

# Organizational Review

---

## College of Public Health

### Departmental Review Guidelines

#### **Purpose of the Review**

The departmental review should assist the faculty, Dean and University administration in (1) evaluating how effectively the department is achieving its goals; (2) identifying the department's strengths and weaknesses; and (3) developing strategic plans and priorities for future directions of the department. The review recommends what steps need to be taken to ensure that the department's mission is fulfilled, to improve the department's quality, and increase its centrality to the missions of the college and the university.

#### **Scope of the Review**

The scope of the review includes the following topics:

1. Overview and Goals (including departmental Vision and Mission, and responses to previous recommendations).
2. Strengths and Opportunities (including faculty, staff, students, and alumni, as well as physical facilities and important collaborations).
3. Teaching (academic programs and other teaching).
4. Research (publications, research funding, faculty offset).
5. Service (to the institution, profession, and community).
6. Interplay Among Teaching, Research, and Service.
7. Conclusion (summary and future plans).

Additionally the Dean may advise the DEO to focus on specific areas of the above, or to address additional questions specific to that department.

#### **Outline of Process**

The Review process has four main components:

1. The department first completes a Self-Study.

2. An Internal Review Committee, comprised primarily of collegiate faculty outside of the department, does an assessment based on the Self-Study and interviews of members of the department, and then submits recommendations.
3. External reviewers from outside the university, acting independently of the Review Committee, does its own assessment and makes recommendations.
4. The Dean assimilates the Self-Study, the Internal Review Committee's Report, and the External Reviewer's report, and makes final recommendations for the department.

*\*Note: University policy labels the Self-Study as the "internal review", and uses the term "external" to include non-departmental reviewers inside and outside the university. In this policy, we use the words "internal" and "external" as described in this outline.*

## Departmental Self-Study

The point of departure for the review is a departmental Self-Study prepared in consultation with, and approved by, the faculty of the department. The Self-Study document should be no longer than 15 pages plus one page per academic program, plus appendices. The following is a template for the Self-Study, which may be modified in consultation with the Dean's Office in order to be more relevant to a particular department. (Self-Study Template available in "Helpful Documents" section of the CPH Faculty Handbook)

## The Review Committee

**Nomination and Selection of the Internal Review Committee.** The DEOs of the departments not the subject of the review should nominate at least one faculty member to serve on the Committee. One or more non-CPH faculty from the university may also be nominated by the department or the Executive Committee. The Dean, in consultation with the Executive Committee, makes the final decision on committee membership.

**Internal Review Committee Charge.** The Internal Review Committee should proceed with judgment appropriate to the situation and among other things, should receive the materials collected by the Department, including the self-study and other relevant background information, and should interview the DEO, faculty, key staff, and students of the department. The interviews should occur in a "site visit" format, and departmental staff should facilitate the scheduling of the interviews. The Internal Review Committee should assess and evaluate all aspects of the department, as listed above in the *Scope* section. The Internal Review Committee should proceed in an open, yet discrete and confidential, manner to assure the success of the review process.

**Internal Review Committee Report.** The Committee's report is to contain its member's perspective, opinions, and recommendations. The report need not include material from the Self Study or other materials prepared by the Department, except as necessary to support specific recommendations. The report should not include items such as direct quotations of dialogue from Review Committee meetings or direct quotations from departmental members or others interviewed. It must be in a form and of a substance suitable for transmission to the faculty of the Department under review, as well as other recipients of the report in the Central Administration. Specifically, comments that might be construed as pertaining to confidential personnel matters should not be included in the body of the report. These comments may be submitted to the Dean under separate cover for inclusion in the relevant personnel file.

A preliminary draft of the review and its recommendations should be prepared by the Internal Review Committee and submitted to the Dean, who will forward it to the Executive Committee for review and comment. The Executive Committee will scrutinize the report for factual errors, but not to change its thrust, and will recommend modifications to be considered by the Internal Review Committee.

The final report is to be submitted by the Internal Review Committee to the Dean. Any additional materials collected by the Committee that were not in the Self-Study should also be transmitted to the Dean. Any notes taken by Committee members during the interviews should be destroyed once the entire Review process has been completed.

**Department's Response to the Internal Review Committee Report.** The Dean shall discuss the Review Committee Report with the DEO, who then discusses it with the Departmental faculty. If the DEO, or any member of the Departmental faculty, objects to any portion of the review or the recommendations arising from it, they may so indicate in a letter to the Dean. These letters become a part of the review file in the Dean's Office. The Dean may refer the contested matter back to the Review Committee for further consideration. The additional or amended findings of the latter shall then be presented to the Executive Committee for discussion and action. Upon approval, they shall be added to the review file in the Dean's Office.

