

# MANUAL OF PROCEDURE

## College of Public Health The University of Iowa

### PREFACE

The Manual of Procedure of the College of Public Health is designed to foster an active, informed faculty and a suitably counseled administration and to promote communication between the faculty and the administration as they jointly seek to achieve the aims of the College. Execution of the procedures in this manual should yield a record of policies, goals, and experiences of the College to guide it in its continuous striving for excellence. Structure and operating procedures are described; responsibilities are defined and distributed; and mechanisms to implement change are specified.

In pursuit of these purposes and within the legal framework of the Code of the State of Iowa and subject to the authority of the Board of Regents, State of Iowa and to the approval of the President, the following Manual of Procedure has been formulated.

### ARTICLE I. THE FACULTY

- 1.0 *Membership:* The faculty of the College of Public Health shall consist of a voting and a nonvoting faculty. The voting faculty shall consist of duly appointed tenure track and salaried clinical track professors, associate professors, and assistant professors of the College of Public Health. The nonvoting faculty of the College shall consist of other persons of academic rank, who may attend meetings of the faculty and have the right of the floor, but do not have voting privileges. The President of the University, the Provost of the University, and the Dean of the Graduate College shall be *ex-officio* members of the faculty. The Executive Committee shall be the judge of voting status.
- 2.0 *Powers and Duties:*
- 2.1 The faculty may make recommendations to the Dean regarding policy, goals of the College, and the welfare of the faculty, including organization; policy; and performance of teaching, research, and service functions.
- 2.2 The faculty shall formulate and recommend educational policies of the College.
- 2.3 The faculty shall formulate and recommend admissions requirements and curricula of the College.
- 2.4 The faculty shall be responsible for student promotion and shall recommend the granting of degrees.
- 2.5 The faculty may organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.
- 3.0 *Meetings:*
- 3.1 *Regular Meetings:* At least two meetings per semester of the faculty shall be held as determined by the Executive Committee. In addition to voting and nonvoting faculty, appointed staff who hold primary appointments in the College and student departmental representatives will be invited.
- 3.2 *Special Meetings:* Special meetings of the faculty may be called by the Dean, the Executive Committee, the Faculty Council or on petition of at least ten members of the faculty.
- 3.3 *Presiding Officer:* The Dean or the Dean's designated representative shall preside. The President of the University or the President's representative may choose to preside at meetings of the faculty.
- 3.4 *Secretary:* The Dean's secretary shall distribute minutes of faculty meetings to members of the faculty within ten days after a meeting, and maintain a permanent file of such minutes. The agenda of each meeting and information pertinent to the agenda shall be prepared by the secretary and sent in advance of the meeting to members of the faculty.
- 3.5 *Quorum:* Fifty percent of the voting faculty shall constitute a quorum.
- 3.6 *Rules:* Meetings and voting shall be conducted according to Robert's Rules of Order, Revised. One-half of the voting faculty members present may require a mail referendum of the entire voting faculty on any question.

- 3.7 *Reports:* Reports of standing and special committees, and activities of the Executive Committee, the Faculty Council, the Public Health Research Council, and the Dean's office may be presented at faculty meetings.

## ARTICLE II. EXECUTIVE COMMITTEE

### 1.0 *Membership:*

The Executive Committee of the College of Public Health shall consist of the associate and assistant deans and the department heads. The administrator of the College, the communications director, the Dean, the **Chair (or one of the Co-Chairs) of the Faculty Council**, and the Dean's secretary are nonvoting ex officio members.

### 2.0 *Meetings:*

- 2.1 The Executive Committee shall meet bi-monthly and on call. Meetings of the Executive Committee shall be open to members of the faculty upon the request of the faculty members. The Executive Committee may vote to hold executive sessions, limited to members of the Executive Committee and other invited persons.
- 2.2 Fifty percent of the voting members of the Committee shall constitute a quorum.
- 2.3 The agenda for the Executive Committee meetings shall be distributed to the members before the meeting. The agenda shall be prepared by the Dean or the Dean's representative.

