

## **Rules**

**Milken Institute School of Public Health  
The George Washington University  
As approved by the Faculty Assembly of the Milken Institute School of Public Health  
September 28, 2017**

### **Preamble; Definitions**

The Milken Institute School of Public Health of The George Washington University, chartered by the University in 1997, hereby in this document sets forth stipulations of governance.

The principles and procedures contained in this document defining the role of School administration and faculty in governance and academic activities within The George Washington University are intended to reflect an affirmation of the tradition of academic shared governance between faculty and administration in setting institutional policy.

The term "Faculty Code" refers to the Faculty Code approved by the George Washington University Board of Trustees in November 2015.

The term "School" refers to the Milken Institute School of Public Health

## **Rules**

### **I. Name and Location of the School**

The name of the organization shall be the Milken Institute School of Public Health, a School of The George Washington University (GWU) located in Washington, DC.

### **II. Subordination of School Rules**

These Rules supplement and are subordinate to the charter of The George Washington University, the University Faculty Code Governing the Academic Personnel of the University (Faculty Code), and the Procedures for Implementation of the Faculty Code, and the University Faculty Organization Plan.

### **III. Faculty Membership; Faculty Governance**

#### **A. Members of the School Faculty**

The faculty of the School consist of individuals whose University appointments fall within one of the grades established under Title I (A) through (F) of the Faculty Code. As defined in the Code, these faculty grades consist of retired, regular, specialized faculty, visiting and part time, as well as faculty holding secondary and courtesy appointments.

## B. Governance

Unless otherwise specifically limited under the Faculty Code, the governing faculty of the School consist of members of the full-time faculty who are either (i) regular faculty (tenure-track and non-tenure track), as defined in Section B of Title I of the Faculty Code; or (ii) specialized faculty, as defined by Section C of Title I of the Faculty Code.

## C. Rights and Responsibilities of Governing Faculty

1. Consistent with Title IX of the Faculty Code, full-time faculty members described in paragraph III B. of these Rules share with the officers of administration the responsibility for effective operation of the School and its departments. Faculty play a role in decisions on the appointment and promotion of members of the faculty and on the appointment of deans, departmental chairs, and other administrative officials with authority over academic matters. Governing faculty vote on appointment and promotion criteria; in the case of tenure criteria, voting is limited to regular faculty holding tenure-track or tenured positions. Faculty described in paragraph III B. participate in the formulation of policy and planning decisions affecting the quality of education and life at the School.
2. Faculty members described in paragraph III B vote on amendments and revisions to the School's Rules, departmental Rules and other procedures for the governance of the School and its departments, and, except as limited under the Faculty Code, decisions on appointment, promotion and tenure and the appointment of decanal personnel and department chairs.
3. Faculty members described in paragraph III B are expected to:
  - a. Participate in matters relating to educational policy, determinations of standards of admission, and the conduct of programs leading to School degrees;
  - b. Serve on School and department committees, participate in other governance activities, and, in conformance with the Faculty Code, vote on matters that are not otherwise reserved for regular members of the faculty; and
  - c. Attend School faculty meetings.

## D. Professional responsibilities of all members of the school faculty

1. As provided in Title III of the Faculty Code, all persons holding an appointment as a faculty member of the School shall:

- a. Perform their academic duties well, strive for professional development, and apply their talents to the service of their professions and their community;
- b. Carry out their teaching, research and service duties in accordance with the Faculty Code, applicable University and School policies, and in consultation with their department chairs; and
- c. Be responsible for maintaining standards of professional ethics and for fulfillment of faculty responsibilities.

#### **IV. Administrative Units of the School**

The administrative units of the School shall consist of:

- A. The School as a whole;
- B. The academic departments of the School; and
- C. Other administrative units including programs, centers, and institutes.

