



COLLEGE OF
PUBLIC HEALTH

Appendix to Accompany
**Final Self-Study
Document**



Your Future | Your Life | Your Community | Your World

*Prepared for the Council on Education for Public Health
April 2011*

UNIVERSITY OF
Nebraska
Medical Center



College of Public Health, University of Nebraska Medical Center
Appendix to Accompany the Final Self-Study Document

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITY OF NEBRASKA MEDICAL CENTER
AND
UNIVERSITY OF NEBRASKA AT OMAHA**

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the University of Nebraska Medical Center, hereinafter referred to as UNMC, and the University of Nebraska at Omaha, hereinafter referred to as UNO. This agreement replaces that entered into and signed by the respective campus chancellors on March 4, 2008.

A. PURPOSE

The purpose of this MOU is to refine the continuing partnership between UNMC and UNO for academic programs, including the Master of Public Health (MPH) program which moved administratively to the College of Public Health (CoPH) at UNMC as of January 19, 2007 and effective Fall 2010 is now a professional degree in the College of Public Health. This agreement also expresses sincere appreciation to the UNO academic units and administration who have diligently served to help build the MPH Program to its present state. Those units primarily include the School of Public Administration and the School of Health, Physical Education, and Recreation, and all faculty and staff at the University of Nebraska at Omaha who have participated in any manner with collaborative efforts extended toward the MPH Program.

B. STATEMENT OF INTENT OF CONTINUED COLLABORATION

Faculty and students from UNMC and UNO benefit from collegial partnerships where those partnerships may exist in agreement with the Council on Education for Public Health (CEPH) standards and requirements. UNMC and UNO will benefit from shared faculty assets which may provide educational resources for many existing and developing programs which serve the public health workforce needs of the state and region. Development of an integrated MPH/BS in Biostatistics between UNMC and one of the information science technology programs is anticipated, to be delivered collaboratively between UNMC and UNO. It is additionally desired that UNO faculty participate, upon mutual agreement of both parties, towards the CoPH doctoral programs of Health Promotion and Disease Prevention Research, Health Services Research Administration and Policy, and Environmental Health Occupational Health and Toxicology. Opportunities for research and outreach collaboration will continue to be sought for both UNO and UNMC faculty. In addition, UNMC will participate as requested in development of a BS in Public Health at UNO.

C. TRANSITION OF MASTER OF PUBLIC HEALTH PROGRAM FROM JOINT TO UNMC COLLEGE OF PUBLIC HEALTH BASED PROFESSIONAL PROGRAM

As approved by the University of Nebraska Board of Regents, April 16, 2010 the Master of Public Health Program shall reside in the College of Public Health at UNMC as a professional degree. Faculty and staff support shall be provided by the CoPH. Courtesy and other appointments of UNO faculty in UNMC CoPH departments will be determined on an individual basis. As agreed upon in the transition documents, for 2010-2011 budget allocations, the student credit hours (SCH)/tuition from the MPH program will be removed from UNO's 2009-2010 budget.

D. UNITS INVOLVED

1. UNMC College of Public Health shall be the primary unit, although courses may be provided by other UNMC units.
2. UNO units primarily involved are the graduate programs in the School of Public Administration and the School of Health, Physical Education, and Recreation although courses may be provided by other UNO units.

E. COMPENSATION FROM UNMC COLLEGE OF PUBLIC HEALTH FOR UNO FACULTY PARTICIPATION IN THE MPH PROGRAM

1. When UNO faculty teach courses that are cross-listed with UNMC course numbers for the MPH program, UNO will be compensated at .20 FTE for a 3-credit-hour course and .15 FTE for a 2-credit-hour course.
 - a. Faculty availability and assignments must be decided in consultation with and approved by the appropriate chair/director and Dean of the UNO faculty member's College.
 - b. The number of students in each course must be decided in consultation with the instructor.
2. When UNO faculty teach courses that are offered exclusively as UNMC courses for the MPH Program, they will be compensated at .25 FTE for a 3-credit-hour course and .17 FTE for a 2-credit-hour course.
3. Additional services such as supervising capstone experiences, independent studies and academic advising can only be assigned by the appropriate program chair/director in consultation with the faculty member. If UNO faculty members provide these services for new students who enroll in the MPH professional program, appropriate compensation will be determined in consultation with the appropriate program chair/director and faculty member.
4. All UNO faculty assignments and compensation determinations (such as in-load or overload) require the approval of the appropriate chair/director and the dean of the UNO faculty member's College, consistent with the AAUP/UNO Collective Bargaining Agreement.

F. ADMINISTRATIVE AGREEMENTS

1. UNMC/UNO Public Administration (PA) and Health Education (HED) cross-listed courses (core and concentration) will be listed as graduate courses (800 numbers) by UNO and as professional courses (500-600 numbers) by UNMC. UNMC students may take other UNO course electives by intercampus registration.
2. Seats needed by MPH students in cross-listed courses will be communicated to UNO as close as possible to the opening date of UNO registration.
3. UNO Blackboard® will be updated with MPH students enrolled in courses as soon as possible after they register.

G. GENERAL ISSUES

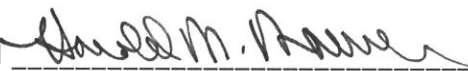
General Issues that should be addressed by the UNO academic units working with UNMC College of Public Health, especially for cross-listed courses:

1. Control and management of class sizes and enrollment must be efficient and well-communicated across the campuses.
2. Students in cross-listed courses must be funneled into a single Blackboard® site where the course originates.
3. UNO course evaluations shall be elected when the course is UNO-instructor led. All evaluation results for UNO faculty, regardless of whether UNMC or UNO evaluation, will be shared with the primary course instructor, the primary course instructor's department Chair/School Director, and the CoPH Dean and Associate Dean, in addition to the normal distributions at UNO.
4. Course numbering and approval process for new courses to be cross-listed will follow the usual process for each campus.
5. Dual library access privileges will be granted as determined necessary.

Issues will continue to be addressed that occur as a result of UNMC students who work as graduate assistants at UNO. Other administrative concerns may arise and shall be resolved by mutual consent/agreement of the parties/units involved.

H. ANNUAL EVALUATION

Collaborative efforts and faculty participation in CoPH academic endeavors will be reviewed annually.

Signed  Date 6/18/10
Harold M. Maurer, Chancellor UNMC

Signed  Date 6/22/10
John Christensen, Chancellor UNO

College of Public Health Guest Faculty Roster

| Class | Instructor | Guest | Affiliation |
|---------------------------------|-------------------|-------------------|---|
| Epidemiology | Tricia LeVan | Ayman El-Mohandes | Dean and Professor of Epidemiology |
| | | Teri Hartman | Associate Professor, Library of Medicine, UNMC |
| | | Fausto Loberiza | Associate Professor, Internal Medicine, Division of Hematology & Oncology, UNMC |
| | | Devin Nickol | Assistant Professor, Internal Medicine, General Medicine Division, UNMC |
| | | Stephen Rennard | Professor, Internal Medicine, Pulmonary Division, UNMC |
| | | Phil Smith | Professor, Internal Medicine, Division of Infectious Diseases, UNMC |
| Foundations of Public Health | Shawn Gibbs | Scott Holmes | Environmental Health Director of the Lincoln/ Lancaster Health Department |
| Health Care Ethics | Andy Jameton | Jeff Baldwin | College of Pharmacy, Division of Pharmacy Practice, UNMC |
| | | Joseph Brown | Professor of Psychology, UNO |
| | | Tom Magnuson | Assistant Professor. Psychiatry, UNMC |
| | | Richard Miller | Professor, Psychology, UNK |
| | | Mike Powell | Executive Director, Pharmaceutical & Nutrition Care, Clinical Laboratory, Poison Control and Clinical Trials Services |
| | | Sonya Smith | Associate Vice Chancellor for Academic Affairs, UNMC |
| | | Jos Welie | Professor, School of Medicine, Center for Health Policy and Ethics, Creighton University |
| Introduction to SAS Programming | Lyden | Rick Yoder | PE, Mechanical or Industrial Engineering Program Director, UNO |
| | | Anne O'Keefe | Accounting Associate, Greater Nebraska Business Center, UNL |
| Principles of Toxicology | J. McMillan | Tatiana Bronich | Professor, College of Pharmacy, Division of Pharmaceutical Science, UNMC |

| Class | Instructor | Guest | Affiliation |
|--|-------------------|-----------------|---|
| Public Health, Environment and Society | Elli Rogan | Phillip Bierman | Professor of Int Med Oncology/Hematology, UNMC |
| | | David Crouse | Associate Vice Chancellor of Academic Affairs, UNMC |
| | | Kara Eastman | Executive Director at Omaha Healthy Kids Alliance |
| | | John Rupnow | Professor of Food Science and Technology, UNL |
| | | John Walburn | Professor of General Pediatrics, UNMC |
| | | Rick Yoder | Nebraska Business Development Center, UNO |
| Public Health, Environment and Society | Susanna Von Essen | Phillip Bierman | Professor of Int Med Oncology/Hematology, UNMC |
| | | David Crouse | Associate Vice Chancellor of Academic Affairs, UNMC |
| | | Kara Eastman | Executive Director at Omaha Healthy Kids Alliance |
| | | John Rupnow | Professor of Food Science and Technology, UNL |
| | | John Walburn | Professor of General Pediatrics, UNMC |
| | | Rick Yoder | Nebraska Business Development Center, UNO |
| The US Healthcare System: An Overview | Ge Lin | Donald Klepser | Assistant Professor, College of Pharmacy, Division of Pharmacy Practice, UNMC |
| | | David Palm | Administrator, Office of Community Health Development, Nebraska DHHS |
| | | Deb Thomas | Assistant Vice Chancellor, Finance and Business Services, UNMC |

**Bylaws of the Governing Faculty
College of Public Health
University of Nebraska Medical Center**

I. GOVERNANCE AND ADMINISTRATION

The Bylaws of the Board of Regents of the University of the Nebraska and the policies and procedures of the University of Nebraska Medical Center shall be adhered to by the College of Public Health, its organizational entities, Faculty and staff.

A. The Dean of the College. The Dean of the College of Public Health shall:

1. Provide leadership and initiative for the Faculty.
2. Report to the Faculty the accomplishments, progress, and direction of the College of Public Health in achieving its purpose and goals.
3. Support and promote the actions of the Faculty to the Chancellor of the Medical Center, the President of the University of Nebraska, and the University of Nebraska Board of Regents.
4. Be responsible to the Chancellor, President, and Board of Regents for proper management of the College of Public Health in order that it may fulfill its purpose and goals.

B. The Governing Faculty. The Governing Faculty shall be the major body charged with fulfilling the mission of the College of Public Health.

1. Members. Members of the Governing Faculty shall be classified in two categories: Voting Governing Faculty and Non-Voting Governing Faculty.
 - a. Voting Governing Faculty. Members of the Voting Governing Faculty shall be Professors, Associate Professors, Assistant Professors, and Instructors in the College of Public Health, provided that they are in either of the following two categories:
 - i. Full Time Faculty: Faculty who are appointed in the College of Public Health at 0.50 FTE or greater;
 - ii. Partial Special Appointments: Faculty who are appointed partially in the College of Public Health at 0.25 FTE to 0.49 FTE, provided that such Faculty member is appointed in other University of Nebraska units at a University-combined total of 0.50 FTE or greater.
 - b. Non-Voting Governing Faculty. Members of the Non-Voting Governing Faculty shall be Faculty in the College of Public Health who are not in either of the two categories in Section I.B.1.a. above, but who have received a Non-Voting Governing Faculty appointment due to any of the following:

- i. Faculty who are appointed in the College of Public Health with less than 0.25 FTE;
 - ii. Faculty with at least 0.25 FTE and less than 0.49 FTE in the College of Public Health, provided such Faculty appointments in other University units is less than a University-combined total of 0.50 FTE;
 - iii. Faculty with Research or Visiting appointments in the College of Public Health, regardless of FTE;
 - iv. Faculty who receive a Governing Faculty appointment by the Dean of the College of Public Health due to exceptional contributions to the College of Public Health.
- 2. Non-members. Faculty with appointments in the College of Public Health who shall not be included as Governing Faculty shall include those holding appointments as Adjunct, Courtesy, Emeritus, Honorary, or Senior Consultant.
- 3. Officers.
 - a. Chair of the Governing Faculty. The Chair of the Governing Faculty shall be an elected position from among the Full Time Voting Governing Faculty, described in Section I.B.1.a.i. above, and shall be voted on by the Voting Governing Faculty. The Chair shall serve one three-year term. A period of at least one term (three years) must elapse before a Chair is again eligible to stand for election as Chair of the Governing Faculty. The Chair of the Governing Faculty and the Dean shall jointly develop the Governing Faculty meeting agenda.
 - b. Other Officers of the Governing Faculty. Other Officers of the Governing Faculty shall be elected as deemed necessary and appropriate.
- 4. Meetings. Meetings of the Governing Faculty shall be held approximately every month with a minimum of six meetings per year. The April or May meeting shall be designated as the annual meeting. Special meetings may be called by the Dean or by the Chair in consultation with the Dean, and shall be called upon by the written request of any ten Voting Governing Faculty members.
- 5. Quorum. For conduct of Governing Faculty meetings not requiring voting, 15 members of the Governing Faculty shall constitute a quorum. For any actions requiring a vote, 19 members of the Voting Governing Faculty present, or participating by electronic means, shall constitute a quorum. Except to amend these Bylaws, a simple majority of the Voting Governing Faculty present or participating by electronic means shall constitute a valid vote.
- 6. Duties and Responsibilities. The duties and responsibilities of the Governing Faculty shall include:
 - a. Propose and promote programs and activities of the College of Public Health.
 - b. Study and/or refer to the Leadership Council issues and problems affecting academic and professional policies.

- c. Consider and provide advice and recommendations on academic and professional policies as presented by the Dean.
 - d. Receive reports from Standing Committees and Non-Standing Committees.
 - e. Promote good relationships with state agencies, with the health professions of the state, and with the citizens of the State of Nebraska.
 - f. Promote good relationships with federal agencies, with national professional agencies, and with international and global health agencies in support of the mission of the College of Public Health and the public health profession.
7. Administration. The Office of the Dean shall provide the Governing Faculty the administrative assistance as required to accomplish their governance functions. The office includes the Dean, Associate and Assistant Deans, Senior Administrators, and the Directors of the Masters and Doctoral training programs.

C. Leadership Council

1. Members. Members shall consist of the Dean, Associate and Assistant Deans, the Directors of the Masters and Doctoral training programs, the Chair of the Governing Faculty, the Department Chair from each department in the College of Public Health, the Directors of the formally-approved centers within the College of Public Health, and the Director of the Service Learning Academy. Senior Administrators from the Dean's Office will be invited to attend the Leadership Council meetings on a quarterly basis.
2. Meetings. Meetings shall be held monthly with no fewer than nine meetings per year. Special meetings may be called by the Dean.
3. Duties and Responsibilities. The duties and responsibilities of the Leadership Council shall include:
 - a. Consider any matters pertaining to governance or administration brought before it by the Governing Faculty, the Dean, a Standing or Non-Standing Committee, or by one of the members of the Leadership Council.
 - b. Recommend to the Dean administrative policies and procedures and coordinate their implementation.
 - c. Recommend to the Dean administrative and management long-range plans and objectives for the College of Public Health, especially as regards organization, programs and facilities.
 - d. Advise the Dean as to the establishment of institutional policies and procedures for the management of departmental budgets.
 - e. Coordinate and implement all policies recommended by the Governing Faculty.
4. Administration. The Office of the Dean shall provide the Leadership Council the

administrative assistance as required to accomplish their governance functions.

D. Committees of Governance. There shall be two types of Committees of Governance: Standing Committees and Non-Standing Committees.

1. Standing Committees. There shall be six Standing Committees: Community Engagement, Curriculum, Faculty Promotion and Tenure, Professional Development, Research and Development, and Student Recruitment and Admissions.

- a. Chairs. All Chairs of Standing Committees shall be Full Time Governing Faculty in the College of Public Health and shall be nominated and elected by the Voting Governing Faculty of the College of Public Health. Only a 1.0 FTE Full Time tenured professor in the College of Public Health will qualify for the Chair position of the Promotion and Tenure Committee. All Chairs will serve three year terms. Should a Chair be unable to complete a term, a special election will be held to fill the position. All Chairs will report to the Governing Faculty and the Dean on a quarterly basis regarding their Committees' activities.
- b. Members. Committee members will be chosen from amongst the Voting Governing Faculty and appointed by the Chair of the respective Standing Committee, in consultation with the Dean. Each Standing Committee shall have no fewer than five members, including the Chair. Appointments to the Promotion and Tenure Committee should include at least three tenured Professors from the Voting Governing Faculty. Two members of the Promotion and Tenure Committee may be chosen from among the Voting Governing Faculty tenured Associate Professors. The Curriculum Committee may appoint student members in accordance with the policies and procedures of the College of Public Health.

Membership on Standing Committees shall be for a term of three years, except initially wherein each committee, by its determination, shall designate one-third of its members to serve for a period of one year, one-third of its members to serve for a period of two years, and one-third to serve a full three year term. Thereafter, one-third of the members shall be appointed each year. A member may be appointed for a second 3-year term. Then a period of at least one year must elapse before a member may again be eligible. The Dean or Associate/Assistant Deans may serve as an ex-officio non-voting member of Standing Committees.

- c. Duties and Responsibilities. The duties and responsibilities of Standing Committees shall include:
 - i. Community Engagement. The Committee's charge includes:
 - a) Assist the Dean of the College of Public Health and the Associate Dean for Community Engagement and Public Health Practice in developing and monitoring a strategic plan to promote productive partnerships between the College of Public Health faculty and others, and community partners, programs and organizations towards achieving common goals and objectives.

- b) Bring forth input from community partners and stakeholders to enhance the College of Public Health's impact on community health and well-being.
 - c) Identify and explore opportunities for College of Public Health faculty and others to engage communities through research, education, service and advocacy to improve the health of the public.
 - d) Collaborate with and support the College of Public Health's Interprofessional Service Learning Academy in the creation and provision of high quality community oriented experiential learning opportunities for students and others in public health.
- ii. Curriculum Committee. The Committee's charge includes:
- a) Recommend to the College of Public Health Faculty policies and plans regarding student curriculum, in consultation with the appropriate department(s).
 - b) Develop and implement a system for curriculum evaluation.
 - c) Recommend curriculum changes.
 - d) Develop and recommend policies relating to the continuing education programs of the College of Public Health.
 - e) Review and approve all newly-developed courses and any newly-developed areas of specialization at the Masters and Doctoral level.
- iii. Faculty Promotion and Tenure Committee. The Committee's charge includes:
- a) Recommend policy pertaining to College of Public Health Faculty promotion and tenure to the Governing Faculty.
 - b) Receive from department Chairs recommendations for promotion and/or tenure of their College of Public Health Faculty members.
 - c) Submit recommendations on promotion and/or tenure on specific College of Public Health Faculty members to the Dean. Committee members submitting recommendation must hold Faculty rank at or above the rank recommended.
- iv. Professional Development. The Committee's charge includes:
- a) Establish and modify as necessary a mentoring program for new College of Public Health Faculty.

- b) Evaluate the mentoring program and suggest changes to the College of Public Health Faculty.
 - c) Create developmental opportunities for College of Public Health Faculty and staff specifically related to the mission of the College of Public Health.
- v. Research and Development Committee. The Committee's charge includes:
 - a) Assist the Dean and the Associate Dean for Research in developing a strategic plan to promote the growth and productivity of research in the College of Public Health.
 - b) Assist the Dean and the Associate Dean for Research in special initiatives to develop new College of Public Health research and development programs, including joint programs with other colleges of the University of Nebraska.
 - c) Monitor the initiatives within the College of Public Health to recruit and support student participation in ongoing research activities.
- vi. Student Recruitment and Admissions. The Committee's charge includes:
 - a) Recommend to the Governing Faculty policies and procedures regarding admissions standards for public health student applicants.
 - b) Assist in selecting the entering class in consultation with program representatives.
 - c) Develop and evaluate initiatives to enhance student recruitment in the College of Public Health for Masters and Doctoral level training.
 - d) Work in collaboration with the Assistant Dean for Student Affairs and the Office for Admissions, Recruitment, and Records to implement the above.
- c. Administration. The Office of the Dean shall provide the Standing Committees the administrative assistance as required to accomplish their governance functions.
- 2. Non-Standing Committees. Non-Standing Committees shall be established by the Dean of the College of Public Health.
 - a. Members. Members of Non-Standing Committees will be appointed by the Dean based on recommendations of the Leadership Council or at the Dean's discretion.
 - b. Duties and Responsibilities. Non-Standing Committees study and resolve specific problems, issues or proposals of the College of Public Health Faculty not within the prerogative of existing Standing Committees.
 - c. Administration. The Office of the Dean shall provide the Non-Standing

Committees the administrative assistance as required to accomplish their governance functions.

II. SPECIAL FACULTY APPOINTMENTS OTHER THAN REGULAR APPOINTMENTS

A. Appointments

1. **Adjunct Appointment.** A nonpay appointment in an academic department for an individual who is on a volunteer (nonpay) status. That is, the individual is not on active pay status with any other department/unit at the University of Nebraska. This includes persons associated with federal, state, and local government agencies, other universities, non-profit entities, and proprietary enterprises. The term “Adjunct” is reflected in the academic rank (i.e., Adjunct Professor, Adjunct Associate Professor, etc.). Adjunct Faculty may attend Governing Faculty meetings as deemed necessary by the Dean or the Chair of the Governing Faculty but may not vote.
2. **Courtesy Appointment.** A nonpay appointment in an academic department for an individual who is on an active pay status in some other department/unit of the University of Nebraska. The term “Courtesy” is reflected in the academic rank (i.e., Courtesy Professor, Courtesy Associate Professor, etc.). Courtesy Faculty may attend Governing Faculty meetings as deemed necessary by the Dean or the Chair of the Governing Faculty but may not vote.
3. **Emeritus Appointment.** A non-pay appointment for an individual who has held a College of Public Health appointment with the rank of Instructor or above and who has reached Emeritus status as defined by the Board of Regents Policies. Emeritus Faculty may attend Governing Faculty meetings as deemed necessary by the Dean or the Chair of the Governing Faculty but may not vote.
4. **Honorary Member Appointment:** An appointment of a distinguished guest serving in the instructional or research programs of the College of Public Health for a designated period of time. Honorary members may also be given Visiting membership status. Honorary Faculty may attend Governing Faculty meetings as deemed necessary by the Dean or the Chair of the Governing Faculty but may not vote.
5. **Senior Consultant Appointment:** A non-pay appointment for a faculty member with the rank of Instructor or above who has reached Senior Consultant status as defined by the Board of Regents Policies. Senior Consultant Faculty may attend Governing Faculty meetings as deemed necessary by the Dean or the Chair of the Governing Faculty and may serve as consultants but may not vote.
6. **Research Appointment.** A Special Appointment funded primarily or exclusively by extramural sources. Participation in teaching activities will be equal to or less than 0.25 FTE. The term “Research” is reflected in the academic rank (i.e., Research Professor, Research Associate Professor, etc.). Research Faculty shall be members of the College of Public Health Non-Voting Governing Faculty, regardless of FTE.
7. **Visiting Appointment.** A temporary, Special Appointment. The term “Visiting” is reflected in the academic rank (i.e., Visiting Professor, Visiting Associate Professor,

etc.). Visiting Faculty shall be members of the College of Public Health Non-Voting Governing Faculty, regardless of FTE.

B. Objectives

1. Provide exposure to unique abilities, experiences, backgrounds, techniques and information for graduate students and Faculty in the College of Public Health.
2. Develop new and maintain current relationships with members of the profession and clientele.
3. Provide professional growth opportunities for scientists and educators employed by other agencies, organizations or institutions.

C. Requirements

1. Ph.D. or terminal degree in discipline or closely related field, unless appointment is granted by the Dean.
2. Experience and evidence of sustained productivity that demonstrates a high level of scientific ability and/or knowledge of the profession. Publications or development of products are examples of such productivity.
3. Teaching, research or extension expertise in an area that is emphasized in the College of Public Health and contributes to some aspect of its mission.
4. Interest in University objectives and in supporting the College of Public Health mission and goals.
5. Demonstrated objectivity and a willingness to be open in interacting with College of Public Health Faculty and students.
6. A genuine interest in students and in helping achieve the educational objectives of students in the College of Public Health.
7. Evidence that the nominee would use his or her title with discretion and represent the University of Nebraska in a professional manner.

D. Rank

1. Adjunct, Honorary, Research and Visiting Appointments. The recommended professorial rank must be supported by evidence showing that the candidate meets the College of Public Health's criteria for appointment as an instructor, assistant professor, associate professor, or professor. Review is required by the College of Public Health's Promotion and Tenure Committee regarding appropriate Faculty rank.
2. Courtesy, Emeritus, and Senior Consultant Appointments. The recommended professorial rank must be the same as the candidate's present professorial rank in the University of Nebraska system. The choices are instructor, assistant professor,

associate professor, and professor (or their equivalents). Advances in rank in other University of Nebraska institutions shall be matched.

E. Approval Process: Initial Request

1. Adjunct, Honorary, Research and Visiting. Application will be made to the Dean of the College of Public Health and the Department Chair. Applicants will be reviewed on the basis of acceptability in consultation with the College of Public Health's Promotion and Tenure Committee regarding appropriate Faculty rank. Applications will be approved or denied by the Dean, depending on the priorities of the College of Public Health and its programs.
2. Courtesy, Emeritus and Senior Consultant. Application will be made to the Dean of the College of Public Health and the Department Chair. Applicants will be approved or denied on the basis of acceptability of the candidate, at the rank of the home department.

III. RULES OF ORDER

All Committees and Councils shall conduct their meetings in accordance with the Roberts Rules of Order.

IV. AMENDMENTS

Upon recommendation of ten members of the Voting Governing Faculty, the Bylaws of the Governing Faculty of the College of Public Health may be amended by a two-thirds majority vote at any regular or special meeting at which at least 19 Voting Governing Faculty members are present or participating by electronic means.

Any proposed amendment must be mailed or electronically submitted to each Voting Governing Faculty member at least thirty days in advance of the meeting. Such mailing shall constitute due notice of an impending vote on the Amendment.

Amendments shall become effective when reviewed by the Chancellor of the Medical Center, the President of the University of Nebraska, and approved by the University of Nebraska Board of Regents.

APPROVALS

Approved by the Governing Faculty
 Approved as revised by the Governing Faculty
 Approved by the Board of Regents

October 4, 2007
 May 21, 2010
 September 10, 2010

UNMC College of Public Health
Accreditation Task Force: Self-Study Committees and Members

November 24, 2010

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| College Organization and Governance |
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CEPH Criteria:

- 1.0 The School of Public Health
- 1.1 Mission
- 1.2 Evaluation and Planning
- 1.3 Institutional Environment
- 1.4 Organization and Administration
- 1.5 Governance

Members:

1. **Ayman El-Mohandes, MBBCh, MD, MPH (Chair)**
Dean
Professor of Epidemiology
2. **Rebecca Anderson, JD, MS**
Chair of Governing Faculty
Associate Professor of Health Promotion, Social and Behavioral Health
3. **Aleta Gaertner, MPH**
Administrative Program Coordinator, Office of the Dean
4. **Shawn Gibbs, PhD**
Masters Program Director
Chair of Curriculum Committee¹
Associate Professor of Environmental, Agricultural, and Occupational Health
5. **Terry Huang, PhD, MPH**
Chair and Professor of Health Promotion, Social and Behavioral Health
6. **Jane Meza, PhD, MS**
Chair and Professor of Biostatistics
Director of Center for Collaboration on Research Design and Analysis (CCORDA)
7. **Alice Schumaker, PhD, MS, MPA (Co-Chair)**
Associate Dean for Academic Affairs
Associate Professor of Health Services Research and Administration

¹ The College's Curriculum Committee was formerly known as Academic Affairs Committee, prior to the May 2010 change in the College of Public Health Governing Faculty Bylaws.

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| Resources |
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CEPH Criteria:

1.6 Resources

Members:

1. **Laura Bashus (Chair)**
Finance and Human Resources Administrator, Office of the Dean
2. **Chris Brown, MPH**
COPH MPH Alumnus (Graduated August 2010)
3. **Paula Cooper**
Human Resources Project Associate, Office of the Dean
4. **Pam Ehmke**
Accountant, Office of the Dean
5. **Mike Faber**
UNMC Facilities
6. **Rob Hansen**
UNMC Office of Sponsored Programs
7. **Terry Hartman**
UNMC McGoogan Library of Medicine
8. **Susan Kraft-Mann**
UNMC Budget Office
9. **Crystal Miller**
UNMC Office of Sponsored Programs
10. **Manish Tiwari, MPH**
COPH Alumnus and UNMC Medical Student
11. **Paula Turpen**
UNMC Vice Chancellor for Research
12. **Fred Ullrich**
ITS Manager, Office of the Dean (through July 2010)

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| Instructional Programs |
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CEPH Criteria:

- 2.0 Instructional Programs
- 2.1 Master of Public Health Degree
- 2.2 Program Length
- 2.3 Public Health Core Knowledge
- 2.4 Practical Skills
- 2.5 Culminating Experience
- 2.6 Required Competencies
- 2.7 Assessment Procedures
- 2.8 Other Professional Degrees
- 2.9 Academic Degrees
- 2.10 Doctoral Degrees
- 2.11 Joint Degrees
- 2.12 Distance Education or Executive Degree Programs

Members:

1. **Alice Schumaker, PhD, MS, MPA (Co-Chair)**
Associate Dean for Academic Affairs
Associate Professor of Health Services Research and Administration
2. **Shinobu Watanabe-Galloway, PhD (Co-Chair)**
Doctoral Program Director
Chair of Research Committee
Associate Professor of Epidemiology
3. **Maha Farid**
PhD Student in Environmental Health, Occupational Health, and Toxicology
4. **Shawn Gibbs, PhD**
Masters Program Director
Chair of Curriculum Committee¹
Associate Professor of Environmental, Agricultural, and Occupational Health
5. **Gleb Haynatzki, PhD, MSc, MA**
Associate Professor of Biostatistics
6. **Preethy Nayar, PhD**
Chair of Professional Development Committee
Assistant Professor of Health Services Research and Administration
7. **Risto Rautiainen, PhD**
Associate Professor of Environmental, Agricultural, and Occupational Health
8. **Molly Schliffe (Graduated in December 2010)**
MPH Student in Community Health Education
9. **Mohammad Siahpush, PhD**
Professor of Health Promotion, Social and Behavioral Health
10. **Colleen Svoboda**
Nebraska Department of Health and Human Services
Office of Community Health Development

¹ The College's Curriculum Committee was formerly known as Academic Affairs Committee, prior to the May 2010 change in the College of Public Health Governing Faculty Bylaws.

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| Research |
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CEPH Criteria:

3.1 Research

Members:

1. **James Anderson, PhD (Chair)**
Associate Dean for Research
Professor of Biostatistics
2. **Li-Wu Chen, PhD**
Interim Chair and Associate Professor of Health Services Research and Administration
3. **Christopher Fisher, PhD**
Assistant Professor of Health Promotion, Social and Behavioral Health
4. **Gleb Haynatzki, PhD, MSc, MA**
Associate Professor of Biostatistics
5. **Monirul Islam, PhD**
Assistant Professor of Epidemiology
6. **Joseph Siu, PhD**
Assistant Professor of Environmental, Agricultural, and Occupational Health
7. **Diane Sylofski**
PhD Student in Health Promotion and Disease Prevention Research

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| Service |
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CEPH Criteria:

3.2 Service

Members

1. **Magda Peck, ScD (Chair)**
Associate Dean for Community Engagement and Public Health Practice
Professor of Health Promotion, Social and Behavioral Health
2. **Farida Ebrahim**
MPH Student in Environmental and Occupational Health
3. **Amy Holtmeier**
Coordinator, Office of Educational Services
4. **Andrew Jameton, PhD**
Professor of Health Promotion, Social and Behavioral Health
5. **Ruti Margalit, MD**
Director of Service Learning Academy
Associate Professor of Health Promotion, Social and Behavioral Health
6. **Shireen Rajaram, PhD**
Associate Professor of Health Promotion, Social and Behavioral Health
Director of Center for Reducing Health Disparities
7. **Molly Schlife (Graduated in December 2010)**
MPH Student in Community Health Education
8. **Hongmei Wang, PhD**
Assistant Professor of Health Services Research and Administration
9. **Sara Woods**
UNO College of Public Affairs and Community Service

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| Workforce Development |
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CEPH Criteria:

3.3 Workforce Development

Members

1. **Magda Peck, ScD (Chair)**
Associate Dean for Community Engagement and Public Health Practice
Professor of Health Promotion, Social and Behavioral Health
2. **Deborah Barnes Josiah, PhD**
Assistant Professor of Epidemiology
Nebraska Department of Health and Humans Services
3. **Margaret Brink**
York Board of Health
GPPHLI Class 4
4. **Sergio Costa, PhD**
Director of Distance Learning by Remote Communication and Scholarship
GPPHLI Class 6
5. **Brandon Grimm, MPH**
Director of Public Health Practice
COPH MPH Alumnus
6. **Ge Lin, PhD**
Associate Professor of Health Services Research and Administration
7. **John Linville, DVM, MPH**
U.S. Department of Agriculture
COPH MPH Alumnus
GPPHLI Faculty and Class 1
8. **Sharon Medcalf, MEd**
Instructor of Health Promotion, Social and Behavioral Health
9. **Dave Palm, PhD**
Nebraska Department of Health and Human Services
NEAPHI
10. **Molly Schlife (Graduated in December 2010)**
MPH Student in Community Health Education
11. **Gabriela Torre Puckett**
MPH Student in Public Health Administration

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| Faculty |
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CEPH Criteria:

- 4.0 Faculty, Staff, and Students
- 4.1 Faculty Qualifications
- 4.2 Faculty Policies and Procedures
- 4.3 Faculty and Staff Diversity

Members:

1. **Jane Meza, PhD (Co-Chair)**
Chair and Professor of Biostatistics
Director of Center for Collaboration on Research Design and Analysis (CCORDA)
2. **Rebecca Anderson, JD, MS (Co-Chair)**
Chair of Governing Faculty
Associate Professor of Health Promotion, Social and Behavioral Health
3. **Virginia Aita, PhD, MS**
Associate Professor of Health Promotion, Social and Behavioral Health
4. **Maureen W Gatere**
MPH Student in Community Health Education
5. **Shawn Gibbs, PhD**
Masters Program Director
Chair of Curriculum Committee¹
Associate Professor of Environmental, Agricultural, and Occupational Health
6. **Lina Lander, ScD**
Assistant Professor of Epidemiology
7. **Melissa Tibbits, PhD**
Assistant Professor of Health Promotion, Social and Behavioral Health
8. **Fang Yu, PhD**
Assistant Professor of Biostatistics

¹ The College's Curriculum Committee was formerly known as Academic Affairs Committee, prior to the May 2010 change in the College of Public Health Governing Faculty Bylaws.

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| Students |
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CEPH Criteria:

- 4.0 Faculty, Staff, and Students
- 4.4 Student Recruitment and Admissions
- 4.5 Student Diversity
- 4.6 Advising and Career Counseling

Members:

1. **Alice Schumaker, PhD, MA (Co-Chair)**
Associate Dean for Academic Affairs
Associate Professor of Health Services Research and Administration
2. **Christopher Fisher, PhD**
Assistant Professor of Health Promotion, Social and Behavioral Health
3. **Monirul Islam, PhD**
Assistant Professor of Epidemiology
4. **Steve Jackson, MPH**
COPH Alumnus
5. **Kendra Schmid, PhD**
Assistant Professor of Biostatistics
6. **Derry Stover, MPH (Graduated August 2010)**
MPH Student in Environmental and Occupational Health
7. **Jessica Tschirren, MPA**
Director of the Office of Educational Services
8. **Sandra Wells, PhD**
Assistant Professor of Environmental, Agricultural, and Occupational Health
9. **Chad Wetzel, MPH**
COPH MPH Alumnus (Graduated August 2010)
10. **Oren Yagil, PhD (Co-Chair)**
Assistant Dean for Student Affairs
Assistant Professor of Health Services Research and Administration

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| Oversight |
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Charge:

- To coordinate efforts among all accreditation task force committees to ensure alignment with CEPH criteria as well as NU and UNMC policies and procedures, and
- To adhere to the timelines set by the leadership groups.

Members:

1. **Ayman El-Mohandes, MBBCh, MD, MPH (Chair)**
Dean
Professor of Epidemiology
2. **Alice Schumaker, PhD, MS, MPA (Co-Chair)**
Associate Dean for Academic Affairs
Associate Professor of Health Services Research and Administration
3. **Aleta Gaertner, MPH**
Administrative Program Coordinator, Office of the Dean
4. **Jessica Tschirren, MPA**
Director of the Office of Educational Services
5. **Kalpana Ramiah, DrPH, CPH, MS**
External Consultant (August 2009 – June 2010)
6. **Chandran Achutan, PhD**
Faculty Representative
Assistant Professor of Environmental, Agricultural, and Occupational Health

**University of Nebraska
College of Public Health
Promotion and Tenure Guidelines¹**

20010 -11 Academic Year

Section I: Introduction

The purpose of this document is to specify an application procedure for promotion and tenure, and to provide a set of standards and criteria upon which decisions for promotion and tenure can be based. This document applies only to faculty whose primary appointment is in the College of Public Health (CoPH). According to the CoPH bylaws, faculty with secondary CoPH appointments carry the academic rank of their primary appointment to the CoPH.

The mission of the College of Public Health in a broad sense includes (1) education of health professions and graduate students, medical residents, other medical center personnel, practitioners of public health, and the public; (2) research programs designed to advance public health, medical and other scientific understanding of health and disease (including public health practice activities); and (3) public health-related and other service activities, including those to the community and the state.

The fulfillment of this mission demands excellence in three areas of professional emphasis: (1) teaching, (2) research and other scholarly activities (including public health practice), and (3) service (including administration) to the University (including all of its subunits), to peer professionals and to the public.

Whereas the College of Public Health expects its faculty to demonstrate overall excellence in all aspects of its mission, the College recognizes that few faculty members can perform equally in the areas of teaching, research and other scholarly activity (including public health practice), and service (including administration). Nonetheless, for promotion to associate professor, it is expected that significant achievement will be made in both teaching and research and competence demonstrated in service. For promotion to full professor, it is expected that the highest level of excellence will be achieved in either teaching or research, with continued achievement in the other area of emphasis.

The criteria provided in this document are guidelines. It is recognized that not all faculty will fit unified or predefined models and that each candidate will come forward with a unique blend of activities supporting, in different ratios, the three missions of the College of Public Health. Diversity in academic pursuits is expected and encouraged among faculty members. For this reason, criteria for promotion and tenure allow consideration of a variety of different professional areas of emphasis. The College and Department Chairs must use flexibility in evaluating candidates and may depart from the guidelines when necessary; however, reasons for making such departures must be documented and explained clearly. It is the primary responsibility of the candidate, through his or her written narrative(s), and the Chairperson through his or her accompanying letter, to clearly define how the candidate contributes, in the chosen areas of emphasis, to the missions of the College of Public Health.