### 3.0 *Powers and Duties:* The Executive Committee--

- 3.1 Shall advise the Dean on matters pertinent to the function and welfare of the College.
- 3.2 May recommend policies to the Dean on subjects of concern to the College.
- 3.3 May call meetings of the faculty.
- 3.4 May prepare items to be included in the agenda of the faculty meetings.
- 3.5 Shall be available to participate in the selection of the Dean according to University procedure.
- 3.6 Shall initiate a review of the academic standing of each department in the College at least every five years by recommending individuals to the Dean for appointment to ad hoc review committees. The purpose of these committees shall be to evaluate teaching, research, and service functions of the department and to make appropriate recommendations to the Executive Committee and the Dean concerning departmental performance. When desirable, the opinion of qualified experts who are not members of the University faculty may be sought.
- 3.7 Shall meet with the Provost at least annually and report on the state of the College.
- 3.8 Shall investigate, and treat as it deems appropriate, matters presented to it for consideration by any member of the faculty.
- 3.9 Shall advise the Dean on long-term space needs for the College for research and teaching; space needs and desirable locations for research offices, laboratory facilities, computer laboratories, student commons, and classrooms; and Collegiate policy on space assignment and utilization for faculty, staff and students.
- 3.10 May call upon other members of the faculty and appoint ad hoc committees to assist the Executive Committee in the performance of its duties.
- 3.11 May organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.
- 3.12 Shall supervise elections in the College of Public Health. Such elections include the College's representative on the Graduate Council and Chair of the Faculty Council.

### 4.0 *Elections:*

Elections shall be conducted via nomination and election ballots. The Executive Committee shall distribute to the voting faculty of the College: the nominating ballot, a list of persons eligible for election, and a list of positions to be filled. On the nominating ballot, a faculty member may nominate one person for each vacant position. Twice as many nominees shall be chosen as there are vacancies. Those faculty members who receive sufficient votes to be nominated become the nominees upon consenting to run for the position. Each voter may vote for as many names as there are positions to be filled. A voter may vote for fewer than this number but may not cast more than one vote for one person.

## ARTICLE III. THE SUBDIVISIONS

- 1.0 *Departments:*
- 1.1 The executive officer (head) shall be responsible for budget making; fiscal management; faculty and staff recruitment and appointments; student admissions and placement; quality, content, and delivery of the departmental curriculum; alumni relations; fund development; and other activities that strengthen the educational, research, and professional service functions of the department. The head shall be the representative spokesperson of the department.
  - 1.2 Each department shall hold regular meetings to transact business of the department and discuss activities of concern to the College. Departmental policies shall be consonant with College policy in letter and spirit.
  - 1.3 The head, after consultation with the tenure-track faculty and salaried clinical-track faculty of the department senior in rank to the person being considered for appointment, shall recommend to the Dean the appointment or reappointment of tenure-track faculty members, salaried clinical track faculty members, and other non-tenure-track faculty; if the recommendation differs from the majority opinion of the appropriate members of the department, the reasons for this action shall be reported to them and to the Dean. Although exceptions will be allowed, the intent is that all faculty associate appointments will be limited to one three-year term.
  - 1.4 The head, after consultation with the tenured faculty of the department senior in rank to the person in the tenure track being considered for promotion or promotion with tenure, shall recommend to the Dean the promotion and/or tenure of the tenure track faculty member. The head, after consultation with the tenure-track faculty and salaried clinical track faculty of the department senior in rank to the person being considered for promotion, shall recommend to the Dean the promotion of the clinical track faculty member. If the recommendation differs from the majority opinion of the appropriate members of the department, the reasons for this action shall be reported to them and to the Dean. The College of Public Health Procedural Guidelines for Tenure and Promotion Decision-Making will be followed.
  - 1.5 When a department headship becomes vacant, the Dean in consultation with the Executive Committee shall appoint an ad-hoc committee to consider candidates. The committee shall assess the future role of the department in the College of Public Health and shall consult with members of the department and other persons whom they deem it advisable to consult, before submitting a list of preferred candidates. In accordance with University procedure the Dean of the College of Public Health shall recommend the appointment after consultation with the Executive Committee, the Faculty Council, the Public Health Research Council, and the department involved.
- 2.0 *Other Units:* Other units shall be administered in accordance with the same principles as those governing departments.

