

UCSF Master of Science in Global Health Bylaws

Article I. Objective

- A. Degree(s) offered by the program: Master of Science in Global Health Science
- B. Discipline: A brief statement on the discipline(s) of the program.

The interdisciplinary curriculum of the one-year Master of Science (MS) in Global Health Sciences (GHS) program resides with the UCSF Institute for Global Health Sciences (IGHS) and provides a comprehensive introduction to important topics, research methods, and skills necessary for careers in global health. Students learn multiple perspectives on global health problems and solutions in a dynamic learning environment that emphasizes active participation, peer teaching, problem-solving and discussion. Upon completion of the program, students are prepared for careers in research, policy, organizational leadership, academia, and program management and evaluation.

In addition to mastering the content of global health as a field of study and scholarship, students learn leadership and communication skills and have ample opportunities to practice their skills in the classroom and in the field. Professional development activities include networking assistance, career mentoring and guidance on CV preparation and interviewing.

The centerpiece of the academic program is the [capstone project](#) — an opportunity for students to focus on a particular area of interest and apply rigorous scholarship to active projects in global health- emphasizing research methods, population health, and social, economic and environmental determinants of health. The students' work culminates in a capstone project based on one of the following methods/analyses: quantitative, qualitative, monitoring and evaluation, systematic review, cost-effectiveness, policy analysis, or laboratory-based research. These may occur as either primary or secondary data analyses, and as a new or part of an existing project. Normally, students are allowed to travel for this 10-week field-based project or work domestically.

C. Mission of the Program:

The goal of our program is to provide broad-based, interdisciplinary training necessary for an academic career in Global. Students are educated in a range of core disciplines including research methodology, global health foundations, social determinants of health, health systems and policy, infectious and non-communicable diseases, and health economics. Particular emphasis is placed on learning to think critically, write and present clearly, and conduct rigorous research ethically and responsibly. By promoting their intellectual growth, the MS in GHS program teaches students how to become independent, innovative global health practitioners working in research, policy, leadership, academia or program management and evaluation.

Article II. Membership

A. Criteria for Membership in the Graduate Program

Authority to define criteria for membership in the MS in GHS program resides with the Program Director and Associate Director(s). While faculty and staff are ideally encouraged to remain participants of the program for multiple years to create continuity, build institutional knowledge, and support the development of the program as a whole, all contracts for membership are on a one-year basis to be renewed each year. Bylaws governing faculty participation and conduct are detailed in the contracts provided to the faculty and staff each year and further defined in the Student Handbook. Membership is independent and separate from academic department appointments. Membership is based upon disciplinary expertise and active research, so members, both faculty and staff, throughout campus are

eligible for consideration to membership in the group.

B. Voting rights.

Graduate program matters will be determined by a vote of the Graduate Committee members. All members of the Graduate Committee will have an equal vote.

C. Application for membership.

1. How faculty may apply.

To become a member of the MS in GHS Program, individuals must formally apply to a posted opening for the program and have their application approved by the Executive Committee. Additionally, those wishing to propose short-course trainings, elective courses, or to guest lecture may reach directly out to the Program Director or Course Directors of specific classes. All short-course teaching in individual classes is still subject to the approval of the Program Director and Associate Director(s).

2. Anticipated contributions that graduate faculty members will perform as a member.

- a. Faculty in the MS in GHS program are expected to demonstrate their commitment to the training program by regularly participating in program activities. These include teaching in their specific courses; serving on thesis and qualifying examination committees; outreach and other activities that promote diversity and inclusivity in the MS in GHS program; participating in recruitment and interviews of faculty applicants; regular attendance at program events; attendance at MS in GHS program-wide meetings; attendance and active participation in the Capstone qualifying exams and final presentations.
- b. Mentoring and teaching in the lab: N/A
- c. Capstone mentorship: Members may choose to supervise an MS student for their independent capstone research projects. Doing so is not required by the program but highly encouraged.
- d. Continued education: The MS in GHS Program strives to be a leader in Diversity, Equity, Inclusion (DEI) and in the effort to decolonize global health. As such, members may be required to take additional continuing education activities relating to DEI as part of their active engagement with the program.

3. Compliance with University policies and Program values.

Program faculty are expected to comply with all university policies and uphold the values of the training program, including but not limited to the University Code of Conduct (APM-016); UC Policy on Sexual Violence and Sexual Harassment; the UC Policy on Discrimination, and the Harassment, and Affirmative Action in the Workplace; scientific misconduct and/or financial improprieties.

D. Emeritus Status.

Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty on the Executive Committee may vote on policy and bylaw issues related to the program.

E. Review of Membership.

The criteria for reviewing members of the program is the same for all members. Each faculty member's contributions to the program shall be reviewed once every year for the purpose of identifying faculty members who are not providing a minimal level of service to the program.

1. Obtaining relevant information.

To ensure compliance with these requirements the Program Director, Associate Director(s) and Executive Committee need to have the relevant information about faculty conduct. While information about faculty participation in program events and training is readily attainable, information about other types of violations may be difficult to obtain if, for example, the University is not forthcoming with information about faculty violations of University policies, or an individual who experiences a hostile interaction in the workplace does not report it. Thus, considering the different types and sources of information that are needed, the MS in GHS Program proactively seeks to track compliance with these requirements in multiple ways, as described in section 4.2 below.

2. Violations of program expectations for faculty conduct.

The Graduate Program Directors, Executive Committee, and Program Coordinators are in frequent communication with trainees, faculty, the Graduate Division, and the University administration to monitor for compliance with all membership policy requirements. This can include reports from the Bias Response Team (once it has been established) or other communications from the Graduate Division, and communications from the University administration about faculty violations of the University Code of Conduct. The Executive Committee will promptly revoke program membership at any time upon learning about faculty conduct detrimental to the program or the safety and welfare of its members. Examples of evidence of this type of detrimental conduct include (but are not limited to), official findings by the University that a faculty member has violated Title VII or IX, or legal determinations of guilt (including settlements out of court) that may not have resulted in a University sanction.

