



Public Health Programs Faculty Reference Manual

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BLACKBOARD

Once you are “on system” as the official instructor of record for the course, you can log onto Blackboard, where you can upload your course syllabus, assignments, reference materials, establish your Gradebook, set up user groups and discussion boards, email the entire class or individual/select students, and even create tests. The website is [Blackboard](#)

BUILDING HOURS: Falk Complex

The University hours are 8:00 am to 10:00 pm Monday-Friday during the fall, spring and summer semesters. To access the building at other times, you can do so by the card swipe system with your SU identification card. The card swipe reader is located at the main entrance to White and MacNaughton Halls.

BUILDING HOURS: Public Health Suites

The public health offices are located in Suites 344 and 444 White Hall. The offices are staffed Monday-Friday 8:30 a.m. to 5:00 p.m. fall and spring semesters and 8:00 a.m. to 4:30 p.m. summer semester.

CANCELLATION OF CLASSES: Faculty Directed

Protocol for cancelling classes: Faculty must email students with cancellation information and also the respective department administrative assistant. A sign will be posted on the classroom door of the cancellation.

COMMITTEES, STANDING: Department of Public Health

Committee Policies and Procedures are posted at the end of this manual.

CONFLICT OF INTEREST

All PH faculty and staff are asked to make themselves familiar with the SU Policy for [Conflict of Interest and Commitment for Faculty and Staff](#) Not on Sponsored programs

As stated in the policy, the University recognizes the benefit of faculty and staff involvement in outside activities (i.e. guest lecturing, consulting, mentoring, and service to community organizations). The SU Policies website gives the following definitions for Conflict of Interest and Conflict of Commitment:

- **Conflict of Interest** occurs when a Member is in a position to influence a decision on University policies, purchases, programs or decisions from which he/she or a close family member or other associate might directly or indirectly receive a benefit. Such benefits can include, but are not limited to, receipt of a financial gain, gift, gratuity, favor, notoriety, or participation in nepotism or bribery.

- **Conflict of Commitment** arises when a Member's involvement in outside activities substantially interferes with his/her primary commitments to the University. Such interference can include, but is not limited to, performance of outside activities (i) during a Member's work hours for the University, or (ii) other than during work hours to an extent that renders the Member incapable of satisfactorily performing his/her responsibilities to the University.

The Department asks faculty and staff to recognize possible conflicts that could affect the department and to place departmental obligations (teaching, advising, etc.) above commitments within the University, as well as in the outside community. Any commitment that interferes with a faculty or staff's contracted commitment to the department must be approved in advance by the department chair, and if necessary, the Dean.

CONNECTING FROM OFF-CAMPUS

Accessing Enterprise Applications from Off Campus

To get [authorization for remote access](#)

How to Use the [SURA \(Syracuse University Remote Access\) Client](#)

Connecting to the University from your home or other off campus locations can be very simple. The two most common reasons to connect are:

1. Accessing Email

Email may also be accessed through: <https://exchange.syr.edu>

2. Accessing networked drives (G: and H: drives) in order to work on files.

For accessing your Email, you do not need any special software. You can log on to your Email through the internet at [Outlook](#) or [Exchange](#). Once on that site you will be prompted for your NetID and password as if you were logging into your computer in your office.

COPYRIGHT INFORMATION

Syracuse University's faculty, students and staff produce, distribute and share a wide range of works in a variety of media. Members of the University community also use others' works while pursuing research, curricular, and scholarly goals. As a result, everyone at Syracuse University has a stake in a copyright system that efficiently balances a copyright owner's exclusive rights with the public's ability to use those same works.

This Web site provides educational information to the Syracuse University community about copyright and other laws, policies, and regulations that govern information creation, use, retention and adaptation for scholarly purposes. The Portal also provides guidance and direction to the University community on issues such as:

- Authorship and protection of scholarship;
- Copyright ownership, including its rights and obligations;
- Limitations and exceptions, such as fair use;

- Licensing of electronic resources and media; and
- Use of copyrighted works.

The Web site is the official home for [Using Copyrighted Works in Teaching: A Guide for Syracuse University Faculty](#), a manual that helps members of the Syracuse University community legally use a variety of protected works for curricular purposes.

Use Recommendations from page 10 of the Guide: The standard for books is to use 10% of the text or 1,000 words, whichever is less, depending upon the book’s content and subject matter. This typically will equate to a single book chapter.

All the Portal’s information is educational. None of the Portal’s information is, or should be considered to be, legal advice. Please see the [Disclaimer](#) for more details.

To contact the office directly, email cipa@syr.edu.

COPYING

In an effort to conserve paper and keep costs down, documents should be copied as two-sided. Public health program policy strongly recommends that student academic materials (handouts, syllabi, ...) be posted to BlackBoard. Print copies should be kept to a minimum.

Any large quantity copying needs to be done by the campus Schine Copy Center, 103 Schine Student Center, schcopy@syr.edu, please allow enough lead time for the copies to be completed on time. The originals may be supplied electronically or hard copy hand delivered to the Center. A department I.D. must accompany the order (you can get this from the administrative assistant). Hours: 9:00 am—4:30 pm, Phone: 315-443-3455.

COURSE EVALUATIONS

The Department of Public Health participates in the on-line course evaluation process overseen by the Syracuse University Office of Institutional Research and Assessment (OIRA).

Approximately one month prior to the end of each fall and spring semester faculty and students will start to receive e-mails regarding how to access the on-line course evaluation forms. Following the end of each semester OIRA tabulates all results, which are then sent to the departments’ administrative assistant who will in turn send individual reports to the faculty of record for a course via a PDF document. Summer course evaluations are also conducted via an on-line process with a shorter time line.

EMERGENCY PHONE NUMBERS

[Syracuse University Emergency Guide](#). This Website contains basic procedures to follow for emergency situations at Syracuse University. In the event of an emergency, it will serve as a quick reference guide on what to do and what department to notify.

