National Environmental Health Science & Protection Accreditation Council
POLICY & PROCEDURES MANUAL

EHAC Policy Document

Policy Effective July 13, 2025

(Revisions to Policy 4.6 May 2023,
Revision to Bylaws & Constitution July 2024,
Entire Policy Manual Revised July 2025)

National Environmental Health Science and Protection Accreditation Council (EHAC)

[page intentionally left blank]

Table of Contents

1 Introduction 4
1.1 Preface 5
2 Governance 6
2.1 Articles of Incorporation 7
2.2 Constitution 11
2.3 Bylaws 13
3 Operating Policies 22
3.1 Code of Ethics 23
3.2 Organizational Diversity, Equity, Inclusion, and Accessibility Policy 25
3.3 Organizational Conflict of Interest Policy 27
3.4 Nominations and Election of Council Members Policy 30
3.5 Expense Reimbursement Policy 33
3.6 Communications Policy 35
3.7 Annual Meeting Minutes Policy 37
3.8 Annual Report Policy 38
3.9 Records Retention Policy 39
3.10 Website Privacy Policy 44
4 Accreditation Policies 45
4.1 Accreditation Operating Policy 48
4.2 Policy on Conflict of Interest in the Accrediting Process 50
4.3 Accreditation and Reaccreditation Actions Policy 52
4.4 Accreditation of International Environmental Public Health Degree Programs Policy 54
4.5 Accreditation Fee Policy 56
4.6 Reporting Obligations, Annual Update Survey, and Dues Policy 58
4.7 Site Visit Expenses Policy 63
4.8 Alumni Outcome Assessment Survey Policy 65
4.9 External Advisory Committee Policy 66
4.10 Undergraduate Degree Program Director Practical Experience Requirement Policy 67
4.11 Graduate Degree Program Director Education Requirement Policy 69
4.12 Minimum Faculty Requirements for Degree Programs Policy 70
4.13 Appealing Accreditation Decisions Policy 71
5 Accreditation Process 73
5.1 Policy for Submitting Degree Program Self-Study Report for Review by the Council 74
5.2 Requests for Extension of Self-Study Report Due Date Policy 76
5.3 Undergraduate Degree Criteria for Self-Study Report Reviewers and Site Visitors Policy 77
5.4 Graduate Degree Program Criteria for Self-Study Report Reviewers and Site Visitors Policy 78
5.5 Selection of Site Visitors Policy 79
5.6 Site Visit Team Presentations and Council Review Format and Process Policy 81
5.7 Evaluation of Accreditation Process Policy 83
6 Self-Study Report Criteria Related Requirements and Site Visit Explanation Policies 85
6.1 Self-Study Report Submission Requirements Policy 86
6.2 General Self-Study Report Content Requirements Policy (for Undergraduate and Graduate Degree Programs) 88
6.3 Site Visit Explanation and Agenda Policy 94

1 Introduction

1.1 Preface

Policy No.:	1.1*	Title:	1.1 Preface
Proposed:	July 5, 2017	Proposal No.:	2017-01
Adopted:	July 5, 2017	Adopted By:	Vote of the Council

*Formerly: Policy 0.1 in 2017 Archived Policy

Link to TOC

Purpose:

This Policy & Procedures Manual is intended to provide general guidance for the National Environmental Health Science and Accreditation Council (EHAC/Council) Members and Staff, regarding the operations of the Council and its work in accrediting undergraduate and graduate environmental public health academic degree programs. It is also intended to provide information for academic degree programs and their faculty and staff regarding the operation of the Council and its accreditation processes and procedures.

Policy:

1. The policies and procedures outlined in this manual shall guide the operations of EHAC Council Members and EHAC Staff in the conduct of business.
2. Nothing in these policies and procedures shall pre-empt the Council's prerogative to add to, modify, or delete existing policies, nor to temporarily set a policy aside due to unforeseen or exceptional circumstances.

Procedures:

1. The procedures outlined in this manual shall be followed in carrying out the mandates of the Council as specified in the Constitution and Bylaws of EHAC.
2. These policies and procedures may be added to, modified, or deleted by action of the Board of Directors and/or the Council at large.
3. Unless noted, all policies apply to both undergraduate and graduate degree programs.

2 Governance

2.1 Articles of Incorporation

Policy No.:	2.1*	Title:	2.1 Articles of Incorporation
Adopted:	July 9, 2001	Adopted By:	Vote of the Council (Washington)
Adopted:	April 22, 2005	Adopted By:	Vote of the Council (Oregon)

*Formerly: Policy 1.01 in 2017 Archived Policy *Link to TOC*

Articles of Incorporation

The undersigned, being a natural person over the age of eighteen (18) years and acting as Incorporator under the Oregon Non-Profit Business Corporation Act, does hereby make and subscribe the following Articles of Incorporation.

Article I. Name and Duration

The name of the Corporation shall be National Environmental Health Science and Protection Accreditation Council and its duration shall be perpetual.

Article II. Type of Corporation

This is a public benefit corporation.

Article III. Purpose

This Corporation is formed exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article IV. Limitations Upon Activities

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from general income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section I70 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article V. Registered Agent and Office

The address of the initial Registered Office of the Corporation until an annual report is filed is 6665 SW Hampton Street, Suite 200, Portland, OR 97223-8357. The name of the initial Registered Agent at said address is Leonard D. DuBoff. The address where notices may be sent is the same.

Article VI. Principal Office Address

The address of the initial Principal Office of the Corporation is: 2623 SE 25th Ave., Ste. D

Portland, OR 97202

Article VII. Members

The Corporation shall have Members

Article VIII. Incorporator

The name and address of the incorporator is:

Leonard D. DuBoff
The DuBoff Law Group, LLC 6665 Hampton Street, Suite 200 Portland,
OR 97223-8357

Article IX. Distribution of Income

No part of the net earnings of the organization shall inure to the benefit or, or be distributable to its Members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purpose set forth in the purpose clause hereof.

Article X. Distribution Upon Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not disposed of shall be disposed of by the Court of Common pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article XI. Indemnification

Each Director or Officer, or former Director or Officer, of the Corporation against all liability, costs and expenses, including but not limited to attorneys' fees and costs, reasonably imposed upon or incurred by him/her in connection with or arising out of any action, suit, proceeding or appeal in which (s)he may be involved or to which (s)he may be a party by reason of his/her being or having been a Director or Officer of the Corporation, such expenses to include the cost of reasonable settlement, including but not limited to attorneys' fees and cost (other than amounts paid to the Corporation itself) made with a view to curtailment of costs of litigation; provided that such Director or Officer or person shall not be entitled to such indemnification in relation to matters as to which (s)he shall be finally adjudged in such lawsuit, action, proceeding or appeal to be liable for negligence or misconduct in the performance of duty to the Corporation or liable for improperly receiving personal benefit.

Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled to as a matter of law. The Corporation shall have the right to indemnify its Directors and Officers to the fullest extent permitted by law or by contract. The Corporation may pay for or reimburse any reasonable expense incurred by a Director who is a party to a proceeding in advance of final disposition of the proceeding; provided that the Director furnish both a written affirmation of his/her good faith belief that (she)he met with the appropriate standard of conduct as required by law and a written undertaking, either personally or on his/her behalf, that the advance will be repaid if it is ultimately determined that the Director did not meet the proper standard of conduct.

Article XII. Liability

Director's or uncompensated Officer's personal liability to the Corporation or its Members for monetary damages is eliminated of any act or omission committed as a Director or uncompensated Officer occurring after the effective date of these Articles: provided that the personal liability of a Director or uncompensated

Officer is not eliminated for:

1. any breach of the Director's or uncompensated Officer's duty of loyalty to the Corporation or its Members;
2. acts or omission not in good faith which involved intentional misconduct or a knowing violation;
3. any unlawful distribution;
4. any transaction from which the Director or uncompensated Officer derived an improper personal benefit; or
5. any act or omission in violation of ORS 65.361 to 65.367.

If the Oregon Non-Profit Business Corporation Act hereafter is amended to authorize further elimination or limitation of the liability of the Directors or uncompensated Officer provided herein, then the liability of a Director or uncompensated Offer of the Corporation, in addition to the limitation on personal liability provided herein, shall be limited to the fullest extent permitted by the amended Oregon Non-Profit Business Corporation Act. Any repeal or modification of the paragraph by the Directors of the Corporation shall be prospective only and shall not adversely affect any limitation on the personal liability of a Director or uncompensated Officer of the Corporation existing at the time of such repeal or modification.

Dated this 19th day of April 2005
Signed by Leonard D. DuBoff, Incorporator

CERTIFICATE

State of Oregon

OFFICE OF THE SECRETARY OF STATE
Corporation Division

I, KATE BROWN, Secretary of State of Oregon, and Custodian of the Seal of said State, do hereby certify:

NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND PROTECTION ACCREDITATION COUNCIL
was
incorporated
under the Oregon
Nonprofit Corporation Act
on
April 22, 2005
and is active on the records of the Corporation Division as of the date of this certificate.

In Testimony Whereof, I have hereunto set my hand and affixed hereto the Seal of the State of Oregon.

KATE BROWN, Secretary of State

By Marilyn R. Smith
Marilyn R. Smith
November 5, 2009

Come visit us on the internet at http://www.filinginoregon.com
FAX (503) 378-4381

1201

1201

2.2 Constitution

Policy No.:	2.2*	Title:	2.2 Constitution
Proposed:	August 2006	Proposal No.:	N/A
Adopted:	August 15, 2006	Adopted By:	Vote of the Council
Revised:	June 2018	Proposal No.:	N/A
Adopted:	June 2018	Adopted By:	Vote of the Council
Revised:	September 7, 2018	Adopted By:	Vote of the Board
Revised:	July 7, 2019	Adopted By:	Vote of the Council
Revised:	July 14, 2024	Adopted By:	Vote of the Council

*Formerly Policy 1.02 in 2017 Archived Policy

Link to TOC

CONSTITUTION OF THE NATIONAL ENVIRONMENTAL HEALTH SCIENCE & PROTECTION ACCREDITATION COUNCIL

Article I. Title.

The organization will be known as the National Environmental Health Science and Protection Accreditation Council (EHAC).

Article II. Role.

The primary responsibility of the Council is the review and accreditation of environmental public health degree programs in accordance with criteria developed to assure the excellence of graduates of those degree programs. The Council shall establish Bylaws and such guidance and policy documents as may be required to fulfill its role.

Article III. Functions.

The Council, in discharge of its responsibility, and as established in its Bylaws, shall have responsibility for all functions, related records, and correspondence pertaining to accreditation of environmental public health degree programs, render advice and counsel to institutions in the development of curricula and the conduct of educational degree programs in the environmental public health sciences.

The Council shall be the source of reports and information pertaining to the accreditation process. Such reports will be provided to our collaborators and partners as the Council deems pertinent. The Council may organize and delegate activities essential to discharging its responsibility for accrediting environmental public health degree programs leading to baccalaureate degrees and graduate degrees.

Article IV. Membership.

The Council shall consist of elected and appointed members. The membership shall number no less than fifteen, but not more than twenty-one.

Section I. Elected Members. The Council shall consist of persons elected to the Council by sitting members. A nomination slate shall be prepared according to the Bylaws. The terms of elected members shall be three years. No member may serve more than two consecutive terms. At least one-half, but not more than two-thirds, of the membership shall be environmental public health faculty. Practitioners shall be environmental public health professionals from both the public and the private sectors. Council members shall be currently practicing in their respective roles.

Section II. Appointed Members. Up to two public representatives may be appointed by the Council for three-year terms as provided in the Bylaws. The representative(s) will not be environmental public health science and protection professional(s). The representative(s) is(are) selected on the basis of personal credentials and interest in higher education and the accreditation process.

Article V. Officers.

Officers of the Council will be Chair, Vice Chair for Undergraduate Degree Programs, Vice Chair for Graduate Degree Programs, Secretary, Treasurer, Director-At-Large, and Program Recruitment Chair. These will be elected from the Council Members by the Council Members as specified in the Bylaws. The Council may authorize the employment of additional persons to assist in Council activities.

Article VI. Meetings.

The Council shall meet annually. Additional meetings may be called by the Chair.

Article VII. Quorum.

For the purpose of official business, a quorum shall consist of a simple majority of the Council Membership.

Article VIII. Amendments.

This Constitution may be amended by a vote of two-thirds of the elected Council Members.

2.3 Bylaws

Policy No.:	2.3*	Title:	2.3 Bylaws
Proposed:	August 2006	Proposal No:	N/A
Adopted:	August 15, 2006	Adopted By:	Vote of the Council
Revised	June 2016	Proposal No.:	N/A
Adopted:	June 2016	Adopted By:	Vote of the Council
Revised:	January 2018	Proposal No	N/A
Adopted:	September 7, 2018	Adopted By:	Vote of the Board
Revised:	July 8, 2019	Adopted By:	Vote of the Council
Revised:	July 10, 2021	Adopted By:	Vote of the Council
Revised:	July 14, 2024	Adopted By:	Vote of the Council
Revised:	July 13, 2025	Adopted By:	Vote of the Council

*Formerly: Policy 1.03 in 2017 Archived Policy *Link to TOC*

Article I. Membership

1. Elected Members

   1.1 Any person qualified by academic training and/or professional experience in environmental public health may become a Member of the Council upon being elected by the general Council Membership. Elected Council Members must have a minimum of five (5) years' experience. A master's degree in an appropriate discipline may substitute for two (2) of the five (5) years' experience. A doctorate in an appropriate discipline may substitute for three (3) of the five (5) years' experience. The maximum substitution permitted is three (3) years. Academicians applying to sit on the Council must have had an internship in an environmental public health discipline or relevant field experience.

2. Election of Council Members

   2.1 The General Chair will appoint the Nominations Committee Chair. The Nominations Committee Chair may appoint up to three (3) additional Council Members to serve on the Nominations Committee.

   2.2 The Nominations Committee will canvas Council Members, accredited degree program directors and stakeholder organizations for the names of potential candidates who have knowledge of undergraduate and/or graduate education in environmental public health and/or the educational needs of personnel employed by environmental public health agencies, science agencies, organizations, or industry. All persons nominated must be willing to serve a three-year term on the Council and to make a commitment to attend all sessions of the Council and to participate on a site visitation team.

   2.3 The Nominations Committee will review all names submitted, and develop a slate of candidates and a ballot which will, as much as possible, assure a Council Membership with:

      2.3.1 Geographic representation and balance

      2.3.2 A balance (the required ratio) of academicians and practitioners

      2.3.3 A balance of graduate and undergraduate faculty to assure that the Council may effectively relate to undergraduate and graduate environmental public health academic degree programs

2.3.4 The rotation of membership so as to maintain a balance of experienced and lesser experienced members.

2.4 The Nominations Committee will consider diversity and inclusive excellence in Council Membership.

2.5 The Nominations Committee will conduct the election by electronic ballot so that the election will be completed 60 days prior to the annual meeting of the Council.

2.6 A person may serve only two consecutive terms as a Council Member; however, an individual may be eligible for re-election to the Council after one year off the Council.

2.7 Potential Council Members shall identify whether they are applying as a practitioner or an academician. Determination of such shall be based on their current practice in their respective roles.

3. Appointed Members

3.1 One or more public representatives may be appointed. The representatives will not be academicians or environmental public health science and protection professionals. The representatives will be selected on the basis of personal credentials and interest in higher education and the accreditation process.

3.2 The Board of Directors shall appoint any public representative(s) for one (1) three-year term. An appointed member may serve only two consecutive terms as a Council Member; however, an individual may be eligible for re-appointment to the Council after one year off the Council.

3.3 Any Council Member may submit nominations for appointed member positions to the Nominations Committee. The Nominations Committee will prepare a list of candidates nominated for Appointed Members and submit the list to the Council for a vote.

3.4 Appointed members may vote on all matters except those affecting the Council Constitution and Bylaws.

4. Resignations

4.1 Resignations must be submitted to the General Chair in writing and must state the effective date of such resignation. An explanation as to the reason for the resignation is not required.

4.2 Members resigning from the Council may not be reinstated; however, they may be considered for election to the Council in the future. If a resignation occurs during the last year of a second term, at least one year must elapse before that individual can be considered for election to the Council.

5. Term of Office

5.1 The term of office for newly elected Members of the Council shall begin at the close of the annual meeting immediately following their election.

5.2 A member who fails to attend two consecutive meetings of the Council without substantial cause, acceptable to the Board of Directors, will be removed from the Council and will be replaced in accordance with these Bylaws.

6. Special Elections

6.1 Should there be a vacancy among the elected Membership of the Council following the annual election of members, and the Board of Directors determines that it would be inappropriate to wait until the next election to fill the vacancy, a special election may be called by majority of the Council. The Council shall provide the Nominations Committee Chair with names of nominees within twenty-one (21) days of the notice of special election. The Nominations Committee will review all names submitted in accordance with EHAC guidelines and prepare a ballot listing all qualified candidates.

The election will be conducted by electronic ballot. Council Members will have twenty-one (21) days from the date of dissemination in which to cast their vote. A simple majority is required for election. The elected person will assume their seat on the Council immediately following the certification of the results of the special election by the Board of Directors.

6.2 If the specially elected Council Member serves less than 18 months, it does not count against their eligibility to serve two full terms. If the specially elected Council Member serves more than 18 months, that time counts as the first term of service, and they are only eligible to run for one additional term.

Article II. Officers and Executive Director

1. Elected Members

1.1 The officers of the Council shall be the General Chair, Vice Chair for Undergraduate Degree Programs, Vice Chair for Graduate Degree Programs, Secretary, Treasurer, Director-At-Large, and Program Recruitment Chair. A minimum of two (2) officers, shall be practitioners, and three (3)-officers shall be academicians. An Executive Director shall administer the Council's affairs. Except as noted above, all officer positions shall be open to either practitioners or academicians.

1.2 Officers of the Council and the Executive Director shall perform the duties prescribed by these Bylaws and the adopted parliamentary authority.

