

To: Chairs, College of Public Health and Health Professions
Cc: Michael Perri, Ph.D., Interim Dean; Members, PPHP Council
From: Ronald H. Rozensky, Ph.D., Chair PPHP Faculty Council
Subject: Election of College Committee Members
July 24, 2008

Dear Chairs:

Per the PPHP Constitution, "The Faculty Council also coordinates and communicates deadlines for Faculty Council and college-level standing committee elections to the departments. The Council has responsibility for ensuring elections occur at approximately the same time across departments and that departments have been given the opportunity to elect a representative to each committee as appropriate."

Our Council met for the first time on July 23, 2008 and discussed the importance of the committee structure within PPHP and the need to move judicially to have our standing committees in place as soon as possible. Below is Section 6 of the Constitution listing committees, their function, and how representatives are selected.

In our role of coordinating elections within the College, we would ask that you seek nominations within your departments and hold an election for the representative from your department to the standing committees. You will be electing members of the Curriculum Committee, Tenure and Promotion Committee, and Research Committee. Please initiate that election process upon receipt of this notification and plan to have completed your elections by 7 August 2008. At that time, please send a list of your elected representatives to Dean Perri and me, as Chair of the Council.

The Faculty Council is recommending to Dean Perri that he reappoint, on an interim basis through August 25, 2008, the current members of The Financial Aid and Scholarship Committee so that committee can expeditiously address the financial aid issues for the upcoming semester. Given that, the Council makes recommendation to the dean for the five members of The Financial Aid and Scholarship Committee. Please provide the Council, via an email to me, your recommendation for individuals to serve on that committee once the interim period expires. The Council will convene on 3 September 2008 at 430PM to consider those nominations and forward recommendations to the Dean.

The Council reviewed PPHP Constitution's description of the Teaching Excellence Committee. The Council believes that the mechanism for appointment or election to that committee is unclear at this point. Since that committee historically has been an appointed committee, the Council voted to ask the Chairs for nominations to that committee. The Council will, in turn, recommend to the Dean three names to serve on that committee. Please note that the Constitution states that "The Teaching Excellence Committee shall consist of three previous recipients of a teaching award and one student representative." The Council will convene on 3 September 2008 at 430PM to consider those nominations and forward recommendations to the Dean.

I look forward to receiving your list of nominations for the Teaching Excellence and Financial Aid & Scholarship Committees as soon as possible and your list of elected representatives no later than noon, 8 August 2008.

Thank you,

Ronald H. Rozensky, Ph.D.
Chair, Faculty Council

Section 6 – College Level Committees

With the exception of the committee chairs, members of all college level committees cited in this document shall serve a term of two years unless otherwise specified. Members may serve a maximum of three consecutive terms or six years, whichever is greater. They must sit out for a minimum of one term before being eligible for re-election. Members filling a partial term vacated by another member may serve three additional consecutive terms beyond the partial term. Committee chairs are elected on an annual basis as specified under each committee subsection below. Term limits, if applicable, are noted under each committee's subsection, as well.

Election of faculty representatives and chairs is by simple majority of those voting. Student representatives are nominated via each PPHP department, the student College Council, and self-nomination. The chair of each committee selects his or her student representative from among all student nominees.

All committee members, including the chair, faculty members, staff, and student representatives shall have one vote each on each committee on which they serve.

At his or her discretion, the dean may appoint administrative liaisons to college committees, with the intended purpose of assisting with recounting of historical information and to provide guidance related to committee responsibilities or during transitions of committee representation.

A. College Curriculum Committee. The College Curriculum Committee shall act for the faculty in matters relating to recommendations for college level approval of undergraduate, graduate, and professional instructional programs. Specific duties include:

1. Consideration and recommendation for college-level approval of new courses and programs,
2. Review and recommendation for college level approval of course and program changes and terminations, and
3. Participation in accreditation or other academic review procedures when requested by a department or the dean.

The Curriculum Committee shall consist of one elected faculty representative per department. In addition, one student representative shall serve on the Curriculum Committee. The committee shall annually elect its own chair from its faculty members. The chair may be re-elected without term limits.

B. College Tenure and Promotion Committee. The College Tenure and Promotion Committee shall consider all matters relating to faculty promotion and tenure. The duties of this committee shall include the review of all faculty candidates for appointment at the ranks of associate, clinical associate, or research associate professor or higher. It also includes review of appointments with tenure at the rank of associate professor or higher. Only faculty members holding tenure may assess a tenure request. All committee members with a rank higher than the candidate's current rank may assess a candidate for promotion. After reviewing candidates for tenure and/or promotion, the committee as a whole or its chair shall meet with the Dean to provide the committee's assessment and recommendations.

The membership of this committee shall include one elected eligible representative from each department. All members of the College Tenure and Promotion Committee shall be at the rank of associate professor or higher. The dean, associate or assistant deans, and department chairs shall not be eligible to serve on the Tenure and Promotion Committee. The committee shall annually elect its own chair, and the chair may be re-elected without term limits.

C. Financial Aid and Scholarship Committee. The Financial Aid and Scholarship Committee shall advertise, organize and review applications, and make recommendations for specific college scholarships, loans, and awards to the dean. The committee shall also review nomination packets and make recommendations to the dean for college and university level faculty and staff awards as requested by the dean or his or her representative.

The Financial Aid and Scholarship Committee shall have a minimum of five faculty members and the financial aid officer, who serves as ex-officio. The Faculty Council recommends faculty for service on this committee to the dean. The chair shall be elected annually from its members and may be re-elected without term limits.

D. Teaching Excellence Committee. The Teaching Excellence Committee shall solicit and organize nominations, review applications, and make recommendations to the dean for recipients of the teaching excellence, teacher-advisor, and teacher-scholar awards.

The Teaching Excellence Committee shall consist of three previous recipients of a teaching award and one student representative. (Please note: the faculty to student ratio of this committee is designated by University policy.) The composition will change on an annual basis to accommodate participation of the most recent year's awardees. Therefore, committee terms are for one year. The Committee shall elect its chair each year from among its faculty members. The chair may be re-elected without term limits.

E. Research Committee. The Research Committee shall act for the faculty in matters relating to college and University research activities and awards. Specific duties include, but are not limited to:

- a. Coordination and/or grant proposal review for specific activities and events, such as the UF Opportunity Fund, the Brooks Research Development Grants, and legislative-supported requests.
- b. Proposal review of and recommendation for recipients of specific university and college research grants and awards, including the graduate student mini-grants and PPHP Research Day awards.
- c. Provision of input on proposed or new PPHP, University and community research opportunities.
- d. Periodic assessment of available research opportunities and recommendations for revisions, deletions, and/or additions to current research activities, awards, and policies.

The Research Committee shall consist of one elected faculty representative per department and one doctoral level student. In addition, one research staff member will be appointed by the dean or his or her designee. The committee shall annually elect its own chair from its faculty members. The chair may be re-elected without term limits.