

# HOWARD UNIVERSITY

OFFICE OF THE FACULTY SENATE

November 19<sup>th</sup>, 2019

Dr. Gina Brown, PhD, RN  
Dean  
College of Nursing and Allied Health Sciences  
Howard University  
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Dear Dr. Brown,

The Howard University Faculty Senate has been recently made aware that the Search Process for the Position for the Undergraduate Nursing Chairperson in the College of Nursing is apparently being circumvented by you and the appointed committee chairperson, Dr. Mark Johnson. In fact, several of the committee members have made attempts to communicate with the appointed Chairperson expressing their concerns on this matter. These concerns indicated that the search process for the Undergraduate Chairperson is not being followed as required in the University Faculty Handbook and as agreed upon at the inception of the search process during Spring 2019.

The following violations were noted:

1. An approved revised job description was not provided to the committee members by which to evaluate one of the most current candidate CV which was emailed to committee members.
2. All search committee members no longer have access to the CVs of candidates for screening as previously agreed during Spring 2019.
3. A prospective candidate was invited for an interview unilaterally by the committee chairperson. The interview subsequently occurred without a quorum of committee members.



3a. This semester, in October, there was an interview with a prospective candidate for the UG Chair position with only one out of nine faculty committee members present. Prior to the interview there was no committee meeting to review the applicant's CV and vote on bringing the candidate in for an interview. The search process was not followed as decided by the committee.

3b. The same candidate has now been invited to present to the faculty yet the search committee has not convened to discuss, vote, or recommend such candidate.

4. Prospective candidates were invited at the request of the Dean yet the candidates lacked requisite qualifications. The designated faculty on the search committee must be part of the decision making process.

5. Lack of communication between the Chair of the search committee (Dr. Mark Johnson) and committee members.

In our duty as the Faculty Senate, we must inform you of the process violation for appointment of a Chairperson. The integrity of the process has been clearly violated. It is important to address this apparent violation, since the CNAHS is currently in the search process for four other chairperson positions.

To reiterate the 2019 Faculty Handbook and the current approved 2006 CNAHS bylaws:

Section A 2.3 of the Revised Handbook states: Each school/college shall be governed according to bylaws that have been approved by its faculty.

Section A 2.5 of the Revised Handbook states: The faculty shares responsibility with the administration of the University on matters of shared governance including for academic programs; faculty recruitment...

Section A 4.3.1 of the Revised Handbook states: When a new department chair position is created, or an existing department chair position is vacated, a departmental search committee shall be established. The size and composition of the search committee shall be determined by the faculty of the department. The Dean shall appoint the chair of the committee and notify the department, in writing, of the scope of the search. The search committee shall present a recommendation to the Dean, who shall also develop a recommendation. The Dean's recommendation, along with that of the departmental search committee, shall be forwarded to the Provost. The Provost will then provide any recommendations and forward all recommendations to the President for final decision.

Section A 4.3.2 of the Revised Handbook states: The President appoints department chairs based on recommendations from the Provost, the Dean, and the departmental faculty search committee, as defined above.

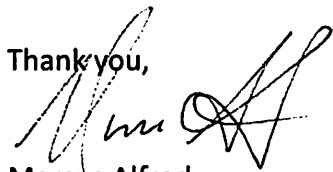
The position of the Faculty Senate is clear. When leaders are circumventing the process set by University policy, this behavior creates for hostile environments with implications that will directly impact the university, the college, faculty, and most importantly the students. As part of shared governance, administrative leaders must work in concert with faculty members effectively and professionally. In addition, it is imperative that all involved operate with transparency, honesty and integrity during the search process to bring in qualified candidates.

The Faculty Senate is offering a resolution for the search process for the Undergraduate Nursing as well as future searches (CNAHS) as outlined in the Faculty Handbook. As such we are requesting the following to correct the errors that have occurred on the part of the Dean's office and the chair of the search committee.

1. The process previously established by the Undergraduate Nursing Search committee be followed.
2. Removal of Dr. Mark Johnson and the appointment of a new Chairperson as recommended by the Faculty Senate for the Undergraduate Nursing Committee who is committed to following the required process.
3. All communication for the search process along with CVs of all potential candidates be provided to all the committee members for screening.
4. The Office of the Dean is requested to follow the search process as outlined in the 2019 Faculty Handbook and the 2006 CNAHS By-laws regarding fair chairperson search.

I am sure you understand the seriousness of these complaints.

Thank you,



Marcus Alfred  
Chair

Cc: Dr. Wutoh, Provost  
Committee Members and Chairperson of the Committee