2. Selection of Officers and Executive Director

2.1 All officers are elected by secret ballot by the voting membership at the annual meeting of the Council. All officers shall be elected for one year, with the exception of the Treasurer, and the Program Recruitment Chair, who shall serve two-year terms. The elected Treasurer and Program Recruitment Chair must have 2 years remaining in their Council term as of the end of annual meeting of the Council in which they are elected, in order to run for the positions. The General Chair may serve no more than two consecutive terms.

2.2 The Nominations Committee Chair will submit a slate of nominees for each position to the General Chair prior to the Annual Meeting. The General Chair will also take nominations from the floor.

2.3 In developing the slate of nominees, the Nominations Committee will consider maintaining a continuity in the operations and function of the Council.

2.4 The General Chair will oversee preparation of the final ballot for vote and issue the ballot to all members present for voting. The General Chair and the Nominations Committee Chair will tally the votes and immediately announce the results. At the conclusion of the annual meeting the newly elected officers will assume their office.

3. Duties of Officers and Executive Director

3.1 General Chair

3.1.1 The General Chair carries out all of the normal functions of the Chair and is the presiding officer of all meetings of the Council. The Chair shall: (1) be an ex-officio member of all committees except the Nominating Committee, (2) have the authority to act as the official representative of the Council between meetings of the Council and the Board of Directors, (3) appoint, with the approval of the Council, ex-officio members of the Council, (4) appoint chairpersons and Members of committees, (5) serve as a record keeper of EHAC organizational and operational details (e.g. bank account numbers, passwords, etc.) while

General Chair, and (6) have other such duties as appropriate.

3.1.2 It is the duty of the General Chair to call all meetings to order at the appointed time, to preside over all meetings, to announce the business before the Council in its proper order, to state and put all questions properly brought before the Council, to preserve order and decorum, and to decide all questions of order (subject to appeal). The General Chair will be responsible for notifying degree programs of the Council's action regarding accreditation decisions.

3.1.3 The General Chair appoints Council Members to various tasks and assignments during the year.

3.1.4 The General Chair can initiate Council action between regularly scheduled meetings.

3.2 Vice Chair for Undergraduate Degree Programs

3.2.1 The Vice Chair for Undergraduate Degree Programs shall serve as General Chair in his/her absence and shall assist the General Chair.

3.2.2 The Vice Chair is responsible for coordinating all Council matters regarding undergraduate degree programs.

3.2.3 The Vice Chair for Undergraduate Degree Programs may recommend a co-chair, depending upon workload projection. Appointees are subject to approval by the Board. The elected Vice Chair shall be the voting member on the Board of Directors. The appointed co-chair may participate in Board meetings as a non-voting member.

3.3 Vice Chair for Graduate Degree Programs

3.3.1 The Vice Chair for Graduate Degree Programs shall serve as General Chair in the absence of the General Chair and the Vice Chair for Undergraduate Degree Programs.

3.3.2 The Vice Chair for Graduate Degree Programs is responsible for coordinating all Council matters regarding graduate degree programs.

3.3.3 The Vice Chair for Graduate Degree Programs, may recommend a co-chair, depending upon workload projection. Appointees are subject to approval by the Board. The elected Vice Chair shall be the voting Member on the Board of Directors. The appointed co-chair may participate in Board meetings as a non-voting Member.

3.4 Secretary

3.4.1 The Secretary shall act as Secretary of the Council, and the Board of Directors, and shall: (1) maintain a list of Members of the Council with dates of their election and the expiration date of their term on the Council, (2) maintain a list of committee chairpersons and the members of committees and dates of appointment, and (3) maintain a file of committee meeting minutes provided by committee chairpersons. The Secretary shall prepare minutes of all Council meetings and distribute copies of minutes to all Council Members for review within 30 days of the Council meeting.

3.4.2 The Secretary shall be responsible for maintaining all files, records, equipment and memorabilia of the Council. The Secretary shall maintain an inventory of all Council equipment.

3.4.3 The Secretary shall conduct correspondence of the Council as is usually conducted by the Secretary of similar organizations.

3.5 Treasurer

3.5.1 The Treasurer shall ensure that all funds collected and distributed are properly accounted for on a monthly basis.

3.5.2 The Treasurer will furnish a financial statement to the Council at each Annual Meeting and at such times as called on by the Council or Board of Directors. The Treasurer will review the contract for administrative services on a yearly basis and make any recommendations for changes to the Council at the annual meeting. The General Chair shall sign any administrative support contracts after Council approval..

3.5.3 The newly elected Treasurer will serve as signer, along with the Executive Director, on EHAC bank accounts. The signer (Treasurer) will be updated upon election of a new Treasurer, which takes place every two years. The outgoing Treasurer will be removed from the EHAC bank account's signature cards along with the update of the new signer.

3.6 Director-At-Large

3.6.1 The Director-At-Large is responsible for and expected to: (1) monitor integrity and accountability of the Council, (2) monitor the policies and procedures of the Council and Council's adherence to them, (3) review the Council's Bylaws including Board structure, and (4) identify issues and make recommendations.

3.7 Program Recruitment Chair (Chair)

3.7.1 The Chair will work with the Executive Director to recruit qualified environmental public health degree programs.

3.7.1.1 The Chair is an experienced EHAC Council Member, ideally an academic, but the position is open to practitioners with demonstrated academic experience.

3.7.1.2 The Chair will serve a two-year term.

3.7.1.3 The Chair will work with the Executive Board to establish a two-year Committee Charge.

3.7.2 The Chair will lead a committee that will:

3.7.2.1 Increase the number of EHAC accredited degree programs, with special attention to Historically Black Colleges and University (HBCUs), Tribal Colleges and Universities (TCUs), Minority Serving Institutions (MSIs), as well as geographic diversity.

3.7.2.2 Provide initial accreditation support.

3.7.2.3 Keep records of committee work.

3.7.2.4 Consult with General Chair for committee membership.

3.8 Executive Director

3.8.1 The Executive Director shall serve at the pleasure of the Board of Directors.

3.8.2 The Executive Director shall maintain the corporate registration and keep and preserve the minutes and records of the Council.

3.8.3 The Executive Director shall handle financial transactions as directed by the Treasurer in accordance with the budget approved by the Board of Directors. The Executive Director shall prepare regular financial statements as requested by the Treasurer and prepare a financial

report for the annual Council meeting.

3.8.4 The Executive Director shall be an ex-officio member of all committees without vote.

3.8.5 The Executive Director shall serve as a member of the Board of Directors without vote.

3.8.6 The Executive Director reports to the General Chair of EHAC.

3.8.7 The Executive Director shall be responsible for carrying out the daily activities of the Council.

3.8.8 The EHAC Executive Director maintains and provides the General Chair with a digital handbook containing organizational and operational details (e.g. bank account numbers, passwords, etc.).

Article III. The Board of Directors

1. **Composition**

   The Chair, Vice Chair for Undergraduate Degree Programs, Vice Chair for Graduate Degree Programs, Treasurer, Secretary, Director-At-Large, the Program Recruitment Chair, and Executive Director shall constitute the Board of Directors (Director/Directors).

2. **General Powers**

   The business and affairs of the Council will be managed by its Board of Directors. The Directors shall, in all cases, act as a Board and may adopt such rules and regulations for the conduct of their meetings and the management of the Council, as they deem proper, not inconsistent with these Bylaws and the laws of the State of Washington.

3. **Removal of a Director**

   A Director may be removed from an office by an affirmative vote of 2/3 of the Council taken at a special meeting for that purpose alone.

4. **Notice**

   4.1 Whenever any notice is required to be given to any Director of the Council under the Articles of Incorporation or these Bylaws, or provision of any law, a waiver thereof, in writing, signed at any time, either before or after the time of meeting, by a Director entitled to such notice, shall be deemed equivalent to the giving of such notice. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting and objects to the transaction of business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any annual, regular or Special Meeting of the Board of Directors need be specified in the notice of waiver nor the notice of such meeting, except as other provided for in these Bylaws.

   4.2 Notice of any Special Meeting of the Board of Directors shall be given to each Director not less than seventy-two (72) hours prior to such meeting, by written notice delivered by email.

5. **Quorum**

   At any meeting of the Directors, a majority of the total number of elected Directors shall constitute a quorum for the transaction of business at such meeting, but a majority of the Directors present (though less than such quorum) may adjourn the meeting without further notice.

6. **Manner of Acting**

   The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by the Articles of

Incorporation or by these Bylaws.

7. **Compensation**

   No compensation shall be paid to the Directors, as such, for their services, with the exception of the Executive Director, but, by resolution of the Board of Directors. Directors may receive reimbursement for their expenses incurred for actual attendance at each regular meeting or Special Meeting of the Board of Directors and/or other expenses incurred by said Director in the course of duties on behalf of the Council.

8. **Resumption of Assent**

   A Director of the Council who is present at a meeting of the Board of Directors or a committee thereof of which the Director is a Member in which any action on any corporate matter is taken shall be presumed to have assented to the action taken, unless that Director's dissent shall be entered in the minutes of the meeting or unless the Director files written dissent of such action with the person acting as the Secretary of the meeting before adjournment thereof or forward such dissent by registered mail to the Secretary of the Council immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

9. **Executive and Other Committees**

   The Board, by resolution, may designate from among its Members, a special committee and such other committees, each consisting of two or more Directors. Each such committee shall serve at the pleasure of the Board of Directors.

10. **Unanimous Consent without Meeting**

    Any action required or permitted by the Articles of Incorporation or Bylaws or any provision of law, to be taken by the Board of Directors or any committee thereof, at a meeting by resolution, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to such action.

11. **Vacancies and/or Resignations**

    If a vacancy and/or resignation of a Board Member occurs before the expiration of a term, the Board of Directors shall appoint a Council Member to fill the vacancy for the remainder of the term.

12. **Meetings**

    The Board of Directors shall meet upon call of the Chair or upon written request of two Members of the Board. The Executive Committee shall function to the extent of the direction and authority given them by the Council.

13. **Accreditation Decisions**

    The Board of Directors can take action on the accreditation status of degree programs if an immediate decision is vital. Any action taken on such matters must be by unanimous vote of the Board. Such actions will be based on the recommendation to the Chair from the Undergraduate or Graduate Vice Chair.

Article IV. Meetings

1. The Council shall meet annually. The agenda for this meeting shall include accreditation actions, the election of officers, the annual reports of officers and standing committees, and other organizational business.
2. The Board of Directors may call special meetings as needed to properly conduct Council business. At least forty-five (45) days' notice is required for special Council meetings. Only business as specified in the call of

the meeting may be transacted, unless the Board of Directors declares that specific additional business is an emergency requiring immediate action of the Council.

3. Quorum. A simple majority of the Council Membership shall constitute a quorum.
4. Voting. Unless the matter being voted upon requires, under the Constitution and these Bylaws, the vote of two-thirds or greater of the Council, a simple majority of Council voting in person or by proxy shall be required for adoption of any motion.
5. Proxies. Members unable to attend a meeting may vote by proxy on any matter specified in the meeting notice. Proxies shall be submitted in writing to the Secretary prior to the meeting. Electronic requests are acceptable.
6. Voting between meetings. The Chair may instruct the Secretary to conduct a mail, email, web or facsimile vote of the Council, when in his/her opinion; a pending matter requires immediate Council action. Each ballot shall carry a return date not less than ten (10) days after the mailing date. The total ballots timely returned shall constitute the quorum for the purpose of mail, electronic or facsimile voting provided that at least one-half of the Council Membership responds.

Article V. Committees

1. The Council shall have a standing Bylaws Committee. This committee is responsible to ensure that Bylaws are reviewed at a minimum on a six-year basis. The Director-At-Large shall chair this committee.
2. Additional standing committees may be authorized by the Board of Directors, and appointments to these standing committees are made by the General Chair.

Article VI. Parliamentary Procedure

Meetings of the Council, Board of Directors, and all other business shall be conducted in accordance with these Bylaws and in accordance with the latest revision of Robert's Rules of Order.

Article VII. Amendments

These Bylaws may be amended by 2/3 vote of voting members present at any annual, or special called meeting, provided notice of the proposed amendment(s) has been given in writing to the Secretary, and provided to Council Members for review, at least fourteen (14) days prior to the meeting.

Article VIII. Indemnification

Every Member of the Council shall be indemnified by EHAC against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such Members of the Council in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a Member of the Council, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which the Member of the Council is entitled. In the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being in the best interest of EHAC. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which the Member of the Council is entitled.

Article IX. Use of Name

The policies of EHAC shall be binding on all Council Members. No Member of the Council shall use the EHAC

name, without its authorization, to obligate the Council or to oppose the Council's policies and procedures.

Article X. Property

The title to all property, funds, and assets of EHAC, shall at all times be vested in the Council for the joint use of members. No Council Member or group of members shall have any severable right to all or any part of such property. The Board of Directors shall have complete control over the acquisition, administration, and disposition of its property. In the event of the dissolution of EHAC, all assets shall be liquidated, and delivered to the American Academy of Sanitarians. In the event that this occurs, these funds shall be used only for scholarships.

Article XI. Financial Practices

1. Any member authorized by the Council or the Chair to conduct a site visit, examination, or other business or representation of the Council shall receive reimbursement for travel and reasonable subsistence incurred in the performance of such authorized duties.
2. Fiscal Year. The fiscal year shall begin on October 1 of each year.
3. Budget. The General Chair and the Treasurer shall prepare an annual budget for the Council. The budget shall be presented to the Council Membership for approval at the annual meeting.

    3.1 No indebtedness, except those in accordance with the budget or those incurred in the conduct of a site visit, in excess of $200 shall be incurred by a member except on approval of the Board of Directors.

Article XII. Reporting Requirements

1. The Council will ensure that its accreditation decisions will be made available to the appropriate individuals or institutions through a timely reporting process.
2. Minutes of the Annual Council Meeting will be prepared and made available to all Council Members in accordance with Section 3.7 of EHAC's Policy Document.

Article XIII. Consultants and Employees

As needed, the Executive Director may hire consultants and employees for EHAC with prior approval from the Board of Directors.

3 Operating Policies

3.1 Code of Ethics

Policy No.	3.1*	Title:	3.1 Code of Ethics
Proposed:	February 15, 2005	Proposal No.:	N/A
Adopted:	2006	Adopted By:	Vote of the Council

*Formerly: Policy 2.01.1 in 2017 Archived Policy *Link to TOC*

Purpose:

EHAC requires ethical conduct by each volunteer and staff member engaged in fulfilling the mission of EHAC. The organization requires that every volunteer and staff Member exhibit the highest standards of professionalism, honesty, and integrity. The services provided by EHAC require impartiality, fairness, and equity. All persons involved with EHAC activities must perform their duties under the highest standards of ethical behavior. It is the purpose of this document to detail the ethical standards under which we agree to operate.

Policy:

All Members of EHAC shall adhere to the Code of Ethics detailed on the following page of this Policy Document.

Procedures:

Each Council Member, upon election to the Council, shall be provided with a copy of the Code of Ethics, which he or she will sign and return an original copy to the Council office.

EHAC's Code of Ethics follows:

CODE OF ETHICS

We, the elected Members of the National Environmental Health Protection and Accreditation Council, in recognition of the importance of the work of environmental public health education and practice, do hereby commit ourselves to the highest ethical and professional conduct and agree:

1. To accept responsibility in making accreditation decisions consistent with the Bylaws, Policies, Accreditation Criteria and best interest of the degree programs that EHAC represents.
2. To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist.
3. To maintain and improve our competence in the field of environmental public health.
4. To treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin.
5. To assist colleagues and co-workers in their professional development and to support them in following this Code of Ethics.
6. To not use EHAC nor our service on the Council for our own personal advantage or for the individual advantage of friends, colleagues, or supporters.
7. To perform our duties to the best of our abilities and expertise.
8. To keep all confidential information confidential.
9. To not engage in personal attacks or offer ill treatment to anyone.
10. To approach all Council agenda items and issues with an open mind, prepared to make the best decision for the whole organization and for environmental public health as a profession.
11. To do nothing to violate the trust of those who elected us to the Council or of those academic degree programs whom EHAC represents.
12. To focus our efforts on the mission of EHAC and not on our personal goals.
13. To never exercise their authority as an EHAC Council Member except when acting with the full Council or as delegated by the Council.
14. To conduct ourselves honorably, responsibly, ethically, and lawfully so as to enhance the reputation and effectiveness of EHAC.

_____ _____

Council Member Signature Date

3.2 Organizational Diversity, Equity, Inclusion, and Accessibility Policy

Policy No.:	**3.2**	**Title:**	**3.2 Organizational Diversity, Equity, Inclusion and Accessibility Policy**
Proposed:	June 27, 2022	Proposed By:	Vote of Board
Adopted:	June 27, 2022	Adopted By:	Vote of the Council

Link to TOC

Purpose:

The National Environmental Public health Science & Protection Accreditation Council (EHAC), a non-profit accrediting organization, is keenly aware of the link between environmental public health and environmental injustice. Everyone is impacted by environmental public health issues. However, environmental public health inequities disparately impact racial and ethnic minorities as well as other underserved populations. These disparities are firmly ensconced in the social and economic structures of the United States, permeating all aspects of life including "the conditions in which we are born, live, learn, work, play, worship, and age (Social Determinants of Health CDC.gov)".

EHAC Principles of Diversity, Equity, Inclusion, and Accessibility in Relation to Environmental Public health and Social Justice.

EHAC is dedicated organizationally and programmatically to ensuring diversity, equity, inclusion, and accessibility on our Board and Council and to creating accreditation criteria and policies that demonstrate a commitment to producing graduates who are aware of and prepared to address the multitude of environmental public health challenges experienced by Black, Indigenous, People of Color, and underserved communities.

President John F. Kennedy stated, "The goal of education is the advancement of knowledge and the dissemination of truth." Advancement of science-based knowledge is a fundamental tenet of EHAC as an accrediting institution and is fundamental to the practice of environmental public health. EHAC criteria work to ensure that students educated by EHAC accredited institutions gain the knowledge, skills and professional environmental public health related experiences that are foundational to assessing and addressing health risk inequities and to making inclusive and equitable decisions.

