

2026

Plan of Organization for the
School of Public Health



SCHOOL OF
PUBLIC HEALTH

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School of Public Health (SPH) Plan of Organization for Shared Governance

PREAMBLE/PURPOSE

The School of Public Health (SPH) Plan of Organization for Shared Governance is the SPH's main governing document, which provides a framework within which the SPH can fulfill its mission in a manner that respects and accommodates the interests, rights, and responsibilities of all its faculty (T/TK and PTK), staff (exempt and non-exempt), and students (graduate and undergraduate). This plan facilitates communication and transparent decision making throughout the school. It ensures the various school constituencies are provided an opportunity to share their voice and exercise leadership in decisions that help shape the school. This Plan of Organization is aligned with the [University Plan of Organization](#).

ARTICLE I – MISSION

The mission of the SPH is to promote and protect the physical, mental, and social health and well-being of the diverse communities throughout Maryland, the nation, and the world through leadership and collaboration in interdisciplinary education, research, practice, and public policy.

The mission of the SPH is implemented through the academic units, centers, and initiatives as listed below, and the Office of the Dean. Units with Undergraduate (UG) and Graduate (G) degrees noted below.

Departments:

- Behavioral and Community Health (UG and G)
- Epidemiology and Biostatistics (G)
- Family Science (UG and G)
- Global, Environmental and Occupational Health (UG and G)
- Health Policy and Management (G)
- Kinesiology (UG and G)

Academic Units:

- Public Health Science (UG)

Centers:

- Maryland Center for Health Equity (Primary Center housed under the SPH)
- Maryland Center for Health Literacy (Primary Center housed under the SPH)

Initiatives:

- Global Health Initiative,
- Happiness and Wellness Initiative, and
- Public Health Practice & Community Engagement Initiative

Each academic department within the SPH shall have a plan of organization that is aligned with the most recent SPH and University Plans of Organization and that embodies shared governance principles and relevant University policies such as the II-1.00(A) University of Maryland Policy and Procedures on Appointment, Promotion and Tenure of Faculty.

ARTICLE II – SHARED GOVERNANCE

The SPH is dedicated to the principles of shared governance through the active participation of tenured/tenure-track (T/TK) and professional track (PTK) faculty, exempt and non-exempt staff, and undergraduate and graduate students in establishing the goals, policies, and programs of the University and the SPH. Note: where “faculty” is not specified as either T/TK or PTK, the term includes both groups and “staff” refers to both exempt and non-exempt employees within the School. The SPH acknowledges that executive authority flows from the Provost through the deans, whereas shared governance authority originates in the University Plan of Organization and flows through the Senate to the Colleges and Schools. Shared governance is an essential component in the development and maintenance of an educational environment that promotes the highest standards of excellence in teaching, learning, research, and service.

The number of T/TK University Senators apportioned to the SPH is established by the University Senate. Should that number exceed the number of academic units, each unit will elect one T/TK University Senator, with any remaining seats being at-large. Should the number of academic units exceed the number of University Senators, the following equitable rotational plan will be followed: Health Policy and Management (HPM) (formerly named Health Services Administration, HLSA); Behavioral and Community Health (BCH); Kinesiology (KNES); Epidemiology and Biostatistics (EPIB); Global, Environmental, and Occupational Health (GEOH); and Family Science (FMSC). PTK University Senate seats apportioned to the SPH will be elected at-large by and from the entire PTK faculty of the SPH.

The responsibility for electing T/TK faculty members to fill University Senate seats is left to the individual academic units. Academic units are responsible for informing the Dean's Office of election results, which, in turn, informs the University Senate. Academic units will form election committees made up of both T/TK and PTK faculty members for this purpose. If a rotation is followed, in the fall of the final year of an elected Senator's term, the next unit in rotation will elect a new University Senator to represent the SPH. All SPH elections must be completed by February 1 each year so that new Senators are eligible to run for elected committee and council positions in the University Senate.

Per the University Senate, one PTK faculty will represent the SPH for a three-year term. The PTK faculty is elected from the entire SPH PTK faculty constituency through a simple majority vote of PTK faculty in an election coordinated by the Senate Executive Committee (SEC).

Any Senator who has just completed their full 3-year term is ineligible for re-election, but may run again the following year. Senators who have not served a full 3-year term are eligible to run again. Senators who step down early may be replaced by a newly elected Senator for that academic unit, or for the SPH in the case of PTK faculty appointments, who will serve the remainder of the term. If a unit or the Dean encounters problems in electing a representative, the unit shall notify the Senate Executive Committee (as described in Article IV of this Plan).

Note that all committee, council, assembly, and meeting business referred to in this Plan will be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised unless otherwise specified and a simple majority will constitute quorum.

ARTICLE III – SPH ADMINISTRATION

The administration of the SPH is overseen by the Dean, Associate and Assistant Deans, the Chief of Staff, and Unit Chairpersons and Directors; facilitated by the SPH Cabinet (as described in Article III, Section B of this Plan); advised by the constituent groups as identified below; and is responsive to the SPH Senate Executive Committee (SEC) (as described in Article IV of this Plan). All committees and councils within the Dean's Office will be structured with consideration of a diverse and broadly representative membership.

A. Administration

1. Dean

As the chief executive, administrative and academic officer of the SPH, the Dean is responsible for professional and academic leadership. In addition, the Dean must exercise all functions delegated to them by the Senior Vice President and Provost, including fiscal oversight; recommendations for appointments, promotion, and tenure; personnel matters; curriculum and research development; strategic planning; diversity and inclusion; development; facilities; and outreach.

