Bylaws Committee

SPH Liaison (Ex Officio) Leslie McBride

Members:
- Gary Brodowicz (PSU CH)
- Neal Wallace (PSU PA)
- Chris Carey (PSU CH)
- Cara Eckhardt (PSU CH)
- Katherine Bradley (OHSU SON)
- Dennis McCarty (OHSU PHPM [HS])
- Tomi Mori (OHSU PHPM [Bios])
- Ana Quiñones (OHSU PHPM [HS])
Meetings held: 11/4/14, 12/2/14, 12/16/14, 1/6/15, 1/20/15, 2/10/15, 2/17/15, 3/3/15, 4/7/15, 5/5/15

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   (figures)
The OHSU PSU School of Public Health is committed to the principles of shared governance and academic freedom. This commitment recognizes that the collective good of the School and its collaborating Universities requires mutual support of, and respect for, the responsibilities of faculty, students and administrators throughout the School. The SPH faculty and administration endeavor to govern based on the spirit of accommodation among colleagues in a common enterprise. The School is committed to resolving conflicts and uncertainties with a model of shared governance and recognizes that existing Universities’ authorities govern the faculty, student, and staff of the School; relevant documents are listed in Appendix A. Nothing in this document supersedes rights as defined by the individual’s home academic institution, appointment and, for PSU faculty, the Collective Bargaining agreement.

The OHSU PSU School of Public Health is developed from the Oregon Master of Public Health Program (OMPH), and draws elements of that organization’s structure, operations, policies, and governance (See OMPH Bylaws April 4th, 2014).

Authorization and Revisions. School of Public Health Faculty shall review and vote to approve the bylaws. These bylaws shall be revised as needed before January 2019.

1.0 The OHSU PSU School of Public Health

The OHSU PSU School of Public Health is a collaborative unit with a unique structure based on 1) expectations of each University, 2) a Dean responsible to both OHSU and PSU Provosts, 3) a financial equity model with both Universities contributing equally, 4) national accreditation requirements for a collaborative School of Public Health, 5) faculty who are accountable to the School and its leadership while retaining their appointments, rights, responsibilities, and agreements at the institution that holds their faculty appointment. See Appendix B for the School’s initial organizational structure.

2.0 The Dean and Administrative Leadership of the School

2.1 The Dean has responsibility for (a) supervision of the School’s academic units, institutes and centers; (b) reporting to both University Provosts; and (c) such activities as delegated by the Provosts consistent with these bylaws. Activities include but are not limited to managerial functions related to personnel, budget, staff and scheduling, office space, and the implementation of School policy. The Dean manages a centralized budget consisting of income, expenditures, and personnel for the School, and reviews and approves the budgets of academic units, institutes and centers in consultation with the OHSU and PSU Provosts.

2.2 Faculty shall participate in the selection of the Dean. In the absence of a Dean, an Interim Dean is appointed by agreement of the OHSU and PSU Provosts.

2.3 The Dean appoints associate and assistant deans as necessary to fulfill the mission of the School (e.g. Academic Affairs, Accreditation, Practice, Undergraduate Programs, and Research). The Dean oversees administrative staff and shall assure adequate staffing for administrative units. Staff may be reassigned temporarily or permanently in the best
interests of the School. Institute and Center staff shall assist the the Dean in the
preparation of budget documents and financial monitoring.

2.4 Executive Leadership Council

**Charge.** The Executive Leadership Council advises the Dean.

**Membership.** The Dean chairs the ELC. Membership includes the Associate Deans and
the leaders (or their designee) of the academic units, Centers and Institutes of the School,
and the Chair of the SPH Faculty Council. The OHSU & PSU Provosts, the SPH Fiscal
Authority, the Dean of the College of Urban and Public Affairs at PSU, the Chair of the
School’s Faculty Council, and the School Accreditation Assistant Dean are ex officio
members. The Council meets at least monthly or at the request of the Dean.

**Responsibilities.**
- Review and advise on School programs, proposals, standards and opportunities.

2.5 External Advisory Council

**Charge.** The External Advisory Council serves the School in an advisory capacity on
community linkages, public health services, and workforce development.

