

NDSU | PUBLIC HEALTH

Policy Manual

NOTE: This policy manual will be reviewed and updated in August of each calendar year.

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NDSU Academic Policies – Graduate School

The NDSU Department of Public Health follows the policies and procedures of the NDSU Graduate School. Information related to those policies and procedures can be found here:

<https://www.ndsu.edu/gradschool>

NDSU Employment Policies

The NDSU Department of Public health follows the employment policies and procedures of NDSU. Information related to those policies and procedures can be found here:

<http://www.ndsu.edu/policy/>

BYLAWS OF THE NDSU DEPARTMENT OF PUBLIC HEALTH

Article I.

Name and Purpose

Section 1. **Name.** The name of the group is the Faculty of the Department of Public Health (DPH), College of Health Professions, North Dakota State University (hereinafter “the DPH Faculty”).

Section 2. **Purpose.** The purpose of the DPH Faculty is:

Section 2.1. To further the mission of the College of Health Professions (hereinafter “College”) and of North Dakota State University (hereinafter “NDSU” or “University”);

Section 2.2. To actualize public health education at the University;

Section 2.3. To plan, execute, and evaluate programs of study offered.

Section 2.4. To formulate and carry out policies to facilitate the planning, implementing, and evaluating of the educational programs of the DPH; and

Section 2.5. To evaluate the effectiveness of the programs, policies, and procedures of the DPH.

Article II. Organization and Administration

Section 1. **Organization.** These Bylaws shall govern the functioning of the DPH and are used in conjunction with the Bylaws of the College of Health Professions, NDSU, and the NDUS System.

Section 2. **Authority.** The Faculty has the power to organize itself and to make all Bylaws and regulations necessary for its own proceedings. This includes, but is not restricted to, the power to elect officers, establish and organize Faculty committees, and to establish meeting times.

Section 3. **Responsibilities and Function.** The responsibilities and functions of the DPH are:

Section 3.1. To establish, evaluate, and revise educational policy, curriculum, and

procedures for the DPH.

Section 3.2. To recommend policies affecting the organization of the DPH and of the College.

Section 3.3. To conduct the affairs of the DPH in such a way as to support the goals of the Department, the College, and the University.

Section 3.4. To foster development of Faculty as individuals as well as a group.

Section 3.5. To participate in the recruitment, selection, retention, and promotion of Faculty.

Section 3.6. To participate in research and other scholarly activities.

Section 3.7. To participate in the recruitment, selection, and advising of public health students.

Section 4. **DPH Bylaws**. If any DPH Bylaw, policy, or procedure is in conflict with the College of Health Professions' Bylaws, policies, or procedures or the NDSU Faculty Handbook, the higher level shall prevail.

Article III. Membership and Voting

Section 1. **Membership**.

Section 1.1. *The DPH Faculty* consists of the Chair, full-time faculty, research faculty, and faculty members from other departments who dedicate 40% of their time to the Master of Public Health (MPH) program.

Section 1.2. Non-primary faculty consists of: full-time NDSU faculty dedicating less than 40% of their time to the MPH Program, and part-time academics (PTA).

Section 2. **Voting**.

Section 2.1 DPH Faculty have full voting privileges.

Section 2.2 Non-primary faculty do not have voting privileges

Article IV.

Meetings and Parliamentary Procedure

Section 1. Meetings.

Section 1.1. Attendance at all DPH Faculty meetings is expected of all Faculty designated in Article III, Section 1.1.

Section 1.2. Regular meetings shall be held monthly during the academic year.

Section 1.3. Special meetings may be called by the DPH Chair, or by two members of the DPH Faculty.

Section 1.4. A simple majority of the DPH Faculty shall constitute a quorum.

Section 1.5. Meetings may be canceled or rescheduled at the discretion of the Chair.

Section 2. Parliamentary Procedure.

Section 2.1. *Robert's Rules of Order* shall govern the proceedings.

Article V. Committees

Section 1. Membership.

Section 1.1. Organizational work of the DPH is done by Committees.

Section 1.2. All members of the DPH Faculty are eligible for committee membership.

Section 1.3. Faculty shall serve on a minimum of one DPH committee, at the discretion of the Chair.

