ARTICLE I – NAME

The name of this committee shall be the Educational Policy Committee (EPC) of the School of Public Health, University of Alabama at Birmingham.

ARTICLE II – PURPOSE

The Faculty Assembly through its charter, delegates the development of policies and discharge of certain responsibilities in the area of academic affairs to the EPC. Fulfillment of these responsibilities includes, but is not limited to: approving 1) new courses and modifications to the description, objectives or credit hours of existing courses; 2) new tracks and/or degree programs; and 3) substantial modifications to existing tracks and/or degree programs which involve more than one department and/or are deemed substantial by the Associate Dean for Academic Affairs.

ARTICLE III – OPERATION

In discharging its responsibilities, the EPC serves as an advisory committee to the Faculty Assembly of the School which is the final decision-maker on educational policy. To ensure timely discharge of its responsibilities will require the EPC to act as a surrogate for the Faculty Assembly. As the EPC is an advisory committee to the Faculty Assembly, every faculty member has the right to attend any and all EPC meetings.

To insure that the faculty are aware of issues under consideration by the EPC, agendas for meetings will be distributed one week in advance to all faculty and the President of the Public Health Student Association (PHSA). Each faculty member has the right and responsibility to express his/her opinion to the EPC either through his/her department’s EPC representatives prior to the meeting, by written communication to all members of the EPC prior to the meeting or by his/her own attendance at the meeting. Agendas and Minutes of each meeting will be prepared by a staff member from the Office of Student and Academic Services, reviewed by the chair, and distributed to all faculty in a timely fashion.

Issues of general concern to the entire faculty should be discussed during a school-wide faculty meeting prior to implementation of the EPC’s recommendations. It is the responsibility of the
EPC with guidance from the Chair of the Faculty Assembly to decide which issues should be brought before the faculty assembly prior to the EPC’s review. This ensures that EPC members and their respective department faculty are aware of all concerns regarding the issue and can supply their EPC representatives with informed opinions.

When examining an educational policy or issue, the EPC will interact with other standing and/or ad hoc committees of the School of Public Health where there is an overlap of interest. Generally, the EPC will interact with the Departmental Chairs and educational program directors in discharging its responsibilities.

Once approved by EPC, a motion will become accepted policy of the School one month after distribution of the minutes unless a review of the decision is requested by a primary full-time faculty member. A review of the decision is a request for open discussion of the decision during the next school-wide faculty meeting. A request for review must be made in writing to the Chair of the EPC and to the Chair of the Faculty Assembly and must be co-signed by at least two primary full-time faculty members. After the review of the decision at a faculty assembly meeting, a vote of the faculty will be taken to either reject or accept the EPC’s decision. This vote may be polled at the faculty assembly meeting or by each department’s EPC representative. If rejected by the majority, the decision is overruled. A request for a review of the decision automatically suspends an EPC decision from becoming policy and taking effect until after the faculty has voted on and approved the motion. No further action is required by EPC unless new proposals are submitted for review.

ARTICLE IV – MEMBERSHIP

Voting Members: The primary full-time faculty members of each SPH Department will elect one primary EPC representative (who must hold a primary, full-time appointment in the School of Public Health) and one alternate member (who attends meetings and votes in the place of the representative as needed) for 3-year terms. Neither faculty who are members of the Dean’s Office, nor the Chair of the Faculty Assembly, may be elected as representatives or alternates. The departments will stagger their elections so that the representatives’ terms end at different times. Each year when a new President of the Public Health Student Association (PHSA) is elected, he or she shall appoint two student representatives (an undergraduate and graduate) and an alternate (who attends meetings and votes in place of the representatives as needed), each for a 1-year term.

Ex-Officio members: The Dean of Academic Affairs, the Chair of the A&G Committee, and the Chair of the Faculty Assembly are non-voting members who are encouraged to attend all
meetings and to fully participate in debates and discussions.

ARTICLE V – OFFICERS

The two officers of the EPC are the chair and vice chair who each serve one year terms. After serving one year as the vice chair, the vice chair assumes the position of the chair of the EPC. The vice chair is selected each year according to a rotation of all departments. Should the chair or vice chair resign from their position, the department of affiliation is responsible for electing a replacement. Members must serve on the EPC for one year prior to assuming the chair position.

The chair is responsible for serving as a spokesperson for the committee. The vice chair carries out the responsibilities of the chair during his/her absence. The staff member is responsible for scheduling meetings, preparing agendas, and recording and distributing minutes from EPC meetings to the faculty.

ARTICLE VI – MEETINGS

The EPC will meet regularly at least once a month each academic term. Special meetings may be called by the chair. The EPC chair shall call a special meeting of the EPC upon written request by at least two EPC members. A quorum of 50 percent must be present to conduct official business.

ARTICLE VII – SUBCOMMITTEES

Subcommittees, either standing or ad hoc, of the EPC may be established to consider issues which require detailed information or evaluation.

A. STANDING SUBCOMMITTEES
   The Faculty Assembly is responsible for approving any new standing subcommittee of the EPC. The purpose, membership and operating procedures of a new standing subcommittee shall be specified by the EPC, submitted to the Faculty Assembly for approval, and incorporated into the EPC Bylaws.

B. AD HOC SUBCOMMITTEES
   Creation and dissolution of ad hoc subcommittees requires a two-thirds majority approval of EPC members present at a meeting. Assignment of subcommittee members will be made by the chair of the EPC. All activities of an ad hoc subcommittee will be brought forward to the full committee for action.
ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition Robert’s Rules of Order should govern the EPC unless the chair specifies otherwise.

ARTICLE IX – APPROVAL AND AMENDMENTS TO THE BYLAWS

Approval of any amendment to these bylaws requires submission to and subsequent affirmative vote by the Faculty Assembly of the School of Public Health.