Faculty Handbook

Policies and Procedures Manual

Department of Public Health
Sacramento State University

Revised & Approved: May 2025

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I. INTRODUCTION AND OVERVIEW

This document serves as the guidebook of procedures, rules and policies that govern the daily operations of the Department of Public Health (DPH). The content provided below was created and approved by the DPH full-time faculty, who retain the authority to revise the content at any time, by following general voting procedures (see section I below). The Department Chair will ensure that all revisions to this document are recorded and distributed among the faculty in a timely manner and in compliance with all relevant university requirements.

A. Department Mission & Vision

- **Mission** – To prepare current and aspiring public health and health care professionals to enhance, protect, and preserve population health.

- **Vision** – Healthy, thriving, equitable communities with the capacity to reduce the threats to public health, address health concerns and maximize wellness.

B. Department Values

Value	Statement
Health Equity	We believe that public resources should be apportioned strategically to maximize health, social capital, and human potential.
Social Justice	We believe that the benefits and costs of collective decisions should be born equally.
Inclusion	We celebrate human diversity as an asset for effective collaboration.
Scientific Evidence	We make decisions based on qualitative and quantitative evidence that is collected and analyzed through sound scientific methodology.
Collegiality	We make decisions as a cohesive group of colleagues, based on mutual respect and fair-minded procedures, with a goal of reaching shared success.
Innovation	We value creative exploration of ideas for enhancing the quality of instruction, research and service that advances opportunities.
Nurturing Growth	We believe in cultivating aggregate success by motivating students and colleagues to expand and exceed their expectations for achievement.
Passion	We believe that faculty and students should be driven by their passion to help others.

II. GENERAL VOTING PROCEDURES

The faculty may employ a number of methods for making collective decisions on department business. The sections below provide general definition and procedures for decision-making methods that are commonly used by the department. Other sections in this handbook will refer back to the descriptions below when identifying how to proceed.

A. Simple Majority Voting

Items decided by simple majority vote are generally used for questions that do not require privacy in voting and is the default method used for making group decisions. Any voting member may request that a more private method of voting (by ballot) be used at any time, but that motion is subject to majority approval. Simple majority voting should follow these procedures:

1. A quorum (at least one person more than half) of vote-eligible members must be present to proceed.
2. A clearly articulated motion is made by a voting member and seconded by another voting member.
3. Friendly amendments that are meant to clarify or improve the original motion may be offered at any time. The person who made the original motion may accept it by revising the motion or reject it and continue with the original motion.
4. All voting members are provided reasonable time to discuss the matter. Any voting member who believes ample time has been provided may call the motion to an immediate vote.
5. All eligible voting members vote verbally or by show of hands. The motion carries if it receives more than 50% of the eligible votes.
6. Motions that fail may be proposed again by a voting member at any time but will only receive another vote if seconded by another voting member.

B. Ballot Voting

Ballot voting is cast privately in written format. This procedure is generally used for elections and committee selections but may be used for other decisions at the request and approval of voting faculty. Ballot voting will follow the procedures below:

1. Candidates or options for selection must first be nominated and the nomination must be accepted by each nominee before appearing on the ballot. If the number of candidates is less than or equal to the number of open positions, then a simple majority vote may be used to approve the block of candidates. Otherwise, written ballots should be used.
2. The Department Chair generally serves as the Ballot Coordinator. However, if the Chair becomes a candidate, then another non-candidate, voting member must be identified by majority vote of voting faculty to run the ballot procedures.
3. The Ballot Coordinator should create written ballots with all candidates' names listed in alphabetical order. Instructions should tell voters to select their top number of candidates, up to the number of open positions.
4. Once a ballot has been created, voting may commence in either paper or electronic format, with electronic voting being the preferred method:
    a. Electronic Format
        i. The Administrative Coordinator will produce and distribute the ballot using Qualtrics or similar survey software.
        ii. The ballot will be distributed in a manner that maintains anonymity of votes, prevent voting more than once, and limits voting to only eligible members.

    iii. The Administrative Coordinator will set a deadline for returned ballots and report the final results to the Ballot Coordinator, who will in turn report the results to the faculty as soon as possible after closing the ballot.

b. Paper Format

    i. Blank ballots must be placed in a blank envelope, which is then placed inside another envelope with the voter's name written on it.
    ii. Voters will seal their completed ballots into the blank envelopes first, and then place the blank envelope into the outer envelope with their name showing. Voters should sign their names across the seal of the outer envelope only and return to the department's Administrative Coordinator.
    iii. The Administrative Coordinator will ensure that only one vote was returned by each voter and will remove the sealed, blank envelops to give to the Ballot Coordinator.
    iv. The Ballot Coordinator will open the sealed, blank envelopes, tally the results and report the outcome to the voting faculty. The candidates who receive the highest number of votes will win the open seats.

C. Consensus Voting

Voting by consensus is a more informal method of finding full agreement among the voting members to move forward. The department has agreed to use this method of decision-making for general discussions and ideas that are generated on a regular basis. This method is not generally appropriate for elections and committee selections, or changes to curriculum, admissions, ARTP, or other policies with major impact on the department. Since this method is informal, it does not entail any specific steps, but generally follows the process of finding solutions, ideas or directions that meet with support from all members present.

