



## **Establish a Department of Global, Environmental, and Occupational Health (PCC 23058)**

**PRESENTED BY** Wendy Stickle, Chair, Senate Programs, Curricula, and Courses Committee

**REVIEW DATES** SEC – January 23, 2024 | SENATE – February 6, 2024

**VOTING METHOD** In a single vote

**RELEVANT  
POLICY/DOCUMENT**

**NECESSARY  
APPROVALS** Senate and President

### **ISSUE**

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The School of Public Health (SPH) proposes to establish a Department of Global, Environmental, and Occupational Health from its existing Maryland Institute for Applied Environmental Health (MIAEH). In practice, this Institute has functioned independently as a departmental unit within SPH for more than 16 years. However, being officially designated as an Institute rather than a department has forced the unit to contend with distinct disadvantages. First, the unit’s status as an Institute requires that all faculty tenure homes must be in another department (in this case, the Department of Epidemiology and Biostatistics), making the Approval, Promotion, and Tenure (APT) process problematic. MIAEH faculty members have substantially different training, research foci, and teaching areas compared to Epidemiology and Biostatistics faculty. The Institute sets its own faculty standards and makes its own decisions regarding academic programming, service obligations, and research agendas. When a faculty member is ready to be considered for promotion, APT processes are confounded by the fact that all these functions are held separately within the Institute and yet, another academic unit, which is in a different academic discipline, is charged with reviewing and making the first level decisions. Second, MIAEH’s status as an Institute has made it difficult to attract new faculty and leadership. In fact, two prior national searches for a MIAEH Director did not succeed because finalists expressed discomfort with MIAEH not having departmental status. It has also been difficult to recruit graduate students given that comparable units in other accredited Schools of Public Health are typically departments.

Despite these significant fundamental challenges, the Institute has excelled in research, scholarship, and academic excellence as an independent unit in the School of Public Health, effectively operating as a de facto department and fulfilling all departmental academic, research, and service functions. The Institute is financially independent with its own state budget (including faculty lines) and external research funding. The Institute offers two independent graduate degree programs, a graduate concentration, and a post-baccalaureate certificate program, and provides the advising and mentoring to support these programs. The unit will also be the academic home of the new Global Health major and the new Environmental Science and Policy specialization in Environmental Justice. Converting this Institute into a department has been the School of Public Health’s intention since the SPH was created in 2006. Accordingly, the transition from MIAEH to the Department of Global, Environmental, and Occupational Health will require no additional human,

fiscal, or physical resources. The new department's name will convey the existing research and curricular focus of this unit in the areas of global health, environmental health, and occupational health.

This proposal was approved by the Senate Programs, Curricula, and Courses committee on November 3, 2023.

## **RECOMMENDATION(S)**

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The Senate Committee on Programs, Curricula, and Courses recommends that the Senate approve this new department.

## **COMMITTEE WORK**

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The committee considered this proposal at its meeting on November 3, 2023. Amy Sapkota and Boris Lushniak from the School of Public Health presented the proposal and answered questions from the committee. The committee approved the proposal.

## **ALTERNATIVES**

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The Senate could decline to approve this new department.

## **RISKS**

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If the Senate declines to approve this new department, the university will lose an opportunity to convert a unit that has been operating as a de facto department into an actual department, which would eliminate unnecessary barriers to faculty promotion, faculty recruitment, and student recruitment.

## **FINANCIAL IMPLICATIONS**

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There are no significant financial implications for the creation of this new department as this unit has been operating as a de facto department for more than 16 years.

**University of Maryland  
PCC Proposal**

**PCC Log No:** 23058

**Program:**

**Department/Unit:** Proposed new Department of Global, Environmental, and Occupational Health (Currently MIA

**College/School:** School of Public Health

**Proposal Contact Person (with email):** Amy R. Sapkota, ars@umd.edu

**Type of Action (check one):**

Change to Unit, Department, or College

Other:

The Maryland Institute for Applied Environmental Health (MIAEH), within the School of Public Health, proposes to transition into the Department of Global, Environmental, and Occupational Health (see details below and attached proposal).

Effective term: **Immediately**

**Approval Signatures** - Please print name, sign, and date. For proposals requiring multiple unit approvals, please use additional cover sheet(s). Digital signatures may be used.

