

## **Susan and Henry Samueli College of Health Sciences Proposed**

### **Bylaws: Revised to reflect new CoHS structure**

#### **Approved by Ad Hoc Committee on College of Health Sciences Bylaws Revision**

- Draft Version approved 11/8/17
- Revisions made based on R&J review; Ad Hoc Committee reviewed 11/28/17
- Revisions made based on Ad Hoc Committee review; approved 1/13/18

#### **Approved by CoHS Rules & Jurisdiction Committee:**

- Meeting held 11/22/17. Revisions suggested
- Meeting held 2/16/18. Slight revisions made at meeting and revised bylaws approved unanimously

#### **Approved by CoHS Executive Committee:**

- Meeting held 3/13/18. Some changes made with approval of executive committee, vote held and approved: 10 for; 1 against; 0 abstain
- Post-approval request for existing standing committee chairs to be able to argue for keeping committees that were removed in the revision (and approved 3/13/18). Discussions were held 4/10/18 and 4/24/18. A vote was then held electronically (open 4/30-5/3) to re-store the following committees
  - Space committee: 12/14 (of 19 eligible)
  - Library committee 10/14 (of 19 eligible)
  - Affiliated health (formally allied health) 12/14 (of 19 eligible)

#### **Approved by CoHS Representative Assembly:**

- EEE vote closed June 15, 2018 with 51 votes for approval

#### **Sent to UCI Divisional Senate for inclusion as an appendix to Divisional Senate Bylaws**

- Monday July 2, 2018 (by Miriam Bender)

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**ARTICLE 1 PURPOSE**

The Bylaws accommodate both the independent status of the four member Schools/Units, and articulate appropriate policies that encourage engagement, intellectual exchange, teaching, and service responsibilities that reflect the collaborative nature of the larger enterprise, the College of Health Sciences (CoHS).

In the spirit of University shared governance, the CoHS Faculty, which by definition are members of the UC Senate, shall be involved in all actions of the CoHS Administration that may affect, in principle or in fact, the functions of the CoHS Faculty in teaching, research, and professional practice.

These substantially revised bylaws were approved by all relevant CoHS structures/policies, as per formal recommendation by then-Chair of the UCI Divisional Senate, following the 2016 re-constitution of the CoHS, after its 2009 administrative suspension. These bylaws supersede any previous versions.

**ARTICLE 2 SCHOOLS/UNITS OF THE COLLEGE OF HEALTH SCIENCES**

The College of Health Sciences is comprised of the Sue & Bill Gross School of Nursing, The School of Medicine, the Program in Public Health/Future School of Population Health, and the Department of Pharmaceutical Sciences/Future School of Pharmacy and Pharmaceutical Sciences; all of which will hereafter be named 'CoHS Schools/Units'.

**Section 2.1 Bylaws of CoHS Schools/Units**

As per Bylaw 50 of the University of California Senate, the government of each School is vested in its Faculty, and each Faculty may organize, select its officers, committees, and adopt rules consistent with the Code of the Academic Senate. As per Bylaw 55 of the University of California Senate, each academic department shall determine its own form of administrative organization.

Each CoHS School/Unit will establish and maintain its own set of senate bylaws, independent of the CoHS Bylaws, which outline the autonomous governance of each CoHS School/Unit, including the structure and function of its committees, and the duties and responsibilities of its faculty and officers. These senate bylaws will be voted on by the Faculty of each CoHS School/Unit in accordance with Bylaws 45, 50, & 55 of the University of California Senate.

A copy of each CoHS School/Unit senate bylaws must be documented and made available to its Faculty, and must be adhered to.

**ARTICLE 3 MEMBERSHIP OF THE COHS FACULTY****Section 3.1 Officers**

The officers of the CoHS Faculty shall consist of a Chair and a Chair-Elect, who are also the Chair and Chair-Elect of the CoHS Executive Committee.

**3.1.1 Chair Election**

The Chair shall be the last elected Chair-Elect, who becomes Chair at the beginning of the academic year following his/her term as Chair-Elect

**3.1.2 Chair-Elect Nomination and Election**

Nominations for the Chair-Elect should be made by the CoHS Committee on Committees each year before end of the academic calendar year.

Additional nominations may be made by a majority vote of the CoHS Representative Assembly or by written petition of 10 CoHS Faculty members.