- Phone emergency line from on-campus: 711
- Phone emergency line from off-campus: 315-443-2224
- Department of Public Safety, 004 Sims Hall 315-443-2224 or 711
- SU Ambulance: 111 Waverly Ave 315-443-4299 or 711
- Faculty and Staff Assistance Program (Carebridge) 800-437-0911
- SU Counseling Center: 200 Walnut Pl 315-443-4715

EXAMS

Final Exams. The type of final exam and whether or not there is to be one, is up to your professional judgment. If you are giving a final exam, it must be on the day and time assigned on the [University master exam schedule](#). The day/time may be different from when the course actually met all semester.

Make-up Exams. Are scheduled by the faculty member during regular business hours. Notify the administrative assistant or office coordinator in your area that a student will be coming in to take an exam. Appropriate arrangements should be made in advance to ensure that there is a space for the student to take the test. ***In addition, if you are unavailable to monitor the student, arrangements must be made prior to the date of the exam for office staff to proctor the exam.*** Keep in mind that their lunch hours are scheduled between 12:00 and 2:00. Please provide staff with the student's name, SUID, course name/number, faculty name, date/time of make-up exam and title/date of the original exam (e.g. Quiz #2, March 24), if the exam is open book and how much time the student will have to complete the exam.

Exam Scoring (OIRA): To learn more about OIRA and how to submit exams for scoring go to: [OIRA](#) or consult with the administrative assistant.

EXPENSE RECEIPTS

Expense receipts should be given to the administrative assistant, monthly for processing. Receipts should be submitted with all necessary information—date, reason, and personnel associated with the expense if the receipt is for a meal. Receipts should be taped securely to an 8.5 x 11 white sheet of paper.

FORMS

In support of the University's Green Initiative and collaborative work done by the schools and colleges, the following academic forms are available online at [Forms & Information](#)

- [Application for Undergraduate Intra-University Transfer](#)
- [Declaration of Major](#)
- [Declaration of Minor](#)
- [Independent Study Form](#)
- [Internship Proposal Agreement](#)
- [Petition to Faculty](#)
- [Proposal for Independent Study Course](#)
- [Request for Incomplete Grade](#)
- [Petition to Faculty—Flagging a Class](#)
- [Petition to Faculty- Undergraduate Transfer Credits](#)
- [Petition to Faculty—Graduate Student Transfer Credits](#)
- [Program of Study—Graduate Student](#)
- [Graduate Form Signature Requirements](#)
- [Graduate Enrollment Internal Admission Application](#)

GRADES (Posting)

Final course grades are submitted via MySlice/Faculty Center. You will receive an email message from the University Registrar when this function becomes available on My Slice, and it will include the grade submission deadline.

Grading Options

- Public Health majors must take **ALL** public health and liberal arts core requirements for a letter grade option. A total of 12 credits of general elective credits may be completed for pass/fail option.
- Policies regarding grades. Syracuse University publishes standards for the conversion of letter grades to quality points. However, there is no standard Syracuse University metric for converting numeric grades to a final alpha grade. The university’s position is that faculty are in the best position to determine how grades should translate to alpha equivalents in their courses. Departmental practices, disciplinary characteristics, types of assessments used, and individual faculty expectations and standards affect the assigned grade (A, B, C, etc.). Clearly communicating the numeric ranges and their alpha equivalents in the syllabus is important since these ranges will vary across a student’s course load. For more information see:

Syracuse University, [Course Catalog, Grades](#)

Office of the Provost: [Campus Grading, Numeric to Letter Grades](#)

GUEST SPEAKERS IN CLASSES

The Department recognizes the value of guest speakers for classes. Requests for guest speakers who require payment of an honorarium must be made in writing two weeks in advance of the date the guest will speak and include the following:

- Speaker's Name and Affiliation
- Course in which the guest speaker will lecture
- Date of guest lecture
- Proposes amount of honorarium

If approved, the course faculty will be given written approval from the department chair. The course faculty will be responsible for having their guest speaker complete a [W-9 form](#) and [Request for Payment of Professional Services Rendered by Non-Employee](#). Both forms are available on the [SU website](#). Faculty do have the option of using their faculty discretionary funds (currently \$500/yr.) to bring in guest speakers if departmental funds are unavailable.

To make arrangements for Parking, see [Parking-Guests](#).

IDENTIFICATION CARDS

Employee ID's are valid for regular full or part-time employees during the period of employment with and in retirement from Syracuse University. Employees/retirees must present a valid ID card for admission or access to various University activities and facilities and when applying for employee/retiree discounts associated with it, including selected athletic and cultural events and certain SU Bookstore purchases. Upon termination of employment (except for retirement), ID cards must be returned to the employee's immediate supervisor.

Upon request and for a small fee, spouses, same sex domestic partners and dependents of employees may be provided an ID card that will enable them to access certain University services and facilities. Discounts are not associated with the spouse or dependent ID cards.

ID cards are also available for foster children of eligible employees. The foster parent must present a letter from the Department of Social Services indicating the child has been placed with the foster parent. Foster child ID cards will expire after a defined period, but may be renewed if the placement is extended.

INCLEMENT WEATHER/ SEVERE STORMS

The University remains open and observes its schedules in all weather, unless the determination is made by the Vice Chancellor for Academic Affairs and Provost, and the Executive Vice President and Chief Financial Officer that current weather conditions warrant cancellation of classes, closing and/or work

hours. In the event of extreme weather emergency conditions, instructions will be communicated to the University community.

In the event of inclement weather, stay informed—listen and watch for advisories/alerts via:

- Your Email
- [Syracuse University's website](#)
- Weather alert text message
- [Campus Announcements](#)
- SU's radio station WAER-FM 83 and other local radio and television station for University information

Report any hazardous conditions to Physical Plant at 315-443-1234 or the Department of Public Safety at 315-443-2224.