III. SELECTION OF DEPARTMENT CHAIR

A. Nomination Process

1. Chair selection is initiated in early fall during the current Chair's final year. The current Chair begins by describing the process during a faculty meeting in September and asking all eligible faculty to submit nominations (including self-nominations) to the Chair in writing before the next faculty meeting. Only full time tenured and tenure-track faculty with primary assignments in DPH are eligible to submit nominations and only those at the rank of Associate or Full Professor are eligible to serve as chair of the department.

2. If the chair position is vacated before the end of a full term, the nomination process will be initiated by the current Chair as soon as possible, to ensure there is no gap in leadership. If the vacating Chair fails to start this process within five days after leaving office, then the process will be initiated by the AIC appointed by the Dean's Office or by the Department ASCII until the Chair Selection Committee is formed (see part 4 below).

3. If no nominations are received by the deadline, the current Chair will discuss options with the Dean of HHS and discuss next steps with the full faculty.

4. The Chair announces all nominations at the next faculty meeting, giving all nominees a chance to accept or deny the nomination. After confirming all nominations, the faculty will select a Chair Selection Committee (CSC) consisting of three full-time faculty members who are not nominated for the position through a simple majority voting process during the meeting. The CSC will manage the remainder of this process (see section E below).

5. At the next faculty meeting, each chair nominee will be allowed up to 15 minutes to present to the faculty. Additional time will be afforded for faculty to ask questions of each nominee as needed. After all presentations and questions are complete, the CSC will formally close the nomination period.

B. Voting Eligibility and Weighting

1. In accordance with the Unit 3 M.O.U, only Unit 3 faculty members in the department may be allowed to vote in the department chair election. Per the University Policy on Chair Roles and Responsibility, all temporary faculty who are currently assigned workload are also eligible to vote in the department chair election.

2. All full-time tenured, tenure-track, and temporary faculty may cast one (1.0) fully weighted vote. All part-time temporary faculty, who are actively teaching courses during the semester when the vote takes place, may cast one (1.0) vote, that will be prorated based on their percent of a full-time workload assignment (15 WTU) in DPH. Workload assignment outside of DPH will not count toward the prorating calculation for DPH faculty votes. If needed, prorated votes will be rounded up in the same manner that workload assignment accounting is rounded up, to the nearest elevated tenth. Please see examples below:

Faculty teaching one lecture course (3 units)	3.0 WTU divided 15 WTU = .20
Faculty teaching four courses (12 units)	12.0 WTU divided by 15 WTU = .80
Faculty teaching five courses (15 units)	15 WTU divided by 15 WTU = 1.0

C. Election Procedures

1. Balloting for the Department Chair shall begin within five (5) working days following closure of the nomination process, as described in A.5 above. The CSC and DPH Administrative Coordinator will distribute ballots to all eligible faculty using the Ballot Voting process described in section II above. Electronic ballot voting is the default method.

2. A ballot will be declared "spoiled," and not counted in the results if more than one choice is indicated. All members of the CSC must be present when counting ballots.

3. In order to be elected, a candidate must receive the majority of votes cast from eligible faculty. For this purpose, abstentions will not be included in the total vote count.

4. If no single candidate receives a majority of votes, then the two candidates receiving the highest number of votes, or all candidates receiving the highest equal number of votes (i.e., three-way tie for first), will move to a run-off election within five (5) working days of the original ballot. The run-off election will proceed as described above in C.1 and allow at least five (5) working days of balloting.

5. The CSC will perform final certification of the votes and send results to Dean for one final review and certification of the results. The Dean will formally announce the results of the Chair selection, including vote counts, to the DPH faculty within five (5) working days of certifying the results.

6. If no candidate receives a majority of votes after the run-off ballot, then the CSC will meet with the Dean of HHS as soon as possible to explore options available to the Department. These options will be discussed with the full faculty to determine how to move forward. If the faculty cannot agree on an option to move forward within a month's time, then the Dean will be asked to appoint a Chair for a full term.

7. Ballots and other pertinent election materials will be retained in DPH by the Department Administrative Coordinator for one year.

IV. ROLE AND RESPONSIBILITY OF DEPARTMENT CHAIR

A. Role & Term

The standard term of an elected chair will be three academic years for 12-month appointments, in accordance with University guidelines. Chairs who are elected to fill a premature vacancy will be elected to complete the remainder of the vacated 3-year term. There is no limit to the number of terms a faculty member may serve as chair. The academic department chair is a teaching faculty member of the Department, and as such has all the rights and responsibilities of a faculty member. In addition, the primary functions of the chair are to manage the daily operations of the academic department and to serve as a liaison between DPH and university administration.

B. Responsibilities

The department chair should consult with the department faculty in making administrative decisions regarding such matters as workload, scheduling, curriculum, and budget. After careful consideration of faculty input on these administrative matters, and consultation with the college dean as needed, the department chair has the authority to make timely decisions to manage the department. Faculty have the right to appeal or request review of any administrative decisions affecting them. The chair should also consult periodically with department faculty, other department chairs, and the college dean regarding pertinent aspects of departmental administration.