¹ The College of Public Health Promotion and Tenure Guidelines are based on the UNMC Guidelines for Submitting Academic Promotion and Tenure Recommendations. The College of Public Health Promotion and Tenure Guidelines relate specifically to College of Public Health academic faculty and are the guidelines utilized by the College of Public Health Promotions and Tenure Committee.

Section II: Selection of Areas of Emphasis

The Department Chair has a responsibility to assist every new faculty appointee in selecting major areas of emphasis. All faculty members need and deserve this counsel as part of their career development. It is recognized that circumstances may make change in professional emphasis necessary. However, this must be carefully considered because frequent deviations may delay achievement of a record of professional excellence.

Each new faculty member will select primary areas of emphasis by agreement with his or her Department Chair. This selection should be compatible with activities required to achieve the long term goal of promotion to full Professor. The primary areas of emphasis may be selected from teaching or research and other scholarly activities. Promotion requires a specific record of accomplishment both teaching and research and other scholarly activities. Tenure requires a **sustained** record of accomplishment in both teaching and research and other scholarly activities. Promotion to full professor requires clear evidence of significant and lasting contributions to both teaching and research and other scholarly activities consistent with the mission of the college and national or international recognition for contributions to the discipline (see University of Nebraska Medical Center Guidelines for submitting academic promotion and tenure recommendations and Section IX of this document).

Section III: Areas of Emphasis Described

A. Teaching. This includes the ability to lead students to think purposefully and critically, to interest students in the broad problems of the subject under study, to exhibit teaching innovation, to construct reliable and valid instruments for the evaluation of teaching activities, to interpret the results of learning evaluations impartially, to maintain sound academic standards, and finally to foster professional attitudes within students. Teaching within the College of Public Health may include various formats such as lectures, laboratory interaction, small group instruction, development of instructional materials, or administrative activities such as course organization, development, and direction. Teaching also includes mentoring and supervision of graduate students (including mentoring and supervision of M.S. and Ph.D. students, and supervision of Master of Public Health [MPH] student capstone/service learning activities). Other aspects of teaching include supervision or mentoring of other faculty and health professionals (especially public health professionals). Recognition of outstanding performance as a teacher by peers and by students can be a powerful factor in the promotion and tenure evaluation process.

B. Research and Other Scholarly Activities. Research can broadly be described as a process of investigation or inquiry that leads to the acquisition of new knowledge. Scholarly activities should be interpreted broadly. Scholarly activity may include creative activity and investigation leading to new knowledge, the synthesis of new ideas, creative application of new knowledge and ideas to public health practice, writing textbooks and monographs, and the application of fundamental knowledge to research, technology transfer, software design, website design, or other activities related to information sciences, and the development of innovative teaching methods.

Successful acquisition of extramural funds through peer-reviewed or other mechanisms and publications of results in the peer-reviewed literature are most often used as indicators of the quantity and quality of research. These traditional measures will be given primary weighting. However, consistent with the core functions of public health, publication of research results in other venues, such as policy briefs and papers produced by research centers, reports

to public health agencies (broadly defined to include administrative agencies in state and federal governments) are also evidence of research productivity.

Public Health Practice is the collection and analysis of identifiable health data by a public health authority for the purpose of protecting the health of a particular community, where the benefits and risks are primarily designed to accrue to the participating community. Public health practice activities are those associated with “developing, integrating and applying new knowledge to improve public health in the population, and practice in public health agencies and in community, medical, and other public health organizations” {Association of Schools of Public Health: Demonstrating Excellence in Academic Public health practice [unpublished report], June 1999}). **Academic public health practice** includes collaborations with national, state or local health agencies to help assess a current public health problem, or plan, implement or evaluate programs directed at solving such problems. Such activities are scholarly activities and should be included in descriptions of research and other scholarly activities. Public health service activities (membership on Boards or committees; providing advice to public health entities) should be described as service.

In the evaluation of scholarly activity, emphasis should be placed not only on the quantity of the work produced but also on its quality and the impact the scholarly activity has on the faculty member's chosen area of study. This scholarly impact may be demonstrated through invitations to chair or organize national symposia, to edit books or provide textbook chapters and through other activities which demonstrate the regional, national and international reputation of the scholar. Of special importance in this regard are letters solicited from individuals outside the UNMC College of Public Health community who are in a position to assess the relative importance of the faculty member's work and his or her status in the academic community.

Faculty members emphasizing research and scholarly activity also are expected to develop a high level of teaching effectiveness.

C. Service (including Administration) to the University, Peer Professionals, Public Health Entities and the Public.

Service activities are important to the overall mission and operation of any college of public health. Administrative and service activities can be performed within the College or as part of activities in other Colleges at the University of Nebraska Medical Center or at the University of Nebraska generally, or in the broader community. Professional service may include the direction of local and national/international education programs, scientific workshops, and policy making bodies. Other evidence of professional service may take the form of education and leadership of peer professionals. The latter would be indicated by election or appointments to offices in local, state, or national professional associations and societies, consultantships, service on advisory boards, service on editorial boards or as a manuscript reviewer, invited professional lectureships, and so forth. Relevant community or public service, particularly as it relates to the faculty member's professional competence, is encouraged.

Section IV: Process of Application

A. Department Chair's Role when a Critical Mass of Senior Faculty do not Exist: As outlined below, departments will be expected to establish Departmental Advisory Committees for Promotion & Tenure to provide an initial review of a candidate's application for promotion/tenure. However, during the initial growth of the College of Public Health, until such

time as a College of Public Health Department reaches a critical mass of senior faculty (faculty at a higher academic rank than the applicant [excluding the Department Chair]) allowing for the creation of a Departmental Promotion and Tenure Committee, the College's Promotion and Tenure Committee will accept promotion/tenure requests from Department Chairs without further Departmental consideration. When a Departmental Advisory Committee for Promotion and Tenure does not exist, the responsibilities of the Committee as outlined below fall to the Department Chair. Chairs are encouraged to consult existing senior departmental faculty regarding promotion/tenure requests and to detail any process they use in developing their recommendation regarding promotion/tenure in the submission materials sent to the College Promotion and Tenure Committee.

B. Establishment of a Departmental Advisory Committee for Promotion & Tenure. At such time as a critical mass of Departmental senior faculty exists, the College of Public Health expects that, for each Departmental promotion and tenure cycle, a Departmental Advisory Committee for Promotion & Tenure will be established. It is expected that the committee, appointed by the Department Chairperson, will consist of three or more Departmental faculty at, or preferably, above the candidate's present academic rank. Membership of tenured faculty on the Departmental Advisory Committee is also to be preferred. The Department Chairperson may not serve on his or her Department's Advisory Committee. It is recommended that some continuity in the Departmental Advisory Committee be established ideally by utilizing staggered 2-3 year appointments for the members.

C. Responsibilities of the Departmental Advisory Committee. This Committee (or Department Chair in the absence of the Committee) will assemble a complete file of materials required by the College of Public Health Promotion and Tenure Committee. It is the responsibility of the Chair of the Departmental Advisory Committee to inform each candidate for promotion or tenure that the candidate is responsible for providing the information necessary for assembling a complete portfolio. The Committee (or Department Chair in the absence of the Committee) will solicit such letters of reference as are required for the promotion or tenure recommendation process (see Paragraph D (5) of this Section).

The Committee will set a deadline for the receipt of candidate materials such that sufficient time is provided for the completion of their review and the Department Chair's letter of recommendation prior to the CoPH Promotion and Tenure Committee's deadline for receipt of applications (see Section V). When the candidate's promotion or tenure file has been completely assembled (see Paragraph D below), the Committee will meet to review the material and to make a recommendation to the Department Chair. Candidates will be given an opportunity to review their files (minus letters of reference for which waivers of access have been provided) prior to the formal meeting of the Committee to consider the candidate's request for promotion or tenure. Candidates may comment in writing about items in their files. Such written comments will be appended to their promotion and tenure files. Candidates may add materials to their application prior to the CoPH Promotion and Tenure Committee's deadline for receipt of applications, but all materials not available at the time of the Departmental Advisory Committee's review must be so designated.

Minutes of the Departmental Advisory Committee meeting must be kept, and they will become a permanent part of the candidate's promotion or tenure file. The minutes must include a brief summary of the discussion, the results of the vote, and, if there is a split vote, the minority opinion must be presented. All these documents are submitted to the Department Chair. The summary of the discussion, including the recommendation of the Committee, must also be sent to the candidate.

D. Responsibility of the Department Chair. The Department Chair is responsible for identifying individuals eligible for promotion or tenure and for forwarding the completed application for promotion or tenure to the College of Public Health Promotion and Tenure Committee. Responsibility for recommendation of promotion or tenure of Department Chairs will be the responsibility of an individual designated by the Dean. The material submitted to the Promotion and Tenure Committee must include the minutes of the Departmental Advisory Committee's meeting. The Chair or Dean's designate (see below) will also include a comprehensive letter of evaluation with his or her recommendation to the College of Public Health's Promotion and Tenure Committee. The chairperson's letter must identify the two academic areas of emphasis [1) *teaching*, 2) *research and other scholarly activities* or 3) *service*] upon which the recommendation is based. The letter should address the individual's personal qualities such as integrity, reliability, and collegiality. Also, the chairperson's letter should contain summaries of teaching evaluations by undergraduate, graduate and professional students, and peer faculty members. If the Chair's recommendation is different from that of the Department's Advisory Committee, the letter must provide a detailed explanation of the reasons for the alternative recommendation.

Should a Department Chair be unwilling to initiate a promotion or tenure review process for a faculty member who believes s/he should be considered for promotion or tenure, the faculty member may request permission from the Dean's Office to proceed with the assembling of an application. The CoPH Dean will appoint a senior faculty member to conduct the review. Such application must include all components of the application outlined in this document, including a letter from the Department Chair and reference letters, which will be secured by the Dean's designate. In these cases, the Dean's designate will also provide his/her own independent evaluation and recommendation.

As provided for in the UNMC Guidelines for Submitting Academic Promotion and Tenure Recommendations, "A negative decision at the department level may be appealed within the college/institute. . . . An individual wishing to appeal a department-level decision must present his/her arguments in writing to the Dean within 15 days after receiving written notification of the department chairperson's decision."

E. Documents. An individual's academic accomplishments must be thoroughly and accurately outlined for the review and decision making process. Documentation of all activities should be outlined in the individual's curriculum vitae or accompanying documents. A faculty member's academic rank will be that of their primary appointment. A faculty member holding an appointment (paid or courtesy) in more than one academic unit of the College of Public Health shall carry his or her primary academic rank to their secondary appointments. Thus, the promotion or tenure materials are to be prepared and submitted by the Department where the faculty member holds his/her primary appointment. UNMC promotion and tenure guidelines require faculty holding appointments (paid or courtesy) in more than one academic unit to concurrently pursue the documentation and review processes in each Department if promotion is proposed in both units. Thus, a review by the Promotion and Tenure Committee (or CoPH Department Chair prior to "critical mass") of all CoPH academic units where the faculty member holds secondary appointment is required for requests for promotion or tenure. Primary CoPH faculty with secondary appointments at the University of Nebraska outside the CoPH requesting promotion must complete the required documentation and review by the other academic units if promotion is proposed there as well. The outcome of these reviews is to be transmitted to the CoPH Promotion and Tenure Committee using separate transmittal forms (see Section 1 below), as per the UNMC Promotion and Tenure Guidelines.

(1) UNMC Transmittal Form. This form (Appendix A of the UNMC guidelines) provides the cover sheet on which the recommendations of the Chair and the

Departmental Promotion and Tenure Committee are indicated. It acts as a summary sheet for all actions in a given promotion or tenure deliberation.

(2) Chairperson's Letter. See Section IV, Paragraph D.

(3) Curriculum Vitae. All candidates for promotion or tenure must submit a current *Curriculum Vitae* in the format specified in Appendix B of the UNMC guidelines. Uniformity of CV's will facilitate the review process.

(4) Academic Portfolio. The faculty member under review must prepare a clear and succinct narrative of the highlights and importance of his or her academic accomplishments in a) teaching, b) research and scholarly activities, and c) service to the University, to peer professionals and to the public. This may be done in separate narratives or one narrative but the individual must use the previously mentioned subheadings (a-c) in describing his or her accomplishments. There is no minimum length required but the documents will not be more than 6 pages (2 pages per subheading) in length (8 1/2 x 11 inches, 1" margins).

(5) External Letters of Reference. Applications for promotion to associate or full professor and for tenure must be accompanied by letters of reference from individuals who are qualified to critically evaluate the importance of the candidate's work and his or her status in the professional community. A minimum of **four (4)** letters of reference are required; more than six (6) letters is discouraged. At least three must come from individuals outside of the University of Nebraska. The candidate may suggest the names of individuals fitting this description. However, there must be at least one letter from an individual **not identified by the candidate** and this letter must be labeled as such. Should the department chair or committee deem it necessary, additional reference letters may be sought from additional reviewers. Reference letters of greatest help to the promotion and tenure process are often from individuals not having direct relationships with the applicant who can provide an objective evaluation of his or her academic achievements and an assessment of his/her regional and national reputation.

Information supplied to those providing reference letters must include the applicant's Curriculum Vitae and the College's promotion and tenure guidelines. It may also include the applicant's two-page narratives and copies of publications or other written material of relevance to the review of the candidate.

It is important that letters to external reviewers be sent by the chairperson of the Departmental Advisory Committee for Promotion and Tenure, the departmental chairperson, or the Dean, and not by the candidate. The academic portfolio should include a short description of the qualifications of each reviewer, the relationship of the reviewer to the candidate, and a copy of the letter soliciting a review. The letters soliciting such a review shall use neutral language, asking for an evaluation (not a letter of support), and must indicate to the reviewer whether or not the candidate has waived his or her right of access to letters of reference. These letters should be addressed to the chairperson of the requesting department.

Candidates must determine whether they wish to waive or retain their right of access to letters of reference. A form (Appendix C) indicating the candidate's wishes regarding access to letters of reference must be signed before letters are solicited.

(6) Copies of Publications. Candidates for Promotion should submit copies of not more than five (5) of the most important publications which were printed or accepted for

publication since their last promotion. Candidates for Tenure also should submit copies of not more than five (5) of their most important publications.

Section V: Review Process

The Promotion and Tenure Committee of the College of Public Health is a standing committee (see *Section 1.D.1. of the Bylaws of the Governing Faculty of the University of Nebraska College of Public Health*). The committee reviews the application materials for each candidate and makes a recommendation to the Dean regarding promotion or tenure. The committee recommendation is also communicated to the candidate's chair. The Dean makes the decision regarding each candidate's application for promotion and tenure and provides a written notification to the candidate and his or her chair of the recommendation. This recommendation is then forwarded to the Chancellor for final review.

The deadlines related to the 20010-2011 academic year promotion and tenure review process are:

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| Applications received in Dean's Office: | January 10, 2011 |
| End of review by CoPH Promotion and Tenure Committee: | February 20, 2011 |
| Recommendations from CoPH P&T Committee to the Dean: | March 1, 2011 |
| Recommendations from the Dean to Chancellor's Office: | March 15, 2011 |

Section VI: Request for Reconsideration

The Department Chairperson or the candidate can request a reconsideration of a College of Public Health Promotion and Tenure Committee recommendation. A written request for reconsideration must be submitted to the Dean within 15 working days after written notification of the recommendation by the Committee. The Dean will act on the appeal within 30 days of the request for reconsideration or prior to the deadline for submission to the Chancellor, whichever is earlier. Decisions by the Dean to deny promotion or tenure will normally be considered final for that year, with the exception that an individual who alleges that the decision of denial of promotion or tenure was prejudiced or capricious may submit a written appeal to the Chancellor within 15 days after receiving written notification of the Dean's decision.

Section VII: Promotion and Tenure in Different Academic Appointments

It is recognized that all faculty being considered for promotion and tenure using these guidelines hold one of the types of faculty appointments in the College of Public Health authorized by Section 4.4 of the *Bylaws of the Board of Regents* of the University of Nebraska. Faculty in the College of Public Health have either Health Professions Faculty Appointments (Section 4.4.7 of the *Bylaws of the Board of Regents*) or Special Appointments (Section 4.4.1 of the *Bylaws of the Board of Regents*).

A. Guidelines for Promotion.

The **promotion** component of the Promotion and Tenure Guidelines applies to the following types of appointments:

1. HEALTH PROFESSIONS FACULTY APPOINTMENT. Members of the full-time permanent faculty at the University of Nebraska Medical Center may be employed by a "Health Professions Faculty Appointment" established

by the Board of Regents on May 6, 1988 in Section 4.4.7 of the *Bylaws of the Board of Regents*.

Any person serving on a Health Professions Faculty Appointment may make application for promotion and/or tenure. Applications for promotion and tenure will be reviewed in accordance with the University of Nebraska Medical Center standards for promotion and continuous appointment as approved by the Chancellor pursuant to Section 4.5 of the *Bylaws of the Board of Regents*.

2. *SPECIAL APPOINTMENTS.* Special Appointments are described in Section 4.4.1 of the *Bylaws of the Board of Regents*. Academic-administrative appointments in this category **do not** lead to the acquisition of tenure. Any person serving on a Special Appointment may make application for **promotion** according to the Promotion and Tenure Guidelines. Special Appointments to which this guidelines document applies include:

a. *Adjunct Appointments:* A non-pay appointment in an academic department for an individual who is on a volunteer (non-pay) status and is not on active pay status with any other unit at the University of Nebraska.

b. *Research Appointments.* These Special Appointments are described under Section 4.4.1 (9) of the *Bylaws of the Board of Regents* and comprise faculty whose responsibilities are dedicated to a sponsored research activity.

As detailed in the College of Public Health Bylaws, faculty with primary appointment elsewhere at the University of Nebraska carry their academic rank with them to the College of Public Health. These appointments include:

c. *Courtesy Appointments:* An appointment in an academic department for an individual who is on an active pay status in some other department or unit of the University of Nebraska.

d. *Partial Special Appointments:* Faculty who are appointed partially in the College of Public Health (at least .25 FTE unless the Dean has approved this classification with less than .25 support) and partially in another University of Nebraska unit (but at a greater percent effort than that at the CoPH)

e. *Principal Faculty From Partner Campuses or Colleges:* Faculty with primary appointment and funding in a University of Nebraska unit other than the College of Public Health, who do not have a Full Time or Partial Special Appointment in the College of Public Health, and are making a significant contribution to the College of Public Health through teaching a minimum of one-third of a specific course during a two-year period, or through research by inclusion as Principal Investigator or Co-Principal Investigator on CoPH grant(s).

f. *CoPH Dean Appointments:* Faculty who are not in any of the special appointment categories above but who have received a CoPH Governing Faculty appointment by the Dean of the College of Public Health due to exceptional contributions to the College.

3. CONTINUOUS APPOINTMENT. Continuous Appointments are described in Section 4.4.3 of the *Bylaws of the Board of Regents*. Faculty who have obtained continuous appointment are eligible for promotion.

The Promotion and Tenure Guidelines allow considerable flexibility for candidates to establish a portfolio of activities that demonstrates an appropriate record of excellence within the educational, research and service missions of the Medical Center. However, for promotion to Full Professor, the candidate must be able to demonstrate a sustained record of outstanding accomplishment in both research and teaching.

B. Guidelines for Tenure (Continuous Appointment)

Continuous appointment or tenure is an attainment by a faculty member who has demonstrated the professional and personal qualifications required for acceptance as a permanent faculty member. Decisions regarding tenure recommendations should be made independently of any prior or concurrent promotion recommendations. Faculty members holding a Health Professions Faculty Appointment, as described in Section 4.4.7 of the *Bylaws of the Board of Regents* of the University of Nebraska, are eligible to be considered for tenure.

A recommendation for tenure will be made only on the basis of demonstrated and documentable academic achievement using the Criteria for Promotion and Tenure in Section IX. of these Guidelines. Evaluation of academic achievements will be made by considering quality of publications, effective teaching, development of new and improved teaching or learning methods, and excellence in the faculty member's field of specialization as demonstrated by recognition of his or her achievements and recommendations by peers not only within the University of Nebraska but also among their academic peers.

Each recommendation for tenure should emphasize the contribution that the candidate has made to the educational needs of the department or College.

VIII. Post-Tenure Review.

The UNMC guidelines for Post-Tenure Review are included as Section IV. of the “UNMC Guidelines for Submitting Academic Promotion and Tenure Recommendations.” Please refer to these guidelines for the post-tenure review process.

However, as indicated by the footnote in Section IV. 2. a. (1) of the UNMC document noted above, each unit (College or Institute) is required to define the standards for substantial and chronic deficiency. Attached as Appendix D to the “College of Public Health Promotion and Tenure Guidelines” is the approved document which defines “substantial and chronic deficiency” for the College of Public Health.

Section IX. Criteria for Promotion and Tenure in the Health Professions Faculty Appointment, and for Promotion in the Continuous Appointment, Courtesy Faculty Appointment*, and Research Faculty Appointment*.

A. *Eligibility:* M.D., Ph.D., or other doctoral level or terminal degree professional who teaches or performs research in the College of Public Health. Exceptions to the degree requirement will be limited to those cases where documented professional accomplishments are sufficient to merit waiver of the requirement.

B. Both the general and specific criteria are to be applied in evaluating teaching, research and scholarly activity and service. General Criteria in the following Table must be met before Specific Criteria are applied. *Competency in teaching is expected of all faculty at all ranks.* Although there are no exact time requirements, *it is unusual for promotion to occur less than 4 or 5 years after achieving a given rank.* Note that the criteria are cumulative, e.g., a candidate for associate professor must meet the criteria listed for assistant professor plus those listed for associate professor.

Examples of activities for Levels 1, 2, and 3 in the Teaching, Research and Other Scholarly Activity and Service (no Level 3) areas are described in paragraphs C, D and E of this Section.

| Criteria for Promotion in Academic Rank | | |
|---|---|---|
| | General Criteria | Specific Criteria |
| Assistant Professor | Demonstrates initial research competence; documented at or above average teacher. | Level 1 in all three areas of teaching, research/scholarly activities and service. |
| Associate Professor | Independence; significant contributions to research and teaching consistent with the mission of the college; emerging regional / national reputation in at least one area | Level 2 in research/scholarly activities and teaching and Level 1 in service |
| Professor | Clear evidence of significant and lasting contributions to research and teaching consistent with the mission of the college; enhances prestige of College; emerging national / international reputation in their discipline | Level 3 in either research/scholarly activities or teaching, plus Level 2 in the two remaining areas. |

| Criteria For Tenure | | |
|---------------------|--|---|
| Tenure* | Sustained record of accomplishment in teaching and research/other scholarly activities, expected to continue long-term; established regional/national reputation in their discipline. | Clear evidence of sustained level 2 in both research/scholarly activities and teaching, and evidence that performance at level 2 or higher is expected to continue long-term. |

*Courtesy and Faculty Research Appointments are “Special Appointments” and, therefore, do not lead to the acquisition of tenure.

C. Examples of Activities Demonstrating Teaching

Recognition of outstanding performance as a teacher by both peers and students can be a powerful factor in the evaluation process. Because departmental missions are variable and unique, each department has its own procedures to evaluate faculty teaching performance in an objective, fair and rigorous manner. In all cases, however, it is strongly recommended that peer evaluation comprise a significant part of this process. **Further, each department should utilize a standardized methodology to assess the quality and quantity of the teaching activities of the faculty member.**

Multiple activities comparable to the examples shown below will strengthen the application for promotion at each rank.

Level 1 (Whenever possible, these activities should be recognized, by means of peer and/or student evaluations, locally as being competent.)

- Lectures to students, residents, or peers in medical or public health education, public health-related training programs or courses
- Participates in teaching or supervision of graduate students and/or postdoctoral fellows
- Participates in postgraduate or continuing education courses which serves a local audience
- Member of dissertation or thesis/capstone committees
- Participates in training/workshops for the development of teaching skills
- Develops and delivers presentations at local conferences focused on teaching

Level 2 (As appropriate, these activities should be recognized, by means of peer and/or student evaluations, locally or regionally as being proficient.)

- Prepares curriculum materials (e.g., new courses/cores, syllabus materials, educational software)
- Writes a chapter for a peer reviewed print or electronic textbook used regionally or nationally
- Supervises or coordinates the teaching by other faculty, fellows, residents, or graduate students
- Develops/directs a postgraduate or continuing education course which serves a regional audience
- Publishes a peer-reviewed article related to teaching or curriculum development.
- Invited to present lectures at the state or regional level
- Invited lecturer at other institutions of higher education (e.g., universities, health professions schools) or research and development facilities or institutes (e.g., NIH)
- Develops and participates in the teaching of major portions of a graduate course
- Serves as advisor for graduate students pursuing the M.S., M.P.H., or Ph.D. degree
- Chairs dissertation, thesis or capstone committee
- Participates on NIH/equivalent training grants
- Receives a local teaching award or is nominated for a University-wide, regional, or national teaching award
- Develops and delivers presentations at conferences focused on teaching at the regional level

- Develops a new course

Level 3 (These activities should be recognized regionally or nationally as proficient.)

- Editor/author of a textbook adopted for teaching at other institutions
- Develops a course, curricular component, educational software, or evaluation materials which are used regionally or nationally
- Develops an instructional method recognized as being innovative by a regional or national audience
- Invited to organize and participate with a major role at a regional or national educational meeting
- Supervises a training program which has a regional or national audience
- Principal investigator on NIH/equivalent training grants
- Receives a University-wide, regional, or national teaching award
- Develops and delivers presentations at conferences focused on teaching at the regional level
- Develops a new concentration or program

D. Examples of Activities Demonstrating Research and Other Scholarly Activity

For promotion to the level of associate professor or above, demonstration of continued scholarly productivity illustrating the candidate's significant impact in his or her professional community is expected. The traditional categorization of research has been extended in the academic community to include a much more diverse set of activities that better describe a lifetime of learning and scholarship (Ernest Boyer, *Scholarship Reconsidered - Priorities of the Professoriate*, the Carnegie Foundation for the Advancement of Teaching, Princeton, New Jersey, 1990). This recognition of scholarly diversity describes several important areas: the scholarship of discovery ("traditional research"); the scholarship of integration (new ideas from crossroads of disciplines); the scholarship of application (translation into practice); and, the scholarship of teaching (transforming and extending transmission of knowledge). The University of Nebraska Medical Center supports this more encompassing description of scholarship and encourages each Promotion and Tenure process to consider it. For those candidates whose scholarly activities are outside the traditional boundaries of research, letters of reference will be especially important in assessing the candidate's professional impact. **Publication criteria also must be fulfilled for each rank.** **Publications may be original scholarly articles in a peer reviewed journal, review articles, policy briefs and papers, reports to public health agencies, case reports or book chapters.** Nevertheless, demonstration of a portfolio of high quality peer-reviewed publication is expected for promotion to the level of associate professor or above. ***Publication criteria are italicized below.***

Academic public health practice includes direct contributions of College of Public Health faculty to improving and/or sustaining public health in the community, state or nation (see Section III of this document). Contributions to public health must be assessed both for quantity and quality. To do so, departments should establish procedures to recognize the commitment required for such activities and the impact of the faculty member's involvement on the success of the program(s) involved. Evidence should be solicited from relevant public health agencies.

Multiple activities comparable to the examples shown below will strengthen the application for promotion at each rank.

Level 1

- *Evidence of initial publication success*
- Actively involved in public health, clinical, or basic science investigation
- Collaborates on public health projects, public information services, laboratory services, or public health monitoring
- Consults with public health projects, institutions, or services
- Collaborates with communities, agencies, underserved populations, and organizations to enhance the health of populations
- Local presentation of research results (seminars, grand rounds, local scientific programs, and so forth)
- Evidence of application as a principal investigator for research grants or contracts locally or regionally
- Disclosure of inventions; file patents
- Recognition as an *ad hoc* journal reviewer

Level 2

- *Evidence of a portfolio of high quality, peer-reviewed and other publications, the number and forum for these publications being appropriate to the field of study*
- Success in obtaining extramural, NIH-defined peer-reviewed* grants or contracts; success in obtaining investigator-initiated basic/applied research through grants or contracts with public health agencies, pharmaceutical, instrumental or other commercial enterprises
- Success in obtaining extramural peer reviewed support for educational projects and scholarship from entities such as foundations and federal and state agencies
- Evidence of successful development of interdepartmental and/or interdisciplinary collaborative research programs
- Develops and directs a public health program that changes health outcomes
- Develops and directs a public health program that attracts extramural funding to the College of Public Health
- Directs activities with communities, agencies, underserved populations, and organizations to enhance the health of populations
- Consultant for public sector agencies or private sector foundations/corporations
- Presentation of invited or peer-reviewed research results at national or international professional meetings
- Invited to present a research-based seminar regionally or nationally
- Inventions licensed, patents issued
- Recognition as an *ad hoc* member of review committee or study section

Level 3

- *Evidence of a significant portfolio of high quality, peer-reviewed and other publications, the number and forum of these publications being appropriate to the field of study*
- *Evidence of national impact from published work*
- Direction of scholarly activity of other faculty or post-doctoral appointees
- Continued success in obtaining extramural, peer-reviewed* grant or contract funds or investigator-initiated basic or applied research through grants or contracts with public health agencies, pharmaceutical, instrumental or other commercial enterprises
- Continued success in obtaining extramural peer reviewed support for educational projects and scholarship from entities such as foundations and federal and state agencies
- Continued success in the development and direction of public health program that change health outcomes

- Continued success in the development and direction of activities with communities, agencies, underserved populations, and organizations to enhance the health of populations
- Regular member of a special review committee or study section
- Invited to organize and participate in a major national or international scientific meeting
- Acquires FDA approvals; invention has a major impact on state-of-the-art; invention generates University resources
- Consults at the national level (e.g., Board of Scientific Advisors)
- Recognition as journal editorial board member or editor
- Service as term-appointed member of review committee or study section

*

Including but not limited to NIH, NSF, DOE, VA, AHA, ACS, SBIR, STTR, and other grant-awarding entities.

E. Examples of Activities Demonstrating Service

Service includes, but is not necessarily limited to, activities in the following units, subunits, and organizations: College of Public Health, School of Allied Health Professions, Eppley Institute for Research in Cancer, Munroe-Meyer Institute, The Nebraska Medical Center, Veterans Hospital, UNMC Physicians, University of Nebraska Medical Center, the University of Nebraska System, state and local public health agencies, and public health related organizations at the community, state, regional and national level,.

Multiple activities comparable to the examples shown below will strengthen the application for promotion at each rank. **Note: There is no Level 3 in this category.**

Level 1

- Serves on committees, boards, and planning groups external to the UNMC campus
- Promotes, coordinates, or facilitates the involvement of community representatives in setting goals and planning for the College of Public Health
- Serves as journal reviewer
- Serves on faculty committees of the College of Public Health and/or the university

Level 2

- Demonstrates skills in coordinating activities, programs, or public health services
- Builds integration among services in ways that enhance the health of the public
- Accepts a position of leadership in a volunteer organization promoting public health
- Helps to establish culture, policies, public behavior, and interests that serve the health of the public
- Receives state, regional or national recognition for accomplishments in public health practice
- Independently develops or directs a major program, project, public service, monitoring system, data bank, or laboratory
- Oversees, directs, and interprets tests, procedures, or data handling in support of a major program, project, public service, or laboratory

- Oversees, administers, or manages major research projects or public projects involving planning, personnel, or financing
- Serves as an officer or major committee member in international, national, state, regional, or local professional society or other health related organization
- Serves as an assistant or associate dean or other administrative appointment, such as, chair/director, vice/associate chair/director of a department/center
- Consults nationally or internationally regarding service-related activities, accreditation, or policy
- Attracts substantial gifts or endowments to the College of Public Health or public health services
- Serves as a regular or ad hoc member on a national research or public health review committees or study sections
- Chairs a departmental faculty search committee
- Chairs a major UNMC, intercampus, or University of Nebraska committee or task force
- Performs services for the community, or for institutions with significant public health functions, locally or more broadly

Section X: Criteria for Promotion in the Adjunct Faculty Appointment

A. Eligibility: M.D., Ph.D., or other doctoral level or terminal degree professional, on a non-pay status (volunteer), who teaches, provides clinical service or performs basic or clinical research associated with the College of Public Health. Exceptions to the degree requirement will be limited to those cases where documented professional accomplishments are sufficient to merit waiver of the requirement.

B. The Criteria for faculty members holding "Adjunct" Faculty Appointments are noted below. Both the general and specific criteria are to be applied in evaluating an Adjunct faculty member for promotion. Although there are no exact time requirements, *it is unusual for promotion to occur less than 4 or 5 years after achieving a given rank.*

Faculty members holding Adjunct faculty appointments are required to adhere to the relevant sections of the Promotion and Tenure Guidelines but are not required to provide outside letters of reference or to furnish the written narrative.

Examples of activities for Levels 1, 2, and 3 are described in Paragraphs C, D, E, and F of Section IX.

| Rank | General Criteria | Specific Criteria |
|------|------------------|-------------------|
|------|------------------|-------------------|

| | | |
|-----------------------------|---|----------------------|
| Adjunct Assistant Professor | Demonstrated public health competence; documented at or above average teacher. | Level 1 in one area. |
| Adjunct Associate Professor | Creativity; history of dedicated service to the institution; makes significant contributions to research and teaching consistent with the mission of the College of Public Health. | Level 2 in one area. |
| Adjunct Professor | Clear evidence of significant and lasting contributions to research and teaching consistent with the mission of the college; enhances prestige of College; history of outstanding contributions to the College. | Level 3 in one area. |

Approved by the Faculty:

APPENDIX A

UNMC TRANSMITTAL FORM
for
Recommending Promotion and/or Tenure*

Name _____ Degree(s) _____
 Department/Division _____ College _____
 Initial UNMC Rank _____ Date of Initial Rank _____
 Current Rank _____ Date of Last Promotion _____

Appointment Type:

Special _____ Tenure Notification Date _____
 Health Professions _____ Contract Effective Dates _____
 Continuous _____ Tenure Effective Date _____

Tenure Requested: Yes _____ No _____
 Promotion Proposed: Yes _____ No _____ Proposed Rank _____

RECOMMENDATIONS

| <u>Department/Division</u> | <u>Promotion</u> | <u>Tenure</u> | <u>Signature</u> |
|----------------------------|--------------------|--------------------|------------------|
| Department Committee | Yes _____ No _____ | Yes _____ No _____ | _____ |
| Department Chairperson | Yes _____ No _____ | Yes _____ No _____ | _____ |

Individual notified in writing on: _____

| <u>College</u> | <u>Promotion</u> | <u>Tenure</u> | <u>Signature</u> |
|-------------------|--------------------|--------------------|------------------|
| College Committee | Yes _____ No _____ | Yes _____ No _____ | _____ |
| Dean | Yes _____ No _____ | Yes _____ No _____ | _____ |

Individual notified in writing on: _____

| <u>Chancellor's Office</u> | <u>Promotion</u> | <u>Tenure</u> | <u>Signature</u> |
|----------------------------|--------------------|--------------------|------------------|
| Chancellor | Yes _____ No _____ | Yes _____ No _____ | _____ |

Individual notified in writing on: _____

Dean of College/Institute Director notified in writing on: _____

APPEAL(S) FILED: Yes _____ No _____ (If Yes, Attach all Documentation)

*Faculty members holding appointments (paid or courtesy) in more than one academic unit, must concurrently pursue the documentation and review processes in each department in which promotion is proposed. Separate Transmittal Forms are required. August 2006

APPENDIX B

The University of Nebraska Medical Center
Curriculum Vitae Format

Name in Full

Home and Campus Addresses

Place of Birth

Education (indicate years attended⁺ and degrees granted)

Post-degree and Continuing Education Training (include years⁺)

Academic Appointments reverse chronological order, (i.e., list present position first) indicating years*

Certifications and Licenses

Grant/Contract Support in reverse chronological order, (i.e., list present support first) and for each grant supply the following information:

- grant title
- funding agency
- start and end dates
- total dollars (direct cost)
- name of Principal Investigator and name of Co-Investigator

Patents (list both those pending and those awarded)

Other Appointments or Positions not given above (e.g., private practice)*

Consulting Positions* (academic, government, and industry; also include editorial duties)

Military Service*

Honors and Awards

Memberships and Offices in Professional Societies

Committee Assignments (list service on departmental, medical staff, college, medical center, and university committees since appointment or last promotion; note year of service⁺ and chairs)

Community Service

APPENDIX B (Continued)

Bibliography

Publications are to be organized under the following headings. Please note that inclusive pagination is required where appropriate.

- a. Articles published in scholarly journals
- b. Articles accepted for publication. (Please attach copy of letter of acceptance)
- c. Books
- d. Chapters in books
- e. Books or journals edited
- f. Abstracts and preliminary communications (limit to one page of most recent)
- g. Presentations**
- h. "Published" audiovisual or computer-based educational materials and computer software (video, audio, multimedia slides and video, slides and audio, broadcast, etc.)
- i. "Published" continuing education materials
- j. "Published" computer software
- k. Articles submitted for publication

In support of Teaching Activities, for the last two calendar years, please provide only the following information. Do not provide specific teaching materials, lecture outlines, etc.

- a. Listing of lectures given in team-taught courses (include **number** of lectures)
- b. Listing of courses for which you were coordinator/supervisor
- c. Listing of courses (course number and name, only) taught by yourself giving the total number of hours involved in course/courses
- d. Information on teaching of Graduate Students, especially as pertains to supervision of thesis and dissertation research
- e. Information on teaching activities related to those in residency training (medical, pharmacy, etc.)
- f. Listing of continuing education lectures/courses given

⁺ Indicate month and year (i.e., September 1981 to June 1983)

*These items should comprise a complete list of gainful employment since acquisition of the terminal degree. If there are gaps in this chronology, an explanation should be offered.

**These should include primarily invited presentations at regional, national, and international meetings. Also, invited seminar presentations at institutions outside the University of Nebraska Medical Center should be listed. Presentations associated with voluntary, non-refereed abstracts or preliminary communications also may be included.

August 2006

APPENDIX C

The University of Nebraska College of Public Health

Letters of Reference for Faculty Promotion or Tenure

I waive my right to see the external letters of reference obtained from outside the department for my promotion or tenure review.

(Signature)

(Date)

I retain my right to read the external letters of reference obtained from outside the department for my promotion or tenure review.

(Signature)

(Date)

APPENDIX D

UNIVERSITY OF NEBRASKA
COLLEGE OF PUBLIC HEALTH**Definition of “Substantial and Chronic Deficiency”**

Substantial – an assessment of one “unsatisfactory” or two “needs improvement” evaluations on the annual faculty performance review document.

Chronic – the continuation of “substantial” problems in performance into the next annual evaluation.

An important assessment would be that the faculty member is performing at a level below that for which tenure was initially granted.