1. Department Committee Chair \_\_\_\_\_

**Dr Paul C Turner**

Digitally signed by Dr Paul C Turner  
DN: cn=Dr Paul C Turner, o=SPH - College Park,  
ou=MIAEH, email=pturner3@umd.edu, c=US  
Date: 2023.10.16 17:17:29 -04'00'

2. Department Chair Amy R. Sapkota 10/16/23

3. College/School PCC Chair \_\_\_\_\_

Wendy Stickle 10/26/23

4. Dean \_\_\_\_\_

R. D. Jones 10/27/2023

5. Dean of the Graduate School (if required) \_\_\_\_\_

6. Chair, Senate PCC \_\_\_\_\_

**Wendy Stickle**

Digitally signed by Wendy  
Stickle  
Date: 2023.12.12 12:01:30  
-05'00'

7. University Senate Chair (if required) \_\_\_\_\_

8. Senior Vice President and Provost \_\_\_\_\_

**Instructions:**

When approved by the dean of the college or school, please email the proposal to [pec-submissions@umd.edu](mailto:pec-submissions@umd.edu).

**Summary of Proposed Action (use additional sheet if necessary):**

The Maryland Institute for Applied Environmental Health (MIAEH) proposes to transition into the Department of Global, Environmental, and Occupational Health. In practice, MIAEH has functioned independently as a departmental unit within the School of Public Health (SPH) for over 16 years, and is an Institute in name only. Because of MIAEH's Institute name, all faculty tenure homes must be in another department (the Department of Epidemiology and Biostatistics, EPIB), making the APT process problematic. Being an Institute in name only has also made it difficult to recruit faculty and students given that comparable units in other accredited Schools of Public Health are typically departments. To address these fundamental challenges, and simultaneously convey our existing research and curricular focus in the areas of global health, environmental health and occupational health, we propose to become the Department of Global, Environmental, and Occupational Health.

**Unit Code(s)** (to be entered by the Office of Academic Planning and Programs):



## SCHOOL OF PUBLIC HEALTH

### **Proposal to Transition the Maryland Institute for Applied Environmental Health Into the Department of Global, Environmental, and Occupational Health**

Prepared by Amy R. Sapkota, PhD, MPH

September 25, 2023

**Synopsis:** The Maryland Institute for Applied Environmental Health (MIAEH) proposes to transition into the Department of Global, Environmental, and Occupational Health. In practice, MIAEH has functioned independently as a departmental unit within the School of Public Health (SPH) for over 16 years, and is an “Institute” in name only. Because of MIAEH’s “Institute” name, all faculty tenure homes must be in another department (the Department of Epidemiology and Biostatistics, EPIB), making the APT process problematic. Being an “Institute” in name only has also made it difficult to recruit faculty and students given that comparable units in other accredited Schools of Public Health are typically departments. To address these fundamental challenges, and simultaneously convey our existing research and curricular focus in the areas of global health, environmental health and occupational health, we propose to become the Department of Global, Environmental, and Occupational Health.

#### **History:**

The University of Maryland SPH was created in 2006. The School was formerly called the College of Health and Human Performance, and in order for this College to be transformed into a new SPH that could be accredited by the Council on Education for Public Health, three new “departments” offering academic programs in the following areas had to be formed: Epidemiology & Biostatistics (EPIB); Health Policy & Management (HPAM); and Environmental Health. There were no barriers regarding the establishment of the EPIB and HPAM departments. However, establishing a new Environmental Health department was complicated.

That same year, the Department of Environmental Science and Technology (ENST) in the College of Agriculture and Natural Resources had been established. While ENST focuses specifically on environmental science (e.g., natural resources management; ecological design; soil and watershed science; and ecosystem health), and a new Environmental Health department in the new SPH would focus specifically on environmental health (“the branch of public health that: focuses on the relationships between people and their environment; promotes human health and well-being; and fosters healthy and safe communities,” American Public Health Association), the UMD Provost did not want to establish two new environment-related departments in the same year. As a result, the Maryland Institute for Applied Environmental Health (MIAEH) was created as an initial placeholder to carry out the required environmental health academic programming of this new School.

Given MIAEH's "Institute" status, all faculty tenure homes had to be located in another department, EPIB, an entirely separate entity from MIAEH. The plan was to then transition this "Institute", in name only, into a department after several years, at which time the tenure homes would be rightfully located. However, this plan did not come to fruition.