Policy:

EHAC is committed to:

- codifying diversity, equity, inclusion, and accessibility in EHAC accreditation criteria and processes, organizational operations, and governance through the work of EHAC Staff and volunteer Council and Board Members;
- increasing diverse Council membership across racial, ethnic, and gender lines as well as geographic, urban, and rural regions of the United States;
- supporting and assisting with inclusive practices that increase diversity among students and faculty at EHAC accredited educational programs; and
- increasing the number of EHAC accredited degree programs that support and are actively engaged in the work of diversity, equity, inclusion, and accessibility.

Definitions: Establishing Common Language

The following definitions have been approved by the EHAC Board of Directors and serve as a reference point for EHAC programmatic and organizational policies and accreditation criteria regarding the following terms:

Accessibility: "…means the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them (Federal Register)."

Diversity: "…the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of the American people, including underserved communities (Federal Register)."

Equity: "…the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.(Federal Register)."

Environmental Injustice: the lack of "…fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies (EPA.gov)."

Health Equity: "…achieved when every person has the opportunity to attain his or her full health potential and no one is disadvantaged from achieving this potential because of social position or other socially determined circumstances (CDC)."

Inclusion: "…the recognition, appreciation, and use of the talents and skills of employees of all backgrounds (Federal Register)."

Social Justice: "…is the view that everyone deserves equal rights and opportunities — this includes the right to good health. Yet today, there are inequities in health that are avoidable, unnecessary, and unjust. These inequities are the result of policies and practices that create an unequal distribution of environmental hazards, money, power, and resources among communities based on race, class, gender, place, and other factors. To assure that everyone has the opportunity to attain their highest level of health, we must address the social determinants of health AND equity (APHA.org; NIEHS.gov)."

Underserved Communities: "…populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. In the context of the Federal workforce, this term includes individuals who belong to communities of color, such as Black and African American, Hispanic and Latino, Native American, Alaska Native and Indigenous, Asian American, Native Hawaiian and Pacific Islander, Middle Eastern, and North African persons. It also includes individuals who belong to communities that face discrimination based on sex, sexual orientation, and gender identity (including lesbian, gay, bisexual, transgender, queer, gender non-conforming, and non-binary (LGBTQ+) persons); persons who face discrimination based on pregnancy or pregnancy-related conditions; parents; and caregivers. It also includes individuals who belong to communities that face discrimination based on their religion or disability; first-generation professionals or first-generation college students; individuals with limited English proficiency; immigrants; individuals who belong to communities that may face employment barriers based on older age or former incarceration; persons who live in rural areas; veterans and military spouses; and persons otherwise adversely affected by persistent poverty, discrimination, or inequality. Individuals may belong to more than one underserved community and face intersecting barriers (Federal Register)."

3.3 Organizational Conflict of Interest Policy

Policy No.:	3.3*,**	Title:	3.3 Organizational Conflict of Interest Policy
Proposed:	June 5, 2005	Proposed By:	Vote of Board
Adopted:	June 2006	Adopted By:	Vote of the Council

*Formerly: Policy 2.07 in 2017 Archived Policy
** Formerly: Policy 3.2 in 2019 Archived Policy

Link to TOC

Purpose:

The purpose of the Conflict-of-Interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Policy:

1. Definitions
    - 1.1 Interested Person: Any director, principal officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
    - 1.2 Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
        - 1.2.1 An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
        - 1.2.2 A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement.
        - 1.2.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.
2. Application
    - 2.1 Under Procedures, Section 2., a person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

Procedures:

1. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board

Members shall decide if a conflict of interest exists.

3. Addressing the Conflict of Interest

   3.1 An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

   3.2 The Chairperson of the Board shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.

   3.3 After exercising due diligence, the Board shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

   3.4 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict-of-Interest Policy

   4.1 If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

   4.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. Records of Proceedings

   5.1 The minutes of the Board and all committees with Board delegated powers shall contain:

      5.1.1 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.

      5.1.2 The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. Compensation Received

   6.1 A voting member of the Board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

   6.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

   6.3 No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either

individually or collectively, is prohibited from providing information to any committee regarding compensation.

7. Annual Statements. Each director, principal officer, and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

   7.1 has received a copy of the conflicts of interest policy, and

   7.2 has read and understands the policy, and

   7.3 has agreed to comply with the policy, and

   7.4 understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax- exempt purposes.

8. Periodic Reviews.

   8.1 To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

   8.2 The periodic reviews shall, at a minimum, include the following subjects:

      8.2.1 whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining, and

      8.2.2 whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

9. Use of Outside Experts.

   9.1 When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

3.4 Nominations and Election of Council Members Policy

Policy No.:	3.4*,**	Title:	3.4 Nominations and Election of Council Members Policy
Adopted:	Aug. 25, 2005	Adopted By:	Vote of the Council
Revised:	June 23, 2018	Adopted By:	Vote of the Council
Revised:	April 2019	Adopted By:	Vote of the Council

*Formerly: Policy 2.01.2 in 2017 Archived Policy
**Formerly: Policy 3.3 in 2019 Archived Policy

Link to TOC

Purpose:

To provide guidance for the nominations and elections process for Members of the Board of Directors and staff.

Policy:

This policy document updates and clarifies the EHAC Council nominations and elections process.

Procedures:

1. Nominations Committee (referred to hereafter as the Committee)
    - 1.1 Composition of the Committee
        - 1.1.1 The General Chair will appoint the Committee Chair.
        - 1.1.2 The Committee Chair may appoint up to three (3) additional Council Members to serve on the Committee.
    - 1.2 Term and Duties of the Committee
        - 1.2.1 The Committee (with support from the EHAC office), shall be responsible for holding elections for Council Members for the coming year including:
            - 1.2.1.1 Soliciting nominations to fill vacant positions
            - 1.2.1.2 Constructing a certified ballot approved by the Board of Directors
            - 1.2.1.3 Coordination and oversight of the election process
2. Elected Council Members Qualification Criteria
    - 2.1 Must have a minimum of five (5) years' experience.
    - 2.2 A master's degree in an appropriate discipline may substitute for two (2) of the five (5) years' experience; or
    - 2.3 A doctorate in an appropriate discipline may substitute for three (3) of the five (5) years' experience.
    - 2.4 The maximum substitution permitted is three (3) years.
    - 2.5 Academicians applying to sit on the Council must have had an internship in an environmental public health discipline or relevant field experience.
3. Nominations Process
    - 3.1 The Committee will review Council Member term information to verify which Council Member terms are expiring, which are eligible for re-election and who have interest in re-election.

3.1.1 Council Members whose second terms are up must then leave the Council, and at least one year must pass in between terms.

3.2 The Committee Chair will contact all incumbents (current Council Members whose first 3-year term is up) to verify interest in possible election for an additional term. This information will be provided to the Committee.

3.3 The Committee will then create a list of possible open positions, noting whether the open seats are for practitioners or academics.

3.4 Before January 4, the Committee shall issue a "Call for Nominations" via a letter approved with the Committee Chair's signature.

3.5 The Call for Nominations letter will be sent by the Committee Chair on January 4, to all current Council Members, all EHAC accredited degree program directors, and interested parties such as NEHA, NACCHO, and APHA. The response deadline for recommendations will be February 28.

3.6 Potential candidates must be nominated by a current Council Member or an accredited degree program director.

3.7 The Committee Chair will receive nominations and electronically forward to the Committee.

4. Nominees.

4.1 The Committee will verify that each nominee is aware of their nomination and has agreed to be placed on the ballot.

4.1.1 Necessary Documentation: Nominees must submit a bio-sketch of no more than 250 words, which includes information indicating their interest and ability to serve as a Council Member. Contact information shall be included separately and consist of the nominee's full preferred name, rank or academic achievement, mailing address, email address, and telephone number.

4.1.1.1 Academicians are required to provide a letter allowing participation and support for Council involvement from their department chair in order to submit their nomination, or to be nominated to the Council.

4.1.1.2 Practitioners are required to provide a letter allowing participation and support for Council involvement from their organization or business in order to submit their nomination, or to be nominated to the Council.

4.2 The Committee will review the nominees and verify each nominee is appropriately identified as either an academic or practitioner. Determination of such shall be based on their current practice.

4.3 Development of a Slate of Candidates: The Committee shall meet via conference call to discuss and verify nominees and approve a ballot.

4.3.1 The Committee shall develop a slate of candidates and a ballot which shall, as much as possible, assure the Council Membership with:

4.3.1.1 geographic representation and balance;

4.3.1.2 a balance (the required ratio) of academicians and practitioners;

4.3.1.3 a balance of graduate and undergraduate faculty to assure that the Council may effectively relate to undergraduate and graduate environment health academic degree programs; and

4.3.1.4 the rotation of membership so as to maintain a balance of experienced and lesser

experienced members.

4.4 The slate of candidates shall be certified by the Committee, then provided to the EHAC office by the Committee Chair. Names shall be divided into “academician” and “practitioner” categories and shall be listed in alphabetical order.

4.5 The EHAC Office shall prepare the official ballot and a cover letter approved by the Committee Chair. The ballot shall be approved by the EHAC Board of Directors and then sent to each Council Member for voting.

4.6 The election shall be conducted by mail or electronic ballot so that the election shall be completed sixty (60) days prior to the Annual Meeting of the Council.

4.7 The EHAC office shall collect ballots and provide an initial tally and electronic ballot to the Committee. The Committee shall review the tally and verify that the ballot tally is accurate and confirm the balloting outcome.

4.8 The Committee Chair shall provide written confirmation of the election results to the EHAC office and the General Chair.

5. Election Results

5.1 The EHAC office shall contact each nominee to report the outcome of the election.

5.2 The EHAC Office shall notify new Council Members, providing a new member information packet and invitation to the annual meeting. The term of office for newly elected Members of the Council shall begin at the close of the annual meeting immediately following their election. It is the responsibility of the new Council Member to read the Bylaws, become familiar with the accreditation process, and review the criteria for both graduate and undergraduate degree programs.

5.3 Nominees not selected shall be encouraged to submit their names the following year for election.

3.5 Expense Reimbursement Policy

Policy No.:	3.5*,**	Title:	3.5 Expense Reimbursement Policy
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:	June 2005	Adopted By:	Vote of the Council
Revised:	June 12, 2016	Adopted By:	Vote of the Council
Revised	July 13, 2025	Adopted By:	Vote of the Council

*Formerly: Policy 2.06.1 in 2017 Archived Policy
**Formerly: Policy 3.4 in 2019 Archived Policy

Link to TOC

Purpose:

To provide guidance for the reimbursement of expenses incurred by Council Members in the course of service to the Council.

Policy:

EHAC will reimburse EHAC related travel related expenses, excluding site visit and annual meeting expenses.

Procedures:

1. Travel
   - 1.1 All travel for EHAC, other than site visits, will be pre-approved by Council Treasurer to ensure that the expense is in the budget and that it has been assigned an appropriate budget line.
   - 1.2 Travelers should not make airline or hotel reservations until travel has been approved.
   - 1.3 Travelers are strongly encouraged to make travel arrangements well in advance (30 days if possible) of travel so that costs may be minimized.
   - 1.4 Travelers should purchase the least expensive airline tickets available even if they are non-refundable. Do so only after travel dates are locked in. Note: Some airlines will allow changes to travel dates.
   - 1.5 Travelers may submit a request for reimbursement for expenses incurred prior to travel (non-refundable airline tickets, advanced payment for hotel, etc.) and then, upon completion of travel, can submit a supplemental reimbursement request for additional travel expenses. Additional expenses including meals and incidentals will be reimbursed according to the US General Service Administration (GSA) per diem rates (https://www.gsa.gov/travel/plan-book/per-diem-rates).
   - 1.6 Only receipts for travel and lodging are required to be submitted.
   - 1.7 Allowable expenses include mileage (at IRS allowable rate), rental cars, hotel, taxi, parking, airline tickets, baggage handling, meals, and business-related telecommunications and postage.
   - 1.8 Travelers should submit a final expense report to the EHAC office within 10 business days upon completing travel.
   - 1.9 Expense reports must be submitted on the standard form and may be submitted by email.
   - 1.10 Expenses will be forwarded by the EHAC office to the Treasurer for review.

2. Emergent or Incidental

   2.1 Council Members may incur incidental expenses in the course of fulfilling their Council responsibilities.

   2.2 Council Members may spend up to $50 dollars at a time without prior approval from the Board of Directors.

   2.3 Expenses may include but are not limited to office supplies, telecommunication expenses, mailing, copying or other reasonable expenses.

   2.4 These expenses may be reimbursed by submitting an expense report accompanied by receipts to the EHAC office.

   2.5 The EHAC office will request approval for reimbursement from the Treasurer.

   2.6 The Treasurer will assign the appropriate budget line for each expense.

3. Other Expenses

   3.1 Expenses incurred on behalf of the Council by its members for amounts greater than $50 must be pre-approved by the Council Chair and the Treasurer.

   3.2 The Treasurer will ensure that all such expenses are contained within the budget and assigned to an appropriate budget line.

   3.3 Reimbursement will be made after a request for reimbursement accompanied by receipts is submitted to the EHAC office.

   3.4 The EHAC Office will request approval for reimbursement from the Treasurer.

4. Reimbursement

   4.1 Expenses incurred on behalf of the Council are a financial burden to its members and should be avoided or minimized.

   4.2 It is the responsibility of EHAC to ensure timely reimbursement. Receipt of reimbursement checks should occur within ten days of the EHAC office receiving all reimbursement documentation.

   4.3 In the event the Treasurer does not review and approve reimbursement requests promptly, the EHAC Executive Director can authorize provisional payment.

3.6 Communications Policy

Policy No.	3.6*,**	Title:	3.6 Communications Policy
Proposed:	May 24, 2006	Proposal No.:	2006-06
Adopted:	June 22, 2006	Adopted By:	Vote of the Council

*Formerly: Policy 2.03.1 in 2017 Archived Policy
**Formerly: Policy 3.5 in 2019 Archived Policy

Link to TOC

Purpose:

The purpose of this policy is to provide guidance to the Board of Directors in informing the entire Council of decisions and information in between meetings of the Council.

Policy:

It is the policy of the Council to be as open and transparent as possible in conducting the affairs of the Council between meetings of the Membership. This means that information regarding the nature of the discussions and decisions made by the Board, shall be readily available to the other Council Members, consistent with legal and ethical restrictions on divulging private or personnel information.

Procedures:

1. Council Size: The EHAC Council is comprised of an up to twenty-one member Council, and a Board of Directors. The Board of Directors includes a Chair, Secretary, Treasurer, Undergraduate Vice Chair(s) and Graduate Vice Chair, Program Recruitment Chair, and Director-At-Large.
2. Duties: The Board is responsible for leading the Council and making decisions in the interim between Annual Meetings of the Council. In the interim, the Board of Directors is responsible for making decisions and communicating those decisions to the Council. Below are outlined several types of decisions and Board actions, and the resulting communication to the Council.
3. Decisions Affecting Accreditation Status
    - 3.1 Any decision made by the Board of Directors affecting the accreditation status of a degree program must be made in accordance with the accreditation criteria. The Council will be informed immediately following the decision via email. The Council will also be asked to ratify the decision of the Board at the next Annual Meeting.
    - 3.2 Comments or questions regarding these decisions should be made directly to both the Chair of the Board and either the Undergraduate or Graduate Vice Chair(s).
4. Policy Decisions
    - 4.1 Policies approved by the Board shall be presented to the Council at the next annual meeting for their information and review.
    - 4.2 Policies shall be placed in the EHAC policy manual (online) after approval by the Board of Directors, and an announcement shall be made via email.
    - 4.3 Comments should be directed to the Chair of the Board.
5. Fiscal & Financial Decisions
    - 5.1 Decisions made on fiscal and financial matters in accordance with the yearly budget approved by the Council do not require any special consideration.

5.2 Decisions made that are outside of the yearly budget approved by the Council will be approved by the Board of Directors, and the Council shall be appraised at the annual meeting.

6. Meetings of the Board of Directors

6.1 The Board of Directors meets via conference call at least once and as often as necessary between Annual Meetings of the Council.

6.2 The Council shall be notified, via email, of any upcoming conference calls of the Board of Directors with ten (10) days' notice. At that time, they may submit agenda items or requests to address the Board through the EHAC Office.

6.3 The minutes of the Board of Directors shall be posted to the password protected area of the website after approval by the Board. Council Members will be notified via email of their availability.

6.4 Questions or comments should be directed to the Chair of the Board.

3.7 Annual Meeting Minutes Policy

Policy No.	3.7*,**	Title:	3.7 Annual Meeting Minutes Policy
Proposed:	Feb. 15, 2005	Proposal No.:	2005-01
Adopted:	June 26, 2012	Adopted By:	Vote of the Council

*Formerly: Policy 2.05.1 in 2017 Archived Policy
**Formerly: Policy 3.6 in 2019 Archived Policy

Link to TOC

Purpose:

To ensure that a record is maintained of the deliberations and actions of the Council.

Policy:

The EHAC Annual Meeting minutes are the official record of decisions of the Council. As such, they should contain only critical information. The minutes are not to be a comprehensive summary of the meeting.

Procedures:

1. Content and Review
    - 1.1 Notes to be Taken: EHAC Staff will prepare annual meeting minutes so that they are available in draft form for the Secretary to review within 21 days of the annual meeting.
    - 1.2 The notes taken at the annual meeting shall:
        - 1.2.1 follow the approved agenda;
        - 1.2.2 briefly summarize discussion;
        - 1.2.3 record motions; and
        - 1.2.4 record votes.
    - 1.3 The Secretary shall review the draft minutes and disseminate them to the entire Council for review and approval.
    - 1.4 The minutes from the annual meeting shall be submitted to the Council, with voting on approval completed, no later than 45 days after the end of the meeting.
2. Retention
    - 2.1 Notes taken during the meeting should be retained for a period of 10 years.

3.8 Annual Report Policy

Policy No.:	3.8*,**	Title:	3.8 Annual Report Policy
Proposed:	May 5, 2005	Proposal No.:	2005-09
Adopted:	June 2005	Adopted By:	Vote of the Council
Revised:	July 25, 2025	Adopted By:	Vote of the Council

*Formerly: Policy 2.06.2 in 2017 Archived Policy
**Formerly: Policy 3.7 in 2019 Archived Policy

Link to TOC

Purpose:

To provide guidance for the drafting, approval, and distribution of the Annual Report.