The department chair or Dean reviewing a faculty member who has had such a substantial deficiency should provide a written statement of the issues to the faculty member and assist in defining steps necessary for its resolution. Chronicity becomes relevant if the deficiencies are not resolved or moving in the direction of significant resolution by the next review cycle.

TIME LINE (Excerpted from Section IV, *UNMC Guidelines for Submitting Academic Promotion and Tenure Recommendations*.)

2a. A faculty member shall be reviewed [required review] in accordance with the post-tenure review process when the faculty member receives, after the fourth year of being on continuous contract:

A written annual evaluation from the unit administrator that identifies a substantial and chronic deficiency in the faculty member’s performance and clearly states that if the faculty member does not make substantial, acceptable progress toward remedying the deficiency by the next annual evaluation, a post-tenure review will be initiated; and

Notification deriving from the next annual review that the unit administrator has determined that the substantial and chronic deficiency identified in the previous evaluation has not been remedied, that a post-tenure review is appropriate, and that the Dean or Institute Director concurs. Ordinarily, the faculty member shall be provided notification by June 30 that a review will be scheduled for the following academic year.

TIME LINE EXAMPLE

Annual Evaluations for each fiscal year are usually due to the Dean's Office by April 30.

- | | |
|----------------|---|
| April 30, 2007 | <p>The annual evaluation is considered to demonstrate a "substantial" deficiency.</p> <p>The unit administrator discusses with the faculty member a plan to remedy the deficiency. The unit administrator clearly states in writing that if the faculty member does not make substantial, acceptable progress toward remedying the deficiency by the next annual evaluation, a post-tenure review may be initiated.</p> |
| April 30, 2008 | <p>If the annual evaluation shows that the deficiency has not been remedied and the unit administrator determines that a post-tenure review is appropriate and that the Dean concurs, then the faculty member will be notified by June 30, 2008 that a post-tenure review will be scheduled for the following academic year, i.e., July 1, 2008 - June 30, 2009.</p> |

EXAMPLES OF SUBSTANTIAL PROBLEMS

Teaching:

- A pattern (i.e., in the prior academic year) of refusing to teach.
- A pattern of not preparing relevant materials for class.
- A pattern of canceling lectures without explanation or "not showing."
- Persistent use of inaccurate scientific materials.
- Uncorrected deficiencies identified through peer reviewed assessments.

Research/Scholarship:

- Research efforts are not resulting in publishing information in peer reviewed journals.
- A pattern of not seeking external funding if that is a core responsibility.
- A pattern of not presenting abstracts or lectures at relevant scientific organizations.

Service/Administration:

- Failure to accept committee assignments consistent with one's responsibilities.
- Repetitive inability to perform assigned administrative tasks.



COLLEGE OF
PUBLIC HEALTH

POLICIES & PROCEDURES

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ADMINISTRATION OF THE COLLEGE OF PUBLIC HEALTH

I. STRUCTURE

A. Departments

The primary administrative units of the College of Public Health (CoPH) will be Departments, as approved by the Board of Regents. All faculty appointments shall reside in a Department of the CoPH. The Departments shall be organized to improve the health care of the people of Nebraska by conducting education, research and/or service as related to their discipline and as supportive of the purpose and goals of the CoPH. The Departments of the College of Public Health are as follows:

- Biostatistics
- Environmental, Agricultural & Occupational Health
- Epidemiology
- Health Promotion, Social & Behavioral Health
- Health Service Research & Administration

New Departments may be created upon recommendation by the Dean of the CoPH and the Chancellor of the University of Nebraska Medical Center (UNMC), and approval by the Board of Regents.

Department status will be considered by the Leadership Council and the Office of the Dean when:

- The endeavor of the proposed department's discipline encompasses a technology, and/or identified sphere of public health knowledge.
- There is a faculty of sufficient number and diversity of skills to carry a program of academic excellence.
- The respective faculty can conduct programs of education, research, and/or service that are of demonstrable need to the people of Nebraska.

1. Department Chair.

Appointment shall be made by the Dean in accordance with the Bylaws of the Board of Regents and in consultation with the designated search committee when applicable.

Duties and Responsibilities of the Department Chair.

- a. Provide leadership and initiative for academic activities of the faculty.
- b. Develop an organizational structure.
- c. Recommend to the Dean candidates for academic appointment.
- d. Recommend to the Dean and Faculty Standing Committee on Promotion and tenure, faculty members for promotions and/or tenure.
- e. Conduct departmental faculty and staff annual evaluations.
- f. Be responsible to the Dean for the establishment of an annual budget.
- g. Negotiate a contract with each faculty member where appropriate or required.
- h. Plan and conduct public health care programs, research programs, and Graduate and Continuing Education programs, as appropriate.
- i. Be responsible to the Dean for the functions of the Department.

2. Faculty Appointments.

Faculty appointments and responsibilities, as well as CoPH governance and administration, are outlined in the CoPH Bylaws of the Governing Faculty.

3. Procedure for Appointment.

Faculty recruitment and hire shall follow procedures outlined under the CoPH Hiring Policy. Faculty rank shall be determined in consultation with the Dean of the CoPH and shall follow the criteria for rank as outlined in the CoPH Promotion and Tenure Guidelines.

4. Committee Appointments and Responsibilities.

Committees of the CoPH, outlined in the CoPH Bylaws of the Governing Faculty, include Standing Committees and Special Committees as established by the Dean. Committees shall follow responsibilities listed in the Bylaws.

B. Centers

Centers may be designated by the Dean, subject to approval by the Board of Regents when required. Centers are established for one or more of the following purposes:

- To establish and continue a multi-disciplinary research program
- To conduct specific programs consistent with the mission of the college

1. Director. The Center Directors shall be appointed by and be responsible to the Dean.

Duties and Responsibilities of the Director.

- a. Develop an organizational structure.
- b. Select a professional and support staff.
- c. Be responsible to the Dean for the establishment of an annual budget.
- d. Plan and conduct the programs in support of the Center's stated mission.
- e. Be responsible to the Dean for the function of the Center and its personnel.

C. Instructional Programs

The College of Public Health has administrative responsibility for the professional programs, which include the certificate in public health (generalist) and the Master of Public Health degree. The academic programs, which include the doctoral and Master of Science degrees, reside administratively under the Graduate College of the University of Nebraska.

The CoPH Curriculum Committee is the designated faculty advisory body for the MPH program, the doctoral programs and professional certificates. The Committee's charge and responsibilities are outlined in the CoPH Bylaws of the Governing Faculty.

The CoPH Doctoral Program Committee is the designated faculty advisory body to help coordinate all of the doctoral programs. It also ensures establishing and implementing overarching doctoral competencies. Each doctoral program has a

Graduate Program Committee, charged with the development and oversight of its program's curriculum. The Chair of each Graduate Program Committee sits on the Doctoral Program Committee and reports to the Director of Doctoral Programs.

Other positions involved in the administration of the instructional programs include the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Director of Doctoral Programs, and the Director of Masters Programs, Administrator for Finance and Human Resources, Administrative Programs Coordinator, Director of the Office of Educational Services, Director of Distance Learning by Remote Communication and Scholarship, and the Information Technology Manager. Responsibilities include, but are not limited to, advocacy for the programs and its students, resource allocation and budgeting, course scheduling, and assigning faculty workload.

1. Professional Programs.

The College of Public Health offers certificates in public health and a Master of Public Health degree. Academic and admissions policies and procedures are stated in the College of Public Health Student Handbook.

2. Academic Programs.

The academic programs operate within the general framework of the Graduate College of the University of Nebraska, a system-wide college with programs administered on each of the University of Nebraska campuses. The Dean of the Graduate College, in conjunction with the Executive Graduate Council representing the graduate faculty (i.e., faculty members who have been approved to teach graduate level courses and advise graduate students), is responsible for the Graduate College's activities, including system-wide policy development, planning, and setting general academic, research and service standards, expectations, and policies.

College of Public Health graduate courses are designed to provide students with the instruction and research experience necessary to become high quality academic faculty, researchers, and public health leaders. Programs include, but are not limited to:

- Environmental Health, Occupational Health, and Toxicology
- Health Promotion and Disease Prevention Research
- Health Services Research, Administration, and Policy

3. Program, Concentration, and Course Development and Revision.

All new programs, concentrations, and courses must be reviewed by the CoPH Curriculum Committee at least 30 days prior to submission for review by the UNMC Graduate Council (concentrations are exempt from UNMC Graduate Council review). All material, whether for professional or academic (graduate level) programs, must be reviewed by the Department Chair and submitted to the Chair of Curriculum Committee. Once the Curriculum Committee approves the material, the Curriculum Committee Chair submits the material to the Associate Dean for Academic Affairs. After review and approval, the Associate Dean for Academic Affairs then submits the material for programs and courses (concentrations are

exempt) to the UNMC Dean for Graduate Studies. Professional level programs, concentrations and courses are included in this level of review because they are intended to be cross-listed with graduate courses. New programs are additionally submitted to the Board of Regents for approval.

4. Course Enrollment.

This policy applies to all College of Public Health instructional program courses, i.e., professional and academic courses that begin with a college prefix to their number (CPH, EPI, etc.).

As a general rule, courses delivered by UNMC faculty in the CoPH must have a minimum of 5 students to be offered in any semester, including summer. Because of circumstances that necessitate a course being taught where the minimum is not met, the following options will be available to and considered by the Dean of the College of Public Health in making a decision on whether the course is taught.

- Delivering the course as Independent Study
- Delivering the course, as intended, with the existing number of students if requested by the instructor
- Delivering a new course to enable it to be evaluated and revised

Faculty members must obtain the dean's or associate dean for academic affairs' approval before cancelling a course.

Maximum enrollment for 800-level classes will be 25 students in the College. If a course will have more than 25 students, the Department Chair will determine:

- Opening a second session (in the same semester or following semester). If students are from outside the college, this will be done in accordance to MOUs signed with the appropriate colleges.
- Have students, beyond the maximum 25, enroll in the scheduled course during its next scheduled offering
- Allow over the limit class size.

For Seminar and 900-level courses, the maximum enrollment will be 10 students. If a seminar or 900-level course will have more than 10 students, the department chair will have the same options as noted above for 800-level courses.

The college recognizes that certain courses will have regular over-the-limit enrollment. These specific courses may be allowed a waiver of this policy, by the associate dean for academic affairs, for maximum enrollment as long as quality of student learning is assured through support staff for the instructor or by other means deemed sufficient by the department chair and associate dean for academic affairs. This waiver will be noted in the course documents.

5. Distance Education.

Three distance modalities for course delivery currently exist at UNMC:

- Synchronous IP (Internet Protocol) two-way video and audio
 - transmission to facilities within the University of Nebraska system: UNK, UNL, and Scottsbluff (note: all university sites have agreed to host transmission with possible extra costs for security after regular business hours)
 - student must be on-site to access
 - asynchronous archive placed on Blackboard or other website for future download within a day or two
- Synchronous live-video streaming with one way-video and audio
 - student access is through personal computer – not site dependent
 - audio from student is transmitted to instructor through telephone bridge during synchronous transmission
 - asynchronous archive placed on Blackboard or other website for future download within a day or two
- Asynchronous on-line Blackboard
 - Usually text only, but can insert webcast (audio and video) and other features
 - Chat function is synchronous

Instructors in College of Public Health courses may choose IP video, live-video streaming, or both modalities depending on the geographic location of distance students. If IP video is chosen and if students cannot travel to the Kearney, Lincoln, or Scottsbluff sites, the student must make a special request for access to determine if transmission is possible and feasible.

Live-video streaming is not place-dependent so can be streamed to personal computers anywhere. Instructors must notify program staff if a telephone bridge is requested.

Blackboard is used by many instructors for placement of course materials and other functions. No special request of program staff is needed.

If an instructor has no distance students in the class, no special considerations need to be made unless video archiving is desired.

6. *Evaluation of Course and Instructor(s).*

To meet accreditation, college and campus goals, the CoPH must participate in student evaluation of all CoPH courses. Evaluation is required for all Governing Faculty who are actively participating in course instruction and all CoPH graduate programs.

All CoPH courses (courses with a CPH, BIOS, EPI, HSRA, HPRO, ENV prefix) will be evaluated by students using the UNMC evaluation method. CoPH courses that are cross-listed as UNO courses will also be evaluated using the UNO evaluation method. Exceptions:

- a) Governing faculty based at UNO who do not hold joint appointments with UNMC may elect to use both the UNO and UNMC methods, or may use only the UNO method. Governing faculty must contact the CoPH Administrator if they want the UNMC method of evaluation to be used for their course. The UNMC evaluations will not be sent to students without prior authorization from the UNO faculty member.
- b) Unless requested by the instructor, student evaluations will not be provided for:
 - Guest lecturers
 - 896: Research Other Than Thesis
 - 970: Seminar
 - 998: Special Topics

MPH Program students additionally participate in evaluation of MPH competencies.

Timeline. Notice of student evaluation is communicated via email to enrolled students three weeks prior to end of semester. Evaluations should be completed by the end of the semester; however the end date may be extended if needed. Reminders are emailed to students one week prior to end date.

For the UNMC evaluation method, at the discretion of the primary instructor, grades may be delayed for students who do not complete assigned evaluations. In order to withhold grades:

- Primary instructor must note on the grade roster which student has not yet completed evaluation and forward to UNMC Student Services with a note to withhold those grades until further notice.
- Notification must be sent to CoPH System Administrator so that student notification may be provided.

Reports. Faculty will have access to evaluation data after student grades have been assigned. Report distribution will not take place until grade assignment is complete. Reports are distributed to:

- Primary course instructor
- Primary course instructor's department Chair
- CoPH Dean and Associate Dean for Academic Affairs

The MPH Program Director will receive MPH-specific data only.

Primary course instructors are responsible for distribution to guest lecturers, although not required. When the primary instructor has many guest lecturers, he/she may request lecturer evaluations throughout semester in order to avoid student confusion with multiple guest lecturers.

7. **Academic Standing.**

To maintain good standing, students in College of Public Health instructional programs are required to maintain a grade point average of at least a B (3.00) in his/her program of study. A student who fails to maintain a 3.00 average in any given semester will automatically be placed on academic probation and may not continue his/her program of study without special permission of the Associate Dean for Academic Affairs. The recommendation must include a review of the student's status and a plan of remediation which addresses the student's intent and timeline to retake the course. To continue in the program, the student must remove the probationary status (i.e., return to an overall 3.0 grade point average) within the next twelve (12) months.

Minimum acceptable grades. To receive credit in a core MPH or required doctoral course, the student must attain a grade of B- (2.67) or higher. A grade of C (2.00) may be accepted for no more than one other course. Receipt of two grades of C or any grade below a C is not acceptable for graduate credit and may result in dismissal from the program.

Because research activities comprise a major part of the endeavors of graduate students, excellence in research is expected of all students. Therefore, a failing grade in any research activity (non-thesis research, Master's Thesis, or Doctoral Dissertation) may be grounds for dismissal.

Grade appeal. A student wishing to appeal a course grade must follow the 'Grade Appeal Process' outlined in the UNMC Graduate Studies Bulletin.

Grading system. Students are graded by letter grades as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P (Pass), F (Fail), WP (Withdrew Passing), WF (Withdrew Failing), and I (Incomplete). Only a Pass/Fail grade is to be used for research projects, thesis or dissertation work.

The grade of "I" is to be used by an instructor at the end of a term to designate incomplete work in a course. It is used when a student, due to extenuating circumstances such as illness, military service, hardship or death in the immediate family, is unable to complete the requirements of the course in the term in which the student is registered for credit. A grade of Incomplete is given only if a student has already substantially completed the major requirements of a course. Each instructor must judge each situation.

The instructor must also indicate by a departmental record, with a copy to the student, how and by when the Incomplete is to be removed, and if he/she is at the University at the time of the removal, supervise the makeup work and report the permanent grade. In the event that the instructor is not available at the time of the student's application for removal of an Incomplete, the department chairperson shall supervise the removal of the Incomplete and turn in the permanent grade for the student.

Grades of Incomplete must be completed within one semester after they have been awarded or they will be automatically changed to a grade of F. Any extensions to the one-semester time frame must be arranged with the Dean for Graduate Studies prior to the Incomplete being changed to a grade of F.

A student with two or more current grades of Incomplete will not be permitted to enroll in any new courses until the number of current Incomplete grades becomes less than two.

All grades of "I" on courses which are part of the degree requirements must be removed at least one month before the final oral/written examination for the Master's or Ph.D. degrees.

Doctoral, masters, and MPH students who are in Service-Learning/Capstone, may be given an IP (in progress) when work is not completed within the semester time frame. When work is completed, IP is changed to Pass/Fail.

The following quality points are given for courses completed:

| Grade | Quality Points |
|-------|----------------|
| A+ | 4.0 |
| A | 4.0 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.0 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.0 |
| D+ | 1.33 |
| D | 1.0 |
| D- | 0.67 |
| F | 0 |

8. Disciplinary Committees.

Student Discipline Hearing Board. The UNMC Graduate Faculty-Student Appeals Committee will serve as the Faculty-Student Appeals Committee for the CoPH instructional programs.

Faculty-Student Appeals Committee. The UNMC Graduate Student Discipline Hearing Board will serve as the Student Discipline Hearing Board for the CoPH instructional programs.

9. Compensation - Instructors.

Faculty of the CoPH will participate in the teaching activities of the College. Adjunct faculty shall receive compensation for their teaching activity on behalf of the CoPH. Teaching load will determine compensation. Additional compensation for course development will be determined on individual basis.

| <u>Compensation</u> | <u>Course Participation</u> |
|---------------------|-----------------------------|
| \$625 | ¼ course minimum |
| \$1250 | ½ course |
| \$1875 | ¾ course |
| \$2500 | full course |

10. Teaching Excellence Award

The College of Public Health recognizes the importance of teaching and supports the continued improvement and emphasis on improvement of methods for teaching to facilitate the highest levels of student learning. To that effect, the college is implementing a Teaching Award to recognize those governing faculty members with outstanding teaching contributions each academic year. Excellence in teaching will be recognized by the College of Public Health through a process of nomination, evaluation, and award.

The nomination process

A student or faculty member may nominate a governing faculty member for excellence in teaching. The nomination will be submitted to the Teaching Excellence Committee. The Committee will collect information regarding the faculty member's excellence in teaching. Information will include students' evaluations, faculty peer reviews, CV, and other material from the faculty member nominated. The award will be considered for excellence in teaching, including classroom instruction, innovation in teaching methods, advising, and other activities that have promoted and expanded the students' learning experience.

Evaluation

The committee will review the information and determine a governing faculty member that best meets the criteria set for the award.

Evidence needed (but not limited to):

- 1) A copy of the current CV of the nominee
- 2) Data pertaining to selection criteria
 - a. Titles and credit hours of each course taught
 - b. Number of students enrolled in each course taught or number of students supervised in clinical activity
 - c. Number of direct contact hours spent with students in each course taught
 - d. Summary of student evaluations of teaching for each course (copies of teaching evaluations). At least two course evaluations- either two different courses or same course given at two different times.
 - e. Summary of peer evaluations of teaching (copies), if available
 - f. Copy of course(s) syllabi
 - g. Letter from faculty explaining innovative teaching/learning strategies (instructional method recognized as being innovative by a regional or national audience)
 - h. Presentation of innovative strategies at a conference if applicable
 - i. Publishing innovative strategies if applicable

Evaluation criteria

The Committee will evaluate the applicants using criteria for teaching outlined in the CPH Promotion and Tenure guidelines as well as the following:

1. Facilitation of student learning
2. Use of creative teaching methods
3. Command of the subject
4. Creation of learning environment in and outside class
5. Contributions to curriculum and instructions (development of course materials, participation in departmental, CPH and/or campus curriculum development)
6. Direction of student research
7. Advising
8. Guidance and supervision of graduate student instructors

Award

The award for excellence in teaching will be a one-time stipend allocated to the faculty member's professional development funds or as a personal stipend, choice of which will be left up to the awarded faculty member. The award will be a \$3,500 stipend awarded annually. Faculty members that have won a teaching award will only be eligible for another award after 5 years. In addition to the award, a plaque with the faculty's name will be placed outside the CoPH Dean's office.

Time line

March 1: Nominations due

March 31: Application materials due

April: Applicant review by awards committee

May: Announcement of award

11. *Compensation and Guidelines – Graduate Assistants and Doctoral Students.*

Compensation for graduate assistants and doctoral students performing work related duties on behalf of the CoPH shall be as follows:

Level 1: \$17,000

- MPH students at .5 FTE
- 1st year Doctoral students without Master degree

Level 2: \$21,000

- 1st year Doctoral students with Master degree
- 2nd year Doctoral students regardless of degree

Exception: Compensation for Level 1 students may be increased to Level 2 upon request from the Department Chair to the CoPH Dean. Email requests are acceptable and should include justification to support the increase.

Annual (fiscal year) increases will be granted for all graduate assistants and doctoral students in proportion to the campus annual recommendation.

Compensation levels as outlined above may be revised after consultation with the CoPH Dean and Leadership Council.

Graduate Assistant Guidelines. A graduate assistantship is classified as a Temporary appointment at the University of Nebraska Medical Center. The assistantship will be given a definitive start and end date, however the University may terminate the appointment at anytime by giving the graduate assistant a minimum two week written notice. Should the graduate assistant for any reason fail to complete the assistantship, wages will be prorated through the last day of service. Grant assistantships are often funded by grants or other similar temporary sources. Should the grant or funding source supporting the position become unavailable for any reason the termination of the graduate assistantship will coincide with the termination of the funding source.

Appointment Period. Assistantships may be awarded on an academic-year basis, a calendar-year basis, or semester-by-semester basis. Students may apply and be appointed to a graduate assistant position anytime. However, in order to have the tuition remitted for the semester, the student should be appointed to a graduate assistant position at least two weeks prior to the first day of class. Some exceptions may be granted when circumstances require later appointment; however, notification must be provided to and approval received from the Office of Graduate Studies. Appointments must be for the entire semester, and the student must be assigned to work at least .33 FTE (approximately 13 hours per week) and not more than .50 FTE (20 hours per week) within the University of Nebraska system. If the appointment is made for any time period less than a full semester or less than 13 hours per week, the student will receive only the monetary stipend. Tuition is not remitted.

Students appointed to a graduate assistant position for the entire semester will receive tuition remission in accordance with the Board of Regents policy on tuition remission for graduate assistants. If a student resigns from their position before the end of the semester, they will be responsible for paying the full amount of tuition due for that semester.

Registration. Students must be enrolled for at least one credit hour of graduate level course work during the entire period of their appointment. They may not enroll for over 12 credit hours during this period without special permission from the Graduate Dean. Tuition remission pays for no more than 12 credit hours per semester. In order for a graduate assistant to remain exempt from FICA (Social Security) and Medicare withholding they must be enrolled for at least 4 or more credit hours in the academic semester or 3 or more credits for all summer sessions combined, which is considered half-time status. If a student chooses to be enrolled less than half-time, FICA and Medicare will be withheld at a rate of 7.65% of their wages.

Prior to the beginning of each new semester, graduate assistants must report to the UNMC Graduate Studies Office the number of classes in which they are enrolled at all University of Nebraska campuses. This must be done in order to ensure full tuition remission.

Other University of Nebraska Employment. Students working as graduate assistants may not be employed in the University of Nebraska system for a total of more than .50 FTE (20 hours per week) including the UNMC graduate assistantship appointment.

Summer Schedule. If assigned during the summer, the student must be continually enrolled (at least 1 credit in the 8-week session and at least 1 credit in either the 1st or 2nd 5-week summer session).

Leave (sick and vacation). Graduate assistants do not earn sick leave or vacation hours. The department administrator or immediate supervisor must approve make-up time or schedule adjustments.

Employment Benefits. Graduate assistant appointments are considered “exempt” from the Fair Labor Standards Act (FLSA). The exempt status has several implications, including no expectation of timecards and no overtime pay. In addition, students on graduate assistantships do not receive traditional benefits as part of the position appointment (retirement contribution, health insurance, vacation accrual, etc.) The Student Services Offices may be contacted for information about Student Health Insurance plans.

12. *Tuition Scholarships for Non-Residents.*

The purpose of the Non-Resident Tuition Scholarship program (NRTS) is to serve as a recruitment tool to attract to the College highly qualified students with promising potential in Public Health and to retain non-resident students maintaining academic excellence during their degree program.

Definition. Non-Resident Tuition Scholarship (NRTS) applies to international as well as non-Nebraska resident students. Students receiving this scholarship will pay tuition at the same rate as Nebraska residents. The program adheres to the guidelines provided by the Board of Regents of the University of Nebraska (RP-5.8.3). Both partial and full waiver requests and assignment are acceptable.

Criteria. Non-Resident Tuition Scholarship is competitive. Minimum criteria for graduate students to be eligible for consideration include:

- Student must be fully admitted to a graduate degree program in the College of Public Health;
- Student must also adhere to the following criteria from the Board of Regents Policies (RP- 5.8.3):

Tuition scholarships for an amount up to the difference between resident and nonresident tuition may be awarded to

selected students who are not residents of Nebraska. The number of students receiving tuition scholarships under this competitive program shall be determined at each campus by the Chancellor.

The following students, having met all other requirements for admission, will be eligible for consideration for such tuition scholarships under this program:

Graduate and Professional

- a. Entering graduate and professional students who have a cumulative GPA of 3.00 for all previous work attempted at all colleges attended prior to enrollment at the University of Nebraska;
- b. Students who enter the program according to the above criterion and continue in good academic standing;
- c. Underrepresented minorities or individuals with special talents.

Process of application.

New Students

A non-resident applicant may complete a NRTS form and submit it with the admissions packet. The Graduate Program Committee will review and submit its recommendation to the Associate Dean for final decision. Notification to students should be included in the admission letter. NRTSs are granted College-wide and are not Program specific. However, distribution will be as equitable as possible across CoPH Programs. NRTS is provided on an annual basis but can be available per semester.

- This scholarship is not automatically renewed. Students must apply for Non-Resident Tuition Scholarships every academic year.

Returning/continuing Students

A non-resident returning/continuing student may complete a Returning Student NRTW form and submit it to the Graduate Program Committee Chair. The Graduate Program Committee will review and submit its recommendation to the Associate Dean for final decision. NRTSs are granted College-wide and are not Program specific. However, distribution will be as equitable as possible across CoPH Programs. NRTS is provided on an annual basis but can be available per semester.

NRTW is not available to students already receiving graduate assistantships that include a stipend or tuition remission.

13. Other Scholarships.

Other scholarships will be funded through the College of Public Health annual budget and philanthropic contribution.

II. BUSINESS AND FINANCE

A. Funding

Two general types of funding support the CoPH: Intramural and Extramural.

Intramural funds are broadly defined as funding from the State of Nebraska, the University of Nebraska System, and UNMC comprising the following types:

- State appropriated funds - allocated by the Dean principally for personnel.
- MOU funds - derived from a Memorandum of Understanding (MOU) between the CoPH Dean's Office and other university units in support of CoPH participation in collaborative activities.
- Program of Excellence (POE) funds - State funds applied for and awarded by the President of the university.
- Nebraska Research Initiative (NRI) funds, which provide support for a research base within the university that encourages economic growth and development in Nebraska.
- Faculty Diversity funds – applied for and awarded to advance strategic recruitment of underrepresented minority faculty.
- VA funds supporting joint appointments.
- Special contracts with state agencies or others that create joint positions or arrangements the equivalent thereof
- Endowed Professorships or Chairs.

Extramural funds comprise support resulting from grants, contracts, and other fee-for-service agreements.

B. Allocation of Funding Within the College of Public Health

1. Grant Return Funds and Faculty Salary Supplemental Compensation.

Grant Return funds are created by displacing faculty salaries with extramural grants and contracts.

- 37.5% of the displaced salary will be returned to the Department/Center of the grant principal investigator.
 - Departments/Centers may distribute their grant return allocation as desired within their unit consistent with the annual budget approved by the Dean.
- An additional 37.5% will be retained by the Dean's Office.

The Faculty Salary Supplemental Compensation Plan allows faculty members to supplement their wages up to a maximum of 25% of their base salary on a monthly basis by displacing their base salary with extramural grants and contracts. Annual agreements are secured with those who participate in the Plan.

All extramural grants and contracts generate Grant Return funds and Faculty Salary Supplemental Compensation when displacing any intramural salary funds, except:

- MOU, NRI and Faculty Diversity grant return will be returned to the Principal Investigator, Department/Center or unit originally granted the funding and must be used for the original purpose, and require a report to the Dean documenting their allocation for the original purpose.
- POE grant return must be used for the original purpose, and require a report to the Dean documenting their allocation for the original purpose.
- VA and endowed Professorship/Chair funding will not generate grant return.
- NRI and endowed Professorship/Chair funding will not generate salary supplemental compensation.

Distribution exceptions will also occur for CoPH grants and contracts principally identified with a Center. Such grants must include an agreement on grant return between the Center Director and Chair of the Department in which the PI is appointed, and require approval by the Dean. Such grants shall be considered the responsibility of the Center.

Grant return funds that are distributed to Departments/Centers may be spent on any university approved business expense, consistent with the annual budget approved by the Dean. The amount distributed must be spent by the end of the following fiscal year. Unexpended balances at the end of the following fiscal year will revert to the Dean's Office. Funds that revert to the Dean's Office may be available for special requests.

Faculty salaries which are displaced by intramural awards are not eligible for salary supplemental compensation.

Chart of Distribution

Extramural grants and contracts may result in the following distribution of funds.

| Salary Source | Distribution Eligibility | | |
|---|--------------------------------------|--|---------------------------------|
| | Salary Supplemental Compensation | Grant Return | Grant Return Required Use |
| <i>Base Funding:</i> | | | |
| State appropriations and College-wide POE | 25% Source: State fund allocation | a) 37.5% displaced State funds to Dean b) 37.5% displaced State funds to Dept/Ctr | Any university approved expense |

| | | | |
|----------------------------|--|---|--|
| MOU | 25% Source: Dept discretionary funds | 100% displaced MOU funds to Dept/Center of origin | Support of original funding purpose |
| POE – Specific Projects | 25% Source: Dept discretionary funds | 100% displaced Dept POE funds to Specific Project | Support of original funding purpose |
| Faculty Diversity | 25% Source: Dept discretionary funds | 100% displaced Faculty Diversity to Office of the Vice Chancellor | Support of original funding purpose |

2. Indirect Cost (IC) Return.

UNMC collects indirect costs on sponsored projects awarded by the federal government and by various other sponsors. Sponsors pay indirect costs to reimburse UNMC for costs such as utilities and administration that cannot be charged to projects directly. Indirect costs are often referred to as facilities and administrative (F&A) costs.

UNMC distributes a portion of indirect cost revenue to those colleges and institutes that generate the revenue. The distribution base percentage is 20% of the total received by the campus. This percentage is calculated annually using a formula that will produce a higher percentage as indirect cost revenue grows.

Deans and directors determine how indirect cost distributed to their college or institute will be used centrally or further distributed to Department/Centers and/or PIs. The first distribution of the fiscal year is done for July activity in August. Distributions are then made every month including any activity that takes place in Period 13.

Distributed indirect cost revenue is to be spent to support and further research, and the Chancellor periodically asks Deans and directors to report on their expenditures. Indirect cost revenue retained by the Chancellor's Office is also spent to support and further research.

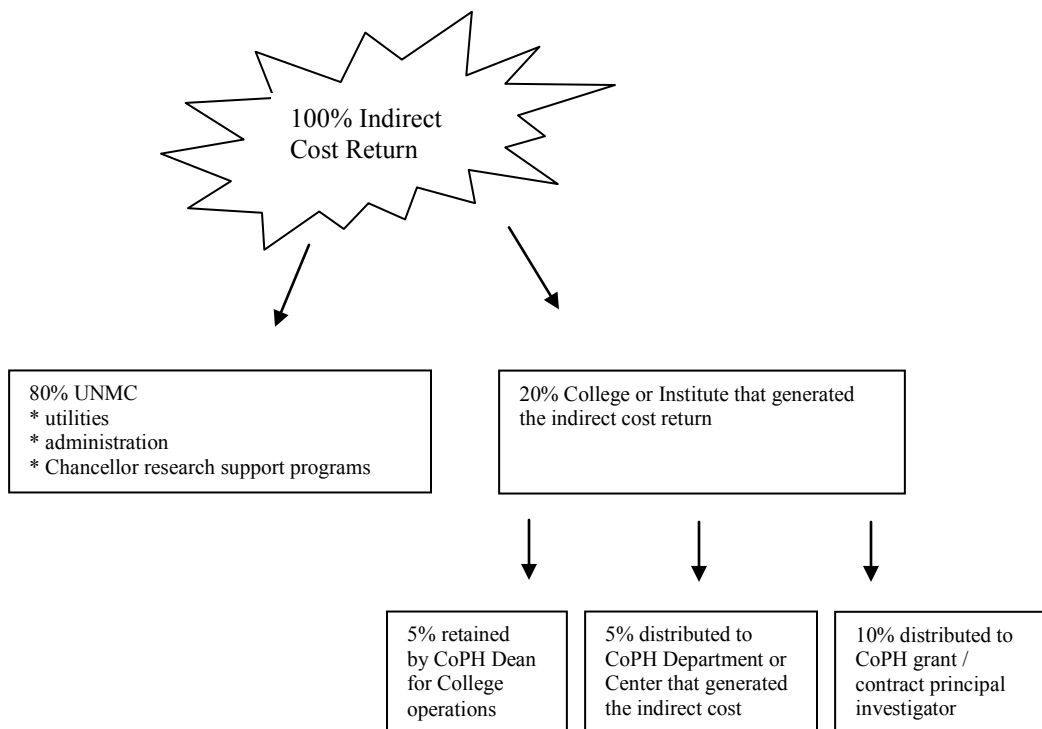
The CoPH distribution of indirect cost return allocation is as follows:

- 10% of total campus indirect to CoPH grant/contract principal investigator
- 5% of total campus indirect to CoPH Dean's Office
- 5% of total campus indirect to CoPH Department/Center of grant/contract principal investigator

Distribution exceptions will occur for CoPH grants/contracts principally identified with a Center. Such grants/contracts must include an agreement on indirect cost return between the Center Director and Chair of the Department in which the PI

is appointed, and require approval by the Dean. Such grants/contracts shall be considered the responsibility of the Center.

Departments and Centers are required to spend monthly allocations by the end of the fiscal year (June allocation must also be spent by the end of the fiscal year on June 30). Indirect cost return funds may be spent on any university approved business expense which supports and furthers research and education.



3. Operational Costs.

Grant return and indirect cost return funds are widely used by University Colleges and Departments for coverage of their operating expenses.

Each Department and Center within the CoPH will be responsible for their operating expenses. Departments and Centers will submit a projected budget to the Dean's Office prior to the beginning of each fiscal year. The projected budget will include:

- projected operating expense, including electronics and hardware/software equipment costs (with approval of Information Systems Manager), and source of coverage
- projected revenue
- reported expenditures and revenue from the previous fiscal year

Departments and Centers with insufficient funds to support their operating costs may submit a request with justification for additional funds. Requests to the Dean's Office should be made prior to the fourth quarter of the fiscal year.

4. Vacant Positions.

Available funds from vacant positions are known as “tba” lines. TBA funds are uniformly retained at the CoPH Deans office, for coverage of college operating expenses until a new person is hired into the vacant position.

5. Professional development.

A percentage of funds from the previous year Dean’s Office grant return allocation will be available to Departments and Centers for the professional development of all “regular” employees of the CoPH with an appointment of 50% FTE or greater, prorated according to appointed FTE. Those with appointments less than 50% FTE or in a “temporary” status are not eligible for professional development funds; however special requests may be submitted by all employees to the Dean’s Office for support of special requests or public health activities. Requests for funds in excess of employee annual allocation may also be submitted to the Department Chair or Center Director.

Professional development funds are for the purpose of advancing career/educational goals and must be used for professional purposes related to the faculty/staff member’s position. Items that may be purchased using professional development funds include:

- books or journal subscriptions related to area of research or position
- professional memberships related to area of research or position
- training costs for business-related purposes
- equipment purchases with approval of Information Systems Manager
- travel and associated expenses to professional meetings related to area of research or position, or which may be of benefit to the College or UNMC

Use of professional development funds require the approval of the CoPH Administrator of Finance and Human Resources and is subject to the approval of the usual university requisition process.

Professional development funds must be spent in entirety by fiscal year end **following the year of allocation**. Funds not expended will revert to the Office of the Dean.

6. Other Sources of Funding.

The previously mentioned sources of funding do not include all funds that may be available to the CoPH. Distribution of other funds generated by the CoPH will be at the discretion of the Dean.

a. Outside Professional Activity.

Distribution of consulting funds or product revenue which are generated for Departments and Centers will be determined by the Department Chair or Center Director. Consulting funds and product revenue may be spent on any university approved business expense.

Consulting activities, regardless of whether generating Department/Center revenue or personal honoraria, are governed by the bylaws of the University of Nebraska Board of Regents and requires submission of an "Outside Professional Activity" form which is processed through and must be approved by the Department Chair, CoPH Dean and the UNMC Office of Academic Affairs. Faculty appointments less than .5 FTE should submit a copy of the Outside Professional Activity form from their primary UNMC college/department to the CoPH Dean in lieu of submitting a separate report.

Outside professional activity requiring Board of Regents approval include:

1. Being retained over a time period lasting more than two years.
2. Accepting outside employment requiring more than two business days per month. Activity in excess of two days per month requires use of vacation or other available leave.
3. Charging fees for work performed in university buildings with university equipment and materials (does not include research contracts or grants).

Other activities that require form submission:

1. Honoraria for speaking/consulting activity for pharmaceutical companies.
2. Payment of expenses for travel to pharmaceutical companies.
3. Serving on a scientific advisory board or governing board of a pharmaceutical company.
4. Recurring and major use of university facilities and resources.
5. Paid professional activities: expert witness, running editorial office at the university; industry consultant.

Some activities that do not require approval include:

1. Honoraria for speaking engagements at professional meetings or in other academic settings.
2. Payment of expenses for travel to professional meetings, CME sessions or study sections.
3. Serving on advisory or editorial board for a professional organization, journal or academic institution.
4. Royalties for books or similar products of your academic professional activity.
5. Incidental and minor use of university facilities and resources.
6. Unpaid volunteer professional activities.

C. Grant and Contract Activities

1. Grant/Contract Development and Collaboration.

Grant projects should be discussed with Department and Center Chairs and Directors and appropriate personnel before commitments are made. University faculty and staff are not authorized to commit the University to grants/contracts; therefore grant information must be routed through proper University channels for approval before submission to the funding agency. Grant and contract applications must be submitted to funding agencies by the UNMC Office of

Sponsored Programs. Fee-for-service contracts must be approved by the Office of the Dean and then submitted to the Vice Chancellor for Business and Finance for final approval and signature.

All grant applications with a public health focus developed by CoPH Governing Faculty members should be submitted through the College of Public Health / UNMC Office of Sponsored Programs. CoPH joint-appointment faculty with paid appointments are eligible, in consultation with their CoPH Department Chair and Dean, for increased FTE through the CoPH when necessary due to public health research levels. Grant submissions for Governing Faculty members without a specified CoPH FTE should also be submitted through the CoPH / UNMC Office of Sponsored Programs when the focus is public health. In such cases, the joint appointment faculty member / principal investigator will be treated as a subcontract to UNMC, with explanation in the grant application regarding the collaborative nature of the College of Public Health within the University of Nebraska.