**Membership.** The Associate Dean for Practice chairs the External Advisory Council. The
External Advisory Council includes 10 or more community partners representing Oregon
and Southwest Washington in fields related to public health, as well as state and local
health departments. The Associate Dean for Practice, SPH faculty, administrators, alumni,
existing External Advisory Committee members, and other members of the Executive
Leadership Council may nominate individuals for membership on the External Advisory
Council. Each member serves a two-year appointment that may be renewed by mutual
agreement with the School’s Associate Dean for Practice. The members of the Executive
Leadership Council may participate in External Advisory Council meetings. The External
Advisory Council meets at least once per academic year. The Dean appoints members as
needed.

**Responsibilities.**
- Review membership nominations and make membership recommendations.
- Advise the School on changing needs of the public health workforce.
- Represent the public health professional community.
- Bring community needs and feedback for discussion and integration.
- Contribute knowledge about trends affecting public health education.
- Provide advice on strategic directions.
- Raise awareness and understanding of public health careers.
- Advise the School on career opportunities for graduates.
- Identify workforce development opportunities.
2.6 Initial Interim Academic Unit Structure

The academic core of the OHSU/PSU School of Public Health consists of three public health doctoral programs (Community Health, Epidemiology and Health Systems and Policy), six Master of Public Health (MPH) tracks (Biostatistics, Environmental Systems and Human Health, Epidemiology, Health Management and Policy, Health Promotion, and Primary Health Care and Health Disparities), three dual degrees (MPH/MURP, MPH/MSW, and MD/MPH), a Master of Science in Biostatistics, an Master of Arts or Master of Science in Health Studies, and an undergraduate program in Health Studies (BA and BS degrees). The School also offers graduate certificates in Biostatistics and in Public Health. The Dean appoints program directors.

PhD Programs

The School of Public Health begins with three doctoral programs.

- **Community Health**: The Community Health doctoral program provides students with advanced education to conduct research and develop instruction skills in public health, social and behavioral determinants of health, urban health, gerontology, and social epidemiology. The program’s emphasis areas reflect faculty expertise in social and behavioral health, aging and health, and urban health. Students integrate coursework with applied research, including ongoing enrollment in a doctoral seminar course, an active research apprenticeship with a faculty mentor, and opportunities for collaboration on peer-reviewed published papers.

- **Epidemiology**: The Epidemiology doctoral program is based upon competencies in doctoral education recommended by the American College of Epidemiology and the Association of Schools and Programs of Public Health. Graduates are prepared to work independently, collaborate with health professionals and investigators in other disciplines, and teach graduate students and health professionals in academic, governmental, nonprofit, and private sector settings. Courses include biostatistics, public health, epidemiology, and quantitative research methods.

- **Health Systems and Policy**: The Health Systems and Policy doctoral program provides students with analytic skills, competencies in conducting research, and develops teaching and learning skills in health systems and policy. The foundations of the program include public health, management theory, health services research, and policy analysis. The PhD in Health Systems and Policy provides a unique educational experience for students seeking to apply theory to practice in careers as researchers and educators by building upon Oregon’s role as a leader in health systems transformation, and collaborative relationships with the Oregon Health Authority, as well as strong partnerships with major health systems and health insurance organizations in Oregon.

Master of Public Health Program

The OMPH, Oregon’s first accredited MPH-granting entity in 1996, offers specialization in six tracks:

- **Biostatistics**: The Biostatistics track provides training in both applied statistical methods and public health concepts. Students gain the practical knowledge and skills to engage in successful careers in public health.

- **Environmental Systems & Human Health (ESHH)**: The ESHH track offers ecosystem-based public health training for students who would like to investigate and remediate environmental impacts on public health. Students analyze how human activities impact environmental systems and affect the health of human populations.

- **Epidemiology**: The Epidemiology track trains students in population-based approaches for disease prevention and analysis. Courses emphasize the design of community-
population-based and clinical health studies and the use of quantitative methods for analyzing and addressing public health problems.