#### **V. Administration and Governance of the School**

- A. The Dean serves as the chief administrative officer of the School.
  - 1. The Dean shall have primary responsibility for guiding the School to the accomplishment of its mission.
  - 2. The Dean shall have the authority and responsibility for:
    - a. Supervising and evaluating the performance of individuals reporting to the Dean;
    - b. Overseeing the faculty evaluation process, including the annual faculty report process, including completion, review, and comments in connection with annual faculty performance.
    - c. Developing and tracking the School budget, including review and oversight of proposed and approved Departmental budgets;
    - d. Recruitment, admission, and retention of students within the School to meet goals that may be established by the School and University;
    - e. Development and retention of a diverse faculty to further the research, teaching, and service mission of the School;

- f. Fund-raising and development efforts to ensure strong financial support of the School and its programs;
    - g. Academic instruction and advising within the School;
    - h. Appointment of associate deans, assistant deans, academic program directors, department chairs, and administrative officers of the School;
    - i. Carry out duties in connection with the appointment, promotion, and tenure process described in Titles VI and VIII.
    - j. Other duties as assigned by the University President, Provost, and other appropriate University officials.
  3. The Dean shall annually evaluate the performance of each School associate dean, assistant dean, director, academic program director, department chair, and other School administrative officers described in subsection (2)(h) of this section
  4. The Dean shall prepare and provide to the faculty of the School, at the completion of each academic year, an annual report on the status of the School regarding its missions of education, research, and service. The report shall include current information on the financial status of the School and its departments.
  5. The Dean shall be advised by an Executive Advisory Committee, described in Part VI.
- B. Administration of School-wide programs
  1. As needed, the Dean may appoint directors or administrators of School-wide programs and administrative units.
  2. Individuals who direct or administer School-wide programs on under the Dean's authority shall, as appropriate, submit annual status reports on their activities, programs or units.
- C. Meetings of the School Faculty
  1. The Dean shall call at least 2 regular faculty meetings during each academic year.
    - a. The Dean may call special meetings of the School by a majority vote of the members of the Executive Advisory Committee and shall call a meeting of the faculty in response to a petition submitted by ten members of the governing faculty.

b. Notice of a regular or special meeting of the faculty shall be provided to the faculty at least 30 days prior to the date of such meeting, and an agenda will be circulated at least 10 days in advance of such meeting, along with any documents that require faculty review prior to the meeting; however, in the case of a special meeting, the Dean, with the concurrence of the Executive Advisory Committee, may waive notice with good cause.

2. The Dean shall preside at regular and special meetings of the School faculty.

## **VI. Standing Committees of the School; Ad Hoc Committees**

General principles applicable to all standing committees:

1. The School shall maintain standing committees, enumerated in paragraph 6, with broad representation across the departments of the School.
2. Votes to determine the elected members of standing committees of the School shall take place at the final regularly scheduled faculty meeting in the preceding academic year.
3. In the absence of special circumstances identified by the Dean in consultation with the Executive Advisory Committee, individual faculty members will serve on no more than two standing committees of the School at one time.
4. Terms for faculty members of standing committees shall be three years. With the exception of the Committee on Appointment, Promotion, and Tenure, elected faculty members of standing committees are limited to two consecutive three-year terms.
5. Standing committees shall keep minutes of meetings and shall file copies of these minutes with the Faculty Governance Office in a timely manner.
6. The following committees shall be standing committees of the School:
  - a. School-Wide Committee on Appointment Promotion and Tenure
  - b. Curriculum Committee
  - c. Admissions Committee
  - d. Research Committee
  - e. Student Academic Appeals Committee

f. Executive Advisory Committee

g. Rules Committee

7. In addition to the standing committees of the School, the Dean, in consultation with the Executive Advisory Committee, and following a vote of approval of faculty described in paragraph III B of these Rules, may from time to time establish such ad hoc committees as may be necessary to carry out the activities and functions of the School.

A. School-Wide Committee on Appointment, Promotion, and Tenure

1. The School-Wide Committee on Appointment, Promotion, and Tenure shall be organized and operate consistent with the provisions of Title IV of the Faculty Code and Section B of the Procedures for the Implementation of the Faculty Code. The Committee serves as the School-wide Personnel Committee, as provided under Title IV D of the Faculty Code

2. In implementing the Faculty Code procedures, the School-Wide Committee shall:

a. in consultation with each Department's appointment, promotion and tenure Committees, develop and update as needed (i) recommended criteria governing the appointment, promotion and tenure of faculty in the regular tenure-accruing class; (ii) recommended criteria governing the appointment and promotion of regular non-tenure- track faculty; (iii) recommended criteria governing the appointment and promotion of specialized faculty; and (iv) other recommended criteria as may be needed for additional faculty grades identified in the Faculty Code. Once adopted by a two-thirds vote, the Committee shall submit its recommended criteria for a vote by the governing faculty in accordance with these Rules.

