THE GRADUATE SCHOOL AND UNIVERSITY CENTER – AMENDMENTS TO GOVERNANCE PLAN OF UNIVERSITY CENTER REGARDING THE CUNY GRADUATE SCHOOL OF PUBLIC HEALTH AND HEALTH POLICY

RESOLVED. That the Board of Trustees hereby approves the amendments to the governance plan of the University Center of the Graduate School and University Center regarding the CUNY School of Public Health as set forth below.

GOVERNANCE PLAN OF THE UNIVERSITY CENTER OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER OF THE CITY UNIVERSITY OF NEW YORK

Article I. ADMINISTRATION

A. The President of the Graduate School and University Center is the chief academic officer and administrator of the University Center.

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B. The University Center shall include the School of Professional Studies, the CUNY Baccalaureate Program, the Graduate School of Journalism, Macaulay Honors College, the CUNY Graduate School of Public Health and Health Policy and such other University-wide programs and schools created or assigned there by the CUNY Board of Trustees.

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

A. Administrative Officers

1. Dean of the School of Public Health. There shall be a Dean of the CUNY School of Public Health and Health Policy, who shall be appointed by the Chancellor after consultation with the Presidents of Hunter College, Brooklyn College, Lehman College, and the Graduate School and University Center (these four colleges constituting collectively the “Consortial Campuses”). The search committee for the Dean shall be formed by the Chancellor after consultation with the Presidents of the Consortial Campuses, and shall include at least one faculty and one administrative representative from the CUNY School of Public Health and from each of the Consortial Campuses. The President of each Consortial Campus shall recommend representatives after consultation with the faculty at that campus who are members of the Core Faculty of the CUNY School of Public Health. The Dean shall report to the Chancellor and shall consult as appropriate with the Presidents of the Consortial Campuses. The Dean shall have general responsibility to develop, implement and administer the programs and resources of the CUNY School of Public Health, in consonance with the policies and responsibilities and authority comparable to that of Presidents as described in Section 11.4 of the Bylaws of the Board of Trustees of The City University of New York.
2. Associate and Assistant Deans. After consultation with the Faculty-Student Council, the Dean may create new Associate and Assistant Deans. Following consultation with the Presidents of the Consortial Campuses, the Dean may appoint Associate and Assistant Deans of the School of Public Health as are necessary in accordance with the established policies of the CUNY Board of Trustees for such appointments. The Associate and Assistant Deans shall have such duties and responsibilities as may be assigned to them by the Dean. Whatever the number or titles of the Associate and Assistant Deans, they shall have responsibility for and report to the Dean regarding the areas of academic affairs, finance and administration, student and alumni affairs, research and sponsored programs, and planning and evaluation. positions, appoint them and assign such duties and responsibilities as are necessary and appropriate.

1. Campus Directors. There shall be a Campus Director from the faculty of each of the Consortial Campuses who shall report to the Dean or such Associate Dean or Assistant Dean as the Dean may designate. The Campus Directors shall serve as a liaison to their home campus with respect to public health programs and shall coordinate with respect to teaching assignments, course scheduling and other such matters. The Campus Directors shall also communicate with the department chairperson at the home campus of each faculty member in his/her program concerning that faculty member’s performance at the CUNY School of Public Health in connection with the annual evaluation at the home campus. The Dean and the President of the Graduate School and University Center shall jointly appoint the Campus Director for the Graduate School and University Center (who shall also serve as the Executive Officer of the Doctor of Public Health Program). The Campus Directors from the other three Consortial Campuses (who may have a different title at their home campus) shall be selected by such method as each of those campuses shall determine pursuant to its governance plan, subject to approval by the Dean. Each Campus Director shall serve for a three-year term and may be removed by the Dean, after consultation with the appropriate Consortial Campus President, in the best interest of the School of Public Health and in the same manner as department chairpersons may be removed by a president pursuant to the Bylaws of the CUNY Board of Trustees.