The ballot shall be submitted for an electronic or mail vote to all members of the CoHS Faculty

The results of the vote shall be kept in the office of the Chair-Elect until the following election.

### 3.1.3 Chair and Chair-Elect Term

The term of office of the Chair and Chair-Elect is one year. The Chair shall serve a one year term starting the beginning of the academic year following his/her term as Chair-Elect. These terms may be extended to two years, upon satisfactory performance, as judged by a majority vote of the CoHS Executive Committee.

The Chair and Chair-Elect may not serve more than two consecutive full one-year terms. Eligibility shall be re-established after a lapse of one year.

The immediate past Chair shall continue to serve on the CoHS Executive Committee an additional year as an *ex officio* member.

### 3.1.4 Resignation or Vacancy of the Chair

The Chair-Elect shall become Chair if the Chair position is vacated, until the vacated term expires.

If there is no Chair-Elect when the Chair position becomes vacated, the CoHS Executive Committee shall appoint a Faculty member to serve until the next annual election.

### 3.1.5 Recall of the Chair or Chair-Elect

Recall petitions of the Chair or Chair-elect may be initiated by 15 members of the CoHS Faculty.

A majority vote of the total CoHS Faculty, by mail or electronic ballot, is required to remove the Chair or Chair-Elect from office. The rules of succession for a vacated position shall apply to their replacement.

### 3.1.6 Chair Duties

The Chair serves as the Chair of the CoHS Faculty, the CoHS Representative Assembly, the CoHS Executive Committee, and the CoHS Committee on Committees.

The Chair shall administer the rules and regulations prescribed by the CoHS Faculty.

The Chair shall prepare, in consultation with the CoHS Executive Committee, the agenda for the meetings of the CoHS Representative Assembly.

The Chair shall report to the CoHS Representative Assembly on all matters of common concern of the Faculty.

The Chair shall be involved at all times in the activities and actions of the CoHS Administration and he/she shall actively participate in the CoHS Advisory Boards and the Council of Department Chairs.

The Chair shall coordinate the work of all standing committees, and shall refer matters for consultation, advice, or decision to the standing or to the *ad hoc* committees.

The Chair shall make a consistent effort to bring to a resolution problems presented by the chairs of the standing committees; the Faculty; and the CoHS administration. The CoHS Faculty delegates to the Chair and his/her appointees unrestricted authority in this regard.

In collaboration with the CoHS Committee on Committees, the Chair shall timely appoint members to serve on the standing and on the *ad hoc* committees as needed.

The Chair shall be given the necessary and adequate personnel support by the Office of the Vice-Chancellor for Health Affairs in order to discharge the duties of the Executive Committee and of its standing and *ad hoc* committees.

### 3.1.7 Chair-Elect Duties

The Chair-Elect is also the Chair-Elect of the CoHS Representative Assembly.

The Chair-Elect shall prepare and send out the call for and the minutes of each meeting of the Representative Assembly and of the Executive Committee in the absence of the Chair.

The Chair-Elect shall carry out the duties of the Chair in the latter's absence and shall chair meetings of the CoHS Representative Assembly and of the CoHS Executive Committee, as requested by the Chair.

In the event that the Chair is absent for an extended period of time, the Chair-Elect may request that the CoHS Committee on Committees appoint an Acting Chair-Elect/Secretary to assist him/her.

The Chair-Elect shall maintain the records of the CoHS Representative Assembly membership.

The Chair-Elect shall conduct all elections of the CoHS Representative Assembly.

The Chair-Elect shall maintain a roll of the members present at the meetings of the CoHS Representative Assembly.

The Chair-Elect shall be responsible for archiving records in a readily available space allocated for the exclusive use of the CoHS Executive Committee.

#### Section 3.2 Members

The College of Health Sciences (CoHS) Faculty shall consist of all individuals who hold eligible academic appointments in the Sue and Bill Gross School of Nursing, Program in Public Health/Future School of Population Health, Department of Pharmaceutical Sciences/Future School of Pharmacy and Pharmaceutical Sciences, and the School of Medicine, hereafter named 'CoHS Schools/Units.'

Eligible academic appointments consist of those, pursuant to the Standing Orders of the Regents, that allow the academic appointment holders to be members of the UCI Divisional Academic Senate (Bylaws of the Irvine Division, Chapter 2: Membership, Bylaw 10. General Provisions).