b. In addition to developing faculty appointment, promotion and tenure criteria, the School-Wide Committee shall, in consultation with each department's appointment, promotion and tenure committee, develop the procedures to be used in reviewing the application of relevant criteria to individual cases

c. The School-Wide Committee shall also review for conformance with the School's criteria the appointment, promotion and tenure criteria established by each Department of the School.

d. Consistent with Section D of Title IV of the Faculty Code, the School-Wide Committee shall independently review recommendations originating from each department appointment, promotion and tenure review committee described in Title VIII. The Committee shall advise the Dean as to whether it concurs or non

concur with a Departmental committee's recommendation in any particular case and shall transmit the results of its decision along with its rationale, to the Dean and the Departmental Committee. The Dean shall act on the results in accordance with the Procedures for Implementation of the Faculty Code.

- e. Consistent with the Faculty Code, the School-Wide Committee shall submit annually to the Dean its recommendations on the allocation of tenure-accruing faculty appointments to departments within the School.
3. The School-Wide Committee shall consist of 6 members tenured at the rank of Professor, elected by the regular tenured and tenure-accruing faculty of the School.
4. The members of the School-Wide Committee shall, on an annual basis, elect a chair from among its members.

B. Curriculum Committee

1. The School Curriculum Committee shall function consistent with Section D of the Procedures for the Implementation of the Faculty Code.
2. The Committee shall provide for faculty participation in decisions of the School relating to the addition, revision, or elimination of curricular offerings. The Committee shall:
  - a. Approve new programs, new courses, and revisions to courses offered by programs of the School or as part of certificates or one or more degrees awarded by the School, including the undergraduate program, masters degree programs, and doctoral degree programs;
  - b. Periodically review courses and programs as needed, according to pre-established criteria, accreditation and certification requirements, and the goals of the School;
  - c. Monitor the quality of education and assess the attainment of the stated goals and objectives of the School; and
  - d. Assure Departmental compliance with Committee recommendations.
3. The Committee shall consist of one member from each Department, who shall be engaged in teaching.
4. The Public Health Student Association shall select a member to serve as a non-voting member of the Committee.

5. The Associate Dean for Academic Affairs shall serve as an ex-officio non-voting member of the Committee.

C. Admissions Committee

1. The Admissions Committee oversees policies regarding admission of students to the School.

2. Each Department of the School retains responsibility for review and decisions regarding the admission of individual graduate students.

3. The Admissions Committee shall:

a. Determine School-wide admissions policies such as grade point average and Graduate Record Examination requirements and scholarship criteria;

b. Advise School staff as to recruitment and admissions procedures such as application deadlines, communication strategies, and Preview Day agendas; and

c. Regularly review progress towards meeting School admissions goals.

4. Members of the Committee shall serve as the liaison between School admissions administrators and their departments.

5. Members of the Committee shall be elected every three years by faculty of each department who are described in paragraph III B of these Rules. Each Department may elect up to two members of the Committee. In any vote of the Committee, the members of the Committee for a department shall have a single vote.

6. Members of the Committee shall include, ex officio and without vote, the Associate Dean for Academic Affairs as well as other decanal staff and program administrators as appropriate, provided however that the total number of decanal and program administrators who serve ex officio and in a non-voting capacity shall be at least one fewer than the number of elected members.

7. The Public Health Student Association shall select a member to serve as a non-voting member of the Committee.

8. The members of the committee shall, on an annual basis, elect a chair from among the members.



D. Research Committee

1. The Research Committee shall provide for faculty participation in decisions relating to the research activities of the School.
2. Each department shall elect one faculty member from among the faculty described in paragraph III B of these Rules, who shall serve a three-year term.
3. Two doctoral students shall be elected by their respective constituencies (one from the DrPH program and one from the PhD program) to serve as non-voting members of the committee.
4. The members of the committee shall, on an annual basis, elect a chair from among the committee members.
5. The Associate Dean for Research of the School shall serve as an ex-officio member of the committee without vote.

E. Student Academic Appeals Committee

1. The School Student Academic Appeals Committee shall provide for faculty participation in decisions relating to appeals by students of grades and decisions that alter a student's academic status.
2. The members of the Committee shall be elected on an at-large basis by the faculty described in paragraph III B of these Rules.
3. The members of the committee shall, on an annual basis, elect a chair from among the committee members.