### **Challenges:**

Fast-forwarding to today, MIAEH has been stuck with an "Institute" designation for over 16 years, while, in practice, the unit functions completely independently as a departmental unit within the SPH. We are financially independent with our own state budget (including faculty lines) and external research funding; we offer 2 independent graduate degree programs, a graduate concentration and a post-baccalaureate program, providing all of the advising and mentoring to support these programs; and we are in the process of establishing a new undergraduate degree program, as well as a new undergraduate concentration (see details below). Moreover, we have our own independent policies, procedures and service committees required of all departments on this campus, including a merit pay policy/process; a workload policy; an admissions committee; a programs, courses and curriculum (PCC) committee; and an awards committee, to name a few. However, as noted above, because we are an "Institute", all of our faculty must have their tenure homes in another department (EPIB), we cannot have our own APT criteria and processes, and thus, the APT process is problematic.

Specifically, MIAEH faculty members have substantially different training, research foci, and teaching areas compared to EPIB faculty. MIAEH sets its own faculty standards and makes its own decisions regarding academic programming, service obligations and research agendas. When a faculty member is ready to be considered for promotion, APT processes are confounded by the fact that all of these functions are held separately within MIAEH and yet, another academic unit (EPIB), which is in a different academic discipline, is charged with reviewing and making the first level decisions. This is a burdensome dichotomy that not only creates unnecessary risks in the APT process but also represents a significant barrier to attracting and retaining excellent faculty and leaders in environmental health. In fact, two prior national searches for a MIAEH Director did not succeed because finalists expressed discomfort with MIAEH not having departmental status; MIAEH faculty member's APT dossiers being evaluated by EPIB faculty; and the EPIB Chair, instead of the MIAEH Director, writing the Chair's letter in the APT dossier.

Similarly, our "Institute" status makes it challenging to attract the highest caliber students given that comparable units in other accredited Schools of Public Health are typically departments. Prospective students are often confused by our status, with some thinking that we're an Institute within EPIB and others thinking that EPIB and MIAEH are combined, neither of which are true. EPIB and MIAEH function independently in every way except for our connection around tenure homes/APT processes.

Finally, our own campus has been confused about our "Institute" status and recommends a remedy. In 2018, the Provost and Vice President for Research created a "Research Institute Advisory Committee" to assess policies concerning research institutes. The committee's report included the following assessment of MIAEH. "The Maryland Institute for Applied Environmental Health (MIAEH) is not a research institute; It is an academic unit similar to a department. Policies for research institutes are

not appropriate for an academic unit such as MIAEH, and so we have omitted MIAEH from the list of institutes in appendix C. Consideration should be given to rationalizing the University's use of the term "institute" by converting MIAEH into a department."

### **Successes:**

In spite of these significant fundamental challenges, MIAEH has excelled in research, scholarship and academic excellence as an independent unit in the SPH. We currently have 11 TTK faculty, 30 PTK research faculty and 3 staff. As noted above, we offer two graduate programs (an MS and PhD in Environmental Health), an MPH concentration in Environmental Health, as well as a post-baccalaureate Graduate Certificate in Global Health. We also teach in the Public Health Science undergraduate major and have ~20 undergraduates taking independent research study credits in our labs each semester. In addition, we have just received approval and financial support from the Provost to launch a new undergraduate program in Global Health (at least 300 students expected in the first three years), as well as a new Environmental Justice concentration in partnership with Environmental Science & Policy (ENSP) (25-30 students expected in the first two pilot years).

In terms of funding, MIAEH has \$2M annually in State funding, and \$28M annually in external research funds. MIAEH is also home to the following influential Centers, training programs and labs, to name a few: CONSERVE: A Center of Excellence at the Nexus of Sustainable Water Reuse, Food & Health; the UMD Global STEWARDS National Science Foundation Research Traineeship; the Public Health AeroBiology (PHAB) lab; the Community Engagement, Environmental Justice and Health program; the Environmental Justice Lab; the Water Quality, Outreach and Wellness (WOW) Lab; the Exposome Small Molecule Core Facility; and the newly funded Global FEWture Alliance Grand Challenges Institutional Grant.

### **Looking to the Future:**

Making the transition to the Department of Global, Environmental, and Occupational Health will finally enable us to ameliorate fundamental challenges concerning tenure homes, the associated problematic APT process, and attracting excellent faculty and students. Moreover, including the words "global", "environmental", and "occupational" in the new Department's name will effectively convey the broad research and academic programming that we already carry out, creating a more visible and clearly identifiable entity at the university that is available as a resource in academic, research and service related to global, environmental, and occupational health needs of the state and beyond.

### **Costs:**

Since we have been effectively working as a department—fulfilling departmental academic, research and service functions—for over 16 years, the transition itself from MIAEH to the Department of Global, Environmental, and Occupational Health will require no additional human, fiscal or physical resources.