HS Clinical faculty are not eligible for membership in the UCI Divisional Academic Senate, and therefore are not eligible for membership in the CoHS Faculty. However, the CoHS recognizes the benefit of and encourages HS Clinical Faculty participation in all CoHS standing and ad hoc committees and other business (see also section 6).

### **ARTICLE 4 COHS SENATE FACULTY REPRESENTATIVE ASSEMBLY**

#### Section 4.1 Definition and Functions

The CoHS Senate Representative Assembly is the organized representative body of the CoHS Senate members, elected by the CoHS Faculty to act on its behalf on all matters that concern it.

The CoHS Senate Representative Assembly is the instrument of CoHS Faculty self-government and welfare, and serves as the liaison with the CoHS Administration and with the Irvine division of the Academic Senate.

The CoHS Senate Representative Assembly may ratify, amend, or rescind any unexecuted action taken at any meeting of the CoHS Faculty, the CoHS Executive Committee, or of any other Faculty committee empowered to act.

The CoHS Senate Representative Assembly may act on those matters reserved for members of the Academic Senate as designated by the Standing Orders of the Regents, or specifically so delegated by these Bylaws, except as below:

Ballots: By consent of a majority of the CoHS Senate Representative Assembly members present, or upon petition of seven (7) percent of the CoHS Faculty membership submitted within ten (10) days after the date of distributing the minutes of the meeting at which a specific action was taken by the CoHS Representative Assembly, a mail ballot of the CoHS Faculty must be conducted to endorse or reject the action in question.

Section 4.2 Membership4.2.1 Ex Officio Members

The CoHS Representative Assembly shall include the following *ex officio* members: Vice Chancellor for Health Affairs, Dean of the Sue & Bill Gross School of Nursing, Dean of the School of Medicine, Chair of the Department of Pharmaceutical Sciences/Dean of the future School of Pharmacy and Pharmaceutical Sciences, Director of the Program in Public Health/Dean of the future School of Population Health, and the immediate past Chair of the CoHS.

4.2.2 Elected Members

The elected CoHS Faculty Chair, Chair-Elect, and Executive Committee members are members of the Representative Assembly. The Representative Assembly shall also include the elected representatives of the CoHS Schools/Units.

4.2.3 Limitation on Membership

No *Ex Officio* member of the CoHS Representative Assembly may serve concurrently as an elected member.

Section 4.3 Election of Faculty Assembly Representatives

The elected representatives of the CoHS Schools/Units to the CoHS Faculty Assembly shall be based on the proportion of UCI Divisional Senate membership in each CoHS School/Unit, in basic accordance with the formula in Appendix IV: Divisional Senate Assembly Scale of Apportionment, of the Manual of the Irvine Division of the Academic Senate. The total membership of the CoHS Faculty Assembly will be reviewed and potentially changed by the CoHS Executive Committee every five years, based on School/Unit growth.

4.3.1 Apportionment of CoHS Faculty Assembly Representatives

The following algorithm is tailored to CoHS bylaws and determines the apportionment of members to the CoHS Faculty Assembly, after accounting for Executive Committee members.

Denote by  $k$  the number of Academic Units ( $k=4$ ).

Denote by  $f_i$  the fraction of all Senate CoHS faculty members in the CoHS School/Unit  $i$ .

Denote  $e$  the total number of voting Senate CoHS Executive Committee members.

Let  $m_i$  be the largest integer less than or equal to  $[(36+k)-e]f_i$ .

Denote by  $p$  the value as  $[(36+k)-e]$  less the sum of all the  $m_i$ .

Denote by  $n_i$  the number of representatives for academic unit  $i$  (after accounting for Executive Committee Members).

If  $p$  is 0 or negative, then  $n_i = m_i$ .

If  $p$  is positive, then for the  $p$  units having the  $p$  largest values of  $[(36+k)-e]f_i - m_i$ , set  $n_i = m_i + 1$ . For the remaining  $k - p$  units, set  $n_i = m_i$ .

Each Faculty of the CoHS Schools/Units shall devise its own procedures for nomination and election of CoHS Faculty Assembly Representatives and for the filling of vacancies that occur. If vacancies are not filled within thirty (30) days, exclusive of administrative recesses, the CoHS Executive Committee shall name a Representative from the Faculty.

Faculty Assembly Representatives will be elected by the end of the academic calendar year and shall serve from beginning of the academic calendar year following the election. Each School/Unit will submit the elected representatives to the Chair-Elect of the CoHS no later than the first day of the academic year following the election. No elections shall occur during summer sessions.

