

## **Faculty Senate Executive Committee Standard Operating Procedures**

### **1.0 Meetings**

The FSEC will meet as needed

The FSEC will meet at least twice a year with the Senior Associate Dean. One meeting will take place right after the faculty elections, to include the new president-elect, and the second meeting will take place approximately six months later. Additional meetings will be held as needed.

### **2.0 Bylaw review**

1. The Faculty Senate President will oversee the annual review of the Graduate School of Public Health Bylaws and Standing Committees. This review will include the composition and charge of each Standing Committee. This review will NOT include the Standing Committee operating manuals, handbooks or forms; we felt that review of these materials was under the purview of the individual committees.
2. The Faculty Senate President will solicit ideas from the faculty for suggested revisions to the Graduate School of Public Health Bylaws and Standing Committees.
3. The Faculty Senate President will convene a meeting of the FSEC (all 3 members) and the chairs of the current Standing Committees, the Faculty Appointment, Promotion, and Tenure Committee (FAPTC), the Educational Policies and Curriculum Committee (EPCC), the Planning and Budget Policies Committee (PBPC) and the Faculty Diversity Committee (FDC). If a few members cannot attend then the FSEC president can meet with them individually.
  - a. Each person in the group will review the “Bylaws and Committee” document and come to the meeting with suggestions to update or revise sections. In particular, each committee chair will be responsible for reviewing the Bylaws section related to his/her individual committee, and the three FSEC members will be responsible for reviewing Components of the Governance Body, Graduate School of Public Health Council, Faculty Senate Executive Committee, Standing Committees, Nomination and Election of Faculty Representatives, Approval of Policies and Procedures for Standing Committees.
  - b. The group will discuss and agree on revisions to the document.
  - c. A revised document will be drafted reflecting the group’s decisions.
4. The recommended revisions to the Graduate School of Public Health Bylaws and Standing Committees will be brought to Council for approval.

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5. The School faculty will vote to approve the recommended revisions to the Graduate School of Public Health Bylaws and Standing Committees.
6. Review is to take place in the weeks prior to the spring faculty meeting/annual retreat.

Note, the Safety Committee is listed at the end of the “Bylaws and Committee” document on the website. The Safety Committee is an appointed committee that directly serves the Dean’s office and it is NOT one of the components of the Graduate School of Public Health governance body. As a result, the Safety Committee is not part of the review.

### **3.0 Resources to bring faculty issues to Council**

The FSEC will serve as a resource for the faculty to bring issues before Council. If any faculty member has an issue to bring forward to Council the faculty member is to contact and meet with a FSEC representative up to two weeks prior to the next Council meeting so the FSEC has a clear understanding of the issue and can schedule any additional meetings as necessary.

At the meeting the FSEC representative will be responsible for presenting the issue and reporting the Council’s comments back to the faculty member.

### **4.0 Run spring faculty meeting**

The FSEC will be responsible for running the spring faculty meeting. The FSEC will:

- Work with the Dean (or the designee of the Dean) to set an agenda
- Identify a date and time and location for the meeting. This will include working with the administrative staff in the Dean’s Office to contact Senior Vice Chancellor to determine availability for the meeting.
- Work with the administrative assistant to the Dean to survey the faculty for questions for the Senior Vice Chancellor

Sent on behalf of X, Faculty Senate Executive Committee President

Pitt Public Health faculty members:

As you know, our school-wide faculty meeting is scheduled for Day, Date at Time p.m. in room Location. Dr. Levine will give a brief talk and then have an open discussion with the faculty members. This is our chance to ask him questions.

In order for Dr. Levine to be prepared for most of the questions that we will be asking, we request that you submit your questions to Meggie’s email before Time on Day and Date .

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Please contact **President's Name** (**President's email and phone number**) if you have any questions or concerns.

- Serve as liaison to the faculty to gather questions for the Senior Vice Chancellor (if it is called for by the agenda).
- Provide opening and closing comments to the meeting

## **5.0 Presence at Council**

Members of the FSEC will attend each Council meeting and will be voting members of Council.

## **6.0 Provide ideas for Faculty Development Workshops**

Faculty Development Workshops are typically held once a month during the academic year (September through May). The planning for the workshops for the upcoming academic year takes place the summer immediately prior to the academic year. Members of the FSEC will collaborate with the Associate Deans to identify relevant topics and speakers.

