

## **UCSF PhD in Global Health Bylaws**

*Administrative Home:* Institute for Global Health Sciences  
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### **Article I. Objective**

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

The curriculum of the Doctor of Philosophy (PhD) in Global Health Sciences (GHS) program provides a comprehensive introduction to important topics, research methods, and skills necessary for careers in global health. The PhD degree in Global Health Sciences provides all students with a deep knowledge of important global health issues, as well as a high level of skill in health research methodology and practice.

This interdisciplinary program trains doctoral students on methods and modes of inquiry drawn from public health, public policy, economics, development studies, implementation science, and the social sciences to explore and address global health problems. Students graduate with comprehensive skills, training and experience in global health research and practice.

In addition, 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 scientific writing, grant writing and securing independent funding, and networking with global health experts within and outside of UCSF.

The culmination of the academic program is the dissertation. The dissertation is the final and most important step in the doctoral degree program. The dissertation is a work of independent research that makes an original contribution to knowledge in the field of global health and is of sufficient depth and quality to be published. In addition to three research chapters, one of which must be accepted for publication, students write a robust introductory chapter, that presents the background and significance of the body of the doctoral work as a whole and frames the research that is presented in a broad global health context. The introduction demonstrates scholarly review and synthesis of the pertinent literature. Some doctoral work may focus exclusively on research topics based in one country or setting; in the introduction, the student demonstrates knowledge of their research area from a global health perspective.

#### **C. Mission of the Program:**

The goal of our program is to provide robust, interdisciplinary training necessary for an academic career in global health. Students are educated in a range of core disciplines including research methodologies such as epidemiology, biostatistics, implementation science, demography, and qualitative research methods. Students take foundational coursework in the principles and challenges of global health and study the key institutions, frameworks, and approaches for facing those global health challenges through a doctoral-level global health proseminar series, which serves as the backbone of the PhD curriculum. Students explore and analyze in-depth the topics cross-cutting to all work in global health.

By promoting their intellectual growth, the PhD 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**

Membership in the PhD Graduate Group shall be open to those UCSF and UC faculty members who have an educational, research or service interest in global health and are qualified to supervise graduate students in this area.

Membership criteria include at least one of the following:

1. Willingness and adequate funding to support the research activities of a graduate student
2. Willingness, expertise and experience in serving on graduate student qualifying exams and dissertation committees.
3. Willingness and expertise to teach a course or seminar
4. The ability to accommodate graduate student research projects and experiential learning activities internationally and locally.
5. All members must demonstrate:
  - i. Willingness to serve in group committee functions.
  - ii. Attendance and participation in GHS graduate group retreats or meetings.

### **B. Voting rights.**

The Executive Committee will operate as an advisory body to the IGHS Executive Director and the Director of Education. Matters related to program changes and student conduct will be determined by a recommendation of the Executive Committee members to the IGHS Executive Director and the Director of Education.

### **C. Application for membership.**

#### **1. How faculty may apply.**

- A person desiring to become a member of the Graduate Group shall submit a letter of interest to the Executive Committee giving his/her qualifications for membership. Documented interest and experience in global health and a curriculum vitae are required for membership consideration.
- Requests for membership shall be reviewed and approved by the Program Director and Associate Program Director.
- Membership of the GGGHS shall be reviewed every three years by the Executive Committee.
- Faculty will be notified of their status in writing annually by the Chair of the Executive Committee. A current membership roster shall be maintained on the program website.

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

All members must demonstrate commitment to the program mission by annually participating in one or more of the following:

- Teaching as course director or lecturer for program courses
- Serving on qualifying examination committees
- Supporting with funding the research activities of a graduate student
- Accommodating graduate student research projects and experiential learning activities internationally and locally
- Providing expertise through advising, formally or informally.

#### **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 every three years 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 IGHS PhD Program proactively seeks to track compliance with these requirements in ways that are compliant with all campus policies of confidentiality.

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. IGHS PhD 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 program staff.

**Article IV. Graduate Program Director**

**A. Director appointment process**

Applicants for the role of the PhD 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. Appointments for the Director and the Associate Director(s) are reviewed annually.

**C. Duties of the Director**

The Program Director is responsible for the leadership and development of the PhD degree in Global Health Sciences. The general responsibilities of the Program Director include:

- Academic program and curricular development.
- Direction of the teaching faculty and faculty committees.
- Leadership of the process and activities related to student recruitment and admissions.
- Academic advising and student progress.
- Fund development for the PhD program.
- Teach/facilitate the Doctoral Seminar.
- Represent the program at the Graduate Division as a member of the PhD Directors group convened by the Dean of the Graduate Division.

**D. Duties of the Associate Director**

The program will be supported by an Associate Director. The Associate Director will support the roles and responsibilities of the Program Director, particularly programmatic, curriculum, student support and conduct, and mentorship.

**Article V. Committees**

**A. Executive Committee**

The Executive Committee shall consist of the Program Director, Associate Director of the IGHS PhD Program, the Sr. Director of Academic Development, two faculty members, an alumni representative, and a global health community member. All members have equal voting rights. The faculty, alumni and

community members of the Executive Committee shall serve 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. Selections shall be made by a decision of Executive Committee Chair, Program Director, and Associate Director.

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 or community representative. That item of business will then be discussed in the absence of the alumni or community member of the Committee.

The Executive Committee shall meet at least bi-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 five members: four faculty members and one graduate student appointed by the PhD Program Director, in addition to the Program Director and Associate Director. Appointments will be for two admissions cycles/four academic years. Thereafter, individual appointments will be staggered two-year appointments so that 50% of the members are replaced biannually, except for the student representative, who will be a one-year appointment. The Admission Committee will work in coordination with the Program Director and External Relations Officer to develop a recruitment plan, admissions requirements and process, review applications, and recommend candidates for the program.

**C. Curriculum Committee**

The Curriculum Committee shall consist of five members: four faculty members and one graduate student appointed by the PhD Program Director. The Curriculum Committee will be responsible for the doctoral curriculum, including course content, changes and enhancements to courses, evaluation of courses, and recommending course instructors. Appointments will be for two years. Thereafter, individual appointments will be staggered two-year appointments so that 50% of the members are replaced biannually, except for the student representative, which shall be changed every 2 years.

**Article VI. Student Representatives**

Program leadership is committed to the continuous improvement of the program, that includes feedback from all PhD students. Due to the small size of the program, student representation has been replaced by direct meetings with each student. The Graduate Affairs Officer will meet at least once a quarter for a general check-in with each enrolled student and as needed should any other issues arise.

**Article VII. Graduate Advisers**

All students are assigned academic advisors when they matriculate. Academic advisors help guide students to clarify their research interests, prioritize courses and training areas to match their goals, and identify important professional development strategies. Academic advisors provide critical oversight of academic progress while the student is completing coursework.

### **Article VIII. Meetings**

The IGHS PhD Program will have one annual meeting with the Graduate Group, each committee, teaching faculty, program staff, and program leadership. 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 be 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**

Changes in these By-laws shall be made by approval of the Executive Committee Chair, Program Director, and Director of Academic Development. 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.