

**Arnold School of Public Health
Faculty Governance/School Committees**

Administrative Council

The Administrative Council (AC) is the primary decision-making body of the school and acts as a liaison between the higher administration and the faculty and staff in departments. The AC reviews and approves virtually all programmatic and policy decisions for the Arnold School. In these discussions the department chairs represent the views of their respective faculty and staff. Planning activities at the school level primarily occur within Administrative Council and often in the context of development of our Blueprint for Academic Excellence. Discussion of any substantive topic extends over multiple meetings to allow chairs to discuss the issues with and solicit input from the departments.

Membership: Dean, associate and assistant deans, department chairs

Standing Committees

Academic Programs Committee

The purpose of the Arnold School Academic Programs Committee is to oversee newly proposed curricula or changes to existing curricula and to support and promote opportunities for quality learning experiences in public health throughout the state of South Carolina. The current goals of the Academic Programs Committee are to:

1. maintain quality and integrity of the school's curricula and courses
2. monitor compliance with instruction-related accreditation criteria through oversight of competency mapping procedures
3. review proposed new courses or curricula;
4. review additions/deletions/changes to existing courses or curricula;
5. develop school-wide policies for distance delivery of individual courses and curricular programs
6. facilitate and advise the division of academic affairs about most appropriate strategies to facilitate effective delivery of distance education (e.g., marketing, technical support, resources)

Membership: One faculty representative per department (three-year terms), associate dean for faculty affairs and curriculum and assistant dean for undergraduate student services as ex officio members and co-chairs.

Diversity and Inclusion

The Arnold School Committee on Diversity and Inclusion is charged with developing, maintaining, and monitoring the school's progress in implementing its *Strategic and Tactical Plan Concerning Diversity, Inclusion and Equity*. The committee identifies policies and resources at the university level that can assist the school in meeting its diversity goals, and recommend policies and procedures for the school level concerning faculty, staff, and student recruitment and retention. Thinking beyond race/ethnicity, the committee advises the school in developing a culture of respect, acceptance, and inclusivity.

Membership: At least one faculty representative per department (three-year terms) and at least one student representative (one-year term); associate dean for diversity, equity, and inclusion as ex officio member and chair.

Evaluation

The Arnold School Evaluation Committee was developed to ensure a purposeful, collaborative approach to all planning and evaluation activities. The committee assists school leadership in developing evaluation plans in connection with the strategic planning process and reviewing and making recommendations for improving the school's data collection and evaluation processes. All of this is focused on ensuring that useful, accurate data are efficiently collected with a minimum duplication of effort and that the evaluation results are available and used by school and department leadership.

Membership: One faculty representative per department (three-year terms) and at least one student representative (one-year term); at least one representative from the public health community (alumni and/or partner), associate dean for operations and accreditation and the director of evaluation and academic assessment as ex officio members and co-chairs.

Scholastic Standards and Petitions (Grievance Committee)

The Arnold School Scholastic Standards and Petitions Committee acts as an investigatory and advisory body on student appeals and grievances of an academic nature (this excludes grades), and reviews and recommends appropriate action on academic requirements and standards, current academic policies and practices, and petitions from students who seek relief from scholastic regulation and requirements. The committee is not used for appeals where a clearly defined appeal process has already been established. Functions of the school's committee are spelled out in the *Faculty Manual*:

Each college shall elect from its faculty a committee on scholastic standards and petitions to oversee the academic progress of undergraduate majors in its degree programs. This committee may formulate regulations concerning the scholastic standards of degree programs within the college, provided that these shall not be lower than the general university standards. Such regulations shall govern criteria for entrance into degree programs, criteria for determining scholastic eligibility of majors enrolled in degree programs, the number of majors that a degree program may accommodate, and attendance.

In order to become effective, such regulations formulated by a college committee and approved by the college faculty, must be submitted to the university Committee on Scholastic Standards and Petitions during the semester prior to the proposed implementation date. If approved, the proposed regulations must be submitted to the Faculty Senate. Approved regulations shall take effect after their publication in the university Undergraduate Studies Bulletin unless rescinded by action of the university faculty or the Faculty Senate.

The college committee shall also act on petitions concerning college and university academic regulations. Procedures for appeals of college committee decisions are set forth under the Committee on Scholastic Standards and Petitions.

In the event that a student who meets the requirements to continue enrollment in the university is not allowed to continue in a particular degree program, no record of that action shall be made in the student's file.

By September 1, the college committee shall make an annual report to the university committee on the number of petitions received and their disposition.

Membership: At least one faculty representative per department (three-year terms) and at least one undergraduate and one graduate student representative (one-year terms); assistant dean for undergraduate student services as chair.

Tenure and Promotion Committee

The Arnold School Tenure and Promotion Committee is essential to the school. The purpose of the committee is to review and promote excellence in performance of teaching, research and service of tenure-track faculty. Specific goals include:

- evaluation of candidates for tenure and promotion;
- third-year review of untenured faculty;
- post-tenure review of tenured faculty;
- development and approval of tenure and promotion guidelines and criteria.

The structure and function of the committee change to accommodate faculty growth and new accountability requirements. These changes are accomplished through the collaboration of the committee chair, the associate dean of faculty affairs and curriculum, and, if necessary, the committee and/or dean.

Membership: all tenured faculty members in the Arnold School; committee chair is a tenured professor elected by the committee for a two-year term.

Councils

Council of Program Directors

The Arnold School Council of Program Directors addresses policies and issues related to student services and support, including student recruitment and application procedures, policies related to student support, and student travel awards. Members of this council are expected to be actively involved with annual program assessments. This council is advisory to the division of academic affairs and to the dean.

Membership: all graduate and undergraduate program directors; associate dean for faculty affairs and curriculum and assistant dean for undergraduate student services as co-chairs. Council typically meets with associated departmental/program staff and director of graduate student services.

Dean's Student Advisory Council (aka Executive Committee of the Arnold School of Public Health Student Association)

The mission of the Dean's Student Advisory Council is to provide departmental representation to the Arnold School administration in order to address student concerns, promote volunteer, social, and networking opportunities, and to aid in gaining and retaining top tier students.

Membership: two graduate student representatives per department (two-year term) plus 2 undergraduates per department (EXSC and PUB); liaisons to the university's graduate student association, the APHA student caucus, the SC Public Health Association, and Institute for Healthcare Improvement (IHI) Open School, as available. The office of graduate student services provides staff support. The associate dean for faculty affairs regularly attends meetings. The

dean and other associate deans attend periodically.

Research Advisory Council

The Arnold School Research Advisory Council serves in an advising capacity to the school's associate dean for research and the director of the Research Support Core. The purposes of the committee are to:

1. advise the school's office of research regarding ways to increase the school's research productivity;
2. recommend specific research topics and directions for development within the school;
3. provide guidance on protocols for all research functions at the school;
4. review new research policies and procedures developed by the Research Support Core;
5. serve as a communication link between the Research Support Core and faculty and staff within the member's individual unit/department.

Membership: One faculty representative per department (three-year terms); associate dean for research as chair.

Awards Committees

The Arnold School faculty award committees consist of three to four recent past winners of the respective awards. The faculty award announcement, nomination and selection process is coordinated by the division of academic affairs.

The school student awards are decided by a committee of departmental faculty representatives. The school student award announcement, nomination and selection process is coordinated by the office of graduate student services.

The school alumni awards are decided by a committee of school alumni, representing as many disciplines as possible. The alumni award announcement, nomination and selection process is coordinated by the development office.