#### Section 4.4 Terms of Office

Each CoHS Faculty Assembly Representative shall be elected for a two-year term, and none shall serve consecutively more than two full terms. Eligibility to serve on the CoHS Faculty Assembly Representative will resume after a lapse of one year's service.

The terms of office shall be appropriately staggered across the CoHS Schools/Units.

All representatives who have been elected shall complete their term of office, even if the authorized number of representatives from said School/Unit decreases during that term.

A CoHS Faculty Assembly Representative who has missed the majority of the meetings of the Representative Assembly in one academic year, shall not be able to continue the following year, and shall be replaced: CoHS Schools/Units shall devise its own procedures for nomination and election of CoHS Executive Committee Representatives and for the filling of vacancies that occur.

A CoHS Faculty Assembly representative going on sabbatical or not being able to attend the Assembly meetings for more than two consecutive times shall so inform their School/Unit's Committee on Committees, which will replace that representative for the number of meetings to occur in the anticipated absence.

#### Section 4.5 Meetings of the CoHS Faculty Assembly

The CoHS Faculty Assembly shall meet twice a year or at the call of the CoHS Chair, who may cancel a meeting for lack of business. A special meeting can be called upon receipt of a written petition of five CoHS Faculty Assembly representatives, which meeting shall occur within 30 days of said petition.

The CoHS Faculty Assembly representatives shall receive notification and the agenda at least one week before the meeting. A special or emergency meeting shall contain a statement of the purpose of the meeting.

Quorum. A simple majority of CoHS Faculty Assembly representatives present at a meeting constitutes a quorum for the meeting.

All meetings shall be conducted in conformity to the procedures described in the latest edition of Robert's Rules of Order to the extent practicable.

A group of five CoHS Faculty Assembly representatives may place an item of the agenda of a CoHS Faculty Assembly meeting by submitting it in writing to the CoHS Chair-Elect. The Chair-Elect must receive the request at least three weeks prior to the CoHS Faculty Assembly's next scheduled meeting.

#### Section 4.6 Voting During CoHS Faculty Assembly Meetings

*Ex officio* members do not have the right to vote in the Representative Assembly.

Only CoHS Faculty Assembly representatives shall make, second, and vote on motions presented to the CoHS Faculty Assembly. However, any CoHS Faculty may introduce a topic on the agenda and speak to motions.

A simple majority vote of the CoHS Faculty Assembly representatives present and voting at a meeting, except as provided elsewhere in these Bylaws, is required to pass a motion.

In the event that an elected representative cannot attend an Assembly vote, that member may appoint an alternate senate voting member from the relevant School/Unit.

Minutes shall be taken at each meeting and shall be available as a written text to all CoHS Faculty members in a timely manner.



**ARTICLE 5 COHS REPRESENTATIVES TO THE UCI DIVISIONAL SENATE ASSEMBLY****Section 5.1 Definition**

The CoHS representatives to the UCI Divisional Senate Assembly consist of the organized representative body of the CoHS Senate members elected by the CoHS Faculty to act on its behalf at the Irvine Division of the Academic Senate.

**Section 5.2 Apportionment**

The number of CoHS representatives to the UCI Divisional Senate Assembly is determined by the UCI Divisional Senate based on the proportion of Irvine Division Academic Senate membership in the CoHS Faculty, in accordance with the formula in the Bylaws of the Irvine Division Academic Senate, Appendix IV. The algorithm has been tailored to CoHS bylaws to determine the apportionment of CoHS members to the UCI Divisional, subject to each School/Unit having at least two representatives if the total number of CoHS representatives is at least twice the number of CoHS Academic Units.

The following algorithm is to be used.

Denote by  $k$  the number of Academic Units ( $k=4$ ).

Denote by  $f_i$  the fraction of all Senate CoHS faculty members in the CoHS School/Unit  $i$ .

Denote by  $c$  the number of CoHS representatives allocated to the UCI Divisional Senate Assembly

Let  $g$  be 0 if  $c$  is less than  $k$ , let  $g$  be 1 if  $c$  is greater than or equal to  $k$  and less than  $2k$ , and let  $g$  be 2 if  $c$  is greater than or equal to  $2k$ .