## **7.0 Participate in planning of fall faculty meeting/retreat**

- Work with the Senior Associate Dean to develop a theme, agenda and breakout sessions for the faculty retreat. Also, work to identify breakout session leaders.
- Prior to fall faculty meeting/retreat, meet with chairs of standing committees to:
  - Review slides for meeting
  - Review bylaws to see if changes need to be made (see prior section)
- After faculty meeting/retreat, assist Senior Associate Dean on the development of a meeting summary.

## **8.0 Review of nominees for any process where a representative from Pitt Public Health needs to be selected.**

A number of instances will arise over the course of an academic year where a representative of the Pitt Public Health faculty may be nominated for an award. To ensure that the faculty have a role in the nomination process the FSEC will be responsible for gathering nominees and forming a committee to select a nomination to the Dean.

The following describes the process for each of the awards. Note that other awards may be added as they are identified.

### **8.1 Distinguished Faculty Nomination Process**

It is critical to note that the Distinguished Faculty rank is awarded to a faculty member when he or she has achieved a truly singular luminary status. The justification for Distinguished Faculty must be focused and highlight the singular distinguished contribution(s) of this faculty member rather than listing the

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many accomplishments achieved over the course of the faculty member's career. In addition to an overview of the candidate's career, the nomination letter should include the following:

1. Confirmation that this faculty member has the respect and support of the faculty
2. Description of a singular contribution from this person. This should be an intellectual contribution that rises above the usual level, and the importance of this contribution must be emphasized.
3. Evidence that academic peers have recognized the accomplishments and contributions that this candidate has made to the field. This is best addressed by citing major awards that the faculty member has received and documenting the importance and scope of the awards.

To address the first point, of faculty respect and support, the faculty nominating committee shall be comprised of the 3 members of the Faculty Senate Executive Committee (i.e. the Faculty Senate past, current and future presidents) and current Distinguished Faculty members actively involved with the Graduate School of Public Health. This committee will meet with the Dean to bring forward and discuss nominations for Distinguished Faculty.

The second and third points should be addressed clearly in the nominating letter from the Department Chair and/or the Dean.

Unless there are truly exceptional circumstances, only one candidate should be nominated by the Graduate School of Public Health each year.

Based on prior years, it is anticipated that the following timeline will need to be followed:

1. Request for nominations is released from the Provost's office (Mid-June)
2. Dean / FSEC President requests service of committee members (mid-June)
3. FSEC President solicits nominations from Department Chairs (end of June)
4. Department Chairs submit nominations to the committee through the FSEC President (early August)
5. FSEC President convenes a meeting with committee members and the Dean (mid-August)
6. Dean submits nomination to the Provost / Vice Provost for Faculty Affairs (early to mid-September)

Note that once a nominee is identified, the Dean will work with the Department Chair of the faculty member to develop the nomination letter.

The above timeline is a general timeline and will need to be modified accordingly based on the release of the announcement and the due date of the recommendation.

Include below are drafts of letters to:

1. Current Distinguished Faculty requesting service on committee
2. Department Chairs soliciting nominations for Distinguished Faculty.

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Draft Letter to Current Distinguished Faculty:

Dear X,

The rank of Distinguished Faculty is one of the greatest honors a faculty member can receive. We are in the process of creating a committee to nominate candidates from the Graduate School of Public Health for Distinguished Faculty. This committee will review the nominations put forward by the Department Chairs and will recommend one of the suggested candidates or their own noteworthy candidate for Distinguished Faculty to the university-wide selection committee.

As a Distinguished Faculty member, we would like to invite you to serve on this committee. The committee would meet with the Dean of the Graduate School of Public Health mid-August (date to be determined). Please confirm that you are willing to serve in this role.

Best regards,

Draft Letter to Department Chairs:

Dear Department Chairs,

The rank of Distinguished Faculty is one of the greatest honors a faculty member can receive. We are asking that you consider your department faculty and nominate an appropriate candidate for Distinguished Faculty.

It is critical to note that the Distinguished Faculty rank is awarded to a faculty member when he or she has achieved a truly singular luminary status. The justification for Distinguished Faculty must be focused and highlight the singular distinguished contribution(s) of this faculty member rather than simply listing the numerous accomplishments achieved over the course of the faculty member's career. In addition to an overview of the candidate's career, the nomination letter should include the following:

1. Confirmation that this faculty member has the respect and support of the faculty.
2. Description of a singular contribution from this person. This should be an intellectual contribution that rises above the usual level, and the importance of this contribution must be emphasized.
3. Evidence that academic peers have recognized the accomplishments and contributions that this candidate has made to the field. This is best addressed by citing major awards that the faculty member has received and documenting the importance and scope of the awards.