All grant budgets must be submitted for signature approval by the Chair of the relevant CoPH Department in which the principal grant personnel are appointed. Grants principally identified with a Center must include an agreement on indirect cost return between the Center Director and Chair of the Department in which the PI is appointed, and require approval by the Dean as well as Department Chair signature. Such grants shall be considered the responsibility of the Center. Signature approval must also be obtained from other unit Chairs of participating grant personnel prior to submission to the Office of Sponsored Programs.

2. *Institutional Review Board and Institutional Animal Care and Use Committee.*

The Institutional Review Board (IRB) has been established to assure the protection of all human subjects in research projects conducted by anyone on the premises of UNMC and to research conducted elsewhere by faculty, students, staff, or other representatives of UNMC in connection with their institutional responsibilities. Information on the IRB website located at www.unmc.edu/irb can help determine the type of IRB submission a research project requires. IRB staff in the Office of Regulatory Affairs are also available for consultation regarding research projects.

The Institutional Animal Care and Use Committee (IACUC) has been established to assure compliance with the Public Health Service (PHS) policy on Humane Care and Use of Laboratory Animals. Information on submission for research projects can be located at www.unmc.edu/dept/iacuc.

3. *Grant Preparation Review and Approval Process.*

a. *Department/Center Review*

UNMC grant applications that meet the following criteria may be reviewed and approved at the Department/Center level and do not require CoPH Dean's Office review. If the following criteria are not met, then they must be

submitted to the CoPH Administrator for review by the Dean's Office prior to submission to the Office of Sponsored Programs.

- i. Grants and contracts must be at standard rates of 47% federal and 26% industry.
- ii. Indirect costs should not be waived or reduced if allowed by the grant agency.
- iii. Cost sharing does not exceed 10% of direct costs.
- iv. Faculty members with time and effort exceeding 50% funding should not submit a grant that includes cost sharing or reduced indirect costs.
- v. Grant PI is a member of the faculty.
- vi. PI salaries are included in grant budget unless prohibited by sponsor.
- vii. Grant does not require additional space or post financial obligations.
- viii. Grant does not have post financial obligations.
- ix. Grant or Grant Principal Investigator does not have any conflict of interest.
- x. University intellectual property is not subject to limitations.
- xi. Inflationary numbers are 3-4%.

b. Internal Grant Process.

The following are general guidelines for grant application submissions. There is flexibility built into the schedule to allow for last minute revisions, etc, and for grant support staff workload.

4-6 weeks before deadline (6-8 weeks preferred for electronic grant submissions when possible):

- Advise department chair or center director and grant support staff of intent to submit a grant. Grant support staff will need a copy of the proposal guidelines. Consultation is required with all Departments/Centers that have participating personnel on the grant.
- **Principal investigators submitting grants on behalf of a Center should include a recommendation of the amount, if any, grant/indirect return allocated to the Department in which the principal investigator is housed. Approval of the recommendation will be required by the Dean or Associate Dean of the CoPH.**
- As soon as possible, coordinate development of the project budget with department/center grant accountant. Grant support staff will input information on the required forms. To develop budget, they will need:
 - participating personnel and percent time they will work on the grant project. Include funding for support staff in the grant budget (programmers, statisticians, analysts, research support staff and clerical if appropriate).
 - proposed start date of grant project and the number of years for granting period.

- amount for supplies, travel, and equipment needed for grant project in each year.
- Grant support staff will also need to know if it should be a modular or standard budget. Modular budgets have increments of \$25,000. To account for annual salary increases, PI will have to indicate what budget should decrease annually (i.e. equipment) to allow for salary increases, or request additional budget modules in following years. The college standard rate for salary increases in budgets for future years is 4%; benefits are budgeted at 28% of salary.

15 business days before electronic grant submissions.

- Electronic grants should be submitted at this time. Electronic grants must undergo a series of electronic checks by NIH. Requests for modification are common, and each request delays the final submission, sometimes resulting in delay beyond the final due date. When the final due date is not met, even if due to NIH requested changes, the Principal Investigator is typically required to withdraw the application until the next round of submission.

Note: Less time is acceptable in exceptional circumstances; however, grant support staff, the Office of Sponsored Programs, and others as appropriate should be alerted to the shortened timeline. In addition, if an agency asks for UNMC participation (subcontract) and needs to submit the grant application on short notice, an email of necessary documents is possible. However, development of budget must still be coordinated with department/center grant accountant, who will forward copies of the information to the Office of Sponsored Programs for their files.

5 business days before deadline:

- Turn in final draft of narrative to grant support staff so they can put the entire grant together.
- Grant support staff obtains signatures from PI, Department Chair and Center Director if grant is principally identified with a Center, Dean's Office if review criteria is not met, and the Office of Sponsored Programs.
- Although the Dean's Office does not need to review grants that meet review criteria, a copy of the grant budget and abstract or summary should be submitted to the CoPH Administrator (electronic is acceptable).
- Grant due to the Office of Sponsored Programs by 5 pm. Grant support staff will copy all documents prior to submission. One copy will be given to the PI and one copy will be retained by the grant support staff. Sponsored Programs will return a copy of the internal routing pages with all signatures in place.

1 business day before deadline:

- The Office of Sponsored Programs submits grant via FedEx.
- c. Forms Preparation by Grant Support Staff.
- Internal budget forms
 - PI assurance form
 - Disclosure of interest
 - F & A waiver (if required)
 - Intent to form subcontract (if required)
 - Major projects form (if required)
 - Required funding agency grant forms

D. Collaboration with University Colleges and Units

1. UNMC Collaboration.

College of Public Health faculty and staff provide unfunded research consultation and teaching to colleges and units of UNMC. The College of Medicine (including the School of Allied Health and Munroe-Meyer Institute), the Eppley Institute, the College of Nursing, the College of Pharmacy, College of Dentistry, and other units benefit from research and teaching service provided by CoPH faculty/staff.

The CoPH will continue to provide these teaching and research consultative services in the future. The College will assure the commitment to continuation of services through memoranda of understanding with partner units of UNMC. The central objectives of the memoranda of understanding are:

1. Assure that the unique research expertise of the CoPH (particularly biostatistics, epidemiology, and health service research, and information technology) supports the research needs of all colleges and units of UNMC.
2. Assure that the unique teaching disciplines of the CoPH (particularly biostatistics, epidemiology, and health service administration, humanities, ethics, and law) supports the teaching needs of all colleges and units of UNMC.
3. Maintain central core consultative units in biostatistics, epidemiology, health services research, humanities and law, and information technology in the College to provide optimal access for all UNMC to a broad array of expertise. The central core concept will facilitate recruitment and retention of comprehensive expertise more effectively than would separate smaller consultative units in each UNMC College or Eppley.
4. In the interest of facilitating interdisciplinary collaboration, each fiscal year the CoPH will contribute a sum total of 0.5 unfunded FTE of combined faculty and staff effort from the CoPH consultative research and teaching services to other colleges and units, to be distributed proportionately across the units.
5. For consultative research and teaching services in excess of 0.5 FTE we will assure ongoing teaching and research consultative services through funding agreements between the CoPH and other UNMC units.

A memorandum of understanding with each college and Eppley will be finalized to provide for continued assurance of the services and appropriate funding.

E. Fundraising Activities

Private fundraising efforts are very important to future development of the CoPH. The CoPH will place major emphasis on endowed chairs, endowed centers, endowed scholarships and traineeships, funding for recruitment start-up packages, research seed funding, and the new College building. In order to maximize success, **private fundraising efforts require advanced approval and oversight from the Dean of the CoPH who has responsibility for assuring coordination with the Chancellor and NU Foundation.**

This policy does not apply to normal grants and contracts secured competitively from extramural funding agencies (federal, state or private foundation for research purposes). In addition, inconsequential gifts and donations from university employees or others may be directed to the University of Nebraska Foundation after consultation with the CoPH Dean's Office.

The CoPH encourages all efforts aimed at potential private funding opportunities and the Dean's office is ready and anxious to work with all faculty on pursuing private gifts in support of the College and faculty interests.

F. Purchasing Card Use

1. All cardholders must sign and accept the terms and conditions of the University of Nebraska Purchasing Card Program Cardholder Agreement.
2. All purchase transactions processed against the Purchasing Card must be made by the individual to whom the card is issued.
3. The Purchasing Card can be used to purchase approved commodities. These include but are not limited to:
 - Dues, memberships or subscriptions if made in the name of the University and mailed/delivered to a campus address or location.
 - Conference registration fees. The name of the person, purpose of the trip, traveling dates and destination must be included in the backup documentation.
 - Office supplies.
 - Maintenance/repair supplies.
 - Computer supplies.
 - Research supplies.
4. The Purchasing Card **CAN NOT** be used for the following transactions:
 1. Alcoholic beverages, drugs or pharmaceutical products.

2. Flowers, holiday decorations or personal objects (such as tissues, greeting cards, invitations, paper cups or plates, pictures, radios, coffee pots, heaters, refrigerators, microwave ovens or art objects).
 3. Food items, except for laboratory research projects.
 4. Payments for hotel/motel rooms or conference lodging deposits.
 5. Travel expenses such as airline, rail or bus tickets, entertainment, parking fees, lodging, vehicle rental, bus fares, taxi expenses, or food.
 6. Payments to individuals, employees or students for any reason.
 7. Honorarium and consulting/contractual service payments.
 8. Student aid payments.
 9. Expenses for faculty and staff recruiting or entertainment of perspective employees.
 10. Moving expenses.
 11. Gifts, donations or contributions to individuals or organizations.
 12. Payments to other University departments, except University Bookstore or NBDC for departmental purchases.
 13. Refunds of revenue.
 14. Firearms or ammunition.
 15. Purchase of or removal of hazardous or radioactive materials and chemicals
 16. Lab animals.
 17. Time Payments.
 18. Pyramiding (multiple purchases to cover the same transaction).
 19. Tuition payments.
 20. Cash advances.
 21. Construction and renovation items.
 22. Personal items.
5. All Purchasing Card transactions for non-restricted (acceptable) commodities cannot exceed \$4,999 per transaction including all delivery, shipping and/or handling charges.
 6. Purchases must be for the use and benefit of the University. No personal purchases are allowed.
 7. It is the cardholder's responsibility to maintain the documentation for all transactions in accordance with the University's Record Retention Policy as stated in the Proof of Purchase Documentation.
 8. It is the cardholder's responsibility to report the loss of any card immediately to the issuing bank (U.S. Bank, NA 1-800-344-5696) and the Purchasing Card Program Administrator (UNMC Purchasing 402-559-5853).
 9. It is the cardholder's responsibility as an agent of the University to ensure the proper use of the University's Sales Tax Exempt Number.
 10. The cardholder and the department/center reconciler are responsible for ensuring that the proper University Cost Objects and GL Accounts are charged for the purchase.
 11. It is the cardholder's responsibility to attempt to resolve a dispute with the vendor within fifteen (15) days of receipt of a disputed purchase. If resolution is not

possible, the cardholder must report the problem to the UNMC Purchasing Card Program Administrator, who will report the dispute to U.S. Bank, NA.

12. Fraudulent use of the Purchasing Card will result in corrective action in accordance with the policies of the Human Resources department.

III. HUMAN RESOURCES

A. Hiring Policy

1. Faculty.

Each department will be responsible for recruiting new faculty, including coordinating campus visits, consistent with UNMC and CoPH policies and procedures. After a search committee and the department have completed interviews and before any offer is made, the chair will meet with the dean of the CoPH to discuss the strengths and weaknesses of the top candidate and whether or not an offer should be made. This discussion will include consideration of college-wide priorities for new faculty hires. Should the decision be made to make an offer the chair and dean will agree to the terms of that offer. The letter of offer must be reviewed and approved by the dean's office. The department chair and the dean will both sign the letter. Any subsequent negotiations require the ascent of both the dean and the department chair.

Requests for hire with tenure must be submitted by the Department Chair to the CoPH Promotion and Tenure Committee and the CoPH Dean. Such requests will receive expedited review. If approved, a request for the hire with tenure must be submitted by the CoPH Dean to the Chancellor and approved prior to inclusion in the letter of offer to the faculty candidate. A recommended alternate plan leading to tenure may also be included in the offer letter, subject to approval by the Promotion and Tenure Committee and the CoPH Dean.

Requests for hire at the level of full Professor must also receive expedited review by the Promotion and Tenure Committee and the CoPH Dean. These requests do not require approval by the Chancellor.

Letters of Offer and Contracts. CoPH templates for letters of offer and contracts, available through the Dean's Office, must be used for faculty appointments.

2. Staff.

Each department/center will be responsible for coordination of the hiring process with the UNMC Office of Human Resources, Strategic Staffing and Compensation for employees classified as "non-academic", otherwise designated as "office/service" and "managerial/professional". Base salary and other terms of employment should be determined in consultation with the CoPH Administrator.

3. Temporary Employees.

Use of temporary employees must be consistent with the UNMC Office of Human Resources policies, including those regarding age requirements, nepotism, and length of employment. The hire of Graduate Assistants, whose classification is that of temporary, should be coordinated with UNMC Graduate Studies to ensure guidelines for tuition remission eligibility are met.

4. International Employees.

Application fees to support permanent residency will be negotiated with candidates prior to hire. When supported by university funds, application and legal fees will be limited to the UNMC employee application and issues which are employment related. Application and legal fees related to spouse, dependents, and issues which are not employment related will be the responsibility of the employee. All agreements regarding employment of non-U.S. citizens should be determined in consultation with the CoPH Administrator.

B. Performance Reviews

Employee performance review is an important process for all College of Public Health (CoPH) faculty and staff. Review provides opportunity for employees to learn what the supervisor views as important to be successful and identifies development opportunities to attain that success. A copy of the appropriate performance review template should be shared and discussed with each new employee upon hire.

Performance reviews will occur annually during March/April:

1. A survey of all faculty and staff will be initiated during the first two weeks of March to assess the leadership skills and abilities of CoPH department chairs and center directors.
2. Upon completion of the survey, faculty and staff performance reviews may begin and should be complete by mid-April.
3. Upon completion of faculty and staff performance reviews, department chairs and center directors will be evaluated by the CoPH Dean. Discussion will include the summarized survey results collected from faculty and staff.

All CoPH evaluations should be complete by April 30.

March 1 – 14

1. Faculty/Staff Survey of Chair and Director Leadership

A survey to assess the leadership skills and abilities of CoPH department chairs and center directors will be distributed to all CoPH governing faculty and staff. The survey instrument will include employee designations of: a) full-time faculty, b) joint appointment faculty, c) staff member. This information will help determine appropriate level of any necessary adjustments.

To ensure the survey is an accurate reflection of the entire year activities, faculty and staff performance reviews will not take place until collection of surveys is

complete. Additionally, survey results will be held and not discussed with department chairs and center directors until all faculty and staff performance reviews are complete. Survey results will be summarized and discussed with chairs and directors during their performance review with the CoPH Dean.

All faculty and staff should be encouraged to complete this survey.

Surveys desired for supervisors (other than chair or director) within a department or center is at the discretion of the chair/director, and should be managed at the department/center level rather than the Dean's Office.

March 15 – April 15

2. Staff Performance Review

Staff performance reviews are required annually for all UNMC regular managerial/professional, other academic, and office/service staff. Review of temporary staff is optional. Performance reviews will begin March 15 and may extend through April 15. Performance review templates may be obtained from the UNMC Human Resources NU Values website, located at: <http://www.unmc.edu/nuvalues>. In addition, the CoPH requires two additional sections (4 and 5) be added to the template; obtainable through the CoPH Administrator.

Staff evaluations will be performed by department chair, center director, or designee.

- a) Department chair and center director may obtain input from others through use of the optional "multi-source input form" for staff appointments with responsibility in more than one department or center.
- b) Individualized performance review templates should be distributed to staff for completion of section 4.
- c) Upon return, the chair/director will complete all other areas and follow with employee meeting to review results.

Copies of the department's completed staff evaluations should be forwarded to the CoPH Dean by April 15 for placement in the employee personnel file.

Template Outline.

Section 1: Employee personnel information – to be completed by department chair or center director.

Section 2: Review of competencies that are required of all UNMC employees.

Section 3: Key expectations of position - as outlined on employee job description. Chairs/directors must fill in key expectations/requirements section for each new employee. Each key expectation will include detailed requirements necessary for fulfillment of the expectation. If desired, requirements may be designed at minimum and high levels for

acknowledgement of employee growth. Fields are available to allow chairs/directors opportunity to share employee results and identified development opportunities pertaining to the expectation. The rating scale used for each expectation is 1-5, with default set at 3 (satisfactory).

Section 4: Employee self assessment of strengths, weaknesses, and suggested plans for development of self and department.

Section 5: Employer assessment of employee strengths, weaknesses, and suggested plans for development of self and department.

Section 6: Summary of ratings and final employer/employee comments.

3. Faculty Performance Review – UNMC, UNL

Faculty performance reviews will occur simultaneously with staff reviews; to begin March 15 and extend through April 15. Faculty reviews will be performed by CoPH department chairs. Performance review templates may be obtained from the CoPH Administrator, and should be used for:

- All CoPH full-time governing faculty defined as .5 fte or greater.
- All CoPH joint appointment governing faculty, for completion of duties on behalf of the CoPH. Exception: faculty with primary appointment at UNO are exempt from CoPH annual performance review.
- Center directors, for completion regarding faculty responsibilities (ie, teaching activities, research).
- Department chairs, for completion regarding faculty responsibilities and review with CoPH Dean.

Note: Due to administrative responsibilities, chair and director FTE devoted to faculty responsibilities will not equal 100%. FTE devoted to faculty activities should be estimated.

- a) Forms should be directed to faculty for completion of sections 1- 5.
- b) Upon return, the chair/director will complete sections 6-7 and sign in blue ink.
- c) Section 8 is to be completed by the faculty member during or after the evaluation meeting with department chair. Faculty member should sign in blue ink and each page of the form should be initialed by the faculty member in blue ink.

Copies of the department's completed faculty evaluations should be forwarded to the CoPH Dean by April 15 for placement in the employee personnel file.

Faculty evaluations may only be reviewed by the following: faculty member, chair, associate dean for academic affairs, dean. Exception: for governing faculty with principal appointments in a UNMC department or college other than the CoPH, the evaluation will be shared with the primary home department Chair. Principal faculty from partner campuses or colleges will not have the evaluation results submitted from the CoPH to their primary home department or college. However, the faculty member is free to share this information on their own.

Template Outline.

- Section 1: Employee information, plus FTE devoted to CoPH activities, as outlined in letter of appointment. If FTE is not specified in letter of appointment, CoPH FTE should be estimated.
- Section 2: CV should be prepared using format required for Promotion & Tenure, and attached to evaluation form.
- Section 3: Summary of goals/objectives and achieved progress. In addition, total extramural funding should be included in the summary. Detail may be copied from faculty cv. Teaching detail should also be included in summary, and may be copied from cv.
- Section 4: Faculty development activities.
- Section 5: Distribution of current effort extends to categories of: teaching, clinical service, research/scholarship and administration/service. Distribution should equal 100% for CoPH full-time faculty. Governing faculty with joint appointments should distribute total FTE devoted to CoPH activities.
- Distribution of current MOU effort refers to public health activity performed on behalf of units outside the CoPH. Total percent effort should only equal amount of FTE dedicated to these activities. Those without MOU activity may leave this section blank.
- Distribution of proposed effort should include estimated FTE that will be spent on listed activities in the next fiscal year. Distribution should equal 100% for CoPH full-time faculty. Governing faculty with joint appointments should distribute total FTE devoted to CoPH activities.
- Section 6-7: To be completed by department chair.
- Section 8: To be completed by faculty member.

April 16 – 30

4. Department Chair and Center Director Performance Review

In addition to faculty responsibility, chairs and directors have administrative responsibility for the leadership of a department or center. This requires a separate form, necessitated by those with dual roles (ie, faculty appointment in department A, to be evaluated by department A chair; additional administrative appointment as

chair in department B, to be evaluated by CoPH Dean). FTE devoted to administrative responsibility should be estimated by chair/director. Administrative performance will be reviewed with the CoPH Dean and a copy of the review placed in the chair/director personnel folder.

The chair/director performance review template is a combination of the CoPH faculty evaluation and the survey which is sent to faculty/staff to assess chair/director leadership abilities. Chairs and directors must provide an assessment of their own leadership abilities. The “no-opinion” response has been eliminated from the chair/director assessment.

C. UNO Governing Faculty Annual Appointment Renewal / Non-Renewal

College of Public Health (CoPH) Governing Faculty appointments of UNO faculty members will be considered for renewal annually. On or before May 1 of each year, all UNO faculty members who hold Governing Faculty status appointments in the CoPH will provide a summary of their CoPH activities during the year. The annual report will pertain only to CoPH responsibilities as stated in CoPH Governing Faculty appointment letter or previous year activities summary. In addition, the annual report will outline planned new year activities, to be negotiated between the UNO governing faculty member and the department chair of the faculty member's CoPH appointment, subject to the approval of the CoPH Dean. A letter of notification will be sent to the faculty member and UNO primary home department chair regarding renewal or non-renewal of CoPH Governing Faculty appointment.

D. Annual Merit Increases

Salary increases are granted at the beginning of each fiscal year and follow the recommendation by the UNMC Chancellor. Increases within the CoPH are based upon merit; however if performance is sufficient for all personnel then across-the-board increases are also acceptable. Increases recommended by Department Chairs and Center Directors will be reviewed and final approval granted by the Dean.

Funds supporting the increase are paid by the base salary source of the position (state provides increase for salaries with state-aided base source; dean provides increase for salaries with MOU base source; department/center provides increase for salaries with department/center base source).

Employees currently on probation or hired after May 1 are not eligible for an increase unless the increase was a condition of employment at the time of hire. Other increase guidelines are available from the CoPH Administrator.

E. Outstanding Performance Stipends

The Outstanding Performance Stipend program was developed to enable the UNMC to recognize and financially reward employees for exemplary work or other activities contributing to the accomplishment of the mission of UNMC during the fiscal year. All managerial/professional, office/service, graduate assistant and other academic employees (research associate, research assistant, teaching assistant, teaching fellow and house officer) eligible for an Annual Salary Adjustment are eligible for an

Outstanding Performance Stipend. Faculty and Academic-Administrative staff (as designated by the Board of Regents) are no longer eligible for an Outstanding Performance Stipend; however, they are eligible for Research Excellence Awards.

Budget. The CoPH Office of the Dean will reserve 0.5% of the current fiscal year salary base to form an ongoing pool of funds to recognize outstanding performance.

Stipends provided for outstanding performance do not increase ongoing base salary; they are provided as a one-time increase to regular pay. Performance stipends are subject to payroll taxes and regular deductions.

Criteria for Award. Stipends may be granted based on any of the following criteria, or other criteria as may be established at the Department/Center level:

- a. Sustained performance exceeding expectations
- b. Participation in a special project or program requiring exceptional effort
- c. Contributions to a climate enhancing diversity
- d. Contributions in the form of suggestions that improve operations
- e. Acquisition of knowledge or skills that increase ability to contribute
- f. Participation on a team that exceeded expectations.

Award Specification. Award ranges are \$250 minimum/\$2,500 maximum; however stipends of less than the minimum may be awarded when necessary in order to recognize teams, and/or to address funding inconsistencies (i.e., instances in which funds distribution is not consistent with stipend award recommendations or requirements).

Submission of Nominations. Department Chairs and Center Directors may submit nominations to the Office of Dean for award of outstanding performance stipends by November 31 each year for December awards. Nominations should include a paragraph with justification for award, and should be separated into two categories:

- low level bonus
- high level bonus

The Office of the Dean shall make final determination of those selected for award, and will provide a letter of communication to selected employees regarding the operation of the program and the award.

F. Supplemental Compensation Plan

The CoPH Supplemental Compensation Plan is adopted pursuant to the Board of Regents Policy Authorizing the Establishment of Supplemental Compensation Plans (appended). The definitions, guidelines and requirements stated in the Regents' policy apply to this plan. This plan includes additional requirements, limitations and restrictions, as permitted by the Regents' policy. This plan shall be effective and compensation will be determined from the beginning of the 2007-2008 fiscal year.

Note: the term "academic staff" is equivalent to academic faculty.

1. Authorization.

Authorization for the CoPH Supplemental Compensation Plan is the Board of Regents Policy Authorizing the Establishment of Supplemental Compensation Plans at the University of Nebraska Medical Center.

2. Purpose.

The purpose of the Regents' policy is to authorize the establishment of a supplemental compensation plan within the CoPH for the benefit of members of the eligible academic staff of the College, and to prescribe the fundamental guidelines and requirements of such supplemental compensation plan.

3. Definitions.

3.1 Base University Salary. The term base University salary shall mean the regular salary and benefits paid by the University to a member of the College academic staff on an all-year appointment or on an academic-year appointment as provided in Section 3.3.1 of the Bylaws of the Board of Regents.

3.2 Eligible Academic Staff Member. The term eligible academic staff member shall mean any member of the College academic staff as defined in Section 3.1.1.1 of the Bylaws of the Board of Regents, provided they hold at least a one-half time equivalent (.5 FTE) appointment within the college at the rank of assistant professor or above and are funded 100% within the college. Eligible academic staff funded at less than 100% in the college will be adjusted in proportion to their college funding, and those with appointments less than .5 FTE in the college are subject to any limitations imposed by their primary home department and/or campus.

3.3 Participating Staff Member. The term participating staff member shall mean any eligible academic staff member participating in this supplemental compensation plan.

4. Requirements for Supplemental Compensation Plan.

4.1 Participation in this Supplemental Compensation Plan. No eligible academic staff member shall have any absolute right to participate in this Supplemental Compensation Plan, and the determination of whether or not any eligible academic staff member shall be offered supplemental compensation shall be made at the sole discretion of the University Administration.

4.2 Components of Total University Compensation. Under the Supplemental Compensation Plan, the total annual compensation for a participating staff member will consist of his or her base University salary plus supplemental compensation approved in accordance with the terms of this supplemental compensation plan.

4.3 Sources of Funds for Supplemental Compensation Plan. Supplemental compensation to be made available for distribution to participating staff members under this supplemental compensation plan will be derived exclusively from funds

available for academic salaries and associated fringe benefits in (a) the University Trust Fund established by Neb. Rev. Stat. § 85-123.01, (b) the Temporary University Fund, established by Neb. Rev. Stat. § 85-124, except that portion of the Temporary University Fund derived from funds appropriated by the Legislature, (c) the University Cash Fund established by Neb. Rev. Stat. § 85-125, and (d) the CoPH Development Fund.

4.4 Determination of Supplemental Compensation. Subject to the requirements of Section 4.5, 4.6 and 6.2, supplemental compensation in the form of supplemental salary and supplemental retirement benefits to be paid to each participating staff member under this supplemental compensation plan over and above his or her base University salary and benefits will be individually negotiated each fiscal year by the appropriate department chairperson with approval by the Dean and reduced to writing in a Terms of Employment Agreement. Each Terms of Employment Agreement shall be in a format approved by the Executive Vice President and Provost and shall expressly provide:

- (a) That full payment of the stipulated supplemental compensation over and above the participating staff member's base University salary will be made only when funds are freed up as a result of funds received through University administered extramural grants and contracts and only if funds are available in the appropriate college subaccount of the supplemental compensation plan to pay in full the approved supplemental compensation for all college staff members participating in the plan; and
- (b) That in the event there are not adequate funds available in the appropriate college subaccount of the supplemental compensation, to pay in full the approved supplemental compensation for all participating college staff members, then the amount of supplemental compensation to be paid to each participating staff member of the college will be reduced by uniform percentage based upon the funds available in the college subaccount of the supplemental compensation plan for distribution as supplemental compensation.

4.5 Maximum Supplemental Salary. The maximum level of supplemental salary which may be paid to a participating staff member under this supplemental compensation plan is 25% of base University salary.

4.6 Minimum Supplemental Salary. A minimum level of supplemental salary shall be offered exclusively to each eligible academic staff member where a portion of his or her salary line has been freed-up by extramural salary funds for reallocation. The minimum supplemental salary offered to any such eligible academic staff member will be one-quarter of the amount of salary funds freed-up for reallocation by salary funds made available for the staff member by University administered extramural grants and contracts or 25% of the staff member's base University salary, whichever is less.

4.7 Participation Voluntary. Participation in the plan by eligible academic staff members is voluntary, and no eligible academic staff member shall be adversely affected with respect to the amount of his or her base University salary or with

respect to any other term or condition of University employment by reason of non-participation in this supplemental compensation plan.

4.8 Withdrawal from the Plan. Withdrawal from the plan by a participating staff member will automatically result upon death or upon termination of employment in the college. Withdrawal may also be accomplished by voluntary withdrawal by giving the Dean at least 30 days advance written notice of withdrawal from the plan.

5. Accountability and Administration.

5.1 General. The Vice Chancellor for Business and Finance and the Dean shall be responsible for the proper administration of the CoPH Supplemental Compensation Plan. Standard University policies and procedures for billing, receipting, purchasing and payroll shall be observed in administering this plan. Supplemental compensation to participating staff members will be disbursed using the normal payroll procedures and paid on a monthly basis. The University will not assess an administrative fee as long as the plan is administered in accordance with University policies and procedures. The Vice Chancellor for Business and Finance shall from time to time review and audit this supplemental compensation plan for conformance with University policies and procedures.

An annual report of the activities of this supplemental compensation plan shall be made to the Chancellor, or at such shorter intervals as he or she may request.

5.2 Establishment of Plan Account and Departmental Subaccounts. The Vice Chancellor for Business and Finance shall establish a separate University account for the CoPH Supplemental Compensation Plan. Monies received from the sources permitted in Section 4.3 of this plan shall be credited to the college subaccount of the plan.

5.3 Disbursements. Disbursements of supplemental compensation, any reduction in supplemental compensation and final settlement of supplemental compensation for each participating staff member shall be made in accordance with Section 5.3, 5.4, 5.5 and 5.8 of the Board of Regents Policy Authorizing Establishment of Supplemental Compensation Plans, as applicable, and this plan.

5.4 Procedure for Approval of Terms of Employment Agreements. The procedure for approval of the Supplemental Compensation Plan - Terms of Employment Agreement shall be as follows:

- (a) * The eligible academic staff member and department chairperson will annually negotiate a Supplemental Compensation Plan - Terms of Employment Agreement (SCP-TEA).
- (b) The chairperson will submit the signed SCP-TEA to the Dean's office for approval.
- (c) The Dean's office will review, amend as necessary, and approve each eligible academic staff member's annual SCP-TEA.

5.5 Business Office Procedures. Each business office shall accomplish the following in connection with each SCP-TEA:

- (a) A Personnel Action Form (PAF) will be submitted with each SCP-TEA or when the SCPTEA is modified because there are not adequate funds in the subaccount to pay the full approved supplemental compensation.
- (b) Supplemental compensation will be coded as such in the appointment block of the PAF.
- (c) The business office will prepare necessary accounting entries for each SCP-TEA.

6. Benefits.

6.1 General. Benefits to be provided to participating staff members under this supplemental compensation plan shall be limited to salary supplements and supplemental retirement benefits. Other supplemental compensation benefits described in the Regents' policy authorizing this plan are not included and will not be paid to participating staff members.

6.2 Supplemental Retirement Benefits and Contributions. Subject to the availability of funds in the appropriate college subaccount, supplemental retirement benefits will be provided to participating staff members in accordance with Section 3.12.4.7 of the Bylaws of the Board of Regents through payments made from the appropriate college subaccount of the Plan not to exceed an amount determined by applying the prevailing percentage of employer (University) contribution paid on account of the participating staff member's base University salary to the total supplemental salary paid to the participating staff member. For example, if the prevailing percentage of the employer (University) contribution is 7% of the participating staff member's base University salary and the total supplemental salary paid is \$7,000.00, then the maximum supplemental retirement benefit is \$490.00. Further, each participating staff member shall contribute a portion of his or her supplemental salary to his or her retirement account in accordance with the rate established by the Board of Regents pursuant to Section 3.12.4.7 of the Bylaws of the Board of Regents.

IV. INFORMATION TECHNOLOGY

Computing issues and questions within the CoPH should be referred to the CoPH Information Technology staff.

All information system policies contained herein are secondary to published University policies and procedures including (but not limited to) Executive Memorandum No. 16, and UNMC policies 6045, and 6051.

A. Access

Access to all CoPH Information Technology (IT) resources, including computers, printers and other peripheral devices, and PDAs is provided at the discretion of Department Chairs and Center Directors. Unauthorized access to information systems is prohibited.

1. Academic Departments.

The CoPH is committed to providing all members of academic departments with the basic information technology tools required to meet their needs. The College provides access to a secure network server, network printers, and professional IT staff for system configuration, trouble-shooting, and applications development.

In addition, the College provides a desktop computer (PC) sufficient to meet the needs of faculty and staff appointments and the corresponding basic software. Desktop computers in the College will be replaced based on a 4-year lifecycle. "Power users" (i.e. users performing "significant" statistical analyses, using GIS applications, using desktop publication software, or otherwise regularly requiring substantial computing power) will receive a new system every two years, with their old machines going to users with less demanding computing requirements. It is anticipated that new desktop computers will be obtained largely in a single once-a-year purchase.

The College will provide a basic suite of software for use on all College academic department computers. This will include an operating system, required security software, campus-approved email software, Microsoft Office software, and other utility software deemed necessary by the College IT staff.

Provision of additional hardware or software required by faculty and staff will be the financial responsibility of individual departments and obtained, given their prior approval, by the College IT staff. This includes specialized application software for data analysis (e.g. SAS, SPSS, Stata, NVivo), GIS software (e.g. ArcView and associated components), utility software (e.g. WinEdt, AQT, StatTransfer), and others. It also includes additional hardware requirements such as PDAs (e.g. Blackberries), USB storage devices (e.g. "thumb drives", or others) laptop computers, and desktop printers.

2. Centers.

CoPH centers are the foci for multi-disciplinary activities involving faculty and staff located in the CoPH departments and elsewhere. Centers will maintain independent staff to the extent needed to support funded research and service. Given that faculty and staff of departments and other units will have IT equipment (desk top computers, basic software) through their primary appointment and that centers will generate revenues to support independent staff, centers will be mostly financially self-sufficient as regards IT needs. It is expected that College centers will be financially self-sufficient.

The CoPH provides basic information technology services to non-academic department members of its research centers. This includes access to a secure network server, and professional IT staff for system configuration, and computer trouble-shooting. All other needs of non-department based staff are to be funded

by center-generated revenues. When necessary (e.g., to invest in personnel or projects that are expected to generate grant funding exceeding the original expenditure), the center director may petition the Dean for funds to cover necessary IT infrastructure during temporary budget shortfalls.

All orders for equipment and software will be routed through the IT staff of the CoPH. We have put this system in place to assure that needs are met in the most cost-effective manner possible. IT staff will provide consultation regarding the equipment configuration and software capability that best meets needs of the individual and center. Most equipment purchasing will occur on a one-time annual basis in order to take advantage of volume purchasing arrangements.

B. Appropriate Use

Misuse of CoPH information systems is prohibited. Misuse includes attempting to modify or remove computer hardware or software without appropriate authorization, accessing computer hardware, software, or systems without proper authorization, sending fraudulent electronic communication, using information systems for any illegal or unauthorized purpose, using university information systems to handle obscene materials; and, downloading or posting illegal, proprietary or damaging material. A more complete description of information system misuses can be found in UNMC Policy No. 6051 "Computer Use and Electronic Information Security Policy", Section C.

C. Email Use

Appropriate use, as defined in UNMC Policy No. 6051 "Computer Use and Electronic Information Security Policy".

D. Cellular Phone and University-sponsored Communication Devices

The College of Public Health (CoPH) adheres to the UNMC Cellular Phone Policy #6076. The CoPH additionally requires the following of employees who require use of a cell phone, "smart phone" (e.g. Blackberry), air cards or other University-sponsored communication device.

Business justification is required for purchase and use of cell phone or similar device in addition to landline to transact business.

Approval for purchase and monthly plan for University-based cellular phones, air cards, and similar devices must be obtained from department chair or center director. The CoPH Cellular Phone or Other Communication Device Request Form is required to be completed by employee and forwarded to CoPH IT after obtaining appropriate signatures.

Equipment type and monthly plan necessary to meet business requirements will be determined following consultation with employee, CoPH IT, and UNMC Purchasing. The monthly plan will be monitored by department/center financial staff and UNMC Purchasing and may be altered at any time if determined necessary.

If the machine is intended to be used internationally, it is the responsibility of the employee to notify CoPH IT prior to travel in order to modify plan to incur the minimum possible cost.

Only business related calls are allowable. Employees are expected to exercise good judgment with cell phone and similar communication devices to avoid excessive cost to the University, and to be aware of circumstances which may increase fees for use and exercise caution so as not to exceed the monthly plan. Employees may be expected to reimburse the University for costs which exceed their monthly plan and may be subject to disciplinary measures for egregious circumstances.

E. Information Use

Protected Health Information (PHI) is individually identifiable health information. Department Chairs and Center Directors determine what information entrusted to their Department/Center is private and/or confidential. They are also responsible for protecting that information. Additional information on handling confidential information can be found in UNMC Policy No. 6045 "Privacy, Confidentiality and Information Security Policy".

F. Laptops

The college usually has available laptops that may be borrowed for general use. Contact the CoPH IT staff.

G. Letterhead

All university correspondence must meet university identification standards. CoPH approved letterhead and fax cover sheets in conformance with university identity standards are available as Word document templates for utilization by Departments and Centers. These can be saved as templates on computers.

H. Passwords

Access to all information systems should require a password. Use of another person's user ID or password is not allowable; nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs by the CoPH Information Technology staff.

I. Portable Media

Portable media, including diskettes, USB mass storage devices (i.e. "flash drives"), CDs, and laptop computers present a potent threat to information security by virtue of their portability. They reside outside the protection of the university network firewall and they are easily lost and/or stolen. As such, confidential information, including protected health information (PHI), should never be placed on portable media.

J. Printing

Default printers will be installed on computers and will normally be the printer closest to the computer. Users should exercise discretion in utilizing college printing resources:

- Printing on color printers is significantly more expensive than printing on monochrome printers. Color printers should only be used when necessary.
- The university urges personnel to save paper when possible. Where possible, users should try to save paper by printing on both sides of the sheet (duplex printing).

K. Remote Access

Remote access to a Department or Center computer must receive approval from the Department Chair or Center Director and from CoPH IT administration.

L. Storage and Backup

Computer use involves working with electronic files. Word documents, Excel spreadsheets, web pages, SAS programs, datasets, and software itself are all types of electronic files.

The CoPH maintains a network file server for the storage of electronic files. The server is located in a secure, environmentally-controlled facility and is regularly backed up in a routine, secure fashion. As all computer media is subject to eventual malfunction, failure to store user files on a securely backed up system can result in catastrophic loss of work. All user-created and maintained files, including documents, spreadsheets, programs, databases, and others should be stored on the college network file server.