Policy:

EHAC provides an Annual Report of EHAC accreditation and organizational related activities to Council Members and degree program directors.

Procedures:

1. The Annual Report must be sent to all Council Members and degree program directors no later than October 1 of each year.
2. The Annual Report must contain:
   - 2.1 the annual meeting minutes of that year;
   - 2.2 the summary of the Annual Update of Degree Programs; and
   - 2.3 a letter from the Chair.
3. The Annual Report will be distributed by email. The Annual Report will be distributed by the EHAC Office, in conjunction with the current Chair.

3.9 Records Retention Policy

Policy No.:	3.9*	Title:	3.9 Records Retention Policy
Proposed:	May 24, 2006	Proposal No.:	2006-12
Adopted:	June 22, 2006	Adopted By:	Vote of the Council

*Formerly: Policy 3.8 in 2019 Archived Policy

Link to TOC

Purpose:

This Policy & Procedures document is intended to provide general guidance for Council Members and EHAC Staff, regarding record retention.

Policy:

The Council shall retain all official records and documentation as outlined below in the procedures. All official records shall be kept by the EHAC Office. Duplicate copies may be kept with each Chair or Board of Directors as appropriate. All records shall be stored electronically, with off-site electronic backup required and paper copies serving as back up where available.

Procedures:

1. Records Pertaining to the Accreditation of Degree Programs
    - 1.1 All records pertaining to the accreditation of degree programs shall be kept permanently by the EHAC Office These records include, but are not limited to:
        - 1.1.1 Self-study report Documents
        - 1.1.2 Site Visitor Reports
        - 1.1.3 Site Visitor Evaluations
        - 1.1.4 Closed Session Minutes
        - 1.1.5 Outcome Assessment Results and Analysis
        - 1.1.6 Final Accreditation Decision Letters
        - 1.1.7 Any appeals made regarding accreditation decision.
    - 1.2 These records shall be available to the Board of Directors and Council Members upon request
2. Administrative Records
    - 2.1 All records pertaining to the administrative and annual activity of EHAC shall be kept by the EHAC office until superseded or obsolete. These records include, but are not limited to:
        - 2.1.1 Administrative Activity
        - 2.1.2 Contracts
        - 2.1.3 Goals and Objectives
        - 2.1.4 Fiscal Status
        - 2.1.5 Status with the Internal Revenue Service and State Agencies
        - 2.1.6 Project Work Performed
        - 2.1.7 Personnel Activity and Accomplishments

2.1.8 Annual Reports

2.1.9 Meeting Minutes

2.1.10 Legal Correspondence

2.1.11 Related Documentation and Correspondence

2.1.12 Meeting Minutes and Annual Reports shall be kept permanently by the EHAC Office.

3. Financial Records

3.1 All records pertaining to the financial activity of EHAC shall be kept by the EHAC Office for a period of time as specified below. These records include, but are not limited to:

3.1.1 Yearly Budget

3.1.2 Yearly Tax Returns and Reporting Requirements

3.1.3 Check Register

3.1.4 Record of Accounts Payable and Receivable

3.1.5 Financial Audits

3.1.6 Signature Authorizations

3.1.7 Any other financial records

3.2 The yearly budget and budget activity records, including, but not limited to: operating budget, expenses by category, income and expense statements, grant records, contract records, financial account records, and related documentation and correspondence shall be kept permanently by the EHAC Office.

3.3 The Yearly Operating Budget shall be kept as part of the permanent record.

3.4 All other documentation shall be kept for a minimum of ten (10) years.

3.5 Budget Activity Reports, which may include but are not limited to information on fiscal activity, working papers, memoranda, summary reports, and related documentation and correspondence shall be kept for a minimum of one (1) year, with the exception of final, year-end reports, which shall be kept for a minimum of ten (10) years.

3.6 The Check Register and any documentation regarding contracts for employee services or payroll services shall be kept for a minimum of six (6) years.

3.7 Yearly Tax Returns and reporting requirements, including the Internal Revenue Service and any state agency reporting requirements, shall be kept in permanent hard copy by the EHAC Office.

3.8 Financial Audits, which document EHAC's internal and independent management, operations and fiscal audit, and which include audit reports, written responses showing how recommended changes will be implemented and related documentation and correspondence, shall be kept for a minimum of twenty years (20) by the EHAC Office.

3.9 Signature Authorizations, which are documents signed by EHAC's employees and Council Members who are authorized to sign and include fiscal and contractual documents. These documents shall be kept for a minimum of six (6) years after authorization expired by the EHAC Office in hard copy.

3.10 All records pertaining to the policies and procedures of EHAC shall be kept permanently by the EHAC Office. These records include, but are not limited to:

3.10.1 Mission and policy statements

3.10.2 Guidelines for Accreditation

3.10.3 Planning documents outlining responsibilities and goals

3.10.4 Organizational charts

3.10.5 Publications preparation guidelines

3.10.6 Emergency Procedures

3.10.7 Job Descriptions

3.10.8 Requests for and Contracts for Services

3.10.9 Guides for Office Procedures which often include completed samples of all forms

3.10.10 Handbooks

3.10.11 Policy Manuals

3.10.12 Desk manuals

3.10.13 And any related documentation and correspondence

3.11 These documents provide a record of internal development and documents guidelines for consistency and continuity in the operation of EHAC.

3.12 All final copies of the document shall be kept permanently, even if superseded or canceled.

4. Correspondence

4.1 All records pertaining to the correspondence of EHAC shall be kept by the EHAC Office as specified in subsection 3.2. These records include, but are not limited to:

4.1.1 Administrative Correspondence:

4.1.1.1 Letters sent and received

4.1.1.2 Memoranda

4.1.1.3 Notes

4.1.1.4 Enclosures

4.1.1.5 Attachments

4.1.2 Executive Correspondence:

4.1.2.1 Letters sent and received

4.1.2.2 Notes

4.1.2.3 Directives

4.1.2.4 Acknowledgements

4.1.2.5 Memoranda

4.1.3 General Correspondence (not to include informal email correspondence)

4.1.3.1 Letters sent and received

4.1.3.2 Memoranda

4.1.3.3 Notes

4.1.3.4 Transmittals

4.1.3.5 Acknowledgements

4.1.3.6 Routine requests for Information or publications

4.1.3.7 Enclosures

4.1.3.8 Attachments

4.1.4 Correspondence Retention:

4.1.4.1 Administrative Correspondence shall be kept in electronic copy for a minimum of five (5) years.

4.1.4.2 Executive Correspondence shall be kept permanently, as these documents record and reflect significant events, the development of administrative structure, policies, and procedures.

4.1.4.3 General correspondence shall be kept for a minimum of one (1) year after the matter pertaining to the correspondence has been closed.

5. Council Records

5.1 All records pertaining to the EHAC Council Members shall be kept by the EHAC Office. These records include, but are not limited to:

5.1.1 Election Records

5.1.2 Listing of each yearly Council

5.1.3 Records pertaining to Site Visit Teams

5.1.4 Records of Committees

5.1.5 Records of each Board of Directors

5.2 Election records, including ballots, tabulations and related documentation shall be kept for a minimum of four (4) months after the newly elected or re-elected Council Members have taken their places on the Council.

5.3 A listing of each Council Member, including term, position and title held, will be kept permanently by the EHAC Office.

5.4 A listing of each site visit team, including school visited, will be kept by the EHAC Office for a minimum of eight (8) years.

5.5 Records of the Board of Directors and records of committees, including steering, ad-hoc, activities, standing, planning and other committees, including, but not limited to agendas, meeting minutes, reports, notes, working paper and related documentation and correspondence shall be kept by the EHAC Office.

5.5.1 Minutes, agendas, reports, and correspondence shall be kept permanently.

5.5.2 All other records shall be kept for a minimum of two (2) years.

6. Employment Records

6.1 All records pertaining to the employment of EHAC Staff shall be kept by the EHAC Office. These records include, but are not limited to:

6.1.1 contracts regarding employment or contract for services;

6.1.2 Affirmative Action and Equal Opportunity Records; and

6.1.3 unemployment compensation claim Records.

6.2 Records pertaining to the contracts regarding employment or for services shall include the yearly contract for services with employees. These records shall be kept permanently in hard copy.

6.3 Records pertaining to EHAC's compliance with the regulations of the U.S. Equal Employment Opportunity Commission, including affirmative action, shall be kept permanently.

6.4 Records pertaining to unemployment compensation claim records, including claim records, notices, reports, records, and related documentation and correspondence shall be kept for a minimum of two years.

3.10 Website Privacy Policy

Policy No.:	3.10*	Title	3.10 Website Privacy Policy
Proposed:	March 13, 2018	Proposal No.:	2018-02
Adopted:	June 2018	Adopted By:	Vote of the Council

*Formerly: Policy 3.9 in 2019 Archived Policy

Link to TOC

Purpose:

EHAC is committed to protecting the privacy of individuals, associations, and other organizations who interact with EHAC electronically. We are also committed to protecting the confidentiality of our certification process when there is proprietary knowledge and information.

Policy:

EHAC collects the minimum amount of information necessary to properly and satisfactorily provide services needed for application, examination, and certification. By using our site for any forms, services, or products, you agree that EHAC has the right to collect and store some of your personal data, and that EHAC may occasionally inform you on developments at EHAC. We agree to use this information consistent with this policy and as limited by applicable data and information services regulations.

Procedures:

1. Public information: In accordance with this policy, EHAC publishes the names of institutions and degree programs that are:
   - 1.1 Newly accredited
   - 1.2 Reaccredited on an on-going basis
   - 1.3 No longer accredited
2. Private information: The following information associated with an institution or degree program is not released outside of EHAC without proper authorization from the institution or degree program:
   - 2.1 Personal information (e.g.: phone numbers, email addresses)
   - 2.2 Application information and status
   - 2.3 Site visit information and accreditation information associated with these visits
   - 2.4 Certification maintenance records
   - 2.5 Financial information
3. Unauthorized Access Prevention and Disclosure: All reasonable precautions are taken by EHAC to prevent unauthorized access to institution and degree program information. EHAC does not disclose information obtained about you through this website to any third party, except where authorized by you.
4. Policy Revision: EHAC reserves the right to change this privacy policy as we deem necessary or appropriate because of legal compliance requirements or changes in our business practices. If you have provided us with an email address, we will endeavor to notify you, by email to that address, of any material change to how we will use personally identifiable information.

4 Accreditation Policies

Accreditation Preamble: Summary of EHAC's Accreditation Mission and Process

The mission of the National Environmental Health Science & Protection Accreditation Council (EHAC) is to ensure that graduates of accredited programs are prepared for the diverse challenges associated with the field of environmental public health science and protection. The EHAC Council develops and applies accreditation criteria for institutions of higher education that wish to ensure premium quality education and training of environmental public health science and protection practitioners.

The National Accreditation Council for Environmental Health minimum curriculum criteria was established in 1967, in order to implement a program accrediting undergraduate degree programs in the field of environmental public health. Accreditation of graduate degree programs began in 1977. The name of the Council was changed to the National Environmental Health Science and Protection Accreditation Council in 1991 to better reflect the entire discipline considered by the Council.

Throughout its history, the Council has consistently worked to upgrade the quality of education and training delivered by the degree programs it accredits. The Council has established specific criteria for undergraduate and graduate degree program accreditation, which include standards for curriculum, faculty, program funding, enrollment, and management aspects of the degree programs. These criteria provide a foundational core for a quality educational degree program and are regularly reviewed and updated to meet the demanding and changing needs of the workforce.

I. Purpose of Accreditation

The aims and objectives of the Council shall be to:

1. Establish the foundational knowledge and skills curriculum criteria expected for those studying environmental public health science and protection.
2. Assist and support universities and colleges developing or offering a curriculum in environmental public health science and protection by setting minimum criteria for curriculum, program sustainability, and faculty qualifications.
3. Ensure minimum undergraduate curricula criteria are compatible with admission prerequisites for graduate degree programs in environmental public health science and protection.
4. Establish foundational knowledge and skills expected for graduate-level curricula in environmental public health science and protection.
5. Evaluate academic degree programs in environmental public health science and protection using minimum criteria established by the Council.
6. Publish a list of the institutions with degree programs accredited by EHAC.

II. Summary of Accreditation and Reaccreditation Process:

EHAC's accreditation process broadly consists of the following:

1. Degree programs submit a comprehensive self-study report using the EHAC template.
2. Self-studies are reviewed by the Council and summary reports are provided to the site visit team.

3. An onsite site visit is conducted by a site visit team consisting of a lead and one additional team member. A third site visit team member participates if both the undergraduate and graduate degree programs are simultaneously being reviewed.
4. A site visit report is drafted by the site visit team and provided to the program directors for comment on the accuracy of factual information in the report.
5. A final site visit report and a summary PowerPoint are submitted to the Council for their review.
6. The Council considers accreditation actions and makes accreditation decisions at their annual meeting.
7. Degree programs are informed of the Council's accreditation decision immediately after the Council votes.
8. Programs may appeal accreditation decisions.

III. Applying for Accreditation

The Council invites programs to apply for initial accreditation any time after the first class of students have entered their final year of study in the major. Prior to a final accreditation decision, at least one student must have graduated from the degree program under consideration.

Any institution seeking accreditation should contact the EHAC Executive Director before proceeding with drafting their report. The institution is advised to clarify with the EHAC Executive Director, required materials, fees, and timeline of the accreditation process.

The Council will provide technical assistance to faculty throughout the process, including access to templates that assist in preparing a self-study report.

Inquiries by phone or email:
Office Telephone: 206-522-5272
E-mail address: executive.director@nehspac.org
Web URL: www.nehspac.org

IV. EHAC Undergraduate and Graduate Accreditation Criteria:

EHAC accreditation criteria for undergraduate and graduate degree programs can be found at nehspac.org.

4.1 Accreditation Operating Policy

Policy No.:	4.1*	Title:	4.1 Accreditation Operating Policy
Proposed:	Jan. 25, 2006	Proposal No.:	2006-02
Revised:	July 8, 2019	Adopted By:	Vote of the Council
Revised:	July 15 , 2025	Adopted By:	Vote of the Council

*Formerly Policy 2.06.4 in 2017 Archived Policy *Link to TOC*

Purpose:

Each year, the Council invites degree programs seeking both accreditation and reaccreditation. This policy guides the information provided to the general public about the way accreditation and reaccreditation decisions are made, as well as the decisions themselves.

Policy:

The Council conducts the business of accreditation according to the following procedures.

Procedures:

1. EHAC, as required of all nationally recognized accrediting agencies, maintains and makes publicly available written materials describing:
   - 1.1 each type of accreditation granted by Council;
   - 1.2 its procedures for applying for accreditation or reaccreditation;
   - 1.3 the criteria and procedures used by the Council for determining whether to grant, reaffirm, reinstate, deny, restrict, revoke, or take any other action related to each type of accreditation that the Council grants;
   - 1.4 the names, academic and professional qualifications, and relevant employment and organizational affiliations of the Council and the Council's policy and decision-making bodies as well as the Council's administrative staff; and
   - 1.5 the degree programs that the Council currently accredits and the date when the Council will review or consider the accreditation or reaccreditation of each degree program.
2. EHAC publishes the year when a degree program subject to its jurisdiction is being considered for accreditation or reaccreditation and provides an opportunity for third party comment concerning the degree program's qualifications for accreditation or reaccreditation.
3. EHAC provides advance public notice of proposed new or revised criteria, giving interested parties adequate opportunity to comment on these proposals prior to their adoption.
4. EHAC ensures that, if an institution or degree program elects to publicize its accreditation status granted, the institution or degree program discloses that status accurately, including the specific academic or instructional degree program covered by that status and contact information for the Council.
5. EHAC provides for the public correction of incorrect or misleading information released by an accredited degree program about:
   - 5.1 the accreditation status of the degree program;

5.2 the contents of reports of site team visitors; and

5.3 the Council's accrediting actions with respect to the degree program.

6. EHAC meets at least annually to review applications for accreditation and reaccreditation. These meetings are governed under the Council's Bylaws and Constitution.

4.2 Policy on Conflict of Interest in the Accrediting Process

Policy No.:	4.2*,*,***	Title:	4.2 Policy on Conflict of Interest in the Accrediting Process
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:	Feb. 2006	Adopted By:	Vote of the Council
Added to Policy Document from UG Requirements	June 27, 2022	Adopted By:	Vote of the Council

*Formerly Policy 2.06.4 in 2017 Archived Policy

Link to TOC

**Formerly Policy 3.2 in 2019 Archived Policy

*** Formerly located in 2022 Undergraduate Requirements for Accreditation

Purpose:

To provide guidance regarding avoidance of conflict of interest between Council Members and degree programs seeking initial accreditation or renewal of accreditation.

Policy:

The National Environmental Health Science and Protection Accreditation Council defines a conflict of interest in the accrediting process in the following manner:

1. No Member of the Council shall participate in any Council decision in which the member has a personal interest, either real or perceived.
2. To avoid and prevent conflicts of interest, the Council has adopted the following procedures and practices, divided according to the categories of individuals that participate in the accrediting process.

Procedures:

Council Members

Council Members are required to reveal to the Council the existence of any of the following real or potential conflicts of interest with a program under consideration prior to evaluating the site visit report on that program and/or discussing and voting on the accreditation of that program. Council Members will remove themselves when any of the following conflicts exist, Council Member:

1. has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions;
2. is an employee of, or is in some way affiliated with, an institution or program in geographic proximity of, or in direct competition with, the program/institution under consideration;
3. currently serves, or previously served (during the last three years), as a paid consultant to the institution/program under consideration;
4. is a student of, or is a graduate of, the institution under consideration; or
5. has a member of his/her immediate family with a relationship to the program/institution.

Should unforeseen conflicts develop at any time during the period of consideration of a program/institution before the final decision is made, the Council member is required to notify the Chair of the Council.