2. Associate and Assistant Deans

The Dean may appoint Associate and Assistant Deans who serve at the Dean's discretion to oversee specific functions including, but not limited to, academic, student, faculty, research, finance, and administrative affairs; diversity and inclusion; development; and strategic initiatives. The Dean may also appoint a Principal Associate Dean to serve as the chief academic and administrative leader for the SPH and key member of the SPH's leadership team. The Principal Associate Dean works in close cooperation with the Dean, the Associate and Assistant Deans, the Chief of Staff, and the Unit Chairpersons and Directors within the SPH's leadership team.

3. Unit Chairpersons and Directors

Each Chairperson and Director serves as the chief administrative officer of their unit/center/initiative, exercising all functions delegated by the Dean. These responsibilities include oversight of a unit/center/initiative budget; recommendations for appointments, promotions, and tenure (for departments); curriculum and research development and implementation; engagement in and implementation of diversity and inclusion initiatives; and outreach and development.

B. Standing Committees and Councils in the Dean's Office

1. SPH Cabinet

a. Membership

The SPH Cabinet is comprised of the Dean (who serves as Chairperson), the Associate and Assistant Deans, the Chief of Staff, the Unit Chairpersons and Directors, the SPH Equal Employment Opportunity Partner(s), the Chair of the SPH SEC. Other members selected and appointed by the Dean include a PTK representative and two staff members (one exempt and one non-exempt to the extent of availability) serving two-year terms. The cabinet also includes three student members (one undergraduate, one master's, one doctoral) appointed by and from the SPH Student Undergraduate and Graduate Advisory Committees (as described in Article III, Section B7 of this Plan) serving one-year terms.

b. Function

The SPH Cabinet is advisory to the Dean, and is responsible for strategic planning, problem-solving, and communications across and at the level of the SPH. It also serves as a forum for the Dean to invite special guests to present campus resources and collaborative opportunities to cabinet members. This is a working group with a primary focus on structural, organizational, and administrative issues in the SPH. The Dean may establish ad hoc committees under the rubric of the SPH Cabinet as necessary.

c. Meetings

The SPH Cabinet meets at least once per semester.

2. Chairs' Forum

a. Membership

The Chairs' Forum is comprised of the Dean (who serves as Chairperson), the Principal Associate Dean, the Unit Chairpersons/leaders of the six academic units (or a designated proxy, if unable to attend). The Assistant/Associate Deans for Finance, Faculty, and Education, and the Chief of Staff attend as ex-officio members.

b. Function

The Chairs' Forum serves as a working group and advisory committee to the Dean and is responsible for sharing in the creation of agenda items for the forum, cultivation of new opportunities, and strategic planning across the SPH and the six academic units. It also considers opportunities for cross-campus and cross-academic institution collaborations, and collaborations with other partners external to the University. Strategic planning is a responsibility that is also shared with the Chairs' & More Forum, SPH SEC, and SPH Senate, and is informed by additional constituencies in the school and campus and community partners. Any SPH-wide items identified for SPH Senate action by the Chairs' Forum must be forwarded to the SPH SEC.

c. Meetings

Meetings will be held approximately every other month and can be called more often as needed by the Dean. Members of the Chairs' Forum can also request that the Dean call a meeting.

3. Chairs' & More Forum

a. Membership

The Chairs' and More Forum is comprised of the Dean (who serves as Chairperson), the Associate and Assistant Deans, the Chief of Staff, and Unit Chairpersons and Directors.

b. Function

The Chairs' & More Forum serves as a forum for senior leadership across the SPH to meet with the Dean to exchange ideas and share information relevant to academic units, centers, SPH initiatives, and operational units. It is responsible for sharing in the creation of agenda items for the forum, cultivation of new opportunities, and strategic planning across the SPH and the six academic units. It also considers opportunities for cross-campus and cross-academic institution collaborations, and collaborations with other partners external to the University. Strategic planning is a responsibility that is also shared with the Chairs' Forum, SPH SEC, and SPH Senate, and is informed by additional constituencies in the school and campus and community partners. Any SPH-

wide items identified for Senate action by the Chairs' & More Forum must be forwarded to the SPH SEC.

c. Meetings

Meetings will be held approximately every other month and can be called more often as needed by the Dean. Members of the Chairs' Forum can also request that the Dean call a meeting.

4. Dean's Council

a. Membership

The SPH Dean's Council is comprised of approximately 10-20 individuals from outside the University who are appointed by the Dean. The membership is committed to the advancement of the SPH and represents the leadership of key constituencies in the public, private, and nonprofit sectors related to public health. Nominations are solicited and recommended by the Associate and Assistant Deans, the Chief of Staff, and Unit Chairpersons and Directors. The Dean and Assistant Dean for Development (along with the Principal Associate Dean and Chief of Staff, when available and relevant) review the nominations and meet with potential nominees. Final appointment decisions and invitations to serve are made by the Dean.

The Dean's Council is an advisory group that serves on behalf of the SPH for two-year terms beginning in July; terms are renewable pending evaluation and recommendation from the Dean and senior leadership, along with continued interest of the council member. Members may serve three consecutive terms, with one year's break required before serving again. In the event that a member ceases to attend meetings on a regular basis or otherwise becomes unable to provide continuing advice and support, the Dean, after consultation with the appointed Chair of the Dean's Council, may remove that member.