B. Administrative/Advisory Bodies

1. Dean’s Cabinet. There shall be a Dean’s Cabinet consisting of the Dean, the Associate and Assistant Deans and the Campus Directors and, the Department Chairpersons, the Chairperson of the Faculty-Student Council, and such other persons designated by the Dean which, 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. Council of Provosts. There shall be a Council of Provosts consisting of the Dean and the Provosts of the Consortial Campuses. The Council of Provosts shall advise the Dean on matters related to the policies and operations of the CUNY School of Public Health, with particular emphasis on ensuring that the needs of the Consortial Campuses are met and that the policies and procedures of the School are consistent with those of the Consortial Campuses. The Council of provosts will also advise the Dean on the development and implementation of memoranda of understanding among the Consortial Campuses relating to the academic, financial and administrative arrangements among their public health programs and those of the CUNY School of Public Health.

3-2. Dean’s Public Health Leadership Advisory Council. There shall be a Dean’s Public Health Leadership 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 Leadership 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 of the School of Public Health 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. Initial Composition.

The faculty of the CUNY Graduate School of Public Health shall consist initially of all full-
time faculty from the Consortial Campuses whose primary appointment is in a program leading
to a doctoral or master’s degree in public health, a master’s of science degree in nutrition or
environmental and occupational health sciences, or a bachelor’s degree in nutrition or
community health education, and such other faculty (including adjunct faculty) appointed by the
Dean after consultation with the Faculty Appointments Committee. All such faculty except
adjunct faculty shall be Consortial Faculty at the CUNY School of Public Health with their
primary appointment at another CUNY campus.

2. New Appointments.

a. Thereafter, new consortial faculty shall be appointed to the CUNY School of Public
Health after consultation with the President of one of the Consortial Colleges and
review by the Faculty Appointments Committee. The final decision regarding such
consortial appointment shall rest with the Dean. In the event that a candidate for
appointment to the CUNY School of Public health is simultaneously under
consideration for an appointment at one of the Consortial Colleges, the Dean and the
President of that college shall coordinate as to the timing of the review processes.
b. In addition, the CUNY School of Public Health shall have the authority to hire full-
time faculty, whose primary appointment shall be at the CUNY School of Public
Health (hereinafter “CUNY School of Public Health Faculty”). The Dean shall make
such appointments, as well as the appointment of adjunct faculty, after receiving the
recommendations of the Faculty Appointments Committee.

3. Review and Reappointment of Consortial and Adjunct Faculty. The Faculty
Appointments Committee shall conduct annual reviews of the Consortial Faculty and
adjuncts. It shall convey its recommendations regarding reappointment to the Dean and also,
in the case of Consortial Faculty, to the President of the Consortial College at which the
faculty member has his/her primary appointment. Subject to the Board of the Trustees, the
Dean shall have final decision-making authority regarding reappointments of Consortial
Faculty and shall coordinate
the review process and consult with the President of the Consortial College at which a
Consortial Faculty member has his/her primary appointment.
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.

4. Review, Reappointment and Promotion of CUNY School of Public Health Faculty. The
Faculty Appointments Committee shall also conduct annual reviews and make recommendations
to the Dean regarding reappointment of the untenured CUNY School of Public Health Faculty
except with respect to reappointments with tenure. The Faculty Promotion and Tenure
Committee shall conduct reviews and make recommendations to the Dean with respect to
reappointments with tenure and promotions. Subject to the Board of Trustees, the Dean shall
have final decision-making authority regarding reappointments, tenure and promotion of the
CUNY School of Public Health Faculty.

2. 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.

5. Core Faculty. Pursuant to guidelines developed by the Faculty Appointments
Committee and approved by the Dean, the Dean shall designate as Core Faculty the consortial
faculty whose
primary activities and responsibilities are related to the CUNY School of Public
Health. Other consortial faculty shall be designated affiliated faculty.

D. Governing Body.

E. Faculty-Student Council

4. The Faculty and 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 two weeks prior to its meetings, 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.