Section 1.4. Committees may include members from outside the DPH.

Section 1.5. Student representation shall be appointed by the specific committee.

Section 1.6. Committee vacancies will be filled as they occur.

Section 1.7. Faculty volunteer for committee membership in the spring of each year. If needed, the Chair may appoint a Faculty member to a committee if specialized expertise is needed.

Section 1.8. Committee members rotate off every three years using a staggered rotation.

Section 1.9. New committee members shall assume office at the beginning of the academic year. Committee members filling vacancies shall begin serving immediately.

Section 1.10. A quorum for conducting committee business shall consist of a majority of the

Faculty on the committee.

Section 1.11. The Chair is an ex-officio member of all committees and holds all rights and privileges of any other member, including voting rights, with the exception of the PTE committee.

Section 1.12. Committees may make recommendations to the Faculty body.

Section 2 – Voting

Section 2.1. DPH Faculty have full voting privileges

Section 2.2 Student representatives do not have voting privileges.

Section 3. Chairperson. Each committee shall have a chairperson.

Section 3.1. A committee chairperson is appointed by the members of the committee.

Section 3.2. The new chairperson of a committee must have served on that committee for at least one previous year.

Section 3.3. The chairperson of a committee is responsible for setting the agenda, calling the meetings of the committee, and filing of minutes for the committee. Any of these responsibilities may be delegated.

Section 4. Standing Committees/Council:

Section 4.1. MPH Curriculum Committee

Section 4.1.1. Membership. The Curriculum Committee shall consist of the Director of Accreditation, at least one faculty representative from each specialization, and one current student.

Section 4.1.2. Responsibilities.

Section 4.1.2.1 The Curriculum Committee shall provide curriculum guideline and revision recommendations to the entire DPH Faculty.

Section 4.1.2.2 The Curriculum Committee shall conduct regular assessments of all required courses (foundation and specialization) on a rotating basis.

Section 4.2. MPH Admissions & Scholarship Committee

Section 4.2.1. Membership. The MPH Admissions & Scholarship Committee shall consist of at least one Faculty representative from each specialization.

Section 4.2.2. Responsibilities.

Section 3.2.2.1 The Admissions & Scholarship Committee is responsible for admissions standards and providing decisions on students for admission to the MPH program.

Section 4.2.2.2 The Admissions and Scholarship Committee shall review applications for College-funded public health scholarships and provide scholarship award recipient recommendations to the College.

Section 4.3. Promotion, Tenure, and Evaluation Committee.

Section 4.3.1. Membership.

Section 4.3.1.1. The Promotion, Tenure, Evaluation Committee (PTE) shall consist of at least three tenured members of the DPH who do not hold administrative roles in the DPH.

Section 4.3.1.2. If there are an insufficient number of tenured Faculty in the DPH to meet the minimum membership requirements of the Committee, tenured Faculty from other Departments within the College of Health Professions will be solicited to ensure a Committee membership of at least three. PTE committee members may serve a longer term than standard rotation as needed.

Section 4.3.1.3. After consultation with the DPH Faculty and with the Chair from which the non-DPH Committee members are sought, the Chair shall appoint such members to the Committee.

Section 4.4.2. Responsibilities.

Section 4.4.2.1. The PTE Committee shall evaluate and make recommendations for DPH Faculty for promotion and/or tenure in accordance with the guidelines and standards established by the DPH.

Section 4.4.2.2. Work of the Committee will follow the timelines and guidelines of College and University policies and procedures regarding promotion and tenure.

Section 5. Ad Hoc Committees.

Section 5.1. Ad hoc committees may be established.

Section 5.2. Ad hoc committees are formed as needed to meet a particular need or perform a specific task.

Section 5.3. Members are assigned as needed to accomplish the purpose of the committee.

Section 5.4. An ad hoc committee ceases to exist when its task is completed or the need for which it was instituted is met.

Section 5.5. After two years if the ad hoc committee has not disbanded, the committee will be reviewed for Standing Committee status.

Article VI. Amendments

Section 1. **Review of the Bylaws.** These Bylaws shall be reviewed by the Faculty annually.