**Appendix:**

Appendix A: Draft Plan of Organization for the Department of Global, Environmental, and Occupational Health

Appendix B: Support letter from the Chair of the Department of Epidemiology & Biostatistics (EPIB)

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

## PREAMBLE

The Department of Global, Environmental, and Occupational Health is an academic unit in the University of Maryland School of Public Health (SPH). Our mission is to promote and protect human health in the diverse communities across Maryland, the nation and the world through discovery, education, and innovative application of knowledge in the fields of global, environmental, and occupational health. This is accomplished through cutting-edge research, experiential education and community engagement in areas ranging from infectious disease transmission and food and waterborne disease to environmental justice, cumulative risk assessment, and the impacts of climate change on human health and vulnerable communities. Our work is highly interdisciplinary by nature and includes collaborative partnerships with researchers and key stakeholders on campus and around the world.

The Department offers a Ph.D. and M.S. in Environmental Health Sciences, manages the Master's of Public Health concentration in Environmental Health Science, and offers a post-baccalaureate certificate in Global Health. In addition, the Department is launching a new B.S. in Global Health, as well as a new undergraduate Environmental Justice concentration in collaboration with the Environmental Science & Policy program.

The purpose of this Plan of Organization for Shared Governance (hereinafter referred to as the Plan) is to specify the means by which the Department of Global, Environmental, and Occupational Health carries out its research, teaching, and service responsibilities and contributes to the mission of the School of Public Health and the University. The Department adheres to the principles of shared governance through the active participation of faculty, staff, and students in establishing, monitoring, and revising Department goals, policies, and programs.

Shared governance at the University recognizes:

1. The responsibility of administrators for providing strategic leadership, and for managing its human resources, finances, and operations;
2. The central role of the faculty in the institution's teaching, research, and outreach programs, and in determining degree requirements and academic standards including the assessment of the quality of these activities through peer review;
3. The essential responsibility of the staff in managing the institution's operations;
4. The role of students as the institution's main academic educational focus, and their legitimate interest in matters affecting their ability to complete their education; and
5. The legitimate interest of all constituencies in participating in the development of policies and procedures, which affect them and the welfare of the University.



# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

All principles of shared governance shall be actively implemented within Departmental operations. Whenever the provisions of this plan explicitly or implicitly conflict with University policies, the latter will prevail. All efforts are taken to ensure that Department policies align with those of the University.

## DEFINITION OF TERMS

For the purposes of this Plan and the associated Department Bylaws, the following definitions shall be used:

- 1) School - Schools are headed by a Dean who reports to the Senior Vice President & Provost and are units equivalent to the Colleges.
- 2) Department - An academic department is a unit officially recognized by the University, and ordinarily is headed by a Chair who reports to the Dean of a College or School, offers one or more academic programs, maintains a separate budget, and may serve as the home unit for tenure-track faculty. When the word "department" is used in the current Plan, it applies to the Department of Global, Environmental, and Occupational Health.
- 3) Academic Programs - Academic Programs are entities within the Department which have a defined curriculum leading to the awarding of a degree. Current programs approved in the Department include the Masters of Public Health (MPH) concentration in Environmental Health Sciences, the Masters of Science in Environmental Health Sciences, the PhD in Environmental Health Sciences and the post-baccalaureate certificate in Global Health. Each of these programs has been recognized and approved by the Maryland Higher Education Commission (MHEC). Currently, the Department is in the process of launching a new B.S. in Global Health, as well as a new undergraduate Environmental Justice concentration in collaboration with the Environmental Science & Policy program.

## ARTICLE 1

### Membership

- 1.1 Faculty Members: Faculty constituencies include:
  - 1.1.1 All full-time tenured and tenure-track faculty and their equivalent
  - 1.1.2 All full-time professional faculty and lecturers with titles parallel to the rank of Professor, Associate Professor, Assistant Professor

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

- 1.2 Staff Members: All full-time permanent appointment exempt and non-exempt staff
- 1.3 Student Members:
  - 1.3.1 Undergraduate students with a declared major in the Department who are registered as full-time students
  - 1.3.2 Graduate students who are registered or enrolled in the Department
  - 1.3.3 Students may request or be asked to serve as a voting member on committees that affect them

## ARTICLE 2

### Departmental Administration

2.1 Departmental officers shall be the Chair, Assistant/Associate Chair, Graduate Director, Director of the Global Health Undergraduate Program, Assistant Program Director of the Global Health Undergraduate Program and Director of Administrative Services. Other staff include the Departmental Budget Manager, the Departmental Coordinator and the undergraduate program advising team (to be hired in the future).

