

COLLEGE GOVERNANCE

UAMS Fay W. Boozman College of Public Health

The Fay W. Boozman College of Public Health (COPH) is one of the professional and academic schools located on the campus of the University of Arkansas for Medical Sciences (UAMS). The COPH Dean is appointed by, reports to, and serves at the pleasure of the UAMS Chancellor, who, in turn, reports to the University of Arkansas President and Board of Trustees.

The COPH is governed by the faculty through the Dean's Executive Committee (DEC) and the Dean of the College with input by students when appropriate. Several standing councils and Committees exist, as outlined below.

Dean's Executive Committee (DEC)

The DEC advises and makes recommendations to the Dean on all matters that it considers significantly related to the efficient and effective administration of the College's programs, including the monitoring and evaluation of all programs and progress in achieving College-wide strategic planning objectives and other identified goals and objectives. The DEC also serves as the senior advisory group to the Dean on all major policy decisions of the College, including but not limited to program development, student promotions, affirmative action, resource allocation, infrastructure development, faculty development, strategic planning, and the like. The Dean serves as permanent Chair of the DEC. The Chairs of all departments serve as voting members. The Associate Deans, Assistant Deans (by invitation only), and designated college-wide Center and Office Directors (by invitation only) serve as *ex officio*, non-voting members of the DEC. When Chairs are not able to attend DEC meetings, they may appoint a faculty member to represent the department and may empower the representative to vote in their absence or may submit an absentee ballot to the Dean prior to the meeting. All College standing and *ad hoc* committees report first to the DEC and then to the Dean with two exceptions: the Joint Advisory Council (which reports both to the Dean and to the Director of the Arkansas Department of Public Health); and the Faculty Appointment, Promotion and Tenure committee reports directly to the Dean on matters related to consideration of rank of initial appointment for new faculty based on their proposed Chair's recommendation when made at the Associate or full Professor levels, and consideration of faculty tenure and/or promotion decisions.

Joint Advisory Council (JAC)

This Council acts as the strategic planning and coordinating body to identify, support, and recommend interactions between the COPH and the Arkansas Department of Health (ADH). The Council promotes new collaborations in the areas of education, research, and service. The Council is charged with reviewing the equity and fairness of all such collaborations and re-reviewing all existing collaborations to ensure equity and fairness, and to make recommendations to the Dean and ADH Director about methods to resolve any concerns which develop. Subcommittees may be appointed by the Council on an *ad hoc* basis to facilitate co-institutional planning, strategy formulation and approaches to resolve inequities on specific topics or issues. The JAC consists of the following individuals: Dean of COPH, Director of the ADH, four staff of the ADH appointed by the Director, and four faculty of the COPH appointed

by the Dean. All members of the JAC serve at the pleasure of their nominator. The Chair of the JAC is appointed by mutual agreement of the COPH Dean and the ADH Director.

Academic Standards Committee (ASC)

The ASC consists of one member from each academic department appointed by the Chair, plus one master's- or doctoral-level student in good academic standing within the College appointed annually by the COPH Student Council in consultation with the Assistant Dean for Student Affairs. Departmental representatives are appointed for a three-year term from faculty who are at the Assistant Professor rank or higher and maybe re-appointed at the discretion of the respective Chair. The duration of terms is staggered so that, as close as possible, an equal number of members' terms expire after each year of service. The Associate Dean for Professional Programs and the Assistant Dean for Student Affairs attends as non-voting members. The Associate Dean for Academic Affairs serves as Permanent Chair of the Committee. The ASC is responsible for (a) curriculum development, (b) academic standards, (c) overview of student performance and (d) faculty and student academic or teaching awards. Student members of the Committee are excused during executive discussions of confidential student or faculty information. Student members may be permitted to resign for any reason, and student members who do not maintain good academic standing must resign. Student members must notify the Committee Chair of their resignation but are not required to provide the Committee Chair with the reason for the resignation. The Committee Chair must contact the COPH Student Council and the Office of Student Affairs in the case of a student resignation, and the Student Council will appoint a student in consultation with the Assistant Dean for Student Affairs to replace the resigned student member. A student member who is appointed mid-year to fill a resigned position will be eligible for immediate re-appointment in the subsequent year. The Committee reports to the DEC and then to the Dean.