The chair is responsible for discharging the following duties in accordance with the established policies and procedures of the department, college, university, and CSU system:

1. Communicate the Department's needs to the College and University administration and communicate University and College policies and administrative procedures to the Department faculty and staff.

2. Supervise the recruiting of faculty and staff in accordance with the DPH programmatic needs and the mandate of Affirmative Action.

3. Supervise the evaluation of department faculty and staff as required by departmental personnel procedures.

4. Foster and support faculty development within the goals and objectives of the department, college, and university.

5. Maintain currency and improvement in the quality of the department’s curriculum.

6. Coordinate departmental student advising efforts.

7. Coordinate the departmental workload assignment of faculty and staff.

8. Prepare and present the department’s budget to school authorities as appropriate.

9. Ensure the instructional schedules of the department are submitted as required and modified as needed.

10. Coordinate and support the work of departmental committees and serve on college or university committees.

11. Ensure that a department process for dealing with student grievances is implemented in accordance with general university and system procedures.

12. Facilitate the instructional support operations of the department to ensure effective use of clerical services, proper space allocations, adequate supplies, etc.

13. Perform other duties as specified by the dean and/or other university administrators and carry out assigned duties in accordance with university and CSU policies.

14. Schedule and conduct regular meetings of the faculty of the Department.

15. Serve as liaison between the Department faculty and the Dean of the College in preparing the summer session schedule.

16. Review the Faculty Manual at least every year and work with faculty to revise as needed. All changes must be approved by DPH tenure and tenure-track faculty.

17. Coordinate orientation for new full-time faculty, part-time faculty and graduate assistants of the Department.

18. Represent the Department at administrative meetings, campus-wide committees and functions.

19. Interpret Department, College and University policies to faculty and staff.

20. Facilitate an atmosphere of cooperation within the Department and between the other academic units of the College.

V. DEPARTMENT COORDINATORS

A. Terms of Appointment

1. Department Coordinator positions are created and defined as needed by the Department Chair or Chair Elect in consultation with DPH faculty. The Chair/Chair Elect is responsible for creating and maintaining job descriptions for all Department Coordinator positions.

2. The default term of the appointment will be for three years, aligning with the Department Chair's term of appointment, but may be adjusted by the Chair as needed to serve the needs of the Department. Within two weeks following the election of a Department Chair, the Chair-elect will initiate the selection process for all Department Coordinators for the following term (described below). There is no limit to the number of terms someone can serve in a Coordinator position.

3. In the event that a Department Coordinator vacates the position prior to completing the full term, the current Department Chair will appoint an interim replacement to complete the remainder of the Department Coordinators term as quickly as possible.

B. Selection of Coordinators

1. Any tenured, tenure-track, or temporary faculty in DPH is eligible to serve as a Department Coordinator.

2. Within two weeks following the election of the Department Chair, the Chair-elect will solicit nominations from all eligible faculty for candidates to serve in Department Coordinator positions. This solicitation will describe the responsibilities, requirements,

procedures, and nomination deadlines for each position. All nominations must be submitted in writing to the Chair-elect and accepted in writing by the nominee before the established deadline.

3. After all nominations are confirmed, the Department Chair Elect will meet with each nominee to discuss the position requirements and responsibilities. After these meetings, the Chair Elect will ask each nominee to confirm his/her continued interest in the position and then close the nomination process.

4. The Chair Elect will then announce the final list of nominees and allow a five workday comment period for other faculty to submit private comments on the nominees to the Chair Elect, which will be considered in the final selection.

5. After the five workday comment period, the Chair Elect will appoint Department Coordinators to coincide with the Chair's term of appointment. Appointments should be made in a timely manner, if at all possible, to allow for training and shadowing opportunities before assuming new roles.

VI. DEPARTMENT MEETINGS

A. Meeting Schedules and Attendance

1. Regular faculty meetings of the department will be scheduled each spring semester for the following academic year, to ensure protected meeting times that coordinate with the academic calendar and course schedule. Faculty meetings should occur at least once per month but may occur more frequently as needed by the department.

2. The Department Chair can cancel meetings or call additional meetings as needed, with at least five (5) days' notice to the faculty.

3. Department committee meetings are called as needed by the committee chair. All committee members are expected to attend.

4. College faculty meetings are held as needed, and all faculty are expected to attend.

5. University faculty meetings are called as needed by the President of the University, or Faculty Senate. All faculty are expected to attend.

B. Meeting Procedures

1. The agenda will be distributed a few days before each meeting, whenever possible. Minutes will be taken at every meeting and distributed as soon as possible after the meeting.

2. Business will be conducted when a quorum is present, which comprises more than 50% of all tenured and tenure-track faculty housed in DPH.

3. The Department Chair is responsible for creating and distributing each meeting agenda and will facilitate faculty meetings. The Chair may also identify other faculty members to facilitate meetings as needed. Discussions will be guided by the meeting agenda; however, faculty may request adjustments to the agenda at any time before or during the meeting.