The Dean and Assistant Dean for Development, with input from the Principal Associate Dean and Chief of Staff, appoint a Chair for the Dean's Council, who serves as a direct advisor to the Dean, assists in creating agenda items for the meetings, and provides executive leadership for each meeting. This same process is used to appoint a Campaign Cabinet, which shall be responsible for assisting the Assistant Dean for Development in prospect identification, qualification, cultivation, solicitation and stewardship. Those serving on the Campaign Cabinet will have a minimum requirement of membership in the Colonnade Society at \$2,500 annually. Officers of the Dean's Council may also be appointed (and are determined by the Chair, Dean, and the Campaign Cabinet Chair).

b. Function

The SPH Dean's Council provides strategic advice to inspire fearless ideas to help the SPH achieve its mission. The members are an engaged, strategic, informed, and invested group of volunteers who provide senior-level advocacy for, and service to, the SPH in a comprehensive and sustained manner. They share advice, counsel, perspective, connections, and provide feedback to the Dean and senior leadership of the SPH. Another primary responsibility of council members is to establish and facilitate working relationships between the SPH and partners, collaborators, investors, and leaders in the public, private, and nonprofit sectors; and strengthen the SPH's financial position.

c. Meetings

The Dean's Council is an advisory group that holds two in-person meetings annually (fall and spring), with additional meetings on an as-needed basis.

5. Community Advisory Council (CAC)

a. Membership

The Community Advisory Council is comprised of between 10 and 20 public health practitioners from local and state health and policy organizations. These members represent leaders from key constituencies in the public, private, and nonprofit sectors with expertise in the public health forum. Members are appointed through the same process as the Dean's Council and follow the same term limits.

b. Function

The CAC provides advice and guidance to the Dean, senior leadership, faculty, and staff to enhance the SPH's community engagement and program development. The Dean can invite faculty, staff, and students as appropriate. The council members serve as advisors to the Dean and the SPH, with emphasis on advice to the SPH. As public health practitioners, they advise the Dean concerning needs and directions for community-based research, service, and partnerships.

c. Meetings

The CAC meets, at minimum, twice a year (once each semester) and is convened and chaired by the Principal Associate Dean and the Associate Dean for Academic Affairs.

6. Diversity, Equity, Inclusion, Anti-Racism and Belonging Council

a) Membership

The SPH Diversity, Equity, Inclusion, Anti-Racism and Belonging (DEIAB) Council shall report to both the Senate and the Dean. The Dean for DEIAB (or Diversity Officer) or their designee will chair the council. The Chair of the council will select a Vice-Chair, who will support the Chair and the council. Other members of the council shall include one of the SPH's Equity Administrators, one representative from undergraduate education (designated by the Undergraduate Academic Programs Committee), one

representative from graduate education (designated by the Graduate Public Health Programs Committee), one faculty representative designated by each Unit Chairperson or Director through a process that involves nominations and self-nominations, three staff representatives (with one non-exempt to the extent of availability), two undergraduate student representatives, and two graduate student representatives from any degree program within the SPH. Students shall self-nominate or be nominated by faculty in their departments. The Dean for DEIAB/Diversity Officer will make final appointments to the committee based on a balance of representation in order to ensure a balance of perspectives. Faculty and staff representatives shall serve staggered two-year terms. Student representatives shall serve one-year terms.

Any member of the general faculty, staff, and student body can elect to attend/participate in the DEIAB Council meetings. Their voices will be considered as issues and concerns are shared, but only the regular members of the council will be voting members. Self-nominated “Diversity Champions” may also attend the meetings and assume responsibility for carrying the mission of DEIAB into their respective units, committees, and programs. Each of these methods of participation is meant to create a more inclusive opportunity for engaging in and promoting a diverse, equitable, inclusive, and anti-racist SPH that facilitates a sense of belonging.

b) Function

The DEIAB Council’s responsibilities shall be to (a) generate and stimulate activities and initiatives described in, or consistent with, the SPH’s Strategic Plan for DEIAB and SPH goals as established in the SPH’s Strategic Plan; (b) facilitate the implementation of activities designed to meet the SPH’s DEIAB goals; (c) monitor and evaluate progress in meeting the DEIAB goals described in the DEIAB strategic plan; and (d) report back to and advise the SPH Dean for DEIAB/Diversity Officer who is involved in the senate, as well as update the campus Vice President for Diversity & Inclusion.

c) Meetings

The DEIAB Council shall meet at minimum twice a semester. Action items shall be developed at each meeting. The action items will allow the work of the council to be carried out between meetings. The council’s first order of business each academic year shall be to review the Strategic Plan for Diversity & Inclusion and align it with outcome measures stated in the SPH Strategic Plan.

7. Planning and Evaluation Process for Strategic Implementation (PEPSI) Committee

1. Membership

The membership of PEPSI includes individuals in the following represented areas: Graduate Education (Associate Dean for Academic Affairs), Administrative Affairs (Chief of Staff), Planning & Evaluation (Associate Dean for Strategic Initiatives, who can also invite project-related staff from their office), Strategic Initiatives (Principal Associate Dean), Undergraduate Education (Associate Dean for Undergraduate Education), Public Health Practice (Asst/Assoc Dean or leadership of Public Health Practice), Faculty Affairs (Associate Dean for Faculty Affairs), and Research (Associate Dean for Research), and includes the SPH Senate Chair. Any SPH-wide items identified for Senate action by the PEPSI Committee must be forwarded to the SPH SEC.

2. Function

PEPSI shall: Aggregate data from all sources listed in the Outcome Measurement Table; provide an annual report of aggregate data and actions recommended or taken as a result of the PEPSI review to the SPH Senate, the Chairs and Chairs' & More Forum; review all aggregated data used to track progress on the SPH's Strategic Plan for the purpose of making evaluation and planning recommendations to the Dean and administrative bodies of the SPH; use data to create required CEPH reports to be forwarded to the Dean before submission to the accrediting body; contribute to other campus reporting that requires these data and assessments; and track and document changes that have resulted from these processes.

3. Meetings

The PEPSI Committee shall convene, at minimum, three times per year to review aggregated data, with additional meetings as needed for report planning and production.