2.1.1 **Department Chair:** The Chair is the chief administrative officer of the Department.

2.1.1.a. **Appointment.** The Chair is appointed by the Dean of the School and the University Vice-President for Academic Affairs to a fixed term of office, usually five years. The Chair is eligible for re-appointment. The Dean of the School or the Vice President for Academic Affairs will appoint a committee to review the Chair at regularly designated intervals, at least every five years.

2.1.1.b. **Duties:** The Chair's duties are to:

- 1) Be the chief representative and advocate for the Department.
- 2) Consult with the Department Executive Committee in implementing major decisions in areas such as budget, planning, curriculum, and personnel.
- 3) Plan and administer the Department's budget.
- 4) Administer the Department's academic programs.
- 5) Promote and engage in superior research, teaching, and service.
- 6) Recruit, hire, and retain quality faculty and staff, and ensure equity in hiring and personnel decisions.
- 7) Recruit, hire, and evaluate temporary and adjunct faculty who teach Department courses.

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

- 8) Make recommendations regarding faculty appointments, tenure, promotion, and post-tenure review, as specified by University policies.
- 9) Solicit active participation of faculty, staff, and students in Department, School, and University affairs.
- 10) Communicate School and University policies to Department faculty, staff, and students.
- 11) Appoint ad-hoc Departmental committees as needed.
- 12) Preside over faculty meetings.
- 13) Serve on the School Administrative Council.
- 14) Complete reports and other assignments relating to the Department's programs that are assigned by the Dean or other University administrators.

## 2.1.2 Department Assistant I Associate Chair

2.1.2.a. Appointment: The Department Assistant/ Associate Chair is selected by the Chair and serves at his or her discretion.

2.1.2.b. Duties: The Assistant/ Associate Chair duties are to:

- 1) Assist the Chair in the day-to-day operations of the Department, including such matters as scheduling of courses, teaching assignments, and procurement of part-time teaching personnel.

2.1.3. **Director of Graduate Studies:** The Director of Graduate Studies is the chief administrator of the Department's graduate programs.

2.1.3.a. Appointment. The Director is appointed by the Chair to a fixed term of office, generally three years. The Director is eligible for re appointment.

2.1.3.b. Duties: The Director of Graduate Studies duties are to:

- 1) Oversee recruitment and selection of graduate students to the Department's graduate programs.
- 2) Prepare fellowship proposals to obtain funding for Department graduate students.
- 3) Communicate admissions requirements to applicants and satisfactory progress and graduation requirements to students.
- 4) Monitor progress of individual students in all of the Departmental graduate programs.
- 5) Oversee the work of the Graduate Administrative Assistant.
- 6) Maintain appropriate records related to the graduate program.
- 7) Complete reports and other assignments relating to the Department's graduate programs.

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

## 2.1.4 Director of the Global Health Undergraduate Program

2.1.4.a Appointment: The Director of the Global Health Undergraduate Program is appointed by the Chair.

2.1.4.b Duties: The Director duties are to:

- 1) Coordinate with faculty on course development and scheduling courses.
- 2) Help students with scheduling, career guidance, counseling, and general support.
- 3) Supervise the administrative staff coordinating undergraduate studies activities.
- 4) Chair the Undergraduate Studies Committee and monitor the overall condition of the undergraduate program.

## 2.1.5 Assistant Program Director of the Global Health Undergraduate Program

2.1.5.a Appointment: The Assistant Program Director of the Global Health Undergraduate Program is appointed by the Chair.

2.1.5.b Duties: The Assistant Program Director duties are to:

- 1) Build the student advising and support infrastructure for all elements of this new program.
- 2) Serve as the departmental subject matter expert in school and university undergraduate academic policy and oversee the Student Services arm of the new Undergraduate Program.
- 3) Supervise the advising team to ensure compliance with University requirements.
- 4) Continually review and improve advising procedures within the major to lead to more efficient processes, and serve as the primary Student Services liaison for the program.

## 2.1.5 Director of Administrative Services

2.1.5.a Appointment: The Director of Administrative Services is appointed by the Chair.

2.1.5.b Duties: The Director of Administrative Services duties are to:

- 1) Proactively oversee the daily financial operations of the department, including state, research, foundation and entrepreneurial funding.
- 2) Manage the unit's working budget, including projections, budget amendments, and allocations.
- 3) Approve procurement, travel, personnel and financial transactions based on budgets, projections and available fund balance.