Curriculum Development. The ASC monitors all curricula offered by the COPH. It is charged to (1) identify curricular issues needing clarification, development, or improvement, (2) route these issues for study to appropriate working committees or create *ad hoc* committees as needed, (3) analyze the findings of the working committees, (4) create a system for regular evaluation of instruction and faculty development in the College, (5) implement and provide surveillance of such and (6) ensure that appropriate interdisciplinary coordination, cooperation and collaboration is promoted and supported in all of the College's educational programs (professional and academic programs). All Committee decisions and recommended changes related to College curricula or curricular development shall be forwarded to the Dean's Executive Committee and the Dean for approval.

Academic Standards. The ASC is also charged with re-evaluating the official academic policies of the COPH pertaining to student progress, promotion, non-promotion, dismissal, and leaves of absence, when such evaluation is deemed appropriate by the Committee, the Chair of the Committee, the Dean's Executive Committee, or the Dean. The Committee can either take on the work itself or appoint a special taskforce composed of Committee members and/or non-Committee members of the COPH faculty. Any changes in standards proposed by this Committee require approval by the general faculty as well as final approval by the Dean's Executive Committee and the Dean, who together serve as the final decision makers on academic issues.

Student Promotions. Course instructors have responsibility for assessing student performance for all courses. The ASC reviews the overall academic performance of all COPH professional degree and certificate (professional Post-Baccalaureate Certificate(s), MPH, MHA and DrPH) students and makes recommendations for promotion to the Dean's Executive Committee, which has final responsibility for certifying that all requirements have been met for the awarding of professional degrees and certificates. Review of the academic performance of all academic degree and academic certificate (e.g., academic Graduate Certificate(s), MS, PhD) students will be the responsibility of faculty involved in these academic-degree programs.

Faculty and Student Awards. The ASC reviews and makes recommendations on all individual faculty and students who are nominated for special academic achievement or teaching awards. In addition, the Committee assists the Associate Dean for Academic Affairs in selecting students for those academic and financial scholarships that are unique to the College.

Research Committee (Ad Hoc)

The Research Committee is responsible for assessing research program and support needs, including needs for infrastructure to assist faculty, students and staff of the College in competing for new research initiatives and advancing scientific programs. It is also responsible for recommending to the DEC and the Dean new areas for development, including designating new COPH centers. Consistent with the College's mission, proposals for multidisciplinary and community-based research activities are encouraged. The Research Committee also promotes the use of research support programs both within UAMS, such as the computer facility, bioinstrumentation, animal care facilities, and within the University of Arkansas system. Finally, the Research Committee makes recommendations to the DEC and then to the Dean about research space needs within the College as it sees appropriate. In sum, the Committee is charged with reviewing and promoting the quality and quantity of research activities within the College.

While at present the Research Committee meets ad hoc without expressly named membership, the Committee, when constituted by the DEC, consists of one member from each academic department, designated by the Chairs, and one member from each designated COPH Center. Membership requires approval by the Dean's Executive Committee. Committee members serve at the pleasure of their respective Chairs or their respective Center Directors (whoever nominated the member). The Student Council, at its option, can appoint two members for the Research Committee with the consultation of the Assistant Dean for Student Affairs, although student members serve on the Committee without vote. Student members serve one-year terms. Student members must be in good academic standing within the College. Student members of the Committee are excused during executive discussions of confidential student or faculty information. Student members may be permitted to resign for any reason, and student members who do not maintain good academic standing must resign. Student members must notify the Committee Chair of their resignation but are not required to provide the Committee Chair with the reason for the resignation. In the event of a student resignation, the Committee Chair contacts the COPH Student Council, which in consultation with the Assistant Dean for Student Affairs, appoints a new student representative. A student member who is appointed mid-year to fill a resigned position will be eligible for immediate re-appointment in the subsequent year.

Each spring, the Committee elects a Chair to serve for the upcoming academic year. All Committee decisions and/or recommendations are submitted to the DEC and the Dean for approval.

