

University of Saskatchewan
School of Public Health
Faculty Council for Academic Programs

Rules, Regulations & By-Laws

Updated November 2014

**Rules, Regulations and By-Laws
for Faculty Council in the
School of Public Health
University of Saskatchewan**

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PART I

Preamble

This document establishes governance procedures for the structure, regulations and accountabilities of the School of Public Health's Faculty Council and the standing committees of this Council, all of which are subject to the by-laws, policies and regulations of University Council, which is in turn governed by the University of Saskatchewan Act, 1995.

These Rules and Regulations may be cited as *The School of Public Health Faculty Council for Academic Programs*.

PART II

Faculty Council regulations

1. Responsibilities and Powers

1.1 Responsibilities of the Council

The Faculty Council of the School of Public Health is formed under the authority of the University of Saskatchewan Council. Part Three, Section V.2.A. of the University Council Bylaws describes the roles and responsibilities delegated to the School's Faculty Council, which is responsible for overseeing and directing the academic affairs of the School.

The role of the Council shall be:

- a. To oversee the overall long-term strategic direction of the School
- b. To consider recommendations made by the School's faculty and render decisions.
- c. Any duties as delegated to the Council by University Council, detailed in the *University Council Bylaws Part III, Section V.2*.

1.2 Powers of the Council

The Council may:

- 1.2.1 Regulate the conduct of its meetings and proceedings
- 1.2.2 Determine the quorum necessary to transact business

- 1.2.3 Establish standing and ad hoc committees that it considers necessary concerning School academic programs and research
- 1.2.4 Delegate any of its powers to any committee of the Council
- 1.2.5 Make by-laws governing the election of members of Council mentioned in section 2
- 1.2.6 Make by-laws respecting any matter over which it has responsibility
- 1.2.7 Review the long-term physical and budgetary plans for the School and make recommendations respecting those matters to the Executive Director
- 1.2.8 Make recommendations to the Executive Director respecting any matters that the Council considers to be in the best interests of the School
- 1.2.9 Take any additional action the Council considers necessary, incidental or conducive to exercising its powers, to promoting the best interests of the School or to meeting its purposes as set out in these rules and regulations

The Council shall:

- 1.2.10 Fulfill its obligations as prescribed by the Senate of the University of Saskatchewan (refer to the University of Saskatchewan, Statutes of the Senate and Convocation Procedures, July, 1997 and any revisions thereto);
- 1.2.11 Fulfill its obligations as prescribed by the Board of Governors and the University Council and will be subject to the provisions of the University Act, 1995 or a revised or succeeding act.

2. Membership

2.1 The Council is composed of:

- 2.1.1 Persons listed in Part Three, V.1. A. of the University Council Bylaws
- 2.1.2 All faculty members and full-time lecturers who hold a primary appointment in the School.
- 2.1.3 All faculty members and full-time lecturers who hold a secondary appointment with a 0.5 FTE or more time commitment to the School, where up to three of these members will be elected as voting members of Council.
- 2.1.4 Up to two Public Health professionals who have been elected by the School to represent the range of public health practice. At least one of these will be based outside of the Saskatoon Health Region.
- 2.1.5 One MPH student and one student from a thesis-based program within the School, elected by the students of the School.
- 2.1.6 Adjunct and Associate members of the School may be heard in Council, but are not entitled to vote.

2.2 Secretary

The Council will elect one of their number to serve as Secretary for a term of two years.

2.2.1 The duties of the Secretary shall be to:

- a. Assist the Chair in the preparation of meeting agendas and documentation
- b. Oversee elections of the Chair and up to two Public Health professionals (see 2.1.4).

2.3 Chair

The members of the Council shall elect one of their number as Chair.

2.3.1 Election of the Chair/ Vice-Chair is for a term of two years:

- a. The Secretary will set an election date and invite nominations from members of Council 14 days prior.
- b. A member is nominated for the role of Chair when a nomination is submitted to the Secretary with the consent of the nominee.
- c. The Secretary will send a ballot to all members of the Council including the names of each nominee. The ballot will indicate that it is to be returned to the Secretary on or before the election date.
- c. Ballots received on or before the election date will be counted by the Secretary and Chair of the Nominations Committee, who will determine that a fair ballot has occurred.
- d. The nominee with the most votes will be appointed Chair. In the event of an equality of votes, the Chair of the Nominations Committee will select the Chair by lot.
- e. The nominee who receives the second highest number of votes will be Vice-Chair.
- f. In the Chair's absence or incapacity, the Vice-Chair shall assume the duties and powers of the Chair.