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

- 4) Develop and execute internal operational agreements, proposals and reports including all human resource related functions including employee payroll, faculty/staff recruiting, current appointments, graduate student appointments and others, as needed.
- 5) Guide the chair, staff, and faculty supervisors in the interpretation and implementation of UMD human resource policies, procedures, and programs.
- 6) Coordinate the appointment, promotion, tenure and review process for all TTK and PTK faculty within the department.
- 7) Ensure compliance with relevant state, federal, university and other related rules and regulations.
- 8) Train faculty/staff within the department on policies, procedures, and best practices.
- 9) Supervise the Departmental Coordinator.

## ARTICLE 3

### Bylaws

3.1 The Department shall have the power to organize its operations and to make Bylaws and regulations for its own proceedings, so long as those Bylaws and regulations do not contravene the statutes of the University, the power of the Board of Regents, the powers delegated to the Chancellor and to the President, and this Plan.

3.2 Amendments to the Department's procedural rules in the Bylaws shall be provided to the members seven calendar days in advance of any regular meeting and shall require approval by a two-thirds vote of the elected members of the Department present and voting.

3.3 The Department bylaws shall provide for an Executive Committee, and standing or special committees as may be necessary or desirable. Because the Department community includes multiple academic and social groups, the composition of committees should represent as broad a spectrum of interests as possible consistent with the functions of committees and the availability of candidates to serve.

## ARTICLE 4

### Departmental Committees

4.1 **Department Executive Committee:** The Department Executive Committee is a recommending body to the Chair of the Department and shall consist of the Department Chairperson who acts as Chair of the Committee (non-voting), the Assistant/Associate

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

Chair, the Director of Graduate Studies, the Director of Undergraduate Studies, the Director of Administrative Services, along with four elected members of the Department (including at least one professional faculty member) and one student. The Departmental Coordinator serves as an Ad Hoc non-voting member. The term of elected members is two-year staggered terms. All terms are on an academic year basis. Ordinarily no elected faculty member shall succeed himself or herself. No student representative shall serve more than two years.

4.1.a The Executive Committee meets twice a semester during the academic year at preannounced times. The Chair has the right to declare closed sessions with membership restricted to elected members.

4.1.b The Chair or any member of the Committee may request a special meeting of the Committee. Four voting members of the Committee including the Chair or his or her appointed substitute shall constitute a quorum. The minutes of all open Executive Committee meetings shall be circulated after each meeting to all members of the Department. Any faculty member in the Department may attend meetings of the Executive Committee without voting except in those cases where the Chair deems a closed session necessary. In such cases the Chair shall give the reasons for holding the closed session.

4.1.c Committee recommendations to the Chair are by consensus where possible and otherwise by majority vote. If the Chair takes an action contrary to Executive Committee recommendation, the Chair shall provide the Committee with an explanation for the decision.

The Committee shall:

- 1) Consult with and advise the Department Chairperson on matters of concern to the Department as well as its policies, including, but not limited to, allocation of Departmental resources, review of teaching programs, faculty work-loads and leaves, and any other matter that the Chair or members of the Executive Committee or of the Departmental may wish to bring to it.
- 2) Recommend establishment of standing and ad hoc subcommittees not otherwise specified in this Plan of Organization as needed necessary or desirable for the Department.
- 3) Review the Plan of Organization and By-Laws, in years ending with a zero or a five, and to initiate proposed changes then or at other times when necessary or desirable.

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

4) Perform other duties as requested by the Chair or upon petition of 50% of the Committee membership.

**4.2 Department Assembly:** The Department Assembly advises the Chair and provides oversight on all aspects of the Department. It consists of the regular, visiting, affiliate and adjunct faculty, and staff as well as three graduate students elected by the full-time graduate students in the Department. The Department Assembly (sometimes referred to as "faculty meetings") shall be held as often as needed but not fewer than twice a semester. Special meetings may be called by the Chairperson or upon the written request of at least eight Assembly members. The Chairperson shall announce the meeting at least seven days in advance. Assembly members are expected to attend.

4.2.a The Chairperson shall ordinarily preside. In his/her absence the Assistant/ Associate Chair will preside. Each meeting will include a report by the Chair of his/her current activities. Each will also include a report from every Standing Committee. Meetings shall be conducted in accordance with Roberts Rules of Order, unless dispensed with by unanimous consent. Absentee ballots (electronic balloting) will be allowed if approved by a majority of those present. The assembly may decide to use an electronic balloting procedure rather than voting at a Meeting.

4.2.b The Assembly shall hear reports from the Chair, the Graduate Director, the Undergraduate Director, the Director of Administrative Services and Committee Chairs. The Assembly may offer observations and recommendations following each of these Reports.

