Membership on Standing Committees of the Faculty Senate

Except as otherwise provided for in these Faculty Bylaws, Standing Committees will be constituted to achieve broad input from groups affected by the functions and decisions of the Committees. Unless otherwise specified in a committee's policies and procedures, each Standing Committee will include members from each partner institution and at least three departments at CU Anschutz. The Standing Committee Chair will appoint the members of the Committee, in consultation with the Associate Dean who has ex officio membership on the Committee (if any) and relevant Department Chairs. Associate and Assistant Deans who serve on Standing Committees of the Faculty Senate as a result of their administrative roles shall be non-voting members. Chairs of the Standing Committees shall be empowered to remove any member of a committee for non-performance of assigned functions.

Standing Committees may appoint ad hoc subcommittees as needed. Standing Committees may select the Chairs of their subcommittees if any. The subcommittee Chair is responsible for seating committee members, who may or may not be members of the parent committee. If the Chair of a subcommittee is not a seated member of the parent committee, they will serve as an ex officio member of the parent committee, functioning without vote. All committees may appoint ex officio, non-voting members as needed. Three consecutive unexcused absences from meetings shall be grounds for discharge of a member from a Standing Committee or a subcommittee.

Specific details of each Standing Committee regarding the goals and objectives, number and types of committee members, activities, meetings, reports, and the methods by which committee members are selected are detailed in the policies and procedures of each committee.

ARTICLE II. FACULTY ADMINISTRATIVE APPOINTMENTS

Faculty members of the ColoradoSPH may assume administrative leadership roles within the School. Administrative positions include but are not limited to the Dean; Associate and Assistant Deans; Department Chairs; Division, Section, and Program Heads; Campus Directors from the partner institutions; and other Directors, including Center Directors designated by the School. In accordance with University of Colorado policy, these positions are "at will." The performance of individuals in all such positions shall be evaluated by the Dean or other supervisor (or their designee) annually in a manner that includes a review of the effectiveness of designated role responsibilities. It is recommended that formal input from relevant constituencies be sought at least once in every five years of service to inform this evaluation. The role of the Dean and specific procedures for evaluation of the Dean's performance are described in Section I.B.2. above.

A. Associate and Assistant Deans

1. Functions

The Associate and Assistant Deans oversee specific functions of the School, such as faculty appointments and promotion; diversity, equity, and inclusion; public health practice; research;

budgeting and finance; and student affairs and educational programming.

2. Searches for Associate and Assistant Deans

All administrative searches will follow relevant Colorado State laws, including the Equal Pay for Equal Work Act, as well as relevant University policies. In accordance with policy, the faculty shall collaborate with the ColoradoSPH administration in the selection and evaluation of Associate and Assistant Deans. After consulting with Department Chairs, Faculty Senate Officers, and the Campus Directors from the partner institutions, the Dean shall appoint a committee to conduct the search for a new Associate or Assistant Dean. The search committee shall include faculty representative(s), including representation from each of the partner institutions. As the Associate Dean for Faculty primarily oversees evaluation, promotion, tenure, and post-tenure review for CU Anschutz faculty, faculty representation from partner institutions is recommended but not required for searches for that position. Department Chairs, as well as Associate and Assistant Deans, are eligible to be on the search committee. As appropriate, the search committee also may include representation from other health and hospital organizations and the practice community. The Chair of the search committee shall be designated by the Dean. Neither the Chancellor, the Executive Vice Chancellor for Academic and Student Affairs, nor the Dean shall be members of the committee, but a representative from those offices may be requested by the committee to act with it on an ex officio, non-voting basis.

The committee shall have the privilege of consultation with the outgoing Assistant or Associate Dean, but the outgoing administrator shall not be a member of the committee. The committee may recommend one or more suitable candidates to the Dean. After obtaining input from the faculty and the School at large, the Dean will appoint a candidate to assume the role of the Assistant or Associate Dean. Should the Dean choose not to select one of the recommended candidates, or to select a candidate not recommended as a finalist, the reasons for that decision will be shared with the Faculty Senate and the Executive Council, along with (if applicable) specific recommendations for the next steps in continuing the search and/or interim arrangements for administrative leadership.

B. Department Chairs

1. Functions

The Chair of a department within the School has responsibility for providing leadership toward the achievement of excellence in the teaching, research, public health practice, and service activities of the department. Department Chairs will carry out the duties and responsibilities specified in the policies of the University of Colorado and CU Anschutz.