Let  $m_i$  be the largest integer less than or equal to  $(c)f_i$ , unless the integer is less than  $g$ , in which case set  $m_i = g$ .

Denote by  $p$  the value as  $c$  less the sum of all the  $m_i$ .

Denote by  $n_i$  the number of representatives (including the Faculty Chair) for academic unit  $i$ .

If  $p$  is 0, then  $n_i = m_i$ .

If  $p$  is negative, then for the unit having the largest value of  $m_i$ , set  $n_i = m_i + p$ .

If  $p$  is positive, then for the  $p$  units having the  $p$  largest values of  $(c)f_i - m_i$ , set  $n_i = m_i + 1$ . For the remaining  $k - p$  units, set  $n_i = m_i$ .

**Section 5.3 Election of CoHS Representatives to the UCI Divisional Senate Assembly**

Annually, before the CoHS Representative Assembly election, the CoHS Chair-Elect will obtain from the Vice Chancellor for Health Affairs the number of UCI Divisional Senate members in each CoHS School/Unit as of July 1 of that year. The CoHS Chair-Elect shall determine the number of representatives allocated to each School/Unit during the ensuing academic year based on the mathematically most equitable approximation of the required ratio based on the formula in Appendix IV: Divisional Senate Assembly Scale of Apportionment, of the Manual of the Irvine Division of the Academic Senate, subject to each School/Unit having at least two representatives. This number will be reported to each School/Unit's Committee on Committees, to make them aware of the number of representatives to be elected to the CoHS Faculty Assembly via each CoHS School/Unit's own procedures.

Faculty of each CoHS School/Unit shall devise its own procedures for nomination and election of CoHS Faculty Assembly Representatives and for the filling of vacancies that occur. If vacancies are not filled within thirty (30) days, exclusive of administrative recesses, each CoHS School/Unit's Committee on Committees shall name a Representative from their Faculty.

Each CoHS School/Unit will notify the CoHS Committee on Committees of elected representatives by the first day of the academic year following the election.

In the event that an elected representative cannot attend a divisional senate vote, that member may appoint an alternate senate voting member from the relevant School/Unit.

Section 5.4      Terms of Office

Each CoHS representative to the UCI Divisional Senate Assembly shall be elected for a two-year term, and none shall serve consecutively more than two full terms. Eligibility to serve as a CoHS representative to the UCI Divisional Senate Assembly will resume after a lapse of one year's service.

The terms of office shall be appropriately staggered across the CoHS Schools/Units.

All representatives who have been elected shall complete their term of office, even if the authorized number of representatives from said department or program decreases during that term.

**ARTICLE 6      COHS EXECUTIVE COMMITTEE**

Section 6.1      Definition

Faculty from each CoHS School/Unit shall be represented on the CoHS Executive Committee.

The CoHS Executive Committee shall participate actively with UCI Health Affairs in the initiation and implementation of CoHS professional and interprofessional programmatic development and/or reorganization, interprofessional research development, physical development and/or reorganization, and necessary appropriations.

Section 6.2      Functions

To act for the Faculty with respect to any subject delegated to it by these Bylaws or by the Faculty, and to advise the CoHS Administration.

To oversee the rules and regulations of these Bylaws and of its various Committees, or of those established by the CoHS Administration.

To regularly receive and review the reports of the activities of CoHS Schools/Units.

To formulate and implement resolutions of the problems presented by the standing committees or by interactions with the CoHS Administration.

To compile and distribute to the CoHS Representative Assembly the results of the discussions and agreements of the Executive Committee and of its interactions with the CoHS Administration.

To establish, or dismantle, committees as it may seem advisable, and refer to the Committee on Rules, Jurisdiction, and Organization all proposed changes in rules, regulations, or Bylaws for its review and recommendations.

The Executive Committee's obligation is to obtain from the CoHS Administration adequate administrative and financial support for the standing committees to carry out its responsibilities, using as a guideline those provided by the UCI divisional Senate Council on Academic Personnel (CAP).

Section 6.3      Membership

6.3.1      Officers

The officers of the CoHS Executive Committee include the Chair and Chair-Elect (see Section 2.1).

6.3.2      Ex Officio Members

The CoHS Executive Committee shall include the following *ex officio* members: Vice Chancellor for Health Affairs, Dean of the Sue & Bill Gross School of Nursing, Dean of the School of Medicine, Chair/future Dean of Pharmacy and Pharmaceutical Sciences, the Director/Future Dean of Public/Population Health, and the immediate past Chair of the Executive Committee.

