Shared Governance Structure

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 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. Specifically, faculty 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 CHHS Structures.

In consultation with the School Director and full-time faculty 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. Standing Committees, Advisory Councils and Task Forces are utilized in the CHHS to insure the effectiveness of our Shared Governance Structure.

Standing Committees

A standing committee is a subunit of a political or deliberative body established in a permanent fashion to aid the parent assembly in accomplishing its duties. A standing committee is usually granted jurisdiction over a particular area by the parent body. Standing committees meet on a
regular or irregular basis dependent upon their enabling act, and retain any power or oversight claims originally given them until subsequent official actions of the committee of the whole (changes to law or by-laws) disbands the committee.

1. CHHS Curriculum Committee
2. CHHS Quality Assurance and Assessment Committee
3. Globalization, Culture and Diversity Committee

Advisory Councils
The simple definition of an advisory council is a group of volunteers that meets regularly on a long-term basis to provide advice and/or support to an institution or one of its subunits. Advisory councils can range from those that consult to leaders on the broadest of policy issues (Scott 1988) to councils that focus on the nitty-gritty—what machine shop tools a community college, should buy, for example (Corley 1988).

1. CHHS Staff Advisory Council
2. CHHS Dean’s Student Leadership Advisory Council
3. CHHS Community Engagement and Impact Council
4. CHHS Research and Innovation Advisory Council
5. CHHS Faculty Advisory Council

Task Forces
A taskforce, or more-commonly task force, is a special ad-hoc committee, usually of experts, formed expressly for the purpose of studying a particular problem. It is considered to be a more formal ad-hoc committee. A task force (TF) is a unit formation established to work on a single defined task or activity.

STANDING COMMITTEES, ADVISORY COUNCILS AND TASK FORCES

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 2 years, with the initial appointments staggered so that no more than 50% of the faculty rotates off a committee each year. The committees provide recommendations to the Dean. Standing committees in the CHHS are:

CHHS Quality Assurance and Assessment Committee
Purpose: 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 Assessment Committee may assist in recommending assessment tools, processes and standards 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.

Membership: The committee will be made up of three faculty members (one from each School), the Director of the Office of Resource Management, and the Senior Associate Dean. The chair of the Committee will be the Senior Associate Dean of Academic Affairs and Operations.

CHHS Curriculum Committee
Purpose: The Curriculum Committee ensures that all course, certification and degree proposals that constitute new or revised offerings requiring cross-disciplinary agreements within the College or with units outside the College be reviewed for clarity, coherence, potential for collaboration and the avoidance of duplication. This committee interfaces directly with the Faculty Senate Curriculum Committee, the Graduate Committee and the Provost’s office to ensure that submission standards, schedules and formats are addressed with regard to such new and multi-unit submissions. 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.

Membership: Members will include the Senior Associate Dean and two faculty members from each School, one of which will be the Chair of the School Curriculum Committee. In addition, the Associate Vice Chancellor for External Programs, the Associate Vice Chancellor and the Dean of Undergraduate Studies, the Associate Vice Chancellor for External Programs and the Associate Provost for Research and the Dean of the Graduate School will be invited as ex officio participants as needed or requested. The chair of the Committee will be determined by majority vote of the Committee.

CHHS Globalization, Culture and Diversity Committee
Purpose: The overall emphasis of this committee will be on the development of culture, particularly the College’s intellectual and social responsibility. The goal of the committee is to infuse the CHHS structure and community (across all levels) with 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 the 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.

Membership: One faculty from each School, the Senior Associate Dean, the Associate Provost for Institutional Diversity and Inclusion, the Assistant Provost for International Programs, and the Director of Cultural 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 semester of each academic year. Membership is typically 2 years, with the initial appointments staggered so that no more than 50% of the faculty rotates off a committee each year. The councils provide recommendations to the Dean. Advisory Councils in the CHHS are:

**CHHS Research and Innovation Advisory Council**

**Purpose:** The Research and Innovation Advisory Council makes recommendations to the Associate Dean of Research and Innovation in regard to programs and activities to enhance the research productivity and innovations 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;
- 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 of Research and Innovation on ways to promote and advertise the research accomplishments and innovations of faculty and students within CHHS. The Council will hold separate meetings for research and innovation once per month during the AY.

**Membership:** The Council will have two groups: one for research and one for innovations. For the Research group, two elected faculty members from each school will join the Associate Dean of 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. For the Innovation group, two elected members from each school will join the Associate Dean of Research and Innovation. The chair of the Council will be the Associate Dean of Research and Innovation.

**CHHS Community Engagement and Impact Advisory Council**

**Purpose:** The CHHS Community Engagement and Impact Advisory Council (CEIC) makes recommendations to the Director of the Office of Community Engagement and Impact in regards to programs and activities to enhance the community engagement and impact programming of the college. Specifically, the CEIC will provide input on college level efforts in community engagement, continuing education, and outreach events and activities. 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 CEIC will also advise the Director on ways to promote and advertise the community engagement and impact accomplishments of faculty and students within CHHS. The CEIC will meet once per month during the AY.

**Membership:** Two elected faculty members from each school and the Director of the Office of Community Engagement and Impact. The members should be involved and committed to
community service. The chair of the Council will be the Director of the Office of Community Engagement and Impact.

**CHHS Faculty Advisory Council**

**Purpose:** The CHHS Faculty Advisory Committee (FAC) provides a forum for faculty to have input into the management and leadership postures of the CHHS. The FAC advises the Dean on issues related to the welfare of faculty within the CHHS. The FAC 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 FAC will meet once per month during the AY.

**Membership:** 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.

**CHHS Staff Advisory Council**

**Purpose:** The CHHS Staff Advisory Committee (SAC) provides a forum for professional staff within the College to have input into the management and leadership postures of the CHHS. The SAC advises the Dean on issues related to the welfare of staff within the CHHS. The SAC 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 SAC will meet once per month during the AY.

**Membership:** One member of the following staff structures (SPA) will be elected by members of the structures as a representative to the Council: Operations Service Team, Business Service Team, Student Success Team, SHAHS Unique Service Team, SON Unique Service Team and SSW Unique Service Team in the CHHS are members of this Council. The Executive Assistant for the Dean will serve as the Chair of the Council. The Dean and/or the Senior Associate Dean will attend meetings of this advisory council by invitation.

**CHHS Dean’s Student Leadership Council**

**Purpose:** The CHHS Dean’s Student Leadership Committee (DSLC) provides a forum for students to have input into the management and leadership postures of the CHHS. The DSLC advises the Dean on issues related to the welfare of students within the CHHS. The DSLC is dedicated to serving and promoting communication between the administration, faculty, staff and student body. In addition, members of the DSLC 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 Senior Associate Dean of Academic Affairs and Operations will also provide leadership programming for members of this group. The DSLC will meet once per month during the AY.

**Membership:** 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 1 CHHS event each semester in the Ambassador role. The typical term limit is one AY, with the initial membership
being staggered so that no more than half of the group rotates off the Council each year. The Dean and Senior Associate Dean will attend all meetings of this advisory council. The chair of the Council will be determined by majority vote of the Council.

**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, workload, retention, promotion and tenure, faculty development and awards and interprofessional collaborative and/or transdisciplinary programs.