4. Discussion items can be voted on by faculty in attendance using Robert's Rules of Order. Motions that receive a simple majority vote among the quorum present at the meeting are carried and recorded in the minutes for implementation. Faculty may also request that a specific vote be made through electronic or paper ballots if needed. A majority vote is needed to move to electronic or paper ballot.

VII. Managing Curriculum

A. Overview

- Full-time DPH faculty are the primary caretakers of the department's educational offerings, which includes the following curricular components: new and existing course content; course delivery options; new and existing programs of study; new and existing degree offerings; new and existing majors, minors and certificates; and workforce development and training sessions.
- The faculty must actively maintain programs and courses that reflect current, comprehensive, and relevant content and comply with local, state and federal guidelines and applicable accreditation standards.
- Individual course instructors have the academic freedom to select pedagogical methods, learning activities, and required readings to deliver the content of their assigned courses. These pedagogical decisions are not considered curricular changes and do not require approval from the faculty. Instructors are encouraged, however, to seek advisement from other faculty when making pedagogical decisions.

B. Graduate Curriculum Committee (GCC)

1. Roles and Responsibilities

a. The GCC is responsible for initiating, reviewing, evaluating, and approving revisions related to the graduate program curricula within the Department.
b. The GCC purview includes the following curricular elements at the graduate level: the program of study, program prerequisites, program level academic requirements, course descriptions and learning outcomes.
c. Proposed revisions to the graduate program of study or graduate courses may be initiated by any member of the GCC or referred to the committee through the GCC Chair.

d. GCC members will be allowed time to discuss curriculum-related proposals and offer amendments during the meeting. After adequate discussion, the faculty can decide whether to vote on the proposal or continue revising the proposal for further consideration later.
e. Proposals will be voted on using simple majority voting procedures established in this Handbook in order to be adopted or rejected. Curricular decisions made by the GCC are binding and not subject to additional consideration by the DPH at large.
f. Once approved for adoption by majority vote, the Department Chair and Graduate Coordinator are responsible for the following:
    i. Communicating decisions to all affected parties, including DPH faculty, students, staff, and support services across the University.
    ii. Shepherding curricular changes through the required approval procedures on campus and in the CSU Chancellor's Office as needed;
    iii. Ensuring that all changes appear in all program publications, including the university catalog, department website, and program guidebooks;
    iv. Managing the implementation process that establishes an effective date and includes a process for grandparenting changes into program requirements for current and future students.

2. Membership and Meetings

a. The Graduate Coordinator and Department Chair are de facto voting members of the GCC. The Graduate Coordinator will serve as the Committee Chair.
b. All other full-time faculty members in DPH are eligible to serve as regular voting members of the GCC. Faculty members who wish to serve as voting members must notify the GCC Chair of their intention to join the GCC before the end of September for the respective academic year. There is no limit to the number of faculty members on the GCC.
c. The GCC is expected to meet at least once a month during the fall and spring semesters, and the GCC Chair will have the discretion to alter that schedule as needed to maintain educational quality in departmental programs.
d. Voting members are expected to participate consistently across the entire academic year; consistent failure to participate in meetings, discussions, and voting can constitute cause for removal from the committee, at the discretion of the GCC Chair.

C. Undergraduate Curriculum Committee (UCC)

1. Roles and Responsibilities

a. The UCC is responsible for initiating, reviewing, evaluating, and approving revisions related to the undergraduate program curricula within the Department.
b. The UCC purview includes the following curricular elements at the undergraduate level: admission requirements, the program of study, program prerequisites, program level academic requirements, course descriptions and learning outcomes.

c. Proposed revisions to the undergraduate program of study or undergraduate courses may be initiated by any member of the UCC or referred to the committee through the UCC Chair.
d. UCC members will be allowed time to discuss curriculum-related proposals and offer amendments during the meeting. After adequate discussion, the faculty can decide whether to vote on the proposal or continue revising the proposal for further consideration later.
e. Proposals will be voted on using simple majority voting procedures established in this Handbook in order to be adopted or rejected. Curricular decisions made by the UCC are binding and not subject to additional consideration by the DPH at large.
f. Once approved for adoption by majority vote, the Department Chair and Undergraduate Curriculum Committee Chair are responsible for the following:
    i. Communicating decisions to all affected parties, including DPH faculty, students, staff, and support services across the University.
    ii. Shepherding curricular changes through the required approval procedures on campus and in the CSU Chancellor's Office as needed;
    iii. Ensuring that all changes appear in all program publications, including the university catalog, department website, and program guidebooks;
    iv. Managing the implementation process that establishes an effective date and includes a process for grandparenting changes into program requirements for current and future students.

2. Membership and Meetings

a. The Program Coordinators, Internship Coordinator, and Department Chair are de facto voting members of the UCC. The UCC Chair will be elected annually by all voting members of the committee.
b. All other full-time faculty members in DPH are eligible to serve as regular voting members of the UCC. Faculty members who wish to serve as voting members must notify the Dept Chair of their intention to join the UCC before the end of September for the respective academic year. There is no limit to the number of faculty members on the UCC.
c. The UCC is expected to meet at least once a month during the fall and spring semesters, and the UCC Chair will have the discretion to alter that schedule as needed to maintain educational quality in departmental programs.
d. Voting members are expected to participate consistently across the entire academic year; consistent failure to participate in meetings, discussions, and voting can constitute cause for removal from the committee, at the discretion of the UCC Chair.

