

COLLEGE of HEALTH & HUMAN SERVICES

CHHS SHARED GOVERNANCE STRUCTURES

Shared Governance

The faculty, staff and administration of CHHS affirm their belief in the process of shared governance both as a principle and an animating spirit of our College. Shared governance involves faculty, staff and administration participating mutually in the development of policies at the School, College and University levels.

While all members of the CHHS are encouraged to participate in the development of policies and procedures that guide and direct the business of the College, development and revision of academic policies and procedures are the responsibility of the faculty, staff and administration. Faculty, staff and administration play a significant role in developing policies, including strategic planning; academic and curricular policies; committee establishment and appointments; selection and retention of academic unit leaders; review and revision of the shared governance process; and faculty personnel actions, including hiring and evaluation of faculty (annual evaluation, reappointment, tenure, post-tenure review and promotion). As used here, "policy" is understood to include guiding and governing principles and any applicable procedures, instructions or forms developed along with the principles. In pursuit of clarity and to provide ready access for faculty, staff and administrators, these policies shall appear on the respective School and College web sites and be available in print in the respective School and College offices.

In consultation with the School director and full-time faculty and staff in each School, the dean should verify the existence of, review and, when necessary, initiate revision of School policies to confirm their consistency with College and University policies. In consultation with the dean, the provost should review and, when necessary, initiate revision of College policies to confirm their consistency with University policies. All faculty, staff and administrators have the responsibility to be aware of the written policies of their School, CHHS, UNCW and the UNC System. If voting is necessary in the conduct of business for the College, a simple majority vote will be accepted as indicting the decision.

CHHS Standing Committees

Faculty and staff within each School shall be elected to serve on CHHS Standing Committees. The dean can appoint additional members as appropriate. Schools will conduct the election process early in the fall semester of each academic year. Membership tenure is typically two years, with the initial appointments staggered so that no more than fifty percent of the faculty and staff rotate off a committee each year. The committees provide recommendations to the dean. Standing committees in the CHHS are as follows:

CHHS Quality Assurance and Assessment Committee. This committee is charged with assessing goal achievement by the College. Objectives related to enrollment targets, partnerships, revenue generation and new transdisciplinary program targets will fall within the purview of this committee. The assessment of goals and programs specific to an individual unit will be the responsibility of that unit; however, the CHHS Quality Assurance and Assessment Committee may assist in recommending assessment tools, processes and standards,



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and compilation of student learning outcome assessment reports for the CHHS. The Committee will be responsible for the development of the annual institutional assessment report for the CHHS. The Quality Assurance and Assessment Committee will meet monthly or as needed.

The committee will be made up of three faculty members (one from each School), a School director, a member of the Academic Affairs Operations Service Team, a member of the Student Success Services Team, an administrative staff representative and the associate dean for academic affairs. The chair of the committee will be appointed by the dean.

CHHS Curriculum Committee. The Curriculum Committee ensures that all course, certification and degree proposals that constitute new or revised offerings be reviewed for clarity, coherence, potential for collaboration and avoidance of duplication. The committee interfaces directly with the University Curriculum Committee, the University Studies Advisory Committee, the Graduate Council, the Office of the Registrar and the Office of the Provost to ensure that submission standards, schedules and formats are addressed with regard to new and multi-unit submissions. This committee recommends actions to others as charged by the dean. This committee is also charged with facilitating interprofessional collaborative academic programming, transcultural programming and technological innovations in the academic programs within the CHHS. The Curriculum Committee will meet monthly or as needed.

Members include two representatives from each School, one of which will be the chair of the School Curriculum Committee. In addition, the associate dean for academic affairs of CHHS, the associate vice chancellor for distance education, the associate vice chancellor and dean of undergraduate studies, the associate provost for research and the dean of the Graduate School will be invited as ex officio participants as needed or requested. Staff from the CHHS Academic Affairs Operations Service Team will provide logistical and operational support for the committee.

CHHS Globalization, Culture and Diversity Committee. The purpose of this committee is to develop a culture that promotes the values and practices of inclusion, belonging, inclusive excellence, intercultural learning and skill sets, and the valuation of multiple perspectives, backgrounds and identities. This committee will provide leadership in the globalization of CHHS and will develop and manage a process for the distribution of cultural arts funding to faculty and students within the CHHS to enhance interprofessional collaborative programs and activities that impact globalization, culture and diversity.

Members include two faculty from each School, an administrative staff representative, a Student Success Center representative, the chief diversity officer for institutional diversity and inclusion, the associate vice chancellor for international programs and the director of the office of the arts. The chair of the committee will be determined by majority vote of the committee.

CHHS Advisory Councils

Membership on CHHS Advisory Councils shall be determined through appointment by the dean and through faculty and student elections within each School. Schools will conduct the election process early in the fall



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semester of each academic year. Membership is typically two years, with the initial appointments staggered so that no more than fifty percent of the faculty, staff and students rotate off councils each year. All councils provide recommendations to the CHHS Leadership Team.