Faculty Appointment, Promotion and Tenure (APT) Committee

The APT Committee reviews and makes recommendations on incoming rank for initial appointments of all candidates under consideration for the rank of Associate Professor and full Professor in the College and annually reviews applications for promotion and/or tenure. These appointment, promotion and tenure recommendations regarding individual faculty are submitted to the Dean by the Committee Chair. The Committee also makes recommendations, as appropriate, for changes in the faculty policies and procedures for appointments, promotions and tenure; these recommendations are submitted to the DEC and the Dean. All changes to APT policy must undergo legal review and be approved by the UAMS Chancellor.

The Committee consists of up to eight members who are at the rank of Associate Professor or higher with either primary appointments in the College or membership on the DEC with terms of three years. One member is appointed to the Committee by each Department Chair, and up to three members are appointed to the Committee by the Dean. At no time shall there be more than two Committee members from a single department serving on the Committee. Duration of members' terms is staggered so that the terms of two or three members expire every year. New committee members are selected at the beginning of the academic year. The Chair of the Committee is appointed by the Dean from the members of the Committee.

Diversity Committee

This Committee serves to coordinate COPH efforts to recruit and retain a diverse faculty, staff and student body, working closely with the office of the UAMS Vice Chancellor for Diversity and Inclusion and the UAMS Center for Diversity Affairs to enhance COPH efforts to recruit and retain diverse college members when feasible. The Committee is permanently co-chaired by the COPH Assistant Dean for Diversity and the COPH Director of the Office of Community-Based Public Health. Additional members of the Committee include: three faculty chosen by the Committee Co-Chairs; two staff members chosen by the DEC and one student in good academic standing within the College chosen by the Student Council in consultation with the Assistant Dean for Student Affairs; and an *ex-officio* member from the UAMS Center for Diversity Affairs chosen by the Vice Chancellor for Diversity and Inclusion. The student representative serves a one-year term; the *ex-officio* member chosen by the Vice Chancellor for Diversity and inclusion serves until he or she is replaced by the Vice Chancellor; and all other Committee members serve three-year terms. In addition, any other members of the College (faculty, staff and students) may attend Committee meetings. The student member may resign for any reason, and the student member who does not maintain good academic standing must resign. The student member must notify the Committee Co-Chairs of their resignation but is not required to provide the Committee Co-Chairs with the reason for the resignation. When a student resigns, the Committee Co-Chairs must contact the COPH Assistant Dean for Student Affairs, who will then identify another student to replace the resigned student member. A student member who is identified mid-year to fill the vacancy will be eligible for immediate re-appointment in the subsequent year. Recommendations from the Committee are made to the DEC and then to the Dean.

Student Admissions Committees

Several different committees are responsible for the implementation of admission policies (including the evaluation of applicant files, interviews, and the decision on whether to admit applicants) of the College for the various educational programs of the College. These committees make their recommendations to the Associate Dean for Academic Affairs and then to the Dean.

The **Admissions Committee for the professional Post-Baccalaureate Certificate(s) and Master of Public Health (MPH)** programs consists of: the Associate Dean of Professional Programs as the permanent Committee Chair; three faculty members representing with each representing three different departments and each appointed by his/her respective Chair; and two student members appointed by the Student Council in consultation with the Assistant Dean for Student Affairs. All members, except the permanent Chair, serve one-year terms which may be renewed. The student members must be in good academic standing within the College and must be in either a professional Post-Baccalaureate Certificate program or the Master of Public Health program. Student members of the Committee are excused during executive discussions. Student members may resign for any reason, and student members who do not maintain good academic standing must resign. Student members must notify the Committee Chair of their resignation but are not required to provide the Committee Chair or Committee members with the reason for the resignation. In the case of a student resignation, the Committee Chair must contact the COPH Student Council, which will replace the resigning student member with another appointed student. A student member who is appointed mid-year to fill a resigned position will be eligible for immediate re-appointment in the subsequent year. The Associate Dean for Professional Programs makes Committee recommendations to the Dean for final approval before admission.

The Admissions Committee for the **Master of Health Administration (MHA)** program in the Department of Health Policy and Management is composed of core faculty members in the MHA program, and the President and/or Vice President of the MHA student association. The Director of the MHA program serves as the permanent Chair of the committee. Members of this committee review applications, conduct interviews of qualified applicants, and make admissions recommendations to the MHA Program Director for final decision. The MHA Program Director submits recommended applicants to the Associate Dean for Professional Programs and the Dean for final approval before admission.