VIII. Department Committees

The Department supports the following five (5) standing departmental committees: Full-Time ARTP Committee, Part-Time ARTP Committee, Graduate Admissions Committee, Program Evaluation Committee, and Awards and Scholarship Committee. The structure, selection, and responsibilities of the standing committees are described below, except for the two ARTP committees, which are described in the department's ARTP Manual.

A. Awards and Scholarships Committee (ASC)

1. Role and Responsibilities

a. Design and execute systematic procedures to manage awards and scholarships for students enrolled in DPH programs
b. Proactively seek out and develop award and scholarship opportunities for DPH students, alumni, partners, and faculty.
c. Regularly announce award and scholarship opportunities to eligible parties, including eligibility criteria and application procedures.
d. Receive and review applications for awards and scholarships in a timely manner to maximize participation.
e. Make award decisions based on applicant materials and published criteria on behalf of the department.
f. Participate in and support college, university, or external award and scholarship opportunities on behalf of DPH students, alumni, partners and faculty.
g. Plan and coordinate celebratory events related to awards and scholarships for DPH students, alumni, partners, and faculty.
h. Develop and oversee opportunities to establish honor society chapters on behalf of DPH students, alumni, partners and faculty.

2. Membership and Selection

a. The ASC will consist of 2-4 members of the DPH faculty. All full-time tenured or tenure-track faculty members are eligible to serve. Membership will be for 2-year terms, with no limit in the number of terms served.
b. Eligible faculty may self-nominate or be nominated by other eligible faculty to serve on the ASC. Nominees may indicate their acceptance or refusal in writing or during a faculty meeting. If no more than 4 eligible faculty accept their nominations, the faculty may move to vote for the list of nominees as a single block item by simply majority. If no such movement is made, or more than 4 eligible faculty accept their nominations, then membership will follow ballot voting procedures.

3. Committee Chair

a. The ASC Chair will be elected by simple majority vote at the beginning of fall term every year by the current membership of the ASC. The ASC Chair's term will be for one year, with no limit in the number of terms served.
b. The ASC Chair is responsible for creating and managing the ASC meeting schedule, for facilitating ASC meetings, for managing meeting agendas and minutes, and for conveying committee results and decisions to the DPH Chair and faculty.

c. The ASC Chair may appoint another member as Interim Chair to step in temporarily when the Chair is unable to perform these duties. If the ASC Chair steps down before the end of the yearly term, the ASC will elect a replacement to complete the current Chair's term through simple majority vote.

B. Graduate Admissions Committee (GAC)

1. Role and Responsibilities

a. Receive, track and evaluate student applications to graduate programs within DPH.
b. Make admissions decisions based on the application materials, admissions criteria and requirements, and admissions goals of the department.
c. Maintain, revise and apply admissions criteria. Changes to the admissions criteria may be proposed at any time by members of the GAC or DPH faculty; however, approved changes may only be applied to the selection process after they have been published in the University Catalog and on the DPH website for the next round of applications. Changes to the admissions criteria or procedures may not be applied retroactively.
d. Communicate admissions decisions to applicants, DPH faculty, and the Graduate School. The GAC has authority to make or deny offers of admission without approval of the full faculty. However, the GAC will keep DPH faculty informed of decisions during the process.
e. Ensure that all application materials, admissions decisions, and applicant information is kept secure and confidential. Materials will be maintained and destroyed in accordance with University guidelines.
f. Provide additional support to the Graduate Coordinator and Department Chair as needed in relation to admissions policies and decisions.

2. Membership and Selection

a. De facto membership will consist of the Graduate Coordinator and all "core faculty" in DPH graduate programs. The Graduate Coordinator will serve as the committee Chair. The GAC may also include up to one additional "non-core" faculty member to be elected by the full faculty.
b. Core faculty are defined as those whose teaching workload is primarily (50% or more) in one or more DPH graduate programs, either at the time of the election or expected during the year of service on the GAC.
c. Non-core faculty are full-time tenured and tenure-track faculty members in DPH who teach less than 50% of their teaching workload in DPH graduate programs. Any non-core faculty who wish to serve on the GAC may be self-nominated or nominated by other eligible faculty members. If only one non-core faculty member accepts the nomination, then the faculty may vote on the nomination in a faculty meeting by simple majority rule. If more than one non-core faculty member accepts the nomination, faculty will vote by ballot.
d. All members of the GAC will serve for one year. The nature of the admissions process often requires that work be completed beyond the academic year and into the summer.

All members of the GAC are expected to continue participation into the summer as needed, in order to complete the admissions process.