## **External Reviewers**

**Nomination and Selection of External Reviewers.** The department may recommend to the Dean possible outside external reviewers. They should be individuals from within the discipline(s) represented in the department. The department should provide a brief background of each proposed reviewer. The information should include contact

information and resumes, biosketches, or CV's to demonstrate their qualifications to be reviewers. External reviewers should be members of the faculty at peer institutions and may not be individuals who have a close professional relationship (e.g., as co-author, former advisee, or mentor) of any member of the department. The Dean appoints and invites external reviews in consultation with the Executive Committee.

**External Reviewers' Charge.** The external reviewers interview faculty, staff, and students in the department. They may also interview other faculty and administrators suggested by the department, or the College. The department will prepare the schedule of the reviewers' interviews and transmit the schedule to the reviewers and the Dean the week before the review visit. The reviewers may meet with departmental faculty individually or in groups, as determined by the DEO in consultation with the faculty. The department should encourage as many students as possible to participate in the review. The visit usually begins with an orientation meeting with the Dean and ends with an exit interview with the Dean.

Consistent with the practices governing site visits of professional accrediting teams, the College asks that the external reviewers not receive or accept social invitations, including invitations to meals, from individual faculty members or subgroups in the department being reviewed, to ensure that the review process is fair and neutral and that it is perceived as fair and neutral.

**External Reviewers' Report.** The external reviewers prepare a written report to the Dean. The report should not include items such as direct quotations from their interviews or other comments that might be construed as pertaining to confidential personnel matters. The Dean reviews the report with the Executive Committee before transmitting the report to the department.

**Department's Response to the External Reviewers' Report.** As in the case of the Internal Review Committee report, the department may respond to the Dean regarding the External Reviewers' Report. However, the External Reviewers are usually not asked to modify their report.

## **Final Recommendations**

**Recommendations from the Dean.** The Dean drafts recommendations, based on the Self Study, the Review Committee Report, the External Reviewers' Report, and any responses from the department. These draft recommendations are shared with the Dean of the Graduate College and the Provost. The Dean then finalizes the recommendations and shares them with the DEO and the departmental faculty, and reports them to the Central

Academic Officers and Regents in compliance with the University procedures. Based on the review, the department should create or update their strategic plan to address the recommendations. After approximately three years, the Provost Office asks for a progress report from the department.

**Access to the Review Documents.** When the Dean's response to the review reports has been transmitted to the department, all the review materials are treated as public documents, except those that are prepared with an explicit expectation of confidentiality. The department has the responsibility of making the review materials available to faculty, staff, and students of the department upon request. The College should make the review materials available to others upon request.

**Overview of Timetable.** The review process will normally be completed in a year from the time the department begins the self-study.

- The Dean notifies each department of the schedule of its review.
- The Dean arranges the timing of the self-study.
- The Review Committee and External Reviewers are scheduled to conduct their interviews following the completion of the self-study.
- When the Review Committee and External Reviewers submit their reports, the department conveys its respective responses in a timely manner (e.g., within one month).
- Following receipt of the Dean's recommendations, the Department updates its strategic plan, as necessary, to address the recommendations.
- Approximately three years after the review is finalized, the department prepares a progress report for the Provost office.

UNIVERSITY OF IOWA

**Schedule of Academic Program Reviews (2010-11 to 2023-24)**

A=Accreditation; C=College Review; D=Departmental Review; L=Licensure (State); P=Program; O=Other

COLLEGE, DEPARTMENT, PROGRAM	Review Year and Type of Review															Normal Accreditation  Review Cycle	Accreditation Organization or  Other External Agency
	10- 11	11- 12	12- 13	13- 14	14- 15	15- 16	16- 17	17- 18	18- 19	19- 20	20- 21	21- 22	22- 23	23- 24			
COLLEGE OF PUBLIC HEALTH (Collegiate Review) (MPH)	A	C						A	C							7 years	Council on Education for Public Health (CEPH)
Biostatistics (MS, PhD)					D							D					
Community and Behavioral Health (2-MS, 2-MPH, 2-PhD)					D								D				
Epidemiology (MS, PhD)						D							D				
Health Management and Policy (MHA, PhD)		A	D						A	D						7 years	Commission on Accreditation of Healthcare Management Education (CAHME)
Industrial Hygiene (MS) (OEH)			A						A							6 years	Accreditation Board for Engineering and Technology (ABET)
Occupational and Environmental Health (MS, PhD)		D							D								
Public Health (BA, BS)															P	7 years (program began in Fall 2016)	

# Accreditation Information

The University of Iowa College of Public Health (UI CPH) is accredited by the Council on Education for Public Health ([CEPH](#)) which is an independent agency recognized by the US Department of Education to accredit schools of public health. These schools prepare students for entry into careers in public health. The UI CPH has been accredited since 2000.

At its June 16-18, 2011 meeting, the CEPH Board of Directors acted to accredit the College of Public Health at the University of Iowa for a seven-year term, extending to July 1, 2018.

<https://www.public-health.uiowa.edu/ceph-accreditation-self-study/>