

2011

Plan of Organization for the
School of Public Health

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School of Public Health (SPH)

PREAMBLE

The purpose of this Plan of Organization is to provide a framework within which the School of Public Health (SPH) can fulfill its mission in a manner that respects and accommodates the interests, rights, and responsibilities of all its faculty, staff, and students in the School. This Plan of Organization is aligned with the University Plan of Organization.

ARTICLE I – MISSION

The mission of the School of Public Health is to promote and protect the health and well-being of the citizens of Maryland, the nation, and the world through interdisciplinary education, research, public policy, and practice. The mission of the School is implemented through the six academic units and the Office of the Dean as listed below.

- Department of Behavioral and Community Health
- Department of Epidemiology and Biostatistics
- Department of Family Science
- Department of Health Services Administration
- Department of Kinesiology
- Maryland Institute for Applied Environmental Health
- Office of the Dean

Each academic unit within the School shall have a plan of organization that is aligned with the School and University plans of organization and that embodies shared governance principles and relevant University policies such as the policies on Appointment, Promotion, and Tenure.

ARTICLE II – SHARED GOVERNANCE

The School is dedicated to the principles of shared governance through the active participation of faculty, staff, and students in establishing the goals, policies, and programs which are a part of the University and the School of Public Health. Shared governance is an essential component in the development and maintenance of an educational environment which promotes the highest standards of excellence in teaching, learning, research, and service.

The School of Public Health is allotted three University Senate seats to represent the six academic units. Accordingly, an equitable rotational plan as described below has been designed to ensure balanced representation to the University Senate in that all faculty have an opportunity to serve as University Senators.

One faculty member from three of the six academic units will represent the School for a three-year term. The order of representation will be: Epidemiology and Biostatistics (EPIB), Family Science (FMSC), Behavioral and Community Health (BCH), Health Services Administration (HLSA), Maryland Institute for Applied Environmental Health (MIAEH), and Kinesiology (KNES). At the end of an elected Senator's term the next unit in line will elect a new University Senator to represent the school.

The responsibility for identification of a faculty member, as described in Article IV, to fill the seat is left to the individual academic unit to determine how best to elect the University Senator. If a unit encounters problems in electing a representative, the unit shall notify the Senate Executive Committee of the issue.

ARTICLE III – SCHOOL ADMINISTRATION

The administration of the School is overseen by the Dean, Associate and Assistant Deans, and Unit Chairpersons and Directors; facilitated by the School Administrative Council; advised by the constituent groups as identified below; and is responsive to the School Senate.

A. Administration

1. Dean

As the chief administrative and academic officer of the School, the Dean is responsible for professional and academic leadership. In addition, the Dean must exercise all functions delegated to him/her by the Senior Vice President for Academic Affairs and Provost, including fiscal oversight; recommendations for appointments, tenure, and

promotion; curriculum and research development; strategic planning; development; and outreach.

2. Associate and Assistant Deans

The Dean may appoint Associate and Assistant Deans to oversee specific functions including, but not limited to, academic, student, faculty, research, and administrative affairs; diversity; development; and strategic initiatives.

3. Unit Chairpersons and Directors

Each Chairperson and Director serves as the chief administrative officer of his/her unit, exercising all functions delegated by the Dean. These responsibilities include oversight of a unit budget; recommendations for appointments, promotions, and tenure; curriculum and research development and implementation; and outreach and development.

B. Standing Committees and Councils in the Dean's Office

1. School Administrative Council

a. Membership

The School Administrative Council is comprised of the Dean (who serves as Chairperson), Associate/Assistant Deans, Unit Chairpersons and Directors, the School Equity Officer, and one undergraduate and one graduate student appointed from the Dean's Student Advisory Committee.

b. Function

The Council serves as a forum for the exchange of ideas and the sharing of information regarding the administration and operation of the School. This is an advisory body. Any items identified for Senate action by the School Administrative Council must be forwarded to the Senate Executive Committee.

c. Meetings

The School's Administrative Council meets monthly during the academic year.

2. Chairs and Directors Council

a. Membership

The Chairs and Directors Council is comprised of the Dean (who serves as Chairperson) and all Unit Chairpersons and Directors.

b. Function

The Council serves as a forum for academic unit heads to meet with the Dean to exchange ideas and share information relevant to academic units. It is not a decision-making body. This is an advisory body. Any items identified for Senate action by the School Administrative Council must be forwarded to the Senate Executive Committee.

c. Meetings

The Dean convenes and chairs this Council monthly. Meetings can be called more often as need by the Dean, Unit Chairperson or Director.

