GOVERNANCE PLAN OF THE
CUNY SCHOOL OF PUBLIC HEALTH AT HUNTER COLLEGE

A. Administrative Officers

1. Dean of the School of Public Health. There shall be a Dean of the CUNY School of
Public Health at Hunter College (the “School of Public Health”), who shall be appointed jointly
by the Chancellor and the President of Hunter College after consultation with the Presidents of
Brooklyn College, Lehman College and the Graduate School and University Center. The search
committee for the Dean shall be formed jointly by the Chancellor and the President of Hunter
College and shall include at least two faculty and one administrative representative from Hunter
College and one faculty and one administrative representative from each of Brooklyn College,
Lehman College and the Graduate School and University Center (these four colleges constituting
collectively the “Consortial Campuses”). These representatives shall be selected by the
President of each Consortial Campus after consultation with the faculty at that campus who have
a consortial appointment at the School of Public Health. The Dean shall report to the Chancellor
through the President of Hunter College, except that with respect to the Doctor of Public Health
Program, the Dean shall also report to the Chancellor through the President of the Graduate
School and University Center. The Dean shall have general responsibility to develop, implement
and administer the programs and resources of the School of Public Health, in accordance with
the policies of the Board of Trustees of The City University of New York.

2. Associate and Assistant Deans. With the approval of the President of Hunter College, and
in consultation with the Provosts of the Consortial Campuses, the Dean may appoint Associate
and Assistant Deans of the School of Public Health as are necessary in accordance with the
established policies of the CUNY Board of Trustees for such appointments. If a faculty member
from a Consortial Campus other than Hunter College is selected to be one of the Associate or
Assistant Deans, the Dean shall also obtain the approval of the President of that campus before
making the appointment. The Associate and Assistant Deans shall have such duties and
responsibilities as may be assigned to them by the Dean. Whatever the number or titles of the
Associate and Assistant Deans, they shall have responsibility for and report to the Dean
regarding the areas of academic affairs, finance and administration, student and alumni affairs,
research and sponsored programs, and planning and evaluation.

3. Campus Directors. There shall be a Campus Director from the faculty of each of the
Consortial Campuses who shall report to the Dean or such Associate Dean or Assistant Dean as
the Dean may designate. The Campus Directors shall serve as a liaison to their home campus
with respect to public health programs and shall coordinate with respect to teaching assignments,
course scheduling and other such matters. The Campus Directors shall also communicate with
the department chairperson at the home campus of each faculty member in his/her program
concerning that faculty member’s performance at the School of Public Health in connection with
the annual evaluation at the home campus. The Dean and the President of the Graduate School
and University Center shall jointly appoint the Campus Director for the Graduate School and
University Center (who shall also serve as the Executive Officer of the Doctor of Public Health
Program. The Campus Directors from the other three Consortial Campuses (who may have a
different title at their home campus) shall be selected by such method as each of those campuses
shall determine pursuant to its governance plan, subject to approval by the Dean. Each Campus Director shall serve for a three-year term and may be removed by the Dean, after consultation with the appropriate Consortial Campus President, in the best interest of the School of Public Health and in the same manner as department chairpersons may be removed by a president pursuant to the Bylaws of the CUNY Board of Trustees.

B. Administrative/Advisory Bodies

1. Dean’s Cabinet. There shall be a Dean’s Cabinet consisting of the Dean, the Associate and Assistant Deans and the Campus Directors and other persons designated by the Dean, which shall advise the Dean with respect to the policies and operations of the School of Public Health.

2. Council of Provosts. There shall be a Council of Provosts consisting of the Dean and the Provosts of the Consortial Campuses. The Council of Provosts shall advise the Dean on matters related to the policies and operations of the School, with particular emphasis on ensuring that the needs of the Consortial Campuses are met and that the policies and procedures of the School of Public Health are consistent with those of the Consortial Campuses. The Council of Provosts will also advise the Dean on the development and implementation of memoranda of understanding among the Consortial Campuses relating to the academic, financial and administrative arrangements among their public health programs and those of the School of Public Health.

3. Public Health Leadership Council. There shall be a Public Health Leadership Council consisting of members appointed by the Dean who shall be representative of external organizations involved in public health research or policy or the delivery of health or health-related services. The Public Health Leadership Council shall advise the Dean with respect to the research, programs and workforce development and training of the School of Public Health to ensure that they meet the needs of the community.

C. Faculty

1. Initial Composition. The faculty of the School of Public Health shall consist initially of all full-time faculty from the Consortial Campuses whose primary appointment is in a program leading to a doctoral or masters degree in public health, a masters of science degree in nutrition or environmental and occupational health sciences, or a bachelors degree in nutrition or community health education, and such other faculty (including adjunct faculty) appointed by the Dean after consultation with the Faculty Appointments Committee. All such faculty except adjunct faculty shall be consortial faculty at the School of Public Health with their primary appointment at another CUNY campus.