2. Searches

Searches conducted within the ColoradoSPH will follow all relevant Colorado State laws, including the Equal Pay for Equal Work Act, as well as relevant University policies. After consulting with faculty in the affected department and with the Faculty Senate Officers, the Dean shall appoint a committee to conduct the search for a new Department Chair. The search

committee shall include faculty from the affected department as well as other departments of the School. The partner institutions shall have committee representation for searches involving departments of which their faculty are members. Where appropriate, the search committee also may include ColoradoSPH faculty from other health and hospital organizations and the practice community. The Chair of the committee shall be designated by the Dean. Neither the Chancellor, the Executive Vice Chancellor for Academic and Student Affairs, the Dean, nor the Associate or Assistant Deans shall be members of the committee, but a representative from those offices may be requested by the committee to act with it on an ex officio, non-voting basis.

The committee shall have the privilege of consultation with the outgoing Department Chair, but the outgoing Chair shall not be a member of the committee. The committee may recommend one or more suitable candidates to the Dean. The Dean will select a candidate, in consultation with faculty from the affected department as well as the School at large. Should the Dean choose not to select one of the recommended candidates, or to select a candidate not recommended as a finalist, the reasons for that decision will be shared with faculty from the affected department and the Executive Council, along with (if applicable) specific recommendations for the next steps in continuing the search and/or interim arrangements for departmental leadership.

3. Evaluation

All Department Chairs will undergo annual performance evaluations by the Dean. It is recommended that the Dean shall conduct a comprehensive performance evaluation of each Chair at least every five years that includes formal input from faculty, staff, students, and other department constituencies as part of the evaluation process.

C. Campus Directors

1. Functions

The Campus Directors oversee the School's public health programs at the partner institutions and serve as the liaison between the CU Anschutz Campus and the partner institution.

2. Searches

In consultation with the ColoradoSPH Dean, each partner institution will identify a faculty member to serve as Campus Director of the School's activities and programs on their campus. As described in the Memorandum of Agreement between the lead and partner institutions, the CSU and UNC Campus Directors must be approved by administrative leaders at CSU and UNC, respectively.

D. Division, Section, or Program Heads

1. Functions and Oversight

   Program Heads (or Directors) lead specific tasks within a department (e.g., the educational program) and are responsible to Section Heads (if applicable), Division Heads (if applicable), or Department Chairs. Section Heads are responsible to Division Heads (if applicable) or Department Chairs (if there are no divisions). Division Heads are responsible to Department Chairs.

2. Searches

   Searches conducted within the ColoradoSPH will follow relevant Colorado State laws, including the Equal Pay for Equal Work Act, as well as relevant University policies.

E. Faculty at Partner Institutions

Faculty whose primary appointments are in one of the partner institutions and who desire an additional appointment in the School will be given adjunct appointments. Those faculty will submit applications to the appropriate department and, if applicable, will be reviewed by the School's Appointments, Promotion, and Tenure Committee. Following review and approval by the committee and following CU Anschutz criteria, policies, and procedures, faculty will be appointed at the same rank and for the same duration as held at the partner institution, unless special circumstances or a conflict with the University policy require an exception. Faculty hired through the partner institutions will not be eligible for tenure at CU Anschutz.

Faculty who are awarded promotions at one of the partner institutions may be considered for promotion (but not tenure) in the comparable Adjunct rank within the School. These faculty will be reviewed for their participation and accomplishments within the context of the School. Following promotion at CSU or UNC, a written request for promotion by the CSU or UNC Campus Director, respectively, may be made to the School, through the appropriate department. With the approval of the relevant Department Chair and concurrence of the Dean, the School will promote these faculty to the rank held at their home institution. Such appointments shall imply no continuing financial obligation on the part of the University.

ARTICLE III: FUNCTIONS AND DUTIES OF STANDING COMMITTEES

Standing Committees of the Faculty Senate play a critical role in fulfilling the responsibilities of the School's faculty, as defined by University of Colorado Regent law. Below, the duties of the six Standing Committees are summarized. Details regarding Committee membership, functions, and processes are described more fully in each Standing Committee's policies and procedures documentation.

A. School-wide Admissions and Policy Committee

The School-wide Admissions and Policy Committee shall be responsible for the review of policies and procedures related to admissions to the programs of the School and other rights and duties as specified in its policies and procedures, as approved by the Faculty Senate. Membership will consist of one representative from each CU Anschutz department and each partner institution. The Committee meets as defined in its policies and procedures.

The public health programs on the CSU and UNC Campuses, as well as the ColoradoSPH departments on the CU Anschutz Campus, will each form an admissions committee to review applications and recommend admission. The department and campus admissions committees have full authority to select members of the entering degree programs and other rights and duties, with the oversight of the School-wide Admissions and Policy Committee. The School-wide Admissions and Policy Committee will ensure that each department and campus committee adheres to common minimum qualifications for admission, as approved by the Faculty Senate. As required by Regent law, the Dean shall have responsibility for enforcement of admissions standards and requirements.