C. Program Evaluation Committee (PEC)

1. Role and Responsibilities

a. Design, implement and maintain ongoing evaluation activities to assess the quality and effectiveness of graduate, undergraduate, certificate and workforce development programs within DPH.
b. Provide departmental leadership and support, along with the DPH Chair and program coordinators, in strategic planning and program evaluation activities.
c. Design data collection instruments, schedules, and procedures as needed to assess achievement of program goals and objectives.
d. Gather, clean, maintain and analyze program evaluation data on a regular basis in order to comply with university requirements, accreditation criteria, and departmental goals.
e. Complete, submit and manage regular program evaluation reports as required by the college, university, CSU system and accreditation bodies.
f. Relay evaluation analysis results to the DPH Chair, program coordinators and the full faculty at least once per semester to ensure that they are used to improve program quality and outcomes.
g. Support the DPH Chair and program coordinators as needed to develop, revise and execute program evaluation activities and to complete accreditation reports.
h. The PEC is expected to meet regularly, at least once per month, during the academic year, to ensure that all evaluation activities are ongoing.

2. Membership and Selection

a. The PEC will consist of 3-4 members of the DPH faculty, of which three are de facto members: the Department Chair, Graduate Coordinator and Undergraduate Curriculum Committee Chair. All full-time tenured or tenure-track faculty members are eligible to serve. Membership will be for 2-year terms, with no limit in the number of terms served.
b. Eligible faculty may self-nominate or be nominated by other eligible faculty to serve on the PEC. Nominees may indicate their acceptance or refusal in writing or during a faculty meeting. If no more than 4 eligible faculty accept their nominations, the faculty may move to vote for the list of nominees as a single block item by simply majority. If no such movement is made, or more than 4 eligible faculty accept their nominations, then membership will follow ballot voting procedures.

3. Committee Chair

a. The PEC Chair will be elected by simple majority vote at the beginning of fall term every year by the current membership of the PEC. The PEC Chair's term will be for one year, with no limit in the number of terms served.

b. The PEC Chair is responsible for creating and managing the PEC meeting schedule, for facilitating PEC meetings, for managing meeting agendas and minutes, and for conveying committee results and decisions to the DPH Chair and faculty.
c. The PEC Chair may appoint another member as Interim Chair to step in temporarily when the Chair is unable to perform these duties. If the PEC Chair steps down before the end of the yearly term, the PEC will elect a replacement to complete the remainder of the Chair's term via simple majority vote.

D. Justice, Equity, Diversity & Inclusion (JEDI) Committee

1. Role and Responsibilities

a. Lead and support initiatives within the Department that increase justice, equity, diversity and inclusion among students, staff, and faculty.
b. Evaluate policies, procedures, and practices used within the Department to assess structural inequities and institutional bias.
c. Design, implement and maintain regular data collection from all stakeholders to understand their experiences and identify areas for potential improvements.
d. Propose improvements and solutions to the Department faculty and leadership to help reduce structural inequities and institutional bias.
e. Design and lead initiatives within the Department designed to improve the experiences of stakeholder groups, redress inequities, create opportunities for inclusion, and reduce the impact and incidence of bias.
f. Undertake other activities related to the purpose of increasing inclusion, diversity, equity and opportunity for stakeholders in the Department.
g. JEDI is expected to meet regularly during the academic year to ensure sustained momentum and effectiveness.

2. Membership and Selection

a. Core Members: The JEDI Cmte will consist of 3-4 full-time faculty members from DPH to serve as the core members,
    i. Core members are responsible for recruiting and selecting other stakeholder representatives.
    ii. All full-time tenured or tenure-track faculty members are eligible to serve as core members. Membership will be for 2-year terms, with no limit in the number of terms served.
    iii. Eligible faculty may self-nominate or be nominated by other eligible faculty to serve on the PEC. Nominees may indicate their acceptance or refusal in writing or during a faculty meeting. If no more than 4 eligible faculty accept their nominations, the faculty may move to vote for the list of nominees as a single block item by simply majority. If no such movement is made, or more than 4 eligible faculty accept their nominations, then membership will follow ballot voting procedures.

b. Additional Members: The selected full-time faculty members are also responsible for inviting and recruiting the following representation from other stakeholder groups within DPH:
   i. Students – At least 1 undergraduate and 1 graduate student from DPH programs should serve on the committee; stipends should be provided for these students, if possible, to compensate for their time.
   ii. Staff – At least 1 staff member from DPH or a closely related department in HHS should serve on the committee, with allowances for participation to count as part of their regular duties.
   iii. Part-Time Faculty – At least 1 part-time faculty member from DPH should serve on the committee.
   iv. The method of nomination and selection for Additional Members will be determined by the Core Members; the method used should be designed to balance the needs and constraints of potential members with adequate representation of stakeholder groups.

3. Committee Chair

a. The JEDI Committee Chair will be elected by simple majority vote at the beginning of fall term every year by the current membership of the committee. The JEDI Chair's term will be for one year, with no limit in the number of terms served.
b. The Chair is responsible for creating and managing the committee meeting schedule, for facilitating committee meetings, for managing meeting agendas and minutes, and for conveying committee results and decisions to the DPH Chair and faculty.
c. The JEDI Chair may appoint another member as Interim Chair to step in temporarily when the unable to perform these duties. If the JEDI Chair steps down before the end of the yearly term, the committee will elect a replacement to complete the remainder of the Chair's term through simple majority vote.
d. The JEDI Committee Chair will also be the default representative of PUBH on the College of HHS's Committee for Racial and Social Justice.