2.3.2 Responsibilities of the Chair:

- a. Set the agenda for Council meetings and present a draft agenda at meetings for approval.
- b. Preside over Council meetings, preserve order and decorum, and subject to appeal, to decide all questions of order.
- c. Ensure meeting proceedings are appropriately recorded and distributed (per section 4.4).

3. Election of Members

3.1 The Secretary shall oversee the election of up to two Public Health professionals to the Council as mentioned in 2.1. Elected Public Health professionals will hold office for a term of two years.

3.2 The academic vice president or designate of the School's student association executive shall oversee the election of one MPH and one thesis-based student member to the Council. Elected students members will hold office for a term of two years unless the candidate is in the final year of a program in which case the term will be for one year.

3.3 If a vacancy occurs among the Public Health professionals or student members elected to the Council before the two year term has elapsed, a replacement member can be elected to serve the remainder of that term.

4. Meetings of the Council

4.1 Quorum

4.1.1 The quorum of the Council shall be 50% of the voting members. In calculating this number, ex-officio members identified in section 2 shall not be counted.

4.1.2 In the event that a properly constituted meeting fails quorum, the meeting shall be rescheduled, with proper notice served, for a time within 2 weeks hence. At that meeting, the quorum shall be the number of members attending.

4.2 Meetings

4.2.1 Council shall meet at least three times during the academic term (September-June). The Chair may call meetings at other times.

4.2.2 Council meetings shall be open except when Council decides to have them closed.

4.2.3 Special meetings of Council can be called by the Chair or by petition of 10% of the membership of Council.

4.2.4 The rules of order to be used at meetings of the Council and of all committees of Council shall be those contained in Parliamentary Procedure at a Glance (Rev. Ed. 1971), by O. Garfield Jones.

4.2.5 The Chair has no vote except when there has been an equality of votes.

4.3 Conflict of Interest

A conflict of interest exists when a decision being made is such that a Council member could not reasonably be expected to exercise independent judgement because of the effect the decision may have on the member or a person closely associated with the member.

Concerning conflict of interest, all members of the Council and committees of Council shall:

- Conduct themselves so as to avoid conflict of interest
- Have as their principal concern the welfare of the University community
- Exercise independent judgement and not act as agents of any person or organization
- Disclose any conflict of interest when speaking on a matter in Council proceedings
- Identify, disclose or question a perceived conflict of interest pertaining to another member of Council
- Abstain from voting on matters on which he or she has a conflict of interest and when appropriate, withdraw from all committee deliberations with respect to that matter

4.4 Records

- 4.4.1 University Council Bylaws require that the Council keep written minutes of meeting proceedings. A copy of the minutes should be passed to the Executive Director and Program Directors for review within 10 days of the Council meeting.
- 4.4.2 The Administrative Assistant to the Executive Director shall attend meetings to take minutes. The Administrative Assistant shall also assist with the distribution of agendas, minutes and related documentation on behalf of the Chair.
- 4.4.3 On approval of the Executive Director and Program Directors, a copy of the Council meeting minutes, including all motions passed at the meeting, shall be posted in a conspicuous place readily accessible to students and faculty members.
- 4.4.4 Draft minutes should be circulated to Council members along with the agenda for the next meeting, and shall subsequently be presented for adoption at the next meeting.

5. Report of the Executive Director

- 5.1 Once per academic year, the Executive Director shall present a report respecting the state of the School and any other appropriate matters to the Council.
- 5.2 If the Council approves a motion making a recommendation of a matter to the Senate, the Board of Governors or the University Council, the Executive Director shall report to the Council the response of the Senate, the Board of Governors or the University Council at the first meeting of the Council following the Senate, the Board of Governors or the University Council meeting at which the recommendations were considered.

