Article I. Department Name
The name of the Department is the Department of Health Sciences.

Article II. Mission
Working together to improve the health of the San Francisco Bay Area, California, and beyond through teaching, research, and service.

Article III. Department Faculty
Section 3.01 The Regular Members of the Department Faculty are defined Article II, §2 of the Constitution of the University Faculty.

Section 3.02 The Regular Members may designate Special Members of the Department Faculty per Article II, §3 of the Constitution of the University Faculty.

(a) Special Members shall be nominated by a Regular Member.

(b) Nominations of Special Members shall be made to the Health Sciences Faculty Affairs Committee.

(c) Special Members may be designated for up to one academic year.

(d) Special Members are designated after receiving a 2/3 majority vote of the Regular Faculty.

Article IV. Department Functions
The responsibilities of the Department Faculty are defined in Article II, §5 and §6 of the Constitution of the University Faculty. The Department operates within the constraints of California Law, CSU Policy, Policy of the California State University East Bay, Policy of the College of Science at California State University East Bay, and the policies of the CSU East Bay Faculty Senate.

Article V. Voting
Section 5.01 Each Regular Member shall have one vote.

Section 5.02 Special Members

(a) Special Members shall have one vote except as defined.

(b) Special Members shall not have a vote on matters defined in Article II, §6, A – C; E, G of the Constitution of the University Faculty.

(c) Special Members shall not have a vote in the designation of Special Members.

Article VI. Decision-Making and Quorum
Section 6.01 Meetings will be run following Roberts Rules of Order except where explicitly stated otherwise.

Section 6.02 Quorum
   (a) Quorum for Department Meetings is a majority of the Regular Faculty.
   (b) Quorum for a Committee Meeting is a majority of the Committee members.

Section 6.03 Decision-Making
   (a) The majority of the work of the Department Faculty should occur in Standing Committees.
   (b) Standing Committees shall draft and approve proposals for the Department Faculty.
   (c) The Department Faculty shall consider proposals from the Standing Committees at Department Meetings.
   (d) Proposals and matters from Standing Committees are not subject to amendment in Department Meetings except for typographic and minor errors and except under the rules of (f).
   (e) Proposals and matters from Standing Committees that fail to receive a majority vote of the Department Faculty will be returned to the Standing Committee.
   (f) The Department Faculty may amend a proposal or matter in the Department Meeting with a 2/3 majority vote of the Department Faculty present in the Department Meeting.
   (g) Any Regular Member of the Department Faculty may request that the Department Faculty consider a proposal or matter at a Department Meeting. A request to consider a proposal or matter that has not been presented to a Standing Committee shall be approved with a 2/3 majority vote of the Department Faculty present in the Department Meeting.

Article VII. Mission and Goals

Section 7.01 The Regular Department Faculty shall review and update, if necessary, the Department mission and vision every five years.

Section 7.02 The Chair shall draft and the Regular Faculty shall approve a set of five year goals every five years. These goals shall be the long-term strategic priorities of the Department.
Section 7.03  The Regular Faculty may review and update the Department mission, vision, goals, and bylaws before the end of a five year period. The Regular Faculty may approve an early revision with approval of 2/3 of the Regular Faculty.

Article VIII.  Department Meetings

Section 8.01  The Department Faculty shall meet once a month and shall not exceed 120 minutes.

Section 8.02  The Chair will set the meeting Agenda and circulate to the faculty one week before the Department Meeting.

(a) Any Department Faculty member may request that an item be placed on the Agenda.

(b) Items may not be added to the Agenda once published without the consent of 2/3 of the Department Faculty in attendance at the Department Meeting.

(c) Each committee chair shall submit a report before each faculty meeting.

Section 8.03  Meeting Attendance: All regular faculty are required to attend. Non-regular faculty are welcome and encouraged to attend.

Section 8.04  Class Schedule: The Chair will develop a class schedule such that there is a time that all faculty can attend the faculty meeting.

Section 8.05  There shall be at least one faculty retreat per year.

Article IX.  Committees

Section 9.01  Committee Chairs. Each committee shall elect its own Chair.

Section 9.02  Committee Minutes and Agendas. Each committee shall create a process for taking minutes and shall elect a Secretary who will serve for the academic year. Each committee must keep regular meeting minutes and agendas. Minutes and agendas must be posted and retained on an internal department website.

Section 9.03  Standing Committees. Standing Committees are responsible for the day-to-day work of the Department.

(a) Committee on Curriculum

(i) Membership: At least three Regular Faculty by self-nomination. If three Regular Faculty do not self-nominate, the Chair shall appoint three members of the
Regular Faculty for service on the committee. Non-Regular Faculty may serve on the committee.

(ii) Meetings: The committee shall meet at least once a term.

(iii) Voting: Only Regular Faculty shall have a vote on the Curriculum Committee.

(iv) Functions: The committee shall be responsible for recommendations and proposals related to:

1) Instruction
2) Curriculum
3) Advising
4) and Student Success

(b) Committee on Faculty

(i) Membership:

1) At least three tenured Regular Faculty shall be members by self-selection. If there are insufficient tenured Regular Faculty, non-tenured Regular Faculty who are in years five or six may self-select to join the committee. If eligible Regular Faculty do not self-select, the Chair shall appoint members for service on the committee.