The policies of the College of Public Health may be subject to revision upon consultation with the CoPH Dean and the Leadership Council.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
COLLEGE OF PUBLIC HEALTH
STUDENT ASSOCIATION BYLAWS**

PREAMBLE

The College of Public Health (COPH) Student Association (SA) maintains a student body representative of all COPH students to the college leadership and external entities in its efforts to secure a more significant and meaningful voice in the essence of COPH students' respective disciplines and programs.

ARTICLES

The following constitutes the Articles of the COPH SA Bylaws and may be cited for all such purposes. These Bylaws will remain consistent with the policies and procedures of the COPH and the University of Nebraska Medical Center (UNMC).

ARTICLE I. NAME

The name of this organization shall be the College of Public Health Student Association, hereafter referred to as the "COPH SA."

ARTICLE II. PURPOSE

- | | |
|--------------|--|
| SECTION I. | To offer a structure that fully represents the student body in all such governing matters, and, through this structure, advocates the concerns of the student body, promotes the objectives of the COPH SA, and communicates its concerns and actions to the student body. |
| SECTION II. | To represent, as well as facilitate the exchange of information and ideas among the students, faculty, and administration. |
| SECTION III. | To establish and maintain channels of communication between students, faculty, graduates, and administration. |
| SECTION III. | To investigate problems unique to COPH students at UNMC and propose solutions to these problems. |
| SECTION IV. | To evaluate the quality and overall effectiveness of the COPH SA and the programs offered by COPH. |
| SECTION V. | To be a resource for the community in order that students and the COPH play a relevant role in the community. |

ARTICLE III. MEMBERSHIP AND UNIFORMITY

- | | |
|------------|------------|
| SECTION I. | Membership |
|------------|------------|

Membership shall be open to all CPH students currently enrolled approved degree in those departments of the CPH.

1. "Student" is defined as any activity-fee-paying CPH doctoral, masters, or graduate certificate student in good standing with CPH and UNMC.
2. A student in "good standing" is one: a) who is enrolled in a CPH doctoral, masters, or certificate program and b) who is not in default of any prescribed obligations to all UNMC units.

SECTION II. Uniformity

Subject to other provisions of these Bylaws, every student has the same rights, privileges, and responsibilities within the CPH SA.

ARTICLE IV. GOVERNANCE

SECTION I. *Executive Board*

1. The general affairs of the CPH SA activities shall be managed and supervised by an Executive Board and composed of the officers of the CPH SA under the advisement of the Assistant Dean for Student Affairs (DSA).
2. The Executive Board and DSA oversee the budget of the CPH SA.
3. No one individual shall concurrently hold more than one office in the CPH SA.
4. No student shall hold the same position as an officer for more than three (3) academic years.
5. If, during the course of their term, the officers change their program of study, they are required to relinquish their position and said office(s) becomes vacant.

SECTION II. *Officers*

1. The CPH SA has four elected officers that represent the student body and regularly present the students' interest to the faculty and administration. These officers make up the Executive Board.
2. The Officers consists of the President, Vice President, Secretary, and Treasurer.
3. Only currently enrolled students who are in good standing with CPH and UNMC shall be eligible to hold offices on the Executive Board. All Board members, may physically attend meetings or may attend via electronic media. The President must be physically present in board meetings.

SECTION III. *President*

1. The President shall be the chief officer of the CPH SA and s/he shall preside over meetings of the Executive Board and the "Student Body". "Student Body" defines all doctoral, masters, and graduate certificate students of UNMC enrolled in a graduate program of the CPH.
2. The President shall have the power to delegate any power granted to her/him pursuant to the CPH SA Bylaws.
3. The President shall be the tie-breaking vote in all meetings.

4. The President shall have the power to form committees of the Executive Board as the need arises.
5. The President shall sign, in conjunction with the Treasurer and DSA, all disbursements.
6. The President shall meet regularly with the DSA of the CPH in order to exchange ideas and facilitate communication with the faculty and administration.
7. The President shall have the sole power to call for emergency voting on matters that necessitate immediate action between duly scheduled and announced meetings.
8. President shall report annually (or twice a year) on CPH SA activities to the student body – at meetings.

SECTION IV. *Vice President*

1. The Vice President shall assume the duties of the president in his/her absence.
2. The Vice President shall coordinate all annual election proceedings.
3. The Vice President shall attend and be a voting member of all Executive Board meetings.
4. The Vice President shall oversee all CPH SA standing and ad hoc committees.
5. The Vice President shall perform other duties as may be assigned by the President.

SECTION V. *Secretary*

1. The Secretary shall be responsible for all official correspondence between CPH SA and all other outside parties.
2. The Secretary shall keep all records, including record of the CPH SA Bylaws and the minutes of all Executive Board meetings.
3. The Secretary shall post the minutes of all Executive Board and open meetings within two weeks as well as Student Association announcements.
4. The Secretary shall attend and be a voting member of all Executive Board meetings.
5. The Secretary shall be responsible for overseeing the upkeep of the CPH SA website(s).
6. The Secretary shall ensure that all Executive Board members are provided with a copy of the CPH SA Bylaws.
7. The Secretary shall perform other duties as may be assigned by the President.

SECTION VI. *Treasurer*

1. The Treasurer shall be responsible for accounting and distribution of all CPH SA funds.
2. The Treasurer shall manage the Student Activity Fund; propose the CPH SA budget; and sign, in conjunction with the President and DSA, all disbursements.
3. The Treasurer will ensure the DSA has signed-off all expenditures.

4. The Treasurer shall attend and be a voting member of all Executive Board meetings.
5. The Treasurer shall present a summary of budget expenditures to the DSA and post a copy on the CPH SA website and bulletin board for students at the conclusion of the fiscal year.
6. The Treasurer shall perform other duties as may be assigned by the President.

ARTICLE V. ORGANIZATION

SECTION I.

Executive Board Meetings

1. The Executive Board shall meet at least once per a month, at a mutually agreeable time and place.
2. The Executive Board may perform the functions that are assigned to it by these Bylaws and may take action upon any matter that warrants attention.
3. A simple majority of officers constitutes a quorum to transact any business.
4. Consensus building will be encouraged with regards to deciding questions that properly come before the Executive Board; however, in the event of gridlock as determined by the DSA, a simple majority vote will decide the issue with the President voting only in the case of a tie.
5. A copy of the minutes of every Executive Board meeting shall be posted within one calendar week of the approval of said minutes.
6. No Executive Board meeting shall be convened or recognized as being convened unless the President is present or gives prior approval to a designated representative. Any meeting convened without the presence of either the President or the DSA will be considered invalid. Any and all CPH SA business conducted in said meeting will be considered null and void.

SECTION II.

Order of Business

1. The order of business at regular meetings shall be as follows (This order of business can be altered according to need.):
 - a. Call to order
 - b. Approval of minutes
 - c. Report from the Officers
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Student Representative(s)
 - d. Pending business
 - e. New business
 - f. Announcements
 - g. Adjournment
2. Meetings will be kept to a time limit according to need of agenda.

- SECTION III. Student Committees
- "Student Committee" defines a group of students to address current Copenhag Student issues.
1. The Executive Board may establish, dissolve, and give direction to such committees, as it considers expedient.
 2. A committee may not perform any function of the Executive Board, but subject to the direction of the Executive Board, may give advice and make recommendations to the Executive Board without limitations.

- SECTION IV. Advisor
- The DSA will serve as the advisor to the Copenhag SA.

ARTICLE VI. ELECTIONS

- SECTION I. Election Procedures
- "Elections" defines an election of the Executive Board.
1. The Office of the Chief Student Affairs Officer will conduct the election, and enforce the election regulations and campaign procedures.
 2. The Election Board shall supervise the voting process to ensure honesty, integrity, and compliance with the established rules, regulations, and procedures. Any candidate from the election whom the Election Board adjudges to be guilty of an infraction of the established rules and regulations shall be disqualified from the election.
 3. For every election, the officers shall send to every student an announcement of the election and a "Call for Nominations" of candidates depending on the academic calendar, allowing for at least two full business weeks for both nominations and elections (five business days each).
 4. Students in good standing, who are currently enrolled in Copenhag programs, may nominate themselves or any other student.
 5. Elections for new officers will be held in April.
 6. The position of president will rotate between all Copenhag programs on a yearly basis. No program will have a student in the position of president for more than one year. A program will only have a student in the president position during the assigned turn in the rotation.
 7. If no student is nominated for the president position in the year of that program's rotation, the president position will move to the next program in line in the rotation.
 8. One nomination shall warrant inclusion on the final ballot.
 9. One week after the "Call for Nominations," the officers shall close the nominations and shall prepare a ballot, including the names of the candidates, for the final election.
 10. The ballot may also contain a list of current issues of interest to students and will ask the latter opinions regarding those issues.

11. Officers, in the presence of a Copenhaguen administrative staff member, will tabulate the ballots and post the results within 24 hours. The Election Board for the purpose of investigating voting irregularities may delay posting of results.
12. When two or more candidates receive the same number of votes, the President will decide between the candidates.
13. When there is only one validly nominated candidate for an office, the President shall declare that candidate elected by acclamation.
14. The tenure of all officers begins on June 1st of the election year and ends on May 31st of the following year.
15. If an Executive position receives no nominations during the nominating period, the newly elected President, or, in the absence of a newly elected President, the newly elected Vice President, shall appoint students to these positions after taking office.

SECTION II. Candidate Eligibility

1. Only activity fee-paying students in good standing who are currently enrolled in Copenhaguen programs and who can physically attend Copenhaguen SA meetings shall be eligible to hold offices within the Executive Board. The exception is the Online Student Representative, who may attend meetings either physically or via electronic media.
2. A student running for program, online, or international Student Representative must be classified as such.

SECTION III. Voting Eligibility

A Copenhaguen student who is in good standing is qualified to vote in any election for officers.

ARTICLE VII. VACANCIES

SECTION I. Resignation

An officer may resign from the Executive by delivering a written resignation to the President, or if the resigning officer is the President, then the President shall submit the resignation to the Vice President. Then that office is thereupon deemed vacant.

SECTION II. Removal

An officer may be removed from the office before his or her term would have otherwise expired by a two-thirds (2/3) majority of votes cast at a closed Executive Board meeting; or at an open Copenhaguen SA meeting; or by the student body in the form of a petition; and at least one of the following conditions must be met before said removal can take place:

- a. Appropriate grounds leading to the termination of that office due to an unexcused absence from more than two Executive Board meetings within a semester will cite that officer for removal, and that office becomes vacant upon said removal; or

- b. Appropriate grounds leading to the termination of that office due to a blatant disregard of one or more of the provisions of these Bylaws, or of a blatant disregard for said office characterized by a lack of "good faith" effort to carry out the necessary and appropriate duties and responsibilities of said office, will cite that officer for removal, and that office becomes vacant upon said removal.
- c. The office of an officer who ceases to be in good standing automatically thereupon becomes vacant.

SECTION III. Filling Vacancies

- 1. If an officer's position becomes vacant, the vacancy will be filled within one month of said vacancy by appointment by the Executive Board with the final approval granted by the President.
- 2. If the President's office becomes vacant, the Vice President and DSA shall fill the vacancy. The Vice President's office will then automatically become vacant, at which time the above procedure for filling vacancies shall be followed.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

In all instances when they are applicable and not inconsistent with these Bylaws or any other special rules the organization shall adopt, the rules contained in the current edition of Merriam Webster's Rules of Order shall govern the CPH SA.

ARTICLE IX. OTHER PROVISIONS

SECTION I. Annual Audit

The financial records of the CPH SA shall be audited annually and at such times as may be requested by Executive Board, and/or the DSA of CPH or his/her authorized.

SECTION II. Conducting Business by Mail

The Executive Board may submit proposals for consideration and approval by the student body in mail referendum. A simple majority of members voting shall be necessary for approval of the proposals with the approval of the DSA.

SECTION III. Conducting Business by Telephone

In case of emergency, action may be taken by the Executive Board by telephone (conference) call. There must be concurrence of a majority of the members of the Executive Board and such action shall be noted in a special memorandum placed in the minutes book and signed by a person obtaining such concurrence and shall be reported in the minutes of the next meeting.

SECTION IV. Conducting Business by Email or Facsimile

In case of emergency, action may be taken by the Executive Board by email or facsimile. There must be concurrence of a majority of the members of the Executive

Board and such action shall be noted in a special memorandum placed in the minutes book and signed by a person obtaining such concurrence and shall be reported in the minutes of the next meeting.

ARTICLE X. AMENDMENTS TO THE BYLAWS

- SECTION I. Purpose
Amendments to these Bylaws may be necessary in order to maintain consistent and impartial service to the students of the Copenhag.
- SECTION II. Process
1. Proposed amendments to these Bylaws may be initiated by any student and presented to the Copenhag SA President.
 2. Proposed amendments presented to the President will be placed on a ballot for referendum.
 3. Bylaws must receive a majority roll-call vote from the Copenhag SA Executive Board
- SECTION III. Ratification
1. If approved by the referendum, the amendment shall be incorporated into these Bylaws.
 2. The DSA must ratify annual Bylaws and any amendments before incorporation.

MPH Service-Learning Capstone Sites with Affiliation Agreements

| Capstone Site | Capstone Site Address | Site Phone # | Site Contact Name | Site Contact E-mail Address |
|---|---|-----------------|-------------------|--|
| Alegent Health Clinical Programs | 7101 Newport Avenue Omaha NE 68152 | 402-572-2166 | Diane Roberts | diane.roberts@alegent.org |
| American Heart Association | 10100 J Street Omaha NE 68127 | 402.650.8770 | Rajaena Appleby | rajaena@pheathersartistry.com |
| American Lung Association of the Central States | 7101 Newport Avenue Suite 303 | 402-572-3030 | Mike Wadum | mwadum@breathehealthy.org |
| Arthritis Foundation | 600 North 93rd Street, Suite 206 Omaha NE 68114 | 402-330-6130 | Andrea Milton | amilton@arthritis.org |
| Asian Institute for Public Health (AIPH) | N5/421, IRC Village, Nayapalli Bhubaneswar, India 751015 | 91-674-239-4656 | Dr. P.R. Misra | contact@aiph.ac.in |
| Camp Kindle Inc & Speak Out | 201 N 8th Street Suite 200 Lincoln NE 68508 | 402-477-2025 | Nichol Costa | nichol@projectkindle.org |
| Center for Preparedness | 984550 Nebraska Medical Center Omaha NE 68198-4550 | 402-552-2529 | Sharon Medcalf | smedcalf@unmc.edu |
| Central Nebraska Area Health Education Center | 3180 West Highway 34 Grand Island NE 68801 | 308-385-6426 | Cindy Paustian | cindy@cn-ahec.org |
| Charles Drew Health Center | 2915 Grant Street Omaha NE 68111 | 402-453-1433 | project dependent | |
| Child Health Speciality Clinics | 100 Hawkins Drive Iowa City IA 52242 | 319-356-1118 | Jeffrey Lobas | jeffret-lobas@uiowa.edu |
| CityMatCH (at UNMC) | 210 S 49th Street Omaha NE 68132, UNMC 2175 | 402-561-7500 | Patrick Simpson | psimpso1@unmc.edu |
| City Sprouts | PO Box 31593 Omaha NE 68131-0593 | 402-502-5902 | Jumoke Omojola | csgardening@gmail.com |
| Community Alliance | 4001 Leavenworth Street, Omaha NE 68105 | 402-341-5128 | Angie Berg | aberg@commall.org |
| Community Health Partners Foundation | PO Box 30205 Lincoln NE 68503 | 402-441-8144 | Wende Baker | wbaker@ci.lincoln.ne.us |

| Capstone Site | Capstone Site Address | Site Phone # | Site Contact Name | Site Contact E-mail Address |
|---|---|----------------|-------------------------------------|---|
| CoPH Center for Health Disparities | 984040 Nebraska Medical Center, Omaha NE 68198 | 402-559-9660 | Athena Ramos | aramos@unmc.edu |
| Diabetes Education Center of the Midlands | 2910 South 84th Street Omaha NE, 68124 | 402-399-0777 | Joan Heiser | joan.h@diabetes-education.com |
| Douglas County Health Department | 1819 Farnam Room 401 Omaha NE 68183 | 402-444-7471 | Mary Balluff & Project Dependent | |
| East Central District Public Health Department | 3806 Howard Blvd Columbus NE 68601 | 402-563-9224 | Becky Rayman | |
| Elkhorn Logan Valley Public Health Department | PO Box 779 Wisner NE 68791 | 402-841-8110 | Kathy Nordby | elvphd@gpcom.net |
| Franciscan Care Ministries | 430 N Monitor West Point, NE 68788 | 402-372-2404 | | jmeiergerd@fcswp.org |
| Fred Leroy Health and Wellness Center | 2602 J Street Omaha NE 68107 | 402-734-5275 | Candy Schott | candyschott@hotmail.com / llanglely@hotmail.com |
| Girls Incorporated of Omaha | 2811 N 45th Street Omaha NE 68104 | 402-457-4676 | Roberta Wilhelm | |
| Harrison County Home & Public Health | 116 N 2nd Street Logan IA 51546 | 712-644-2220 | Glenna Gutttau | ggutttau@harrisoncountya.org |
| HETRA | 4906 S.180th Street Omaha, NE 68135 | (402) 359-8830 | Volunteer Coordinator | volunteers@hetra.org |
| Interfaith Health Services | 1326 S 26th Street Omaha NE 68105 | 402-660-6689 | Virginia McGill | interfaithhealth@copper.net |
| Jeevan Sahra Kendra | JSK, Nau Acres Rd, Near Happy Valley CHS, off Tikujiniwadii Rd, Manpada | 91-22-25896952 | Adreas D. Eicher | isk@vsnl.net |
| Joslyn Castle Institute for Sustainable Communities | 3910 Davenport Street Omaha NE 68131 | 402-595-1902 | V. Cecil Steward / Christine Dahlin | csteward@unl.edu |
| Lincoln Lancaster County Health Department | 3140 N Street Lincoln NE 68510 | 402-441-8093 | Elaine Severe | |
| Lincoln Literacy Council | 745 S 9th Street Lincoln NE | 402-476-7323 | Susan Bockrath | sbockrath@lincolnliteracy.org |
| Lutheran Family Services | 1941 S. 42nd St., Suite 402 | 402-536-3527 | Maggie Kalkowski | mkalkowski@lfsneb.org |
| MDS Pharma Services | 621 Rose Street Lincoln NE 68501 | 402-437-4711 | Michelle Combs | Michelle.Combs@mdsps.com |

| Capstone Site | Capstone Site Address | Site Phone # | Site Contact Name | Site Contact E-mail Address |
|---|---|--------------|--------------------|--|
| National Safety Council Greater Omaha Chapter | 11620 M Circle Omaha NE 68137 | 402-896-0454 | Kaye Farrell | kfarrell@safenebraska.org / ttichy@safenebraska.org |
| Nebraska AIDS Project | 139 S 40th Street Omaha NE 68131 | 402-552-9260 | Project Dependent | Project Dependent |
| Nebraska Arthritis Outcomes Research Center | 986270 Nebraska Medical Center | 402-559-7239 | Kaleb Michaud PhD | kmichaud@unmc.edu |
| Nebraska C.A.R.E.S. | 301 Centennial Mall S Lincoln NE 68509 | 402-471-0369 | June Ryan | june.ryan@hhss.ne.gov |
| Nebraska Center for Bioterrorism Education | UNMC | 402-552-2539 | Sharon Medcalf | smedcalf@unmc.edu |
| Nebraska Health & Human Services | NHHS Office of Family Health | 402-471-0169 | Kathy Karsting | kathy.kasting@hhss.ne.gov |
| Nebraska Health & Human Services | 301 Centennial Mall S Lincoln NE 68509 | 402-471-2306 | Project Dependent | debora.barnesjosiah@hhss.ne.gov |
| Nebraska Public Health Laboratory | 986494 Nebraska Medical Center, Omaha NE 68198 | 402-559-3032 | Anthony Sambol | asambol@unmc.edu |
| NeighborWorks Omaha | 1701 N 24th St., Ste 102 Omaha NE 68110 | 402-451-2939 | Jacqueline Hankins | jhankins@nwomaha.org |
| Office of Minority Health, NHHS | 301 Centennial Mall S Lincoln NE 68509 | 402-471-0161 | Cindy Harmon | cindy.harmon@hhss.ne.gov |
| Omaha Health Kids Alliance | 115 South 49th Ave | 561-7594 | Kara Henner | kara@omahahealthykids.org |
| One World Community Center | 4920 S. 30th St., Ste 103 | 402-734-4110 | Project Dependent | Project Dependent |
| Our Healthy Community Partnership / Live Well Omaha | 11404 West Dodge Road Suite 720 Omaha, NE 68154 | 402-934-5886 | Kerry Peterson | kpeterson@ohcp.org |
| Planned Parenthood of the Heartland | 4610 S. 133rd St Suite 101 Omaha NE, 68137 | 402-557-6698 | Tracy Drubin | tracy.durbin@ppncb.org |
| Project ExtraMile | 11606 Nicholas Street Omaha NE, 68154 | 402-963-9047 | Diane Riibe | diane@projectextramile.org |
| Public Health Solutions District Health Department | 995 East Hwy 33, Suite 1 Crete, NE 68333 | 888-310-0565 | Jane Ford Witthoff | jane@phsneb.org |

| Capstone Site | Capstone Site Address | Site Phone # | Site Contact Name | Site Contact E-mail Address |
|---|--|--------------|---------------------------|--|
| Rural Health Education Network / AHEC | 986660 Nebraska Medical Center, Omaha NE, 68198 | 402-559-1979 | Rebecca Tines | rtines@unmc.edu |
| Sarpy/Cass County Health Department | 701 Olson Dr. Suite 101 | 402-339-4334 | Kara Kathol | kkathol@sarpy.com |
| Siena/Francis House | 1702 Nicholas Street | 402-341-1821 | Mike Saklar | msaklar@sienafrancis.org |
| Simply Well LLC | 4242 Farnam St., Suite 270 Omaha NE 68131 | 402-559-6786 | Cindy Hanssen | chanssen@nebraskamed.com |
| Southeast Nebraska Area Health Education Center | 5109 West Scott Rd #408 Beatrice NE 68310 | 402-228-9094 | Robyn Henderson | rhenderson@se-ahec.org |
| Southern Sudan Community Association | 3610 Dodge St., Suite 100 Omaha NE 68131 | 402-554-0759 | Tor Kuet | akkueth@ssca.omhcoxmail.com |
| St. Francis Memorial Hospital | 430 N Monitor Street West Point NE 68788 | 402-372-6709 | Todd Consbruck | plist@fcswp.org / consbruck@fcswp.org |
| The Nebraska Affiliate of the Susan Komen Foundation | 611 Fenwick Dr. Papillion NE 68046 | 537-5629 | Lynette Farhart | nekommenaffiliate@onchemwest.com |
| The Nebraska Medical Center (Department of Pharma) | 42nd & Dewey Omaha NE, 68198 | 402-559-4287 | Elizabeth Hermesen | ehermesen@nebraskamed.com |
| Three Rivers Health Department | 33 West 4th Street Fremont NE 68025 | 402-727-5396 | Jeff Kuhr | jeff.kuhr@3rphd.org |
| United Methodist Ministries | 2665 Farnam St., Ste 102 Omaha, NE 68131 | 402-898-9862 | Rev. Stephanie Ahlschwede | revsteph@bigmuddyumc.org |
| University of Nebraska Public Policy Center | 121 S. 13 th St., Suite 303 Lincoln NE 68588 | 402-472-3147 | Tarik Abdel-Monen | tabelmonem@nebraska.edu |
| University of Nebraska, Lincoln Cooperative Extension | 8015 West Center Road Omaha NE 68124 | 402-444-7804 | Carrie Schneider-Miller | cLsmiller@unl.edu |
| University Village | 6506 University Drive S Omaha NE 68132 | 402-554-8555 | Kent Lavene | wetduck@hotmail.com |
| UNL Virology Center | 4240 Fair Street Lincoln NE, 68583 | 402-472-4550 | Charles Wood | cwood1@unl.edu |
| UNMC Monroe-Meyer Institute | 985380 Nebraska Medical Center, Annex 8 Omaha NE 68198 | 402-559-6400 | Cindy Van Riper | cvanripe@unmc.edu |

| Capstone Site | Capstone Site Address | Site Phone # | Site Contact Name | Site Contact E-mail Address |
|--|---|-----------------------|---------------------|--|
| US Department of Homeland Security | 11059 W Maple Road Omaha NE 68164 | 402-445-2349 x225 | Paul Stultz | Paul.stultz@dhs.gov |
| USDA-FSIS | 1299 Farnam St., Suite 300 Omaha NE 68102 | | Project Dependent | Project Dependent |
| VA Nebraska-Western Iowa Health Care System | 4101 Woolworth Avenue Omaha NE 68105 | 402-346-8800 x4482 | Jean Meyer-Hoagland | jeannie.meyerhoagland@va.gov |
| Viet/American Cervical Cancer Screening Project | 2295 Vallejo St., Suite 508 San Francisco CA 94123 | | Eric Suba | eric.suba@kp.org |
| UNMC Pediatric Dental Clinic | 985450 Nebraska Medical Center, Omaha NE 68198 | 559-7962 | Faoud Salama | fsalama@unmc.edu |
| UNMC HIV Clinic | 985450 Nebraska Medical Center, Omaha NE 68198 | 559-5392 | Susan Swindells | sswindells@unmc.edu |
| YWCA | 222 S 29th St Omaha, NE 68131 | 402.345.6555 | Melodae Morris | mmorris@ywcaomaha.org |

College of Public Health ACADEMIC STANDING POLICY

To maintain good standing, College of Public Health students are required to maintain a grade point average (GPA) of at least a B (3.00) in their programs of study.

CoPH students are graded by letter grades as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P (Pass), F (Fail), WP (Withdrew Passing), WF (Withdrew Failing), and I (Incomplete). Only a Pass/Fail grade is to be used for research projects, thesis or dissertation work. The grade of "I" is to be used by an instructor at the end of a term to designate incomplete work in a course. It is used when a student, due to extenuating circumstances such as illness, military service, hardship or death in the immediate family, is unable to complete the requirements of the course in the term in which the student is registered for credit. A grade of Incomplete is given only if a student has already substantially completed the major requirements of a course. Each instructor must judge each situation.

The instructor must also indicate by a departmental record, with a copy to the student, how and by when the Incomplete is to be removed, and if he/she is at the University at the time of the removal, supervise the makeup work and report the permanent grade. In the event that the instructor is not available at the time of the student's application for removal of an Incomplete, the department chairperson shall supervise the removal of the Incomplete and turn in the permanent grade for the student.

Grades of Incomplete must be completed within one semester after they have been awarded or they will be automatically changed to a grade of F. Any extensions to the one-semester time frame must be arranged with the Dean for Graduate Studies prior to the Incomplete being changed to a grade of F.

A student with two or more current grades of Incomplete will not be permitted to enroll in any new courses until the number of current Incomplete grades becomes less than two. All grades of "I" on courses which are part of the degree requirements must be removed at least one month before the final oral/written examination for the Master's or Ph.D. degrees.

Doctoral, masters, and MPH students who are in Service-Learning/Capstone, may be given an IP (in progress) when work is not completed within the semester time frame. When work is completed, IP is changed to Pass/Fail.

The following quality points are given for courses completed:

| Grade | Quality Points |
|-------|----------------|
| A+ | 4.0 |
| A | 4.0 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.0 |
| B- | 2.67 |
| C+ | 2.33 |
| C | 2.0 |
| D+ | 1.33 |
| D | 1.0 |
| D- | 0.67 |
| F | 0 |

MPH Students

To receive credit in a course, it is generally expected that students will perform at the level of B (3.00) or above. Grades for all required MPH core courses must be a B- (2.67) or above. A grade of C (2.00) may be accepted for no more than one course; receipt of two grades of C or any grade below C (2.00) is not acceptable for MPH credit and may result in dismissal from the program.

Any MPH student who fails to maintain a grade point average of B (3.00) or above will automatically be on academic probation and may not continue his/her program of study without the permission of his/her academic advisor, the Curriculum Committee, and the Associate Dean for Academic Affairs. In order to secure this permission, the student, in conjunction with his/her academic advisor, must submit a plan of remediation for approval to the Curriculum Committee at least two (2) calendar weeks prior to the next scheduled Curriculum Committee meeting (see "Instructions for Developing a Plan of Remediation for Academic Standing" below for more details). The Curriculum Committee will review the student's status and plan of remediation and forward a recommendation to the Associate Dean for Academic Affairs. To continue in their program, the student must remove the probationary status (i.e., return to an overall 3.00 or above grade point average) within the subsequent twelve (12) months.

Any MPH student failing to receive a minimum acceptable grade in a course for credit may not continue his/her program of studies without permission of the Curriculum Committee. The committee's decision, along with an appropriate explanation and justification, must be filed in the Office of Educational Services.

Instructions for Developing a Plan of Remediation for Academic Standing MPH Students:

The following steps outline what must take place to address a situation prompting academic probation:

1. The student is placed on academic probation by the College of Public Health Associate Dean for Academic Affairs.
2. The Office of Educational Services notifies the student that special permission is required for the student to continue his/her program of study.
3. The Office of Educational Services notifies the student in writing, with a copy to the academic advisor, that he/she must develop a remediation plan, in conjunction with his/her academic advisor, which addresses:
 - a. how the student plans to master the essential content provided by the course(s) in which a low grade was received; and
 - b. how the student plans to avoid receiving any grade less than B (3.00) in the future.
4. Along with the notification referenced in #3 above, the Office of Educational Services informs the student and the academic advisor of the due date for the plan of remediation. Written remediation plans are due at least two calendar weeks prior to the next regularly scheduled Curriculum committee meeting.
5. It is the student's responsibility to contact his/her academic advisor about developing the plan of remediation. The remediation plan may need to include retaking the same course if it was one of the required core courses.
6. The student and his/her academic advisor confer to develop a written remediation plan, which the academic advisor sends, along with his/her recommendation regarding approval, to the Director of Masters Programs.
7. Although the plan may be forwarded by email in order to meet deadlines, a hard copy signed and dated by the student and the academic advisor should be submitted. The academic advisor provides a copy of the plan to the student, and keeps one for his/her advising records.
8. The Director of Masters Programs places the remediation plan on the agenda for review/approval at the next regularly scheduled Curriculum Committee meeting agenda.
9. If the plan is approved by the Curriculum Committee, the Director of Masters Programs forwards a summary of the plan, with Curriculum Committee recommendation for approval to the Office of Educational Services. If the plan is not approved by the Curriculum Committee the plan is returned with comment for the student and academic advisor to rework.
10. When the plan is approved by the Associate Dean for Academic Affairs, the student and Director of Masters Programs are notified. The Director of Masters Programs will notify the academic advisor. If not approved, the plan will be returned with comment for the student and academic advisor to rework.
11. If the student has not produced a written plan of remediation in consultation with his/her academic advisor by the prescribed due date specified in the written notice from the Office of Educational Services (step 4 above), the advisor informs the Office of Educational Services, who notifies the student in writing that they

must produce same for review a minimum of 2 weeks prior to the next regularly scheduled Curriculum Committee meeting (date given), or they will be considered delinquent in the matter. If no plan of remediation is received in the allotted time, a memo will go to the Associate Dean for Academic Affairs, indicating that a plan of remediation has not been received. Action will follow from that office, which typically involves a block on registration for future terms and a hold on records, including transcripts, or graduation until the matter is resolved.

PhD and MS Students

Because PhD and MS students are students of the University of Nebraska Graduate College, the following policies apply to them. (Excerpted from the UNMC Graduate Bulletin.)

A student failing to receive a minimum acceptable grade in a course for graduate credit may not continue his/her program of studies without permission of the Supervisory Committee or the program Graduate Committee concerned. The committee's decision, along with an appropriate explanation and justification, must be filed in the Graduate Studies Office.

To receive credit in didactic and seminar-type graduate level courses, it is expected that students will perform at the level of B or above in any course that is offered for graduate credit. However, a minimum grade of C may be acceptable for graduate level courses, but receipt of two grades of C may be cause for dismissal. Any grade below C is not acceptable for graduate credit.

A student who fails to maintain an overall grade point average of at least 3.0 in any given semester will automatically be on academic probation and may not continue his/her program of study without special permission of the Dean for Graduate Studies acting on the recommendation of the appropriate graduate or supervisory committee. The recommendation must include a review of the student's status and a program of remediation. To continue in the Graduate Studies program, the student must remove the probationary status (i.e., return to an overall 3.0 grade point average) within the next twelve (12) months.

Because research activities comprise a major part of the endeavors of graduate students, excellence in research is expected of all students. Therefore, a failing grade in any research activity (non-thesis research, Master's Thesis, or Doctoral Dissertation) may be grounds for dismissal.

The above minimum scholarship requirements apply to ALL students enrolled in ANY course for graduate credit. Additional requirements may exist for certain graduate programs and departments as set forth in this Bulletin, in the departmental course

listings and/or in department/program descriptions which may be provided to students at the time of admission.

If a student fails to pass the comprehensive examination or the final oral examination (defense of thesis/dissertation) for an advanced degree, his/her committee must report to the Graduate Studies Office, within seven days of the examination, the failure together with the committee's recommended action. If this recommendation allows another examination, the committee should indicate what the student must do prior to such re-examination. No student shall be permitted to take either the comprehensive or final oral examination more than twice and the student must wait a minimum of three months before retaking the examination.

MPH Alumni Survey Notes

Purpose: The purpose of the alumni survey is to collect data required by CEPH as well as additional information that may be of interest to the program. The content of alumni survey will include:

- i. Job placement experience (CEPH Data requirement)
- ii. Destination of graduates (CEPH Data requirement)
- iii. Ability of graduates to perform the competencies in a practice setting (CEPH Data requirement)
- iv. Careers in public health (CEPH Data requirement)
- v. Value of graduates educational experiences (CEPH Data requirement)
- vi. Current and future needs for professional education (CEPH Data requirement)
- vii. Certification exams taken (CEPH data requirement – UNO collects these data but are unable to provide data at the MPH program level)
- viii. Employer contact information (for employer survey)

Population of interest: MPH graduates who have completed their MPH program at least one year prior to completing the survey.

Timing: The first survey will be fielded in March 2008 and yearly thereafter.

Mode: web-based.

Additional Notes: Need to stress anonymity and confidentiality of responses, especially since we will be obtaining information from employers.

UNMC/UNO MPH Program Alumni Survey

The purpose of this survey is to improve our educational programs by obtaining information on your experience in the Master of Public Health program and post-graduate employment. The information from this survey will be used for accreditation purposes. Your name will be held confidential and will not be linked to your responses. Thank you for your assistance.

1. Gender

- Male
- Female

2. In which concentration area did you specialize for your Master of Public Health (MPH) degree?

- ☐ Community Health Education
- ☐ Public Health Administration
- ☐ Biostatistics
- ☐ Epidemiology
- ☐ Environmental and Occupational Health

3. What year did you graduate with your MPH degree?

4. If you completed a dual degree program, please indicate the second degree:

- Doctor of Medicine
- Master of Social Work

5. Which of the following graduate degrees did you hold prior to entering the MPH program? (check all that apply)

- No prior graduate degree
- Masters degree other than MPH
- Juris Doctor
- Doctor of Medicine
- Doctor of Philosophy
- Doctor of Science
- Doctor of Veterinary Medicine
- Other, please be specific _____

6a. Which of the following graduate degrees did you receive after graduating from the MPH program? (check all that apply)

- ☐ No additional graduate degree
- Masters degree other than MPH
- Juris Doctor

Doctor of Medicine
 Doctor of Philosophy
 Doctor of Science
 Doctor of Veterinary Medicine
 Other, please be specific _____

6b. Please indicate certification exams taken during or after completion of your MPH degree:

- ☐ None
- ☐ CHES – Community Health Education Specialist
- ☐ CPH – Certified in Public Health
- ☐ Other, please be specific _____

7. Which of these did you find helpful in finding your first job after graduating from the Master of Public Health program? (Check all that apply)

- ☐ MPH Program faculty
- ☐ MPH Program staff
- ☐ UNO Career Exploration & Outreach
- ☐ Service Learning site preceptor or staff
- ☐ Other MPH, UNO or UNMC resources (students, posted job notices, etc.), please be specific _____
- ☐ Alumni
- ☐ Other, please be specific _____
- Not applicable

8. What is your current employment status? (Check all that apply)

- ☐ Employed full-time
- Employed part-time
- Unemployed by choice
- Unemployed but looking
- Fellowship, internship or other traineeship
- ☐ Further graduate or professional study

9. What degree and field of graduate or professional study are you seeking?

10. What is your current job title?

11. Are you employed in a public health or health care services related field?

Yes
 No

12. Are you employed in your area of concentration for your MPH degree?

Yes
 No

13. If you are not employed in a public health or health-related field, which of the following is the primary reason? (Check only one response).
- ☐ Personal reasons
 - ☐ Lack of jobs in your preferred location
 - ☐ Lack of jobs in your specialty area
 - ☐ More satisfied working in another field
 - ☐ Currently pursuing additional training in public health or health-related discipline
 - ☐ Currently pursuing additional training in another discipline
 - ☐ Not applicable
 - ☐ Other, please be specific _____
14. Which of the following best describes the type of organization for which you work?
- ☐ Federal government agency
 - ☐ State government agency
 - ☐ Local government agency
 - ☐ Hospital or health care delivery facility
 - ☐ University or research institution
 - ☐ Private practice
 - ☐ Proprietary organization (industry, consulting, etc.)
 - ☐ Further graduate or professional study
 - ☐ Non-health related employment
 - ☐ Non-profit organization
 - ☐ Not employed
 - ☐ Other, please be specific _____
15. In what size of community are you employed?
- ☐ Metropolitan area with population size 50,000 or more
 - ☐ Large town with a population size of 10,000 – 49,999
 - ☐ Small town with a population size of 2,500 – 9,999
 - ☐ Rural area with a population size smaller than 2,500
16. What responsibilities related to public health do you have in your present job? (check all that apply)
- ☐ Monitoring community health status
 - ☐ Investigating community health problems and hazards
 - ☐ Educating the public about health issues
 - ☐ Organizing community groups to solve health problems
 - ☐ Developing community health policies
 - ☐ Developing community health programs
 - ☐ Enforcing health and safety laws and regulations
 - ☐ Providing personal health services
 - ☐ Training health personnel

- ☐ Evaluating personal and community health services
- ☐ Conducting research
- ☐ Administering a public/community health agency
- Advocating for public health
- Directing/administering a public health program
- ☐ Other, please be specific _____
- ☐ None

17. Which of the following best describes your present occupation? Select the single best response that describes your present occupation.