Site Visitors

Site visitors are required to decline participation in a site visit team when any of the following actual or potential conflicts of interest exist, individual:

1. has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions;
2. is an employee of, or is in some way affiliated with, an institution or program in geographic proximity of, or in direct competition with, the program/institution under consideration;
3. currently serves or previously served (during the past three years), as a consultant to the institution/program under consideration;
4. is, or was, a student of, or is a graduate of, the institution under consideration, or
5. has a member of his/her immediate family with a relationship to program/institution.

A No Conflict-of-Interest form must be signed prior to the site visit and submitted to the EHAC Executive Office. Individuals should decline from serving on a site visit if they have a conflict of interest, or if prior associations could lead to a perception of a conflict of interest. Because clues to potential conflicts may only emerge through a review of the program self-study report, early reading of that document is important. Individuals selected for a site visit team will notify the Council within 10 days of actual or potential conflicts of interest with that program/institution so that substitutions can be made in the composition of the team. Should unforeseen conflicts develop during the site visit or before the final decision is made on the accreditation of the particular program, an individual is required to notify the General Chair of the Council.

Programs Seeking Accreditation or Renewal of Accreditation

1. Programs seeking accreditation or reaccreditation will have the opportunity to review the composition of the site visit team in order to identify potential or actual conflicts of interest.
2. Programs will be able to challenge the inclusion of a particular individual with probable cause by contacting the EHAC Executive Director (ED) with their specific concern. The ED will consult the General Chair and Vice Chairs for Undergraduate and Graduate Programs to mitigate the concern and assign alternative site visitors, if necessary.
3. Programs also have the obligation to identify Council members or site visitors who may have positive relationships with their program that could be deemed as conflicts.

4.3 Accreditation and Reaccreditation Actions Policy

Policy No.:	4.3*	Title:	4.3 Accreditation and Reaccreditation Actions Policy
Proposed:	March 1, 2012	Proposal No.:	N/A
Adopted:	June 26, 2012	Adopted By:	Vote of the Council
Revised:	July 11, 2021	Adopted By:	Vote of the Council
Added to Policy Document from UG Requirements	June 27, 2022	Adopted By:	Vote of the Council
Revised:	July 13, 2025	Adopted By:	Vote of the Council

*Formerly located in 2022 Undergraduate Requirements for Accreditation *Link to TOC*

Purpose:

To provide an explanation of possible accreditation actions by the Council.

Policy:

An institution seeking degree program accreditation must be regionally accredited. EHAC accreditation decision options include: Full Accreditation, Conditional Accreditation, Accreditation Withdrawn, Accreditation Denied, or Extension of Accreditation Status.

Procedures:

The following accreditation decisions are available to the Council:

1. **Full Accreditation:** Granted to a degree program when the institution and environmental public health science and protection accreditation degree program are in compliance with the Council's accreditation criteria and policies, and the degree program has graduated at least one class. Full accreditation is granted for a period of two to a maximum of six years. Full accreditation status may be granted to degree programs with non-substantial deficiencies that can be easily corrected and documented within one year.

2. **Conditional Accreditation**: The conditional accreditation status is a form of probation. It is granted when deficiencies in the environmental public health science and protection degree program have been identified through the self-study report document, the site visit process, or the Annual Update Survey. "Deficiencies" are defined as areas of noncompliance with Council accreditation criteria or policies that are serious enough to require a full two years to correct. Conditional accreditation may be granted at the time of initial recognition, during accreditation renewal, or during a term of full accreditation when the deficiencies have been identified through Annual Update Surveys or student complaints. Failure to correct the deficiencies in the program within the agreed upon time frame will cause the accreditation of the degree program to be withdrawn unless the degree program can satisfy the requirements for an "extension of accredited status." Conditional accreditation will be granted for no more than two years. When the degree program corrects the deficiencies, its accreditation status will be upgraded to full accreditation for the completion of the original term of accreditation (in the case of degree programs whose status was downgraded to "conditional" during a term of full accreditation) or will be upgraded to full accreditation for a period of up to four years (in the case of degree programs granted "conditional" status at the time of renewal of their accreditation status).

3. **Accreditation Withdrawn:** Accreditation will be withdrawn from fully accredited and conditionally accredited degree programs in the following situations: (1) when major problems of compliance with Council accreditation criteria and policies have been identified through the Annual Update Report and follow up investigation (2) when conditionally accredited degree programs fail to correct the deficiencies identified by the Council within the agreed upon time period. "Major problems of compliance" are defined as: loss of institutional accreditation; loss of degree program funding; suspension or closing of a degree program by the institution; or problems requiring more than two years to correct.

    3.1 The Council will inform the institution in writing if considering withdrawal of accreditation.

    3.2 The institution may appeal the Council's decision by requesting a hearing and/or a site visit. All site visit and special hearing expenses are the responsibility of the institution.

    3.3 A degree program that has had its accreditation withdrawn may reapply when the problems have been corrected.

4. **Accreditation Denied**: Accreditation will be denied in the cases of programs seeking initial accreditation or renewal of full accreditation that prove to have major problems of compliance with Council accreditation criteria and policies. "Major problems of compliance" are defined as: loss of institutional accreditation; loss of degree program funding; suspension or closing of a degree program by the institution; problems requiring more than two years to correct. An institution or degree program may appeal any decision of the Council. A copy of the appeal procedure is available from the Council upon request. A degree program that has been denied accreditation may reapply when the problems have been corrected.

5. **Extension of Accredited Status:** Granted to fully accredited degree programs for a period of one year when circumstances beyond the control of the environmental public health science and protection degree program prevent the completion of the self-study report and scheduling of the site visit (Policy 5.2), or the correction of identified compliance problems within the agreed upon time frame . An extension on the due date of the self-study report must be requested by September 1 of the year prior to the degree program(s') reaccreditation review**.** Extension requests of accredited status will be reviewed by the Board, with Council consultation, as needed**.**

4.4 Accreditation of International Environmental Public Health Degree Programs Policy

Policy No.:	4.4*,**	Title:	4.4 Accreditation of International Environmental Public Health Degree Programs Policy
Adopted:	June 20, 2009	Adopted By:	Vote of the Council
Proposed:	June 4, 2012	Proposal No.:	2012-05
Adopted:	June 25, 2012	Adopted By:	Vote of the Council

*Formerly: Policy 3.06 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 6.1 in 2019 Archived Policy

Purpose:

To provide guidance to the Council regarding the policy and procedures for accrediting international environmental public health academic degree programs.

Policy:

The Council may undertake the evaluation of environmental public health academic degree programs outside the borders of the United States when:

1. the degree program demonstrates to the satisfaction of the Board of Directors that it has a reasonable chance of meeting the criteria for accreditation laid out in these policies;
2. when, in the judgment of the EHAC Board of Directors, the usual accreditation processes, including a site visit by an experienced site visit team, can be conducted without placing the Council and/or representatives at undo risk, in terms of finances, credibility, health and safety; and,
3. when the Council has had an opportunity to review the application and approve by formal ballot the EHAC Board recommendation to move forward with the degree program's accreditation application.

Procedures:

1. Application:
   - 1.1 EHAC will accept applications from any environmental public health academic degree program from any recognized educational institution of higher learning recognized by the EHAC Board of Directors.
   - 1.2 The applicant must first submit an application for accreditation prior to the self-study report being completed. As with any other applicant, the application must be submitted to the EHAC Office in English.
   - 1.3 If an applicant outside the U.S. is initially found to meet the EHAC criteria for degree program accreditation, an assessment of site visitor security and health risks must occur before the degree program's application can move forward. The EHAC Board will consider accrediting degree programs that are charted outside the U.S, only if they do not pose a security/safety risk to site visit team travelers.
2. EHAC Safety Review:
   - 2.1 An EHAC Staff Member or the site visit team leader shall make every effort to identify any risks

involved to the Council or to site visit team members, including travel warnings, and inform the EHAC Board of Directors. Travel warnings should be looked at on a case-by-case basis because violence is not the only reason that travel warnings are issued.

2.2 Before traveling to ANY country or location, site visitors need to be provided with up to date health and safety information from the host institution. The traveler should obtain, from the degree program contact at each institution or location, current information regarding personal safety, medical precautions or travel risks in the country or location.

2.3 Factors that must be considered include issues such as terrorism, street crime and health warnings/required vaccinations. This assessment should be documented by the designated EHAC Staff Member and Site Visit Team Leader and based on reliable information, including State Department information and information obtained from degree program/school faculty at the location of proposed travel.

3. Approved Travel to Foreign Nations

3.1 Once the application and travel have been approved by the Council, the degree program will then submit, in English, the self-study report electronically (pdf preferred). Travel will not occur without approval of the EHAC Board. Travel arrangements would not be made until the self-study document is reviewed.

3.2 All site visit team members traveling to any country outside of the U.S. must sign a Travel Waiver and Release Agreement prior to initiating such travel. As with all site visits to degree programs under accreditation review, a “no conflict of interest” form will be submitted prior to the visit.

3.3 EHAC will provide all travelers comprehensive travel and health insurance and the cost shall be reimbursed by the hosting institution.

3.4 All travel costs will be paid for upfront by the applicant university, including, but not limited to, visas, vaccinations, and interpreters. The EHAC Board reserves the right to cancel any international travel at any time due to changing circumstances. The application fee will not be refunded if the degree program does not meet the site visitor security and health risk litmus test.

4. Travel Risk Assessment:

4.1 EHAC Staff will conduct an assessment of health risks, including documentation of any vaccinations that are required or recommended.

4.2 EHAC Staff will identify information on visa or other bureaucratic requirements for entry into the country, including information on the amount of advance time needed to apply for and complete such paperwork.

4.3 The EHAC Board must approve the international visit before a site visit commitment is made. The Board’s decision will be informed by information contained in the travel risk assessment recommendation provided by the staff.

4.4 The Council should have reasonable assurance that it will be possible to continue with subsequent visits when it approves each visit. This will help to prevent, as much as possible, degree programs and schools from investing resources in an accreditation process that will not be possible to continue.

4.5 Accreditation Fee Policy

Policy No.:	4.5*,**	Title:	4.5 Accreditation Fee Policy
Proposed:	February 15, 2005	Proposal No.:	2005-02
Adopted:	June 26, 2012	Adopted By:	Vote of the Council
Revised:	June 23, 2018	Adopted By:	Vote of the Council
Revised:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.3 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 4.2 in 2019 Archived Policy

Purpose:

To provide guidance to the EHAC Council and Staff for assessing fees and dues.

Policy:

EHAC offers both undergraduate and graduate accreditation for environmental public health degree programs. When applying for initial accreditation, EHAC requires a one-time payment to assist in covering the cost of accreditation.

Procedures:

1. **Undergraduate Degree Programs Only**

   1.1 When reviewing a new undergraduate degree program that does not have either an already accredited graduate degree program or a graduate degree program seeking accreditation at the same time, the fee for such a review will be $1500.

   1.2 When reviewing a new undergraduate degree program that is being reviewed with a new graduate degree program, the fee for both shall remain at $1500.

2. **Graduate Degree Programs Only**

   2.1 When reviewing a new graduate degree program, which does not have either an already accredited undergraduate degree program or an undergraduate degree program seeking accreditation at the same time, the fee for such a review will be $1500.

   2.2 When reviewing a new graduate degree program that is being reviewed with a new undergraduate degree program, the fee for both shall remain at $1500.

3. **Graduate Degree Programs with Existing Undergraduate Degree Programs.** When reviewing a new graduate degree program that already has an accredited undergraduate degree program, the fee will be $1500, whether or not the undergraduate degree program is up for review at that time.

4. **Undergraduate Degree Programs with Existing Graduate Degree Programs**. When reviewing a new undergraduate degree program that already has an accredited graduate degree program, the fee will be $1500 whether or not the graduate degree program is up for review at that time.

.

5. **Undergraduate Degree Program Reaccreditation (stand-alone).** In conjunction with existing EHAC policy, when being reaccredited, graduate degree programs and undergraduate degree programs must pay their standard EHAC annual dues (dues structure below), along with the $1000 reaccreditation fee.

6. **Graduate Degree Program Reaccreditation (stand-alone).** In conjunction with existing EHAC policy, when being reaccredited, graduate degree programs must pay their standard EHAC annual dues (dues structure below) along with the $1000 reaccreditation fee.
7. **Reaccreditation for institutions with both undergraduate and graduate degree programs.** It is recommended that institutions with both accredited undergraduate and graduate degree programs seek accreditation synchronously. In conjunction with existing EHAC policy, when both degree programs are being reaccredited, the joint degree programs must pay their standard EHAC annual dues (dues structure below) along with the $2000 ($1000 each degree program) reaccreditation fee.
8. **EHAC Accreditation Dues (subject to change upon the Council's review):**

Fiscal Year	EHAC Dues Descriptions (UG = undergraduate; Grad. = Graduate)	Amount
2021-2022	Dues for one UG or Grad. Degree Program	$2,400
2021-2022	Dues for two Degree Programs (second program dues - $1200)	$3,600
2022-2023	Dues for one UG or Grad. Degree Program	$2,500
2022-2023	Dues for two Degree Programs (second program dues - $1250)	$3,750
2023-2024	Dues for one UG or Grad. Degree Program	$2,600
2023-2024	Dues for two Degree Programs (second program dues - $1300)	$3,900
2024-2025	Dues for one UG or Grad. Degree Program	$2,700
2024-2025	Dues for two Degree Programs (second program dues - $1350)	$4,050
2025-2026	Dues for one UG or Grad. Degree Program	$2,800
2025-2026	Dues for two Degree Programs (second program dues - $1400)	$4,200
2026-2027	Dues for one UG or Grad. Degree Program	$2,900
2026-2027	Dues for two Degree Programs (second program dues - $1450)	$4,350

Definitions:

EHAC Accredited Degree Program: an undergraduate or graduate degree program that meets or exceeds EHAC's accreditation criteria. In some cases, degree programs may include a core curriculum that meets EHAC's requirements among a number of different concentrations or conveyed degrees. In this instance, the EHAC accredited degree program consists of the core curriculum that meets or exceeds EHAC accreditation criteria. In this instance, initial accreditation and reaccreditation fees, and annual dues are paid per undergraduate core degree program and/or graduate core degree program and all concentrations or degrees adhering to this core curriculum are included under EHAC accreditation.

4.6 Reporting Obligations, Annual Update Survey, and Dues Policy

Policy No.:	4.6*,**	Title:	4.6 Reporting Obligations, Annual Update Survey, and Dues Policy
Proposed:	May 2009	Proposal No.:	2005-06
Adopted:	June 20, 2009	Adopted By:	Vote of the Council
Revised:	July 2018	Adopted By:	Vote of the Council
Revised:	June 27, 2022	Adopted By:	Vote of the Council
Revised:	May 31, 2023	Adopted By:	Vote of the Board

*Formerly: Policy 3.05 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 4.4 in 2019 Archived Policy

Purpose:

To provide guidance to EHAC Council, Staff, and Accredited Degree Programs regarding reporting obligations and the notification for and submittal of an Annual Update Survey and dues.

Policy:

EHAC requires each accredited degree program to:

- observe reporting obligations,
- to file an Annual Update Survey, and
- pay yearly dues.

Failure to do so may result in revocation of accreditation. EHAC will not deploy site visit teams to degree programs up for reaccreditation that fail to:

- file an Annual Update Survey by March 15th annually, and
- pay fees and annual dues.

Procedures:

1. **Reporting Obligations:** The program director shall notify the EHAC General Chair of the Council **prior** to these changes being implemented
   - any change in program director of the accredited program,
   - changes in the accredited degree program curriculum,
   - changes in degree program faculty, and/or
   - program suspension or closure.

   These changes may be reported in the Annual Update Survey ***if*** the reporting deadline (March 15 annually) occurs prior to the enactment of the planned changes.

   1.1 Degree Program Director Change: When there is a planned or unplanned change in the program director, the EHAC General Chair (Chair) of the Council must be notified immediately. The Chair will notify the Vice Chair for Undergraduate or Graduate Programs (Vice Chair). Each degree program must have an individual identified who is responsible for degree program leadership, which

includes overseeing daily activities and providing long-term degree program planning. (Policy 4.10 and 4.11)

1.1.1 The Vice Chair will determine if the new program director meets EHAC accreditation criteria (criteria).

1.1.1.1 If changes in the program director are consistent with criteria, no further action is required.

1.1.1.2 If changes in the program director are not consistent with criteria, the Vice Chair shall contact the degree program for an explanation and refer to the Board for review. If the Board agrees that the changes do not meet criteria, the Vice Chair will write a letter with notification that further review of the changes is needed by the Council. The Vice Chair will then write an additional letter to the degree program outlining the final decision of the Council.

1.2 Degree Program Faculty Change: When there is a planned or unplanned change in faculty, the EHAC General Chair must be notified immediately. The Chair will notify the Vice Chair for Undergraduate or Graduate degree programs. Each degree program must maintain adequate Faculty to support the degree program/curriculum (Policy 4.12).

1.2.1 The Vice Chair will determine if the new Faculty meets EHAC accreditation criteria.

1.2.1.1 If changes in degree program faculty are consistent with criteria, no further action is required.

1.2.1.2 If changes in degree program faculty are inconsistent with criteria, the Vice Chair shall contact the degree program for an explanation and refer to the EHAC Board for review. If the EHAC Board agrees that the changes do not meet criteria, the Vice Chair will write a letter with notification that further review of the changes is needed by the Council. The Vice Chair will write an additional letter to the degree program outlining the decision of the Council.

1.3 Curriculum Change: When a major change in the degree program or a major revision of curriculum is planned, such as reemphasis of an environmental public health science and protection course or courses, this information shall be sent to the EHAC General Chair. The EHAC General Chair will notify the Vice Chair for Undergraduate or Graduate degree programs.

1.3.1 The Vice Chair will determine if the new curriculum meets EHAC accreditation criteria.

1.3.1.1 If changes to the curriculum are consistent with criteria, no further action is required.

1.3.1.2 If changes to curriculum are not consistent with criteria, the Vice Chair shall contact the degree program for an explanation of the changes and refer to the Board for review of those changes. If the Board agrees that changes do not meet criteria, the Vice Chair will write a letter with notification that further review of the changes is needed by the Council.