## ARTICLE IV. THE FACULTY COUNCIL

- 1.0 *Membership:* The Faculty Council shall be composed of five (5) tenured faculty (one to be elected by each department), and two (2) at-large members (one non-tenured tenure track faculty and one clinical track faculty, both to be elected by a college-wide faculty vote). Department heads, assistant and associate deans will not be eligible. The CPH Dean or her/his designee(s) will be *ex officio* members of the Faculty Council without a vote(s). The Faculty Council Chair (or one of the Co-Chairs) or designate will be an *ex-officio* member of the Executive Committee without a vote.
- 2.0 *Meetings:*
- 2.1 Regular meetings of the Faculty Council will be held at least twice a semester.
  - 2.2 At least once a year, the CPH Dean or his/her designee(s) will meet with the FC regarding College-wide issues and programs
  - 2.3 Meetings can be called by the Chair (or one of the Co-Chairs) of the Faculty Council or the Dean of the College.
  - 2.4 Meetings will be open to all College of Public Health faculty, except when personnel matters are discussed or the Faculty Council enters executive session.
- 3.0 *Power and Duties:* The Faculty Council shall —

- 3.1 Provide the College of Public Health Dean input on faculty views on important issues affecting the College.
- 3.2 Serve as the faculty advisory body to the CPH Dean on matters of concern to faculty, including planning and setting of overall priorities and objectives for the College, collegiate governance policies and procedures, and collegiate programs.
- 3.3 Oversee standing committees and form *ad-hoc subcommittees* within the Faculty Council structure as may be necessary.
- 3.4 Each standing committee will provide a report to the Faculty Council each Spring regarding its activities including lessons learned.
- 3.5 Whenever possible, at least one member of the Faculty Council will be a member on each of its standing committees.
- 3.6 Select members and chairs of standing and *ad-hoc committees* of the Faculty Council. The one exception is the Promotion and Tenure Committee, whose members (Collegiate Consulting Group) are elected by the CPH faculty with the chair being selected by the Faculty Council.
- 3.7 Report on activities of the Faculty Council to the College of Public Health faculty at least once in the Fall term and once in the Spring term.

4.0 *Elections:*

- 4.1 Each department will elect an untenured, a tenured, and a clinical faculty member, where appropriate.
- 4.2 Only faculty with a 50 percent time or more appointment are eligible to vote for members of the Faculty Council or to serve on the Faculty Council.
- 4.3 Each elected member will hold a three-year term.
- 4.4 In the event a faculty member resigns or is unable to fulfill his/her responsibilities, it is the responsibility of the Chair (or one of the Co-Chairs) of the Faculty Council and the affected department to identify an eligible replacement committee member to serve the remainder of the term of office.
- 4.5 Every department may have three representatives on the Faculty Council. Those departments that do not have one or more untenured, tenured, and clinical faculty may elect someone to the Council from an existing faculty category.
- 4.6 When a unit hires a person who fills a "vacant" category, that category will be filled for that department at the next Faculty Council election.
- 4.7 Upon nomination by the Faculty Council of one or more candidates, eligible College of Public Health faculty will vote to select the Chair (or Co-Chairs) of the Faculty Council. This election will take place annually, with no limit on the number of terms for the Faculty Council chair (or Co-Chairs).
- 4.8 The voting policy of the CPH Faculty Council requires that only elected members of the Council may vote.
- 4.9 At least a 50% quorum is required in order for the Faculty Council to conduct official business. In addition, all motions that may result in a recommendation being made to the Executive Committee and/or the entire College of Public Health faculty must have the support of the majority of all Faculty Council members. Hence, if a motion is passed at a Faculty Council meeting, but the affirmative votes do not exceed the 50% threshold, a vote by email or campus mail will be used.