Nominations will be reviewed by a school-wide faculty nominating committee comprised of the Faculty Senate Executive Committee and current Distinguished Faculty members.

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We look forward to receiving your nominations.

Best regards,

## **8.2 ASPPH/Pfizer awards**

The ASPPH and Pfizer partner to offer faculty awards that acknowledge and encourage excellence in teaching, research and practice. Four awards are typically available

- Award for Teaching Excellence
- Early Career in Public Health Teaching Award
- Excellence in Academic Public Health Practice
- Young investigator's Research Award

Specifics regarding the criteria for each of these awards can be found on the ASPPH web site.

The FSEC will be responsible for:

- Soliciting nominees from the Department Chairs
- Forming a committee with the Associate Deans for Education, Practice and Research (Senior Associate Dean) to review the nominees and recommend one nomination to the Dean

Once the Dean has approved, the responsible Associate Deans will work with the Department chairs of the nominees to gather the necessary information for the submission. The timeline for the review and submission will be driven by the announcement date and the due date. In general, the announcements will be made in the early summer with the applications due near the end of August.

Given the time necessary to accumulate the necessary materials for the submission packet, members of the FSEC are to ensure that the Associate Deans and Department chairs have one month to accumulate the materials.

## **8.3 Chancellor's awards**

The Chancellor offers faculty awards that acknowledge and encourage excellence in teaching, research, public service and mentoring. Four awards are typically available

Specifics regarding the criteria for each of these awards can be found on the ASPPH web site.

The FSEC will be responsible for:

- Soliciting nominees from the Department Chairs
- Forming a committee with the Associate Deans for Education, Practice and Research (Senior Associate Dean) to review the nominees and recommend one nomination to the Dean

Once the Dean has approved, the responsible Associate Deans will work with the Department chairs of the nominees to gather the necessary information for the submission. The timeline for the review and submission will be driven by the announcement date and the due date. In general, the announcements will be made in the early summer with the applications due in October. Note that the awards typically have different due dates.

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Given the time necessary to accumulate the necessary materials for the submission packet, members of the FSEC are to ensure that the Associate Deans and Department chairs have one month to accumulate the materials.

#### **8.4 Alumni Awards**

Pitt Public Health has a number of awards geared toward the alumni of the school. There are three Distinguished Alumni Awards (teaching and dissemination, research, practice). In addition, the Margaret F. Gloninger Service Award is also presented.

- Teaching and Dissemination, presented annually to an alumnus who has made significant contribution to education and dissemination, either in the classroom or in the field
- Research, presented annually to an alumnus who has made significant contribution to research
- Practice, presented annually to an alumnus who has made significant contribution to public health practice
- The Margaret F. Gloninger Service Award, presented annually to a Pitt Public Health alumnus who has made a significant contribution to the school or community through volunteer service.

The FSEC will be responsible for:

- Soliciting nominees from the Department Chairs and other members of Pitt Public Health
- Forming a committee with the Associate Deans for Education, Practice and Research (Senior Associate Dean) to review the nominees and recommend one nomination to the Dean

The timeline for the solicitation of nominees, review and submission will be driven by the date of the Alumni Dinner when the awards will be presented alumni.

#### **8.5 Delta omega award nominees**

Each year at the Pitt Public Health convocation faculty, students and alumni are inducted as new members of Delta Omega, the national honorary society for public health.

The Dean's Office will be responsible for the solicitation of nominees. Approaches will include, but are not limited to:

- Students
  - Department student liaisons
- Faculty
  - Department Chairs
- Alumni
  - Website
  - Alumni newsletter
  - Chairs

All nominations should include:

- A letter nominating the individual, summarizing the individual's accomplishments relevant to public health (maximum two pages)
- A biographical sketch

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The FSEC will be responsible for reviewing nomination for nominees for all three categories. Election will be based on outstanding performances for students and outstanding teaching, research or service for faculty and alumni.

The timeline for the solicitation of nominees and review will need to be completed prior to convocation in order to have the necessary materials in place (e.g., printed programs). The solicitation should be initiated at the beginning of the spring semester with the review taking place in the middle of March.

#### **8.6 Any grant with limited number of submissions per institution or unit.**

Announcements for grant submissions may come from the federal government or other organizations which limit the number of applications from an institution (University of Pittsburgh) or a unit within the institute (Pitt Public Health).