- **Health Management & Policy**: The Health Management & Policy track develops and strengthens the knowledge and practice of the delivery and management of health services. This track prepares individuals for the exercise of competent and effective policy and administrative leadership in the health sector.

- **Health Promotion**: The Health Promotion track prepares students to utilize public health approaches to develop, administer, implement, and evaluate culturally sensitive health promotion and behavior change programs and to mobilize community resources for planned social change.

- **Primary Health Care & Health Disparities**: The Primary Health Care & Health Disparities track provides training in population perspectives on health care and disease prevention. Graduates enter clinical leadership roles in a variety of settings, (e.g., community health centers, health maintenance organizations and health departments).

**Master of Science in Biostatistics**

The Master of Science in Biostatistics program provides graduate level training in the application and theory of biostatistics. Students seek careers as intermediate level biostatisticians or apply for doctoral programs in Biostatistics. The program is also appropriate for individuals who have earned a Graduate Certificate in Biostatistics and wish to pursue further training.

**Master of Arts/Science in Health Studies**

The M.A./M.S. degree in health studies is designed to provide a research-oriented opportunity for students with an interest in physical activity/exercise. Students must complete each of the common required courses (including the completion and defense of a thesis) as well as a concentration of courses in the area of physical activity/exercise.

Students applying to the M.A./M.S. degree program should have an undergraduate academic background in a health-related discipline. Previous coursework in the biological sciences may be helpful, depending upon the graduate academic plan of study that the student wishes to pursue.

**Dual Degrees**

The School of Public Health offers three dual-degree programs: MPH/MURP, MPH/MSW, and MD/MPH.

- **MPH/MURP**: Students earn both a Master of Public Health and a Master of Urban and Regional Planning after completing an intensive three-year course of full-time study. Students examine the relationships between physical and mental health, urban form, healthy lifestyles, human services, transportation, physical activity, public planning and investment decisions. In addition to the core courses, internship requirements, and culminating experiences required for each degree, students participate in an integrative seminar that synthesizes the two disciplines.

- **MPH/MSW**: Students complete the Master in Social Work and Master in Public Health programs to integrate critical skills and competencies from both fields. The program encourages students to explore the intersection of prevention and intervention at the individual, family, community, and broader levels of social context. Graduates integrate the social work knowledge, values, and skills needed to serve individuals, families, and communities, with an applied understanding of the factors in the broader social, economic, policy, and built environments which impact the health of populations.
• **MD/MPH:** Students seeking either a career addressing population-based clinical practice or a career in research and policy environments complete both an MD and MPH degree in five years of integrated work in the School of Medicine and the School of Public Health.

**Undergraduate Degrees**
Multi-disciplinary social science programs provide students with the opportunity to customize a focus of study and create a trajectory toward careers of interest in the health field. The undergraduate degrees offered are a Bachelor of Arts (B.A.) and a Bachelor of Science (B.S.) in Health Studies.

**Graduate Certificate in Biostatistics**
The Graduate Certificate in Biostatistics program provides basic and intermediate graduate level biostatistics training for researchers, students in other programs, and working professionals who are interested in becoming more skilled in applied biostatistics methods and theory.

**Graduate Certificate in Public Health**
The Graduate Certificate in Public Health (GCPH) enhances the preparation of public health professionals not currently prepared in a public health academic specialty, and provides a broad introduction to public health. Students who complete the Graduate Certificate are eligible to apply to the MPH program and complete a Master of Public Health. Completion of the Graduate Certificate in Public Health or program courses does not guarantee admissions to the MPH degree program.

**3.0 Student Governance**

**3.1 Student Leadership Council**

**Charge.** The Student Leadership Council represents and provides student opinions on the School’s academic missions.

**Membership.** The Student Leadership Council includes at least two students from each degree program and MPH track and one from each of the dual-degree programs. Student representatives serve a two-year term, with terms staggered. Students representing the dual-degree and undergraduate programs may serve one-year terms. Track Directors and/or Coordinators solicit nominations from students and faculty for new members at the start of fall term; elections are held with students from each degree or track to select members. The Council selects a Chair from its membership on or after November 1. Chairs serve a single one-year term. The Associate Dean for Academic Affairs and the MPH Coordinator may participate in Student Leadership Council meetings as non-voting members. The Student Leadership Council meets a minimum of once per academic quarter.