3. Board of Visitors

a. Membership

The Board of Visitors is comprised of between eight and fifteen members, appointed through a nominations and elections process approved by the Board and Dean. The membership is committed to the advancement of the School and represents the leadership of key constituencies in the public, private, and nonprofit sectors related to public health.

b. Function

The Board of Visitors provides advice and guidance to the Dean, faculty, and staff to enhance the School's educational mission; to establish working relationships with leaders in the public, private, and nonprofit sectors; and to strengthen the School's financial position.

c. Meetings

The Board of Visitors is an advisory group that serves at the pleasure of the Dean and meets on an as needed basis.

4. Community Advisory Council (CAC)

a. Membership

The Community Advisory Council is comprised of between eight and fifteen public health practitioners from local and state health and policy organizations. These members represent leaders from key constituencies in the public, private, and nonprofit sectors with expertise in the public health forum. Members are appointed by the Dean.

b. Function

The CAC provides advice and guidance to the Dean, faculty, and staff to enhance the School's community engagement and program development. The Council members serve as advisors to the Dean and the School, with emphasis on advice to the School. As public health practitioners, they advise the Dean concerning needs and directions for community-based research, service, and partnerships.

c. Meetings

The CAC meets at a minimum twice a year and is convened and chaired by the Dean or the Dean's Designee.

5. Student Advisory Committee

a. Membership

The Student Advisory Committee (SAC) shall be comprised of student members from each academic unit within the School, to include student members from each degree-level a unit offers (minimum of one undergraduate, one master's, and one doctoral student per unit), and the undergraduate SPH representative to the University Student Government Association. The students shall be nominated by the heads of each academic unit with support from his/her faculty advisor. The chief criterion for selection to serve on the SAC is the student's engagement with the departmental student community and ability to collect and represent a wide variety of student input on any issues. Student members may serve up to two years. The names of the members shall be forwarded to the Dean prior to the beginning of each academic year.

b. Function

This SAC shall be responsible for engaging with the broader SPH student community and providing the Dean with student perspectives on School-wide needs, problems, concerns, issues, and general input on future plans. To support this effort an undergraduate and graduate student from this committee will be appointed to the School's Administrative Council.

c. Meetings

The SAC will meet monthly during the academic year. The Dean or the Dean's Designee convenes and chairs this committee. Each year, the initial meeting shall be called by the Dean's designee to elect a Chair of the Committee from among the current SAC membership.

C. Ad Hoc Committees

Additional committees shall be appointed by the Dean as necessary.

ARTICLE IV – THE SCHOOL SENATE

The School Senate is the School's primary organ of shared governance, providing a forum for the faculty, students, and staff to participate in the governance of the school. The Senate meets at minimum biannually to vote on or learn of major initiatives of the campus and School.

A. Functions of the Senate

- To establish and modify educational and other policies relevant to the functions of the School and within its purview.
- To advise the Dean of the School on any matter of concern to the School and act as a referendum body on questions referred to it by the Dean, faculty, staff, and students of the School.
- To provide a forum for the exchange of information concerning the various activities and programs in the School.
- To regularly inform constituencies of School Senate actions.

B. Membership

The Senate membership shall include all School employees with faculty appointments as well as representatives from the School's staff and students. Voting members of the Senate include:

1. Faculty

All faculty members of the School. A faculty member is defined as one who holds the academic rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Professor of the Practice, Assistant Research Scientist/Scholar/Professor, Associate Research Scientist/Scholar/Professor, Research Scientist/Scholar/Professor, Faculty Research Assistant, Research Associate, and Adjunct Faculty. Furthermore, faculty members of the School Senate must hold appointments of at least 50% in the School. If a faculty member has a joint appointment in two or more units, he/she shall be counted with the unit in which the tenure resides.

2. Staff

There shall be one elected Senator from the full-time exempt staff and one from the full-time non-exempt staff, elected by their respective groups within the School on an alternating schedule. For purposes of representation in the Senate, staff constituents are defined as those who hold full-time, permanent appointments as defined by the applicable University definitions and classifications.

The names of the newly elected Senators shall be given to the Chair of the Senate Executive Committee prior to the first Senate meeting of the academic year.

