

COLLEGE GOVERNANCE

Fay W. Boozman College of Public Health

University of Arkansas for Medical Sciences

The Fay W. Boozman College of Public Health (COPH) is one of the professional and academic schools at the University of Arkansas for Medical Sciences (UAMS).

The Dean of the College of Public Health (Dean) is appointed by, reports to, and serves at the pleasure of the Chancellor of the University of Arkansas for Medical Sciences.

The COPH is governed by the faculty through the Dean's Executive Committee (DEC) and the Dean with input from students when appropriate. The permanent committees in the College are specified below.

Dean's Executive Committee (DEC)

The Dean's Executive Committee (DEC) advises and makes recommendations to the Dean on all matters it considers related to the efficient and effective administration of the College. These include monitoring and evaluating all programs, progress in achieving college-wide strategic planning objectives, and other goals and objectives as identified by the DEC. The DEC also serves as an advisory group to the Dean on all major policy decisions affecting the College.

The DEC is composed of the Dean and department Chairs. Department Chairs serve as voting members. Associate Deans, Assistant Deans, and others as determined by the Dean, serve as ad hoc members. The Dean serves as permanent Chair of the DEC. When voting members are unable to attend a DEC meeting, they may appoint a proxy to represent their department and may empower the proxy to vote in their absence.

Joint Advisory Council (JAC)

The Joint Advisory Council (JAC) oversees implementation of the memorandum of understanding (MOU) that outlines the partnership between the COPH and the Arkansas Department of Health (ADH). The MOU codifies the purpose of the partnership, the principles on which it is based, the agreed upon activities, the scope of said activities and the manner in which it is to be overseen by the JAC. The purpose of the partnership is to develop academic, education, research, and service collaborations based on equality and reciprocity, and promote sustainable partnerships and mutually reinforcing activities by and between the two organizations.

The JAC is composed of the state Secretary of Health (Secretary) as Director of ADH, the Dean of the COPH, four staff of the ADH appointed by the Secretary and four faculty appointed by the Dean. The Chair of the JAC is appointed by mutual agreement of the COPH Dean and Secretary.

One or more student member(s) may be appointed by joint agreement of the Dean and Secretary at any given time. Additional members of the ADH or the COPH may be invited to provide additional input on topics as appropriate. The JAC may appoint ad hoc committees as needed. The JAC may, at any given time, designate coordinators within each institution to facilitate execution of specific activities of this MOU.

Academic Standards Committee (ASC)

The Academic Standards Committee (ASC) ensures the COPH degree and certificate programs, academic practices, and academic performance of the student body as a whole are meeting or exceeding standards set by the COPH, UAMS, UA System, accrediting bodies, and other pertinent organizations or agencies.

The ASC will:

- Guide all aspects of curriculum development, including identifying and resolving curricular issues needing clarification, development, or improvement;
- Conduct assessments of academic programs, including the review of program competencies;
- Ensure appropriate interdisciplinary coordination, cooperation, and collaboration is promoted and supported in all educational programs;
- Develop and review the effectiveness of all academic policies and procedures, including admissions and capstone experiences;
- Adjudicate student petitions for variance to academic policies;
- Ensure accurate publication of academic offerings and policies in college and university catalogs, bulletins and handbooks;
- Develop and implement a system for regular evaluation of instruction and faculty development;
- Promote quality standards for learning;
- Select faculty for teaching awards and students for scholarships that are unique to the college;
- Conduct special projects to advance academic standards;
- All other issues deemed appropriate by the Dean.

The ASC or department Chairs can recommend to the Dean that academic issues be reviewed. The ASC can either take on the work itself or appoint an ad hoc committee composed of Committee members and/or non-Committee members of the COPH faculty.

The ASC is composed of the Associate Dean for Academic Affairs, one member from each academic department appointed by its Chair, and one master's- or doctoral-level student per appointment procedures detailed in this document. Departmental representatives are appointed for a three-year term from faculty who are at the Associate Professor rank or higher, and may be 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 Academic Affairs serves as the permanent chair.

Student members of the Committee are excused during executive discussions of confidential student or faculty information.

All changes in academic standards proposed by ASC require approval by the DEC and the Dean.

The Committee reports to the Dean and will annually present a written annual report to the DEC during its September meeting.