F. Executive Advisory Committee of the School

1. There shall be an Executive Advisory Committee of the School that advises the Dean on all matters affecting the organization, operation, and welfare of the School.
2. The members of the executive advisory committee shall include both elected faculty and other individuals. The Committee includes:
  - a. The chair of each department of the School;
  - b. The associate deans of the School;
  - c. Three faculty members elected at large by faculty described in paragraph III B of these Rules, no more than two of whom may hold primary appointments in the

same department;

d. The president of the Public Health Student Association, who shall be a non-voting member; and

e. A doctoral student elected by peers to serve as a non-voting member of the committee.

3. The Dean may invite additional faculty and staff of the School to attend meetings of the committee

4. The Committee shall meet at regular intervals throughout each academic year, and the Dean may call additional meetings, as needed. 5. The Dean shall preside at meetings of the committee.

#### G. Rules Committee

1. The Rules Committee shall meet as necessary to oversee the ongoing modification and revision of the Rules of the School. The Committee shall draft revisions that may be needed so that revised Rules can be reviewed, deliberated and voted on by the faculty. In bringing such revisions forward, the Committee members shall indicate to the faculty whether its members approve of the proposed revisions, as drafted.

2. Members of the Committee shall be elected on an at-large basis by the faculty described under paragraph III B of these Rules. Initial terms shall be staggered, with two members elected to a one year term, two members elected to a two-year term, and two members elected to a three-year term. Members of the committee will, on an annual basis, select a Chair from among the Committee members.

### VII. Ad Hoc Committees

#### A. Committee on Decanal Selection

1. In accordance with Section C.2 of the Procedures for the Implementation of the Faculty Code, governing faculty of the School] shall establish a Committee on Decanal Selection when a vacancy in any of the School's deanships arises. In establishing the Committee, the faculty shall adhere to the procedures and requirements set forth in Section C 2 (b) of the Faculty Code Procedures.

2. In carrying out its duties, including establishing criteria for the decanal search, creating a position description, and recommending candidates, the Committee shall be bound by the procedures and requirements set forth in the Faculty Code Procedures, Section C.2(b).

## B. Additional Ad Hoc Committees

The Dean, in consultation with the Executive Committee, may recommend to the faculty the establishment of ad hoc committees as may be necessary and appropriate to carry out the mission and operations of the School. In making such a recommendation, the Committee shall provide an explanation of the basis of the recommendation, as well as recommendations regarding the Committee's scope of responsibility, term and membership composition and qualifications, and process for faculty approval of committee members.

## **VIII. Administration and Governance of the Departments of the School**

### A. Departmental Governance

1. Departmental governance shall, in compliance with the Faculty Code, provide that:

- a. The faculty of each department with School governance status, as defined in paragraph III B of these Rules, shall establish Rules and other written procedures for the governance of the department.
- b. Departmental Rules shall provide procedures for the election of committees and the participation of the faculty in the departmental decision making process.

### B. Department Chair

1. The chief administrative officer of a department shall be the Chair of the department and shall serve at the pleasure of the Dean.
2. The Chair, with participation and advice of the regular faculty of the department shall, as described in Title IX of the Faculty Code, devise and implement procedures for the orderly functioning of the department and conduct of its academic mission.
3. The Chair shall represent the department in matters referred from the department to the Dean.
4. The Chair shall have primary authority and responsibility for:
  - a. Developing and managing the department budget;
  - b. Overseeing academic instruction and advising;
  - c. Overseeing professional development of faculty;

- d. Developing criteria and procedures governing student admissions, appeals, and disciplinary actions;
  - e. Faculty personnel matters, in cooperation with the departmental Appointment, Promotion, and Tenure Committees, including the process for decisions by the committees regarding appointments, promotion, and award of tenure;
  - f. Other personnel matters regarding non-faculty personnel including hiring, leave, retirement, evaluation of performance, and assuring that department personnel are meeting their responsibilities and maintaining standards of professional ethics;
  - g. Curriculum development;
  - h. Evaluation of faculty performance;
  - i. Planning and assigning departmental facilities and resources and assuring that such resources are used appropriately;
  - j. Submitting an annual report of the department to the Dean;
  - k. Conducting and encouraging fund-raising activities in consultation with the Dean and School development staff;
  - l. Participating in relevant aspects of salary decisions for the faculty and staff and making recommendations to the Dean; and
  - m. Communicating with alumni groups in consultation with School and University alumni relations staff.
- C. Departmental Appointment, Promotion, and Tenure Committees
1. Department Appointment, Promotion, and Tenure committees shall be organized and shall operate consistent with Section B of the Procedures for the Implementation of the Faculty Code.
  2. Consistent with the Faculty Code and implementing procedures, each department will establish procedures governing recommendations for initial appointments concerning instructors, assistant professors, and associate professors.
  3. Departmental recommendations for action other than initial appointments concerning instructors, assistant professors, and associate professors (i.e., promotions to the rank of associate professor or professor) shall be determined by the members of the faculty of the department of equal and higher rank.