For the **Doctor of Public Health (DrPH)** program, the DrPH Faculty Leadership Committee (FLC) functions as the Admissions Committee. The DrPH Program Director(s) serve as the permanent Chairs of the FLC. Members of this Committee are appointed by the DrPH Program Director(s) and include at least six faculty members who are involved in delivery of the DrPH curriculum, representing at least three COPH departments, one DrPH student who has at least two semesters of study in the program and one DrPH student who has successfully passed the DrPH comprehensive examination. The DrPH student members must be in good academic standing within the College. Student members of the Committee are excused during executive discussions. Student members may resign for any reason, and student members who do not maintain good academic standing must resign. Student members must notify the Committee Chair(s) of their resignation but are not required to provide the Committee Chair(s) with the reason for the resignation. The Committee Chair(s) will make an appointment to fill the

vacancy. A student member who is appointed mid-year to fill a resigned position will be eligible for immediate re-appointment in the subsequent year. All admissions decisions are submitted to the DrPH Program Director(s) for consideration and then to the Associate Dean for Professional Programs and the Dean for final admission determinations.

Admissions to **academic degree programs** (academic Graduate Certificate, PhD) are delegated to each department involved in offering the academic degree. Admission policies and procedures for these programs must also meet the requirements of the UAMS Graduate School as determined by the UAMS Graduate Council and the UAMS Graduate School Dean and approved by the Arkansas Department of Higher Education.

Student Council

The Student Council consists of interested students from each academic and professional degree program (professional Post-Baccalaureate Certificates, academic Graduate Certificates, MHA, MS, DrPH and PhD) students. The purpose of the Council is to advance the interests of enrolled students in the COPH and to serve as an exemplar of public health values and principles. The Council is responsible for developing its own programs and procedures. Recommendations involving College policies and/or resources are submitted to the DEC and the Dean for final consideration. All members of the Student Council must be in good academic standing with the College. The President of the Student Council shall be elected at the first meeting of the academic year by members of the Council. Recommendations arising from the Student Council are made to the DEC and then to the Dean.

Honor Council

The Honor Council operates under the by-laws and the Code of Academic Integrity that were adopted by the inaugural COPH Honor Council in 2003. Revisions to the Honor Council by-laws and Code of Academic Integrity have been made, as needed, by the Honor Council since the original Code was developed. All suspected violations of the Code of Academic Integrity are managed according to the by-laws of the Honor Council. These by-laws are distributed to all faculty and students of the College on an annual basis and are made available on the COPH website. The primary purpose of the Honor Council is to promote, encourage and ensure compliance with the standards of the Code of Academic Integrity. The Honor Council ensures that any person accused of misconduct receives fair and impartial treatment in any proceeding related to the alleged violation of the Code of Academic Integrity.

The Honor Council is comprised of five COPH students elected by the student body and two faculty members appointed by the COPH Dean. The Associate Dean for Professional Programs and the Assistant Dean for Student Affairs also meet with the Council *ex-officio*. In addition to the five elected student members of the Honor Council, two student alternates are also elected by the student body. Student elections to the Honor Council are held in the spring term of each year with the term of service beginning the following fall term. The Assistant Dean for Student Affairs assists the Council in conducting the elections. Student members must be in good academic standing with the COPH. Honor Council student members serve one two-year term and are not eligible for re-election. Students elected to the Honor Council alternate positions may run for election as a Council Representative after their two-year term as alternate has expired. The years in which student Honor Council members' terms expire are staggered so that

two end in one year, and three end after the next year. With the expiration of terms, elections are conducted to elect two or three members each spring. Honor Council recommendations are made through the Associate Dean for Academic Affairs and then to the Dean.

Faculty Honor Council members also serve one two-year term, and when their terms expire, they cannot be reappointed to the Honor Council for the next term of service. The years in which faculty Council members' terms expire are also staggered so that one ends in one year, and the other ends after the next year.