1.3.1.3 The degree program may have the option to withdraw the changes at this time. If the degree program does not withdraw the changes, the Council will review the information per the appropriate criteria and determine the outcome at the next Annual Meeting.

1.4 Degree Program Suspension or Closure: A college or university which establishes a degree program accredited by the Council incurs an obligation to the students to conduct the degree program as

planned. If circumstances require closure of a degree program, a minimum of one year's notice to the Council is required. Such notice is not merely a courtesy but is required for the benefit of the general public, the professional associations concerned, students, and the school. This will also permit the Council's informational literature containing names of accredited degree program to be amended. Report of degree program closure or suspension can be completed in the Annual Update Survey ***if*** reporting occurs at least one year prior to the planned closure or suspension date.

2. **Annual Update Survey: Procedures for Submittal**

   2.1 The Annual Update Survey shall be completed and submitted electronically no later than March 15th of each calendar year.

   2.2 The EHAC office will notify program directors (and appropriate associated administrator) via email of the web link(s) to the Annual Update Survey. This notification will be emailed no later than January 15th of the calendar year.

   2.3 The EHAC office will email a reminder no later than February 15th to all program directors (and appropriate associated administrators) that have yet to complete and submit their surveys. This email will alert them that failure to complete the survey by March 15th will result in the degree program automatically being put on conditional accreditation.

   2.4 On March 15th, a certified letter from the EHAC General Chair will be sent to all delinquent programs directors and associated administrators. The letter will inform them that they are now on conditional accreditation status (form of probation) and in jeopardy of losing accreditation.

   2.5 Degree programs not completing and submitting their surveys by April 15 will be referred to the EHAC Board for review. The EHAC Board shall meet within one week to review delinquent degree programs.

   2.6 The EHAC Board may decide to remove accreditation from delinquent degree programs at this meeting.

3. Annual Update Survey Review: Procedures for Review of Information on Update Survey

   3.1 Office staff shall flag all changes reported in the Annual Update Surveys including changes in director of the accredited degree program, changes in degree program faculty, changes in the accredited degree program curriculum, program suspension or closure, omission/suspension of an advisory committee, and/or changes in degree program contact information.

   3.2 The Undergraduate or Graduate Program Vice Chair shall review the changes provided in the Annual Update Survey and determine further action required, as follows:

      3.2.1 Degree Program Director Change: Each program must have an individual identified who is responsible for degree program leadership, which includes overseeing daily activities and providing long-term degree program planning (Policy 4.10 and 4.11).

         3.2.1.2 The Vice Chair will determine if the new program director meets requirements of accreditation criteria.

            3.2.2.1.1 If changes in the program director are consistent with criteria, no further action is required.

            3.2.1.2.2 If changes in the program director are not consistent with criteria, the Vice Chair shall contact the degree program for an explanation and refer to the EHAC Board for review. If the EHAC Board agrees that the changes do not meet accreditation criteria, the Vice Chair will write a letter with notification that further review of the changes is needed by the Council. The Vice Chair

will write an additional letter to the degree program outlining the decision of the Council.

3.2.2 Degree Program Faculty Change: Each degree program must maintain adequate faculty to support the program/curriculum. (Policy 4.10-11)

3.2.2.1 The Vice Chair will determine if the new faculty meets requirements of accreditation criteria.

3.2.2.1.2 If changes to faculty are consistent with criteria, no further action is required.

3.2.2.1.3 If changes to faculty are not consistent with criteria, the Vice Chair shall contact the degree program for an explanation and refer to the EHAC Board for review. If the EHAC Board agrees that the changes do not meet accreditation criteria, the Vice Chair will write a letter with notification that further review of the changes is needed by the Council. The Vice Chair will write an additional letter to the degree program outlining the decision of the Council.

3.2.3 Curriculum Change: When a major change in the degree program or a major revision of curriculum is planned, such as reemphasis of an environmental public health science and protection course or courses, this information shall be reported in the Annual Update Survey.

3.2.3.1 The Vice Chair will determine if curriculum changes meet requirements of accreditation criteria.

3.2.3.1.1 If changes to curriculum are consistent with criteria, no further action is required.

3.2.3.1.2 If changes to curriculum are not consistent with criteria, the Vice Chair shall contact the degree program for an explanation of the changes and refer to the EHAC Board for review of those changes. If the EHAC Board agrees that the changes do not meet accreditation guidelines, the Vice Chair will write a letter with notification that further review of the changes is needed by the Council.

3.2.3.1.3 The degree program may have the option to withdraw the changes at this time. If the degree program does not withdraw the changes, the Council will review the information per the appropriate criteria and determine the outcome at the next EHAC Annual Meeting.

3.2.4 No Advisory Committee: This is not consistent with EHAC Policy concerning Undergraduate Requirements or Graduate Guidelines (Policy 4.9). The Vice Chair shall contact the degree program with a reminder of the importance of an advisory committee and refer to the EHAC Board for review. The EHAC Board shall discuss and establish a deadline for corrective action, if necessary. The Vice Chair will write a letter to the degree program establishing a deadline for corrective action and the consequences of missing this deadline. If the degree program fails to enact corrective action by the deadline, the Council will review the issues at the next EHAC Annual Meeting.

3.2.5 Degree Program Suspension or Closure: A college or university which establishes a degree program accredited by the Council incurs an obligation to the students to conduct the

program as planned. If circumstances require closure of a degree program, a minimum of one year's notice to the Council is required. Such notice is not merely a courtesy but is required for the benefit of the general public, the professional associations concerned, students, and the school. This will also permit the Council's informational literature containing names of accredited degree programs to be amended.

4. Annual Dues

4.1 Annual dues are reviewed and set by the Council at the EHAC Annual Meeting

4.2 The EHAC Office will send out an invoice for annual accreditation dues on October 1. The invoice will be emailed to the program director with copies to the appropriate associated administrator.

4.3 Thirty days after the original invoice, a reminder invoice will be sent to delinquent degree programs (program director and appropriate associated administrator). This reminder invoice will accompany a letter in which this policy will be referenced along with consequences of failure to pay annual dues.

4.4 A third invoice to all parties will be sent via certified mail 60 days after original invoice. Degree programs delinquent after 90 days will be put on conditional accreditation.

4.5 Degree programs delinquent after 5 months (150 days) will be referred to the EHAC Board of Directors for review. The EHAC Board shall meet within one week of this referral.

4.6 Degree programs without extenuating circumstances for the late dues will lose accreditation after this review.

4.7 Site Visit Expenses Policy

Policy No.:	4.7*,**	Title:	4.7 Site Visit Expenses Policy
Proposed:	February 15, 2005	Proposal No.:	2005-07
Adopted:	June 6, 2006	Adopted By:	Vote of the Council
Revised:	June 12, 2006	Adopted By:	Vote of the Council
Revised:	June 23, 2018	Adopted By:	Vote of the Council

*Formerly: Policy 3.04.1 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 5.6 in 2019 Archived Policy

Purpose:

To provide guidance to EHAC Site Visitors, EHAC Staff and Accredited Degree Program Administrations regarding billing and reimbursement procedures for expenses incurred in connection with the performance of a site visit.

Policy:

EHAC reviews environmental public health academic degree programs for both accreditation and reaccreditation status. This review always involves a site visit to the institution.

1. The site visit team normally consists of two site visitors – an academician and a practitioner. If both the undergraduate and graduate degree programs are being assessed at the same time, the site visit team will consist of three members.
2. EHAC may decide to add an additional team member, a "site visitor in training," at the Council's expense.
3. Other than those expenses associated with the site visitor in training, the expenses incurred by the site visitors and any other associated costs are the responsibility of the institution being reviewed.

Procedures:

1. Site visitor in training: EHAC may decide to require one additional team member, a "site-visitor in training," at the Council's expense if:
   - 1.1 associated expenses have been approved by the Council at the EHAC Annual Meeting; and
   - 1.2 the training has been approved by the EHAC Board of Directors.
2. The institution will reimburse site visitors' (excluding site visitors in training) expenses.
3. EHAC will coordinate with institutions to encourage them to set up and pay directly for hotel and travel costs (as much as is feasible) for the site visitors.
4. Site visitors will be reimbursed for all travel (plane, train, rental car, Lyft/uber/cab/taxi/etc., personal vehicle, and parking) and lodging related expenses. Out-of-pocket expenses including meals and incidental expenses incurred during site visit-related travel will be reimbursed according to the US General Service Administration (GSA) per diem rates (https://www.gsa.gov/travel/plan-book/per-diem-rates). Site visitors will use the Travel Expense Reimbursement Form to submit vouchers to the EHAC office for flight, lodging, and travel related expenses.
   - 4.1 Airline, Rail, or Bus Travel: Travel by airline, rail, or bus will be reimbursed at the economy or coach level. Any upgrade related costs will be paid for by the site visitor. Travel insurance is recommended and is a reimbursable cost (paid by Institution). Fares in excess of $1000 will need prior approval by the EHAC Executive Director.

4.2 Personal Vehicle Travel: Travel by personal vehicle will be reimbursed based on the current GSA rates for actual miles traveled (https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement).

5. The following process shall be used in securing reimbursement from a College or University.

   5.1 If approved, EHAC will reimburse the site visitors expenses and then invoice the institution.

   5.2 Upon receiving the invoice, the institution has 30 days to reimburse EHAC.

   5.3 After 30 days, EHAC will issue a second invoice.

   5.4 After 60 days, EHAC will begin to charge an interest rate of 1.5%, calculated from a date 30 days after the submission of the original invoice.

   5.5 After 120 days, the EHAC Board of Directors will meet to determine whether this debt will affect the degree program's accreditation status.

6. If the university fails to reimburse EHAC, the Council reserves the right to deny or suspend accreditation until payment has been received.

4.8 Alumni Outcome Assessment Survey Policy

Policy No.:	4.8*,**	Title:	4.8 Alumni Outcome Assessment Survey Policy
Proposed:	February 15, 2006	Proposal No.:	2005-06
Adopted:	June 2009	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.7 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 4.5 in 2019 Archived Policy

Purpose:

To provide guidance to Council Members and degree programs regarding the requirement for and process for administering the EHAC Outcome Assessment Survey to recent graduates and their employers.

Policy:

EHAC requires each academic degree program up for reaccreditation to collect alumni and their employer's feedback through the EHAC Outcome Assessment Survey.

1. This survey is to be used by EHAC to assess the criteria by which accreditation is assessed. The college or university may elect to use the information for academic degree program assessment,-as well.
2. The academic degree program is responsible for administering the survey to its graduates and their employers.

Procedures:

The academic degree program shall submit the data collected to the EHAC Office by December 15. The Council will analyze the data and present the results at the EHAC Annual Meeting.

1. The Council currently provides these surveys in an on-line format.
2. The academic degree program, if they so choose, may use the Outcome Assessment Survey for additional surveying of graduates, if and only if:
   - 2.1 They request this change, in writing, three months prior to sending out each batch of surveys (use of surveys for multiple mailings will not be granted). Details of the process must be included in the request to ensure comparability of results from degree program to degree program.
   - 2.2 The request is granted by the Council.
   - 2.3 The academic degree program may not, in any way, alter the format of the survey. Additional questions may be added only to the end of the survey or as a supplemental form accompanying the EHAC survey tool.
   - 2.4 At time of reaccreditation, the Council will determine applicability of data collected by these extra mailings to the accreditation requirements.

4.9 External Advisory Committee Policy

Policy No.:	4.9	Title:	4.9 External Advisory Committee Policy
Proposed:	July 13, 2025	Adopted By	Vote of the Council

Link to TOC

Purpose:
To describe the requirement for undergraduate and graduate degree programs to be informed by an external advisory committee.

Policy:
An external advisory committee to the environmental public health science and protection degree program is required for both undergraduate and graduate degree programs. Institutions with an undergraduate and a graduate accredited degree program can share an advisory committee.

Procedures:
Committee Structure:
It is recommended that the advisory committee structure consist of an odd number of members representing the diversity of the workforce sectors that draw from the degree program's graduates.

Operational Format of Committee:
The Advisory Committee must meet at least one time per year. Council leaves operational format of this committee to the institution to best fit degree program needs (e.g., formal meetings, video conference, e-mail, etc.).

Agendas, minutes, and actions/decisions must be documented and made available during accreditation site visits.

4.10 Undergraduate Degree Program Director Practical Experience Requirement Policy

Policy No.: 4.10	4.10*	Title:	4.10 Undergraduate Degree Program Director Practical Experience Requirement Policy
Revised:	June 23, 2018	Adopted By:	Vote of the Council
Revised:	April 25, 2019	Adopted By:	Vote of the Council
Adopted:	July 8, 2019	Adopted By:	Vote of the Council
Revised:	Spring 2022	Adopted By:	Vote of the Board
Adopted:	June 27, 2022	Adopted By:	Vote of the Council
Revised	February 27, 2024	Adopted By:	Vote of the Board
Revised	July 13 , 2025	Adopted By:	Vote of the Council

*Formerly: Policy 4.3 in 2019 Archived Policy *Link to TOC*

Purpose:

The purpose of this policy is to describe the minimum qualifications for undergraduate degree program directors.

Policy:

All accredited degree programs must have a Program Director who is responsible for administering the undergraduate degree program. It is the policy of the Council that degree programs require that faculty serving as undergraduate degree program directors have adequate environmental public health related practical experience and are qualified to lead the training of environmental public health students at the undergraduate level. The Council sees environmental public health practical experience as essential to facilitating the study of environmental public health and adequate and relevant training of environmental public health students at the undergraduate level.

Procedures:

1. The faculty member responsible for administering the undergraduate degree program (program director) accredited by EHAC must be a full-time faculty member qualified for this position by an advanced degree in a relevant academic discipline and pertinent experience relevant to environmental public health science.

    1.1 "Practical experience relevant to environmental public health science" for an undergraduate program director (PD) is defined as:

        1.1.1 The National Environmental Health Association (NEHA) definition of an "environmental [public] health professional or specialist" is based on appropriate academic education and training to be able to, among other abilities, "manage and lead environmental [public] health units within organizations" (NEHA link).

        1.1.2 Taking this information into context, the Council requires undergraduate PDs to have 'pertinent practical experience' or 'training' that has occurred in a work based or hands on field environment. This practical, field-based training or experience must be equal to or exceed what is required of undergraduate students (180 clock-hours professional/field experience – Undergraduate Requirements Section Article 3, Section B. 4., pg. 10). Continued

involvement through research and/or consulting with the PD and degree program faculty is strongly encouraged.

1.2.2.1 The Council requires PDs of newly accredited degree programs and newly appointed PDs at currently accredited degree programs to provide a CV (less than four pages, e.g., NIOSH) and a brief summary outlining their environmental public health practitioner and field experience. This letter should include a brief explanation of the PD's experience promoting the environmental public health profession and how they plan to promote their environmental public health program and recruit new students.

Note: although, the Council does not require a PD to be NEHA or other professional group "registered" or "certified," it does strongly recommend it.

1.1.3 "Relevant academic discipline" shall be defined as Environmental Health, Public Health, Toxicology, Occupational Health, Epidemiology or related discipline.

4.11 Graduate Degree Program Director Education Requirement Policy

Policy No.:	**4.11**	**Title:**	**4.11 Graduate Degree Program Director Education Requirement Policy**
Proposed:	July 13, 2025	Adopted By:	Vote of the Council

Link to TOC

Purpose:
The purpose of this policy is to describe the minimum education related qualifications for graduate degree program directors of EHAC accredited graduate degree programs.

Policy:

All accredited degree programs must have a Program Director who is responsible for administering the graduate degree program. It is the policy of the Council to require that faculty serving as graduate program directors are academically qualified to lead the training of environmental public health students at the graduate level. It is the policy of the Council to require that faculty serving as graduate program directors have a terminal degree in a relevant academic discipline.

Procedures:

1. **"**Terminal degree" shall be defined as a PhD, DrPH, MD, DVM, or equivalent.
2. "Relevant academic discipline" shall be defined as Environmental Health, Public Health, Toxicology, Occupational Health, Epidemiology, or related discipline.

4.12 Minimum Faculty Requirements for Degree Programs Policy

Policy No.:	**4.12***	**Title:**	**4.12 Minium Faculty Requirements for Degree Program Policy**
Proposed:	July 13, 2025	Adopted By:	Vote of the Council

Link to TOC

Purpose:

The purpose of this policy is to explain the minimum faculty requirements for both undergraduate and graduate degree programs.

Policy:

It is the policy of the Council to require adequate faculty FTE that directly support the degree program's academic and administrative needs.

Procedures:

1. Degree programs shall be supported by qualified faculty adding up to a minimum of two full-time equivalent positions (FTEs). These FTEs are to be qualified for their positions by an advanced degree in a relevant academic discipline and/or pertinent experience relevant to environmental health science. Fractional FTEs from more than two faculty may be added to meet the two FTE requirement. Use of environmental public health science and protection practitioners is acceptable to supplement the full-time environmental public health science and protection faculty employed by the university.
2. Faculty workloads must fall within the norm for the institution. Time should be allocated for faculty research, field practice, and/or consultation in the discipline of environmental public health science and protection.
3. Faculty/student ratio must be adequate to satisfy the instruction, advising, and placement needs of the environmental health science and protection students. The ratio must fall within the norm of science-based programs of the institution.

4.13 Appealing Accreditation Decisions Policy

Policy No.:	4.13*,**	Title:	4.13 Appealing Accreditation Decisions Policy
Proposed:	May 5, 2005	Proposed By:	Vote of the Board
Adopted:	June 2006	Adopted By:	Vote of the Council
Proposed:	June 2019	Proposed By:	Vote of the Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.2 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 5.4 in 2019 Archived Policy

Purpose:

To provide details on the policy on and procedures for appealing accreditation decisions.