Section 2. **Amendments with Notice.**

Section 2.1. Amendments will be submitted in writing and will be distributed to Faculty at least one week prior to the meeting at which the adoption of such amendments will be voted upon.

Section 2.2. A simple majority vote of the DPH Faculty present is sufficient to accept amendments to these Bylaws.

Section 3. **Amendments without Notice.** These Bylaws may be amended by a majority vote of the DPH Faculty present and voting at any scheduled Faculty meeting if no previous notice has been given.

Section 4. **Suspension of the Bylaws.** These Bylaws may be suspended by the majority vote of the DPH Faculty.

Approved: February 16, 2016

Source: Primary Faculty meeting

Updated: October 28, 2021 by DPH faculty

FACULTY AFFAIRS

Department of Public Health

Promotion, Tenure and Evaluation Criteria and Operating Procedures

PREFACE

This document sets forth the criteria to be used by the Department of Public Health (DPH) in the appointment of new faculty and in the recommendation of faculty for promotion, continued appointment, and tenure, in accordance with the policies of the College of Health Professions, North Dakota State University, and the State Board of Higher Education related to promotion, tenure, and evaluation of faculty. These criteria will be used to evaluate probationary (tenure track), special appointment (non-tenure track), and tenured faculty. The following two paragraphs are excerpted from the NDSU Policy Manual, section 352 and 350.1.

The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the high quality of a faculty member's contributions in the areas of teaching, scholarship (research and discovery), and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution, as evidenced by professional performance and growth, and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, the College, and its programs.

From the University's mission flows the expectation that each faculty member will make contributions of high quality in the areas of teaching, scholarship, and service. "Teaching" includes instruction both on- and off-campus. "Scholarship" refers to research and other creative endeavors that lead to significant advances in the acquisition or synthesis of new information and knowledge. These endeavors may be in the research laboratory, the classroom, or in the patient care setting. "Service" includes public service, service to the University, College and Department, and service to the profession.

The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to

professor shall be evaluated by the criteria in effect at the time of application. The format of portfolio materials must follow the NDSU Guidelines for Promotion and Tenure Portfolio Preparation. These guidelines are updated annually and are available on the Provost web site.

PUBLIC HEALTH (PH) PROMOTION, TENURE, AND EVALUATION COMMITTEE

Purpose of the PTE Committee

The Department of Public Health Promotion, Tenure, and Evaluation (PTE) Committee shall evaluate faculty candidates of the College and make recommendations for their promotion and/or tenure in accordance with the guidelines and standards established by the Department, the College, and the Promotion, Tenure and Evaluation Guidelines and Policies of North Dakota State University. The PH PTE Committee shall also review and make recommendations to the PH Faculty concerning the guidelines and standards for promotion and tenure within the Department.

In addition, the PH PTE committee provides evaluation and assessment of PH professors of practice, professors of research, and tenure-track faculty to help them succeed in accomplishing promotion and tenure. The committee also evaluates documentation from tenured faculty on an as needed basis or if requested by the chair, dean, or faculty member. It is the responsibility of the committee to make recommendations regarding promotion and tenure based on review and assessment of documented achievements from the candidate's PTE portfolio. Furthermore, the committee will evaluate the credentials of new faculty who are to be hired and provide recommendation to the Department Chair, Vice Chair, and Dean regarding the rank into which the applicant should be hired.

Membership of the PTE Committee

The DPH PTE Committee shall consist of three full-time, elected tenured faculty in the department. Faculty with administrative appointments in academic units are not eligible for membership on the Department PTE Committee. Faculty members who are candidates for promotion and/or tenure shall not serve on the Department PTE Committee during the period of time in which their candidacy is under consideration. The Committee will elect a chair from among the tenured faculty in the PH department who will call the meetings, coordinate Departmental evaluation of candidate(s), and ensure the evaluation process and timeline are followed. Whenever possible, the same individual should not serve on both the department and College PTE committees.

If there are not three full-time, tenured faculty available to meet the Department PTE membership requirements, external tenured faculty will be solicited in the following manner. The Department Chair will solicit volunteers from within the tenured PH

primary faculty and the College of Health Professions. The DPH department faculty elect the PTE members from the list of volunteers willing to fill the vacancy(ies).