In addition, faculty may also be put on suspension or removed from the program for conduct that has not resulted in a University or legal sanction but nonetheless has been determined by the Executive Committee to be detrimental to the program or the safety and welfare of its members. This may include serious or sustained actions that create a hostile work environment such as a pattern of racist, sexist, or homophobic remarks or behavior, or a significant lack of professionalism or integrity. Indeed, the MS in GHS program expects all of its faculty members to represent and uphold UCSF values of Professionalism, Respect, Integrity, Diversity and Excellence.

The Executive Committee will develop a course of action on a case-by-case basis. For example, faculty who are found to have violated Title VII or IX will be removed from the program immediately and are generally not eligible to reapply (see Section 4.5 below) whereas the plan of action to address less severe violations may include interventions by program leadership, mediation, additional training, etc. before a decision to suspend or remove a faculty member from the program is reached. In any of these cases, the program may seek guidance from University offices and resources, such as the Office of Academic Affairs, the Office of the Ombuds, and the Graduate Division.

F. Membership Appeal Process

If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration.

Article III. Administration

The administration of the program and its activities will be vested in the Program Director(s) and an Executive Committee.

Article IV. Graduate Program Director

A. Director appointment process

Applicants for the role of the MS in GHS Program Director will be identified through an open job posting in line with UCSF's policies for open positions. A committee of faculty, staff, and alumni will review the applications, interview the applicants, and provide a recommendation to the UCSF Institute for Global

Health Sciences Director of Education and/or Executive Director.

B. Director terms of service

The Director will commit to serving for two years unless extenuating circumstances call for a shorter term. As with faculty, appointments for the Director and the Associate Director(s) are reviewed annually.

C. Duties of the Director

The Director: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the MS in GHS Executive Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Graduate Division and the program administrators; g) manages the budgets of the program; h) takes responsibility for the submission of competitive and non-competitive renewals of the training grants; i) submits course change or approval forms; j) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; k) hires and supervises Associate Director(s).

D. Duties of the Associate Directors

The program will be supported by 1-2 Associate Director(s). Associate Director(s) will support the roles and responsibilities of the Program Director. In addition an 'Internal-facing' Associate Director may lead the capstone process and the teaching of the yearly research seminar for all students. The 'External-facing' Associate Director may lead alumni relations and curriculum development activities.

Article V. Committees

A. Executive Committee

The Executive Committee shall consist of the Program Director and Associate Directors of the MS in GHS Program, the IGHS Executive Director, the IGHS Director of Education, two MS in GHS faculty members and one MS in GHS alumni representative. All members have equal voting rights. The faculty and alumni members of the Executive Committee shall be elected for a three-year term, which is renewable.

Election of faculty members of the Executive Committee: nomination shall be made by e-mail to the Program Director, or the Program Administrator. Elections shall be conducted by a vote of the Executive Committee.

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, determine program membership, and to represent the interests of the program generally to various universities and other agencies.

Any Executive Committee member may rule that an item of business is inappropriate for discussion in the presence of the alumni representative. That item of business will then be discussed in the absence of the alumni member of the Committee.

The Executive Committee shall meet at least annually. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by a majority of members of the committee. In some cases, decisions can be made by email without calling a meeting of the committee members.

B. Admissions Committee

The Admissions Committee shall consist of the Director, the Admissions Officer, and the programs

Course Assistants (fulltime MS in GHS alumni employees) with the support of the Associate Director(s) as needed. The committee members will review and rank the written applications. Select applicants may be invited for an interview if further application clarification or explanation is requested by the committee.

Article VI. Student Representatives

Student representatives to the program are appointed by the students after being self-nominated or nominated to the Student Government. The Student Representative will meet with the Program Directors at least once a quarter for a general check-in and as needed should any other issues arise. Should other student representatives be needed to support the program, a general email and/or announcement will be made to the entire cohort from which students may self-nominate or nominate others to the needed roles.

Article VII. Graduate Advisers

- A.** Each year students will be paired with a Capstone Mentor to support their independent research project. During the course of the year, projects and mentors will be solicited by the program that meet the requirements for a capstone and are feasible within the confines of the MS in GHS program. These mentors will agree to supervise the capstone process during the entirety of the year and will sign a Memorandum of Understanding with the program detailing their, the students, and the programs roles and responsibilities.

Article VIII. Meetings

The MS in GHS Program will have one annual meeting with the Program Directors, staff, Course Assistants, IGHS Education Director, and all faculty typically at the Program Retreat in the Spring. At this meeting, the Program Directors will summarize recent programmatic changes and updates and will open the floor for input from the members present. Suggestions from this meeting will taken into consideration by the Program Directors as they set policy for the coming year and will be discussed with the Executive Committee, as appropriate.

Article IX. Quorum

All issues that require a vote must be:

- Voted on by at least 50% of the Executive Committee Membership.
- On graduate program matters other than amendment/revision of bylaws, passage requires a supporting vote by at least 50% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a supporting vote by at least two thirds of the members voting.

If balloting is conducted via e-mail or web-based technology, 10 days must be provided for expression of opinions about the proposal prior to the acceptance of votes; the program must allow 14 days for votes to be returned or before the "polls are closed."

Article X. Order of Business for Meetings

The Program Director will call the meeting to order followed by review and approval of minutes, reports from committees, old business and new business. The Program Director will then close the meeting.

Article XI. Amendments

Amendments to these bylaws may be made in accordance with program's quorum policy in Article IX. Program members may propose amendments by petition to the Program Director. The Program

Director, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.