8. SPH Graduate Student Advisory Committee (GSAC)

a. Membership

The SPH Graduate Student Advisory Committee shall be comprised of student members from each academic unit within the SPH and include, at minimum, student members from each degree-level and be inclusive of both online and in-person degree programs. Membership will also include senior leaders from SPH graduate student groups (to the extent of availability). At the start of each academic year, the students must submit a nomination form indicating their desire to serve on the committee. The students may be nominated to serve by the appropriate Unit Chairperson or Director of each academic unit/program with support from their faculty advisor or course instructor, or through self-nomination. The Chief of Staff will review the full list of nominees with the Dean and Associate Dean for Academic Affairs to ensure proper representation.

The chief criteria for service on the SPH GSAC are the student's engagement with the departmental and SPH student community, interest in engaging with the SPH and serving as an example across campus, and the ability to collect and represent a wide variety of student input on any issue. Student members may serve up to two years. The Dean will appoint a Dean's designee (e.g. the Associate Dean for Academic Affairs) to advise the committee and serve as an additional support/liaison for the students. Each year, the initial meeting shall be called by the Dean or Dean's designee. The committee will elect its own Chair from among its membership. Meeting agendas will be established by committee members, the Chair, the Dean's designee and the Dean.

b. Function

The SPH GSAC shall be responsible for engaging with the broader SPH student community and providing the Dean with student perspectives on SPH-wide needs, problems, concerns, issues, future plans, and campus issues impacting the SPH. To support this effort two GSAC student members (one master's, one doctoral) will be appointed to the SPH Cabinet through selection by the committee's membership. Issues and suggestions can also be brought forward to the Chairs' Forum or Chairs' and More Forum. Two GSAC student members (one master's, one doctoral), selected by the GSAC committee's memberships, will also serve as liaisons to the Graduate Programs in Public Health (GPPH) Committee.

c. Meetings

The SPH GSAC meets, at minimum, twice a year (once each semester).

9. SPH Undergraduate Student Advisory Committee (USAC)

a. Membership

The SPH Undergraduate Student Advisory Committee shall be comprised of student members from each academic unit within the SPH, senior leaders from SPH student groups (to the extent of availability), and the undergraduate SPH representative to the University Student Government Association. At the start of each academic year, the students must submit a nomination form indicating their desire to serve on the committee. The students may be nominated to serve by the appropriate Unit Chairperson or Director of each academic unit/program with support from their faculty advisor or course instructor, or through self-nomination. The Chief of Staff will review the full list of nominees with the Dean and Associate Dean for Undergraduate Education to ensure proper representation.

The chief criteria for service on the SPH USAC are the student's engagement with the departmental and SPH student community, interest in engaging with the SPH and serving as an example across campus, and the ability to collect and represent a wide variety of student input on any issue. Student members may serve up to two years. The

Dean will appoint a Dean's designee (e.g. the Associate Dean for Undergraduate Education to advise the committee and serve as an additional support/liaison for the students. Each year, the initial meeting shall be called by the Dean or Dean's designee. The committee will elect its own Chair from among its membership. Meeting agendas will be established by committee members, the Chair, the Dean's designee and the Dean.

b. Function

The SPH USAC shall be responsible for engaging with the broader SPH student community and providing the Dean with student perspectives on SPH-wide needs, problems, concerns, issues, future plans, and campus issues impacting the SPH. To support this effort one student will be appointed to the SPH Cabinet through selection by the committee's membership. Issues and suggestions can also be brought forward to the Chairs' Forum or Chairs' and More Forum.

c. Meetings

The SPH USAC meets, at minimum, twice a year (once each semester).

C. Ad Hoc Committees

Additional committees shall be appointed by the Dean as necessary.

ARTICLE IV – THE SPH SENATE

The SPH Senate serves as the Faculty Advisory Council described in Article 11 of the University Plan of Organization. The purpose of the SPH Senate is to take action on behalf of the faculty, staff, and students in all matters pertaining to governance within the School in fulfilling its stated responsibilities. The SPH Senate is the executive body for enacting the shared governance functions of the School on a regular basis and is the primary organ of shared governance, providing a forum for the faculty, students, and staff to participate in the governance of the SPH. Together with the Dean, the Senate meets, at minimum, twice a year (once each semester) to discuss, vote on or learn of major initiatives of the campus and the SPH.

A. Functions of the Senate

- To establish and modify educational and other policies relevant to the functions of the SPH and within its purview.
- To review and approve amendments to the SPH Plan of Organization, and revisions of strategic plans.
- To advise the Dean of the SPH on any matter of concern to the SPH and to provide input on matters including, but not limited to, staffing, facilities use and planning, and the

proposed annual budget.

- To act as a referendum body on questions referred to it by the Dean, faculty, staff, and students of the SPH. Faculty, staff, and students can submit referendum items via email to the Chief of Staff to be considered by the Senate.
- To provide a forum for the exchange of information concerning the various activities and programs of the SPH.
- To regularly inform constituencies of SPH Senate actions.
- To serve as a Committee on Committees for the School in order to nominate a slate of candidates for service on all committees of the School and provide a slate of candidates from within the School from which administrators above the Department or Academic Program level may appoint representatives to bodies in order to participate in the search, nomination, and review of administrators within the SPH.

B. Membership

The Senate membership shall include all SPH employees with faculty appointments, as well as representatives from the SPH's staff and students. Voting members of the Senate include:

1. Faculty

All full time T/TK and PTK faculty with appointments of at least 50% in the SPH. If a faculty member has a joint appointment in two or more units, they shall be counted with the unit in which their tenure or primary appointment resides.