Policy:

1. The Council will notify the degree program director (PD) (or his/her representative) of their decision at the Annual Meeting of the Council. Written notification of this decision will follow within 30 days of the EHAC Annual Meeting. A specific statement of reasons for all actions will be given. After receiving written notification, the school or degree program may file an appeal in writing and request a hearing before an outside panel.
2. If the decision of the Council is to grant the school less than a full six-year accreditation, then the PD has the right to appeal, within thirty (30) days of receipt of written notification, by sending a letter sent via U.S. Postal Service Certified mail to the Chair of the Council via the EHAC Office, based on the following guidelines:
   - 2.1 The appellant school or degree program shall state specifically the basis for the appeal. The basis of the appeal should be that the decision of the Council was arbitrary, prejudiced, biased, capricious, or based on the incorrect application of the Undergraduate Requirements or Graduate Guidelines to the institution.
   - 2.2 If no appeal is made, the Council decision will be final. If an appeal is requested, there will be no change in the accreditation status pending the disposition of the appeal and the adverse decision will not be made public.

Procedures:

1. If an appeal is made, a hearing panel comparable to the composition of the site visit team will be constituted. It will consist of two members, neither of whom served on the original site visit team nor are current Council Members. The appellant school will be presented with a list of potential hearing panel members.
2. The potential hearing panel members will be former Council Members or accredited PDs. The team will be agreed upon by both parties within ten days of the Council providing a list of potential hearing panel members. The hearing panel will select one of the two hearing panel members as the Chair within five days. Hearing panel members will be asked to sign a statement, indicating they have no conflict of interest with the degree program or site visit team.

3. The panel Chair will select the place and date of the hearing, which shall be no later than sixty (60) days after the panel's designation. Proper notification of the hearing, including dates, times, location, and schedule will be made forty-five days prior to the date of the hearing to all parties concerned, and the hearing shall be conducted as an open proceeding unless the appellant school or degree program requests in writing that it be closed.
4. Opportunity to appear before the hearing panel will be extended to representatives of the school or degree program at least forty-five (45) days prior to the date of the hearing. At least two Members of the Council, one of whom served as the chair of the site visit team, will also be notified forty-five days prior to the date of the hearing, and required to appear before the panel. The panel will request documents and reports submitted by the school or degree program and by the Council thirty days prior to the hearing for consideration. The school and the Council must provide all documentation and reports no later than fifteen days prior to the hearing. The panel will also consider oral arguments and cross examination by the Council representatives of the appellant school or degree program and the Council. The hearing panel may consider evidence relating only to conditions existing at the time of the decision which is being appealed. It will be the responsibility of the appellant degree program to establish wrongdoing on the part of the Council. The panel's decision on the accreditation status of the appellant school or degree program will be unanimous and final. In conjunction with the Council Chair, the Chair of the Hearing Panel will send notification, including specific findings, of the hearing panel's decision to the school dean, the chief executive officer, and the chief administrative officer of the appropriate university component.
5. If the panel upholds denial of reaccreditation or revocation of accreditation, the name of the school or degree program will be removed from the list of accredited schools and degree programs. If the degree program maintains conditional accreditation, the school or degree program will remain on the accredited list but must proceed with its accreditation review at the time originally stipulated by the Council. Failure to do so will result in revocation of accreditation. The decision of the panel will be unanimous and final.
6. All costs associated with an appeal, including but not limited to travel costs for the hearing panel members and original site visit team, such as airfare or mileage, hotel, and meal costs to travel to the meeting, shall be the responsibility of the appealing institution. The appealing institution shall also pay a fee of $200 to offset administrative costs associated with the appeals process.

5 Accreditation Process

5.1 Policy for Submitting Degree Program Self-Study Report for Review by the Council

Policy No.:	5.1*	Title:	5.1 Policy for Submitting Degree Program Self-Study Report for Review by the Council
Proposed:	March 1, 2012	Proposed By:	Vote of the Board
Adopted:	June 26, 2012	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.8 in 2017 Archived Policy

Link to TOC

Purpose:

To provide guidance to EHAC Council, Staff and Accredited Degree Programs regarding the submission of degree program self-studies during accreditation process.

Policy:

EHAC requires each accredited degree program and new degree program applicant to file a self-study report by December 1 of the year prior to the general meeting of the Council during which their degree programs are to be reviewed. Failure to do so may result in:

1. For degree programs up for reaccreditation: the degree program will be immediately placed on probation with potential revocation of accreditation at the EHAC Annual Meeting. Note that degree programs with accreditation are responsible for full annual dues for each of the years under which they received accreditation. Degree programs under probation with potential revocation of accreditation at the annual meeting are still accountable for their degree program dues assessed the fall prior to the Council meeting under which they were scheduled for reaccreditation review.
2. For new degree programs: they will be denied review and will forfeit the application fee.

    2.1 EHAC may not deploy site visit teams to degree programs submitting self-studies after December 1, except by prior authorization.

*See Policy Number 5.2 for the Council's criteria for requesting extensions for self-study report submittal.

Procedures:

1. Filing the Self-Study Report:

    1.1 The self-study report shall be completed and submitted by December 1 of the year before the EHAC Annual Meeting during which the Council is expected to review accreditation application or renewal. The December 1 date for submission will be provided on the EHAC Calendar and in the letter sent to the degree program reminding them of the reaccreditation process or accreditation process as appropriate.

    1.2 EHAC encourages degree programs to house the self-study report on their university web sites and allow access to this location by the EHAC Office and the Council.

        1.2.1 All degree programs are also required to submit the self-study report electronically.

        1.2.2 If the degree program is housing the self-study material electronically, the degree program shall notify the EHAC Office, General Chair, and appropriate Undergraduate and/or Graduate Vice Chair of the location and appropriate access direction by the December 1 due date.

1.3 The Council will be notified by the EHAC Office of the location and access information through the Member only link on the EHAC web site.

2. Council Responsibilities: It is the responsibility of site visitors and Council Members to access the self-study reports and other school information.

2.1 If Council Members want electronic or hard copies, it is the responsibility of the Council Members to download and print their own copies.

5.2 Requests for Extension of Self-Study Report Due Date Policy

Policy No.:	5.2*	Title:	5.2 Requests for Extension of Self-Study Report Due Date Policy
Proposed:	March 1, 2012	Proposed by	Vote of the Board
Adopted:	June 26, 2006	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.1 in 2017 Archived Policy

Link to TOC

Purpose:

To provide guidance to Board Members and academic degree programs regarding the appropriateness and process for seeking an extension of the self-study report submission date.

Policy:

When requested, the Board may consider granting self-study report extensions to degree programs only when necessary.

Procedures:

1. Short-Term Extensions
    - 1.1 Degree programs can request a short-term extension of 15 days past the December 1 due date, if this period would result in completion of the self-study report.
        - 1.1.1 Short term extension requests must be made no later than 15 days prior to the December 1 self-study report due date.
        - 1.1.2 The EHAC Executive Director will consult with the General Chair and the appropriate Vice Chair for Graduate and/or Undergraduate Programs, to consider requests and provide a recommendation to the EHAC Board. A Board decision will be provided within three days of the request's receipt.
2. Long-Term Extensions
    - 2.1 Degree programs can request a long-term extension of up to one year when circumstances beyond the control of the environmental public health science and protection degree program (e.g. loss of key faculty) prevent the completion of the self-study report document and scheduling of the site visit.
    - 2.2 Long-term extension requests must be made by September 1 of the year prior to the degree program(s') reaccreditation review.
    - 2.3 A one-year extension may be granted only once per accreditation period.
    - 2.4 All long-term extension requests will be reviewed by the General Chair and the relevant Vice Chair for Graduate/Undergraduate Programs in consultation with the Board of Directors of EHAC.

5.3 Undergraduate Degree Criteria for Self-Study Report Reviewers and Site Visitors Policy

Policy No.:	5.3*,**	Title:	5.3 Undergraduate Degree Criteria for Self-Study Report Reviewers and Site Visitors Policy
Proposed:	February 15, 2005	Proposal No.:	2006-005
Adopted:	June 2005	Adopted By:	Vote of the Council
Proposed:	April 25, 2019	Adopted By:	Vote of the Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.01.2 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 4.6 in 2019 Archived Policy

Purpose:

To provide guidance for the appointment of Council Members to serve as self-study report reviewers and/or site visitors of an undergraduate environmental public health degree program applying for accreditation or reaccreditation.

Policy:

EHAC provides trained self-study reviewers and site visitors for undergraduate degree program initial accreditation and reaccreditation applications.

Procedures:

EHAC offers undergraduate accreditation for environmental public health degree programs. When evaluating the degree program for accreditation, the Council needs to provide the best evaluation of each degree program.

1. Criteria for Self-Study Report Reviewers of Undergraduate Degree Program Self-Studies
    - 1.1 Academic Council Members listed as self-study report reviewers of undergraduate degree programs must have experience teaching at the undergraduate level.
    - 1.2 Practitioner Council Members listed as self-study report reviewers of undergraduate degree programs should have experience with undergraduate level academic degree programs.
2. Criteria for Undergraduate Degree Program Site Visit Team Members
    - 2.1 Academic team members on site visit teams for undergraduate degree programs must have experience teaching at the undergraduate level.
    - 2.2 Practitioner team members on site visit teams for undergraduate degree programs should have experience with undergraduate level academic degree programs.

5.4 Graduate Degree Program Criteria for Self-Study Report Reviewers and Site Visitors Policy

Policy No.:	5.4*,**	Title:	5.4 Graduate Degree Program Criteria for Self-Study Reviewers and Site Visitors Policy
Proposed:	Feb. 15, 2006	Proposal No.:	2005-04
Adopted:	June 2006	Adopted By:	Vote of the Council
Proposed:	April 25, 2019	Adopted By:	Vote of the Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council

*Formerly: Policy 3.01.2 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 4.7 in 2019 Archived Policy

Purpose:

To provide guidance for the appointment of Council Members to serve as self-study report reviewers and/or site visitors of a graduate environmental public health degree program applying for accreditation or reaccreditation.

Policy:

EHAC provides trained self-study reviewers and site visitors for graduate degree program initial accreditation and reaccreditation applications.

Procedures:

EHAC offers both undergraduate and graduate accreditation for environmental public health degree programs. When evaluating the degree program for accreditation, the Council needs to provide the best evaluation of each degree program.

1. Criteria for Self-Study report Reviewers of Graduate Degree Program Self-Studies
    - 1.1 Academic Council Members listed as self-study report reviewers of graduate environmental public health degree programs must have experience teaching at the graduate level.
    - 1.2 Practitioner Council Members listed as self-study report reviewers of graduate environmental public health degree programs should have experience with graduate level academic degree programs.
2. Criteria for Graduate Degree Program Site Visit Team Members
    - 2.1 Academic team members on site visit teams for graduate degree programs must have experience teaching at the graduate level.
    - 2.2 Practitioner team members on site visit teams for graduate degree programs should have experience with graduate level academic degree programs, including attainment of an advanced degree (master's or doctoral degree).

5.5 Selection of Site Visitors Policy

Policy No.:	5.5*,**	Title:	5.5 Selection of Site Visitors Policy
Proposed:	May 5, 2005	Proposal No.:	2005-11
Adopted:	Feb. 2006	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.4 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 4.8 in 2019 Archived Policy

Purpose:

To provide guidance for the appointment of Council Members or former Council Members to serve as site visitors of an environmental public health degree program applying for accreditation or reaccreditation.

Policy:

The EHAC General Chair and Vice Chairs for Academic Programs assign site visitors to initially accrediting and reaccrediting degree programs according to the following procedures.

Procedures:

1. EHAC maintains a systematic list of academicians and practitioners who have made site visits to degree programs under review for accreditation. Each site visitor shall be selected by the Undergraduate Vice Chair and/or Graduate Vice Chair to serve as a site visitor based on their service as a Council Member, either present or past; their experience as a practitioner, and anyone considered to have experience either as an academician or practitioner.
2. The site visit team will consist of at least but not limited to one (1) academician and one (1) practitioner. If the institution has both undergraduate and graduate degree programs up for accreditation/reaccreditation, two (2) academicians shall be selected. The institution under review is responsible for the expenses of the site visit team of at least two people (three, if both undergraduate and graduate degree programs are being evaluated). Additional members may be included at the discretion of the Undergraduate and/or Graduate Vice Chair(s) for training purposes and their expenses will be paid by the Council.
3. Site visitors are required to decline participation in a site visit team when any of the following actual or potential conflicts of interest exist:
    - 3.1 Individual has a current or previous affiliation with the institution under consideration, including as an administrator, faculty, staff, employee, appointee, or as a current or former candidate for any of the previously mentioned positions.
    - 3.2 Individual is an employee of or is in some way affiliated with an institution or degree program in geographic proximity (avoid, where possible, individuals within 200 miles) of or in direct competition with the degree program/institution under consideration.
    - 3.3 Individual currently serves or previously served (during the past three years) as a consultant to the institution/degree program under consideration. This will include Advisory Boards.
    - 3.4 Individual is or was a student of or is a graduate of the institution under consideration.

3.5 Individual has a member of his/her immediate family with a relationship to the degree program/institution.

4. A No Conflict-of-Interest form must be signed prior to the visit and submitted to the EHAC Office. Individuals should decline from serving on a site visit if they have a conflict of interest, or if prior associations could lead to a perception of a conflict of interest. Because clues to potential conflicts may only emerge through a review of the degree program self-study report, early reading of that document is important.
5. Individuals selected for a site visit team will notify the Council within 10 days of actual or potential conflicts of interest with that degree program/institution so that substitutions can be made in the composition of the team. Should unforeseen conflicts develop during the site visit or before the final decision is made on the accreditation of the particular degree program, an individual is required to notify the Chair of the Council.

5.6 Site Visit Team Presentations and Council Review Format and Process Policy

Policy No.	5.6*,**	Title:	5.6 Site Visit Team Presentations and Council Review Format and Process Policy
Proposed: Revision	June 27, 2022	Proposal No.:	Vote of the Board
Adopted:	June 27, 2022	Adopted By:	Vote of the Council

*Formerly: Policy 3.03.9 in 2017 Archived Policy

Link to TOC

**Formerly: Policy 5.3 in 2019 Archived Policy

Purpose:

To provide guidance to site visit team members and academic degree programs regarding the appropriate format and process for site visit presentations and Council review.

Policy:

EHAC requires site visit teams to summarize their site visit report for presentation to Council Members in conjunction with discussion and vote of academic degree programs applying for accreditation and reaccreditation.

Procedures:

1. Site Visit Team Summary Findings: Each site visit team will prepare a PowerPoint presentation summarizing the major findings from the site visit report. The presentation shall be submitted to EHAC office along with the final site visit report. The presentation will consist of three slides as follows:
   - 1.1 Slide One: site visit dates, picture or collage of pictures (if available) from the site visit, the academic degree program title, and brief organizational structure within the university.
   - 1.2 Slide Two: a list of the major strengths associated with the academic degree program.
   - 1.3 Slide Three: a list of challenges/recommendations/areas for improvement.
   - 1.4 Combined graduate/undergraduate site visits will be allowed an extra 2 slides to further differentiate between degree programs.
2. Council Presentation: Each site visit team will present their site visit summary at the Annual EHAC Meeting. Timing of each degree program presentation, deliberation, and vote is as follows:
   - 2.1 Degree programs shall have a maximum of one hour for Council presentation, discussion, deliberation, and vote.
   - 2.2 The site visit team shall briefly present the PowerPoint report (maximum 5 minutes).
   - 2.3 The academic degree program shall briefly present additional clarifying information in response to the site visit report and PowerPoint presentation (maximum 10 minutes).
   - 2.4 The Council may ask questions of the academic degree program for additional clarification (maximum 15 minutes).
   - 2.5 The Council shall then adjourn into closed session for deliberation (maximum 30 minutes).

2.5.1 Once in closed session, the site visit team shall make a motion for (re)accreditation decision to move discussion forward.

2.5.2 The Council shall vote on the motion at the conclusion of its discussion.

2.5.3 The Council Chair and site visit team shall immediately notify academic degree program representatives of the Council's decision and of any accreditation conditions.

3. The EHAC Board of Directors, under certain circumstances, may allow for digital/virtual Council review of a degree program.

3.1 All review materials (self-studies, primary reviewer comments, site visit reports, and PowerPoint presentations) shall be available on the restricted area of the EHAC website.

3.2 A minimum of a three-week open forum discussion will take place by electronic strategies. The academic degree program will be included in this discussion.

3.3 Following open discussion, Council shall have a two-week window during which via electronic vote they may support or reject reaccreditation.

4. Alternative to In-Person Degree Program Review

4.1 All academic degree programs applying for initial accreditation must have a representative attend the EHAC Annual Meeting, in person, for review and discussion with the Council.

4.1.1 An exception to in-person representation shall be made in times when all Council Annual Meeting business is conducted virtually.

4.2 Academic degree programs applying for reaccreditation may be reviewed by the Board and considered for virtual attendance of EHAC's Annual Meeting of the Council.

4.2.1 Only reaccrediting programs considered in current good standing and with no significant reaccreditation deficiencies or concerns, determined by the Board, will be considered for virtual attendance and presentation.

4.2.1.1 The site visit leader will assess eligibility for a degree program representative's virtual attendance and presentation upon completing a site visit.

4.2.1.2 The site visit leader will notify the Executive Director of a degree program's eligibility at the time of the final site visit report submission.

4.2.1.3 The Executive Director will notify the Board of a degree program's eligibility. The Board will review the site visit team's recommendation and make a determination.

4.2.1.4 Degree programs considered for virtual review must have video call capabilities with adequate audio resources available during their scheduled Council review.

5.7 Evaluation of Accreditation Process Policy

Policy No.	5.7**	Title:	5.7 Evaluation of Accreditation Process Policy
Proposed:	May 5, 2005	Proposal No.:	2005-08
Adopted:	June 2006	Adopted By:	Vote of the Council
Proposed:	April 25, 2019	Adopted By:	Vote of Board
Adopted:	July 8, 2019	Adopted By:	Vote of the Council
Revised	June 22, 2022	Adopted By	Vote of the Council*

*Formerly: Policy 5.5 in 2019 Archived Policy *Link to TOC*

Purpose:

To outline the procedures for evaluation of the accreditation process and site visitors.

Policy:

EHAC evaluates and accredits degree programs each year. In the course of the accreditation process, each degree program undergoes a site visit. EHAC is committed to ensuring a quality experience for both site visitors and the degree programs being visited.

