

# GOVERNANCE PLAN OF THE UNIVERSITY CENTER REGARDING THE CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY:

## Article VI. CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY

### A. Administrative Officers

1. Dean. There shall be a Dean of the CUNY Graduate School of Public Health and Health Policy, who shall be appointed by the Chancellor. The Dean shall report to the Chancellor and shall have responsibilities and authority comparable to that of Presidents as described in Section 11.4 of the Bylaws of the Board of Trustees.

2. Associate and Assistant Deans. After consultation with the Faculty-Student Council, the Dean may create new Associate and Assistant Deans positions, appoint them and assign such duties and responsibilities as are necessary and appropriate.

### B. Administrative/Advisory Bodies

1. Dean's Cabinet. There shall be a Dean's Cabinet consisting of the Dean, the Associate and Assistant Deans, the Department Chairpersons, the Chairperson of the Faculty-Student Council, and such other persons designated by the Dean. The Cabinet shall advise the Dean with respect to the policies and operations of the CUNY Graduate School of Public Health and Health Policy.

2. Dean's Public Health Advisory Council. There shall be a Dean's Public Health Advisory Council consisting of members appointed by the Dean who shall be representative of external organizations involved in public health research or policy or the delivery of health or health-related services and the Chairperson of the Faculty - Student Council. The Dean's Public Health Advisory Council shall meet as requested by the Dean and shall advise the Dean with respect to the research, programs and workforce development and training to ensure that they meet the needs of the community.

### C. Departments and Other Academic Units

1. The CUNY Graduate School of Public Health and Health Policy shall have the following four departments: Epidemiology & Biostatistics, Health Policy and Management, Community Health and Social Sciences and Environmental, Occupational and Geospatial Health Sciences.

2. Each department shall nominate and recommend to the Dean by majority vote at least two individuals to serve as Chairperson, who must be tenured members of the faculty at the rank of associate professor or higher. The Dean shall select and appoint the Chairperson from among those nominees or, if the Dean rejects the nominees, shall select another person, including by means of a search, after consultation with the department, in accordance with the Bylaws of the Board of Trustees.

3. Each department shall have a Committee on Appointments, Promotion and Tenure, comprised of three members: the department Chairperson and two members elected by the departmental faculty, one of whom may be untenured. The Committee shall review faculty qualifications for initial appointment and faculty performance in connection with reappointment, including reappointment with tenure, and promotion and make recommendations to the School-Wide Committee on Appointments, Promotion and Tenure.

#### D. Faculty

1. The faculty of the CUNY Graduate School of Public Health and Health Policy shall consist of all full-time faculty and joint, affiliated and adjunct faculty appointed to the School in accordance with the procedures set forth below and the policies of the University.

2. The initial faculty of the CUNY Graduate School of Public Health and Health Policy shall consist of the current faculty appointed to the CUNY School of Public Health and such additional faculty who have accepted offer letters from the Dean prior to the effective date of this governance plan. Faculty shall be assigned to a department after the Dean and the faculty member have agreed on a mutually satisfactory assignment.

3. Subsequent appointments to the faculty shall be made through recommendations of the Department Chair and approval by the Departmental and School-wide Committees on Appointments, Promotion and Tenure and the final decision of the Dean, subject to approval by the Board of Trustees.

#### E. Faculty-Student Council

1. The Faculty-Student Council. The Faculty-Student Council shall be the governing body of the CUNY Graduate School of Public Health and Health Policy pursuant to the Bylaws of the Board of Trustees.

2. Meetings. The Faculty-Student Council shall meet at least three times per semester and shall distribute its agenda at least one week prior to its meetings. A majority of the members of the Faculty-Student Council shall constitute a quorum. Meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order, except that no action may be taken by the Faculty-Student Council or any of its Standing Committees unless there is an affirmative vote of a majority of all of its members.

3. Membership. The Faculty-Student Council shall consist of the Dean, the Associate and Assistant Deans, all full-time and joint faculty and seven students elected by the student government. The Dean, the Associate and Assistant Deans and affiliated and adjunct faculty may attend meetings with voice but without vote. The Faculty-Student Council shall elect a tenured member of the faculty as Chairperson to preside over its meetings.