2. Staff

There shall be two staff members (with at least one non-exempt to the extent of availability) at minimum and no more than four staff members dependent on number of nominations received. Staff Senators will be elected by staff at-large within the SPH on an alternating schedule through a process conducted by the Senate Executive Committee (SEC). For purposes of representation in the Senate, staff constituents are defined as those who hold full-time, permanent appointments as defined by the applicable University definitions and classifications.

The terms of the elected staff members shall be two years.

3. Students

The student constituency is divided into two independent categories (undergraduate and graduate) from which Senators are elected. These terms are for one year, with a possibility of re-election.

a. Undergraduate Student Members

There shall be four undergraduate student Senators. These Senators must have declared a major from one of each of the four undergraduate programs (BCH, FMSC, KNES, PHSC) offered in the SPH and shall be elected each year from and by each unit's undergraduate student body. Names of the newly elected Student Senators shall be given to the Chair of the SEC prior to the first Senate meeting of the academic year.

b. Graduate Student Members

There shall be three graduate student Senators, one each from the professional master's programs (collectively), the academic master's programs (collectively), and the doctoral programs (collectively). Student Senators shall be elected each year by and from the students in each program. Names of the newly elected Senators shall be given to the Chair of the Senate at the start of the academic year.

4. Ex-officio Members of the SPH Senate

The following shall be ex-officio, non-voting members of the Senate:

- The Dean
- Assistant and Associate Deans
- Unit Chairpersons and Directors
- The Chief of Staff

C. Assembly

The SPH Senate shall assemble, at minimum, biannually, with additional meetings scheduled as needed. Biannual assemblies shall convene once a semester and are open to all faculty, staff, and students. The first assembly shall be for the purpose of receiving a state of the campus and SPH report by the Dean and considering other items as proposed by the Dean and the SEC. The second assembly shall convene at the end of the academic year, when all committees described in Article V shall provide a verbal or written report to the full Senate. An additional assembly may be held at the start of each new calendar year to provide an open forum for questions of the Dean and to address additional SPH Senate items as identified by the SEC. The Dean shall report any action on and/or disposition of recommendations from all SPH committees and provide a report of the School's expenditures of the prior fiscal year by program and category.

Special assemblies may be called by the Chair of the SEC (as defined in Article IV.E below), by a unit via the unit head, or by a petition signed by a minimum of 25 percent of the members of the SPH Senate.

Quorum of the Senate membership shall be a simple majority.

D. Election

1. Elections of the Senate Chair and Chair-Elect

The Chair-Elect of the Senate shall be a faculty member elected annually by a majority vote of the Senate at the second regularly scheduled assembly of the SPH Senate or via an electronic survey to the Senate membership in which a majority of Senators submit a response. The term of office of the Chair is as follows: One year as Chair-Elect, one year as Chair, and one year as Past-Chair to allow for transitions. The Chair of the Senate shall also serve as Chair of the SEC.

2. General Elections

The Chief of Staff oversees the elections process for the SPH student Senators and Chair-Elect. These elections are handled as described above. The Senate Chair has responsibility for ensuring that elections are conducted in a fair and equitable manner.

E. Senate Executive Committee (SEC)

The SPH Senate is supported by the SEC, standing committees of the Senate, and any ad hoc committees deemed necessary to fulfill the functions of the SPH.

1. Membership

The SEC has fourteen voting members and all six of SPH's academic units are represented. Membership shall include: six full-time T/TK faculty Senators (each elected by and from the full-time T/TK faculty in each unit), two full-time PTK faculty Senators (elected at-large by and from the SPH's full-time PTK faculty), the two staff Senators, one undergraduate Senator and one graduate Senator elected by and from the Senators for each category (ties will be decided by the SEC Chair), the SEC Chair, and the Senate Chair-Elect. The Dean will designate an ex-officio, non-voting member to assist with coordinating the work of the SEC. Each faculty and staff member shall serve for a period of two years; student Senators shall serve one-year terms with the possibility of re-election. Terms should be staggered such that only one-half of the faculty and staff Senators will terminate their membership at the end of a given year. This will ensure reasonable continuity of the membership serving on the SEC and provide for an evenly distributed overlap of new and continuing members each year.

The names of the newly elected unit T/TK and PTK representatives shall be given to the Chair of the SEC prior to the first Senate meeting of the academic year.

2. Quorum

To hold a meeting there must be simple majority.

3. Functions

The SEC shall respond to/develop proposals and recommend actions to be taken on any matter of concern to the SPH. The functions of the committee shall include, but not be limited to, the following:

- Develop and recommend to the full Senate updates/changes to plans and policies (involving topics such as appointment, promotion and tenure; accreditation; etc.) as required by University policies and the CEPH accrediting body for the governance of the SPH. Documentation, data, and language related to these plans and policies shall be provided to the SEC via standing committees of the Dean's Office and of the SPH.
- Assist in preparing the agenda for the Senate assemblies.
- Establish special or ad hoc committees for the SPH and appoint the membership of those committees in cases where members are not elected.
- Identify and refer to the full Senate those matters requiring Senate ratification and/or input.
- Advise the Dean on matters of concern to the administration and development of the SPH.
- Document the actions and proceedings of the SPH Senate.
- Review all SPH academic unit Plans of Organization the year following approved changes to the SPH Plan of Organization.
- Coordinate the election of PTK faculty Senators to the University Senate.