2) Only one non-Regular faculty may serve on the committee. There shall be one non-Regular faculty member elected to the committee. Non-Regular faculty may self-nominate. The Department will hold an election by secret ballot to select the member. All Regular Faculty and Non-Regular Faculty may vote in the election of the Non-Regular Faculty representative.

(ii) Meetings: The committee shall meet at least once a term.

(iii) Functions: The committee shall be responsible for recommendations and proposal related to:

1) Standards for and evaluation of faculty in research, instruction, advising and ethics. (Article II, §6(D) Constitution of the University Faculty). This includes, but is not limited to, standards for evaluation of faculty pursuant to Article 15 of the CBA; evaluation standards for temporary faculty under 08-09 FAC 6; evaluation of tenured faculty under 12-13 FAC 4.
2) Establishing and amending bylaws (Article II, §5(B) Constitution of the University Faculty).

3) Development and updating of Health Sciences Faculty Handbook.

4) Development of any policies, procedures or standards necessary for the operation of the Department.

5) Faculty life in the department.

6) Planning the annual faculty retreat in consultation with the Chair.

(c) Committee on Students

(i) Membership: Committee members must be Department Faculty or Students in Health Sciences. The committee must have student members in order to meet. Health Sciences students are defined as students with a declared major in Health Sciences. At least two Regular Faculty members must be members by self-selection. The committee must have at least two student members one of whom is an elected student representative. If eligible Regular Faculty do not self-select, the Chair shall appoint members for service on the committee. Non-Regular faculty may serve on this committee.

(ii) Meetings: The committee shall meet at least one per term.

(iii) Functions:

1) Develop a Student Handbook

2) Consider issues related to students and student life in the department.

3) Coordinate student activities, including but not limited to, Preview Days, Transfer Orientations, etc.

(iv) The committee may not consider issues of instruction or curriculum.

(d) Committee on Evaluation

(i) Membership: The committee shall be composed of 3 tenured Department Faculty at the rank of Associate Professor or Professor.

1) The Regular Faculty will vote to select members of the committee from a list of self-nominations.

2) Only Regular Faculty may vote to elect members of the Committee.
3) If not enough eligible faculty nominate for the committee, the Chair may appoint eligible faculty as necessary.

4) If there are not enough eligible faculty in the Department, the Chair, working with the Dean’s Office, will seek nominations from eligible faculty from within the College.

5) For functions related to the evaluation of tenured faculty and as required by 12-13 FAC 4 the Dean may designate a member to serve on the Committee for the limited purposes of 12-13 FAC 4 Evaluation of Tenured Faculty Procedures.

(ii) Meetings: As needed

(iii) Functions:

1) The Committee on Evaluation is the Retention Committee for Health Sciences and will perform the functions required for Retention under the Retention, Tenure, and Promotion Policy and Procedures of California State University East Bay.

2) The Committee on Evaluation will serve as the evaluation committee per 15.2 of the CBA and shall conduct evaluations of all faculty per 15.20 of the CBA. This includes temporary faculty unit employees, probationary faculty unit employees not subject to Performance Review, tenured faculty not subject to Performance Review, and temporary faculty unit employees for three-year appointments.

(e) Chair’s Advisory Committee. There shall be an advisory committee to advise the Chair on the administration of the Department.

(i) Membership. Members of this committee must be Regular Faculty in Year 5 or higher. The membership must be at least three and no more than five. Members are chosen by self-selection. If there are not enough volunteers, the Chair may choose members. The Chair may also reject members if there are more than five interested faculty.

(ii) Committee Meetings: This committee meets as needed.

(iii) Committee Formation: This committee must be formed each year and must meet.

(iv) Functions. This committee performs the following functions:
1) Advises the Chair on issues and policies in the Department. This advisory role is not binding on the Chair.

2) Provides a pool of faculty who can serve as Interim Chair as necessary and with approval of the Dean.

3) Provides a pool of faculty willing to serve as Department Chair. Members of the Committee should be willing to serve as Chair of the Department if selected. Health Sciences expects that faculty selected to serve as Chair will have served on this committee.

4) This committee has no decision-making authority but may only advise the Chair.

Section 9.04  Ad Hoc Committees
The Department Chair may recommend the creation of short-term ad hoc committees. The committee shall be created with a clear mandate and/or duration. The committee shall be created with a majority vote of the Department Faculty.

Article X.  Department Records
The Chair shall create a policy and process to ensure that the Department maintains all necessary records.

Article XI.  Severability
If any provision of these bylaws is not enforceable or not in compliance with applicable laws and policies, the remaining provisions shall remain in effect.

Article XII.  Amending the Bylaws. These bylaws may be amended following this procedure.

Section 12.01 The Faculty Affairs Committee recommends any amendments to the faculty. Section 12.02 The amendment can be approved with a vote of 2/3 of the Regular Faculty.

Approved Faculty Affairs Committee on 2018-03-28 – (AM/EC/Pass)
Approved by Health Sciences Faculty on 2018-04-04 – (AM/CG/Pass)