- ☐ Behavioral or social scientist
 - ☐ Biostatistician
 - ☐ Epidemiologist
 - ☐ Health Educator
 - ☐ Public community health physician
 - ☐ Public community health dentist
 - ☐ Health planner
 - ☐ Health policy analyst
 - ☐ Health services administrator
 - ☐ Industrial hygienist or safety specialist
 - ☐ Other public health occupation (please be specific)
-
- ☐ Not in public health

18. How would you rate your overall MPH program in terms of adequately preparing you with the following skills?

Scale: 1 = not at all prepared, 2 = not well prepared, 3 = moderately prepared, 4 = well prepared, 5 = completely prepared

Quantitative Analytic Skills

| | | | | | |
|------------------------------------|---|---|---|---|---|
| Designing quantitative analysis | 1 | 2 | 3 | 4 | 5 |
| Implementing quantitative analysis | 1 | 2 | 3 | 4 | 5 |
| Interpreting quantitative analysis | 1 | 2 | 3 | 4 | 5 |

Qualitative Analytic Skills

| | | | | | |
|-----------------------------------|---|---|---|---|---|
| Designing qualitative analysis | 1 | 2 | 3 | 4 | 5 |
| Implementing qualitative analysis | 1 | 2 | 3 | 4 | 5 |
| Interpreting qualitative analysis | 1 | 2 | 3 | 4 | 5 |

Program Planning Skills

| | | | | | |
|--|---|---|---|---|---|
| Assess and prioritize health status/problems | 1 | 2 | 3 | 4 | 5 |
| Design intervention | 1 | 2 | 3 | 4 | 5 |
| Develop program objectives | 1 | 2 | 3 | 4 | 5 |
| Program implementation | 1 | 2 | 3 | 4 | 5 |
| Create an evaluation plan | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|---|---|---|---|---|---|
| Evaluate/monitor performance | 1 | 2 | 3 | 4 | 5 |
| Communication Skills | | | | | |
| Grant writing | 1 | 2 | 3 | 4 | 5 |
| Written communications (memos, policy briefs) | 1 | 2 | 3 | 4 | 5 |
| Oral communications (presentations, lead group discussion) | 1 | 2 | 3 | 4 | 5 |
| Communicating through Media | 1 | 2 | 3 | 4 | 5 |
| Management Skills | | | | | |
| Working on teams | 1 | 2 | 3 | 4 | 5 |
| Managing teams | 1 | 2 | 3 | 4 | 5 |
| Financial Management | 1 | 2 | 3 | 4 | 5 |
| Budgeting | 1 | 2 | 3 | 4 | 5 |
| Negotiating | 1 | 2 | 3 | 4 | 5 |
| Resolving conflicts | 1 | 2 | 3 | 4 | 5 |
| Advocating for health issues | 1 | 2 | 3 | 4 | 5 |
| Strategic planning | 1 | 2 | 3 | 4 | 5 |

19. Please rate how important you believe these topics are to include in continuing education for public health professionals.

Scale: 1 = not at all important, 2 = not very important, 3 = moderately important, 4 = very important, 5 = extremely important

| | | | | | |
|--|---|---|---|---|---|
| Program Planning | 1 | 2 | 3 | 4 | 5 |
| Program Evaluation | 1 | 2 | 3 | 4 | 5 |
| Knowledge of working with the media | 1 | 2 | 3 | 4 | 5 |
| Writing skills for professionals | 1 | 2 | 3 | 4 | 5 |
| Proposal writing skills | 1 | 2 | 3 | 4 | 5 |
| Health care finance/business skills | 1 | 2 | 3 | 4 | 5 |
| Health communication/marketing skills | 1 | 2 | 3 | 4 | 5 |
| Staff management skills | 1 | 2 | 3 | 4 | 5 |
| Occupational health | 1 | 2 | 3 | 4 | 5 |
| Environmental health and toxicology | 1 | 2 | 3 | 4 | 5 |
| Public health biology | 1 | 2 | 3 | 4 | 5 |
| Bioinformatics | 1 | 2 | 3 | 4 | 5 |
| Public health genetics | 1 | 2 | 3 | 4 | 5 |
| Community-based participatory research | 1 | 2 | 3 | 4 | 5 |
| Public health nutrition | 1 | 2 | 3 | 4 | 5 |
| Advocacy Skills | 1 | 2 | 3 | 4 | 5 |
| Policy Development | 1 | 2 | 3 | 4 | 5 |
| Others _____ | | | | | |

20. As a part of our CEPH accreditation, we will be conducting a survey of employers of our graduates. The survey will ask about the quality of training of our graduates. Information about individual graduates will not be requested. Would you provide us with an employer contact for our survey?

Employer Name _____
Contact Person _____
Contact Title _____
Employer Address _____
Employer City _____ State _____ Zip _____
Contact E-Mail _____

21. Please share with us any additional comments.

On behalf of the UNMC MPH Program and the University of Nebraska Medical Center, College of Public Health, we would like to thank you for taking the time to complete our survey. Your feedback is essential for the further development of our academic programs. If you have any further questions, please contact the public health education coordinator at 402-561-7586.

Master of Public Health Employer Survey

December 4, 2007

This draft survey is modeled after the Saint Louis University School of Public Health Community Health Employer Survey

Purpose: The purpose of the employer survey is to collect data required by CEPH as well as additional information that may be of interest to the program. The content of employer survey will include:

CEPH Data requirements: Employers

- i. Ability of graduates to perform the competencies in a practice setting
- ii. Careers in public health
- iii. Value of graduates' educational experiences
- iv. Current and future needs for professional education

The faculty in the UNMC Master of Public Health (MPH) program would like your help in examining how employers view the quality of training of our graduates. Please complete this survey in reference to graduates of the MPH program who are employed with you. Please complete these questions to assess the extent to which the UNMC MPH alum(ni) employed with you demonstrates competence in these areas compared to other employees at that same level and in the same capacity.

1. How long has this(these) employee(s) worked for you?
 - ☐ Under 1 year
 - ☐ 1-3 years
 - ☐ 3 or more years
2. Has this (these) person(s) been promoted since joining your organization?
 - ☐ Yes
 - ☐ No
 - ☐ Do not know
3. What are the minimum educational requirements for this employee's position?
 - ☐ High school diploma or less
 - ☐ Certificate program or one year of college
 - ☐ Associate degree or two years of college
 - ☐ Bachelor's degree
 - ☐ Health-related graduate degree
 - ☐ Any graduate degree
4. What are the minimum experience requirements for this employee's position?
 - ☐ none
 - ☐ 1-2 years
 - ☐ 3- years
 - ☐ 5 or more years
5. Relative to other employees at that same level and in the same capacity, what is your overall evaluation of the educational preparation of your employee(s) who have graduated from the UNMC MPH program?
 - ☐ Much better preparation
 - ☐ Somewhat better preparation
 - ☐ About the same preparation
 - ☐ Somewhat poorer preparation
 - ☐ Much poorer preparation
 - ☐ Not applicable
 - ☐ Unable to evaluate
6. How would you rate the MPH program in terms of adequately preparing your employee in the following skills?

Scale: 1 = not at all prepared, 2 = not well prepared, 3 = moderately prepared, 4 = well prepared, 5 = completely prepared, N/A = not applicable

Quantitative Analytic Skills

| | | | | | | |
|------------------------------------|---|---|---|---|---|-----|
| Designing quantitative analysis | 1 | 2 | 3 | 4 | 5 | N/A |
| Implementing quantitative analysis | 1 | 2 | 3 | 4 | 5 | N/A |
| Interpreting quantitative analysis | 1 | 2 | 3 | 4 | 5 | N/A |

Qualitative Analytic Skills

| | | | | | | |
|-----------------------------------|---|---|---|---|---|-----|
| Designing qualitative analysis | 1 | 2 | 3 | 4 | 5 | N/A |
| Implementing qualitative analysis | 1 | 2 | 3 | 4 | 5 | N/A |
| Interpreting qualitative analysis | 1 | 2 | 3 | 4 | 5 | N/A |

Program Planning Skills

| | | | | | | |
|--|---|---|---|---|---|-----|
| Assess and prioritize health status/problems | 1 | 2 | 3 | 4 | 5 | N/A |
| Design intervention | 1 | 2 | 3 | 4 | 5 | N/A |
| Develop program objectives | 1 | 2 | 3 | 4 | 5 | N/A |
| Program implementation | 1 | 2 | 3 | 4 | 5 | N/A |
| Evaluate/monitor performance | 1 | 2 | 3 | 4 | 5 | N/A |

Communication Skills

| | | | | | | |
|---|---|---|---|---|---|-----|
| Grant writing | 1 | 2 | 3 | 4 | 5 | N/A |
| Written communications (memos, policy briefs) | 1 | 2 | 3 | 4 | 5 | N/A |
| Oral communications (presentations, lead group discussion, make speeches) | 1 | 2 | 3 | 4 | 5 | N/A |
| Communicating through Media | 1 | 2 | 3 | 4 | 5 | N/A |

Management Skills

| | | | | | | |
|------------------------------|---|---|---|---|---|-----|
| Working on teams | 1 | 2 | 3 | 4 | 5 | N/A |
| Managing teams | 1 | 2 | 3 | 4 | 5 | N/A |
| Financial Management | 1 | 2 | 3 | 4 | 5 | N/A |
| Budgeting | 1 | 2 | 3 | 4 | 5 | N/A |
| Negotiating | 1 | 2 | 3 | 4 | 5 | N/A |
| Resolving conflicts | 1 | 2 | 3 | 4 | 5 | N/A |
| Advocating for health issues | 1 | 2 | 3 | 4 | 5 | N/A |
| Strategic planning | 1 | 2 | 3 | 4 | 5 | N/A |

7. Please rate how important you believe these topics are to include in the MPH curriculum.

Scale: 1 = not at all important, 2 = not very important, 3 = moderately important, 4 = very important, 5 = extremely important

| | | | | | |
|--|---|---|---|---|---|
| Program Planning | 1 | 2 | 3 | 4 | 5 |
| Program evaluation | 1 | 2 | 3 | 4 | 5 |
| Knowledge of working with the media | 1 | 2 | 3 | 4 | 5 |
| Writing skills for professionals | 1 | 2 | 3 | 4 | 5 |
| Proposal writing skills | 1 | 2 | 3 | 4 | 5 |
| Health care finance skills | 1 | 2 | 3 | 4 | 5 |
| Health communication/marketing skills | 1 | 2 | 3 | 4 | 5 |
| Staff management skills | 1 | 2 | 3 | 4 | 5 |
| Occupational health | 1 | 2 | 3 | 4 | 5 |
| Environmental health and toxicology | 1 | 2 | 3 | 4 | 5 |
| Public health biology | 1 | 2 | 3 | 4 | 5 |
| Bioinformatics | 1 | 2 | 3 | 4 | 5 |
| Public health genetics | 1 | 2 | 3 | 4 | 5 |
| Community-based participatory research | 1 | 2 | 3 | 4 | 5 |
| Public health nutrition | 1 | 2 | 3 | 4 | 5 |
| Other/comments | 1 | 2 | 3 | 4 | 5 |
| Please be specific _____ | | | | | |

8. Please rate how important these continuing education topics are for your organization.

Scale: 1 = not at all important, 2 = not very important, 3 = moderately important, 4 = very important, 5 = extremely important

| | | | | | |
|--|---|---|---|---|---|
| Program Planning | 1 | 2 | 3 | 4 | 5 |
| Program evaluation | 1 | 2 | 3 | 4 | 5 |
| Knowledge of working with the media | 1 | 2 | 3 | 4 | 5 |
| Writing skills for professionals | 1 | 2 | 3 | 4 | 5 |
| Proposal writing skills | 1 | 2 | 3 | 4 | 5 |
| Health care finance skills | 1 | 2 | 3 | 4 | 5 |
| Health communication/marketing skills | 1 | 2 | 3 | 4 | 5 |
| Staff management skills | 1 | 2 | 3 | 4 | 5 |
| Occupational health | 1 | 2 | 3 | 4 | 5 |
| Environmental health and toxicology | 1 | 2 | 3 | 4 | 5 |
| Public health biology | 1 | 2 | 3 | 4 | 5 |
| Bioinformatics | 1 | 2 | 3 | 4 | 5 |
| Public health genetics | 1 | 2 | 3 | 4 | 5 |
| Community-based participatory research | 1 | 2 | 3 | 4 | 5 |
| Public health nutrition | 1 | 2 | 3 | 4 | 5 |
| Other/comments | 1 | 2 | 3 | 4 | 5 |
| Please be specific _____ | | | | | |

9. What kinds of topics and practical experiences do you think UNMC should include in the MPH program that would better prepare our graduates for employment with your organization?

Topics: _____

Practical experiences: _____

11. What are the most important skills hiring managers in your organization look for when hiring new employees?

1. most important

2. second most important

3. third most important

12. Which of the following best describes your organization?

- ☐ Federal government agency
- ☐ State government agency
- ☐ Local government agency
- ☐ Hospital or health care delivery facility
- ☐ University or research institution
- ☐ Private practice
- ☐ Proprietary organization (industry, consulting, etc.)
- ☐ Further graduate or professional study
- ☐ Non-health related employment
- ☐ Non-profit organization
- ☐ Other, please be specific _____

13. Please share any additional comments you may have.

On behalf of the UNMC MPH Program and the University of Nebraska Medical Center, College of Public Health, we would like to thank you for taking the time to complete our survey. Your feedback is essential for the further development of our academic programs. If you have any further questions, please contact the public health education coordinator at 402-561-7586.

Proposal for MD/MPH Dual Degree at the University of Nebraska Medical Center

Outline/Summary of Proposal

- This is a request for approval of a five year MD/MPH dual degree program by the UNO Graduate Council.
- This proposal has been approved by the MPH Graduate Program Committee, UNMC Graduate Studies, and UNMC College of Medicine Curriculum Committee.
- The proposed start date for accepting applicants is fall, 2007.
- Based on surveys of student interest, it is anticipated that 1-2 students may apply/enter the program each year.
- Students have the option of applying and being accepted to the MPH program prior to entering medical school.
- Students may also apply after entering medical school.
- Students may select one of three concentrations:
 - Community Health Education
 - Public Health Administration
 - Biostatistics/Epidemiology
- The bulk of courses would be taken after the M3 year of clinical clerkships during the “MPH Year” or fourth year.
- COM tuition/fees will be waived during the “MPH Year”.
- Because of limitations on the number of graduate courses taken per semester and the lack of availability of many MPH courses during the summer, some MPH courses will have to be taken during the M4 elective year (fifth year of program).
- The MPH and MD programs will share 6 MPH credit hours or 8 COM credit hours with the SL/CE (Service Learning/Capstone Experience) replacing two traditional fourth year electives (eight weeks).
- MPH courses taken during the traditional elective or fifth year will be held after 5 PM with students being excused from traditional after hours elective activities during those times; it is expected that this will usually involve only one course per semester (one night per week), but under special/unusual circumstances, students may have to take two MPH courses per semester (two nights per week).
- In addition to the required MPH courses, students will attend Public Health Grand Rounds seminars whenever feasible, especially after acceptance into the program.

For additional details, see the following attached information.

Introduction/Background

The 2004-2005 Strategic Plan for the University of Nebraska Medical Center included a strategic objective to “expand UNMC’s educational offerings to address emerging student demands and our research and clinical workforce needs”. Related 2004-2005 targets included “Implement at least one additional ‘Dual Degree’ option such as MD/MPH, DDS/MPH, PharmD/MPH, MSN/MPH, or MPA/MSW (with UNO)”.

A work group was convened in December 2004 to explore the feasibility of establishing an MD/MPH dual degree at UNMC. Members of the work group include: Jennifer Larsen, MD; Jim Medder, MD, MPH; Ted Mikuls, MD, MSPH; Debra Romberger, MD; and Valdeen Nelsen, UNMC/UNO MPH Program staff support.

Members of the work group completed the following steps in the course of that feasibility study:

- Reviewed information published about existing MD/MPH programs at other universities,
- Conducted an informal survey of interest among 1st and 2nd year medical students at UNMC,
- Drafted an initial proposal for review/discussion, including opportunities/risks, logistics (admissions protocol, curriculum/plan of study), and cost considerations,
- Convened a focus group of approximately 25 academic and practice public health stakeholders to: solicit general feedback on the feasibility and desirability of an MD/MPH dual degree; gather specific feedback on proposed logistics/details; identify potential resources/contributions existing on campus/in the community; and further ascertain potential demand for dual degree program,
- Participated in a conference attended by representatives of 47 existing MD/MPH programs and 14 representatives of institutions considering the development of MD/MPH programs, and
- Developed the following proposal for consideration/discussion/action.

Recommendation:

The MD/MPH Dual Degree Work Group recommends that the UNO Graduate Council approve the proposal and design (included herein) for an MD/MPH dual degree at UNMC/UNO and take steps to implement the offering of such degree effective fall semester 2007.

This recommendation is based on the following information, considerations and assumptions.

Opportunities and Risks Related to Developing/Offering an MD/MPH Dual Degree:

Information and feedback received during the feasibility study reveals the following opportunities related to developing/offering an MD/MPH dual degree at UNMC:

- It can be a recruiting tool for medical students with an interest in public health or health research.
- It provides an efficient (time and cost) path for completing both MPH and MD degrees.
- It will enrich education/training for both medical students and public health graduate students by increasing depth and diversity of perspectives in courses.
- It will increase medical student involvement in community-based services and may expand job opportunities for graduates.
- It will increase institutional capacity and competitiveness for grant applications.
- Programs, as well as schools, of public health are actively involved in MD/MPH dual degree education.

There are also risks and concerns related to developing/offering an MD/MPH dual degree at UNMC, which include the following:

- There will be costs (faculty time, classroom space, instructional design/electronic course support) involved with adding additional sections and/or offering courses more than once per year to assure availability of core/concentration MPH courses so that the bulk of coursework can be completed in one academic year.
- There will also be costs involved with developing/offering more courses for an additional concentration area in biostatistics/epidemiology.
- There will be administrative overhead/costs (personnel, space, supplies, travel) involved in the development/marketing/implementation of a new dual degree initiative.
- The extra year's time (5 years total) required for completion of both degrees may be disincentive to participation.
- The additional cost (tuition/related expenses) for an extra year of school may be disincentive to participation, and the program may need to secure extramural funding for stipends to attract participants to achieve cost-neutral impact.
- There are a growing number of competing programs (over 75 of the 125 accredited U.S. medical schools) across the country offering same/similar degrees (e.g., Creighton's medical school/master's program in health sciences, University of Iowa's program, others).

Student/Market Demand:

As envisioned by the MD/MPH Workgroup, the primary market for this dual degree is medical school applicants and/or medical students interested in public health practice or health research. An informal survey of current UNMC medical students revealed that six M1 students and three M2 students were interested in a dual MD/MPH degree if one were offered.

Information gathered from the national MD/MPH Education Community Conference indicates growing enrollment in over 75 programs across the country with several additional programs currently considering offering the dual degree.

Readiness/Logistical Considerations:

The MPH Program should reserve at least two slots per academic year for MD/MPH dual degree students.

A strong support network, including fellow medical students, faculty and/or community mentors, and personnel dedicated to leadership/direction for the dual degree program are essential for success. These were key “lessons learned” noted at the MD/MPH national conference.

Another theme mentioned by existing programs represented at the conference was a need for leadership development for physicians interested in public/community health service. Leadership development will need to be integrated into the curriculum through courses and grand rounds.

Recommended Application/Admission Requirements:

1. Applicants to medical school will be informed of the dual degree offering and will have two options for application: simultaneously with the medical school application (in which case students will be notified of their acceptance prior to entrance into medical school) or the semester prior to beginning the “MPH Year”.
2. Matriculation of already enrolled medical students into the dual degree (MD/MPH) program would be contingent upon students being in good standing in medical school and passing Part 1 of Medical Boards.
3. A separate MPH application portfolio must be completed to be considered for acceptance.
4. The MPH Program’s Graduate Program Committee will make recommendations for admission to the Dean of the College of Medicine and the Dean for Graduate Studies. Recommendations for admission are based on the strength of the entire portfolio, not on any single indicator, allowing consideration of a diverse group of students.

Recommended Curriculum:

1. The MD/MPH dual degree program is designed as a 5-year program.
2. The MPH curriculum is completed, for the most part, in a year’s block of time after the 2nd or 3rd year of medical school with the remainder being completed during the traditional elective year. The preferred or recommended option for students is to complete the bulk of the MPH coursework after the third year clinical rotations, which will provide a solid clinical foundation for the application of public health concepts. Students may request permission to complete the bulk of the MPH curriculum after the second year of medical school under special circumstances. Students also have the option of taking MPH courses during the summers after the M1 and M2 years based on the availability of summer courses.

Option A:

- Years 1-3 (M1-M2-M3) will be devoted to traditional medical school curriculum.
- Year 4 will be devoted to intensive work on the MPH program of study (30+ credit hours).
- Year 5 (M4) will be primarily medical school electives but will also provide opportunities for integrating MPH degree courses and service learning/capstone experience into medical school coursework.

Option B:

- Years 1-2 (M1-M2) will be devoted to traditional medical school curriculum.
 - Year 3 will be devoted to intensive work on the MPH program of study (30+ credit hours) followed by clinical rotations in year 4 (M3).
 - Year 5 (M4) will be primarily medical school electives but will also provide opportunities for integrating MPH degree courses and service learning/capstone experience) into medical school coursework.
3. Participation in a Public Health Grand Rounds seminar will be required once the student has entered the MPH program. The Public Health Grand Rounds will provide longitudinal exposure to public health concepts/constructs while involved in traditional medical studies/rotations before and after the year of emersion in MPH program of study. The Public Health Grand Rounds will also be available all medical students who have interests in public health or who are considering admission into the MPH program.

MD/MPH students will have a choice of concentrations:

- Public health administration;
- Community health education; or
- Biostatistics/epidemiology.

The requirements for the MPH degree include a total of 42 credit hours:

- Core courses (six 3 hour credit courses/18 credit hours)
 - Concentration courses (four 3 hour credit courses/12 credit hours)
 - Electives (6 credit hours)
 - Service Learning/Capstone Experience (6 credit hours)
4. The MPH service learning/capstone experience (SL/CE) requirement of 300 service hours (6 credit hours) will fulfill the COM requirement for two four-week electives (320 service hours or 8 credit hours). The SL/CE concept and sites may need to be customized for dual degree candidates, depending on the concentration selected. A person with MD/MPH credentials should sit on the capstone committee and a UNMC faculty member should be the supervisor.
5. Given #4-#5 above, the two degrees will share 6 MPH/8 COM credit hours (SL/CE).
6. Because very few MPH courses are offered during summer blocks and a maximum of 15 hours can be taken during fall or spring semesters, some MPH courses will have to be taken during the M4 elective year to complete the MPH degree within the five year time frame. This would require giving students permission to attend classes in the evenings while taking traditional medical school electives during the day.
7. College of Medicine tuition will be waived for the academic year during which students will only be enrolled in MPH courses and will pay regular graduate school tuition.



COLLEGE OF PUBLIC AFFAIRS AND COMMUNITY SERVICE
School of Social Work

August 28, 2009

To Whom It May Concern:

As Director of the School of Social Work and on behalf of our faculty, I strongly support the proposed dual degree program in Social Work and Public Health. While pursuing both degrees under a single carefully planned dual-degree program, students can work toward and earn the Master of Social Work and Master of Public Health through this intercampus program between UNO and UNMC.

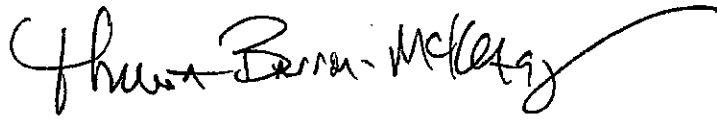
For approximately five years, discussion and planning between the College of Public Health and the School of Social Work have been ongoing to develop this dual degree program. The proposed curriculum meets the requirements and accreditation policies of both graduate disciplines. The benefit to students accrues in the reduced number of credit hours that would be required if both degrees were pursued separately. The carefully structured curriculum design maintains the integrity and quality of each graduate degree because each program accepts some of the courses of the other's program to fulfill its elective requirements. In addition, the processes of recruitment, admissions, advisement, and all matriculation issues have also already been addressed by representatives of both campuses.

This program aims to provide highly competent professionals who will be prepared to address the many public health issues facing the state of Nebraska. Both disciplines, in fact, share many commonalities—commitment to reform, social justice, advocacy, and policy development. Several public health challenges facing the State were mentioned in a recent 2008 report by the Turning Point Public Health Stakeholders Group, "A Strategic Plan to Strengthen and Transform Public Health in Nebraska: A Revision." For example, it was noted that Public Health needs to address the issues of poverty and the fact that the state is becoming increasingly racially and ethnically diverse. In addition, Nebraska's public health initiatives should encompass its aging population and identify risks and promote effective prevention and early identification for such debilitating conditions as heart disease, diabetes, dementia and severe and persistent mental illness.

Just as Public Health has its unique set of competencies, MSW graduates can bring equally important competencies and skills to bear on these issues. Social work courses often center on the role of poverty, diversity, trauma, and toxic environments in early childhood on child and adult health and mental health outcomes. Social workers are prepared to identify root causes of such problems as physical and sexual abuse, substance disorders, and domestic violence, and they can provide both intervention and prevention—both of which need to target the most vulnerable and at-risk groups. Clearly, the collaboration between these two professional disciplines can benefit the citizens of the State. This new dual degree program is an important way to "jump-start" this much needed collaboration.

Our faculty are energized to participate in this dual degree program and highly committed to blending the social work and the public health approaches to address persistent social problems. We strongly endorse the proposal, look forward to working with our Public Health colleagues, and welcome the process of attracting and recruiting outstanding applicants for this new educational opportunity.

Sincerely yours,

A handwritten signature in black ink, reading "Theresa Barron-McKeagney". The signature is fluid and cursive, with a long, sweeping horizontal line extending from the end of the name.

Theresa Barron-McKeagney, PhD, LCSW, Director



COLLEGE OF PUBLIC HEALTH
NEBRASKA'S HEALTH SCIENCE CENTER

Master of Public Health Program

September 8, 2009

To: UNMC and UNO Graduate Deans and Council Members

From: Alice Schumaker, Ph.D., Director, Master of Public Health Program

I am pleased to support the proposed Master of Social Work/Master of Public Health (MSW/MPH) dual degree. It will provide new opportunities for students who desire an integrated social work and public health education and it will join a growing number of such degree programs nationwide. This degree will require 57 hours of graduate credit for a student who holds a bachelor's degree in Social Work, or 81 hours for a student who does not. Several courses in this dual degree program have similar syllabi in both programs, thus enabling the dual degree to require fewer credit hours than are required for separate degrees, yet maintaining academic integrity. Public Health Administration will be the MPH concentration area for this degree as it will best fit graduates' employment objectives.

It is anticipated that admitted students will have their academic home at UNO with inter-campus registration for courses provided by UNMC. Students will apply to each program separately and can be admitted to one program without being admitted to the other. Students who already possess either degree will not be eligible to enter the program.

The proposed MSW/MPH degree will be overseen by two separate accrediting organizations (Council on Education of Public Health and Council on Education for Social Work). The proposed curriculum was designed with accreditation standards in mind.

Please contact me or Dr. Jane Woody, chair of the UNO School of Social Work, for more information.

Sincerely,

A handwritten signature in cursive script that reads "Alice Schumaker".

Alice Schumaker, Ph.D.
Director, UNMC/UNO Master of Public Health program

PROPOSAL DUAL MPH/MSW DEGREE 1

PROPOSAL FOR A DUAL DEGREE PROGRAM AWARDING THE MPH AND MSW

It is proposed that a dual degree program awarding both the MSW and the MPH be offered under the sponsorship of UNO and the UNMC/UNO collaborative Master of Public Health Program. The degrees would be awarded after all program requirements for both degrees have been met. If approved, this dual degree program would be available to new students applying for the MSW or MPH degree programs. It would **not** be available to students who have already earned either degree.

Introduction and Rationale

This dual degree program aims to prepare highly skilled professionals who will have competence in both social work practice (health and mental health) and in public health. Both individual degrees are currently offered. The current MPH degree requires 45 credit hours. The current MSW degree is available as a 39 credit hour program (for applicants who have an accredited bachelors' degree in social work [BSW]) and as a 63 credit hour program (for applicants without the BSW degree).

The rationale for a dual MPH/MSW Degree draws on several factors for support.

1. The Council on Social Work Education (CSWE), the social work accrediting body, permits only students admitted to a MSW degree program to take masters' level social work courses. Therefore it is not possible to have a concentration in social work within the current MPH program, which has four concentrations: Public Health Administration, Community Health Education, Biostatistics and Epidemiology.
2. The proposed program promises benefits to the community, state, and region by providing highly trained professionals with competence in both disciplines.
3. The proposed program will enhance the reputation of both UNO and UNMC and attract outstanding and highly motivated students.
4. The proposed program may lead to increased numbers of applicants and enrollments for both campuses.
5. In an email survey of two cohorts of UNO MSW students, interest in a possible dual degree MPH/MSW was strong, although the question made clear that such a program, if approved, would not be available to current students responding to the survey. With 79 students responding from a total of approximately 180 (44% response rate), 51% reported some interest and 26% said they would pursue such a dual degree program.

This program can help communities, the state, and the larger region better address public health issues. There are numerous agencies that would benefit from the high competence level of the professional with both of these degrees. This professional would have the knowledge and skills to engage in a wide variety of administrative tasks necessary to the promotion of community health and mental health: policy analysis, assessment of community needs, program development and administration, personnel management, grant writing, developing community capacity, training, and program implementation and evaluation. In addition, this professional would also have an in-depth understanding of: health and mental health problems, services, and policy, including those associated with risky sexual and substance use behaviors; their etiology and dynamics; appropriate clinical interventions and formats for various target populations; and health promotion and preventive interventions focusing on populations at various levels of risk.

PROPOSAL DUAL MPH/MSW DEGREE 2

Congruence Between the Public Health and Social Work Curricula

The MSW program is offered in two formats. Students with an accredited BSW degree enter the Advanced Standing program (39 credit hours). Students without the BSW must complete a 63-credit hour program (24 hours of graduate Foundation course work) and then proceed to the Advanced Standing program (39 hours).

The descriptions of the MSW courses required for the dual degree (at the end of this proposal) clearly suggest the congruence between the MPH and MSW curriculum content. The following brief overview of the MSW curriculum also shows the congruence.

The current educational program for the BSW degree and graduate foundation level MSW curriculum includes the following course content: theories of human behavior and the environment, including cultural diversity; social welfare policy analysis; generalist practice with individuals, families, groups and the larger systems of organizations, communities, and governmental and societal units; research and computer applications; and agency-based practicum.

...

The current advanced level in the MSW educational program includes an advanced core content consisting of clinical practice with individuals and groups; administration and personnel management; social welfare planning; advanced research; and a concentration that consists of 5 academic courses, an advanced research course, and two semesters of advanced practicum that support the concentration area. The specific MSW course descriptions (at the end of this proposal) demonstrate that the required MSW courses are highly congruent with the values, issues, goals, and intervention principles of the MPH Degree program.

Curriculum Requirements for the Dual Degree

The design of the curriculum is based on several assumptions:

1. The total number of credit hours required (57) is **three credit hours more than the 54 credit hours required** for the current UNO MPA-MSW Dual Degree Program. Note that students without the BSW degree at admission must complete the Social Work graduate foundation courses (24 credit hours); for these students, the total dual degree requirements would be 81 credit hours.
2. The benefit of the proposed dual degree program is that it allows the sharing of several courses to meet requirements for both degree programs, thus requiring a total of 57 credit hours.
3. The proposed program must maintain integrity in meeting the educational standards of both accrediting bodies, the CSWE (MSW) and the CEPH (MPH).
4. The educational experience for students and curriculum content must be equivalent to that which they would receive if pursuing each degree separately.
5. Since two degrees will be awarded at the completion of all requirements for both degrees, the requirements in this proposed program are highly specific and do not allow for the amount of choice among courses that the separate degree programs afford.
6. The curriculum developed aims to prevent unnecessary duplication of content while also maintaining the integrity of each degree program.

PROPOSAL DUAL MPH/MSW DEGREE 3

7. There is a considerable amount of similarity between the current required courses for the MPH Public Health Administration concentration and several courses currently required for the MSW advanced core.
8. The curriculum design has been approved by the Graduate Program Committees of the School of Social Work and the College of Public Health.
 - A. All students admitted to the dual degree program would take the Social Work course options rather than the PA/HSRA course options. This design reduces unnecessary duplication of required course content and minimizes the total number of hours required for the dual degree.
 - B. All students in the dual degree program would complete the Public Health Core, would pursue the Public Health Administration concentration, and the Social Work Integrated Practice concentration.
9. The list below shows all course requirements. The table following the list explains the courses shared and how they count toward degree requirements.

Total Courses Required for Dual Degree MPH-MSW Program 57 credit hours**

| | |
|-----------|---|
| BIOS 806 | Biostatistics I |
| EPI 820 | Epidemiology Theory & Applications |
| ENV 892 | Public Health, Environment, & Society |
| HRSA873 | Health Services Administration |
| HPRO 860 | Health Behavior |
| HPRO 830 | Foundations of Public Health |
| | |
| SOWK 8190 | Research & Computer Applications |
| SOWK 8220 | Clinical Social Work w/Individuals |
| SOWK 8230 | Clinical Social Work w/ Groups |
| SOWK 8510 | Personnel Administration & Supervision |
| SOWK 8540 | Social Welfare Planning |
| HSRA 872 | Health Care Finance |
| or | |
| HSRA 840 | Public Budgeting |
| HSRA 874 | Health Care Policy |
| SOWK 8290 | Clinical Practice in Health & Mental Health |
| SOWK 8270 | Social Work Practice with Sexual Concerns |
| SOWK 8700 | Social Work with Addictive Disorders |
| SOWK 8940 | Program Evaluation |
| SOWK 8400 | Advanced Practicum I (capstone |
| SOWK 8410 | Advanced Practicum II service learning) |

****For students admitted to the dual degree program who do not have the BSW degree in Social Work, they must start the program at the Social Work graduate foundation level, which consists of the following 24 credit hours, thus bringing the total credit hours required for these students to 81.**

****Social Work Foundation Courses (24 credit hours)**

SOWK 8070 Human Behavior & the Social Environment I
 SOWK 8080 Human Behavior & the Social Environment II
 SOWK 8090 Social Welfare Policy
 SOWK 8110 Institutional Oppression
 SOWK 8130 Generalist Practice I
 SOWK 8150 Generalist Practice II
 SOWK 8160 Generalist Practicum I
 SOWK 8170 Generalist Practicum II

PROPOSAL DUAL MPH/MSW DEGREE 4

Administration of the MPH/MSW Dual Degree**Website:**

The MPH/MSW dual degree website will be hosted by the School of Social Work and linked to the MPH program. This will be done to minimize the risk of conflicting information being posted for prospective applicants, applicants, and students.

Application Deadline:

The MPH/MSW dual degree will have a single application deadline date of February 1, the proceeding for fall semester.

Application Completion:

The MPH/MSW dual degree applicants will complete a single application through UNO Graduate Studies.

The application will include the specific requirements from both programs so that the admissions committees for both programs can review from a single application.

Application Review:

The UNMC based MPH program staff will be granted access to pull the application materials for review purposes. The applications will be reviewed separately by the MSW and MPH committees.

The MSW committee will make the determination on admission to the MSW program, and the MPH committee will make the determination on admission to the MPH program. The committee decisions will be sent to UNO Graduate Studies by both programs.

If a student is not accepted into both programs during the dual degree application review, the student cannot complete the dual program. The student can attend the single program in which acceptance was granted.

Admission:

The dual degree students will be admitted to the UNO campus. The UNO campus will function as the home campus for MPH/MSW dual degree students. There will be no student file maintained at UNMC Graduate Studies.

Orientation:

The MPH/MSW dual degree students will complete both the MSW orientation and MPH orientation.

Advising:

MPH/MSW students will be guided through the program by an advising team. This team will include a MSW based faculty member, a MPH PHA based faculty member, and the MPH program coordinator.

Registration:

The students will register for all MSW based course work at UNO and will use the inter-campus forms for UNMC and register for all MPH based course work at UNMC. UNO Graduate Studies

PROPOSAL DUAL MPH/MSW DEGREE 5

will monitor student credit hours and UNMC Graduate Studies will report to UNO as needed when a student inter-campuses to complete an MPH course at UNMC.

Financial Aid:

UNO as the designated home campus of these dual degree students will manage the Financial Aid. Student fees will be billed by the campus in which the student is registered.

Scholarships:

Students will be eligible for MPH scholarships such as Wagner, Sparks, etc., however, Non-resident Tuition Waivers that originate from UNMC MPH CoPH will not be available. Students will be eligible for any scholarships offered through UNO (will only apply to UNO course hours, or as eligibility requirements apply).

Admission Procedures

New students applying either to the MPH or to the MSW programs will be made aware of the dual MPH/MSW degree program; this option is expected to be of interest to a small percentage of applicants to both programs. Students who have already graduated with the MSW or the MPH **would not** be eligible for the proposed dual degree program. This policy is in accord with UNO Graduate Studies, and the dual MSW/MPA degree program that was approved at all levels in the University of Nebraska System. Students admitted to and enrolled in their first semester of courses in either degree program may be permitted to apply for the dual degree MPH-MSW program. This procedure is suggested since some students may not have learned of the dual degree option until beginning their graduate studies.

Program Advisement/Matriculation/Student Progress

An MPH/MSW Advisory Council will be named to develop procedures for marketing, recruitment, admissions, curriculum, advisement/mentoring, the capstone/practicum experience, and monitoring student progress. Members should be from the MPH Program's Graduate Program Committee, MSW faculty, other University faculty, and community professionals with competence in and/or commitment to both professions. This Advisory Council will report to the UNMC/UNO MPH Graduate Program Committee and the MSW Graduate Program Committee.

Course Descriptions — MSW Courses Required for MSW/MPH Dual Degree Program

The following are course descriptions for the MSW Social Work advanced level courses required for the proposed dual degree program (for students admitted with a BSW degree). Descriptions of foundation level courses (required for students without the BSW degree) are not included here at this time.

SOCIAL WORK 8190**Research and Computer Applications****(3 Credit Hours)**

This course focuses on the use of research and computer programs in social work practice. Social and behavioral science research methods are reviewed. Students learn to analyze existing data using SPSS and to write an empirical research report. The use of Microsoft Word, Excel, and PowerPoint in social work practice are explored.

SOCIAL WORK 8220**Clinical Social Work with Individuals****(3 Credit Hours)**

This advanced course provides an in-depth study of several theories of personality and behavior, and of therapeutic approaches derived from the theories. Major focus is on therapy with individuals across the life span, but application to family systems is also considered, as well as the fit of each theory within the broader social systems framework.

SOCIAL WORK 8230**Clinical Social Work with Groups****(3 Credit Hours)**

This advanced course provides knowledge of and experience in working with groups as systems. It includes both assessment of dynamics as well as developing skills in intervention modalities appropriate for working with various types of groups such as psychotherapy groups, families, growth and support groups, and other structured goal-oriented groups for example, boards and committees. PLEASE NOTE: Students must also register for the laboratory (0 credit hours) to practice small group participation and leadership. This is part of the three hour course time.