IX. Faculty Workload, Teaching, and Advising

A. Faculty Workload

Faculty perform a wide variety of duties as part of their workload, depending on the structure of employment:

- **<u>For full-time tenure track faculty members</u>:** regular workload activities include teaching, scholarly or creative activities, contributions to the community, and service to the university. Each faculty member is expected to maintain excellence in teaching and to continually improve his or her instructional effectiveness. Involvement in research, publications, and other professional activities is also expected, as are contributions to the community and university.

- **<u>For full-time lecturers and part-time faculty members</u>**: the workload consistent entirely of teaching courses, and excellence in teaching is expected for successful contract renewal through the RTP process. Opportunities for additional work in administrative roles, student advising, and scholarly activities may be available. Those members who are interested should discuss options with the Department Chair.

B. Teaching Load for Tenure-Track Faculty

Each full-time tenured and tenure-track faculty member should be assigned twelve (12) weighted teaching units (WTU) per semester. Each faculty member must be assigned twenty-four (24) WTU's per academic year. WTU's over 12.0 from the fall are balanced in the spring, and vice versa. By University standards, under 12 units is considered an underload and over 15 units is considered an overload.

1. WTU Assignments

Lecture Class	1 WTU per student unit
Laboratory	1.5 WTU per 3-hour laboratory period
Laboratory--Science	2.0 WTU per 3-hour laboratory period

The Department Chair confers with each faculty member prior to preparing the schedule for the following year. The Department Chair attempts to prepare faculty schedules that are mutually acceptable within the constraints of instructor expertise and interest, student demand, time, facilities and program requirements. Changes in faculty schedules can occur in response to a number of factors. Such proposed changes would be discussed with the faculty, if at all possible, prior to actually being made.

2. Instructional Related Activities

Faculty are expected to assume a fair share of instructionally-related activities such as committee assignments and other non-teaching activities in support of the Department, the College, and the University. Faculty are expected to maintain a minimum of three office hours each week for advising and assisting students who may wish for help outside the classroom.

Faculty are advised to refer to the University MOU regarding specific expectations and requirements regarding faculty workload and non-teaching related activities. The MOU takes precedence over any material contained in this Handbook, and faculty are responsible for following any and all guidance provided in the MOU document.

C. Teaching Load for Full-Time Lecturers

- Full-time lecturers (FTL) are assigned 15 units of instruction each fall and spring semester. Additional teaching units over the summer are optional and subject to availability each year. FTL who wish to teach less than 15 units each semester must either negotiate other allowable duties (i.e. administration) with the Department Chair or undergo a formal layoff process with the Department.

- ***FTL have full voting rights within the Department on matters brought before the full faculty and are therefore expected to attend regular Department Meetings during the academic year.***
- FTL are not required to engage in scholarly activities, community service, or service to the University; however, FTL may elect to engage in any of these activities, including student advising and service on Department, College, or University level committees. FTL interested in these additional opportunities should work with the Department Chair to discuss impact on workload, the potential for reassigned time, and participation in the committee selection process.

X. Academic Advising

A. Office Hours and Advising

Full-time faculty are expected to maintain a minimum of three office hours each week for advising and assisting students who may wish for help outside the classroom. Faculty are also expected to be available outside of office hours by appointment as needed and within reason to advise students and support their academic success. Office hours shall be stated in course syllabi and be made available through the department office.

Part-time faculty are expected to maintain 45 minutes of office hours each week for every 3 units of assigned instruction, not to exceed 3 hours per week total in a given semester. (For example, a faculty member teaching two 3-unit courses in a given semester would need to hold 1.5 hours of office hours each week.) Office hours generally are held in person in the faculty member's assigned Sac State office. Office hours may be held elsewhere on or off campus, but only if doing so facilitates effective student advising and if impacted students receive reasonable notification.

Part-time faculty who teach online courses may elect to hold office hours online, but only when *all* the following conditions are met:

- The course is delivered 100% online.
- The instructor is available for live conversations via phone, zoom, skype or similar technology available to all students.
- Office hours must be held at the same time every week of the term and clearly identified on the syllabus.
- Methods of contact must be clearly identified on the course syllabus and on Canvas.
- A method for making online appointments must also be made available, which allows students to queue in some way for live conversations (zoom offers this function).
- The instructor should also be available by appointment outside of office hours using the same methods for live conversations listed above.

B. Course Substitutions

As part of academic advising, faculty will often need to recommend and approve substitutions for courses required in the major. Course substitutions can be used to help students navigate requirements for the degree and maintain adequate progress toward graduation; however, faculty should identify substitutions that maintain the content and intentions of the degree and ensure that students graduate with knowledge and skills needed for success in the field. Therefore, the Department has established the following guidelines for selecting course substitutions:

- **Conditions of Approval –** for required courses, at least one of the following four conditions should be met to approve a course substitution:
    - Equivalence: The course covers 70% of the same content as the required course, as determined by syllabus review.
    - Experience: The student has documented practical experience in the course topic and wants to take another course instead.
    - Expedience: The student needs the course for timely graduation, and did not create the potential delay by his/her own negligence.
    - Expertise: The student has a compelling reason for wanting to develop expertise in a slightly different area.
- **Limitations of Approval**
    - All substitutions must be approved by the Advisor and Chair.
    - Substitutions are limited to ***6 units*** within the major requirements; more than that can be appealed to the Chair.