B. Appointments, Promotion, and Tenure Committee

The Appointments, Promotion, and Tenure Committee shall be responsible for: reviewing recommendations for appointment, promotion, or tenure at the Associate Professor and Professor ranks, and for conducting comprehensive ("midterm") reviews of tenure track faculty, in compliance with Regent, University, and Campus policy; and for other rights and duties as specified in the Committee's policies and procedures, as approved by the Faculty Senate. The Committee has full authority for making recommendations to the Dean to support or reject such recommendations. The Committee also makes recommendations to the Dean and Associate Dean for Faculty regarding policies and procedures relevant to appointments, promotion, and tenure. The Committee will be broadly representative of the constituencies affected by the Committee's work, as defined in the Committee's policies and procedures. The Associate Dean for Faculty is an ex officio, non-voting member of the Committee.

C. Education and Curriculum Committee

The Education and Curriculum Committee shall be responsible for the development of academic standards and policies, as well as the overall design, implementation, evaluation, and ongoing development of the curriculum of the School. The Committee has full authority over the activities specified in the Committee's policies and procedures, as approved by the Faculty Senate. The Committee will be broadly representative of the constituencies affected by the Committee's work, as defined in the Committee's policies and procedures. The committee reports to the Faculty Senate and is advisory to the Dean and the Associate Dean for Academic and Student Affairs. The Associate Dean for Academic and Student Affairs is an ex officio, non-voting member of the Committee.

D. Research Committee

The Research Committee shall provide oversight, review, and recommendations about the development, progress, conduct, and priorities for research conducted by the faculty and students

at the School. It reports to the Faculty Senate and is advisory to the Dean and the Associate Dean for Research. It also investigates new public health research areas and makes recommendations concerning research priorities for the School, identifies new sources of funding and novel funding approaches, and makes recommendations to the Dean and Associate Dean for Research regarding policies for the distribution of research funding and indirect cost allocations. The Committee shall be broadly representative of the constituencies affected by the Committee's work, as defined in the Committee's policies and procedures. The Associate Dean for Research is an ex officio, non-voting member of the Committee.

E. Public Health Practice Committee

The Public Health Practice (PHP) Committee shall oversee efforts to establish and work toward the School's priorities related to PHP. It reports to the Faculty Senate and is advisory to the Dean and the Associate Dean for PHP. It shall investigate opportunities for expanding the PHP efforts of faculty and students and make recommendations regarding PHP priorities and future directions. The Committee has full authority over activities specified in the Committee's policies and procedures, as approved by Faculty Senate. The Committee shall be broadly representative of the constituencies affected by the Committee's work, as defined in the Committee's policies and procedures. The Associate Dean for Public Health Practice is an ex officio, non-voting member of the Committee.

F. Faculty Equity Committee

The Faculty Equity Committee shall provide oversight, review, and make recommendations to achieve and maintain equity among faculty. The committee investigates faculty equity with respect to salary and other compensation, teaching and service assignments, appointments to rank and track, promotion, retention, and other factors of importance. The committee recommends initiatives to promote faculty equity to the Dean, Associate and Assistant Deans, and Department Chairs. The Committee will be broadly representative of the constituencies affected by the Committee's work, as defined in the Committee's policies and procedures. The committee reports to the Faculty Senate and is advisory to the Dean, the Associate Dean for Faculty, Department Chairs, and Center Directors. The Associate Dean for Faculty and the Associate Dean for Diversity, Equity, and Inclusion are ex officio, non-voting members of the Committee.

ARTICLE IV: REQUIREMENTS FOR ADMISSION, PROMOTION, AND GRADUATION FROM THE COLORADO SCHOOL OF PUBLIC HEALTH

The requirements for admission to the School shall be recommended by the School-Wide Admissions and Policy Committee. Requirements for promotion and graduation from the School shall be recommended by the Education and Curriculum Committee to the Faculty Senate and, ultimately, to the Associate Dean for Academic and Student Affairs. These requirements shall be approved by the Faculty Senate, in consultation with the Dean, and shall be published on the ColoradoSPH website.

ARTICLE V: ACADEMIC POLICIES AND PROCEDURES

Detailed information about the ColoradoSPH's academic policies and procedures is provided in the Student Handbooks available on the School's website.

ARTICLE VI: POLICIES AND PROCEDURES OF THE FACULTY SENATE

Policies and procedures of the Faculty Senate and its Standing Committees are outlined in separate documents from the Bylaws. Policies and procedures governing the work of these Committees are intended to be updated regularly and may be changed or deleted as specified in each Committee's policies and procedures document. Such alterations do not require that the Bylaws be modified. Any changes that involve significant departures from prior practice must be reviewed and approved by the Faculty Senate.