IT SERVICES

If you have any issues with your computer, contact Falk College Computer Support Services at falk@ot.syr.edu. You will receive an automated response that your request has been received and someone will contact you within 24 hours. For web assistance contact Falk College Computer Support Services at falkweb@ot.syr.edu.

For help with Blackboard, NETIDs and other computing questions please visit the [ITS website](#)

KEYS

The Building Coordinator will provide a key for your office. You will be asked to return the key at the termination of employment. Keys may not be shared and are the sole responsibility of the faculty/staff member. Students may not have copies of keys for labs, offices or other areas of the building. If you have a student assistant who needs access to your office/lab, please send an e-mail to one of the office staff in the department granting permission for the student to have access, and they will be let into the designated area. Your cooperation in protecting our mutual security by adhering to these policies is appreciated.

MAILBOXES/ POSTAL SERVICE

Regular and campus mail is delivered to a locked mailbox on the 1st floor of White Hall. Mail is dropped off and picked up once a day. Mail is then distributed into individual mailboxes placed within suites 344 and 444. All outgoing mail (campus or non-campus) may be given to the office coordinator in Suite 444, White Hall or the administrative assistant in Suite 344 White Hall.

ORGANIZATIONAL STRUCTURE, PROGRAM MISSION, and STUDENT OUTCOMES

The public health programs are situated within the Department of Public Health, Food Studies and Nutrition of the Falk College of Sport and Human Dynamics.

Department Organization:

Leader: Department Chair

Program Organization:

Undergraduate Program Director

Graduate Program Director

Faculty:**Professional Staff:**

Internship Coordinator

Staff:

Administrative Assistant

Office Coordinator

Director, Undergraduate Programs in Public Health**Position Description and Responsibilities****Adequacy of Resources**

- Evaluate the adequacy of faculty, staff, financial and physical resources to accomplish the mission of the public health program
- Advocate in collaboration with the director of graduate programs for improvements in faculty, staff, financial and physical resources to accomplish the mission of the public health program.

Program Management/Course Maintenance

- In consultation with the director of graduate programs in public health and the faculty concerned, schedule courses to meet academic program requirements for undergraduate students
- In consultation with the director of graduate programs in public health and the public health faculty, identify faculty to teach public health course offerings
- Approve HTW 422 internship site options and opportunities
- Assist and supervise the development and maintenance of non-academic public health related experiences (for example: learning communities, SOPHE activities)

Teaching/Advising

- Teach assigned courses
- Advise undergraduate students in the public health major
- Advise undergraduate students in the health & wellness, public health and addiction minors

Student Recruitment

- Assist the Falk College Admissions Office in the recruitment of students to the public health major
- Conduct interviews with Syracuse University students who wish to declare public health as their major or change majors to public health
- Ensure currency of web-based and print program level recruitment media

Program Assessment/Evaluation

- Lead periodic assessment of curriculum quality
- Coordinate implementation of the public health program evaluation plan
- Ensure currency of web-based and print public health information, manuals and handbooks
- Preparation and submission of reports to the program accrediting agency

Teaching & Staff Evaluation

In collaboration with the department chair, evaluate the effectiveness of faculty teaching

- In collaboration with the director of graduate programs, conduct annual evaluations of staff

Reports to: Chairperson, Department of Public Health, Food Studies & Nutrition

Term: 3-year, renewable term (subject to majority vote by faculty and agreement by the department chair and dean)

Director, Graduate Programs in Public Health

Position Description and Responsibilities

Adequacy of Resources

- Evaluate the adequacy of faculty, staff, financial and physical resources to accomplish the mission of the graduate public health programs
- In consultation with the director of undergraduate programs in public health and the public health faculty
 - Submit proposals for new faculty to the Department Chair
 - Submit proposals for new staff to the Department Chair
 - Submit requests for additional financial resources to the Department Chair
 - Submit requests for additional physical resources to the Department Chair

Program Management/Course Maintenance

- In consultation with the director of undergraduate programs in public health, schedule courses to meet academic program requirements for graduate students
- In consultation with the director of undergraduate programs in public health and the public health faculty, identify faculty to teach graduate course offerings and assign faculty to serve as graduate student advisors.

Teaching/Advising

- Teach assigned courses
- Advise undergraduate and graduate students in the public health programs

Student Recruitment

- Assist the Falk College Admissions Office in the recruitment of students into graduate programs in public health.
- Along with all graduate faculty, review and vote on admission for all applicants to graduate programs in public health.
- Ensure currency of web-based and print program level recruitment media

Program Assessment/Evaluation

- Lead periodic assessment of curriculum quality
- Coordinate implementation of evaluation plan for graduate programs
- Ensure currency of web-based and print graduate program information, manuals and handbooks

Teaching & Staff Evaluation

- In collaboration with the department chair, evaluate the effectiveness of faculty teaching
- In collaboration with the director of undergraduate programs, conduct annual evaluations of staff

Reports to: Chairperson, Department of Public Health, Food Studies & Nutrition

Term: 3-year, renewable term (subject to majority vote by faculty and agreement by the department chair and dean)

Mission

Our mission is to develop exceptional leaders who will impact public health, promote individual and community well-being, and effect change among local, national, and global communities.

We promote and foster sustainable, positive changes in health through:

- Evidence based public health practice, research, policy analysis and education
- Engagement with local, national and global communities to develop practical solutions to public health problems
- Promotion of respect for diversity in our students, faculty and curriculum
- Experiential learning which translates research and theory into effective and applied practices and policies

Student Outcomes

At the completion of the undergraduate program, students will be able to

- 1) Apply theories, concepts and models from social and behavioral disciplines as they relate to public health practice

- 2) Use relevant data, information sources, and evidence based approaches to inform public health practice
- 3) Plan, implement and evaluate public health programs
- 4) Communicate public health information to diverse populations using a variety of media
- 5) Assess the health status of populations, determinants of health & illness, and factors contributing to health promotion and disease prevention across the lifespan
- 6) Analyze social, environmental and behavioral factors that impact on health and contribute to health disparities
- 7) Compare and contrast the United States health care system structure to systems in other countries
- 8) Apply basic principles of epidemiology to interpret public health problems
- 9) Demonstrate cultural competence to meet the needs of diverse groups and vulnerable populations
- 10) Act according to professional values and ethics in public health practice, research and education
- 11) Analyze how communities, community forces and research shape health policies and regulations
- 12) Collaborate with community members and other stakeholders to promote community health

PAPER SHREDDING

Any confidential materials that are in need of shredding may be dropped off in the shredding bin located in Suite 344, White Hall.