Advisory Councils in the CHHS are as follows:

Dean's Advancement Council. The Dean's Advancement Council exists to enable the CHHS to secure the advocacy and philanthropic support necessary to achieve its vision. Through the council, the dean engages the College's ablest alumni and friends in a genuine partnership dedicated to enhancing the College. Dean's Advancement Council members, as the most highly engaged alumni and friends of CHHS, will support the CHHS with their time, talent and treasure as outlined below:

Time: Dean's Advancement Council meets twice each year. Each member is encouraged to attend all meetings and advise the dean regarding annual fundraising as well as major and planned giving prospects. Council members will be invited to attend and/or participate in all college events and activities. To facilitate members' schedules, the work of the council may employ teleconferencing where appropriate.

Talent: The Dean's Advancement Council seeks members who are able to engage in dialogue with the dean about the future of the College and provide counsel on key issues confronting the College. The Dean's Advancement Council members will be given the tools to articulate the College of Health & Human Service's vision and plans to engage alumni and friends in supporting the College with their philanthropic gifts.

Treasure: As highly engaged and committed volunteers, the Dean's Advancement Council members are encouraged to make an annual fund gift to the CHHS during each term served, at a level that is personally significant. These funds will support the College's capital and endowment campaigns. Council members are encouraged to consider establishing an estate or planned gift to the College of Health & Human Services.

The Dean's Advancement Council will consist of alumni and friends selected by the dean to serve staggered two-year terms with a limit of two terms. The director of major gifts for CHHS works in collaboration with the chair of the council and the dean to plan and conduct meetings, communicate with council members and to establish the College and School priorities for giving.

CHHS Academic and Student Affairs Advisory Council. The CHHS Academic and Student Affairs Advisory Council makes recommendations to the CHHS Leadership Team regarding policy and procedure in the academic and student affairs of the College. Where necessary, the council will interpret and/or draft new or revised College policy and/or procedures to support CHHS academic and student affairs. These policy and procedure interpretations and/or drafts will be vetted with faculty and staff as appropriate for presentation to the CHHS Leadership Team and/or faculty for final review and decision. The council will also advise the CHHS Leadership Team regarding current issues related to academic and student affairs as they arise. Membership includes the associate dean for academic affairs, associate School directors, coordinator for academic affairs operations and the assistant dean for student success.



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CHHS Research Advisory Council. The Research Advisory Council makes recommendations to the associate dean for research and innovation in regard to programs and activities to enhance the research productivity of the College. Specifically, the council will seek to develop and facilitate collaborative research and research training within the College, with other colleges/schools at UNCW, with other colleges and universities, with private organizations and with state and federal governmental agencies; identify research training opportunities resulting from and required by collaborative research; identify problems or barriers that prevent the advancement of research and research training goals that will advance the strategic goals of the College. The council will also advise the associate dean for research and innovation on ways to promote and advertise the research accomplishments of faculty and students within CHHS. The council will hold meeting once per month during the academic year.

Membership includes two elected faculty members from each School and the associate dean for research and innovation. The members should be research-active faculty in terms of publications and/or external funding, with one member being a junior and one being a senior investigator. Additional members will be invited as ex officio participants as needed or requested. The chair of the council will be the associate dean for research and innovation.

CHHS Innovation Advisory Council. The Innovation Advisory Council makes recommendations to the associate dean of research and innovation in regard to programs and activities to enhance innovations in the College. Specifically, the council will seek to develop and facilitate collaborative innovations within the College, with other colleges/schools at UNCW, with other colleges and universities, with private organizations and with state and federal governmental agencies; identify training opportunities resulting from and required by collaborative projects; identify problems or barriers that prevent the advancement of innovations; and identify innovative health and human services research initiatives that will advance the strategic goals of the College. The council will also advise the associate dean for research and innovation on ways to promote and advertise the innovations of faculty and students within CHHS. The council will hold meetings once per month during the academic year.

Membership includes two elected members from each School along with the associate dean of research and innovation. Additional members will be invited as ex officio participants as needed or requested. The associate dean for research and innovation serves as the chair of the Innovation Advisory Council.

CHHS Community Engagement and Impact Advisory Council. The Community Engagement and Impact Advisory Council makes recommendations to the assistant dean for community engagement in regards to programs and activities to enhance the community engagement and impact programming of the College. Specifically, the council will provide input on College-level efforts in community engagement, continuing education, and outreach events and activities, including input on the centers within the CHHS. The development and maintenance of relationships and other activities to link CHHS with the health and human services practice communities will be the primary focus. The council will also advise the assistant dean on ways to promote and advertise the community engagement and impact accomplishments of faculty and students within CHHS. The council will meet once per month during the academic year.