6.3.3 Elected Members

The Executive Committee includes the Chair and Chair-Elect of the CoHS, the Chairs of the CoHS standing committees, and two representative members from each School/Unit.

Section 6.4 Election of Members

Each Faculty of the CoHS Schools/Units shall devise its own procedures for nomination and election of CoHS Executive Committee Representatives and for the filling of vacancies that occur. If vacancies are not filled within thirty (30) days, exclusive of administrative recesses, each CoHS School/Unit's Committee on Committees shall name a Representative from their Faculty.

Each CoHS School/Unit will notify the CoHS Committee on Committees of elected representatives by the first day of the academic year following the election.

6.4.1 Election of Officers

See Section 3.1.2-3.1.3 for election of Chair and Chair-elect.

Section 6.5 Terms of Office

Each CoHS representative to the Executive Committee shall be elected for a two-year term, and none shall serve consecutively more than two full terms. Eligibility to serve as a CoHS representative to the UCI Divisional Senate Assembly will resume after a lapse of one year's service.

Section 6.6 Meetings

The Executive Committee shall convene in regular monthly meetings during the regular academic calendar year, as well as in extraordinary sessions as deemed necessary by the Chair.

The Executive Committee shall have the right to go into executive session, limited to voting committee members, and exclude *ex-officio* members and guests, at the committee's discretion.

Members are expected to attend meetings regularly; their attendance is important to the successful operation of the committee; therefore, attendance should be recorded. An Executive Committee member who has missed the majority of the meetings of the Executive Committee in one academic year, shall not be able to continue the following year, and shall be replaced: CoHS Schools/Units shall devise its own procedures for nomination and election of CoHS Executive Committee Representatives and for the filling of vacancies that occur.

Section 6.7 Voting

*Ex-officio* members do not have the right to vote on the Executive Committee.

The Chair, Vice Chair, School/Unit representative members, and chairs of CoHS standing committees have the right to vote on all Executive Committee matters.

A simple majority vote of the CoHS Executive Committee members present and voting at a meeting, to include at least one representative member from each School/Unit, and except as provided elsewhere in these Bylaws, is required to pass a motion.

In the event that an elected representative cannot attend an executive committee vote, an appropriate faculty member from the relevant School/Unit may appoint an alternate.

**ARTICLE 7 COHS STANDING AND AD HOC COMMITTEES**

Section 7.1 Definition and functions

7.1.1 Definition

The Committees of the CoHS Faculty shall be only those committees established by these Bylaws. They report to the Executive Committee.

### 7.1.2 Organization

Each committee shall determine its own rules that shall not be in conflict with UCI or CoHS Academic Senate Bylaws or regulations. Such rules must be written into a Standing Committee Charter to assure uniformity in application. Charters must be written and/or appropriately revised and voted on by Standing Committee members: (a) if and when a new committee is formed; (b) upon substantial revision of Standing Committee structures/policies in the CoHS bylaws; and/or (c) when voted to do so by the CoHS Executive Committee or a particular CoHS Standing Committee.

Each Standing Committee shall select a Chair who shall be a Senate member. Members may be Senate or Non-Senate faculty.

Student representatives may be nominated by the Associated Students and Associated Graduate Students, as indicated in Divisional Senate Bylaw 36.

Each Standing Committee Chair is a member of the CoHS Executive Committee and shall report monthly to the Executive Committee.

Each Standing Committee may authorize subcommittees as needed to conduct committee work.

### 7.1.3 Membership

The Committee on Committees will consist of the Executive Committee chair, chair-elect, and one representative from each School/Unit.

All remaining Standing Committees may be constituted of any combination and number of elected, appointed, or ex officio members, as long as the Executive Committee agrees there is adequate representation from each CoHS School/Unit.

No member shall serve concurrently on more than two standing committees of the COHS, in addition to the Executive Committee.

### 7.1.4 Appointment of committee members

All members of Standing Committees shall be appointed by the Committee on Committees, unless otherwise specified in a Standing Committee's bylaw.

### 7.1.5 Selection of committee chairs

Each elected or appointed committee shall select its own chair from among the regularly elected or appointed voting members of the committee. No *ex officio* member of the committee shall serve as chair. If a Chair is vacant for more than forty-five (45) days, the Committee on Committees may designate a Chair to complete the term.