Research Committee

The Research Committee is responsible for developing and implementing a supportive research work environment for faculty, post-doctoral fellows, students, and staff. The committee is responsible for building a strong inter-disciplinary and collaborative research culture.

The Research Committee will:

- Develop and maintain a college-wide mentoring program for faculty;
- Develop and maintain a college-wide strategic research plan and assess the progress of that plan;
- Conduct biannual assessments of research and support needs (space, computer facilities, university and system-wide programs/services, etc.); and

- Provide recommendations for and support development of new areas of research including new centers within the college.

The Research Committee is composed of the Associate Dean for Research, one faculty member from each Department appointed by its chair, one member from each COPH center and office appointed by the respective director, one doctoral student per appointment procedures detailed in this document, and one post-doctoral fellow appointed by the Associate Dean for Research. Department representatives, the doctoral student, and post-doctoral fellow serve two-year appointments. All center and office representatives serve three-year terms. The Associate Dean for Research serves as the permanent chair.

All changes proposed by the RC require approval by the DEC and the Dean.

The Committee reports to the Dean and will annually present a written annual report to the DEC during its September meeting.

Faculty Appointment, Promotion and Tenure Committee (APT)

The Faculty Appointment, Promotion and Tenure (APT) Committee is responsible for reviewing and making recommendations on the rank and tenure of all faculty in the College. The APT annually reviews applications for promotion and/or tenure. The Committee Chair submits each appointment, promotion, and tenure recommendation to the Dean.

The APT Committee makes recommendations, as appropriate, for changes in 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 Provost and Chancellor, the University of Arkansas System President and Board of Trustees.

The Committee is composed of up to eight members at the rank of Associate Professor or Professor with primary appointments in the College or membership on the DEC. Membership should include at least one member from each department. Appointments are made by the Dean in consultation with the department Chairs for three-year terms and may be extended. New committee members are selected at the beginning of the academic year. The Chair of the Committee is appointed from among the voting members of the Committee by the Dean, who may receive recommendations from the Committee members. The department of the Committee Chair is responsible for handling the administrative needs of the Committee. At the discretion of the Dean, the Associate Dean for Academic Affairs may serve as an ex officio non-voting member.

Diversity, Equity, and Inclusion Committee (Diversity Committee)

The Diversity, Equity, and Inclusion Committee (Diversity Committee) is responsible for advising and coordinating COPH efforts to recruit and retain a diverse faculty, staff, and student body. The Diversity Committee works closely with the UAMS Division of Diversity, Equity, and Inclusion (DDEI). The Committee coordinates efforts to engage the broader community and stakeholders to support the mission of the COPH.

The Diversity Committee is composed of the Assistant Dean for Diversity, Equity, and Inclusion, the Director of the Office of Community-based Public Health (OCBPH), three faculty chosen by the college's faculty, two staff members chosen by the college's staff, and a student representative per appointment procedures detailed in this document, and an individual annually chosen and appointed by the Vice Chancellor for Diversity, Equity and Inclusion in consultation with the Assistant Dean for Diversity, Equity, and Inclusion. The Assistant Dean for Diversity, Equity, and Inclusion serves as permanent chair.

The Director of the OCBPH is a permanent ex officio non-voting member. The DDEI appointee is an ex officio non-voting member. The faculty and staff members serve three-year terms; the DDEI ex

officio non-voting member serves a one-year term. The Committee meetings are open to all COPH faculty, staff, and students. Recommendations from the Committee are made to the Dean.

All changes proposed by the Diversity Committee require approval by the DEC and the Dean.

The Committee reports to the Dean and will annually present a written annual report to the DEC during its October meeting.

Public Health Policy Committee (PHPC)

The Public Health Policy Committee (PHPC) is responsible for identifying, discussing, and coordinating responses to public policy issues relevant to the mission and vision of the COPH. The PHPC does so at the request of the Dean. This function includes:

- Providing sound scientific content to stakeholders to inform existing and pending policies;
- Identifying experts in COPH who can provide such content;
- Responding to requests from the UAMS Chancellor and his/her Cabinet for advice;
- Recommending policies that govern the operations of the COPH and/or enhance COPH public health practice;
- Coordinating efforts of other groups in UAMS to inform public health policies as described in the current UAMS strategic plan; and
- Educating stakeholders on research-informed decision-making that is consistent with the mission, vision, and values of COPH.