5.0 *Standing Committees:*

- 5.1 Faculty Promotion and Tenure Committee/Collegiate Consulting Group
- 5.2 Curriculum Committee

## ARTICLE V. THE PUBLIC HEALTH RESEARCH COUNCIL

- 1.0 Research Council Charge: The role and functions of the CPH Research Council include the following: 1) To develop and to facilitate collaborative research and research training within the College, within the University, and outside the University; 2) To identify research training opportunities resulting from and required by the collaborative research; 3) To identify problems or barriers that prevent the advancement of research and research training goals; and 4) To identify innovative public health research initiatives and develop support structures that will advance the strategic goals of the College.

- 2.0 *Membership:* The Public Health Research Council shall be composed of the following: one elected member per department at any rank who is a PI or director of a core or facility on a funded project, one to three center leaders (Director, Deputy Director, Associate Director or equivalent) elected at-large by all CPH center directors, a CPH faculty member currently serving on the UI Research Council, when applicable, and one representative from the University Hygienic Laboratory. The ex officio members will consist of the CPH Dean, CPH Associate Dean for Research, CPH Associate Dean for Administration, and the Research Office Administrative Service Specialist. The Chair will be elected for one year and is eligible for re-election. Administrative support shall be provided by the CPH Research Office. All elected members shall have the right to vote.
- 3.0 *Elections and Terms of Office:* The elected members of the Council shall have renewable three-year terms. Newly elected members will start their terms at the beginning of the academic year and end after the summer of their third year. Elections for department representatives will be held in late spring or early summer. The yearly Center director election will take place prior to the election of new departmental members. A Council member elected to serve as a representative of Centers is not eligible to fill a departmental representative position simultaneously. At the first meeting of the Council in the academic year, the Council will choose the next Chair elect who will begin as Chair the following year.
- 4.0 *Vacancies* In the event that an elected member is unable to complete his/her term or resigns from the Council, an election will be held, as appropriate, by either the member's department or by the CPH center directors to select a new member for the remainder of the original term. If upon vacancy, the remaining term is less than nine months, the Council Chair, in consultation with other Research Council members, shall decide whether to hold an election or allow the position to remain vacant until the next regular election in the spring.
- 5.0 *Meetings:*
- 5.1 The Public Health Research Council shall meet at least six times per year on regularly recurring dates and at other times upon call of the Dean or the Dean's representative. Meetings shall be open to members of the faculty upon their request. Executive sessions may be declared by majority vote of the Public Health Research Council, and shall be limited to members of the Public Health Research Council and other invited persons.
- 5.2 Research Council Chair, or the Chair's representative, shall preside.
- 5.3 Fifty percent of the voting membership of the Public Health Research Council shall constitute a quorum.
- 5.4 Minutes of all meetings shall be kept for future use of the Public Health Research Council and the Dean. The minutes will be taken by the office of the Associate Dean for Research.
- 5.5 The agenda for Public Health Research Council meetings shall be prepared by the Research Council Chair and shall be distributed to the members before each meeting. Agenda items may be submitted to the Chair by members of the Public Health Research Council.
- 6.0 *Powers and Duties:*
- 6.1 Shall advise the Dean on matters pertaining to research of the College.
- 6.2 Shall undertake administrative functions assigned to it by the Dean.
- 6.3 Shall consider matters referred to it by the Executive Committee and the faculty.
- 6.4 Shall consult with the Dean concerning the Dean's recommendation for appointment of a departmental executive (Article III, 1.5).
- 6.5 Shall distribute appropriate minutes of each meeting to members of the faculty.
- 6.6 Shall initiate Research Council elections.
- 6.7 May organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.

## ARTICLE VI. THE DEAN

- 1.0 The executive of the College of Public Health shall be the Dean, appointed according to University protocol. The Dean shall be a tenured member of the faculty, and as Dean of the faculty shall be its representative spokesperson and interpreter.