PART III

Standing Committees of Council

1. General Rules

The following general rules will apply to all Standing Committees of Council:

- 1.1 The Executive Director and Assistant Executive Director, as members of standing committees, will remain on these committees while they hold office, and will have voting privileges.
- 1.2 No other faculty or student members should be on more than two standing committees.
- 1.3 Membership on a standing committee shall be for a three year term for faculty members, and a two year term for graduate students. Faculty members may be reappointed.
- 1.4 Appointments to standing committees of Council shall be made at the last Council meeting held in each academic year.
- 1.5 Unless otherwise specified, meetings of standing committees of Council shall be held as often as required at the call of the Chair.

- 1.6 Unless otherwise specified, quorum shall be 50% of the voting members of any standing committee of Council.
- 1.7 Procedural guidelines for meetings of a standing committee shall be identical to those for Council meetings (see section 4.2).
- 1.8 All standing committees must report to Council at least once per year.
- 1.9 Unless the chair of a standing committee is listed as being assigned to a specific individual or office, the chair shall be named by the Nominations Committee as part of their annual list of appointments.

2. Standing Committee terms of reference

MPH Advisory Committee

Context

A committee will be required to advise the Chair of the Master of Public Health (MPH) Program who will be a member of the School's Executive Committee.

Mandate

To provide counsel and advice on the development and management of the MPH program of the School to the Chair of the MPH Program

Responsibilities

- To provide counsel and advice regarding the curriculum of the MPH, Post Graduate Diploma and programs offered in conjunction with the National Consortium on Aboriginal and Rural Public Health Education (NCARPHE).
- To provide counsel and advice regarding the development of new non-thesis based academic programs offered by the School or programs offered in partnership with other Schools and other academic units on campus.
- To offer counsel and advice regarding policies on admissions, scholarships and examinations
- To review the quality of teaching and evaluation within the School
- To facilitate linkages of academic programs with community agencies and partners.

Chair

The committee will be chaired by the MPH Program Chair

Membership

- The MPH Program Chair
- A minimum of four additional faculty members chosen from members of the Academic Programs Committee. The committee must have a mix of expertise in the areas of:

- Environmental Health Sciences
- Health Policy & Management
- Social & Behavioural Sciences
- Epidemiology
- Biostatistics
- The Program Coordinator
- Two MPH students, each with a two-year term.

Meetings

Meetings of the committee will be held every two months, in general, during the school term, or more frequently, if needed. Decision-making will be by consensus. Secretarial services will be provided by the School of Public Health.

Accountability

The Committee will report to faculty and the Executive Director through the Chair.

Collaborative Biostatistics Program Committee

Responsibilities

- To review, evaluate, and make recommendations for admission regarding all applications to the Collaborative Graduate Program in Biostatistics;
- To make recommendations about student funding;
- To ensure that the objectives, policies, and procedures of the College of Graduate Studies and Research are followed in the Collaborative Graduate Program in Biostatistics;
- To evaluate the MSc and PhD programs and the core courses that comprise this program;
- To liaise between the program and the SPH graduate chair, and the collaborating units with periodic reports; and
- To coordinate and organize the seminar course BIOS 990.

Membership and Structure

- Chair of Graduate Programs, School of Public Health – nonvoting
- School of Public Health Program Coordinator – nonvoting
- Head, Department of Community Health and Epidemiology – nonvoting
- Head, Department of Mathematics and Statistics – nonvoting
- Executive Director, School of Public Health – nonvoting

- 1 representative of the Department of Community Health and Epidemiology, appointed by the Head
- 1 representative of the Department of Mathematics and Statistics, appointed by the Head
- 1 representative of the School of Public Health, appointed by the Executive Director
- 1 Student representative (2 year term of service)

Chair

The Chair will be selected from amongst the voting members of the Program Committee. Normally the Chair will serve for a one-year term and will rotate amongst the three academic units represented on the Program Committee.

For the first two years of the program (i.e. academic years 2009-10 and 2010-11) the Chair will be the Head (or designate) of the Department of Community Health and Epidemiology and will be an additional member of the Committee (i.e., supplementary to the membership specified above). The Chair will be a non-voting member of the Committee in the first two years of the program. This structure is being implemented in recognition of the additional demands placed on the Program Committee during the initial program development phase and the need to ensure balanced representation from each of the units involved in the Collaborative Program in Biostatistics.