GENERAL EVALUATION PROCEDURES

- A. The University and College PTE procedures have been established and will be followed to provide faculty PTE candidates and administrators the opportunity to monitor and evaluate the candidate's progress in meeting the expectations of employment and the criteria for promotion and tenure. These procedures are intended to provide faculty constructive feedback to assist them in attaining their goals for promotion and tenure (see NDSU College of Health Professions [Policy Manual](#) and NDSU Provost's Office PTE [Guidelines](#)).

POLICY AND PROCEDURES FOR POST-TENURE REVIEW (PTR)

The granting of tenure does not relieve the faculty member of his or her obligations to fulfill all assigned job duties. Annual job performance reviews of faculty rest with the Department Chair and the process by which faculty are reviewed on an annual basis. Additionally, Section 350.3 of the NDSU Policy Manual details the circumstances, policies and procedures under which a faculty (tenured or otherwise) member may be terminated.

Upon request of the faculty member, Dean or Chair, a faculty member with tenure can be requested to be evaluated by post-tenure review. Unless requested by the faculty member, this review cannot be done more frequently than every 3 years. Procedures for post-tenure review can be found in the College of Health Professions [Policy Manual](#).

STANDARD DEPARTMENTAL WORKLOAD

Teaching, Scholarship, and Service are expected of all DPH faculty, but will be evaluated and weighed according to the expectations of faculty as outlined in their position description and the department workload guidelines.

Adjustments to workload may be based on grant buy-outs, administrative duties, and specific job description duties, and must be negotiated annually with the Department Chair and approved by the Dean. All areas with a percentage greater than zero must be included in workload.

DEPARTMENT SPECIFIC REVIEW PROCEDURES FOR TENURE AND/OR PROMOTION

Department of Public Health Materials

The departmental PTE committee, as a group, will evaluate the candidate's record while in a tenure track position at NDSU in the areas of teaching, research, and service. Credit for any prior service, both at NDSU or elsewhere, must be negotiated at the time of hire and noted in the letter of offer. The candidate's cumulative record will be considered, with overall progress and achievement expected.

The committee will attempt to reach an overall evaluation that is acceptable to all committee members. In the event that this is not possible, where an individual or individuals disagree(s) with the overall evaluation, this disagreement must be expressed and explained within the committee's letter of evaluation. After the letter is written, the members of the committee will take a written, confidential vote to recommend or not recommend the candidate. This vote will be made a part of the committee's letter and the letter, after being signed by all members of the committee, will then be forwarded to the department Chair.

The Chair will also prepare a recommendation for the candidate, independent of the recommendation prepared by the departmental committee. The Chair will not be a party to the committee's deliberations, and his/her evaluation and recommendation must be prepared without consulting the committee's recommendation. Both recommendations will be added to the candidate's portfolio and forwarded to the candidate, the Dean, and the College PTE committee. The candidate will have 14 calendar days to respond in writing to these materials; his/her response will then be included in his/her materials for review at the college level.

DEPARTMENT SPECIFIC CRITERIA FOR EVALUATION (TENURE AND/OR PROMOTION):

The following expectations are based on the standard departmental workload. In the event that workloads have been adjusted, these expectations will vary accordingly.

Meeting minimal criteria for each area does not by itself assure recommendation for promotion to the next rank.

Teaching, Advising and Curriculum Development

The Public Health department values effective interaction with students to create professionalism and higher level thinking. A faculty member who excels in teaching is a person who engages students to learn; guides students to think purposefully, independently, and critically; keeps informed about new developments in his or her specialty and related fields; strives continuously to broaden and deepen his or her knowledge and understanding; and continually contributes to

improving the methods of teaching his or her subject matter. Both classroom and experiential instruction are valued. Peer evaluations of classroom teaching content and methods are required.

Principal criteria for the assessment of teaching quality are:

a. Evidence of positive impact on student learning, including effective mentoring and advising of students, as revealed by annual supervisor evaluations, Student Ratings of Instruction (SROI), and peer evaluations must be included in the portfolio. Additional approaches of positive impact may be documented by providing evidence of:

1. Mastery of the subject matter
2. Innovation and creation of new pedagogical approaches
3. Evidence of continued quality improvement
4. Responsiveness to student needs

b. Degree of responsibility; scope of teaching; importance of teaching duties with regard to the mission of the College; exceptional responsibilities undertaken, assigned or voluntary; size and level of teaching load; participation in continuing education and/or distance education programs of the College.