2.3. 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 for Academic Affairs, the Campus Directors, all CUNY School of Public Health Faculty and all Core Faculty, two affiliated faculty elected annually by the affiliated faculty and five students, one elected annually by and from the students at the School of Public Health from each of the Consortial Campuses except two shall be elected annually from Hunter College (one from the undergraduate program and one from the master’s program). Affiliated faculty other than the two elected representatives may attend meetings, the Associate and Assistant Deans and affiliated and adjunct faculty may attend meetings with voice but not without vote. The Dean shall serve as the chairperson of the Faculty-Student Council and shall preside over its meetings. The Council shall elect a tenured member each year to serve as vice chairperson of the faculty as Chairperson to preside in the absence of the Dean over its meetings.

3.4. Duties. The duties of the Faculty and Student Council shall be as follows (subject to the limitation that all actions of the Faculty and Student Council under subparagraphs a-c below must also be approved by the governing body of the applicable Consortial College): 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 CUNY Board of Trustees and other CUNY University policies and procedures;

b. review academic programs and curricula;

c. recommend to the Dean and the CUNY Board of Trustees, based on a vote of the voting faculty members, the granting of undergraduate degrees, 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 CUNY Board of Trustees; and

g. establish or abolish such standing or temporary committees as it deems necessary and consider reports and recommendations of those committees; and

f. recommend revisions to this governance plan.

4.5. 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. Initially, 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 Committee, a Curriculum Committee, an Assessment Committee and an Admissions Committee. Each committee may establish appropriate subcommittees. Members of

1. the committees shall be elected by the Faculty and Student Council. CUNY School of Public Health Faculty and Core Faculty members of standing committees shall serve for staggered three-year terms, other members shall serve for annual terms.

a. 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. 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. It shall also coordinate its work with that of the appropriate committees and governing bodies of the Consortial Colleges.

c. 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. 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 by each Consortial College. The Committee shall also recommend procedures and standards for awards.

E. Faculty Appointments Committee.

1. Composition. The CUNY School of Public Health shall have a Faculty Appointments Committee whose members shall consist of five CUNY School of Public Health Faculty, elected by the CUNY School of Public Health Faculty, and four Core Faculty elected by the Core Faculty for staggered three-year terms, of whom one shall be a Core Faculty member from a doctoral program and three shall be Core Faculty members from a master’s program, one each from Hunter College, Lehman College and Brooklyn College.

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

2. Duties. The Faculty Appointments Committee, 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 (except with respect to, including reappointment with tenure) and make recommendations to the Dean regarding such appointments and reappointments to the CUNY School of Public Health. The Committee shall also recommend to the Dean the appropriate guidelines for designating Core Faculty, and promotion and make recommendations to the Dean.

F. Faculty Promotion and Tenure Committee.

1. Composition. The CUNY School of Public Health shall have a Faculty Promotion and Tenure Committee whose members shall consist of five tenured members of the CUNY School of Public Health Faculty, elected by the CUNY School of Public Health Faculty.

2. Duties. The Faculty Promotion and Tenure Committee shall review faculty qualifications for promotion and for reappointment with tenure and make recommendations to the Dean.

G. Amendments.

Amendments to this governance document relating to the operations of the CUNY School of Public Health 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 present and a majority vote of the entire membership at any meeting of the Faculty and 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. Proposed amendments are subject to the approval of the CUNY Board of Trustees before they become effective.
Approved by the Board of Trustees on June 24, 2013.

Prior to the time there are more than five tenured members of the CUNY School of Public Health, all tenured members (whatever their number) of the CUNY School of Public Health Faculty shall serve on the Faculty Promotion and Tenure Committee. In addition, the Dean shall appoint tenured members of the Core Faculty to serve on the Faculty Promotion and Tenure Committee in order to bring the total number of members to five. These amendments are part of that transition process. They were approved by the Faculty Council of the CUNY Graduate School of Public Health and Health Policy on January 29, 2016.
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