The names of current Honor Council members and alternates are posted in the Office of Student Affairs in the COPH Building and appear on the COPH web-site. In the fall of every year, the Honor Council elects from among its members a president and a secretary from the student members. Honor Council members are permitted to resign for any reason, and student members who do not maintain good academic standing must resign. Council members must notify the Honor Council President of their resignation but are not required to provide the reason for resigning. A resigning student will be replaced by the Honor Council President with a randomly selected student alternate, and a resigning faculty member will be replaced by appointment by the Dean.

Dean's Appeals Committee (DAC, Ad Hoc)

The DAC is an *ad hoc* committee assembled as part of a formal due process appeals mechanism whereby complaints brought by any person (faculty, staff, student, visitor, or community member) involving COPH faculty, staff or students will receive impartial review with recommendations to the Dean for disposition in matters not covered or superseded by COPH, UAMS or UA Board of Trustees (BOT) policies. This DAC procedure shall not be used to question a rule, procedure or policy that has been established by an authorized faculty or administrative body. Rather, it shall be used only for those persons who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment by a person or persons and for which no other formal due process mechanism is available. In the event of a grievance, pertinent and applicable COPH, UAMS and/or UA BOT policies and procedures will supersede this DAC policy. Persons considering bringing a formal complaint are encouraged to review existing and available student, employee and/or faculty policies and follow the procedures and process described in the COPH, UAMS or UA BOT policy if any of these policies are relevant. For example, grievances involving faculty will follow specific procedures outlined in UAMS Administrative Guide Policy 12.5.01, 3.1.05; grievances involving non-faculty employee issues will follow UAMS Administrative Guide Policy 4.4.16 and generally Section 3.1 and other policies as appropriate. In the event that a conflict between applicable policies is not readily resolvable, the Dean will recommend to the complainant about which university official to consult in determining which policy to follow.

In all grievances, an attempt shall be made to resolve the issue by referring the complainant to the applicable Department Chair(s) or other administrative official(s) as appropriate. If this approach is unsuccessful in resolving the complaint, the Dean may, at his or her discretion, convene a DAC that is composed of a panel of persons not involved in the complaint and consisting of: at least *four* faculty members drawn at random from a list of Associate and/or full Professors who have primary appointments in the College and who do not serve as Department Chairs; *two* staff members selected at random from a list of COPH employees; and *two* students

selected at random from the roster of five students elected by the COPH student body to serve on the Honor Council. The COPH Assistant Dean for Student Affairs will confirm that the students selected for the DAC are in good standing and are not in their last semester at the COPH or will be otherwise unavailable to serve. In the event that any person (faculty, staff or student) selected to serve on the DAC perceives a conflict involving the parties to the complaint, either actual or potential, or is otherwise unwilling to serve, that person will be permitted to recuse from service without prejudice.

All DAC members will be required to provide written assurance that they will remain impartial in their consideration of the complaint and that the proceedings will remain confidential.

All parties to the complaint will receive advance, written notice of the complaint and the date, time and location of the hearing by the DAC. In this notice, the complainant will be advised that he/she may bring to the hearing one student, staff or faculty advocate of his/her choosing, or legal counsel if desired; however, the advocate or counsel will not be permitted to address the DAC nor ask questions of DAC members or others in attendance. If the advocate or counsel wishes to confer with the complainant, the complainant may request a brief recess. If the advocate or counsel disrupts the proceedings, he or she will be asked to leave. The recommendations of the Committee will be transmitted directly to the Dean for final resolution of the appeal.

Procedure for Changes in the Governance Document

A resolution submitted in writing and signed by any three COPH faculty members shall trigger a consideration for Governance change(s). Alternatively, a request from the Dean or any Departmental Chair will initiate a governance review process. All requests for governance change(s) require general faculty review and assessment. In most instances these requests will be reviewed by faculty in the individual COPH departments, who then will make a recommendation to their Chair. Once all faculty have considered the request for change, the DEC will consider the issue and make a recommendation to the Dean, who will make the final decision. In an emergency, the Dean may call a special meeting of the entire faculty to consider a pending issue prior to having it considered by the DEC. Adoption of proposed change(s) in the Governance Document will be dependent on a majority vote of the primary faculty.

Revised and adopted July 23, 2001 by the Inaugural Faculty, UAMS College of Public Health.

Revised: September, 2006; August 2013; March 2014.