When these announcements occur, the Senior Associate Dean (Associate Dean for Research) will be responsible for identifying those within Pitt Public Health interested in responding. If multiple individuals or groups are interested, FSEC will work with the Senior Associate Dean (Associate Dean for Research) to select one individual or group to represent Pitt Public Health with a submission (in the instance where there is one application per unit) or to be sent to the Provost's office for consideration as the representative from the University of Pittsburgh (in the instance where there is one application per institution).

#### **8.7 Chancellor's Affirmative Action Award**

The Chancellor offers awards that acknowledge significant contributions in affirmative action.

The timeline for the review and submission will be driven by the announcement date and the due date. In general, the announcements will be made in the March with the applications due in early May.

The Senior Associate Dean will send an e-mail the Department chairs requesting nominees.

**2014 Chancellor's Affirmative Action Award.** Attached is the announcement for the Chancellor's Affirmative Action Award. Please send any nominations (name, one paragraph summary on why the person should be considered for the award) for your department to me by April 11<sup>th</sup>. The Faculty Senate Executive Committee will review all of the nominees and select one nominee to represent Pitt Public Health.

#### **9.0 Surveys**

As needed

#### **10.0 Faculty Elections**

Work with the Associate Dean for Faculty Affairs and the FSEC to organize and implement the elections for the faculty governance.



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PART I: Election of Standing Committee Representatives

- 1) The Associate Dean for Faculty Affairs and the President of the FSEC will be responsible for providing each Department Chair with a list of positions to be filled. This list will be prepared with the assistance of the Dean's administrative staff.
- 2) The Chair will use the list to select proposed nominees.
- 3) A slate of at least two candidates will be identified for each elected position to be filled. If two willing candidates (who meet the eligibility requirements) cannot be identified, the Chair may propose a willing candidate.
- 4) All members of the Standing Committees will be elected by the faculty of their respective department.
- 5) The President of the FSEC will present the elected members of the Standing Committees to the Pitt Public Health Council.

PART II: Election of FSEC President-Elect

- 1) A slate of at least two candidates will be identified by the FSEC past-president, current-president and the president-elect.  
(They reviewed lists of current committee members, reviewed the composition of the current FSEC and tried to identify appropriate faculty in different departments. Several potential candidates were contacted by them about the position and to determine if they were interested.)
- 2) The President-elect of the FSEC will be elected by the full Pitt Public Health faculty through an on-line election handled by the Office of the Dean.
- 3) The President of the FSEC will present the President-elect results to the candidates who ran in the election and then to the Pitt Public Health Council.

At the completion of the elections the FSEC President will write an e-mail to all faculty, distributed by the Dean's Administrative Assistant, summarizing the results of the elections.

PART III: Selection of At-Large Representatives

There are no At-Large representatives to be identified as both are on their 2<sup>nd</sup> of the 3 year appointment

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Timetable

| Month     | Task(s)   |
|-----------|---|
| January   | <ul style="list-style-type: none"><li>• Plan for spring faculty meeting</li></ul>   |
| February  |   |
| March     | <ul style="list-style-type: none"><li>• Meet with Sr. Associate Dean</li><li>• Email faculty for questions to the Senior Vice Chancellor for spring faculty meeting</li><li>• Host spring faculty meeting</li><li>• Review alumni award nominees</li><li>• Review Delta Omega nominees for faculty and alumni</li></ul> |
| April     | <ul style="list-style-type: none"><li>• Plan for spring faculty elections</li><li>• Review nominees for the Chancellor's Affirmative Action Award</li></ul>   |
| May       | <ul style="list-style-type: none"><li>• Hold faculty elections</li><li>• Send email on results of faculty elections</li></ul>   |
| June      | <ul style="list-style-type: none"><li>• Review nominees for Distinguished Professor (typically released in May, due in August)</li></ul>  |
| July      | <ul style="list-style-type: none"><li>• Plan for fall faculty meeting/retreat</li><li>• Plan faculty development workshops</li><li>• Review nominees for ASPPH/Pfizer (typically announced in June, due in August)</li></ul>  |
| August    |   |
| September | <ul style="list-style-type: none"><li>• Meet with Sr. Associate Dean</li><li>• Meet with committee chairs</li><li>• Review bylaws</li><li>• Review nominees for Chancellor's distinguished teaching, research, mentoring and service awards (typically announced in September, due in October)</li></ul>                |
| October   | <ul style="list-style-type: none"><li>• Host fall faculty meeting/retreat</li></ul>   |
| November  |   |
| December  |   |

Other duties

- Attend monthly Council meetings
- Review limited submission grants as needed.