

**Arnold School of Public Health
Faculty Governance/School Committees**

Administrative Council

The Administrative Council (AC) is the primary decision-making body of the school and acts as a liaison between the higher administration and the faculty and staff in departments. The AC reviews and approves virtually all programmatic and policy decisions for the Arnold School. In these discussions the department chairs represent the views of their respective faculty and staff. Planning activities at the school level primarily occur within Administrative Council and often in the context of development of our Blueprint for Academic Excellence. Discussion of any substantive topic extends over multiple meetings to allow chairs to discuss the issues with and solicit input from the departments.

Membership: Dean, associate and assistant deans, department chairs

Standing Committees

Scholastic Standards and Petitions Committee (Grievance Committee)

The Arnold School Scholastic Standards and Petitions Committee acts as an investigatory and advisory body on student appeals and grievances of an academic nature (this excludes grades), and reviews and recommends appropriate action on academic requirements and standards, current academic policies and practices, and petitions from students who seek relief from scholastic regulation and requirements. The committee is not used for appeals where a clearly defined appeal process has already been established. Functions of the school's committee are spelled out in the *Faculty Manual*:

Each college shall elect from its faculty a committee on scholastic standards and petitions to oversee the academic progress of undergraduate majors in its degree programs. This committee may formulate regulations concerning the scholastic standards of degree programs within the college, provided that these shall not be lower than the general university standards. Such regulations shall govern criteria for entrance into degree programs, criteria for determining scholastic eligibility of majors enrolled in degree programs, the number of majors that a degree program may accommodate, and attendance.

In order to become effective, such regulations formulated by a college committee and approved by the college faculty, must be submitted to the university Committee on Scholastic Standards and Petitions during the semester prior to the proposed implementation date. If approved, the proposed regulations must be submitted to the Faculty Senate. Approved regulations shall take effect after their publication in the university Undergraduate Studies Bulletin unless rescinded by action of the university faculty or the Faculty Senate.

The college committee shall also act on petitions concerning college and university academic regulations. Procedures for appeals of college committee decisions are set forth under the Committee on Scholastic Standards and Petitions.

In the event that a student who meets the requirements to continue enrollment in the university is not allowed to continue in a particular degree program, no record of that action shall be made in the student's file.

By September 1, the college committee shall make an annual report to the university committee on the number of petitions received and their disposition.

Membership: At least one faculty representative per department (three-year terms) and at least one undergraduate and one graduate student representative (one-year terms); associate dean for undergraduate affairs as chair.

Access and Collective Engagement Executive Committee

The Arnold School Executive Committee on Access and Collective Engagement is charged with developing, maintaining, and monitoring the school's progress in implementing its Strategic and Tactical Plan concerning access and engagement for faculty, staff, and students. The committee identifies policies and resources at the university level that can assist the school in meeting its strategic goals and recommends policies and procedures for the school level concerning faculty, staff, and student recruitment and retention. Thinking beyond race and ethnicity, the committee advises the school in developing a culture of respect, acceptance, and inclusivity.

Membership: At least one faculty representative per department (three-year terms) and two student representatives (one-year term); one member from the NIH FIRST FIIRRE team (ex officio); and the associate dean for access and collective engagement as ex officio member and chair.

Tenure and Promotion Committee

The Arnold School Tenure and Promotion Committee is essential to the school. The purpose of the committee is to review and promote excellence in performance of teaching, research and service of tenure-track faculty. Specific goals include:

- evaluation of candidates for tenure and promotion;
- third-year review of untenured faculty;
- post-tenure review of tenured faculty;
- development and approval of tenure and promotion guidelines and criteria.

The structure and function of the committee change to accommodate faculty growth and new accountability requirements. These changes are accomplished through the collaboration of the committee chair, the associate dean for faculty affairs and curriculum, and, if necessary, the committee and/or dean.

Membership: all tenured faculty members in the Arnold School; committee chair is a tenured professor elected by the committee for a two-year term.

Special Councils and Representatives

Council of Department Chairs (formerly known as ASPH Faculty Affairs and Curriculum Committee)

The Arnold School Council of Department Chairs supports communication between the office of the associate dean for faculty affairs and curriculum and the department chairs in areas regarding faculty and curriculum. The associate dean for faculty affairs and Curriculum typically meets with the committee a week prior to the Administrative Council meeting and prior to the AD's meeting with program directors to alert the chairs and others as to the information to be shared with the program directors.

Membership: The department chairs, the associate dean for undergraduate affairs, the director of the Office of Graduate Student Services, the director of evaluation and academic assessment, and the associate dean for faculty affairs and curriculum as chair. Other individuals may be included in the meetings, as appropriate, based on the topics discussed.

Council of Program Directors

The Arnold School Council of Program Directors addresses policies and issues related to student services and support, including student recruitment and application procedures, policies related to student support, and student travel awards. Members of this council are expected to be actively involved with annual program assessments. This council is advisory to the division of academic affairs and to the dean.

Membership: all graduate and undergraduate program directors; associate dean for faculty affairs and curriculum as chair. Council typically meets with associated departmental/program staff, director of graduate student services, and director of evaluation and academic assessment.

Dean's Student Advisory Council (aka Executive Committee of the Arnold School of Public Health Student Association)

The mission of the Dean's Student Advisory Council is to provide departmental representation to the Arnold School administration in order to address student concerns, promote volunteer, social, and networking opportunities, and to aid in gaining and retaining top tier students.

Membership: two graduate student representatives per department (two-year term) plus 2 undergraduates per department (EXSC and PUB); liaisons to the university's graduate student association, the APHA student caucus, the SC Public Health Association, and Institute for Healthcare Improvement (IHI) Open School, as available. The office of graduate student services provides staff support. The associate dean for faculty affairs regularly attends meetings. The dean and other associate deans attend periodically.

Research Advisory Council

The school's Research Advisory Council (RAC) is being reconstituted by the Interim Associate Dean for Research. The RAC serves in an advising capacity to the associate dean for research regarding school-wide research initiatives. RAC members advise on ways to increase the school's research collaborations and productivity; recommend specific research topics and directions for development within the school; provide guidance on protocols for research functions; provide feedback on adequacy of research infrastructure and supporting technologies in the school and university; review new research policies and procedures; and serve as a communication link between the Office of Research and faculty and staff within each member's department and research center.

Membership: The structure of the RAC includes one faculty representative from each department and research center. Council members serve for two years.

USC Faculty Senate Representatives

Arnold School faculty are represented by thirteen (13) faculty senators who hold three-year terms in the University's Faculty Senate. The number of senators apportioned to the school represents 10% of the full-time clinical and tenured/tenure-track faculty. There are two senators representing each of the six academic departments and one at-large senator representing undergraduate programs. The Faculty Senate meets monthly during the academic year.

Awards Committees

The Arnold School faculty award committees consist of three to four recent past winners of the respective awards. The faculty award announcement, nomination and selection process is coordinated by the division of academic affairs.

The school student awards are decided by a committee of departmental faculty representatives. The school student award announcement, nomination and selection process is coordinated by the office of graduate student services.

The school alumni awards are decided by a committee of school alumni, representing as many disciplines as possible. The alumni award announcement, nomination and selection process is coordinated by the development office.