

## **Staff Responsibilities During Appeals Proceedings\***

If a decision by the Council is made to place a school or program on probation or to deny or revoke accreditation, CEPH staff notifies the school dean or program director and the chief executive officer of the university. The notice shall be sent with delivery confirmation. CEPH also notifies the USDE at the same time with an indication of the unit's right to appeal.

If after 30 days from receiving the notice the school or program fails to file a written notice of appeal, CEPH staff shall make the action public by posting it on the CEPH website and make the necessary notifications to the USDE, the appropriate state licensing or authorizing agency, and the appropriate accrediting agencies.

If the school or program files a written notice of appeal, CEPH staff sends a written request to the American Public Health Association, the Association of Schools and Programs of Public Health, and the appropriate regional accrediting commission, seeking the appointment of an Appeals Panel member from each. Upon written response from these three organizations regarding their respective appointees to the Appeals Panel, CEPH staff initiates actions to begin the appeal. These actions include:

1. Soliciting a curriculum vitae from each panel member.
2. Providing each panel member with a copy of CEPH's conflict of interest policy. Each panel member must read and sign the policy, indicating that he/she has no known conflicts of interest with the school or program under review. This signed statement must be returned to CEPH.
3. Providing the public member with a copy of the Public Member Definition and Certification Form. The public member on the panel must read and sign the disclosure, indicating that he/she comports with the CEPH definition of a public member and return the signed form to CEPH staff.
4. Sending a letter to each panel member, with copies of all curriculum vitae, advising the panel of the appeal procedures and arranging a telephone conference call, at which time the panel can elect a chair.
5. Setting a time and place for the hearing. It is not necessary to conduct the hearing on the campus of the appellant school or program or in the offices of CEPH, although both of these are options CEPH staff may consider.
6. Sending a written notice to the school or program officials:
  - a. Advising them of the Appeals Panel appointments with copies of curriculum vitae;
  - b. Inviting the identification of any conflicts of interest;
  - c. Advising the school or program of the appeal procedures set forth in CEPH's Accreditation Procedures;
  - d. Advising the school or program of the date, time, and location of the hearing;
  - e. Inquiring about who will represent the school or program at the hearing;

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\* These staff responsibilities are internal operating procedures of the Council on Education for Public Health and subject to revision at any time.

- f. Inquiring about whether the school or program will be represented by counsel during the appeal process;
- g. Preparing an invoice, if necessary, for payment of the appeal fee as outlined on the current CEPH fee schedule; and
- h. Seeking return confirmation within 10 business days acknowledging the arrangements.

CEPH staff also facilitates the work of the Appeals Panel by carrying out the following responsibilities:

1. Making all rules and regulations pertaining to the accreditation review process and the record considered by the Council in reaching its decision available to the Appeals Panel, and upon request, to the school or program. These include, but are not limited to:
  - a. CEPH Procedures Manual, applicable at the time of the review;
  - b. CEPH Accreditation Criteria, applicable at the time of the review;
  - c. Relevant self-study document of the school or program;
  - d. Relevant accreditation reports; and
  - e. Relevant written communications to and from the school or program regarding the review, including prior decisions involving the school or program.
2. Conducting a training session for all panel members.
3. Sending meeting notices to appropriate parties.
4. Arranging telephone conference calls of the Appeals Panel, as requested.
5. Receiving expense statements and paying invoices for travel and living expenses of the individuals who participate in the appeal.

In addition, the CEPH executive director shall:

1. Serve as the coordinator of logistics for the Appeals Panel members and school or program representatives at the appeals hearing.
2. Advise the appropriate agencies, such as USDE, any state licensing or authorizing agencies, and any other accrediting agencies, of the final action at the conclusion of the hearing, in the event the Appeals Panel affirms the Council decision. The executive director will also post a notice of the probation decision or decision to deny or revoke accreditation on the CEPH website.
3. Schedule the matter on the agenda of the next Council meeting at the conclusion of the hearing, in the event the Appeals Panel refers the decision back to the Council for reconsideration.

Council on Education for Public Health  
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