1. The accreditation process evaluation will be used to evaluate both the accreditation and site visit process, and the associated role of the Council. For each degree program visited, the site visitors will evaluate their other team members utilizing the Peer Evaluation Form.
2. The academic degree program director will also evaluate each member of the site visit team utilizing the Accreditation Review Evaluation Form.
3. All evaluation forms should be completed within ten (10) days of the site visit. A separate form should be used for each site visitor. Evaluation forms are available in an online format.
4. All comments will be treated as confidential and will only be read by the Executive Director and the current EHAC Graduate or Undergraduate Vice Chair, as appropriate for the category of visit.
5. Completed forms will be distributed to the appropriate Vice Chair for Academic Programs.
6. The evaluation results will not be available to the Council until after accreditation decisions have been made.

Procedures:

1. For Program Directors: Prior to the site visit, the EHAC office will send program directors the Accreditation Review Evaluation form, along with instructions for completion. The program director will complete the form and return it to the EHAC office after the final site visit report has been submitted to the Council.

    1.1 The current version of the EHAC Site Visit Evaluation Form is available on the EHAC's website in the Document Library at Program Director Evaluation Form.

2. For Site Visitors: Evaluation of the performance of the site visit team is important to improving the quality of the accreditation and site visit process. Completion of the survey is an important way in which one can contribute to improving the accreditation and site visit process. The purpose of the brief evaluation survey is to seek feedback on the performance of your site visitor(s), and to improve the accreditation and Site

Visit process in general.

2.1 The EHAC Office will send site visitors the Peer Evaluation Form, with instructions for completion.

2.2 The site visit team will complete the Peer Evaluation Forms online after the Site Visit and final report are concluded.

2.3 The current version of the Site Visitor Peer Evaluation Form is available on the EHAC's website in the Document Library at Site Visitor Peer Evaluation Form.

3. Evaluation of Responses:

3.1. The EHAC Office shall compile the information contained in the evaluation forms, and the information shall be shared with the General Chair of the Council, and the Undergraduate and Graduate Vice Chairs.

3.2. The Undergraduate and Graduate Vice Chairs shall review all evaluations and flag issues and concerns for use in subsequent scheduling of site visit teams. Issues which require immediate action will be shared with the General Chair for a decision on a course of action.

3.3. Any site visitor that is not recommended or is recommended with reservations by a program director and or his/her fellow site team members will be further evaluated by the Undergraduate or Graduate Vice Chair and the General Chair.

3.4. The Undergraduate or Graduate Vice Chair, in conjunction with the General Chair shall review the results of any evaluations in which the site visitor was either not recommended or recommended with reservation.

3.5. Either the Undergraduate or Graduate Vice Chair, and the General Chair shall communicate further with the program director and other members of the site visit team to determine the source of the problem and potential courses of action.

3.6. Potential courses of action and a summary of the problem will be presented to the EHAC Board of Directors, and action will be taken based on their consensus.

3.7. Upon completion of the review, the General Chair and either Undergraduate or Graduate Vice Chair will meet with the site visitor to discuss the evaluation results and determine potential courses of action.

3.8. If necessary, the site visitor will no longer be asked to participate in site visits.

3.9. The EHAC office will keep records of the compiled evaluation results and provide them to the Undergraduate and Graduate Vice Chair as they begin the site visitor selection process.

6 Self-Study Report Criteria Related Requirements and Site Visit Explanation Policies

6.1 Self-Study Report Submission Requirements Policy

Policy No.:	6.1	Title:	6.1 Self-Study Report Submission Requirements Policy
Proposed: July 13, 2025		Proposed By:	Vote of the Board
Adopted: July 13, 2025		Adopted By:	Vote of the Council

Link to TOC

Purpose:

To describe the self-study report requirement and submission process.

Policy:

All undergraduate and graduate degree programs seeking initial accreditation or reaccreditation must submit a self-study report by December 1 for consideration by Council the following summer.

Procedures:

1. Administrators and faculty of an institution seeking accreditation of an environmental public health science and protection degree program are expected to develop a self-study report following the requirements established by the Council. This report will present information and documentation needed by the Council in its evaluation of the degree program and articulate how the degree program meets accreditation criteria. Undergraduate Requirements and Graduate Guidelines for EHAC accreditation are linked below:
   - Undergraduate Requirements for EHAC Accreditation
   - Graduate Guidelines for EHAC Accreditation
2. Self-study report templates are to be followed in preparing the self-study report and the supplementary information to be submitted with the report. Schools with both an undergraduate and graduate degree program applying for accreditation or reaccreditation at the same time may use the combined undergraduate and graduate self-study report template if the degree programs share information required in Sections A-G of the following self-study templates. Degree programs must format their self-study reports using the undergraduate, graduate, or combined undergraduate and graduate self-study report templates provided at the links below:
   - Undergraduate Self-Study Report Template
   - Graduate Self-Study Report Template
   - Combined Undergraduate and Graduate Self-Study Report Template.
3. The completed self-study report shall be submitted electronically and be preceded by a searchable Table of Contents. The pages in the main body of the self-study report shall be numbered sequentially. Each appendix shall be numbered, referenced, and linked with that number in the body of the self-study. Your footer shall contain the page number and a link to the Table of Contents. Do not change the formatting of the template.

   A complete set of the material shall be submitted to the administrative office by the due date. **Self-study**

reports will be returned if they do not follow required formatting requirements.

6.2 General Self-Study Report Content Requirements Policy (for Undergraduate and Graduate Degree Programs)

Policy No	6.2	Title	6.2 General Self-Study Content Requirements Policy (for Undergraduate and Graduate Degree Programs
Proposed:	July 13, 2025	Proposed By:	Vote of the Board
Adopted:	July 13, 2025	Adopted By:	Vote of the Board

Link to TOC

Purpose:

To describe general policy content requirements for self-study report submissions including Undergraduate Requirements and Graduate Guidelines.

Policy:

Degree programs applying for initial accreditation or reaccreditation must submit a self-study report containing all of the following information and using the templates provided.

Procedures:

The items below are required to be included with self-study reports. Schools with both an undergraduate and graduate degree program applying for accreditation or reaccreditation at the same time may use the combined undergraduate and graduate self-study report template if the degree programs share information required in Sections A-G of the self-studies linked below:

- Undergraduate Self-Study Report Template
- Graduate Self-Study Report Template
- Combined Undergraduate and Graduate Self-Study Report Template.

A. Institution

Contact information for the institution, school, college, and unit level of the degree program(s) submitting.

1. Institution
2. School/college and/or department
3. Organization table of the institution
4. Undergraduate Degree Program name
5. Undergraduate Program Administrator (Director) or contact person
6. Graduate Program Name
7. Graduate Program Administrator (Director) or contact person
8. Chairperson of the department
9. Dean of school/college
10. Administrator who is to sign for the university

B. General Information

1. Institution's Philosophy
2. Department Programs' Mission, Goals, and Objectives
3. Brief history of the degree program(s)/department

C. Degree Program Funding

1. Describe the major sources of funding for each degree program and their relative stability (internal/ external sources).
2. Describe research or special project grants which enrich the degree program(s) through faculty support, opportunities for student employment, or similar enhancements.

D. Faculty

1. List all faculty who are direct participants in each of the accrediting degree program(s) and include their faculty rank, degrees, role or assigned responsibilities, and if they are FT or PT. Include in the appendix the CV for each faculty listed. Note: Create a table that includes all faculty who teach/mentor students within each degree program. Include % FTE/degree program and courses taught.
2. Describe the typical teaching and advising loads for faculty.
3. Describe your faculty's service expectations.
4. Describe professional development opportunities available to faculty.

E. Facilities and Resources

1. Summarize available library facilities directly relevant to the faculty and students.
2. Describe computer and internet resources available to the faculty and students.
3. Describe the lab facilities and equipment that are available for teaching the professional/technical courses.
4. Describe instructional facilities and learning-aid resources that are available to the faculty.
5. Describe any changes that are anticipated regarding facilities and equipment availability to faculty and students.
6. Identify research or special projects grants.
7. Identify changes in resources.
8. Identify support staff resources**.**

F. Evaluation

1. Curriculum review process:
    a. When and how is the curriculum reviewed or evaluated by the faculty?
    b. Describe the system for routine review of course and curriculum structure.
2. Course content review process:
    a. Describe how faculty evaluate course content and delivery.
    b. Describe the methods used by students to evaluate course content and instruction.
    c. Describe the methods for evaluating students' meeting course specific competencies and learning objectives.

G. External Advisory Committee

1. Describe the degree program(s') advisory committee(ies) activity, including listing the members and their affiliations, the service provided by committee member(s), the meeting schedules, and minutes from the last two meetings in an appendix. See EHAC Policy 4.9 and 6.2.

H. Student Data

1. Describe enrollment changes and trends and how the trends may affect the degree program(s). What are the projected enrollment figures over the next 5 years? Projected faculty FTE?
2. The number of students enrolled in environmental public health science and protection curricula should be commensurate with physical facilities, financial resources, and the number of faculty available. What is the program(s') capacity at the current level of faculty funding and facilities.?
3. For schools with both undergraduate and graduate degree programs, in what ways are the graduate and undergraduate degree program(s) integrated (e.g., students in the same classes, faculty involvement with both degree programs)?

Undergraduate Student Data

1. Current enrollment
    a. First Year
    b. Sophomores
    c. Juniors
    d. Seniors
    e. Students with a prior undergraduate degree
    f. Total Enrollment
2. Number of graduates of the undergraduate degree program in each of the past 5 years, by year.
3. Alum/Status Employment Data Chart: List all BS graduates for the last five school years and identify their current activity (employment) or status and geographic location.

Graduate Student Data

1. Number of graduate students enrolled in the graduate degree program for the past 5 years, by year.
2. Number of graduates of the graduate degree program in each of the past five years, by year.
3. Alum/Status Employment Data Chart: List all alum for the last five school years and identify their current activity (employment) or status and geographic location.

I. Curriculum

It is recognized that each institution has its own unique requirements or constraints that may dictate the depth and breadth of a curriculum. The resources at hand, including the availability and qualification of faculty, will determine the areas and the degree of emphasis on specific subjects. The National Environmental Public health Science and Protection Accreditation Council recognizes these factors and expects variation among environmental public health curricula. The Council also recognizes that progress toward the development of the "optimum" environmental public health curriculum requires the skillful application of imagination and creativity. The Council, therefore, welcomes the opportunity to review innovative degree programs and curricula in environmental public health science and protection.

****

UNDERGRADUATE CURRICULUM REQUIREMENTS

1. Admission Requirements
    a. When are students admitted?
    b. What are the admission requirements for the program (e.g., grade or test scores, prerequisites, etc.)?
        i. Early Admission Prerequisites
        ii. Upper Division Admission Prerequisites
    c. What are the requirements to maintain satisfactory progress?
    d. What are the credit hour requirements for graduation?
    e. Are there any other admissions requirements?
2. Use the Curriculum Comparison Table found in the self-study report template to provide a detailed explanation of degree program curriculum in relation to EHAC undergraduate Requirements.
3. List external facilities, agencies, and/or organizations that have provided professional/field experiences (internships) in the last five years.
4. List the required professional/technical courses taught outside the program's faculty (e.g. microbiology).
5. List the professional/technical selective/elective courses available for the degree.
6. In an Appendix, attach a syllabus that contains course objectives, schedule of lectures, labs, assignments/assessment tools, texts, reference, and number of credits for:
    a. each required course, and
    b. elective courses taught by the degree program.
7. Provide active links to:
    a. current university catalog for the degree program curriculum, and
    b. course curriculum/requirements cited on the degree program's webpage.

****

GRADUATE CURRICULUM REQUIREMENTS

1. Admission Requirements
    a. When are students admitted?
    b. What are the admission requirements for the degree program?
        i. Early Admission Prerequisites
        ii. Upper Division Admission Prerequisites
    c. What are the requirements for satisfactory progress in the degree program?
    d. What are the credit hour requirements for graduation?
    e. Are there any other admission requirements?
2. Use the Crosswalk Table found in the self-study report template to provide a detailed explanation of degree program curriculum in relation to EHAC Graduate Guidelines (competencies).
3. List external facilities, agencies, and/or organizations that provided field and/or practice-based experiences in the last five years.
4. List the required professional/technical courses taught outside the program's faculty (e.g. microbiology).
5. List the professional/technical selective/elective courses available for the degree.
6. In an Appendix, attach a syllabus that contains course objectives, schedule of lectures, labs, assignments/assessment tools, texts, reference, and number of credits for:

a. each required course, and
b. elective courses taught by the degree program.

7. Provide active links to:
    a. current university catalog for the degree program curriculum, and
    b. course curriculum/requirements cited on the degree program's webpage.
8. Culminating Experience – the curriculum must include a culminating experience such as a thesis, portfolio, written exam, or professional paper. The culminating written product must be of professional quality appropriate to graduate level education.
    a. Describe degree program requirements.
    b. Provide a list of culminating experiences (theses, portfolios, written exams, professional paper, etc.) for the past two years (could be presented in a table).
9. Degree Program Expectations Beyond Curriculum Components – describe the methods your degree program uses to:
    a. connect students to EPH practitioners and practice-based opportunities,
    b. create opportunities for students to:
        i. practice and demonstrate leadership skills, including facilitation, conflict resolution, consensus building, and team and project leadership.
        ii. demonstrate interprofessional communication skills necessary to effectively interact with professionals in other fields that support a team approach to problem solving.
        iii. engage in community partnership building, including practicing concepts important to successfully build and maintain partnerships.
    c. assess student achievement across all competencies (programs are required to develop a competency assessment plan that annually evaluates competency achievement across all students and a quality improvement plan for any needed curriculum changes identified through the evaluation).
    d. present a summary of student achievement across all competencies to the external advisory committee.

J. Artificial Intelligence (AI)

1. Attach or describe your program or university's AI policy in an appendix and describe your program's implementation of said policy.

K. Degree Program(s) Summary

1. What are the major strengths of each degree program?
2. Describe the challenges for each degree program.
3. Summarize the long-term plans for each degree program.

L. Undergraduate and Graduate Official Signatures

Signatures of the environmental public health science and protection faculty member directing the degree programs and an authorized official of the institution are required (e.g., dean of the school, vice president, or president).

1. EHAC Undergraduate Program Director Date
2. EHAC Graduate Program Director Date
3. Authorized Official of the Institution, Title Date

M. Other Actions Required

An alumni survey (Outcome Assessment) is required for the last 5 years of employed graduates and their supervisors. This will be directed by EHAC through an online survey tool. Note: The survey tool will be live in the spring with EHAC instruction forthcoming.

6.3 Site Visit Explanation and Agenda Policy

Policy No	6.3	Title	6.3 Site Visit Explanation and Agenda Policy
Proposed:	July 13, 2025	Proposed By:	Vote of the Board
Adopted:	July 13, 2025	Adopted By:	Vote of the Council

Link to TOC

Purpose: To explain the site visit process and to provide a proposed agenda for the two-day site visit.

Policy: Initially accrediting and reaccrediting degree programs are required to host an in-person site visit to provide site visitors with the opportunity to evaluate and confirm information provided by degree programs in their self-study report.

Procedures:

1. After a self-study report has been submitted and reviewed by a minimum of two EHAC Council members, a site visit team will be scheduled to verify self-study report data, ask and answer follow up questions from Council reviewers, meet degree program and administration staff and faculty, and to provide Council first hand description of facilities and resources available to students.

2. The site visit team is comprised of one EHAC-trained academician and one practitioner. If both undergraduate and graduate degree programs are reviewed simultaneously, the team will consist of three site visitors including two academicians (one associated with an undergraduate degree program and the second with a graduate degree program) and one practitioner.

3. Degree programs seeking accreditation or reaccreditation will have the opportunity to review the composition of the site visit team and are asked to identify potential conflicts of interest. Degree programs will be able to challenge the inclusion of a particular individual with reasonable cause (Policy 4.2).

4. **Site Visit Agenda**

   The following are required site visit components, usually accomplished over 2 days:

   - President, Provost, Dean or other (protocol visit): ~.5 hour
   - Degree Program Director and Department Chair - Introductions/Logistics/Course Review: ~1 hour
   - Core Faculty Members: ~1-1.5 hour(s)
   - Responsible Administrative Personnel (experiential manager, academic advisors etc.) ~1 hour
   - Time allotted on the first day to review student and degree program records (experiential learning, culminating reports, thesis, etc.) ~1-2 hours
   - Students & Alumni (groups can be together or separate): ~1-1.5 hour(s)
   - Site Visit Team Recap - private: ~.5 hour

- External Advisory Committee Meeting + any additional practice partners: ~1 hour
- Tour of Campus and Facilities: ~1 hour
- Class Observation (lab or lecture): ~1 hour
- Site Visit Team Work Session: ~2 hours on second day
- Final/Exit Interview w/PD and Dept Chair: ~1 hour
- Lunches (can be combined with student, faculty, or external advisory committee meetings)
- Breaks

After leaving the institution, the site visit team prepares a written report detailing its observations and providing recommendations for the enhancement of the degree program with respect to accreditation criteria. Site visit leads will utilize the site visit report template in completing the draft report. This draft report will be submitted to the program director within two weeks of the site visit completion date. The program director will have two weeks to review the site visit draft report. Site visit leads will finalize the site visit report, create a PowerPoint to present to the Council at the annual meeting and submit these items to the EHAC office within two weeks of receipt of program director comments. PowerPoints will consist of three slides that include:

- Slide One: site visit dates, picture or collage of pictures (if available) from the site visit, the academic degree program title, and brief organizational structure within the university.
- Slide Two: a list of the major strengths associated with the academic degree program.
- Slide Three: a list of challenges/recommendations/areas for improvement.
- Combined graduate/undergraduate site visits will be allowed an extra 2 slides to further differentiate between degree programs.

At the next Annual Meeting of the EHAC Council, the site visit team will report its findings to the Council and make an accreditation recommendation. Representative(s) of the institution must attend this meeting (unless eligible for virtual representation (see Policy 5.6) and be available to respond to questions. Closed sessions of the Council relevant to a specific degree program are treated as confidential information. Self-study reports and site visit reports are public documents available for review.