Governance

Governance of the structure of the membership of the Program Committee is the responsibility of the three collaborating units.

Meetings

The Collaborative Biostatistics Committee normally meets monthly during the regular term. The Student Representative will be asked to leave for any discussion of student admissions, funding decisions and student specific issues. Agenda and Meeting Minutes will be distributed among the committee members excluding any confidential student information items. A standard agenda item will be added asking for report from the Student Representative.

Non-Council School Committees (Governed by the Collective Agreement)

- Search Committees
- Renewals and Tenure Committee
- Promotions Committee
- Salary Review Committee

School of Public Health, University of Saskatchewan Online Teaching Committee

Terms of Reference

Revised December 17, 2014

Mandate:

- Establish, promote and review policy regarding online instructional methods that are aligned to the mission and values of the MPH online program at the School of Public Health
- Define characteristics of instructional methods and make recommendations for their implementation to support the alignment of curriculum, instruction and assessment
- Promote and make recommendations for faculty development that meets the needs of faculty in the online program
- Share the use of instructional methods used in all courses
- Promote and support innovations in instruction or curriculum that promote relevant, active, and integrated learning and identify resources that faculty may need for teaching online courses
- Identify issues related to the quality of online teaching methods, student, and peer evaluation, etc.

Membership:

- 8 members, including the Chair, an Instructional Designer consultant (ad hoc), IT and Blackboard consultant, and one online MPH student representative

Members are expected to attend at least three meetings per year or to keep in contact with the committee coordinator or committee chair. Members are also expected to participate in the activities designed or supported by the committee. The assistant executive director of the SPH should be a member of the Online Teaching Committee.

Committee Chair:

The chair will be chosen among the committee members.

The duties of the chair will include facilitation of the meetings, as well as overseeing the different activities of the committee.

Dr. Vatanparast will serve as the first committee chair and that the position will be reassessed every two years.

Meetings:

The objective is for the committee to meet two times over the year, on a quarterly basis; an additional meeting may be required, depending on the level of activity of the committee.

Voting:

Voting privileges are reserved for members teaching online courses. Members exempted from voting privileges include the Instructional Designer consultant, the IT and Blackboard consultant, and the SPH assistant executive director.

Decision Making:

Decisions are reached by consensus; where consensus is not achieved, a majority vote is taken.

Minutes:

Minutes are kept for each meeting. Minutes are circulated to the members of the committee and the Assistant Executive Director of School of Public Health. Minutes are available at the MPH online secretarial office.

PhD in Epidemiology - Advisory Committee

Terms of Reference

Context

A committee is needed to oversee the PhD in Epidemiology Program of the School of Public Health.

Mandate

To manage the PhD in Epidemiology program of the School of Public Health and provide advice on the management, development and direction of the program to the faculty and the Executive of the School.

Responsibilities:

1. To manage the PhD in Epidemiology Program;
2. To review, evaluate, and make recommendations for admission regarding all applications to the PhD in Epidemiology program;

3. To review, evaluate, and make specific recommendations regarding funding of students in the PhD in Epidemiology program:
4. To offer advice regarding policies on admissions, scholarships and examinations to the Executive and faculty of the School of Public Health;
5. To ensure that the objectives, policies, and procedures of the College of Graduate Studies and Research are followed in the PhD in Epidemiology program;
6. To liaise between the program and the SPH graduate chair.

Chair

The committee will be chaired by the Chair of the PhD in Epidemiology program.

The Chair will be selected from amongst the voting members of the Program Committee.

Normally the Chair will serve for a one-year term.

Membership

- The PhD in Epidemiology Program Chair
- A minimum of four additional faculty members chosen from members of the Academic Programs Committee. The committee must have a mix of expertise in the areas of
 1. *Environmental Health Sciences*
 2. *Health Policy & Management*
 3. *Social & Behavioural Sciences*
 4. *Epidemiology*
 5. *Biostatistics*

Meetings

Meetings of the committee will be held 3 times a year, in general, during the school term, or more frequently, if needed.

Accountability

The Committee will report to faculty and the Executive Director through the Chair.

Governance

Governance of the structure of the membership of the Program Committee is the responsibility of the School of Public Health

Minutes and reports

Secretarial services will be provided by the School of Public Health.