SOCIAL WORK 8510**Supervision and Personnel Administration****(3 Credit Hours)**

This course is an introduction to the administration of social welfare programs in the areas of clinical supervision, administrative leadership, and personnel practices. It provides a basic understanding for professionals who work in agency settings and a foundation for supervisory and administrative practice. It is expected that those who become administrators will build upon this base with specific legal, technical, and procedural knowledge related to their type of agency and level of responsibility.

SOCIAL WORK 8540**Social Welfare Planning****(3 Credit Hours)**

This course is a macro practice course in social planning in the context of **strategic planning and management planning**, and **their** application to research, theory, policy, and programming in social services.

SOCIAL WORK 8290**Clinical Practice in Health and Mental Health****(3 Credit Hours)**

The purpose of this course is to enable students to develop advanced level clinical and social work practice skills for working with selected acute and chronic health and mental health conditions affecting individuals across the life cycle. Four overarching themes apply to the course content and allow for generalization of learning: (1) a holistic perspective of the body-mind interaction; (2) at-risk and vulnerable groups; (3) interventions across the continuum of care and levels of prevention; and (4) the relevance of empirically supported interventions. Advanced practice skills include: use of classification/diagnostic systems, conducting bio-

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psychosocial/spiritual assessments, and identifying and implementing various effective treatment interventions, e.g., crisis intervention/management, motivational interviewing, psycho-education, counseling/therapy, case management, and continuing care activities.

SOCIAL WORK 8270**Social Work Practice with Sexual Concerns****(3 Credit Hours)**

This course provides a survey of the current knowledge base, theory and research in human sexuality with a focus on advanced practice intervention and prevention approaches for a variety of sexuality issues faced by individuals, couples, and families throughout the lifespan.

SOCIAL WORK 8700 Social Work and Addictive Disorders**(3 Credit Hours)**

This course covers addictive disorders and their impact on the individual, family, and society. Focus is on individual characteristics, physiological addictive processes, and family factors. Emphasis is given to prevention activities and formal treatment programs that address alcohol and other drug/substance abuse/addiction, including eating disorders. Also considered are other non-psychosomatic obsessive/compulsive behaviors, e.g., gambling, sex/love, Internet, etc. Attention is given to vulnerable and special populations, the social environment, public policy, ethical and legal issues, and evidence-based interventions.

SOCIAL WORK 8940**Evaluation of Social Programs****(3 Credit hours)**

This is an advanced research course in the evaluation of social programs and social agencies which focuses on agency organizational structure, program design and effectiveness, and social impact.

SOCIAL WORK 8400**Advanced Practicum I**

This course is designed to provide supervised, individual professional learning experiences offered within the setting of a selected social service agency in the student's chosen concentration. The student will be introduced to a variety of advanced direct and indirect social work practices.

SOCIAL WORK 8410**Advanced Practicum II**

This course is designed to provide supervised, individual professional learning experiences offered within the setting of a selected social service agency in the student's chosen concentration. The student will be introduced to a variety of advanced direct and indirect social work practices.

Unusual circumstances of the course: Each student is supervised directly by qualified agency practitioners in selected social service agencies with liaison and consultation from School of Social Work faculty. Requires 256 contact hours. **Students pursuing the dual degree Master of Social Work and Master of Public Health program must complete a project that meets the requirements for the MPH Capstone Project. For preparation, presentation, and grading of the project, dual degree students will follow the guidelines and details outlined in the Service Learning/Capstone Experience Handbook of the Master of Public Health**

Program. The Capstone Project must be completed by the end of the second advanced practicum: SOWK 8410.

Course Descriptions — MPH Courses Required for MSW/MPH Dual Degree Program

The following are course descriptions for the MPH courses required for the proposed dual degree program. All Public Health course syllabi will be made available to reviewers.

HPRO 830: Foundations of Public Health

(3 credits)

This is an introductory survey course, which will ensure that all MPH students, within their first full year of study, are exposed to the fundamental concepts and theories which provide the basis for the body of knowledge in the field of public health. This course will prepare students to work in public health with a sound theoretical, conceptual and historical basis for their work.

Prerequisites: none

HPRO 860/HED8600: Health Behavior

(3 credits)

The purpose of this course is to study the theoretical foundations of health behavior. Students will develop an understanding of the determinants of health behavior, the models and theories that provide a framework for predicting health behavior, and the strategies employed to bring about behavioral changes for health and disease prevention in individuals and group.

Prerequisites: none

BIOS806: Biostatistics I

(3 credits)

This course is designed to prepare the graduate student to understand and apply biostatistical methods needed in the design and analysis of biomedical and public health investigations. The major topics to be covered include types of data, descriptive statistics and plots, theoretical distributions, probability, estimation, hypothesis testing, and one-way analysis of variance. A brief introduction to correlation and univariate linear regression will also be given. The course is intended for graduate students and health professionals interested in the design and analysis of biomedical or public health studies.

Prerequisite for BIOS 806 Biostatistics I: Undergraduate or graduate statistics course or permission of instructor

While successful completion of an undergraduate or graduate statistics course is not required for admission into the MPH program students enrolling for BIOS 806 Biostatistics I must have successfully completed a statistics course or obtain permission of the instructor.

Requirements for the prerequisite course:

- The prerequisite statistics course must have been completed within 5 calendar years of registering for Biostatistics 806.
- The student must have received the equivalent of a B or above (3.00 or higher on the University of Nebraska grade scale in the course.

Permission of the instructor:

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- The instructor reserves the right to waive the prerequisite requirements for students who can demonstrate familiarity with basic statistical concepts because of work or research experience, etc.

EPI 820: Epidemiology Theory and Applications**(3 credits)**

The objective of the course is to understand the application of survey and research methodology in epidemiology, especially in the community setting. Theoretical aspects will be taught as an integral part of understanding the techniques of study design and community survey. Concepts to be covered include measure of disease occurrence, measures of disease risk, study design, assessment of alternative explanations for data based findings and methods of testing or limiting alternatives. Students will be expected to address an epidemiological question of interest to them, first developing the hypothesis, doing a literature search, then developing a study design and writing in several stages, a brief proposal for the study.

Prerequisites: none**ENV 892: Public Health, Environment & Society****(3 credits)**

The purpose of this course is to introduce the students to environmental factors including biological, physical and chemical factors, which affect the health of a community. The main focus of the course will be the effects of exposures that have been associated with human health and environmental problems in the Midwest, specifically water and air pollutants related to animal feeding operations, arsenic in ground water, pesticides, herbicides, lead and radiation. The effects of global warming, ergonomic problems in the meat packing industry and occupational and environmental problems in health care will also be discussed.

Prerequisites: none**HSRA 873/PA 8730 Health Services Administration****(3credits)**

This course is designed to be an introduction to the management of health services organizations and systems in the United States. Specifically, this course will introduce students to the types of health services organizations and health systems in the United States, the context surrounding the administration of these organizations and delivery of health care services, and the skills needed to manage a health services organization within this setting.

Prerequisites: none**HSRA 840/PA 8400 Public Budgeting****(3 credits)**

The purpose of the course is to familiarize public administration students with the basic characteristics and features of public budgets and enable them to deal competently with them.

Prerequisites: PA 8010, PA 8050, or permission of school.

Not open to nondegree students.

HSRA 872/PA8720: Health Care Finance**(3 credits)**

This course is the required health care financial management course for the Health Care concentration in the MPA program and a required course in the MPH curriculum. Students are not expected to have prior coursework in financial management, managerial and financial accounting. The course does, however, assume the students have some experience with spreadsheet models. This course, which focuses on the

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application of financial management principles and concepts to health care organizations, consists of (1) instructor lectures, (2) case analyses, (3) presentations, and (4) two examinations. Much of the learning in this course will come from your own individual work and from interacting with other students, so the benefits that you receive will be directly related to your individual efforts.

Prerequisites: research methods or epidemiology or biostatistics or instructor permission

HSRA 874/PA8740: Health Care Policy

(3 credits)

This course is designed to instill an understanding of major health care policy making and related issues. The course emphasizes history/background; physical, social, and economic environment; policy process; and political marketplace of contemporary U.S. health care policies. Students are expected to be knowledgeable about topics such as policy making process, policy implementation, national and state health care policies, health care reform, rural health care, and health planning. The course is intended for students who are enrolled in the MPA Health Specialization, MPH, students from other graduate degree programs who have an interest/need for a course in health care policy, and non-degree graduate students.

Prerequisite: graduate standing. Other considerations: A health care background is helpful, but not required.

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Student Survey

The College of Public Health would like your feedback in order to evaluate and continually improve its operations. Please take a few minutes to respond to the following survey.

A. Respondent Demographics:

1. Please indicate your degree and concentration/track:

Master of Public Health

- ☐ Epidemiology Concentration
- ☐ Community Health Education Concentration
- ☐ Public Health Administration Concentration
- ☐ Environmental and Occupational Health Concentration
- ☐ Biostatistics Concentration

Master of Science - Environmental Health, Occupational Health and Toxicology

- ☐ Environmental Health Track
- ☐ Occupational Health and Safety Track
- ☐ Toxicology Track

Ph.D. in Health Services, Research and Administration

- ☐ Methods & Application of Health Services Research Track
- ☐ Health Administration Track
- ☐ Health Policy Track

Ph.D. in Health Promotion and Disease Prevention Research

- ☐ Ph.D. in Health Promotion and Disease Prevention Research

Ph.D. in Environmental Health, Occupational Health and Toxicology

- ☐ Environmental Health Track
- ☐ Occupational Health and Safety Track
- ☐ Toxicology Track

2. Your typical credit hour enrollment per semester:

- ☐ 6 credit hours or less per semester (part-time)
- ☐ More than 6 credit hours per semester (full-time)

3. Credit hours already completed in the program

4. Gender

- ☐ Female
- ☐ Male

5. Age:

- ☐ 20-29 years
- ☐ 30-39 years
- ☐ 40-49 years
- ☐ 50-59 years
- ☐ 60 + years

6. Do you consider yourself to be Hispanic/Latino?

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

7. Please select one or more of the following racial categories to describe yourself:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Prefer not to answer

B. Student Activities and Involvement:

1. Are you currently active in University of Nebraska sponsored student organizations?

- ☐ Yes
☐ No

If yes, please specify _____

2. Are you currently a member in any public health professional organizations?

- ☐ Yes
☐ No

If yes, please specify _____

3. How many community service/volunteer activities have you participated in during the last year? _____

Please list examples of some of the activities/events you participated in during the last year.

C. Instruction:

1. As the College of Public Health continues to grow, what new courses would you like to see developed? Check all that apply

- ☐ Mental Health
☐ Database Management
☐ Statistical Software
☐ Grant Writing
☐ Community Oriented Primary Care
☐ Maternal and Child Health
☐ Nutrition
☐ Social Marketing
☐ Public Health Informatics
☐ Health Law
☐ Public Health Preparedness
☐ Public Health Biology & Immunology
☐ Food Safety
☐ Others: Please specify _____

2. For each of the following statements, please indicate your level of agreement using this scale:

| | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree | Don't Know / Not Applicable |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| a. College of Public Health instructors treat all students in the classroom fairly, showing no favoritism for age, gender, race, sexual orientation, ethnicity, or previous educational preparation.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. The courses provide opportunities for students to develop necessary public health competencies.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. How can the curriculum/courses be improved? | | | | | | |

D. Distance Education (DE):

1. Which of the following best describes how you received course content:

- ☐ I regularly attended lectures in person .
☐ I am in a remote location and attended lectures only via distance education technology
☐ I attended some lectures in person and used distance education technology

2. Please indicate your level of agreement with each of the following statements using this scale:

| | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree | Don't Know / Not Applicable |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| a. Students in remote locations are actively included in class discussions/activities.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Students in remote locations receive an equal quality educational experience in the class.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. The benefits of having distance education available outweigh the occasional technical problems.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. The archived videos of lectures on Blackboard are a valuable learning tool.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. How frequently do you use the archived video?

- ☐ Weekly
☐ Occasionally
☐ Never

4. How can distance education be improved?

E. Academic Advising:

1. Have you personally met your academic advisor?

- ☐ Yes
☐ No

2. How often did you communicate/meet with your academic advisor during the past two semesters, including emails and phone calls?

- ☐ Never
☐ Once
☐ Twice
☐ Three or more times

3. Please indicate your level of agreement with each of the following statements using this scale:

| | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree | Don't Know / Not Applicable |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| a. My advisor helped with my overall plan of study.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. My advisor has been available for help as necessary.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Overall, the academic advising I have received has been helpful/beneficial.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4. How can advising be improved?

F. Student Resources:

As a student in the CoPH, please indicate how satisfied you are with each of the College resources listed below:

| | Dissatisfied | Somewhat dissatisfied | Neither satisfied nor dissatisfied | Somewhat satisfied | Satisfied | Don't Know / Not Applicable |
|--|-----------------------|--------------------------|---|-----------------------|-----------------------|--------------------------------------|
| 1. Faculty | | | | | | |
| a. Availability of faculty. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Number of courses offered. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Average class size. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Campus Library | | | | | | |
| a. Availability of public health related reference materials (Texts, journals, etc.). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Ease of use for library services offered. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Computer/Technology | | | | | | |
| a. Accessibility of computer labs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Software availability for course specific requirements. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Availability of technical/computer support. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Student Funding Opportunities | | | | | | |
| a. Availability of scholarships or assistantships. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Availability of financial support for student research. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Learning Space | | | | | | |
| a. Quality of classroom technology. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Amount of laboratory space. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Career Advising/Preparation | | | | | | |
| a. Networking opportunities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Career preparation resources (resumes, interview skills, internships). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Continue >>



MPH Student Survey

Is your MPH study part of a dual degree program?

- ☐ Yes
☐ No

G. Program Staff:

1. How often have you communicated with Master of Public Health program staff during the past two semesters, including emails and phone calls?

- ☐ Never
☐ Once
☐ Twice
☐ Three or more times

2. Please indicate your level of agreement with each of the following statements using this scale:

| | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree | Don't Know / Not Applicable |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| a. Staff members are available for help as necessary.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Overall, staff members provided helpful/beneficial information and services/assistance.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3. How can staff service be improved?

H. MPH Program Communication Tools:

1. How often in the last year have you accessed the following MPH Program communication tools?

| | Never | Once | Twice | Three or more times |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| a. MPH Blackboard website. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. MPH program bi-weekly newsletter. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. CPH Drops. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. MPH Website. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. How helpful are the following MPH Program communication tools?

| | Very Unhelpful | Unhelpful | Neutral | Helpful | Very Helpful | Don't Know / Not Applicable |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|
| a. MPH Blackboard website. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. CPH program bi-weekly newsletter. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. CPH Drops. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. MPH Website. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

I. Service Learning/Capstone Experience:

1. To what extent have you been involved with the Service Learning/Capstone Experience component of the program?

- ☐ no involvement yet
☐ thinking/talking with others
☐ currently enrolled in it

2. Did you attend the Service Learning/Capstone Experience orientation?

- ☐ Yes
☐ No

If yes, was it helpful?

- ☐ Yes
☐ No

3. How can the service learning/capstone experience be improved?

J. MPH Student Representative:

1. Do you know who your student representative is to the Graduate Program Committee?

- ☐ Yes
☐ No

2. Have you ever contacted your representative with a comment/concern?

- ☐ Yes
☐ No

3. If your answer to question #2 was yes, were you satisfied with the outcome of this contact?

- ☐ Yes
☐ No

K. Other Comments/Compliments/Suggestions/Concern:

Please let us know any other comments/suggestions/concerns you have about the program.

Continue >>



Master of Science / Ph.D. Student Survey

G. Facilities and Resources

Please rate the availability of the following facilities and resources in College of Public Health:

| | poor | fair | good | excellent | don't know/NA |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Research facilities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Computer / IT facilities and support. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Library access. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Financial support for conducting research activities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Financial support for attending educational and research conferences or workshops. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

H. Opportunities

Please rate the availability of the following opportunities in College of Public Health:

| | poor | fair | good | excellent | don't know/NA |
|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Research experience. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Teaching experience. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Community engagement activities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Student organization activities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

I. PhD Student Representative:

1. Do you know who your student representative is to the Graduate Program Committee?

- ☐ Yes
☐ No

2. Have you ever contacted your representative with a comment/concern?

- ☐ Yes
☐ No

3. If your answer to question #2 was yes, were you satisfied with the outcome of this contact?

- ☐ Yes
☐ No

J. PhD Student Advising

As a PhD student in the COPH, please indicate how satisfied you are with the advising and support you received.

| | Dissatisfied | Somewhat dissatisfied | Neither satisfied nor dissatisfied | Somewhat satisfied | Satisfied | Don't Know / Not Applicable |
|--|-----------------------|-----------------------|------------------------------------|-----------------------|-----------------------|-----------------------------|
| a. Developing the program of study. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Preparing for doctoral qualifying exam. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Selecting a dissertation topic. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Writing a research proposal. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Doing dissertation research. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Writing the dissertation. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g. Writing a journal article(s). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h. Connecting with other faculty and/or public health professionals. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i. Seeking employment (doctoral degree recipients only). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

K. Other Comments/Compliments/Suggestions/Concerns:

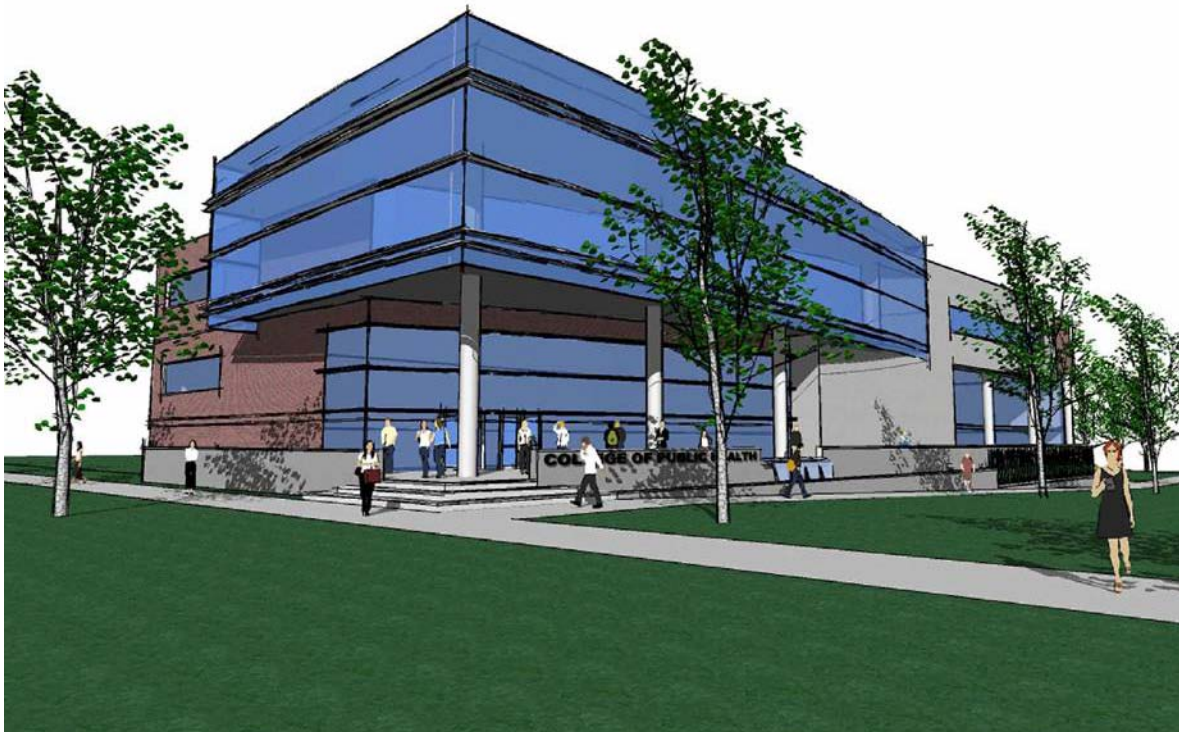
Please let us know any other comments/suggestions/concerns you have about the program.

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University of Nebraska Medical Center College of Public Health

New Employee Information



www.unmc.edu/publichealth

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1. Welcome to the College of Public Health

Welcome! We are pleased to have you join UNMC and the College of Public Health. This is an exciting period of growth and development for the college and we look forward to the positive contributions you will make to our research and teaching endeavors.

2. Purpose of this Manual

This manual was developed to assist you as you begin your career with UNMC. This manual was created with the help of faculty and staff in the College of Public Health and is intended to be a guide to conducting research and teaching activities within UNMC and the College of Public Health. We encourage you to ask questions if you need further information and to voice concerns related to any of the topics in the following Departments/Centers.

3. College Organization and Structure

The College of Public Health is comprised of five departments (Biostatistics; Environmental, Agricultural, and Occupational Health; Epidemiology; Health Services Research and Administration; Health Promotion, Social, and Behavioral Health) and five centers (Biosecurity and Bio-preparedness and Emerging Infectious Diseases; Rural Health Education Network; Reducing Health Disparities; Health Professions Tracking Center; Health Policy Analysis and Rural Health Research). The mission of the University of Nebraska Medical Center is to improve the health of Nebraska through premier educational programs, innovative research, the highest quality patient care, and outreach to underserved populations. We strive to be a regional and national leader in the education of primary care health professionals, in the application of information technology to health care, and in research and clinical services related to cancer, transplantation, neurosciences, cardiovascular disease, genetics, rural health and other major areas of healthcare need. The College of Public Health supports the UNMC mission as well as campus policies and procedures.

Department of Biostatistics

The Department of Biostatistics teaches quantitative science and provides short term and long term collaborations with researchers on campus and collaborators elsewhere. Biostatisticians assist with the design, conduct, analysis and reporting of basic science, clinical, and population-based research. The Department is also the home of one of the three statistical centers for the Children's Oncology Group (COG) Statistics and Data Center (SDC, <http://www.childrensoncologygroup.org>). Dr. James Anderson is the Group Statistician for COG. The Department Chair is Dr. James Lynch.

Department of Environmental, Agricultural, and Occupational Health

The Environmental, Agricultural & Occupational Health Sciences Department promotes public health through a variety of teaching and research activities. The Department Chair is Dr. Eleanor Rogan.

Department of Epidemiology

The Department of Epidemiology promotes public health through a variety of teaching and research activities. They are involved in issues such as risk factor identification and reduction, psychosocial aspects of health and wellness, and community and societal issues that impact on public health. The Department Chair is Dr. James Anderson.

Department of Health Services Research and Administration

The Department of Health Services Research & Administration Department promotes interdisciplinary research to investigate and plan for policy relevant to the delivery of health services. The Department Chair is Dr. Keith Mueller.

Department of Health Promotion, Social and Behavioral Health

The Department of Health Promotion, Social, & Behavioral Health Sciences Department promotes public health through a variety of teaching and research activities. The Department Chair is Dr. Dan Blanke.

Center for Biosecurity and Bio-preparedness and Emerging Infectious Diseases

The Center for Biosecurity and Bio-preparedness serves the state of Nebraska and the nation by addressing both human and agricultural (plant and animal) biosecurity concerns and biological events. The Director is Dr. Philip Smith.

Center for Health Policy Analysis and Rural Health Research

The broad mission of the Center is to conduct research and analysis related to improving health care delivery in rural areas. The Center focuses on special populations among rural residents, including the elderly, children, minorities, mentally ill, under and uninsured and new immigrants whose needs for assistance are unique. The Director is Dr. Keith Mueller.

Center for Health Policy Analysis and Rural Health Research members are the same as the Department of Health Services Research and Administration.

Center for Reducing Health Disparities

The Center for Reducing Health Disparities is to improve the health of racial and ethnic minorities and underserved rural populations by reducing and ultimately eliminating health disparities. The Director is Dr. David Grandison.

Health Professions Tracking Center

Health Professions Tracking Center plays a key data management role by collecting, maintaining and disseminating primary source healthcare provider information. This rich repository of essential information on healthcare providers, spanning the continuum from undergraduate education through professional practice, includes demographic, training, expertise, languages spoken fluently, retirement plans, practice setting and arrangements for all practice site locations, including satellite offices. The Director is Kolene Kohl.

Rural Health Education Network

The Rural Health Education Network (RHEN) is the umbrella under which all UNMC rural outreach education activities are developed. Our mission is to provide a health care workforce for rural Nebraska. The Director of the Center is Roxanna Jokela.

MPH Program

College of Public Health is the administrative home for the UNMC/UNO Master of Public Health Program. Detailed information on the MPH Program can be found in Section 8: Teaching. The director is Alice Schumaker

Office of the Dean

More information on each of the Departments, Centers and staff can be found on the College of Public Health website: <http://www.unmc.edu/publichealth>

4. Getting Started

Orientation

UNMC Human Resources provides a required orientation session for all employees. The session lasts one full day, and lunch is provided. You will be given the date of your session when you start work. Some of the material covered during orientation includes an overview of the University of Nebraska, employee services, assistance with benefit choices, and a tour of the campus. Some of the information referred to in this manual is also covered at the orientation sessions.

Faculty orientation is separate and is scheduled only once per year (typically August). Faculty members who miss this session are welcome to attend the orientation sessions held by the Human Resources Office. Contact the department administrator to participate.

Parking

UNMC Parking Services offers parking for all employees. Fees vary according to the lot you choose, and are deducted from your biweekly/monthly wages. The department administrator will assist with obtaining a parking space when you complete your new hire paperwork or when you begin work. If you need to work after hours, parking is available (without a valid garage permit) after 5:00 p.m. in the employee lot across from the hospital and in the patient parking lot adjacent to the hospital for late meetings or evening courses. Parking in the hospital garages is permitted for clinic or patient visits during normal working hours, but Parking Services must be notified in advance (559-8580). Because vehicle license plates are checked by the Security Office, you should also notify Parking Services if a family member is using one of your cars to park in the hospital garage, in order to avoid receiving a ticket.

ID Badges

Identification badges should be worn at all times while on campus. The ID badges can be acquired in the Student Life Center Building, room 1027.

Keys and After Hours Access

Keys to CPH buildings and offices are available from the Security Office and require a key card which will be given to you by the department administrator. A \$10 deposit is required for internal keys and a \$15 deposit is required for keys to the external fire doors at the front of the department.

The Security Office does walk through the department to assist with lock-up of departmental doors each evening, however doors are frequently left open if employees are still at work. It is requested that any employee working late in the evening or on weekends help ensure the security of departments by locking departmental doors when leaving buildings. Individual office doors, copy rooms, and other doors should all be secured prior to departure of the last person working in the department.

The Security Office will also provide an escort to your vehicle if requested. In addition, they offer various other services free of charge, such as a needed jump start for your car when it decides not to start after a cold winter day in the parking lot. A complete list of services can be found on the Security website at http://info.unmc.edu/security/UNMC%20C_S/services.htm. The Security Office can be contacted at x9-5111.

Telephone

You will receive a UNMC telephone directory that includes instructions for using the telephone in the "Telephone Features" section. You must dial *9 to reach an outside line. For on-campus calls, just enter the 5-digit number (for example, 9-* * * *). If you will be away from your office for an extended period, you may forward your calls to your staff assistant by following the instructions in the UNMC directory. Personal calls should be kept to a minimum, and university phones should not be used for personal calls where long distance charges would be accrued.

The UNMC directory includes instructions for setting up voice mail. The default password for audix is **135**. The first time you log into the voicemail system, you will be prompted to change the password to a permanent one. Simply select item number 5, then 4 on the menu list and follow the system instructions. If you have trouble resetting the password, please call ITS at x9-7700.

Inter-campus Mail

UNMC, UNO, and UNL are on an inter-campus mail system, so whenever you have mail for one of these areas, list the name of addressee, and 4 digit code (such as 4350 for the HSRA department zip code) on an inter-campus envelope, and put it in the "out-going" section of the mailboxes. Mail delivery is 3 times per day. Staff assistants pick up and sort the mail each day. If you have special items such as Fed-Ex, they can also go in the normal out-going mail. Priority items should be given to your staff assistant prior to 1:00 PM to ensure that it is sent the same day. The last Fed-Ex pick-up from the campus mail room is 6 PM. Your staff assistant can help with any questions or assistance with mail and your 4 digit code.

The address for US Mail is:

Department or Center
98****Nebraska Medical Center
Omaha, NE 68198-****

The address for courier delivery (e.g., Fed-Ex) is:

Department or Center
668 South 41st Street
Omaha, NE 68105

Surveys and Special Projects

Miscellaneous mailings and business reply mail are charged to the Department or Center. However, large mailings for grant projects or other special projects should be charged to the grant project associated with the mailing. For these projects, please complete a Mail Service Requisition (available by the outgoing mail), and include the appropriate cost/center number to charge. The cost/center number can be obtained from your staff assistant who works with Department/Center grants.

For projects that will have business reply mail coming back into the Department/Center, the appropriate cost/center number should be included on the upper left hand corner of the envelope. Please work with Printing Services to include this number when the business reply envelopes are ordered. Mail Services will use the cost/center number to charge the cost directly to the grant. It is also important to include some type of identifier indicating the person who should receive the envelopes as they are returned to the department (e.g., name or initials of person to receive the mail, or name of grant project).

Supplies and Copier

All supplies are in the copy room or other designated area, please see your staff assistant. If there are any necessary items that you cannot locate, contact your staff assistant. Business cards may also be ordered through the staff assistant.

The copier requires an ID code for access. The Department/Center staff assistant will supply the proper code to you. In an effort to save paper and trees, we urge personnel to use the duplex feature (print on both sides of a sheet of paper) whenever possible.

Absences/Holidays

Accumulation of vacation/sick leave time varies with position and years employed. Please contact your Department/Center staff assistant to obtain your accrual rate.

Whenever you need to use vacation/sick or other leave, please complete an on-line leave request using the UNMC Employee Self Service (ESS) SAP site (<http://ess.unmc.edu>). An absence slip is not needed when traveling on business.

Listed below are the traditional holidays for which the office is closed. Traditional holidays are normally observed on the day they fall, however if the holiday falls on a Saturday then it will be observed on the preceding Friday. If it falls on a Sunday, then it will be observed on the following Monday.

Traditional Holidays

- New Year's Day - Jan. 1
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Thanksgiving - 4th Thursday in November
- Day after Thanksgiving - Friday following the 4th Thursday in November
- Christmas - December 25

Listed below are the floating/banked holidays for which the office is open. Floating/banked holidays can be taken on the observed day (listed below) or on some future date. If more than 40 hours of floating/banked holiday time is accrued, the floating/banked holiday accumulated hours must be used prior to accrued vacation hours.

Floating/Banked Holidays

- Martin Luther King, Jr. Day - 3rd Monday in January
- President's Day - 3rd Monday in February
- Arbor Day - April 22
- Columbus Day - 2nd Monday in Oct
- Veteran's Day - November 11

Human Subjects and Other Training

All employees are required to complete mandatory training regarding HIPAA regulations and confidentiality while using University resources. Depending on your job duties, there may be additional training assigned to you. Assigned training can be viewed by entering the UNMC Employee Self Service site (<http://ess.unmc.edu>) using your Lotus Notes ID and password, and clicking on Training and Certification (my requirements) on the left hand menu. If you experience any problems completing your assigned training, please contact your Department/Center staff assistant.

All investigators, study personnel, and protocol coordinators engaged in human subject research are required to undergo training in the protection of human subjects utilizing the Collaborative IRB Training Initiative (CITI). The human subjects training courses are available on-line at <http://www.unmc.edu/irb/citi.html>

Annual Performance Evaluation

Members of each department and center are reviewed annually (in March/April) by their department chair or center director. Please contact your Department/Center staff assistant for a copy of the faculty review forms or the staff review forms.

Teaching Evaluations

The College of Public Health has a peer teaching review system. At the beginning of each semester, all faculty should enter a listing of the courses they will be teaching, or lectures they will be giving, in the Access teaching database. To place a shortcut to this database on your desktop for convenient reference, highlight the file by right clicking and selecting "copy." Then go out to your desktop, right click and select "paste shortcut" to paste the file onto your desktop. (Warning: Do not select "paste" or you will create a whole new database and your information will not be recorded in the department's teaching database.)

Faculty members should receive two evaluations per academic year: one by a faculty member from within their Department and one from a faculty member outside their Department. All faculty members are also asked to sign up to be peer reviewers for other faculty members during the semester. The review forms can be found in the peer evaluation folder.

A reminder to enter courses and sign up to evaluate courses is sent at the beginning of each semester. Please contact your Department/Center staff assistant for any necessary assistance with the peer teaching review system.

Student Evaluations

All CPH graduate courses will receive online evaluation at the end of each semester by enrolled students. Some MPH courses will also utilize this evaluation system. Evaluations include: course, lecturer, course specific, and an additional evaluation for MPH courses.

Unless requested by instructor, student evaluation will not be provided for the following courses:

- 896: Research Other Than Thesis
- 970: Seminar
- 998: Special Topics

Faculty will not have access to evaluation data until the system administrator downloads the data and distributes to faculty at the end of each semester after student grades have been assigned.

If a student does not complete the evaluation, the instructor may request that grades be withheld until the evaluation is submitted.

1. Timeline.

- An email encouraging submission of online evaluation for course is sent to enrolled students three weeks prior to end of semester.
- Three weeks are given for student completion of the evaluations, although end date may be extended if needed. Reminders are emailed to students one week prior to end date.

- Grades may be withheld for students who do not complete assigned evaluations. In order to withhold grades:
 - Primary instructor must note on the grade roster which student has not yet completed evaluation and forward to Janet McLaughlin in UNMC Student Services with a note to withhold those grades until further notice.
 - Notification must be sent to CPH Administrator.
 - CPH Administrator will provide student notification that grades are being withheld until evaluation is complete.

2. Reports.

Reports are compiled and given to primary course instructor as soon as possible after student evaluations are complete. Reports are confidential and are not shared with anyone other than:

- primary course instructor
- database administrators
- Coordinator of Public Health Education for those courses which contain MPH students
- Primary course instructors are responsible for sending guest lecturer evaluations to their guest lecturer, although not required. When primary instructor has many guest lecturers, he/she may request lecturer evaluations throughout semester in order to avoid student confusion with multiple guest lecturers.

Reports include:

- course evaluation
- lecturer evaluation (including guest lecturers if requested by primary course instructor)
- course-specific evaluation (not available for all courses)
- mph evaluation (sent only to students enrolled in MPH program)

Continuing Education

UNMC periodically offers continuing medical education courses for physicians and other health care professionals. Notification of new continuing education courses are sent via email and are also listed in the daily campus newsletter *UNMC Today* (also sent via email).

The College of Public Health regularly coordinates grand rounds and other events. If you are organizing an event that needs to have continuing education credits available for participants, please talk with your staff assistant regarding guidelines and inclusion of your event under the Department or Center's offerings.

More information on continuing educational courses is provided on the Center for Continuing Education website which can be accessed from info.unmc.edu.

Journals and the McGoogan Library of Medicine

The McGoogan Library of Medicine is located on the 6th-8th floors of Wittson Hall. McGoogan Library offers weekly tours for both newcomers and longtime UNMC employees. Meet at the Circulation Desk on the 6th floor of Wittson Hall. Tours take place each Friday at 11 a.m. For more information, contact Teresa Hartman at 559-7075.

The website for the library is www.unmc.edu/library. The website includes an online library catalog as well as online access to electronic journals. If you want a copy of a particular journal article, enter the journal title in the library catalog search page (<http://helix.unmc.edu/>), which will then lead you to the online copy of the journal (if access through UNMC is granted). The journal page can then be searched

for the particular publication of interest. Alternatively, electronic copies of journal articles are often automatically linked to MedLine searches through PubMed (if UNMC subscriptions are held). Your staff assistant can photocopy journal articles that are not available online or request a copy from inter-library loan if needed. You will need to have your ID badge present when visiting the library.

Journals owned by departments include:

Department of Biostatistics:

- Biometrics – Julie Stoner and Jane Meza (from 2001); Jim Lynch (from 1988) and online (1947-1999) at www.jstor.org
- Biometrika – Julie Stoner (from 2002); Jim Lynch (from 1996) and online (1901-1999) at www.jstor.org
- Biostatistics – Julie Stoner (from 2002) and Jim Lynch (from 2005)
- Clinical Trials – Jim Lynch (from 2004)
- Controlled Clinical Trials – Jim Lynch (1997 to 2004)
- Lifetime Data Analysis – Jim Lynch (from 1998)
- JASA – Julie Stoner and Jane Meza (from 2001) and online (1922-1999) at www.jstor.org
- Journal of Clinical Oncology – Jim Lynch and online (full access)
- Statistics in Medicine (full online access from 1998 at www3.interscience.wiley.com/cgi-bin/jhome/2988). Jim Anderson has print copies from 1991 to 2005.
- Statistical Methods in Medical Research – Julie Stoner (from 2002)
- Survey Methodology – Jane Meza (from 2001)

Department of Epidemiology:

- American Journal of Public Health
- American Public Health Association
- International Journal of Epidemiology
- Monitor
- MMWR
- Pediatric and Perinatal Epidemiology

Department of Health Services Research and Administration:

- Health Affairs
- Health Care Finance Review
- Health Care Management Review

- Health Services Research
- Inquiry
- Inside CMS
- InsideHealthPolicy.com
- Journal of Healthcare for the Poor and Underserved
- Journal of Rural Health
- Medical Care
- Medicare Report
- Medicare Research and Review
- Millbank Quarterly

Department of Health Promotion, Social and Behavioral Health Sciences:

- American Journal of Public Health
- Cambridge Quarterly of Healthcare Ethics
- Genetics in Medicine

Online resources:

www.jstor.org (electronic access to many statistics journals – published prior to 2000)

<http://www1.tdnet.com/frames.asp> (McGoogan Library of Medicine Electronic Journals Browser)

<http://helix.unmc.edu/> (Mcgoogan Library of Medicine online catalog)

http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?holding=uneblib_fft Medline via PubMed

<http://www.unmc.edu/library/>

<http://www.statindex.org/CIS/query/> (Current Index to Statistics)

<http://www.ingentaconnect.com/> (general academic publications, automatic table of contents notification, notification of published articles based on key word search)

5. Information Technology

Policies

All information system policies contained herein are secondary to published University policies and procedures including (but not limited to) Executive Memorandum No. 16, and UNMC policies 6045, and 6051.

Access

Access to all CPH Information Technology (IT) resources, including computers, printers and other peripheral devices, and PDAs is provided at the discretion of Department chairs and Center directors. Unauthorized access to information systems is prohibited.

Passwords

Access to all information systems should require a password. Nobody should use the user ID or password of another; nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs.

Appropriate use

Misuse of CPH information systems is prohibited. Misuse includes attempting to modify or remove computer hardware or software without appropriate authorization, accessing computer hardware, software, or systems without proper authorization, sending fraudulent electronic communication, using information systems for any illegal or unauthorized purpose, using College information systems to handle obscene materials; and, downloading or posting illegal, proprietary or damaging material. A more complete description of information system misuses can be found in UNMC Policy No. 6051 "Computer Use and Electronic Information Security Policy", section C.