### 7.1.6 Function

Standing Committees are designated to deliberate, review, and formulate policies and procedures that affect the activities of the CoHS Faculty.

Standing Committees shall be authorized only to give advice to the Executive Committee, except as otherwise specified by the Executive Committee. Unless otherwise specified by the Executive Committee, standing committees are not authorized to give advice to non-Senate agencies or University officers, nor are they authorized to take final action on any matter for the Senate.

In the event that the Executive Committee shall authorize a standing committee to give advice to non-Senate agencies or University officers, only Senate members shall have voting rights on such matters.

Each Standing Committee shall maintain attendance records and minutes. Minutes of meetings shall reflect the topics and the deliberations of the committees as well as the actions taken; the minutes shall be approved by the respective Standing Committee and documented.

### 7.1.7 Voting

Both Senate and non-Senate standing committee members shall have voting rights on Standing Committees when voting content aligns with University of California Bylaws 35 C.2 that reads as follows: *“Only members of the Academic Senate may vote in Senate agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaws provisions.”*

Unless otherwise specified, *ex officio* members may not vote, but may have their opinions recorded separately in the record of the meetings. On all formal votes in committees attended by student members, the student opinions may be recorded separately and so reported whenever the recommendation of the committee is presented to the Division, to other Academic Senate bodies and to administrative officers advised by such committees.

In the event that an elected representative cannot attend a committee meeting vote, an appropriate faculty member from the relevant School/Unit may appoint an alternate.

### 7.1.8 Terms of office

The terms of office of standing committee members shall be three years unless otherwise specified. Committee members shall serve from the first day of the academic year following the election. Upon first establishment, the full membership of committees shall be appointed or elected, as stated in the Bylaws. However, in order to insure continuity of membership while allowing annual elections or appointments to committees, the expiration dates of the terms of office of members of newly established committees shall be suitably staggered. In the case of elected committees, shortened terms of committee members shall be determined by lot. In the case of appointed committees, shortened terms shall be determined by the Committee on Committees.

## Section 7.2 Standing Committees Name and Purpose

### 7.2.1 Committee on Committees

Nominate members for election to the elected committees and offices and appoint members of other standing and special committees of the CoHS. The Committee on Committees shall make every effort, consistent with UC policies, to seek a balance with respect to diversity in the makeup of appointed council and committee memberships, election slates, and representation on all nomination lists that are the responsibility of the committee.

Fill by appointment any permanent vacancy that may occur in a CoHS office or committee.

Maintain liaison with the University Committee on Committees and each CoHS School/Unit Committee on Committees

### 7.2.2 Interprofessional Education Committee

Promote innovation in interprofessional education of both entry level and graduate level nursing, public health, pharmacy and medical professionals.

Encourage and/or sponsor quality programs to ensure that all health professional students have the opportunity to engage in interprofessional education experiences in the classroom, patient care setting, research laboratory, and/or broader community.

Make recommendations on CoHS level curriculum, programs, and degrees that cut across CoHS Schools/Units.

Identify and adopt metrics specific to interdisciplinary education.

### 7.2.3 Interdisciplinary Research Committee

Examine and recommend approaches for faculty appointments that encourage interdisciplinary research.

Develop capacity to support creative, entrepreneurial, interdisciplinary research among CoHS faculty and students.

Identify approaches to establish and maintain collaborative research within and across CoHS Schools/Units.

Identify and adopt metrics specific to interdisciplinary research

The Committee shall represent the CoHS Faculty regarding interdisciplinary research direction and policy and will be advisory to the Vice-Chancellor for Health Affairs on research policy.

7.2.4 Rules, Jurisdiction and Organization Committee

The Committee shall review all proposed legislation for format and substance and make recommendations to the Executive Committee and/or the Representative Assembly with respect to the CoHS Bylaws, and the University regulations.

The Committee shall prepare, upon the request of the Executive Committee or upon petition of 15 (fifteen) Faculty members, suitable legislation for submission to the Representative Assembly of the CoHS Faculty.

The Committee shall keep CoHS Bylaws up-to-date at all times and report to the Executive Committee regarding the possible need of resubmitting proposed revisions for the approval of the Representative Assembly.

All revisions of CoHS Bylaws shall be approved by this committee before being sent to the CoHS Executive Committee for vote.