PARKING

You must have a valid Syracuse University parking permit if you plan to park in a University lot. The Parking Office is responsible for all of the policies, rules and regulations governing parking. If you choose to park on campus, you agree to abide by these. Any questions and/or problems should be handled directly through the Parking Office. Further information may be found at: [SU Parking](#)

PAY PERIODS

Faculty are paid semi-monthly on the 15th and the last banking day of each month. If you don't have direct deposit, paychecks will be mailed to home college address. **To support campus-wide sustainability and cost saving initiatives, the Payroll Service Center will provide paperless direct deposit notification for all faculty who have elected the direct deposit option for their pay. The electronic direct deposit paystubs look exactly like those received in hard copy; however, by not printing and distributing these documents, the University saves on paper, printing, handling and transportation expenses.**

Information regarding direct deposit and other payroll related services can be found by logging into your [MYSLICE](#) account and under Employee Services, click on View/Update My Direct Deposit

REMITTED TUITION BENEFITS

Information on remitted tuition can be found at: [Remitted Tuition](#)

RIGHTS AND RESPONSIBILITIES

A. Admission to the major: The public health program director and faculty are responsible for setting admission criteria for students who wish to transfer to the major. For freshman and external transfer students, faculty are responsible for providing input regarding admission criteria to the dean who shares this perspective with the central admissions office.

B. Curriculum Development: The public health faculty are responsible for the overall development and integrity of the public health program. Individual faculty members or groups of faculty members are responsible for course development. Curriculum changes and new courses are initially vetted within the public health faculty. The approval process is as follows:

Public Health Faculty → Department of Public Health, Food Studies & Nutrition Curriculum Committee → Full Department Faculty → Falk College Curriculum Committee → Full Falk College Faculty → Syracuse University Senate Committee on Curriculum → Full Syracuse University Senate → New York State Education Department (if needed).

C. Faculty Roles: Faculty roles include teaching and advising, scholarship, community engagement and service to the program, department, college, larger university and community. All faculty teach at least one undergraduate course and provide advisement to undergraduate students.

- Full-time tenured and tenure-track professors teach 2 courses each semester unless they have administrative, community engagement, or research commitments which reduce that load
- Full time non-tenure track instructors teach 3-4 courses each semester
- Full time non-tenure track professors of practice teach 2 - 3 courses each semester

D. Grading: The assignment of grades at SU is the responsibility of the faculty; once assigned by a member of the faculty, a grade cannot be changed without his or her consent, except by due process (as outlined in 'grade appeals'). A course grade is based upon the instructor's professional assessment of the academic quality of the student's performance on a body of work. Such assessments are non-negotiable, and disputes about them do not constitute valid grounds for an appeal. Valid grounds for a grade appeal may include when an instructor either (a) fails to provide or implement uniform and consistent standards, or (b) bases an assessment on criteria other than academic performance. For more information see:

[Syracuse University, Course Catalog, and Grade Appeals](#)

E. Hiring of Faculty: The public health program directors annually evaluate the adequacy of faculty resources to meet the teaching and advising mission of the programs. Initial requests and justification of need for faculty resources come from the program directors. Requests are forwarded to the department chair who (if in agreement) then forwards the request to the dean. The decision to hire adjunct and non-tenure track faculty ultimately rests with the dean. Requests for tenure track faculty are forwarded from the dean to the vice-chancellor and provost who makes the final decision on tenure track hiring requests.

- When hiring proposals are approved for non-tenure track positions, the program directors and department chair are responsible for recruiting potential hires, evaluation of applications and interviewing the top candidates. The program directors make the final recommendation for hire to the Dean.
- When hiring proposals are approved for tenure track positions, a public health faculty search committee is formed. The committee is comprised of 4 faculty members; 3 of whom are public health faculty. The committee is charged with the recruiting of potential hires, evaluation of all applicants for the purposes of identifying the top candidates, interviewing the top candidates, and soliciting feedback from Falk College students and faculty members. The committee presents a rank ordered recommendation for hire (or to reopen the search) to the dean who is responsible for the final hiring recommendation to the vice-chancellor and provost.

F. Non-Discrimination and Harassment Free Work Environment:

The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender. Any complaint of discrimination or harassment related to any of these protected bases should be reported to the University's Chief Equal Opportunity, Inclusion, and Resolution Services Officer. S/he is responsible for coordinating compliance efforts under the various laws including Titles VI, IX and Section 504 of the Rehabilitation Act. S/he can be contacted at Equal Opportunity, Inclusion, and Resolution Services, 005 Steele Hall, Syracuse University, Syracuse, NY 13244-1520; or by email: Equalopps@syr.edu; or by telephone: 315-443-4018.

G. Program Assessment: The design of the public health program assessment plan is the responsibility of public health faculty. Student assessment instruments and processes are faculty designed and approved. The program directors and faculty members provide input into program level and course level student assessment measures at the time of new course approval and annual program review. The public health program assessment plan is periodically reviewed and modifications made if deemed necessary. The public health program directors coordinate the implementation of the assessment plan for the majors, certificates of advanced study, and minors. Student assessment instruments and processes are faculty designed and approved. The program directors and faculty members provide

input into program level and course level student assessment measures at the time of new course approval and annual program review.