Recommendations regarding tenure at any rank shall be determined by tenured members of the department faculty.

4. In the case of a department of the School with fewer than five tenured members of the faculty, the tenured members of the faculty of that department shall request, on an annual basis, that specific tenured members of other departments of the School or the University, up to a combined total of five, participate on an ad hoc basis in determining departmental tenure recommendations that may occur in that academic year.
5. Departmental committee recommendations regarding faculty membership that are subject to review by the School-wide Committee on Appointment Promotion and Tenure shall be transmitted to the School Committee for review and concurrence or non-concurrence. In the event of non-concurrence, the recommended committee candidates and the decisions of a Departmental committee on Appointment Promotion and Tenure and the School-wide Committee on Appointment, Promotion and Tenure shall be transmitted to the Dean.
6. Additionally, each Departmental committee shall transmit its recommendations regarding specific candidates, along with each candidate's supporting dossier, to the School-wide Committee on Appointment, Promotion and Tenure. Following its independent review, the School Committee shall transmit its concurrence or non-concurrence to the Departmental Committee, as well as to the Dean. Upon receiving the recommendation of the Departmental Committee and the results of the independent review by the School-wide Committee, the Dean will take action consistent with Section B and IV E(1) of Procedures for the Implementation of the Faculty Code.

#### D. Vacant Department Chairs

1. In the case of a vacant position of department chair, the Dean shall notify the faculty of the department of the vacancy.
2. When notified of a vacant position of department chair, the regular and full-time specialized faculty of the department of the rank of assistant professor or higher shall, consistent with Section C of the Procedures for the Implementation of the Faculty Code, formulate procedures for filling the vacant position.
  - a. The procedures shall provide for a committee of the regular and full-time specialized faculty of the department, or an appropriate interdepartmental committee, elected by the regular and full-time specialized faculty of each Department represented on the committee, to recommend a candidate for the position to the Dean.

- b. In the case of an elected interdepartmental committee, at least 60 percent of the members of the committee shall be members of the faculty of the department and all of the members of the committee shall be members of the full-time faculty of the School.
3. Should the Dean not concur with the recommendation of the department committee, the committee shall, consistent with Section C of the Procedures for the Implementation of the Faculty Code, and after consulting with the Dean, make alternative recommendations until a nomination acceptable to both the department and the Dean is reached.

## **IX. Participation of the School in the University Faculty Senate**

### **A. Representation**

1. The School is represented in the University Faculty Senate in accordance with the University Faculty Organization Plan. Eligibility, terms of service and election procedures are specified in the University Faculty Organization Plan.
2. Prior to a scheduled election, the Dean may solicit nominations from all members of the School faculty. Additionally, nominations will be accepted from the floor or by petition of the governing faculty. Candidates must be regular faculty with tenure.

### **B. Vacancies**

When a vacancy occurs in the School's representation on the University Faculty Senate, the faculty may elect an eligible faculty member to serve the unfilled term. The election shall conform to the requirements of Sections 2 and 3 of Article III of the Faculty Organization Plan and these Rules of the School. Elections may be held at either a regularly scheduled or special meeting of the faculty.

## **X. Conduct of School Faculty Meetings**

Parliamentary procedure for all meetings conducted under these Rules shall be governed by Robert's Rules of Order, Newly Revised. The Dean may appoint a parliamentarian.

## **XI. Adoption of School Rules and Amendments**

### **A. Effective date**

The School Rules shall become effective upon their adoption by a two-thirds vote of the governing faculty of the School and approval by the appropriate University officials.

## B. Amendments

1. These Rules may be amended by a two-thirds vote of the governing faculty of the School.
2. Motions to amend the Rules must specify the wording of the proposed amendment and the specific sections and provisions of the Rules affected. The proposed wording shall be distributed to the governing faculty in writing at least seven days prior to the regular or special meeting of the School faculty at which the motion is to be considered.

Approved by the SPH Faculty Assembly, September 28, 2017