ARTICLE V – STANDING COMMITTEES OF THE SPH

The SPH is supported by seven standing committees, as well as any ad hoc committees deemed necessary to fulfill the functions of the SPH. All standing committees will be structured with consideration of a diverse, inclusive, and broadly representative committee membership. The standing committees include: The Appointment, Promotion, and Tenure Committee (APT); the Appointment, Evaluation and Promotion Committee (AEP); the Awards Committee; the Graduate Public Health Programs Committee (GPPH); the Programs, Curricula, and Courses Committee (PCC); the Research Committee; and the Undergraduate Academic Programs Committee (UAPC). Unless otherwise indicated, quorums will be a simple majority.

A. TTK Appointment, Promotion, and Tenure Committee (TTK APT)

As specified in the University of Maryland Policy and Procedures on Appointment, Promotion, and Tenure of Faculty (II-1.00 (A)), the School APT Committee functions as the second-level review of all faculty recommendations for promotion and tenure presented by departments. The APT Committee is an independent standing committee that formulates and presents recommendations directly to the Dean. (The first level review by tenured faculty, as mandated by campus policy, is separate and occurs at the departmental level in consultation

with the Dean's Office. The rules for promotion and tenure are set forth in UMCP and USM policies and are reflected in the Appointment, Promotion, and Tenure Manual published annually by the Office of Faculty Affairs. The rules below comply with USM and UMD policies. The policies and manual can be found on the faculty affairs website for policy II-1.00(A) at <https://policies.umd.edu/policy/1afb7240-747f-4ca5-8446-38a1945f0e1a/> and <http://www.faculty.umd.edu/policies/documents/APTManual.pdf>.

1. APT Committee Membership

The SPH APT Committee will be appointed annually by the Dean, who chooses at least one professor to represent each unit from a slate of candidates provided by the Unit Chairperson or Director, with consideration for gender, ethnic, and racial diversity in the committee membership. The committee must have a minimum of seven tenured full professors as members, and must always consist of an odd number of members. Members serve two-year terms, which shall be staggered. The committee shall elect its own Chair and an alternate Chair. The Dean shall also appoint the Associate Dean for Faculty Affairs or other designee as ex-officio, non-voting member of the committee. Membership of the committee will be made public.

2. APT Committee Voting

The Chair of the SPH APT Committee shall provide written notification as to the date, time, and place of the formal meetings of the committee. The Chair of the committee shall conduct the meetings and provide an opportunity for a full discussion of any candidate's complete application packet, including external letters of evaluation. All candidate materials will be exchanged and maintained as secure, password-protected, University-endorsed and -maintained electronic files as defined by the Office of Faculty Affairs and the APA system.

Following the discussion, a vote shall be taken by secret ballot. Members who voted on a candidate in a lower-level committee must recuse themselves from voting on the candidate in the SPH APT Committee; however they should be present during deliberations for the explicit purpose of answering questions about the unit-level criteria and procedures. All committee members are expected to be present for voting regardless of whether meetings are convened virtually, in person, or hybrid. Proxy voting is not permitted. The Dean's ex-officio designee will immediately count the secret ballots and report results to the committee.

In accordance with University policy, when a decision contrary to either the recommendation of the first-level administrator or the first-level faculty review committee (the academic unit) is anticipated, the second-level review committee (the SPH APT Committee) shall provide an opportunity for the chair of the first-level academic unit and the designated chair of the first-level unit review committee to meet

with the second-level committee to discuss their recommendations with the members of the second-level committee. All deliberations will remain confidential.

3. APT Committee Reporting of Votes

The Chair of the committee shall prepare a written report that specifies the date of the meeting, lists all members attending, notes any members who were absent, and represents the sentiments of the committee. This report should summarize, discuss, and evaluate the faculty member's contributions in the areas of (1) research, scholarly, and creative activities; (2) teaching and advising; and (3) service. In addition, a brief summary statement emphasizing the most significant contributions of the faculty member in these three areas should be presented. Particularly in cases of promotion to Associate Professor, the statement should include an evaluation of the faculty member's potential for continued contributions to the national and international recognition of the program. The report shall also include the recording of a positive or negative recommendation of the committee (subject to the requirement that all eligible voting members are present) and detail the exact count/breakdown of votes (number in favor of promotion, number opposed to promotion, number of voluntary abstentions, number of mandatory abstentions). When a vote is not unanimous, the report should detail the reasons for any negative votes or voluntary abstentions. A clear discussion of any areas of disagreement and concern raised in the committee deliberation is expected within the report.

Whether its recommendation is favorable or unfavorable, the committee shall, as soon as possible but no later than ten days after the decision, transmit through the Dean its decision, its exact vote count/breakdown, and a written justification to the Provost. The Dean of the SPH shall also promptly transmit their own independent recommendation, with written justification, to the Provost. Should the Dean disagree with the recommendation of the School committee, a clear outline of all areas of disagreement and concern is expected within the Dean's letter. University procedures for appointment, promotion, and tenure are then applied.

Written notification of the decisions of the Dean and second-level committee shall be provided by the Dean or the Dean's representative within two weeks to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate.

4. APT Appeals Procedure

All appeals shall follow the Appeals Process as set forth in the II-1.00(A) UMCP Policy on Appointments, Promotion, and Tenure.

B. PTK Appointment, Evaluation, and Promotion Committee (PTK AEP)

As specified in the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty, the School AEP Committee functions as the

second-level review of all professional track faculty recommendations for promotion presented by departments. The Committee is an independent standing committee that formulates and presents recommendations directly to the Dean. Campus-level requirements for promotion of professional-track faculty are set forth in UMCP and USM policies and the UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty are searchable on the UMD Office of Faculty Affairs website. The SPH PTK AEP Policy and Appendix A: Evaluation and Promotion Criteria describe the full policy and procedures for PTK appointment, evaluation, and promotion.