H. Reappointment, or Termination, Contract Faculty: Professors of practice, full-time instructors, and adjunct instructors are hired for variable terms by contract. Professor of practice contracts are typically for a 3-year term, full-time instructors for a 1-year term, and adjunct instructors for a 1-semester term. Faculty teaching evaluations, service contributions, and documented continued need to effectively deliver the academic program are considered in decisions to renew contracts. Contract faculty may be dismissed before the expiration of their contract only for adequate cause. Adequate cause for dismissal must be directly and substantially related to the fitness of faculty members in their professional capacity as teachers or scholars. Renewal of contract and termination decisions are made by the university provost, in consultation with the dean of the Falk College and the department chairs and program directors. See the following for further information:

Syracuse University Faculty Manual: [Termination of Tenure or Dismissal before Expiration of Contract](#)

Syracuse University Faculty Manual: [Dismissal for Cause](#)

I. Resource Allocation: Faculty are responsible for identifying resources needed for the public health program. Requests for resources are sent to the department chair and dean for consideration and approval.

ROOM RESERVATIONS

The public health conference room may be scheduled through the public health administrative assistant. If you require a larger meeting room, you can schedule through the administrative assistant or office coordinator.

SERVICE LEARNING (ACADEMIC)

Public Health Major

Experiential, community based learning requirements are included across the four years of undergraduate study and provide students with opportunities to apply knowledge gained in the classroom to real-world public health related challenges. Academic service learning promotes:

- a) Student personal and professional development, including competency in working with diverse populations
- b) Student application of research and theory to develop solutions to community based health problems.

Student reflection on these experiences is important for learning and personal growth and is accomplished through journal writing and other means.

By participating in planned and evaluated experiential learning activities, public health majors progress

through a hierarchy of experiential learning competencies - beginning with exposure to community members and groups in year 1 to integration and consolidation of public health knowledge and skills in year 4.

Service Learning, Public Health Major

	Competency	Course, Required Hours, & Focus
Year 1	Exposure/Appreciation	HTW 221 Health Promotion Across the Life Span Requirement: 15 hours Focus: Health promotion
Year 2	Appreciation/Application	HTW 304 Community Health Education Requirement: 15 hours Focus: Health Education
Year 3	Application	HTW 307 Culturally Competent Health Care Requirement: 25 hours Focus: Health and Diverse Populations HTW 311 Health Literacy Requirement: 25 hours Focus: Reading/Computation/Health Literacy
Year 4	Integration/Consolidation	HTW 422: Senior Internship Experience Requirement: 400 hours Focus: Public Health Practice

Recommendations

The public health program acknowledges the busy lives of undergraduate students. It is therefore recommended that students enroll in no more than 1 service learning course per semester. In the HTW 422 semester of enrollment, it is recommended that students enroll in no more than 1 additional course. If students must enroll in 2 additional courses, these courses should be scheduled for after 3 p.m. to allow for completion of the internship hour requirement.

Expectations

Faculty	Community Partner	Student
<p>Describe the service learning activity and its relation to the course objectives in the course syllabus and on the first day of class</p> <p>Familiarize themselves with the service sites</p> <p>Monitor student progress through discussions, journal assignments, progress reports or individual check-ins.</p> <p>Provide individual and/or group forums for students to reflect on what they are learning from the experience</p>	<p>Orient students to the agency mission and goals so that they may better understand their role within the agency/project</p> <p>Provide work that is significant and/or challenging to the student</p> <p>Provide training, supervision, feedback and resources for the student to succeed in the service</p> <p>Ensure a safe work environment and reasonable hours for the student to perform their service</p> <p>Communicate with faculty member(s) to report on project progress</p>	<p>Behave professionally</p> <p>Observe the public health program policies on appropriate attire for field work (see p. 3)</p> <p>Punctuality: arrive on time and don't leave early</p> <p>Adherence to service schedule. Provide a minimum of 24 hours advance notice of absences</p> <p>Keep all cell phones, iPods, and other electronic devices not pertaining to your service activity turned off and out of sight</p> <p>Participate in required training/orientation sessions</p> <p>Use formal names/work titles unless directed otherwise</p> <p>Fulfill all hours and complete assignments/projects</p> <p>Notify the course professor if the site supervisor terminates the service position</p> <p>Respect the policies and expectations of the site, especially in regards to confidentiality</p> <p>Serve in a manner which preserves the reputation and integrity of Syracuse University</p>

Policies

Students must adhere to the public health program placement policies.

- Community sites are identified, arranged, and confirmed by course faculty
- Students may not change their placement site without course faculty approval
- Placement sites are selected for their specific fit with the course outcomes and may not be shared between two courses. Service requirements must be met for each course (not double counting)

HTW 422: students must assure that they have approximately 30 hours during an 8 - 5 p.m. block each week to commit to the senior internship. In addition, some sites may require occasional evening or weekend hours.

Standards

Academic Service learning is a supervised and evaluated experience. As such, regular attendance is expected and related assignments/performance are graded and included in the evaluation component of the course.

Grading standards

- Students who complete $\leq 80\%$ of the required hours will receive a grade of 'F' for the service learning component of the course
- Students who complete 90% of the required hours will receive a grade no greater than 'C' for the service learning component of the course. Grades will be lower if assignments and/or performance do not meet course expectations.

Termination from site

- Students who are dismissed for reasons of unprofessional conduct will receive a grade of 'F' and will not be assigned to another site
- On occasion, sites may not be able to accommodate the student for the full hour requirement. In these situations, students will be assigned to another site to complete the service requirement.

Professional Attire

Students will adhere to the professional attire policies described below, unless directed otherwise by their placement site.

