Article VII Committees of the School of Public Health Council

VII.1 General Instructions

VII.1.1 The Chair of each committee shall submit an annual report by May 1 to the Chair of the Council for inclusion in the Agenda of the May Council meeting as well as the agenda of the final meeting of the Voting Faculty for the academic year.

VII.1.2 The Dean or his/her designee shall be an ex-officio member of each committee.

VII.1.3 Faculty committee members, including Councilors, shall serve two-year terms, with expiration dates staggered. Student members shall serve one-year terms.

VII.1.4 Each committee shall maintain a written record of its agendas, proceedings and actions in the Dean’s Office as well as a roster of members.

VII.1.5 Committees may conduct business, including voting, via email between meetings of the committee as deemed appropriate by the committee chair.

VII.2 Appointment, Promotion and Continuing Appointment Committee

VII.2.1 Composition and Procedures

VII.2.1.1 The Appointment, Promotion and Continuing Appointment Committee will have two representatives and one alternate from each department. All will be at the associate professor level or above. Additionally, a representative from the Office of the Dean will serve as an ex officio member. Both the representatives and alternate will be given all information regarding faculty appointments, promotions, and continuing appointments. If one of the representatives cannot attend a meeting, then the alternate will attend and be allowed to vote on all issues of the committee. This will ensure that every department has a representative at every Appointment, Promotion and Continuing Appointment meeting. This will be in effect provided:

VII.2.1.1.1 No Faculty member shall serve on the Committee during a year in which he/she is under review by the Appointment, Promotion and Continuing Appointment Committee.

VII.2.1.1.2 Members of the Committee shall not be present during the discussion of, nor vote on, cases from their own department(s).

VII.2.1.2 There should be a minimum of seven days for review of a case prior to the meeting and no longer than two months to move the case of the Dean.

VII.2.1.3 Voting on substantive matters may be done by secret ballot when requested by the members of the committee. Members of the Committee cannot vote by absentee ballot.
VII.2.1.4 No vote shall be taken unless a member of each department is present, not counting the representative or alternate from the Department which has put forth the candidate.

VII.2.1.5 Discussions concerning all cases brought forth for review shall remain confidential.

VII.2.2 Responsibilities

VII.2.2.1 The Committee shall forward its recommendations to the Dean of the School who, in turn, will forward the Committee’s recommendations and his/her recommendations to the Vice President for Academic Affairs.

VII.2.2.2 If the Committee does not endorse the recommendation of the Department Chair on a personnel action, the Committee may recommend to the Dean that the case be returned to the Department for further justification and possible resubmission. However, neither the Committee nor the Dean stop a request from a Faculty member from proceeding through the campus’ established review process to the President or his/her designee for action.

VII.2.2.3 All personnel reviews will be conducted in accordance with the University guidelines for promotion and continuing appointments, as established by the University Council for Promotion and Continuing Appointments and approved by the Vice-President for Academic Affairs.

VII.2.2.4 Cases concerning continuing appointments without promotion will be reviewed at the Departmental level and recommendations will be sent directly to the Dean for review and approval as appropriate.

VII.2.2.5 The Committee shall serve as the second-level peer review committee as required by the United University Profession’s contract.

VII.2.2.6 The Committee shall present to the Council reports of its activities on an ongoing basis. Specific information concerning individual cases will remain confidential to the Committee.

VII.2.2.7 The Committee shall be advised by the Office of the Dean and by the Departments of the appropriate criteria and procedures for making its recommendations for new appointments, reappointments, promotions, and continuing appointments.

VII.3 Academic Committee

VII.3.1 Composition and Procedures

VII.3.1.1 The Academic Committee shall consist of at least one, but no more than two, Faculty member(s) from each Department. It shall also include two students (one Master’s
and one Doctoral). The Associate Dean for Academic Affairs shall be an *ex officio* member of the Committee.

VII.3.1.2 The Committee may create subcommittees for any reason it deems appropriate.

VII.3.1.2.1 Each subcommittee shall consist of three Faculty members and one student appointed by the Committee.

VII.3.1.2 A quorum shall consist of majority (two-thirds) of voting members.

VII.3.1.3 Meetings of the Committee and its subcommittees shall be open, unless by a majority vote the Committee decides to hold a closed meeting.

VII.3.2 Responsibilities

VII.3.2.1 The Committee shall be the chief policy-recommending body of the School in the area of academic programs.

VII.3.2.2 The Committee shall, in accordance with University policies and procedures, review and make recommendations for approval, disapproval or modification of the following:

VII.3.2.2.1 Proposals for new school educational programs and revisions to existing educational Programs

VII.3.2.2.2 Proposals for new courses

VII.3.2.2.3 Substantive revisions in course descriptions

VII.3.2.2.4 Other curricular and academic issues forwarded from Departments, the Interdisciplinary Undergraduate, Certificate, MPH, and DrPH Programs, or the Dean’s Office

VII.3.2.2.5 approval of deletions of courses

VII.3.2.3 The Committee will review curriculum issues as they are forwarded from the Curriculum committee of the Departments, academic Program Directors, or the Undergraduate, MPH Online MPH, and DrPH Programs’ committees/steering committees in accordance with University policies and procedures and the requirements concerning Graduate or Undergraduate Studies. The Committee’s recommendation shall be reported to the Chair of the Department or interdisciplinary program involved.