4. Duties. The Faculty-Student Council shall have the following duties and powers:

- a. formulate educational policy and develop standards for admissions, academic performance and degree requirements for students, as well as standards for the appointment and reappointment of faculty consistent with and subject to the Bylaws and policies of the Board of Trustees and other University policies and procedures;
- b. review academic programs and curricula;
- c. recommend to the Dean and the Board of Trustees, based on a vote of the voting faculty members, the granting of graduate degrees, program certificates and honorary degrees to qualified candidates;
- d. establish a student academic appeals committee;
- e. establish a framework for student government in consultation with interested students;
- f. consider any other academic matters and make recommendations to the Dean and the Board of Trustees; and
- g. recommend revisions to this governance plan.

5. Standing Committees. The Faculty-Student Council shall establish such standing and temporary committees as are needed to accomplish its goals and coordinate responsibilities across departments, determine the number of members and assign them such duties as it deems appropriate. The voting faculty members of the Faculty-Student Council shall elect the faculty members of each standing or temporary committee, providing all departments with equitable opportunities to participate in committees. Each standing or temporary committee shall elect its own chairperson. The Dean may also appoint to each such committee one administrative staff and one student member nominated by the student government; such staff and students shall have voice but no vote. Each committee may establish appropriate subcommittees. Initially, the Faculty-Student Council shall have the following standing committees:

- a. Steering and Elections Committee. The Steering and Elections Committee shall establish the agenda for the meetings of the Faculty-Student Council, identify major issues for the Council's consideration and oversee the activities of the other standing committees. It shall also oversee the election of faculty to the Faculty-Student Council and its committees. The Steering Committee may act for the Faculty-Student Council between Council meetings where there is an urgent need for immediate action and the Dean requests such action. The Dean or his/her representative shall be a member of the Steering and Elections Committee.
- b. Curriculum Committee. The Curriculum Committee shall review all programs and courses, and amendments and addition thereto within the CUNY Graduate School of Public Health and Health Policy and report its recommendations to the Faculty-Student Council.
- c. Assessment Committee. The Assessment Committee shall recommend procedures for monitoring and evaluating student progress in achieving the expected competencies and the quality of each program. It shall also assist the Dean or his/her designee in evaluating student achievement in and the quality of each program and in presenting annual data assessing performance against those measures.
- d. Admissions and Awards Committee. The Admissions Committee shall recommend standards for admissions for each program within the CUNY Graduate School of Public Health and Health Policy and shall review the qualifications of students proposed for

admissions. The Committee shall also recommend procedures and standards for awards.

#### F. School-Wide Committee on Faculty Appointments, Promotion and Tenure

The CUNY Graduate School of Public Health and Health Policy shall have a School-Wide Committee on Faculty Appointments, Promotion and Tenure, comprised of seven members: the Chairpersons of the four departments and three other faculty members elected by the voting faculty members of the Faculty-Student Council. All members of the Committee must be tenured members of the faculty. After receiving recommendations from a Departmental Committee on Faculty Appointments, Promotion and Tenure, the School-Wide Committee on Faculty Appointments, Promotion and Tenure shall review faculty qualifications for initial appointment and faculty performance in connection with reappointment, including reappointment with tenure, and promotion and make recommendations to the Dean.

#### G. Amendments.

Amendments to this governance plan may be proposed by a petition or affirmative vote of 20% of the members of the Faculty-Student Council. Amendments may be adopted by a two-thirds affirmative vote of the members of the Faculty-Student Council, provided that the text of the proposed amendment has been sent in writing to every member of the Faculty-Student Council at least two weeks before the meeting at which the proposed amendment is to be considered. Amendments adopted by the Faculty-Student Council are subject to the approval of the Board of Trustees before they become effective.

*Approved by the Board of Trustees on March 21, 2016. This Governance Plan supersedes the "Governance Plan of the University Center of the Graduate School and University Center of the City University of New York. Article VI. CUNY School of Public Health" approved by the Board of Trustees on June 24, 2013.*