The PHPC does not represent the COPH or UAMS on policy issues. The PHPC may not develop position papers representing the COPH or UAMS without express permission from the Dean. All recommendations or written products developed by the PHPC must be provided to the Dean. Products will be circulated only after review and approval by the DEC, the Dean, and UAMS Office of Communications and Marketing.

The committee chair is appointed by the Dean and shall serve a two-year term. The committee is composed of at least one representative from each COPH department and center; a member of the Cancer Institute involved in work related to public health policy, and a student per appointment procedures detailed in this document. Faculty and staff members serve two-year terms.

The PHPC meetings are open to all COPH faculty, staff, and students. Recommendations from the Committee are made to the Dean and shall not be made public without written approval from the Dean.

The PHPC reports to the Dean and will annually present a written annual report to the DEC during its October meeting.

Student Council

The Student Council is responsible for advancing the interests of COPH students serving as an exemplar of public health values and principles. The Student Council operates according to the Student Council Constitution.

The Student Council is composed of students from each certificate and professional and academic degree program in the College. The Master of Health Administration Student Association (MHASA) works in conjunction with the Student Council to further the Student Council's goals. The MHASA is defined by the Director of the Master of Health Administration program in consultation with relevant stakeholders. Existing members of the Student Council shall elect the President of the Student Council at the first meeting of each academic year. The Assistant Dean for Student and Alumni Affairs serves as advisor to Student Council.

The Student Council meets with the Dean annually during the fall semester. Recommendations from the Student Council are made to the Dean through the DEC.

Honor Council

The primary purpose of the Honor Council is to promote, encourage and ensure compliance with the Honor Code. The Honor Council ensures that any person accused of misconduct receives fair and impartial treatment in any proceeding related to an alleged violation of the Honor Code.

The Honor Council operates according to the Honor Council Constitution. Resolution of any and all alleged violations of the Honor Code should first be attempted by the Department Chair. Any and all alleged violations that cannot be resolved by the Department Chair are forwarded to the Honor Council by the Department Chair. Any and all alleged violations forwarded to the Honor Council are managed according to the Honor Council Constitution

The Honor Code and Honor Council Constitution are distributed to all faculty, staff, and students of the College on an annual basis and are made available on the COPH website.

The Honor Council is composed of five COPH students elected by the COPH student body and two faculty members appointed by the Dean. The Associate Dean for Student and Alumni Affairs and the Associate Dean for Academic Affairs are ex officio non-voting members of the Honor Council.

The faculty members appointed by the Dean each serve one two-year term and may be reappointed at the Dean's discretion. The duration of terms is staggered so only one faculty member's term expires each year. The Honor Council meets annually in February to elect a president and secretary from among its student members.

The Honor Council convenes as needed by the Associate Dean for Academic Affairs. Subsequent to completing necessary business, the Honor Council adjourns until re-assembled by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs is responsible for developing the Honor Council agenda as needed and for maintaining Honor Council records.

Student Participation on Permanent Committees

Student members of permanent committees must be in good academic standing and are appointed by the Student Council in consultation with the Associate Dean for Student and Alumni Affairs. Students serve one-year terms and are non-voting members unless otherwise noted. Appointments occur annually during the spring semester.

A student member can resign from a committee for any reason. 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 Associate Dean for Student and Alumni Affairs in the case of a student resignation. The Student Council will appoint a student in consultation with the Associate Dean for Student and Alumni 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.

Modification of the Governance Document

Modifications to the Governance document shall be initiated when requested in writing to the DEC by the Dean, a Department Chair, or a resolution signed by one-third of the COPH primary faculty.

All proposed modifications to the Governance require faculty review. Proposed modifications to the Governance are provided electronically to all COPH primary faculty and the Chair of the Biostatistics Department, if the Chair's primary appointment is not in the COPH, for review and comment. Comments must be forwarded to the Dean within ten working days.

All comments received will be reviewed by the Dean and the DEC. A final version with revisions by the Dean and DEC will be provided electronically to all COPH primary faculty and the Chair of Biostatistics, if the chair's primary appointment is not in COPH. Approval of modifications to the Governance requires a majority vote of the primary COPH faculty. Proposed changes not receiving a majority vote of the entire primary faculty will fail.

Revised and adopted July 23, 2001 by the Inaugural Faculty, UAMS College of Public Health.
Revised: September, 2006; August 2013; March 2014; October 2020.