VII.3.2.4 The Committee shall forward its recommendations to the Associate Dean for Academic Affairs. Upon the Associate Dean’s approval, the recommendations will then be forwarded to the Dean of the School and the University Graduate and/or Undergraduate departmental proposal back at any time to the
departments for clarification, revision, or more information. If the Committee does not approve the curriculum recommendations of the Department or Interdisciplinary Undergraduate, Certificate, MPH, Online MPH, and DrPH Programs, it will provide a justification for the lack of approval to the Council and Dean, with suggested actions that could be taken.

VII.4  
**Student Affairs Committee**

VII.4.1 Composition and Procedures

VII.4.1.1 The Student Affairs Committee shall consist of one, but not more than two, Faculty member(s) from each Department, the Director of internships and Career Services, and two students. At least one student must be an officer of the GSO, and the other one designated by the GSO. The Assistant Dean for Student Affairs shall be an *ex officio* member of the Committee.

VII.4.1.2 A quorum shall consist of majority (two-thirds) of voting members, with at least three students present.

VII.4.1.3 Meetings of the Committee shall be upon, unless by majority vote the Committee decides to hold a closed meeting.

VII.4.2 Responsibilities

VII.4.2.1 The Committee shall make recommendations to the Dean of the School through the Council on issues pertaining to:

VII.4.2.1.1 Student life issues, including, but not limited to, orientation, mentoring programs and institutional concerns (e.g., safety, food service) that affect members and community of the School.

VII.4.2.1.2 Academic activities that foster student initiative, interaction, research and collaboration, including but not limited to career and professional activities.

VII.4.2.1.3 At the beginning of each academic year, the Committee shall meet with representatives from each Department to seek input, set priorities, and discuss the events planned for that year relating to student affairs.

VII.4.2.2 In addition to this advisory role, the Committee may also, at the request of the Council, help to coordinate activities among the Departments that relate to the above issues.
VII.4.2.3 The Committee shall establish and review, in accordance with policy established by the School of Public Health Council, a grievance and petition protocol for non-academic student grievances.

VII.4.2.4 Prior to May 1, the Chair of the Committee shall submit to the Chair of the Council a list of the actions during the current academic year for inclusion in the agenda of the final meeting of the Voting Faculty for the academic year.

VII.5 Research Committee

VII.5.1 Composition and Procedures

VII.5.1.1 The Research Committee shall consist of one, but not more than two, Faculty member(s) from each Department and one student. The Associate Dean for Research shall be an ex-officio member of the committee.

VII.5.1.2 A quorum shall consist of more than half the number of voting members.

VII.5.1.3 Meetings of the Committee shall be open, unless by a majority vote the Committee decides to hold a closed meeting.

VII.5.2 Responsibilities

VII.5.2.1 The Committee shall promote scholarly research by members of the School.

VII.5.2.2 The Committee shall:

VII.5.2.2.1 Review and recommend to the Dean on applications from Faculty and students of the School for financial grants such as FRAP awards to assist in the conduct of and publication of research.

VII.5.2.2.2 Establish criteria and procedures for review of applications for funding. These shall become operative when approved by the Council. Updated
copies of the statement of criteria and procedures are to be available to all School Faculty.

VII.5.2.3 Establish data security standards in consultation with the University’s Internal Control Steering Committee and the School Information Technology Committee.

VII.5.2.4 Establish data confidentiality standards and share them with faculty, students, and staff.

VII.5.2.5 Advise Dean on selection of students and faculty for research excellence awards.

VII.5.2.6 Assist the Associate Dean for Research with initiating activities to support, facilitate, and incentivize research at the school Student Poster Day.

VII.5.2.3 Prior to May 1, the Chair of the Committee shall submit to the Chair of the Council a list of the actions during the current academic year for inclusion in the agenda of the final meeting of the Voting Faculty for the academic year.

VII.6 Diversity Committee

VII.6.1 Composition and Procedures

VII.6.1.1 The Committee shall consist of at least one, but one more than two, Faculty Member(s) from each Department, two students, the Assistant Dean for Student Affairs and the Director of Internships and Career Services. Additionally, a representative from the Office of the Dean will serve as an ex offico member.

VII.6.1.2 A quorum will consist of more than half the number of voting members.

VII.6.1.3 Meetings of the Committee will be open, unless by a majority vote the Committee decides to hold a closed meeting.

VII.6.2 Responsibilities

VII.6.2.1 The Committee will promote the ideals of diversified academic community in the School.

VII.6.2.2 The Committee shall identify fellowship and scholarship opportunities and participate in fund raising activities that will foster a diverse student body.

VII.6.2.3 The Committee will develop recommendations, goals, and specific objectives in the following areas:
VII.6.2.3.1 Increasing diversity within the School, a responsibility that includes not only encouraging the hiring of employees but also developing programs that are sensitive to diversity among the constituent groups (e.g., students) served by the School.

VII.6.2.3.2 Fostering an environmental that will help sustain that diversity, including efforts to support students and faculty of underrepresented groups.

VII.6.2.3.3 Ensuring that issues of diversity are addressed within the school.

VII.6.2.4 The Committee shall make recommendations to the Dean of the School through the Council on issues pertaining to recruitment of students, faculty and staff which will promote a diverse community.

VII.6.2.5 Prior to May 1, the Chair of the Committee shall submit to the Chair of the Council a list of the actions during the current academic year for inclusion in the agenda of the final meeting of the Voting Faculty for the academic year.