The terms of the elected staff members shall be two years.

3. Students

The student constituency is divided into two independent categories (undergraduate and graduate) from which Senators are elected. These terms are for one year.

a. Undergraduate Student Members

There shall be three undergraduate student Senators. These Senators must have declared a major in one of the undergraduate programs offered in the School of Public Health and shall be elected each year from and by each unit's undergraduate student body. Names of the newly elected Student Senators shall be given to the Chair of the Senate Executive Committee prior to the first Senate meeting of the academic year.

b. Graduate Student Members

There shall be three graduate student Senators, one each from the professional master's programs (collectively), the academic master's programs (collectively), and the doctoral programs (collectively). Student Senators shall be elected each year by the School's full graduate student body. Names of the newly elected Senators shall be given to the Chair of the Senate prior to the first Senate meeting of the academic year.

4. Ex-officio Members of the School Senate

Unless otherwise elected as a voting member of the Senate by an appropriate constituency, the following shall be ex-officio, non-voting, members of the Senate:

- The Dean
- Assistant and Associate Deans
- Unit Chairpersons and Directors

C. Meetings

The School Senate shall meet, at minimum, biannually, with additional meetings scheduled as needed. Biannual meetings shall convene once a semester and are open to all faculty, staff, and students. The first meeting shall be for the purpose of receiving a state of the campus and School report by the School's Dean and other items as proposed by the Dean and the Senate Executive Committee. The second meeting shall convene at the end of the academic year, when all committees described in Article V shall provide a verbal or written report to the full Senate.

Special meetings may be called by the Chair of the Senate Executive Committee (as defined in Article IV.E below), by a unit via the unit head, or by a petition signed by a minimum of 25 percent of the members of the School Senate.

Quorum of the Senate membership shall be a simple majority. However, a two-thirds majority of those voting shall be required for all items requiring Senate action.

D. Election

1. Elections of the Senate Chair and Chair-Elect

The Chair-Elect of the Senate shall be a tenure-track faculty member elected by a majority vote of the Senate at the second regularly scheduled meeting of the School Senate. The term of office of the Chair-Elect shall be one year followed by a one-year term as Chair. The Chair of the Senate shall also serve as Chair of the Senate Executive Committee.

2. General Elections

The Chair of the School Senate oversees the elections for the University and School Senators. These elections are handled as described above, but the Senate Chair has final oversight authority to ensure that the School is represented fairly and equitably.

E. Senate Executive Committee

The School Senate is supported by the Senate Executive Committee, standing committees of the Senate, and any ad hoc committees deemed necessary to fulfill the functions of the School.

There are six academic units in the School represented on the SPH Senate Executive Committee. The Senate Executive Committee has sixteen voting members--six faculty Senators, two staff Senators, six student Senators, the Senate Chair, and the Senate Chair-Elect. The Dean or his/her designee is an ex-officio member with no voting rights. Each member, with the exception of student Senators and Dean's designee shall serve for a period of two years. The terms are staggered such that only one-half of the Senators will terminate their membership at the end of a given year. This will ensure reasonable continuity of the membership serving on the Senate Executive Committee and provide for an evenly distributed overlap of new and continuing members each year. The Student Senators will serve for a one year term and the dean's designee is ongoing.

1. Membership

Membership shall include one faculty senator per unit. To serve on the Senate Executive Committee, a faculty member must be a full-time appointee who holds the academic rank of Assistant Professor, Associate Professor, or Professor. Faculty members will serve a two-year term. The terms of the members shall be staggered. Each unit shall determine how it elects its representative. The name of the newly elected departmental representative shall be given to the Chair of the Senate Executive Committee prior to the first Senate meeting of the academic year.

Elected staff Senators and student Senators shall also serve on the Senate Executive Committee.

The Dean's designee shall serve as an ex-officio member of the Committee and does not have voting rights but provides administrative support to the Senate Executive Committee.

2. Quorum

To hold a meeting there must be 2/3 membership present.

3. Functions

The Senate Executive Committee shall develop proposals and recommend actions to be taken on any matter of School or university concern. The functions of the Committee shall include, but not be limited to, the following:

- Develop and recommend to the Senate at large plans and policies within the general framework of University policies for the governance of the School.
- Assist in preparing the agenda for the School Assembly Meetings.
- Establish special or ad hoc committees for the School and appoint the membership of those committees whose members are not elected.
- Identify and refer to the full Senate those matters requiring Senate ratification and/or input.
- Advise the Dean on matters of concern to the administration and development of the School.
- Document the actions and proceedings of the School Senate.