1. PTK AEP Committee Membership

The SPH AEP Committee will be appointed annually by the Dean, who chooses from a slate of candidates provided by each Unit Chairperson or Director, with consideration for gender, ethnic, and racial diversity in the committee membership. Members serve two-year terms, which shall be staggered. The Committee will consist of a minimum of three PTK faculty members, at or above the rank being sought by the candidate/s, and preferably representing all departments and school-level institutes in the school whenever possible. The committee may consist entirely of PTK faculty or a mix of PTK and TTK faculty, with a majority of members (>50%) being PTK faculty. The committee must always consist of an odd number of members. The committee shall elect its own Chair and an alternate Chair. The Dean shall also appoint the Associate Dean for Faculty Affairs or other designee as ex-officio, non-voting member of the committee. Membership of the committee will be made public.

2. PTK AEP Committee Voting

The Chair of the SPH AEP Committee shall provide written notification as to the date, time, and place of the formal meetings of the committee. The Chair of the committee shall conduct the meetings and provide an opportunity for a full discussion of any candidate's complete application packet, including any external letters of evaluation, if applicable. All candidate materials will be exchanged confidentially and maintained as secure, password-protected, University-endorsed and -maintained electronic files as defined by the Office of Faculty Affairs and the APA system.

Following the discussion, the committee shall vote by secret ballot. Members who voted on a candidate in a lower-level committee must recuse themselves from voting on the candidate in the SPH AEP Committee; however they should be present during deliberations for the explicit purpose of answering questions about the unit-level criteria and procedures. All committee members are expected to be present for voting regardless of whether meetings are convened virtually, in person, or hybrid. Proxy voting is not permitted. The Dean's ex-officio designee will immediately count the secret ballots and report results to the committee.

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In accordance with University policy, when a decision contrary to either the recommendation of the first-level administrator or the first-level faculty review committee (the academic unit) is anticipated, the second-level review committee (the SPH AEP Committee) shall provide an opportunity for the chair of the first-level academic unit and the designated chair of the first-level unit review committee to meet with the second-level committee to discuss their recommendations with the members of the second-level committee. All deliberations will remain confidential.

3. PTK AEP Committee Reporting of Votes

The Chair of the committee shall prepare a written report that specifies the date of the meeting, lists all members attending, notes any members who were absent, and represents the sentiments of the committee. This report should summarize, discuss, and evaluate the faculty member's contributions in the areas of activity for the appropriate faculty title as described by the candidate (e.g., research and scholarship, instruction, mentoring, practice, service). In addition, a brief summary statement emphasizing the most significant contributions of the faculty member in these areas should be presented. The report shall also include the recording of a positive or negative recommendation of the committee (subject to the requirement that all eligible voting members are present) and detail the exact breakdown of votes (number in favor of promotion, number opposed to promotion, number of voluntary abstentions, number of mandatory abstentions). When a vote is not unanimous, the report should detail the reasons for any negative votes or voluntary abstentions. A clear discussion of any areas of disagreement and concern raised in the committee deliberation is expected within the report.

Whether its recommendation is favorable or unfavorable, in cases of third-level PTK promotions, the committee shall, as soon as possible but no later than ten days after the decision, transmit through the Dean its decision, its vote, and a written justification to the Provost. The Dean of the SPH shall also promptly transmit their own independent recommendation, with written justification, to the Provost. Should the Dean disagree with the recommendation of the School committee, a clear outline of all areas of disagreement and concern is expected within the Dean's letter. University procedures for appointment, evaluation and promotion are then applied.

In cases of third-level PTK promotions, a written notification of the decisions of the Dean and second-level committee shall be provided by the Dean or the Dean's representative within two weeks to the administrator of the first-level unit, to the faculty spokesperson for the faculty review committee, and to the candidate.

In cases of second-level PTK promotions, candidates will receive written notification of the Dean's official decision concerning their promotion by the end of the current academic year.

4. PTK AEP Appeals Procedure

All appeals shall follow the Appeals Process as set forth in the SPH PTK Policy on Appointment, Evaluation, and Promotion.

C. Awards Committee

1. Membership

The Awards Committee is staffed by the SPH Program Administrative Specialist and overseen by the Dean's designee (Chief of Staff). The committee comprises a faculty representative from each of the SPH's six academic units. Members are identified by the Dean's designee in collaboration with Unit Chairs or Directors, as well as one member of the SPH staff, and one undergraduate and one graduate student. A Chair is elected by and from these members each year. Faculty, staff and student members will serve one-year terms with the possibility of re-election. The staff member will be selected by the Dean's designee from among SPH units and the Dean's Office. Membership cannot be filled by a Unit Chairperson or Director.

2. Function

The SPH Awards Committee is responsible for facilitating the annual recognition of outstanding faculty and staff performance in the areas of research/scholarship, service, and academics. Committee members are responsible for soliciting and facilitating award nominations from their respective units and for selecting award recipients each year. SPH Annual Faculty/Staff Awards are made in each of the following categories:

- The Doris Sands "Excellence in Teaching Award"
- The George F. Kramer "Practitioner of the Year Award"
- The Jerry P. Wrenn "Outstanding Service Award"
- The Muriel R. Sloan "Communitarian Award"
- The Research and Development Award
- The Leda Amick Wilson "Mentoring Award"
- The Viki Annand "Staff Excellence Award"
- The Gloria S. Friedgen "School Spirit Award"
- The Staff Teamwork and Community Builder Award
- The Public Health Practice Award
- The Community Engagement Partnership Award
- The 2nd Lieutenant Richard W. Collins III "Courage Against Hate" Award

3. Meetings

The Awards Committee shall meet at least once per year and on an as-needed basis. Awards are announced every year in the Spring semester prior to the award nomination process.