ARTICLE VII: GUIDELINES

Guidelines are provided as separate documents from the Bylaws. They are intended to provide clarification or examples of relevant policies and procedures and, as such, do not require approval of the Voting Faculty. Guidelines are intended to be updated regularly. Administrative guidelines may be developed, changed, or deleted by the Dean or their designee. Guidelines addressing topics for which faculty hold primary responsibility may be developed, changed, or deleted by Faculty Senate or relevant Faculty Senate committees. Such alterations do not require that the Bylaws be modified.

ARTICLE VIII: AMENDMENTS

Notice of any proposed amendment to the Faculty Bylaws shall be circulated at least ten days before presentation to the Voting Faculty. A simple majority vote of the Voting Faculty will constitute faculty approval of proposed changes. Amendments to these Bylaws may be approved by the faculty by electronic vote. Bylaws are subject to final approval by the Executive Vice Chancellor for Academic and Student Affairs.

No notice is required when amending policies and procedures or guidelines, which do not require approval of the Voting Faculty. Policies and procedures, as well as guidelines, may be modified by the relevant entities. For policies and procedures or guidelines emanating from Standing Committees of the Faculty Senate, modifications must be approved by the Faculty Senate.

ARTICLE IX: POLICIES AND PROCEDURES SPECIFIC TO CU ANSCHUTZ CAMPUS FACULTY

A. Institutional and Inter-Institutional Governance

1. CU Anschutz Faculty Assembly

   The CU Anschutz Faculty Assembly advises and recommends action to the CU Anschutz Chancellor and the University of Colorado Faculty Council concerning matters related to academic policy and ethics. The Faculty Assembly provides representation for ColoradoSPH

faculty at the campus level. The President of the ColoradoSPH Faculty Senate and/or their designee shall represent the School at the Faculty Assembly. The President of the Faculty Senate will ensure that ColoradoSPH participates in votes of the Faculty Assembly at the level of representation allowed. The Bylaws of the Faculty Assembly establish the duties, structure, operations, and membership of that organization.

2. University of Colorado Faculty Council

   The Faculty Council is the governance body for faculty at all CU institutions (CU Boulder, CU Denver, CU Anschutz, and CU Colorado Springs). The Chair of the Faculty Assembly or their designee along with three additional members of the Faculty Assembly (selected from volunteers) will represent CU Anschutz faculty on the University of Colorado Faculty Council. Other Faculty Assembly members may be asked by the Chair to serve as CU Anschutz representatives to various University of Colorado Faculty Council Committees.

3. Partner Institutions

   Faculty in the ColoradoSPH with primary appointments at CSU or UNC will be involved in the ColoradoSPH Faculty Senate and with faculty governance bodies within their respective institutions following the rules and procedures of the respective institutions and will not serve on the CU Faculty Assembly or Faculty Council.

B. Faculty Policies

The following policies apply to Faculty in the School with primary appointments at CU Anschutz. Faculty with primary appointments at the partner institutions or other designated health and hospital institutions should refer to and are governed by the personnel policies of their respective institutions.

1. University of Colorado Faculty Policies and Procedures

   For detailed information about the University of Colorado's faculty personnel policies, faculty members may refer to the laws and administrative policies of the University of Colorado Board of Regents as well as the administrative policies of the University and CU Anschutz Campus.

2. Sabbatical Assignments

   After six years of service to the School on a full-time appointment in the Tenure Track, faculty members who have attained the rank of Associate Professor or Professor may be eligible for sabbatical assignments. All sabbatical assignments are subject to the availability of funding and must be approved by the Department Chair, the Dean, the CU Anschutz Executive Vice Chancellor for Academic and Student Affairs, and, ultimately, the Board of Regents. No less than six months before the start of a proposed sabbatical period, an eligible faculty member seeking approval for a sabbatical must submit a specific plan, along with a letter of recommendation and statement of financial and workload implications from the Department Chair to the Associate

Dean for Faculty. Review and approval by the Regents of such plans shall be conducted in accordance with University and Campus policies.

3. Faculty Compensation Plan (Base, Supplement, and Incentive [BSI] Plan)

   To reward faculty appropriately for increased productivity when funds are available and to adjust downward when reductions in available resources so require, the School utilizes a flexible faculty compensation system called the Base, Supplement, and Incentive (BSI) Plan, which was approved by the Board of Regents. The BSI Plan allows the School to spread financial risks appropriately and minimize the potential for termination of faculty in the case of financial exigency. The BSI Plan and related policies, procedures, and guidelines are outlined in a separate document from the Bylaws. They may be changed or deleted as specified in the Plan. Such alterations do not require that the Bylaws be modified.

4. Conflict of Interest Statement

   The University of Colorado's policy on Conflicts of Interest and Commitment in Research and Teaching is available through the Office of Policy and Efficiency webpage. Faculty members also may refer to the laws and administrative policies of the Board of Regents, which are available on the Board's website.