7.2.5 Planning & Budget Committee

The Committee shall review and make recommendations concerning the development of the policies and procedures of the administrative offices whose function is to support the research and teaching activities of the CoHS Faculty, and if necessary, initiate studies in planning and budget matters.

The Committee is advisory to the Vice-Chancellor for Health Affairs on developing budgets for research, facilities, and administrative functions.

7.2.6 Space and Resource Allocation Committee

The Committee shall establish policies and encourage proposals for new and/or reallocation of space, facilities, and related resources to foster conversations, connections, joint work, and creative thinking across CoHS Schools/Units with the goal of optimizing the research, teaching, and administrative goals of the CoHS.

The Committee is advisory to the CoHS Vice Chancellor for Health Affairs. In this capacity, the Committee shall review and deliberate on requested or proposed CoHS allocations, re-allocations, or renovation of CoHS administrative, research, or teaching, space and related resources. The Committee will make recommendations based on processes articulated in the Committee Charter. The Committee shall forward all recommendations to the CoHS Vice Chancellor for Health Affairs, who will communicate her/his decision to the Committee Chair in writing. Decisions may be appealed in the Committee.

The Committee serves as the platform where CoHS administrative leadership apprise Committee members of projects being planned and/or initiated that impact the overall space needs in the CoHS. The Committee is responsible to relay this information to the Executive Committee and CoHS Representative Faculty.

7.2.7 Affiliated Health Committee

The Committee shall aid and advise departments in formulating consistent policies, assist in the coordination, and other issues related to planning, developing, and implementing educational programs for affiliated health professionals at UCI Health.

The Committee shall monitor, tabulate, and approve programs for affiliated health professionals offered by the COHS Programs and make recommendations regarding programs for the affiliated health professions offered by the UCI or by the University of California, Irvine Medical Center (UCIMC) Faculty. It shall advise the departments on policy.

The Committee shall review applications from affiliated health professions institutions requesting access to specific clinical and/or laboratory programs relevant to educational programs provided by the affiliated health professions institutions and/or by UCI.

#### 7.2.8 Library Committee

A UCI health-related librarian will be an *ex officio* member, with the privilege of submitting proposals and participating in all the discussions of the Committee, but shall not vote.

The Committee will review library activities, budgets, and acquisition policy of the health-related Libraries and shall advise and assist the CoHS and Libraries in these matters.

### Section 7.3 Ad Hoc Committees

#### 7.3.1 Organization

*Ad hoc* committees shall be established by or through the authority of the Chair of the Executive Committee, in consultation with the Executive Committee, to deal with new and/or temporary problems or projects of the CoHS Faculty that require in-depth or urgent deliberation, resolution, and/or formulation, which is not readily available through the activity of the CoHS standing committees

Non-Senate faculty members may be appointed to *ad hoc* committees in numbers that maintain a Senate member majority.

The chair of an *ad hoc* committee shall be a Senate member.

#### 7.3.2 Membership

CoHS Faculty *ad hoc* committees shall be appointed by the Chair of the Executive Committee or by resolution of the Faculty. Standing committee can also appoint *ad hoc* committees to assist with its duties; notification will be made to the chair of the Executive Committee within 2 weeks of any such appointment. *Ad hoc* committees shall terminate their function at the end of the academic year of their appointment unless extended for good cause. They may be re-appointed or re-elected the following year.

#### 7.3.3 Purpose

*Ad hoc* committees shall be authorized only to give advice to the Executive Committee, except as otherwise specified by the Executive Committee. Unless otherwise specified by the Executive Committee, *ad hoc* committees are not authorized to give advice to non-Senate agencies or University officers, nor are they authorized to take final action on any matter for the Senate.

*Ad hoc* committees shall function following the organizational and the reporting pattern of the standing committees of the Senate.

## ARTICLE 8 **BYLAW AMENDMENTS**

The Bylaws may be amended by the CoHS Representative Assembly provided the following provisions are met:

(1) A petition signed by 15 members of the Senate or a recommendation from the Executive Committee will be required to be submitted to the Committee on Rules, Jurisdiction, and Organization for consideration.

(2) The Rules, Jurisdiction, and Organization Committee must prepare and distribute proposed modification to all members of the Representative Assembly of the Faculty at least five days of instruction before a meeting of the Representative Assembly.

(3) Approval by two thirds of those Assembly faculty members voting at an open meeting will be required for adoption of any proposed Bylaw amendments.