The Assembly shall:

- 1) Approve and update the Department's Strategic Plan and implement action steps to carry out its objectives.
- 2) Determine Department policies and initiatives in areas of research, teaching, and service.
- 3) Make major decisions concerning academic program requirements, graduate and undergraduate curricula, student recruitment, personnel, special programs, service activities, budget, and facilities planning.
- 4) Foster high quality of life among faculty, staff, and graduate students in the Department.
- 5) Nominate representatives to School and University committees and recommend faculty and student members for awards/honors.
- 6) Facilitate student appeals process when necessary.

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

**4.1 Graduate Faculty Committee:** The Department Graduate Faculty Committee consists of all tenured and tenure track faculty in the Department in addition to any Research faculty, Adjunct faculty, Affiliate faculty or others who have been officially approved by the Department and the Graduate School. Graduate Faculty meet on a regular basis..

The Committee shall:

- 1) Recommend updates to the Department's Strategic Plan as well as action steps to carry out its objectives.
- 2) Recommend Department policies and updates related to the operation of the graduate programs.
- 3) Recommend academic program requirements, graduate curricula, student recruitment, personnel, special programs, service activities, budget, and facilities planning.
- 4) Facilitate student appeals process when necessary.

An agenda shall be prepared by the Director of Graduate Studies. Minutes of each Committee meeting will be kept and distributed for approval. Decisions are made by majority vote; votes can only be taken when a quorum of committee members are present.

**4.2 Graduate Admissions Committee:** The Graduate Admissions Committee is a sub committee of the Graduate Faculty Committee with two tenure-track or tenured faculty selected by the Chair representing all of the Department's degree programs. The Committee is chaired by the Director of Graduate Studies and meets twice per semester or to address emerging issues important to the Department's programs.

The committee shall:

- 1) Participate in recruitment and selection of graduate students to the Department's graduate programs;
- 2) Make recommendations regarding admission standards;
- 3) Review all applicants for degree programs and provide recommendations on admission for each to the Director of Graduate Studies;
- 4) Nominate outstanding graduate program applicants for fellowships and other special programs.
- 5) Participate in preparing reports and other documents relevant to Graduate Studies in the Department.

**4.2.a Curriculum Committee:** The Curriculum Committee is a sub-committee of the Graduate Faculty Committee with at least one tenure-track or tenured faculty selected by the Chair representing each of the Department's degree programs (3) and the Department's liaison to the



# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

School's Program Curriculum and Courses Committee (PCC). The Committee is chaired by the Director of Graduate students and meets twice per semester or to address emerging issues important to the Department's programs.

The committee shall:

- 1) Monitor the quality of the graduate program.
- 2) Review and recommend changes to graduate program policies.
- 3) Participate in preparing reports and other documents relevant to Graduate Studies in the Department.

**4.3 The Global Health Undergraduate Program Committee:** The Global Health Undergraduate Program Committee will include faculty from the Department, the SPH and partnering colleges/schools across campus

The committee shall:

- 1) Advise the Director of the Global Health Undergraduate Program on the curriculum, pedagogical considerations, learning outcomes assessments, mentoring and internships.
- 2) Participate in program evaluation.
- 3) Provide input on exception to policy requests.

**4.4 Appointment, Promotion, Tenure (APT) and Post-Tenure Review Committee:** An APT Committee is formed when a faculty member (either tenured/tenure-track) eligible (mandatory review) or interested (non-mandatory review) in consideration for promotion or tenure is identified or to approve applicants for appointment at the Associate or Full professorial level. All tenured Department faculty members of rank senior to the rank for which the faculty member in question is being considered will constitute the appropriate APT Committee. The Department Chair will appoint the Committee Chair. The committee must have at least three members, and in cases in which the Department cannot meet this criterion, the Chair in consultation with the Dean shall appoint eligible faculty members from related departments to ensure that the review committee shall contain at least three members. Details regarding the APT committee and the promotions process are found in a supporting Department document on Appointment, Promotion, and Tenure.

**4.5 Appointment, Evaluation and Promotion (AEP) Committee:** An AEP committee is formed when a PTK faculty member is eligible or interested in consideration for promotion. The committee will include at least three PTK faculty members at or above the rank being sought by the candidate and preferably comprising the majority of committee members. Details regarding the AEP committee and the promotions process are found in a supporting Department document on Appointment, Evaluation and Promotion of PTK faculty members.

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

4.6 **Merit Committee:** The Merit Committee implements policies for the annual review of all Faculty. The committee consists of all departmental faculty.