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Membership includes two elected faculty members from each School; the assistant dean for community engagement; the communications and marketing coordinator; the CHHS events coordinator; the director of campus life, arts and programs; and the associate vice chancellor for external programs. The members should be involved and committed to community service. The chair of the council will be the assistant dean for community engagement.

CHHS Faculty Advisory Council. The Faculty Advisory Council provides a forum for faculty to have input into the management and leadership postures of the CHHS. The council advises the dean on issues related to the welfare of faculty within the CHHS. The Faculty Advisory Council is dedicated to serving and promoting communication between the administration, faculty, staff and student body and ensuring that the principles of shared governance and academic freedom are embraced throughout the College. The council will meet once per month during the academic year.

Membership includes two members elected by each School within the CHHS (one should be a tenured faculty and one should be an untenured faculty). The chair of the council will be determined by majority vote of the council. The dean will attend all meetings of this advisory council and serve in an ex-officio role.

CHHS Service Teams Advisory Council. The Service Teams Advisory Council provides a forum for professional staff within the College service teams and supporting structures to have input into the management and leadership postures of the CHHS. The council advises the dean on issues related to the welfare of staff within the CHHS. The Service Teams Advisory Council is dedicated to serving and promoting communication between the administration and staff within the CHHS and to ensure that the principles of shared governance are embraced throughout the College. The Service Teams Advisory Council will meet once per month during the academic year.

Membership includes a staff member from the following organizational structures who will be appointed by the dean as a representative to the council: Academic Affairs Operations, Business Services, Student Success Center, Communications and Marketing, Data Analysis and Grant Writing, and Advancement. The council will elect a chair during the first meeting of the council during each annual year.

CHHS Administrative Staff Advisory Council. The Administrative Staff Advisory Council provides a forum for all administrative staff within the College to have input into the management and leadership postures of the CHHS. The council advises the Dean on issues related to the welfare of staff within the CHHS and provides perspective on matters of significant concern to administrative staff. The Administrative Staff Advisory Council is dedicated to serving and promoting communication between the administration and all administrative staff within the CHHS and to ensuring that the principles of shared governance are embraced throughout the College. The council will meet once per month during the academic year.

All of the administrative support staff within CHHS will be appointed to the council. This includes all administrative support staff from the three professional Schools: School of Health and Applied Human Sciences, School of Nursing and School of Social Work, as well as administrative staff in service teams and within the Office of the Dean. The council will elect a chair during the first meeting of the council during each annual year.



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CHHS Dean's Student Leadership Advisory Council. The Dean's Student Leadership Advisory Council provides a forum for students to have input into the management and leadership postures of the CHHS. The council advises the dean on issues related to the welfare of students within the CHHS. The Dean's Leadership Advisory Council is dedicated to serving and promoting communication between the administration, faculty, staff and student body. In addition, members of the council will be invited to all CHHS events, serving as ambassadors for the CHHS. Members of the council will be awarded the CHHS stole to wear at commencement and other University events, as appropriate. The dean and the assistant dean for student success will also provide leadership programming for members of this group. All members of the CHHS Leadership Team will be invited to interact with the council. The council will meet once per month during the academic year.

Each degree program and/or student organization (i.e., major club) within the CHHS should elect one member to serve on this council. Each School director will work with the academic program coordinators to select an outstanding leader to represent the School and program. Students must commit to attending the monthly meeting, as well as one CHHS event each semester in the ambassador role. The typical term limit is one academic year, with the initial membership being staggered so that no more than half of the group rotates off the council each year. The dean and the assistant dean for student success will attend all meetings of this advisory council. Other members of the CHHS leadership may be invited to participate in meetings and projects as deemed appropriate. The dean and assistant dean for student success will co-chair the council and co-host the meetings.

Interprofessional Collaboration Advisory Council. The Interprofessional Collaboration (IPC) Council makes recommendations to the dean about programs and activities to enhance the interprofessional collaboration in the College. Specifically, the council will seek to develop and facilitate interprofessional collaboration through the development and promotion of an inclusive, collaborative and healthy culture that supports IPC in the College, university and community; expand and sustain interprofessional learning experiences by collaboration with university and community partners; increase IPC in research, scholarly activity and innovation; and increase and maintain high quality professional and interprofessional community engagement. The council will also advise the dean on ways to promote and advertise the IPC accomplishments of faculty and students within CHHS. The council will hold meeting once per month during the academic year.

Membership includes faculty and staff from across the College. The council will elect a chair during the first meeting of each annual year.

CHHS Task Forces

A Task Force Model to address specific, time limited or start-up needs will be employed by the CHHS. The dean will create and charge task forces to carry out CHHS initiatives such as Convocation, strategic planning, workload, retention, promotion and tenure, faculty development and awards and interprofessional collaborative and/or transdisciplinary programs.