PH Department requirements for supporting evidence will include:

Courses taught and student ratings

Quality of teaching (administration and peer evaluation)

- A peer review of teaching statement by the Department Chair or Vice Chair or tenured faculty member on campus must be completed at least twice (one evaluation completed in the first three years; the second one prior to submitting portfolio) prior to tenure or promotion.

Curriculum development

- List of contributions in curriculum development.

Advising

- The candidate must be evaluated twice (one evaluation completed in the first three years; the second one prior to submitting portfolio) by their advisees, using the department Advising Evaluation instrument during the probationary period.

Graduate students - Description of work with graduate students

- List of student names, degree, date of graduation, thesis/paper/dissertation titles.

Personal/professional development to improve teaching effectiveness

- List of seminar(s), pedagogical workshop(s), etc. attended

Research, Creative, and Professional Activities

Our department values the scholarship of discovery, teaching, application, and integration equally. Scholarship that improves the practice of public health has equal value with discovery. Excellence in scholarship is shown by continuity, focus, and quality of work.

PH Department requirements for supporting evidence will include:

Publications

- Research and creative activities are expected to be of high quality, as commonly accepted in the professional fields represented in PH. Quality is represented by publications in peer reviewed sources, especially with the candidate being a major contributing author. These may include journals, books or book chapters, continuing education modules, technical reports, web publications, community-based publications, and other work that have undergone peer review. It is expected that the candidate on tenure track will establish a publication record with an average of at least 1 professional peer-reviewed/refereed journal article per year.
- While first-authored works are encouraged (or in some cases, last author depending on the journal's designated position of "corresponding author"), standard and common practice in the discipline of PH also includes creative activity with collaborators (e.g., graduate students and colleagues). It is expected that candidates will make significant and substantive contributions to collaborative works. Candidates will be asked to indicate their role(s) in the creative activities when they have worked primarily in a collaborative fashion and are not listed as first author.

Presentations at professional meetings

- The candidate must establish a presentation record with an average of at least 1 professional peer reviewed/refereed presentation (oral or poster) per year at either state/regional and/or national/international conferences with greater weight placed on national or international presentations.

Grants, contracts, and awards

- The tenure-track candidate must submit 3 external grant proposals as principal or co-principal investigator during the probationary period.

- While principal investigator (PI) status is favorable, standard and common practice in the discipline of PH also includes creative activity with collaborators (e.g., graduate students, professional colleagues). It is expected that candidates will make significant and substantive contributions to collaborative works. Candidates will be asked to indicate their role(s) in the creative activities when they have worked primarily in a collaborative fashion and are not the PI of the grant.

Other research PH department requirements:

- Other forms of creative activity will be considered which support the candidate's overall productivity in this area. Examples include but are not limited to a new research method/procedure; community campus partnerships that leverage service for scholarship and lead to white papers or review papers that are widely disseminated and used in the public health profession, books, book chapters, and other publications that require a peer-review process; and, adoption of faculty-driven local, state, federal public health policy and demonstrated impact on public health policy development.

Service

The candidate's service activities will also be considered. Service consists of three parts: to the profession; to the department, college, and university; and to the community. Evidence of professional, university, and community service may include lists of contributions to:

1. Leadership positions in professional or University organizations and committees. The candidate will serve on at least one department and one college or university committee.
2. Significant participation in professional organizations or University committees.
3. **For promotion to full professor**, the candidate will serve in some capacity (office holder, committee member, task forces, review panel, planning group) in state, regional, national, or international associations.
4. Demonstrated quality in advising student organizations.
5. Active participation in distance and continuing education programs of the College.
6. Consulting in a professional capacity, including reviewing for journals and reviewing grant proposals.
7. Election to Fellow status in professional societies.
8. Appointments to regional, national and/or international advisory boards/committees.
9. Invited editorial-ships or presentations, particularly at the national and international levels.
10. Community-based organization board or advisory committee membership.
11. Consulting about policy development; providing testimony to local, state, and federal governing bodies; providing comment to regulatory agencies; and impacting public health policy.
12. Contributions to the public that make use of the faculty member's academic or professional expertise.