- 2.0 The responsibilities of the Dean shall include faculty recruitment and appointments; educational and research programs; admissions, placement, and student affairs; budget making; fiscal management; alumni relations; fund raising; strategic planning development and implementation; public practice leadership; space utilization and equipment; and other activities that strengthen the educational, research, and professional service functions of the College.
- 3.0 The Dean shall recommend all faculty promotions, including promotions involving the granting of tenure, to the Provost after review by the Faculty Promotion and Tenure Committee, a standing committee of the Faculty Council, which shall serve as the Collegiate Consulting Group in the promotion and tenure process. The Dean shall also recommend all tenure faculty appointments to the Provost after review by the Faculty Promotion and Tenure Committee. The Executive Committee will advise on all non-tenure appointments. The Dean shall appoint faculty committees after consultation with the Executive Committee and the Faculty Council, except those elected by the voting faculty as provided elsewhere. The Dean shall recommend to the Provost individuals for the position of associate and assistant deans after consultation with the Executive Committee.
- 4.0 The Dean may assign specific administrative duties to associate and assistant deans and may delegate executive authority to them. The Dean shall make known to the faculty the principal areas of responsibility delegated to the associate and assistant deans.
- 5.0 At least every five years, the Dean shall meet with the head and with the faculty of each department to review the department. Ordinarily, the Dean's review shall be coordinated in time with the review of the department initiated by the Executive Committee. (See Article II.,3.6) The Dean shall also meet yearly with each department to ascertain the opinions and suggestions of the faculty members concerning departmental administration, organization, morale, and objectives, and to determine the willingness of the head to continue as the departmental executive.

#### ARTICLE VII. COMMITTEES

- 1.0 *General Statement:* There shall be standing and special committees with representation from each department. Permanent records of committee deliberations shall be kept in the Dean's office.
- 2.0 *Types of Committees:*
  - 2.10 Standing Committees
    - 2.11 Standing committees are appointed by the Dean. The members shall ordinarily serve a term of three years, so staggered that not more than one-third of the committee will be changed each year. The standing committees of the College are as follows.
      - Computation and Informatics Committee
      - Diversity Committee
      - College of Public Health Awards Committee
    - 2.12 Faculty members, professional and merit staff, and student members of appointed standing committees shall be chosen from nominations provided by the Executive Committee.
  - 2.20 Special Committees
    - 2.21 Special committees may be created by the Dean, the Executive Committee, the Faculty Council, the Public Health Research Council, or the faculty. They will be given their charge by the appointing authority.
    - 2.22 The term of office may be designated by the appointing authority or continuous until the task is completed.
- 3.0 *Officers:* Each committee shall have a chairperson and such other officers as may be designated by the appointing authority.
- 4.0 *Reports:*
  - 4.1 Standing committees shall report in writing to the faculty at least annually, or on their own initiative, or on request of the faculty, the Executive Committee, the Faculty Council, or the Dean. Appropriate minutes of elected faculty committees shall be available to members of the faculty on request.

4.2 Special committees shall report in writing to their appointing authority, whenever a specific assignment is completed. A committee may also report its progress on its own initiative or upon request of its appointing authority. A copy of the report shall be kept on file in the Dean's office.

5.0 *Vacancies:* Vacancies on a committee shall be filled by the authority which appointed the committees.

#### ARTICLE VIII. AMENDMENTS

1.0 *Procedure:*  
Amendments to the Manual may be introduced at regular or special meetings of the faculty. If a resolution to amend is passed by a simple majority of members present, the Dean or the Dean's representative shall present the amendment(s) in writing to the entire faculty within ten days. The Executive Committee shall conduct the written referendum 30 days later. Ratification requires a three-fifths majority of those eligible to vote thereon, and the approval of the Provost; if the Provost does not veto any amendment(s) within 60 days following written notification of the faculty's action, it (they) shall become a part of this manual.

Adopted by the Faculty of the College of Public Health, October 13, 2000 and as amended November 4, 2005.

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