ARTICLE V – STANDING COMMITTEES OF THE SCHOOL

The School is supported by six standing committees and any ad hoc committees deemed necessary to fulfill the functions of the School. The standing committees include: the Appointment, Promotion, and Tenure Committee (APT); the Diversity Council; the Graduate Public Health Programs Committee (GPH); the Planning and Evaluation Process for Strategic Implementation Committee (PEPSI); the Programs, Curricula, and Courses Committee (PCC); and the Undergraduate Academic Programs Committee (UAPC).

A. Appointment, Promotion, and Tenure Committee (APT)

The rules for promotion and tenure are set forth in the UMCP and USM policies and are reflected in the Appointment, Promotion, and Tenure Manual published annually by the Office of Faculty Affairs. The policies and manual can be found on the faculty affairs website at <http://www.faculty.umd.edu>.

1. Membership

The School APT Committee must have a minimum of seven full professors as members, though it may be expanded to include research faculty when a promotion case for research faculty is being considered. All members are appointed by the Dean from a slate of candidates provided by each Unit Chairperson or Director. The Committee shall elect its own chairperson and an alternate chairperson. The Dean shall also appoint an Associate/Assistant Dean or other designee as an ex-officio, non-voting member of the committee.

2. Voting

The Chair of the School APT Committee shall provide written notification as to the date, time, and place of the formal meetings of the Committee. The Chair of the Committee shall conduct the meetings and provide an opportunity for a full discussion of any candidate's complete application packet, including external letters of evaluation. Following the discussion, a vote shall be taken by secret ballot.

When a decision contrary to either the recommendation of the first-level administrator or the first-level faculty review committee (the academic unit) is anticipated, the second-level review committee (the School) shall provide an opportunity for the chair of the first-level academic unit and the designated chair of the first-level unit review committee to meet with the second-level committee to discuss their recommendations with the members of the second-level committee.

3. Reporting of Votes

The Chair of the Committee shall prepare a written letter that represents the sentiments of the Committee. This report should summarize, discuss, and evaluate the faculty member's contributions in the areas of (1) research, scholarly, and creative activities; (2) teaching and advising; and (3) service. In addition, a brief summary statement emphasizing the most significant contributions of the faculty member in these three areas should be presented. Particularly in cases of promotion to Associate Professor, the statement should include an evaluation of the faculty member's potential for continued contributions to the national and international recognition of the program. The report

shall also include the recording of a positive or negative recommendation of the committee (subject to the requirement that all eligible voting members are present).

Whether its recommendation is favorable or unfavorable, the Committee shall, as soon as possible but no later than ten days after the decision, transmit through the Dean its decision, its vote, and a written justification to the Provost. University procedures for appointment, promotion, and tenure are then applied. The Dean of the School shall also promptly transmit his or her recommendation, with a written justification, to the Provost and to the members of the second-level review committee. A report of the decisions of the Dean and second level committee shall be provided to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate.

4. Appeals Procedure

All appeals shall follow the Appeals Process as set forth in the UMCP Policy on Appointments, Promotion, and Tenure. II-1.00(A).

B. Diversity Council

1. Membership

The SPH Diversity Council shall report directly to the Dean. The Dean or his designee will chair the Committee. Other members of the Committee shall include the School's Equity Administrator, representatives from undergraduate education, graduate education, the Chair of the School Senate, one faculty representative from each department, two undergraduate student representatives, and two graduate student representatives.

Students shall be nominated by faculty in their departments and will be selected based on their commitment to improving the academic and support climate for all students, especially students from diverse populations, as evidenced by their participation in other curricular activities.

2. Function

The Diversity Committee's responsibilities shall be to (a) generate and stimulate activities and initiatives described in, or consistent with, the School's diversity plan and School goals as established in the School's strategic plan; (b) facilitate the implementation of activities designed to meet the School's diversity goals; and (c) monitor and evaluate progress in meeting the diversity goals described in the diversity plan.

3. Meetings

The Diversity Committee shall meet monthly. Action items shall be developed at each meeting. The action items will allow the work of the Committee to be carried out during the intervening weeks between committee meetings. The Committee's first order of business each academic year shall be to review the Diversity Plan and align it with outcome measures stated in the strategic plan.