Female	Male
Pants: full length or Capri length; no denim Shirts: collared polo shirts or button shirts; no t-shirts or tank-tops; midriff must be fully covered Skirts/dresses: must be professional length Shoes: no flip flops or platform shoes, dress sandals, sneakers in good conditions or shoes No sweatshirts No shorts	Pants: No denim, should be worn at the waist, and be belted Shirts: collared polo shirts or button shirts; no t-shirts Shoes: no sandals, sneakers in good condition or shoes No sweatshirts No shorts

SYRACUSE UNIVERSITY ACADEMIC RULES

Links

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SYLLABI

A program approved syllabus is available for all public health courses. With the exception of the text and other assigned readings and the course description, changes to the syllabi cannot be made without discussion with the program director. Learning outcomes, learning activities and assessment measures have been identified that reflect CEPH and Middle States accreditation standards and thus course level changes may disrupt our program evaluation plans. In addition all syllabi must conform to the [Syracuse University Senate Committee on Curricula](#) requirements, including the standard policies on religious observances, disability accommodations and academic integrity.

Each semester faculty must send an electronic copy of their syllabus for each class they are teaching to the office coordinator no later than **August 20th** for fall and **January 10th** for spring.

In order to conserve on paper and energy all syllabi are to be posted to Blackboard. Faculty should send an e-mail to their students prior to the first day of class instructing them that the syllabus can be found on blackboard and hard copies will not be provided.

TEXTBOOKS

Ordering textbooks, if applicable: In general, the order should be submitted the semester before the course is offered. If no textbooks have been ordered, contact the SU Bookstore Textbook Department ASAP to submit your order. They can also order instructor copies of textbooks for you. You may contact the Schine Books store either by phone 315-443-9901 or email bookstore@syr.edu

TIME OFF (vacation, personal & sick)

Information can be found on the following web pages:

- [Vacation time](#)
- [Personal time](#)
- [Sick and Leave time](#)

TRAVEL/DISCRETIONARY FUNDS

All tenure, tenure-track and professor of practice faculty have access to \$2,000 in travel and \$500 in discretionary funds provided by the College each year.

A formal invitation or documentation establishing conference participation (presentation of papers, discussion leader/participant, poster session, keynote, etc.) will be required for authorization and use of the \$2,000 faculty travel funds. In order to use your travel funds, you must complete a Travel Request and have it approved by the department Chair before you make any travel arrangements (i.e. registrations, flight, hotel). All expenses for travel funding will require prior approval from the Dean's office with a copy of participation attached to request. All administrative travel and/or expenses also require pre-approval.

Please note that Department administrative staff must have your approved paperwork and request before the use of college funding. **Transactions and reimbursement requests that occur without appropriate prior approval will not be processed any longer.**

Completed travel forms should be given to the administrative assistant to obtain the proper approvals prior to making any travel arrangements. All travel funds must be expended no later than May 15th of each academic year. Please note that discretionary funds may not be used for computer equipment.

Additionally, when using your discretionary funds (\$500), you must complete the Request to Expend Funds form. This form must be completed and signed by the department Chair and the Dean's office before the funds are spent.

Completed request to expend funds forms should be given to the administrative assistant to obtain the proper approvals prior to making any purchases. All discretionary funds must be expended no later than May 15th of each academic year.

NOTE: Discretionary funds may be used for travel expenses if needed, but travel funds cannot be used for discretionary expenses.

VIP PARKING- GUEST PARKING

If you require visitor parking for a speaker for your class, etc., you will need to e-mail the administrative assistant or office coordinator with the following information a minimum of 48 hours in advance:

- Name of Person
- Date needed for Parking
- Time needed for Parking
- Reason for request

Parking arrangements cannot be made for faculty, staff or students working for or attending school at Syracuse University. Parking will be arranged for the Irving Garage as space permits. All parking requests are charged to the department of Public Health, parking is not free. ***If the request is for speakers/guests pertaining to a grant, please let the administrative assistant or office coordinator know to ensure the grant is charged and not the department.***

COMMITTEE BYLAWS

Curriculum Committee, Public Health, Food Studies and Nutrition

I. RESPONSIBILITIES OF THE CURRICULUM COMMITTEE:

The Curriculum Committee is a standing committee of the department and acts in an advisory capacity to the department faculty as a whole. The specific responsibilities of the Curriculum Committee are to:

- A. Schedule meetings on an as needed basis
- B. Review & evaluate the following for conformity with the Curriculum policies and procedure of the Falk College of Sport and Human Dynamics and the Syracuse University Committee on Curricula
 1. Syllabi and proposal forms for new and regularized courses
 2. Syllabi and proposal forms for courses undergoing significant revisions that change the intent or focus of the course
 3. Proposal forms and supporting documentation for new academic programs and revisions to academic programs, including majors, minors and certificates
- C. Address any other related curricula issues
- D. Explore within department cross-program academic and curricular collaboration.

II. COMPOSITION & SELECTION OF THE CURRICULUM COMMITTEE

The composition of the Curriculum Committee shall be as follows:

- A. A faculty member shall serve as chairperson of the Curriculum Committee and shall serve a one-year term
 1. The chair is elected by the members of the curriculum committee
 2. The chair may be re-elected to consecutive terms

- B. The Committee is comprised of three members, one from each academic program within the department
 - 1. Committee members are elected to serve by the department faculty
 - 2. Committee members may be professors of practice, tenure-track faculty or tenured faculty
 - 3. Committee members serve a three-year term
- C. All college faculty, staff, administrators, and students may attend the meetings and may participate as non-voting members.

III. PROCEDURAL GUIDELINES OF THE CURRICULUM COMMITTEE

Procedural guidelines shall be as follows:

- A. The Curriculum Committee business shall be governed by Robert's Rules of Order
- B. A written notice of each meeting along with all relevant paperwork shall be provided at least two days in advance of the meeting.
- C. A recording secretary shall record the meetings and provide, within the week in which the meeting was held, a written record of Curriculum Committee meetings
 - 1. Minutes are distributed to committee members and the department chair and are available upon request to all other department members.