4.7 **Institutional Review Board (IRB) Liaison:** The Chair appoints an IRB liaison to serve as the point of contact regarding the IRB application process. The liaison provides a preliminary review of all faculty and student applications for human subjects approval and forwards approved proposals to the University Institutional Review Board. The IRB liaison serves a two-year term and may serve multiple terms.

4.8 **Programs, Curriculum, and Courses (PCC) Liaison:** The Chair appoints a PCC liaison to the School's PCC Committee to serve as the point of contact regarding all PCC issues. The liaison provides a preliminary review of all Departmental, Committee, and faculty requests related to proposals for new courses, program modification or change, and initiation of new programs. The PCC liaison serves a two-year term and may serve multiple terms.

4.9 **Grievance Committee:** The elected members of the Executive Committee shall constitute the Grievance Committee for the Department of Global, Environmental, and Occupational Health. Departmental issues that cannot be resolved through informal channels may be brought before the Grievance Committee. With a senior full professor acting as Chair, the Grievance Committee shall investigate the issues in question and make a recommendation to the Chair of the Department concerning their resolution.

4.10 **Other Standing or Ad-Hoc Committees:** These committees may be constituted by the Departmental Executive Committee, APT Committee, Curriculum Committee, or Department Chairperson as needed or desired to carry out their respective duties, or as required by the University. These committees may be either elected or appointed as deemed appropriate.

## ARTICLE 5

### Leaves of Absence and Sabbaticals

Faculty members may request a leave of absence without pay for a full year sabbatical leave. Neither is guaranteed. Requests must be made at least 6 months in advance of the proposed leave and one year in advance for a sabbatical leave. In all cases the request must include not only a rationale and plan of action for the period of time requested, but shall also include a plan for how all academic, research, and service duties will be handled in the Department during the faculty member's requested leave. Requests shall be evaluated by the Department Executive Committee for their recommendation to the Chair for final decision at the Departmental level.

# Department of Global, Environmental, and Occupational Health Plan of Organization

Approved X/XX/XX

The request must then be reviewed by the Dean and ultimately approved by the Vice-President for Academic Affairs and Provost.

## **ARTICLE 6**

### Elections

All elections for Department Committee members called for in the Plan of Organization shall be by secret ballot. The Plan of Organization shall specify the nomination and election procedures as appropriate, the dates of the elections, the terms of office of the elected members, and the procedures for filling vacancies in any elected office.

## **ARTICLE 7**

### Approval of Amendments to Plan of Organization:

The Department shall have the power to make modifications in the Plan of Organization that are in accordance with rules and powers of the School, Campus, or University System. An amendment to the Plan of Organization may be proposed by any member of the Department. Amendments to the Plan of Organization shall require approval first by the Department Executive Committee. Approval by the Executive Committee requires a simple majority vote of the entire voting membership of the Committee. The text of the proposed modification shall be publicly available to each member of the Department at least two weeks prior to the end of the balloting period. Amendments that are approved by this process take effect immediately, unless approval is required by other University bodies.



SCHOOL OF  
PUBLIC HEALTH

Department of Epidemiology and Biostatistics  
Atlantic Bldg. #224, Suite 1340  
College Park, Maryland 20742-2611

September 28, 2023

Provost Jennifer King Rice  
University of Maryland College Park, Office of the Provost  
1101 Thomas V. Miller Jr. Administration Building  
College Park, MD 20742-5025

Re: Transition of the Maryland Institute for Applied Environmental Health into the Department of Global, Environmental, and Occupational Health

Dear Provost Rice:

I'm writing to convey my highest level of enthusiasm for the proposed transition of the Maryland Institute for Applied Environmental Health (MIAEH) into the Department of Global, Environmental, and Occupational Health (GEOH).

Currently, all of the MIAEH TTK faculty members have their tenure home in my department, the Department of Epidemiology and Biostatistics. This is problematic. MIAEH and EPIB are completely independent entities and the current tenure home situation results in EPIB faculty members, who have no to very little understanding of the scholarship of MIAEH faculty members, making first level APT decisions on these faculty members. Creating GEOH would fix this situation, enabling MIAEH faculty members (future GEOH faculty members) to have tenure homes in their own department.

Creating GEOH will also bring greater visibility to our School of Public Health in the areas of global health, environmental health and occupational health. I look forward to seeing this transition finally taking place.

Best regards,

A handwritten signature in black ink, appearing to read "Amir Sapkota", with a long horizontal flourish extending to the right.

Amir Sapkota, PhD  
Professor & Chair, EPIB