C. Graduate Public Health Programs Committee (GPH)

1. Membership

The GPH is comprised of the Graduate Program Directors (or their designees) of all graduate degree-granting units in the SPH. The Dean shall designate ex-officio members as appropriate and shall appoint the Chair of the Committee.

2. Function

The GPH shall facilitate coordination between all graduate degree-granting units regarding public health curricula at the graduate level. Specifically, the GPH:

- Coordinates new graduate student orientations, public health core course scheduling, and MPH/MHA course registration.
- Develops and manages policies, procedures, and forms common across MPH/MHA programs and across all graduate programs where possible and appropriate.
- Coordinates the collection/maintenance of data on the graduate public health programs relevant to the School of Public Health's accreditation requirements.
- Ensures alignment of graduate programs with Council on Education for Public Health (CEPH) accreditation criteria.

3. Meetings

The GPH shall meet twice a month throughout the academic year.

D. Planning and Evaluation Process for Strategic Implementation Committee (PEPSI)

1. Membership

The membership of PEPSI shall represent the areas of Graduate Education, Administrative Affairs, Strategic Initiatives, Undergraduate Education, Public Health Practice, and Research and include the School Senate Chair; the Dean's Chief of Staff, one undergraduate and one graduate student appointed by the Senate Executive Committee from among the student Senators.

2. Function

PEPSI shall:

- Aggregate data from all sources listed in the Outcome Measurement Table.
- Provide an annual report of aggregate data and actions recommended or taken as a result of the PEPSI review to the School Senate, the Chairs and Directors Council, and the Administrative Council.
- Review all aggregated data used to track progress on the School's strategic plan for the purpose of making evaluation and planning recommendations to the Dean and administrative bodies of the School.
- Use data to create required CEPH reports to be forwarded to the Dean before submission to the accrediting body.
- Contribute to other campus reporting that requires these data and assessments.
- Track and document changes that have resulted from these processes.

3. Meetings

The Committee shall convene, at minimum, three times per year to review aggregated data, with additional meetings as needed for report planning and production.

E. Programs, Curricula, and Courses Committee (PCC)

1. Membership

The PCC shall be comprised of six faculty members, one elected from and by each unit; one member elected from the Centers not housed in an academic unit; one undergraduate and one graduate student appointed by the Senate Executive Committee from among the student Senators; and the Dean's designee, who shall serve as an ex-officio member. Faculty representatives shall serve two-year terms. Their terms shall be staggered. Student representatives shall serve one-year terms.

The names of faculty members shall be forwarded to the Chair of the Senate Executive Committee prior to the beginning of the academic year.

2. Function

The Committee shall review and recommend policies regarding the establishment, modification, or abolishment of programs (i.e., areas of academic specialty within units), curricula, and courses within the School. The Committee shall forward to the Dean all

changes to programs, curricula, and courses that were approved by the Committee and shall notify the appropriate departments of the approvals and any subsequent action. The Committee shall return to the appropriate department those programs, curricula, and courses not receiving approval and include notations as necessary.

3. Meetings

Each year, the initial PCC meeting shall be called by the Dean's designee, at which time the Committee shall elect its Chair. Meetings shall then be called by the Chair as needed.

F. Undergraduate Academic Programs Committee (UAPC)

1. Membership

The UAPC shall include one tenured faculty member appointed by his or her Chair from each of the undergraduate degree-granting academic departments, the Assistant/Associate Chair or Undergraduate Coordinator(s) from each of those academic departments, a professional advisor from Student Services, and the Assistant Dean of Undergraduate Education, who shall serve as an ex-officio member. Faculty representatives shall serve two-year terms. Their terms shall be staggered.

2. Function

This committee shall review and recommend policies and best practices regarding excellence in undergraduate academic programs. The committee shall also pro-actively seek to foster cooperative and collaborative relationships and programs between departments.

3. Meetings

The UAPC shall meet three times each semester.

ARTICLE VI- REVIEW AND AMENDMENT

This Plan of Organization shall be subject to a review every five years by a committee established specifically for this purpose in accordance with the University Senate Plan of Organization. Proposed amendments to the plan of organization shall be presented in writing to the members of the School Senate at least thirty days prior to any action taken. A two-thirds approval of those eligible to vote shall be required for the adoption of any amendment.

Ratified on August 30, 2011