Information Use

Protected Health Information (PHI) is individually identifiable health information. Department chairs and Center directors determine what information entrusted to their department is private and/or confidential. They are also responsible for protecting that information. Additional information on handling confidential information can be found in UNMC policy number 6045 "Privacy, Confidentiality and Information Security Policy".

Email Use

Appropriate use

Reporting computer problems

We have established a Lotus Notes email address to simplify getting computing support in the College of Public Health. When you have hardware, software, or networking issue, you can simply send a note to UNMC CPH IT and your message will automatically be routed to the College's IT staff. The email ID can be used in any of the Notes email address fields either by using the "type ahead" feature in those fields, or by perusing the University of Nebraska Address Book. If (for some reason) you need to use an internet-type address, you can send your note to cophit@unmc.edu.

Computing issues and questions within the College of Public Health should be referred to the CPH Information Technology staff.

Software

Office software: MS Office

Statistical analysis software: SAS, SPSS, S-Plus, SUDAAN, and other specialized packages

Mathematical software: Maple

Sample size software: STPLAN, PASS, EAST (maybe)

TEX: Contact Fred or Eugene to install on your machine.

Security software: Fred and Eugene have CD copies of the most recent Windows updates as well as security updates that can be taken home and installed on your home machines.

Contact Fred or Eugene if you need software not currently owned by the Department/Center.

E-mail

The University uses Lotus Notes. Fred or Eugene will set up your Lotus Notes account. Most faculty use the calendar function in Lotus Notes. You may give your staff assistant access to your calendar for ease of scheduling meetings, but this is not required.

Off-campus access to Lotus Notes is available from the website <https://unmcnotes.unmc.edu/>. Access can be gained by using the same Lotus Notes ID and password that is used while on campus.

Email aliases have been generated for various groups:

ALIAS

UNMC CPH
UNMC CPH ALL
UNMC CPH Announce
UNMC CPH Biosecurity &
Biopreparedness
UNMC CPH Biostatistics
UNMC CPH Biostatistics
Faculty
UNMC CPH Biostatistics
Staff
UNMC CPH Center for
Health Disparities
UNMC CPH EAOH

UNMC CPH Epidemiology
UNMC CPH Epidemiology
Faculty
UNMC CPH Faculty
UNMC CPH HPTC
UNMC CPH HSRA

UNMC CPH MPH
UNMC CPH MPH Faculty
UNMC CPH RHEN

MEMBERS

All CPH on UNMC campus
All associated with CPH on all campuses
All who want to be notified of announcements

All in Department of Biosecurity & Biopreparedness
All in Department of Biostatistics

Department of Biostatistics faculty
Department of Biostatistics staff

All in Center for Reducing Health Disparities
All in Department of Environmental, Agricultural, &
Occupational Health
All in Department of Epidemiology

Department of Epidemiology faculty
CPH faculty members
All in Health Professions Tracking Center
All in Department of Health Services Research & Administration

MPH all
MPH faculty
All in Rural Health Education Network

The U: Drive

The U drive is ***your own private drive and*** should be used to store your work files that do not need to be shared with others (including documents, data, and programs). This drive is backed up nightly. Files

stored on your C drive are not routinely backed up, so may be completely lost if a computer failure occurs.

The H: Share Drive

The H drive is used to post material that multiple people can access. Under h:\share you will find folders for each department (e.g., biostats) as well as some specialized folders. While you can visually see all folders, you cannot actually enter them unless you have been granted permission. For example, folders are often created for research projects on which multiple department members are collaborating. Fred or Eugene can create folders on the H drive and limit access. The H: drive is backed up nightly.

Some commonly used folders on the H drive that you might need to access include:

| | |
|--|---|
| h:\share\department\support and bios | NIH grant related documents |
| h:\share\apps\utility\letterhead\word\ | Word document templates (dept letterhead, dept FAX cover sheet, COG letterhead, etc.) You can save these as templates on your computer by following the instructions listed in the file named "instructions for saving letterhead files". |

Computer Use Guideline – Where do I keep electronic files?

Virtually everything you do on a computer involves the use of electronic files. Word documents, Excel spreadsheets, web pages, SAS programs, datasets, and software itself are all types of electronic files.

- The primary medium for storing files on a computer is a "disk". This includes hard disks and CD's. These are all volatile forms of storage and they will all fail at some time (normally with little or no warning). Further, there is never a convenient time for a disk to fail.
- The only way to keep these failures from being a serious problem is to keep copies of electronic files readily available to use in restoration when a disk (or user) fails.
- The hard drive on your computer is not subject to a routine backup. The drives on the network computer get backed up every night with copies of backups stored in a secure, remote site. Restoration of a mislaid file can usually be accomplished in a few hours or less.
- Most forms of "portable" media (this includes CD-ROMs, zip disks, and "flash" drives) are especially prone to failure.

Therefore, the only safe place to keep an electronic file is on the network.

However, there are some potential exceptions to this rule. But you need to make sure you fully understand those exceptions and their implications before you start keeping important files somewhere other than on the network.

1. Accessing files on your hard drive is faster than accessing files on the network. This is primarily because the "pipe" that network data has to fit through is smaller than the "pipes" inside your computer. For most documents and data files, this isn't a problem because they are small enough that the acquisition speed isn't significant. However, for large files, such as census datasets, performance differences can be very apparent.
2. Accessing files on CD's can be very slow because the physical process of reading the CD is not very fast. If you need to access a CD-based dataset repeatedly (e.g. you are developing an analysis program), this can result in a lot of thumb twiddling time.

In either case, it may be appropriate to put a copy of the large file on your hard drive. However, it is still not appropriate to put the programs that you develop to perform your analyses on the hard drive. Datasets copied from a CD can be re-created when a hard drive fails... programs that you create or documents that you write cannot.

Note that this might impose an additional management burden... the hard drives on our PCs are relatively small... you will not be able to copy every CD-based file you ever use and keep it on your hard drive in perpetuity. When you are done with a very large file (even if only for a few months) remove it from your hard drive... it will generally take only a few minutes to restore the file from the original CD.

Portable Media

Portable media, including diskettes, USB mass storage devices (i.e. “flash drives”), CDs, and laptop computers present a potent threat to information security by virtue of their portability. They sit outside the protection of the University network firewall and they are easily lost and/or stolen. As such, confidential information (including PHI) should never be placed on portable media.

Remote Access

Remote access to a Department or Center computer must receive approval from the Department chair or Center director and from COPH IT administration.

Laptops

Contact Fred if you would like to borrow one of the laptops owned by the College. The College usually has a spare laptop available for general use.

Printing

Fred or Eugene will install the printers on your machine. The default printer will normally be the printer closest to your desk.

The College does have a color printer “unmcpms\PSM_COLOR”, which is located in the Student Life Center. Warning: this printer is rather slow, so only use it when color is important. The color cartridges for this printer are also very costly, so if you have a large print job, it should be sent to Printing Services rather than creating multiple copies on this printer.

The College urges personnel to try to save paper when possible. In an effort to save paper, when printing Word documents, click on Properties in the upper right hand corner of the print dialog box and select the Finishing tab. In the Finishing dialog box, you can request that the document be printed using both sides of the paper, or you can request that the document be printed with 2 pages per sheet.

Letterhead

Letterhead, FAX cover sheets, and various other letterhead are available as Word document templates. They can be found on the share drive at h:\share\apps\utility\letterhead\word\. You can save these as templates on your computer by following the instructions listed in the file named “instructions for saving letterhead files”.

Useful SAS Macros

A number of SAS macros have been developed or obtained to perform a wide variety of common tasks including drawing Kaplan-Meier curves, conducting log-rank tests, and drawing cumulative incidence

curves. Fred can provide information on these macros. A document describing available macros is currently under construction.

6. Administrative support

Your Department/Center staff assistant can assist with copying, mailing, ordering books, ordering supplies, ordering book shelves/storage, travel arrangements, room scheduling (i.e. conference room, classrooms on campus, etc.), interlibrary loan requests, and editing of documents.

Your staff assistant can also help keep your CV updated (please follow the format required for promotion and tenure review). Staff assistants also maintain the various bulletin boards. So please pass along summaries of accomplishments you would like to share with your Department/Center!

Support for grant projects is outlined in Section 10.

Travel

Travel authorizations are necessary for all business travel, whether or not the university (vs. some other institution) is reimbursing the expenses. So unless it's strictly vacation time, you will need to have a travel authorization processed by your staff assistant. This allows for College of Public Health approval for the travel and ensures you have insurance coverage should you need it. Just let your staff assistant know prior to traveling on business and the travel authorization will be processed ("no-cost" travel authorizations are processed whenever another institution or organization is picking up the expense).

Also, all UNMC air travel is to be arranged exclusively through Travel and Transport. Your staff assistant can book the flights. Reimbursement for travel using any other source will not be forthcoming unless prior approval is obtained in advance. Keep all receipts during travel and give to your staff assistant for reimbursement upon your return. Travel & Transport also has discounted rates for UNMC employees' personal travel.

International travel must have prior approval from the Dean and Vice Chancellor, which will be obtained by your staff assistant. For Med-Evac insurance, contact International Studies and Programs 559-6414 or visit the website at www.unmc.edu/isp. Cost is \$18 for 6 months and \$30 for one year. UNMC travel insurance does not cover international travel. Please talk with your department staff assistant for other options.

7. Use of Professional Development Funds

College of Public Health provides professional development funds to "regular" employees to advance career/educational goals. Professional development funds can be used to purchase books, journals, professional memberships, travel to professional meetings, or other research support activities, such as student programming support of methodological research. Contact your Department/Center staff assistant to arrange purchases using your development funds. Please contact the administrator if you have any question regarding whether a particular item is suitable for purchase using your professional development funds.

8. Teaching

The graduate level courses taught by College of Public Health are listed on the College website at www.unmc.edu/publichealth. Please refer to Section 10 in this manual for information on your department's teaching activities.

UNMC Academic Calendar

The UNMC academic calendar is posted on the web at http://app1.unmc.edu/gradstudies/index.cfm?webtype=graphics&L2_ID=2&CONREF=3 or by following the link from the MPH homepage (<http://www.unmc.edu/mph/>).

MPH Program and Contacts

The UNMC/UNO Master of Public Health (MPH) program is collaboration between the Omaha and Medical Center campuses of the University of Nebraska. The program is a specialized professional masters degree program designed to prepare graduates for work in public health. Public health practice is increasingly regarded as important to citizen well-being as a means to better health and potential reduction in costs for critical care. The program currently offers two areas of specialization: public health administration and community health education.

Core courses, consistent with accreditation standards, focus on the areas of knowledge basic to public health. This value-based academic program will emphasize the areas of prevention, scientific knowledge base, interdependency with other areas of knowledge and practice, and social justice. The core courses for the program are listed below.

| | | |
|--------------------|---------------------------------------|----------------|
| BIOS 806 | Biostatistics I | 3 credit hours |
| EPI 820 | Epidemiology Theory & Applications | 3 credit hours |
| ENV 892 | Public Health, Environment, & Society | 3 credit hours |
| HSRA 810 / PA 8760 | U.S. Health Care System: An Overview | 3 credit hours |
| HED 8600 | Health Behavior | 3 credit hours |

The MPH Program is coordinated by Jessica Tschirren. Additional information and other staff contact information is available on the MPH website at <http://www.unmc.edu/mph/>.

Graduate Faculty Membership

Graduate faculty may teach graduate courses, supervise students enrolled in subdoctoral graduate programs, serve on the final examining committees for these students, and vote on matters presented to the Graduate faculty. The Graduate faculty nomination form and criteria for membership can be obtained from the Graduate Studies homepage at <http://app1.unmc.edu/gradstudies/index.cfm>. Please consult with your Department Chair prior to submission, and work with your staff assistant for completion and submission of the form.

Graduate Faculty Resources

The Graduate Studies homepage is a good resource for answering both student and faculty questions. The following forms are available on line under "Graduate Faculty Resources" link:

- Graduate faculty nomination form
- Non-graduate faculty approved to teach graduate students nomination form
- Graduate lecturer nomination form
- Submission of a new or revised graduate course or deletion of a graduate course form

The following documents are also available online under "Graduate Faculty Resources":

- Instructions for submission of a new or revised graduate course
- UNMC governance document
- Guidelines for good practice in graduate education
- Supervisory committee guidelines
- Doctoral dissertation and the Ph.D. degree
- Student portfolio guidelines and sample portfolio

Graduate Student Advising

Faculty are frequently requested to serve on student advisory committees. Guidelines outlining the responsibility of both faculty and student can be found on the Graduate Studies website at http://app1.unmc.edu/gradstudies/index.cfm?L2_ID=86&L1_ID=64&CONREF=56.

9. Other Useful Information

Frequently Used University Websites

| Website | URL Address | ID/Password | Description |
|------------------------------------|---|---|--|
| Academic Calendar (UNMC) | http://app1.unmc.edu/gradstudies/index.cfm?webtype=graphics&L2_ID=2&CONREF=3 | | semester calendars; also available from link on MPH Program site (www.unmc.edu/mph) |
| Blackboard | http://my.unmc.edu | use Lotus Notes ID and password | you will need to use Blackboard to complete some training requirements (see Employee Self-Service site for details); also used for course instruction purposes |
| Employee Self-Service (UNMC) | ess.unmc.edu | use Lotus Notes ID and password | complete training requirements, submit parking requests, view employee links |
| Employee Self-Service (personal) | ess.nebraska.edu | ID: M0 + personnel number (no spaces; get personnel # from dept administrator) Password: obtain from Joyce Sikora (you should receive an email from her; if not, call her at 9-5880) | view/change personal information (ie, address/phone, bank allocations, tax withholding information, benefits, leave accrual) |
| Employee Tuition Remission Program | trp.unl.edu | ID: social security number Password: birthdate | all full-time regular employees are granted up to 15 credits per academic year to allocate for self, spouse, dependents |
| Faculty Senate | http://info.unmc.edu/facsen/ | | faculty handbook, bylaws, governance and other helpful information |
| HIPAA | http://info.unmc.edu/dept/hipaa/index.cfm | | HIPAA is the Health Insurance Portability and Accountability Act of 1996. It provides for health insurance portability, standard electronic transactions and code sets, and security and privacy protection. Please use this site to ensure compliance when working with patient data on research projects. |
| IRB | www.unmc.edu/irb | set your own ID and password when registering for CITI training | use for CITI training (UNMC employees should take the "biomedical" CITI training), forms and instructions for human subject inclusion on grant projects. |
| ITS | info.unmc.edu/its | | security and anti-virus protection for home computers |

| Website | URL Address | ID/Password | Description |
|--|---|---|--|
| Learning Environment & Internet Services | http://info.unmc.edu/dept/leis/index.cfm | | some of the items on this site include blackboard information and classroom instruction |
| Lotus Notes Web E-mail | unmcnotes.unmc.edu | use Lotus Notes ID and password | Lotus Notes access from remote locations |
| Policies & Procedures | info.unmc.edu/policy/homepolicy.html | | |
| Sponsored Programs | info.unmc.edu/grants/ | | grant information: forms, funding agencies, instructions, contact information |
| Travel & Transport | http://www.tandt.com/ts/unmc/ | ID: Lotus Notes email address Password: determined by user | use to book flights and make trip arrangements with UNMC's contracted travel agency (discounts also available for personal travel) |
| UNMC internet | www.unmc.edu | | UNMC home page |
| UNMC intranet | info.unmc.edu | | UNMC employee information, links to campus sites, employee/student discount program on computers, cell phones, rental cars, etc. |
| University of Nebraska | www.nebraska.edu | | University of Nebraska Central Administration |

Omaha

If you are not familiar with Omaha, you may find the information contained in the table below a useful place to begin to learn about the city and what it has to offer. All of the sites listed in the table may be found on the UNMC Physical Therapy Education website at <http://www.unmc.edu/physicaltherapy/>. Click on the "About Omaha" link in the left hand column of the front page for access to the links.

Information on Kearney, Lincoln, Scottsbluff and Omaha is also provided on the UNMC Jobs website at <http://jobs.unmc.edu/>.

| URL Address | Description |
|---|---|
| http://www.ci.omaha.ne.us/ | This is the City of Omaha's website. It contains information about city government and city |

| | |
|---|---|
| | services and includes many useful links. |
| http://www.visitomaha.com | This is the website of the Greater Omaha Convention and Visitors Bureau. It is primarily directed at providing tourist information– local area events, areas of interest, things to see and do and hotel accommodations. |
| http://www.omahachamber.org/ | This is the website of the Greater Omaha Chamber of Commerce website. It contains information on economic development and employment opportunities but also has a link on page one -- "Quality of Life" which transfers the user to a page of very helpful links on a variety of topics such as attractions and activities, newcomer's information, cost of living, housing, health care, child care, and newcomer information. |
| http://www.omaha.com/ | This is the site of Omaha's primary newspaper, The Omaha World-Herald. |
| http://www.usachurch.com/nebraska/omaha/churches.htm | This website is an online church directory that allows the user to search for Omaha area churches by denomination. |
| http://www.unmc.edu/5/students/student-services/housing.htm | This is a link to the University of Nebraska Medical Center page on UNMC owned student housing. It also contains links to other sites that provide information on Omaha area housing options. |

Mentoring Partnership Agreement

The goal of this mentoring partnership is to: _____

This mentoring partnership will focus on (mark all that apply):

☐ Professional development, support, and/or academic guidance

☐ Guidance in developing research skills

☐ Guidance in developing teaching skills

☐ Guidance in developing leadership skills

☐ Guidance in developing administrative skills

☐ Other _____

The mentor's responsibilities will include: _____

The mentee's responsibilities will include: _____

The expected length of the mentoring partnership will be _____ months.

The expected results of this mentoring partnership include: _____

As a mentor and mentee in the CoPH faculty mentoring program, we agree to abide by the following set of guidelines. We will:

1. Make time to meet on a regular basis, no less than quarterly.
2. Keep the content of our conversations confidential.
3. Practice active listening.
4. Recognize and accept individual differences, values, strengths and weaknesses.
5. Provide each other with honest, direct and respectful feedback.
6. Other: _____

_____ (Mentor)

_____ (Mentee)

_____ (Date)

Faculty Peer Coaching for Continual Teaching Excellence

Purpose

The Peer Coaching for Continual Teaching Excellence program will provide an opportunity for College of Public Health (CoPH) governing faculty members to pair with one another to provide and receive constructive feedback about their teaching. We anticipate that the process will provide faculty the opportunity to develop and enhance their teaching skills and as a result, improve students' learning.

Objectives

1. To achieve teaching excellence through continual peer coaching toward teaching Improvement.
2. To provide additional information for individual faculty member's Teaching Portfolio
3. To provide further evidence of teaching capabilities to accrediting bodies, and other requesting organizations.

Description

Each academic year CoPH governing faculty members will be paired with a faculty peer and together they will participate in peer coaching. Because observers can learn from this process as much, if not more, than the observed, the faculty pairing system will allow each faculty member to take roles of both observer and observed. Each pair will meet a minimum of two times throughout the year, but are strongly encouraged to meet more often. Faculty pairing will be self-directed. Faculty members are encouraged to pair with faculty from other departments to increase exposure to a variety of teaching methods. Faculty members may have the same peer observer for no more than two consecutive years.

Participation in the peer coaching process is voluntary for all governing faculty who teach during the academic year.

Workshop

Each year, the Professional Development Committee will conduct a mandatory workshop about peer coaching and feedback. The workshop will focus on ways to enhance teaching through peer coaching and evaluation as well as information about the process described below.

Process

The observer and the observed will select one teaching session for observation per academic year. If the faculty member teaches more than one course, only one session per academic year is required; however, more than one is strongly encouraged. The faculty member can choose which course will be observed. Optionally, the faculty member may choose to have one session observed for more than one course. Typical observation sessions should last the

length of a class session. A minimum of two meetings between the paired faculty members should take place:

- a) A pre-observation initial meeting before the teaching observation session, and
- b) A post observation meeting after the observation session.

Faculty members are also encouraged to meet at additional times during the academic year for discussion. Please note that these meetings do not include the observations in class that are the main part of the process.

The focus of the pre-observation meeting is a discussion between the faculty members about their teaching philosophy and goals. The observed faculty member will provide the observer with information on the course and the specific class that will be observed. Suggested questions and materials for the pre-observation meeting are listed in the Guiding Questions section under “Guiding discussion items for the pre-observation session”.

After the teaching observation, the observing faculty member will complete the relevant sections of the Confidential Personal Feedback Form with a focus on the types of issues identified below in the Guiding Questions section under “Guiding questions for the observer”.

The post-observation meeting is intended for discussion of the written observations summarized by the observing faculty member. The meeting is also intended to obtain feedback from the observed faculty member. Finally, the meeting is intended to serve as a coaching discussion between the peers in which the observer helps the observed faculty find ways to better meet his/her goals. Suggested items for discussion are listed in the Guiding Questions section under “Guiding discussion items for the post-observation session”.

At the conclusion of the post-observation session, the observed faculty will add his/her narrative comments in response to the observer's written comments, addressing issues such as those listed under “post observation session” below. Both faculty members sign and complete the Confidential Personal Feedback Form and the Coaching for Continual Teaching Excellence Completion form. The Continual Teaching Excellence Completion Form should be sent to the Associate Dean for Academic affairs.

It is highly recommended that the pre-observation meeting to discuss both faculty members' classes be held simultaneously. Similarly, the post-observation session may be held simultaneously to promote a two-way discussion on teaching philosophy, implementation and lessons learned, rather than a one-way critique.

Guiding Questions

The following questions are some possible items for discussion. They may be used by faculty as the beginning points of discussion.

Guiding discussion items for the pre-observation session:

- What background information about the overall course is relevant to understand before observation of a class session?
- What is the teacher's instructional philosophy?
- What are the broad aims of this class session within the course?
- What teaching methods are used? (i.e. didactic, Q&A, class interaction exercises, etc.)
- How are the students expected to prepare for this class (reading, assignment, collaborative activity, other)?
- What information have the previous student teaching evaluations provided?

Guiding questions for the observer

- Were the purposes/objectives of the class clearly stated?
- Is it clear how this session relates to previous sessions?
- Does the teacher present material in a logical format, consistent with the objectives of the class?
- How does the teacher engage with students? Does the teacher encourage curiosity and questions?
- Are students challenged to think critically and actively during the class, as with in-class exercises or problems?
- Was the amount of material and content appropriate for the time allotted?
- Were handouts used and if so, is their use appropriate?
- Were the teaching methods appropriate for the tasks?
- In closing the class, was there:
 - A summary of the content?
 - Linking to later/parallel work?
 - A clear statement of student responsibilities to be undertaken after the class?
- In general, were the structure and pace of the class appropriate?
- How effective was the presentation?
- Did students appear motivated and engaged?
 - Did the class provide for students' skill development?
 - Was there an appropriate use of resources?
 - Did the teacher develop a rapport with students?
- What could be improved in the class?
- How did the teacher use his/her strengths during the class?
- How could the teacher use his/her strengths more effectively?
- What suggestions do you have for further development and improvement of the teaching?
- What observed teaching practices are worthy of wider dissemination?

Guiding discussion items for the post-observation session:

In addition to the guiding questions for the observer,

- In general, how does the teacher think the class went?
- Reflection on observer's feedback
- Are these fair comments?
- Did anything surprise you?

Documentation

1. Confidential Personal Feedback Form.

Both peers will complete the Confidential Personal Feedback Form, addressing the salient aspects of the peer coaching procedure. This document will remain confidential between the faculty pair. The observed faculty may not include this written document in their teaching portfolio, annual evaluation, or promotion and tenure application.

2. Continual Teaching Excellence Completion Form.

Upon completion of the Peer Coaching for Continual Teaching Excellence process for the academic year, both faculty members will complete the Continual Teaching Excellence Completion Form. This form serves as a record for the College that the Peer Coaching for Continual Teaching Excellence process was completed and includes non-confidential information such as major topic(s) discussed. This form is to be sent to the Associate Dean for Academic Affairs.

**College of Public Health****Confidential Personal Feedback Form****Faculty member observed:** _____**Evaluator:** _____**Observation Date:** _____**Course name:** _____ **Course number:** _____**Number of students:** _____**Feedback for observed faculty member****Observed faculty member comments****Suggested training and development**

Recommendations**SIGNATURES**

Observed _____ Date: ____/____/____

Evaluator _____ Date: ____/____/____

**THIS FORM SHOULD NOT BE INCLUDED AS PART OF EITHER THE ANNUAL REVIEW OR
PROMOTION AND TENURE PROCESSES**

**College of Public Health****Continual Teaching Excellence Completion Form****Faculty member observed:** _____**Evaluator:** _____**Observation Date:** _____**Course name:** _____ **Course number:** _____**Number of students:** _____**Major topics discussed between observed and evaluator****Example of good teaching practice to be shared****Recommendations**

SIGNATURES

Observed _____

Date: ____ / ____ / ____

Evaluator _____

Date: ____ / ____ / ____

DATE January 4, 2010

MEMO TO: College of Public Health (CoPH) Faculty

FROM: James Anderson, PhD
Associate Dean for Research, CoPH

SUBJECT: 2010 Dean's Mentored Research Grant Program

This is a call for applications to the Dean's Mentored Research Grant Program. The Program provides a maximum of \$30,000 for one year, renewable for an additional year, to generate supportive data for either a new grant submission for extramural research funding or for a grant that has been reviewed by NIH or another funding agency but was not funded. The goal of this grant program is to generate key preliminary data to make these grant applications for extramural funding more competitive. An additional goal for this program is fostering mentorship relationships between senior and junior faculty. **A key aspect of this program is that all funding requests must come from an Assistant Professor whose primary appointment is with the College of Public Health paired with a senior (rank of Associate or Full Professor) CoPH faculty mentor.** Information on mentoring may be found on the College of Public Health intranet Blackboard site under Faculty Professional Development:

http://my8.unmc.edu/webapps/portal/frameset.jsp?tab_tab_group_id=31&url=%2Fwebapps%2Fblackboard%2Fexecute%2FcourseMain%3Fcourse_id%3D11511

Budgets may include salaries for graduate assistants, professional staff, forms development, data collection, laboratory testing, data analysis and other costs associated with the collection of preliminary data. These grants cannot be used to support faculty salaries. Should a proposal be funded, there is a requirement that a grant for extramural funding be submitted within 6 months of the end of the mentored research grant funding period. The faculty member and her/his faculty mentor will both be held responsible for meeting the grant submission requirement and evaluation of this requirement will be part of both the faculty member's and the mentor's annual review. Participation of senior faculty in this Mentored Research Grant Program will get appropriate recognition at annual review.

For requests related to a new grant submission, the application must outline the intent to submit, specifying the funding agency, the grant mechanism (R01, R03, R21, K-award, etc.) and the specific request for proposal (RFP), if the grant is planned to be in response to an RFP. For requests related to a previous submitted but unfunded grant, the applicant must provide a copy of the previous grant application and the "summary statement" (or equivalent). The expectation of this program is that the ultimate grant submission for extramural research funding will request total dollars in excess to \$200,000 per year.

The application for mentored research grant funding must specify: 1) the primary investigator and the senior faculty mentor (and include standard NIH 2-page biosketches); 2) an outline of the research proposed to be conducted with extramural research funding; 3) the specific activities proposed to be completed with the mentored research grant prior to the (re)submission of the grant application for extramural funding, following the standard (revised) NIH application structure (see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-149.html>):

Specific aims
Research strategy
Significance
Innovation
Approach
Preliminary studies (if applicable)

and 4) a budget and budget justification detailing the proposed use of the funds requested. **The length of the application (independent of biosketches and the prior grant submission and summary statement, if applicable) should not exceed one page for the budget/justification, 4 pages for the summary of the**

research proposed to be conducted with extramural research funding and 6 pages for the specific activities to be completed with the mentored research grant funding. The application will be returned un-reviewed if it exceeds these page limitations. Please e-mail me or call me at 559-6226 if you have any questions.

Please send **an original plus five (5) copies** of your proposal, to the College of Public Health Dean's Office, Attention Pam Ehmke, Wittson Hall, Room 5025A, ZIP 4355.

APPLICATION DEADLINE IS MARCH 1, 2010: funding expected to begin June 1, 2010

Frequently asked questions

1. **Can I submit a request for funding without identifying a senior faculty mentor?** No.
2. **Does the proposed grant submission have to be an NIH grant?** No. It can be for any extramural research funding.
3. **Must the proposed grant submission be in response to a request for proposals?** No.
4. **I have a research project I want to do which I can complete with the funds associated with this program. Can I use these funds to complete the research?** No. The goal of this program is to generate preliminary data for grant submissions for extramural funding, NOT to fund research directly.
5. **Can a single request for funding be submitted from multiple Assistant Professors or multiple senior mentors?** Yes, but the submission must identify a *single* primary investigator and a *primary* senior mentor responsible for meeting the terms of award; namely the collection of preliminary data and the submission of a grant application for extramural research funding.

Evaluation criteria for Mentored Research Grant Program funding:

Who will review the applications for funding: The Associate Dean for Research will appoint a Review Committee of senior faculty to review the applications. Faculty from outside the CoPH may be invited to participate. Committee faculty who are mentors for specific projects will recuse themselves from these reviews.

Criteria to be used to evaluate requests for funding:

Significance: Does the proposed research (for which funding to obtain important preliminary data is being requested) address an important public health problem?

Investigators: Does the Assistant Professor and her/his senior faculty mentor have the training and experience to complete the collection of the preliminary data? When the grant for extramural research funding is submitted, will they be seen as having the appropriate experience and training to complete the project? Does the mentor bring a demonstrated record of accomplishments in the field that will strengthen the ultimate grant submission?

Innovation: What new is being proposed? Does the outline of the proposed research (for extramural funding) suggest that a novel approach is planned and important new information will be obtained if the grant for extramural funding is approved?

Approach: What is the overall strategy for the proposed research? Is the methodology proposed appropriate? Will the preliminary data/specific activities to be funded with the mentored research grant likely be sufficient to assure a successful review of the grant submission for extramural funding?

Environment: Are all the resources required to perform the research to be extramurally funded accessible to the researchers? Does the proposed budget fund the necessary personnel and other resources to assure success in obtaining the preliminary data/specific activities outlined in the mentored research grant proposal?

Each of these five (5) criteria will have equal weight in the review process and will be rated using the new 11 point (10-0) whole number NIH review scale: 10(outstanding) to 8 (very good) to 5 (average) to 2 (very poor) to 0 (totally without merit).

Note that the review will include an assessment of both the significance, innovation and planned approach of the grant to be submitted for extramural funding AND the extent to which the approach to the collection of the preliminary data/specific activities will maximize the likelihood of a successful grant submission.

Who will make the final funding decisions: The Review Committee will make recommendations regarding funding to the CoPH Dean and Associate Dean for Research. The CoPH Dean will make the final funding decisions based on the best use of available funds. A funding decision letter and the committee review of the proposal will be sent to each Principal Investigator submitting an application.

Instructions for filling out the Faculty Evaluation Form:

***** IT IS IMPORTANT TO ENSURE THE CONFIDENTIALITY AND ORIGINALITY OF FACULTY EVALUATIONS.**

THUS ONLY THE FOLLOWING WILL HAVE THE AUTHORITY TO REVIEW THE EVALUATION:

- FACULTY MEMBER
- CHAIR
- ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
- DEAN

***** THE COMPLETED EVALUATION DOCUMENT SHOULD BE TRANSMITTED IN HARD COPY ONLY IN AN ENVELOPE MARKED “CONFIDENTIAL” (NO TRANSMISSION BY EMAIL OR FAX) TO:**

- FACULTY MEMBER
- CHAIR
- DEAN

Form Instructions:

Use the tab key to move from field to field.

Section 1. The period of report will begin July 1, (or the faculty member's hire date if after July 1), and end on June 30 of the current academic year (or the faculty member's separation date if prior to June 30).

Section 2. Updated c.v.'s are always an attachment.

Sections 3, 4 and 5. The faculty member's sections should be filled in directly by the faculty member. Attachments may be used as they have in the past; however, the preference is to have the information filled in on the form. The faculty member then forwards the evaluation to their chair/evaluator.

Sections 6, 7 and 8 cannot be separated from each other, they must stay together on the same page. If the chair's comments do not fit on one page, then use an attachment.

Once all sections are completed, the document is printed and the evaluator completes and signs Section 6 in blue ink to preserve the integrity of the original document.

Section 8. The faculty member checks the boxes and signs the evaluation in blue ink.

The evaluation **MUST** be signed by both the evaluator and the faculty member. **Only original signatures will be accepted;** faxed or electronic signatures are NOT acceptable.

The faculty member will initial each page of the completed evaluation.

The faculty member's comments may be attached to the evaluation.

For any attachments, please indicate on the form “see attached”.

The signed faculty evaluation is then forwarded to the Dean in an envelope marked “**confidential.**” The Dean and Associate Dean for Academic Affairs will review and sign the evaluation. It will then be placed in the faculty member's personnel file.

**University of Nebraska Medical Center College of Public Health
Faculty Evaluation and Planning for Academic Year 2009-2010**

To be Completed by Faculty with the Following Appointment Type:

- Partial Special Appointments
- Principal Faculty from Partner Campus or College
- Dean Appointments

1. Faculty Member:

Period of Report: 7/1/2009 – 6/30/2010

COPH Department/Center: Select Dept

Evaluated by:

CoPH Dean:

Associate Dean for Academic Affairs:

2. CoPH FTE to be evaluated: % Please estimate FTE if not specified in letter of appointment. Faculty appointments will only include review on CoPH appointed FTE and duties.

3. Summary of activities related to UNMC College of Public Health:

4. Planned new year CoPH FTE: %

5. Planned new year activities related to UNMC College of Public Health:

TO BE COMPLETED BY CHAIR/EVALUATOR:

6. Recommendation: *Please use a blue ink ballpoint pen to mark boxes.*

☐ Appointment continuation

Recommended new year FTE: %

☐ No further CoPH designated activity / non-continuation of appointment

Recommended appointment end date:

7. General Comments (or by letter if preferred), include strengths and areas where improvement/extra effort are needed:

Chair/Evaluator Signature*

**Please use a blue ink ballpoint pen for signature.*

Date

Chair's Initials (if not evaluator)

TO BE COMPLETED BY FACULTY MEMBER:

8. I have read the ☐ **evaluation above and the** ☐ **attached letter from my chairperson** (if applicable):

Faculty Member's Signature*

**Please use a blue ink ballpoint pen for signature.*

Date

Faculty member may attach comments.

Faculty evaluations may only be reviewed by the following: faculty member, chair, associate dean for academic affairs, dean. Exception: for governing faculty with principal appointments in a UNMC department or college other than the CoPH, the evaluation will be shared with the primary home department Chair. Principal faculty from partner campuses or colleges will not have the evaluation results submitted from the CoPH to their primary home department or college. However, the faculty member is free to share this information on their own.

**University of Nebraska Medical Center College of Public Health
Faculty Evaluation and Planning for Academic Year 2009-2010**

Page 1 of 1

1. **Faculty Member:****Period of Report:** 7/1/2009 – 6/30/2010**COPH Department/Center:****Faculty appointments will only include review on CoPH appointed FTE and duties.****CoPH FTE to be evaluated:** % (Please estimate FTE if not specified in letter of appointment.)**Evaluated by:****CoPH Dean:** _____**Associate Dean for Academic Affairs:** _____**TO BE COMPLETED BY FACULTY MEMBER:**2. **CV update:** Attach updates to c.v. since last evaluation or a complete updated c.v.3. **Narrative Report of Planning and Evaluation** (or by letter if preferred):

A. Summary of goals and objectives for current year, followed by progress in achieving these goals and objectives since last evaluation, including noteworthy achievements. In narrative, include total grant/contract revenue obtained during fiscal year (may be copied from cv), plus effort per grant, and list of pending grants. In addition, include detailed information on teaching activities (may be copied from cv).

B. Goals and objectives for the next academic year:

4. **Completed Faculty Development Activities Since Last Evaluation:**5. **Percentage Distribution of Effort:**

| | | | | | | | | |
|----------|----------|---|------------------|---|----------------------|---|------------------------|---|
| Current: | Teaching | % | Clinical Service | % | Research/Scholarship | % | Administration/Service | % |
|----------|----------|---|------------------|---|----------------------|---|------------------------|---|

| | | | | | | | | |
|--------------|----------|---|------------------|---|----------------------|---|------------------------|---|
| Current MOU: | Teaching | % | Clinical Service | % | Research/Scholarship | % | Administration/Service | % |
|--------------|----------|---|------------------|---|----------------------|---|------------------------|---|

| | | | | | | | | |
|-----------|----------|---|------------------|---|----------------------|---|------------------------|---|
| Proposed: | Teaching | % | Clinical Service | % | Research/Scholarship | % | Administration/Service | % |
|-----------|----------|---|------------------|---|----------------------|---|------------------------|---|

TO BE COMPLETED BY CHAIR/EVALUATOR:6. **Evaluations:** *Please use a blue ink ballpoint pen to mark boxes.*

| | Not Applicable | Unsatisfactory | Needs Improvement | Meets Expectations | Exceeds Expectations |
|------------------------|---------------------------|--------------------------|------------------------------|-------------------------------|---------------------------------|
| Teaching | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Research/Scholarship | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clinical Service | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Service/Administration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Professionalism | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. **General Comments** (or by letter if preferred), **include strengths and areas where improvement/extra effort are needed:**

Chair/Evaluator Signature* _____

Date _____

Chair's Initials (if not evaluator) _____

Please use a blue ink ballpoint pen for signature.*TO BE COMPLETED BY FACULTY MEMBER:**8. I have read the ☐ evaluation above and the ☐ attached letter from my chairperson (if applicable):

Faculty Member's Signature* _____

Date _____

**Please use a blue ink ballpoint pen for signature.*

Faculty member may make comments below, or by letter if preferred.

Faculty evaluations may only be reviewed by the following: faculty member, chair, associate dean for academic affairs, dean. Exception: for governing faculty with principal appointments in a UNMC department or college other than the CoPH, the evaluation will be shared with the primary home department Chair. Principal faculty from partner campuses or colleges will not have the evaluation results submitted from the CoPH to their primary home department or college. However, the faculty member is free to share this information on their own.

Self Evaluation

- What do you consider to be your most important achievements of the past year?
- Has the past year been good/bad/satisfactory or otherwise for you, and why?
- What do you like and dislike about working for this organization?
- What elements of your job interest you the most, and least?
- What do you consider to be your most important tasks in the next year?
- What action could be taken to improve your performance in your current position by you?
- What sort of training/experience would benefit you in the next year?

Self Appraisal (rating scale 1-10)

- Planning, budgeting and forecasting
 - Reporting and administration
 - Communication skills
 - Delegation skills
 - Meeting deadlines/commitments
 - Creativity
 - Problem-solving
 - Decision-making
 - Team-working and developing others
 - Energy, determination and work-rate
 - Steadiness under pressure
 - Leadership and integrity
 - Adaptability and flexibility
 - Image
-
- What would you like to focus on in the coming year?
-
- How can I help you grow and improve your leadership skills?