D. Graduate Public Health Programs Committee (GPPH)

1. Membership

The GPPH is composed of Graduate Program Designees of all graduate degree-granting units in the SPH. The Dean shall designate non-voting, ex-officio members as appropriate and shall appoint the Chair of the committee. Two members of the Graduate Student Advisory Council (GSAC) shall sit on GPPH. These two members are selected by the GSAC and will serve as liaisons between the two (GPPH and GSAC).

2. Function

The GPPH shall facilitate coordination between all graduate degree-granting units regarding public health curricula at the graduate level, as well as select fellowships recipients and identify nominees for other related SPH- or University-level awards for graduate applicants or students. Specifically, the GPPH:

- Coordinates new graduate student orientations, public health core course scheduling, and MPH/MHA course registration;
- Develops and manages policies, procedures, and forms common across MPH/MHA programs and across all graduate programs where possible and appropriate;
- Coordinates the collection/maintenance of data on the graduate public health programs relevant to the SPH's accreditation requirements;
- Ensures alignment of graduate programs with Council on Education for Public Health (CEPH) accreditation criteria; and
- Acts as the Fellowships Committee, which performs the tasks of selecting nominees for University-level fellowships or awards, or directly selecting specific applicants or students for SPH-level fellowships or awards.

3. Meetings

The GPPH shall meet at least once a month throughout the academic year.

E. Programs, Curricula, and Courses Committee (PCC)

1. Membership

The PCC shall be comprised of six faculty members, one elected by and from each academic unit; one member elected from the Centers not housed in an academic unit; one undergraduate and one graduate student selected by their respective members on the SEC

from among the student Senators; and the Dean's designee, who shall serve as an ex-officio, non-voting member. Faculty representatives shall serve staggered two-year terms. Student representatives shall serve one-year terms.

The names of faculty members shall be forwarded to the SEC Chair at the beginning of the academic year.

2. Function

The committee shall review and recommend policies regarding the establishment, modification, or abolishment of programs (i.e., areas of academic specialty within units), curricula, and courses within the SPH. The committee shall forward to the Dean all changes to programs, curricula, and courses that were approved by the committee and shall notify the appropriate departments of the approvals and any subsequent action. The committee shall return to the appropriate department those programs, curricula, and courses not receiving approval and include notations as necessary.

3. Meetings

Each year, the initial PCC meeting shall be called by the Dean's designee, at which time the committee shall elect its Chair. Meetings shall then be called by the Chair as needed.

F. Research Committee

1. Membership

The Research Committee comprises one faculty representative from every unit designated by each Unit Chairperson or Director via a nomination process and one faculty representative selected by the Dean from each of the SPH-level centers. The Dean will also select one staff member involved in research administration and one staff member involved in research planning and evaluation. The Associate Dean for Research will select both an undergraduate student representative and a graduate student representative. The Associate Dean for Research and the Communications Director serve as ex-officio, non-voting members. Faculty and staff representatives shall serve staggered two-year terms. Student representatives shall serve one-year terms. The committee shall elect its Chair from among its regular members.

2. Function

Committee members are responsible for reacting and responding to University research policies and practices, including research administration; supporting and enhancing research culture in the SPH (including major events); and identifying areas where the SPH needs to enhance collaborations and support for faculty, students, and staff. Committee members function as the research eyes and ears - and communicators - at the unit level. The committee annually reviews the SPH's proposal/award data compared with the University.

3. Meetings

The committee shall meet at least once a semester in person. The committee may establish subcommittees.

G. Undergraduate Academic Programs Committee (UAPC)

1. Membership

The UAPC shall include a faculty representative selected by the Chair or Director of each undergraduate degree-granting academic department via a nomination process, the Assistant/Associate Chair or Undergraduate Coordinator(s) from each of those academic departments, a professional advisor from Student Services, and the Associate Dean of Undergraduate Education, who will serve as Chair of the committee. One undergraduate and one graduate member will be selected by their respective student member of the SEC via solicited student nominations. Faculty representatives shall serve staggered two-year terms. Student members shall serve one-year terms.

2. Function

The committee shall review and recommend policies and best practices regarding excellence in undergraduate academic programs. The committee shall also proactively seek to foster cooperative and collaborative relationships and programs between departments.

3. Meetings

The UAPC shall meet three times each semester.

ARTICLE VI- REVIEW AND AMENDMENT

This Plan of Organization shall be reviewed and updated, at minimum, every ten years, by a committee established specifically for this purpose. The committee shall consist of members elected by and from the faculty, members elected by and from the staff, an undergraduate student member elected by and from the undergraduate students, and a graduate student member elected by and from the graduate students. The faculty members of the committee shall be elected from a slate consisting of candidates from each sub-unit. The Chief of Staff or their designee will assist the committee in its review, help it solicit feedback from members of the SPH, and organize votes on revisions to the Plan of Organization. Proposed amendments to the Plan of Organization shall be presented to the members of the SPH Senate at least thirty days prior to any action taken. Votes on amendments may be taken at a Senate assembly or via an electronic survey. A simple majority of the entire Senate shall be required for the adoption of any amendment or revised Plan of Organization.

SPH academic unit Plans of Organization will be reviewed the year following approved changes to the SPH Plan of Organization. Units will establish internal committees to review and update

their Plans, with a final review and vote according to the terms of each unit Plan, subject to the provisions of the University Plan of Organization. The SEC will review all revised Plans to ensure compliance with the University Plan of Organization and the SPH Plan of Organization. Plans not in compliance will be returned for revision.

Ratified on: Successful majority Vote of SPH Assembly on September 27, 2021; Successful review of Senate ERG on 2/4/2022 (Pending university ratification due to backlog of University Senate)