XI. Procedures for Faculty Teaching Assignments

A. Assigning Instructors for Undergraduate Courses

When assigning instructors to undergraduate courses, the DPH Chair will consider the following shared values and criteria:

- Priorities - When scheduling courses and assigning instructors, our first priority is to meet the learning needs of our students. Our second priority is to create faculty work schedules that are reasonable and reflective of professional goals and qualifications.
- Academic Preparation – An earned Master's or Doctorate degree related to the topic area is required, in accordance with university and accreditation standards. Substantial practice experience in a related field can also be used to establish adequate qualifications.
- Teaching Experience – Preference will be given to faculty who have previously designed, taught or co-taught a given course; however, no one faculty member "owns" a course and course assignments will not be made merely because of prior assignment history.
- Rotational Courses – Certain courses, because of their content or design, lend themselves to being rotated through faculty members on a regular basis. For example, all faculty should be prepared to teach internship and capstone courses and all faculty should have an equal opportunity to teach these courses on a rotating basis, if they so desire.

- Seniority – Years of service and rank in the department may be used as a minor consideration in making teaching assignments; however, this criterion may not be used as the primary or sole means by which these decisions are made. All faculty members in the department are valued equally and should be afforded equal opportunities to succeed.

B. Assigning Instructors for Graduate Courses

When assigning instructors to teach graduate courses, the DPH Chair will follow the same values and criteria as stated in the previous section, along with the additional considerations stated below:

- Academic Preparation – An earned doctorate degree related to the topic area is required. An earned MPH (or closely related master's degree in a related field), coupled with extensive experience in the field of Public Health, may be substituted for the doctorate if an instructor with a relevant doctorate cannot be identified.
- Teaching Experience – Faculty with experience teaching graduate-level courses will receive preference; however, this criterion may not be the sole basis for these assignments.

C. Vacated Courses

- In the event that an instructor quits or is removed from a graduate or undergraduate course before finishing the assigned term, the DPH Chair, in consultation with the full-time faculty, will assign a replacement instructor as soon as possible to finish the course. In making this assignment, the Chair will attempt to find an instructor with relevant qualification and teaching experience.

- The Chair will also communicate with affected students immediately to explain the situation, describe steps being taken and an expected timeline for a remedy, and provide additional supports as needed to maintain instructional continuity.

- Upon receiving notice that an instructor has quit or abandoned a course, the Chair will also immediately notify Human Resources to request corrective action or additional supports.

D. Online Courses

According to Sac State E-learning policy, instructors may elect to deliver up to 50% of course material online without prior approval from the Department or University. Courses delivered more than 50% online require approval from the Department offering the course.

DPH has adopted the following process for converting courses to more than 50% online delivery:

1. Instructor Request

   a. Faculty who wish to convert a course to more than 50% online delivery must make that request to the Department Chair during the course scheduling period before the course will be offered (usually a semester before the course will be taught). The request should include a brief rationale that explains the reasons for change and assurances for maintaining the course quality.
   b. The Department Chair will share the request with the Administrative Team (Department Coordinators), and they will decide as a group whether to approve the request.
   c. The Department Chair will notify the requesting instructor of the decision in a timely manner to facilitate effective course scheduling and preparation.
2. Needs of the Department
   a. The Department Chair has the authority to switch a course to more than 50% online if doing so is needed to secure a qualified instructor to teach the course. This option does not require Administrative Team approval, but should only be exercised when necessary to avoid cancelling a course or to add new sections to meet student demand.

XII. Course Syllabi

Course instructors must provide a course syllabus to the Chair before the semester starts. All course syllabi must utilize the current DPH syllabus template, which contains the following elements:

A. Course Identifiers

- Instructor name, title, office number, office telephone, office hours, email, webpage and TA information.
- Course number, section, title, meeting days and times, room and building.
- Pre-requisites, co-requisites, and special permissions for the course.
- Description of the course from the current CSUS catalog.
- Other requirements met by this course (such as GE, RE, WI, etc.).

B. Academic Content

- Approved course goals or objectives.
- Required purchases (texts, supplies).
- Grading standards and criteria that describe how students will be evaluated and graded.
- Course schedule that includes a calendar by week, content each week (text chapters, assignments, holidays, etc.) and due dates for major assignments.
- For GE Courses, include a description of the writing requirement in lower vs upper division courses.
- A bibliography of current resources related to the topic.

C. Course Policies

- Laptop and cell phone regulations.
- Policies on student attendance, participation, tardiness, missed due dates, group work, CR/NC/W/I marks, and test make-up policies (if you allow them).

- Accommodations for students with disabilities, using the following statement: “If you have a disability and require accommodations, you need to provide disability documentation to SSWD, Lassen Hall 1008, (916) 278-6955. Please discuss your accommodation needs with me after class or during my office hours early in the semester.”
- CSUS policy on plagiarism and student conduct. (Include student tutorial on how not to plagiarize http://library.csus.edu/content2.asp?pageID=353).