2. New Appointments. Thereafter, new consortial faculty shall be appointed to the School of Public Health after a recommendation by the President of one of the Consortial Colleges and review by the Faculty Appointments Committee. The final decision regarding such consortial appointment shall rest with the Dean. In the event that a candidate for appointment to the School of Public Health is simultaneously under consideration for an appointment at one of the Consortial Colleges, the Dean and the President of that college will coordinate as to the timing of
the review processes. New appointments of adjunct faculty shall be made by the Dean after consultation with the Faculty Appointments Committee and the Campus Directors.

3. Review and Reappointment. Untenured consortial faculty shall be reviewed annually by the Faculty Appointments Committee and its recommendation regarding reappointment shall be conveyed to the Dean of the School of Public Health and to the President of the Consortial College at which the faculty member has his/her primary appointment. The final decision regarding reappointment as a consortial faculty member shall rest with the Dean, who shall coordinate the review process and consult with the President of the Consortial College at which the consortial faculty member has his/her primary appointment.

4. Core Faculty. Pursuant to guidelines developed by the Faculty Appointments Committee and approved by the Dean, the Dean shall designate as Core Faculty the consortial faculty whose primary activities and responsibilities are related to the School of Public Health. Other consortial faculty shall be designated affiliated faculty.

D. Governing Body

1. The Faculty and Student Council. The governing body of the School of Public Health shall be the Faculty and Student Council. The Council shall meet at least three times per semester and shall distribute its agenda at least two weeks prior to its meetings.

2. Membership. The Faculty and Student Council shall consist of the Dean, the Associate Dean for Academic Affairs, the Campus Directors, all Core Faculty, two affiliated faculty elected annually by the affiliated faculty and five students, one elected annually by and from the students at the School of Public Health from each of the Consortial Campuses except two shall be elected annually from Hunter College (one from the undergraduate program and one from the masters program). Affiliated faculty other than the two elected representatives may attend meetings, with voice but no vote. The Dean shall serve as the chairperson of the Faculty and Student Council and shall preside over its meetings. The Council shall elect a member each year to serve as vice chairperson to preside in the absence of the Dean.

3. Duties. The duties of the Faculty and Student Council shall be as follows (subject to the limitation that all actions of the Faculty and Student Council under subparagraphs a – c below must also be approved by the governing body of the applicable Consortial College):

a. formulate educational policy and develop standards for admissions, academic performance and degree requirements for students consistent with the Bylaws and policies of the CUNY Board of Trustees and other CUNY policies and procedures;

b. review programs and curricula;

c. recommend to the Dean and the CUNY Board of Trustees the granting of undergraduate degrees, graduate degrees and honorary degrees to qualified candidates;
d. consider any other academic matters and make recommendations to the Dean and the CUNY Board of Trustees;

e. establish or abolish such standing or temporary committees as it deems necessary and consider reports and recommendations of those committees; and

f. recommend revisions to this governance plan.

4. Standing Committees. The Faculty and Student Council shall establish such standing and temporary committees and assign them such duties as it deems appropriate. Initially, the Faculty and Student Council shall have the following standing committees: a Steering Committee, a Curriculum Committee, an Assessment Committee and an Admissions Committee. Each committee may establish appropriate subcommittees. Members of the committees shall be elected by the Faculty and Student Council. Core faculty members of standing committees shall serve for staggered three-year terms; other members shall serve for annual terms.

a. Steering Committee. The Steering Committee shall establish the agenda for the meetings of the Faculty and Student Council, identify major issues for the Council’s consideration and oversee the activities of the other standing committees. The Steering Committee may act for the Council between Council meetings where there is an urgent need for immediate action and the Dean requests such action. The Dean shall be a member of the Steering Committee.

b. Curriculum Committee. The Curriculum Committee shall review all programs and courses, and amendments and additions thereto within the School of Public Health and report its recommendations to the Faculty and Student Council. It shall also coordinate its work with that of the appropriate committees and governing bodies of the Consortial Colleges.

c. Assessment Committee. The Assessment Committee shall recommend procedures for monitoring and evaluating student progress in achieving the expected competencies and the quality of each program. It shall also assist the Dean or his/her designee in evaluating student achievement in and the quality of each program and in presenting annual data assessing performance against those measures.

d. Admissions Committee. The Admissions Committee shall recommend standards for admissions for each program within the School of Public Health and shall review the qualifications of students proposed for admissions by each of the Consortial Colleges.

E. Faculty Appointments Committee.

1. Composition. The School of Public Health shall have a Faculty Appointments Committee whose members shall be Core Faculty elected by the Core Faculty for staggered three-year terms. The Committee shall have five members of whom two members shall be from Hunter College and one member shall be from each of the other Consortial Campuses.
2. Duties. The Faculty Appointments Committee shall review faculty qualifications for initial appointment and faculty performance in connection with reappointment and make recommendations to the Dean regarding appointment and reappointment to the School of Public Health. The Committee shall also recommend to the Dean the appropriate guidelines for designating Core Faculty.

F. Amendments. Amendments to this governance document relating to the operations of the School of Public Health may be proposed by a two-thirds affirmative vote of the members present and a majority vote of the entire membership at any meeting of the Faculty and Student Council, provided that the text of the proposed amendment has been sent in writing to every member of the Faculty Council at least two weeks before the meeting at which the proposed amendment is to be considered. Proposed amendments are subject to the approval of the CUNY Board of Trustees.