PH Department requirements for supporting evidence will include:

Committee/University involvement

Other committees or organization involvement

Service to the public

Awards and honors

DEPARTMENT SPECIFIC EXPECTATIONS FOR PROMOTION AND EVALUATION OF PROFESSORS OF PRACTICE OR PROFESSORS OF RESEARCH (NON-TENURE TRACK)

The following expectations are based on the standard departmental workload. In the event that workloads have been adjusted, these expectations will vary accordingly.

Meeting minimal criteria for each area does not by itself assure recommendation for promotion to the next rank.

Assistant professors of practice or professors of research are eligible to apply for promotion to associate professor of practice or professor of research during their sixth year of continued academic service at NDSU. The position of Associate Professor of Practice or Professor of Research are one of increasing productivity in academic areas and growth in leadership skills, and begins to assume a more active leadership role in the various areas of the department, college, university, and the profession than an Assistant Professor of Practice or Professor of Research. The position of Professor of Practice or Professor of Research is one of ongoing productivity in academic areas and participation in leadership. A Professor of Practice or Professor of Research assumes an active leadership role in various areas of the department, college, university, and the profession.

Teaching, Advising, and Curriculum Development

Criteria is similar to tenure track and tenured positions.

Research, Creative, and Professional Activity

Assistant professors of practice and professors of research meeting the norm of promotion to associate or full will produce a minimum of three peer-reviewed publications during a six-year period before seeking promotion. Publication and grant requirements will be prorated based on workload percentage of teaching and research in PD.

While first- and single-authored works are encouraged, standard and common practice in the discipline of PH also includes creative activity with collaborators (e.g., graduate students, professional colleagues). It is expected that candidates will make significant and substantive contributions to collaborative works. Candidates may be asked to indicate their role(s) in the creative activities when they have worked primarily in a collaborative fashion.

Research and creative activities are expected to be of high quality, as commonly accepted in the PH professional field. Criteria for assessing quality might include, but are not limited to: nationally recognized or widely-used works, chapters in books that are edited by recognized leaders in the field, and books that are published by recognized professional publishing houses.

Service

The candidate's service activities will also be considered. Service consists of three parts: to the profession; to the department, college and university; and to the community. Evidence of professional, university, and community service may include lists of contributions to:

1. Leadership positions in professional or University organizations and committees.
2. Significant participation in professional organizations or University committees.
3. Demonstrated quality in advising student organizations.
4. Active participation in distance and continuing education programs of the College.
5. Consulting in a professional capacity, including reviewing for journals and reviewing grant proposals.
6. Election to Fellow status in professional societies.
7. Appointments to regional, national and/or international advisory boards/committees.
8. Invited editorial-ships or presentations, particularly at the national and international levels.
9. Community-based organization board or advisory committee membership.
10. Consulting about policy development; providing testimony to local, state, and federal governing bodies; providing comment to regulatory agencies; and impacting public health policy.
11. Contributions to the public that make use of the faculty member's academic or professional expertise.

The candidate will serve on at least one department and college or university committee. The candidate will serve in some capacity (office holder, committee member, task forces, review panel, planning group) in state and/or regional associations. And, the candidate will provide service to the community as noted above.

PH Department requirements for supporting evidence will include:

Committee/University involvement

Other committees or organization involvement

Service to the public

- It is expected that the candidate will serve on at least one department and college or university committee.
- It is expected that the candidate will serve in some capacity (office holder, committee member, task forces, review panel, planning group) in state and/or regional associations.
- It is expected that the candidate will provide service to the community as noted above.

Awards and honors

- List of awards, honors, or other special recognitions including certification.

The PH PTE Committee will review the PH PTE Operating Procedures periodically.

Approved by DPH faculty 12/16/15

Approved by Ad Hoc PH PTE Committee 12/16/15

Approved by Charles Peterson, Dean (cdp 12/29/15)

Approved by College of Health Professions PTE Committee 3/2/16

Approved by Beth Ingram, Provost 4/3/2016