IV. PROCEDURE TO PROCESS CURRICULUM CHANGES

- A. Proposals for additions, changes or deletions to courses or programs shall be initiated by faculty and the department chair. The required standard forms are available from the Syracuse University Committee on Curricula Website
- B. The initiating faculty member shall review forms for course title, course description, rationale for course, course objectives, assignments, and course outlines consistency with University policies
- C. The course initiator in collaboration with the College Librarian shall review the adequacy of library resources in relation to the course
- D. The course initiator in collaboration with the Falk College Senior Associate Dean of Academic Affairs will seek consultation with other university department chairs for courses in which potential content overlap exists
- E. The following curriculum revisions do not require departmental committee review or full department faculty voted. Review and evaluation is conducted by the academic program and once approved sent directly to the College Curriculum Committee and staff (see H and I)
 - 1. Minor changes to courses that do not substantively alter the focus of the course (including course titles, course descriptions, adding/dropping a cross list, adding/dropping a double number)
 - 2. Minor changes to requirements for majors and minors (for example adding or deleting a course option)
 - 3. Admission standards for intra-university and undeclared major students
- F. The Committee shall evaluate curriculum materials outlined in 1B for correct technical form. The

Committee shall identify and communicate all recommended changes necessitated by college or university policy to the initiating faculty

1. Curricula materials not approved must be resubmitted, with the recommended changes, for evaluation and approval.

G. Curricula materials, once approved by the Committee, shall be sent to the full departmental faculty for discussion and approval.

H. Curricula materials, once approved by the full faculty, shall be sent by the Curriculum Chair by posted deadlines to the College Curriculum Committee Chair and support staff.

I. If any curricula item is not approved by the College Curriculum Committee, the Department Curriculum Chair and initiating faculty will receive correspondence which reflects the recommended changes.

1. Curricula materials not approved by the College Committee must be resubmitted by the initiating faculty to the departmental committee, with the recommended changes, for evaluation and approval. Upon revision of the materials per the recommendations of the College Committee, the materials will be resubmitted by the Committee Chair to the College Committee Chair and staff.

V. VOTING PROCEDURES OF THE CURRICULUM COMMITTEE

Voting by Curriculum Committee members shall be conducted as follows:

- A. All members of the committee exercise the right to vote.
- B. Voice votes shall ordinarily be the method of recording decisions. However, special circumstances may demand that individual votes of members be counted either by show of hands or by secret ballot.
- C. A quorum shall exist when two members of the Curriculum Committee membership is in attendance. The Committee Chairperson must be one of the two members in attendance.

VI. RESPONSIBILITIES OF THE CURRICULUM CHAIRPERSON

The responsibilities of the Curriculum Chairperson shall be as follows:

- A. Conduct Curriculum meetings as needed
- B. Assist initiating faculty with Curriculum proposals and procedures.
- C. Develop Curriculum Committee meeting schedules based on catalog publishing dates, District and State deadlines
- D. Review and approve meeting agendas & minutes of the Curriculum Committee meetings

Approved by PHFSN Curriculum Committee on November 29, 2012

Approved by PHFSN faculty on November 30, 2012

Revised and approved by PHFSN faculty on September 12, 2014

Promotion and Tenure Committee

The Department of Public Health, Food Studies and Nutrition abides by the policies and procedures set forth in the Syracuse University Faculty Handbook and the Falk College of Sport and Human Dynamics Policies & Procedures for Promotion and Tenure.

Policies & procedures specific to the department are noted below.

Membership of Department Committee

The Department Promotion and Tenure Committee consists of three (3) tenured faculty who hold rank at the Associate or Professor level. At least one member from each rank will be represented. Faculty members are elected at large, with no more than 2 members elected from any one academic program. Committee members shall not have any conflict of interest or be in the position to influence the deliberations of the Committee. In addition, departmental committee members may not be members of the College level committee; thereby avoiding participation in the promotion or tenure review or voting processes conducted across committee levels. The Department Chair may elect to serve as an ex-officio member, without a vote.

Length of terms: one committee member will be elected to a three (3) year term; the other two members are elected to two (2) year terms.

In the case of promotion, the Committee will seek additional representation from one student, either undergraduate or graduate, enrolled in one of the academic units within the Department. The student representative participates in the discussion and voting for promotion only.

Relevant Department By-Law Provisions

1. The Promotions and Tenure Committee shall conduct all 3rd year pre-tenure reviews and provide formative and evaluative input to the department candidate, the department chair and the College Promotion & Tenure committee leader in the form of a written 3rd year report. A sub-committee of 2 may be formed for the purpose of conducting 3rd year reviews.
 - A. The Department Chair provides an independent written 3rd year report
 - B. Required elements for review: Faculty will submit a full dossier as described on pp. 21-22 of the College Policy & Procedure manual. External evaluation of scholarship is not required for the third year tenure review.
2. The Promotions and Tenure Committee shall examine the cases of all non-tenured and tenured faculty members who are eligible and have declared their intent to apply for promotion and shall recommend for or against promotion to the College Promotion and Tenure Committee
 - A. The Department Chair provides an independent recommendation for or against promotion to the College Promotion and Tenure Committee
 - B. The Committee will seek additional input from a variety of sources (i.e.: students, administrators, the larger Syracuse University academic community, the larger non-

academic community - when appropriate, and service colleagues) when considering cases for promotion

3. The Promotions and Tenure Committee shall examine the cases of all currently non-tenured faculty members who are eligible to be considered for tenure and shall recommend for or against tenure to College Promotion & Tenure Committee. The candidates will be considered for tenure no later than the candidate's sixth year of credited service.

Voting Procedures

The Committee will vote at least twice on each application for promotion or tenure. The initial vote, which is referred to as a straw vote, should be taken after discussion of the merits of the application and dossier and deliberation by the full Committee. The final and, normally, the second vote is taken to recommend for or against tenure.

When an applicant is applying for both tenure and promotion, the Committee shall vote separately in arriving at a decision on promotion and recommendation on tenure. The vote for promotion is conducted first, followed by the vote on tenure.

If the Committee identifies significant concerns by the straw vote, the Committee will seek additional consultation from appropriate sources who shall be informed of the particular matters under debate. Sources may include the department chair, the candidate and/or a representative of the candidate's choosing.

Any final decision taken by the Committee requires that a quorum be present. A quorum shall consist of two (2) voting members *for tenure* (a majority, 2 of 3 members) and three (3) voting members *for promotion* (a majority, 3 of 4 members).

Committee members who are present at the meeting during the vote who elect to abstain from the vote are counted in the quorum as a voting member. In situations where there is no significant discussion taking place and a vote is expected to occur, absentee voting is permitted for committee members who are unable to attend. In unusual circumstances, committee members may count as part of the quorum and may participate in the meeting, including voting, via telecommunications.

All voting is done by written ballot.

Notification to the Department Chair and Candidate

When the Department Promotion and Tenure Committee has reached its decisions on promotion and or recommendations for tenure, its Chairperson shall orally or by email inform the department chair and the candidate of the decision and/or recommendation. The oral or email notification will be made within 72 hours of the Committee's decision. Formal, written notification to the candidate shall be made within 30 days of the initial notification. Written notification shall include justification of the decision for promotion or recommendation for tenure.

Approved: April 19, 2013

Graduate Admissions Committee Bylaws

- I. RESPONSIBILITIES OF THE PUBLIC HEALTH GRADUATE ADMISSIONS COMMITTEE: The Graduate Admissions Committee is a standing committee within Public Health. The specific responsibilities of the Graduate Admissions Committee are to:
 - A. Schedule meetings on an as needed basis
 - B. Review applications to Public Health graduate programs and make decisions on acceptance.
 - C. Make decisions on the awarding of graduate scholarship credits and TA/GAs based on established procedures and priorities.
 - D. Make decisions on the allocation of these TA/GAs positions to faculty based on an application submitted by the PH faculty to the committee.
 - E. Make decisions on nominations for department or college level awards.

- II. COMPOSITION & SELECTION OF THE GRADUATE ADMISSIONS COMMITTEE The composition of the Graduate Admissions Committee shall be as follows:
 - A. A faculty member shall serve as chairperson of the Graduate Admissions and shall serve a 2-year term (to be staggered with committee member term).
 1. The chair is elected by the members of the Graduate Admissions.
 2. The chair may be re-elected to consecutive terms
 - B. The Committee is comprised of three members.
 1. The Director of Graduate Programs in Public Health serves as a standing member of Graduate Admissions Committee.
 2. The remaining 2 committee members are elected to serve by the department faculty.
 3. Committee members may be professors of practice, tenure-track faculty or tenured faculty.
 4. Committee members serve a three-year term

- III. PROCEDURAL GUIDELINES OF THE GRADUATE ADMISSIONS COMMITTEE. Procedural guidelines shall be as follows:
 - A. The Graduate Admissions business shall be governed by Robert's Rules of Order
 - B. A written notice of each meeting along with all relevant paperwork shall be provided at least two days in advance of the meeting.
 - C. A recording secretary shall record the meetings and provide, within the week in which the meeting was held, a written record of Graduate Admissions meetings
 1. Minutes are distributed to committee members and the department chair and are available upon request to all other department members.

- IV. PROCEDURE FOR AWARD AND ASSIGN SCHOLARSHIP CREDITS AND/OR GA POSITIONS.

- A. This committee will review applications for admission to PH graduate programs (MS or MA only) and decide on which applicants will receive offers of a GA award.
- B. Proposals from PH faculty requesting TA/RA support will be reviewed by the committee; each year, the committee shall bring recommendations for TA/RA assignments to the full PH Faculty for a vote.

- V. VOTING PROCEDURES OF THE GRADUATE ADMISSIONS Voting by Graduate Admissions members shall be conducted as follows:
 - A. All members of the committee exercise the right to vote.
 - B. Voice votes shall ordinarily be the method of recording decisions. However, special circumstances may demand that individual votes of members be counted either by show of hands or by secret ballot.
 - C. A quorum shall exist when two members of the Graduate Admissions membership are in attendance. The Committee Chairperson must be one of the two members in attendance.

- VI. RESPONSIBILITIES OF THE GRADUATE ADMISSIONS CHAIRPERSON. The responsibilities of the Graduate Admissions Chairperson shall be as follows:
 - A. Conduct Graduate Admissions meetings as needed
 - B. Assist initiating faculty with applications for a TA and/or GA.
 - C. Develop Graduate Admission Committee meeting schedules based on the graduate school applications and corresponding timeline.
 - D. Review and approve meeting agendas & minutes of the Graduate Admissions meetings.

Approved by PH faculty XX, 2017.

Revised and approved by PH faculty on XX 12, 2017

COMMITTEE BYLAWS

Graduate Admissions Committee, Public Health Program

1. RESPONSIBILITIES OF THE GRADUATE ADMISSIONS COMMITTEE:

The Graduate Admissions Committee is a standing committee of the public health program. The specific responsibilities of the Graduate Admissions Committee are to:

- A. Schedule meetings on an as needed basis
- B. Review & evaluate application materials submitted for admission to the graduate public health programs
- C. Make admission decisions for the public health graduate programs
- D. Recommend students for public health scholarships and assistantships

II. COMPOSITION & SELECTION OF THE GRADUATE ADMISSIONS COMMITTEE

The composition of the Graduate Admissions Committee shall be as follows:

A. A faculty member shall serve as chairperson of the Curriculum Committee and shall serve a one-year term

1. The chair is elected by the members of the curriculum committee

2. The chair may be re-elected to consecutive terms

B. The Committee is comprised of three public health faculty members, one of whom is the Director of Public Health Graduate Programs

Approved by PH faculty March 30, 2017.

Manual Revised Jan2018