**Responsibilities.**

- Communicate the unique needs and interests of students.
- Provide recommendations and input to the degree programs, Dean, and the Curriculum Committee, via the Associate Dean for Academic Affairs and via Student Representative(s) to the Curriculum Committee and other Standing Committees as indicated in this document.
• Invite students to participate in New Student Orientation, Annual Student Poster Showcase, Annual Student Service Project, Biennial student surveys, curricula and programs, faculty searches, and other SPH and student affairs.
• Coordinate and attend Program events, facilitate student participation in evaluation, surveys, and forums, and act as a resource to fellow students.
• Student representatives and other students will be invited to serve in a voluntary capacity on standing and ad hoc committees and task forces, unless faculty, staff or student confidentiality would be compromised.

4.0 The Faculty

4.1 The School faculty may include full-time, joint-appointment, affiliate, adjunct, and courtesy-appointed faculty of all ranks. Faculty members retain one primary Institution appointment (i.e., have more than a 50% appointment) and affiliation. The conditions and expectations of faculty appointments are within their primary institution (OHSU or PSU). The faculty are governed by their respective University appointments, Promotion and Tenure Guidelines, and/or Collective Bargaining agreements. Refer to OHSU Policy Manual 03-15-025 Faculty Appointments and 03-20-001 Eligibility for Tenure; PSU Promotion & Tenure Guidelines and current Collective Bargaining agreement.

4.2 The Provosts from each University may designate Primary Faculty for the School. Primary Faculty include professors and instructors of any rank (including clinical, research or other designations) having primary appointments in the School. Primary faculty members are expected to participate in School and University governance activities, including faculty meetings, and to further the interdisciplinary mission, goals, and objectives of the School. Initial SPH Faculty – Current OHSU and PSU faculty are grandfathered into the SPH Faculty. They may participate in faculty votes.

4.3 Faculty meetings are open to all SPH faculty members. The Dean schedules at least three School-wide faculty meetings per academic (October-June) year. Meetings may be held electronically (e.g., teleconference, webinar) to facilitate participation. The faculty may contribute to the agenda of faculty meetings.

4.4 Quorum. A quorum shall be a simple majority of the eligible voting faculty (i.e., 50% + 1). This definition shall apply for regular as well as special faculty meetings. Notice of such meetings must be circulated to all faculty members at least one week before the date of the meeting.

4.5 Confidential Voting Procedures. In situations in which a confidential ballot of the faculty is required, processes to ensure confidentiality will be developed and followed. Voting outcomes are decided by a simple majority of the total votes cast. A minimum of one week from the time the ballot goes out will be allowed for voting.

4.6 Faculty with a primary appointment outside of the School may serve on student examination, thesis, and dissertation committees, if approved by the OHSU and PSU graduate offices but may not participate in SPH faculty votes.

a. Adjunct Faculty - Adjunct Faculty teach courses and/or conduct research within the School with less than 0.50 FTE appointments. These individuals hold a doctoral or other terminal degree or have achieved recognized status in their fields. Adjunct faculty may be proposed by voting faculty or the Dean. The Promotion & Tenure Committee shall review curriculum vitae and approve adjunct appointments.
b. Emeritus Faculty - Upon retirement Faculty may be eligible for Emeritus rank, subject to their specific (OHSU or PSU) University Promotion and Tenure guidelines. Emeritus faculty shall be eligible to serve as members of student examination, thesis, and dissertation committees.

c. Affiliated Faculty - Affiliated Faculty are any OHSU or PSU faculty outside of the SPH of any rank, faculty at other public or private universities, or community professionals with a degree or community experience deemed acceptable by the Faculty. Individuals are elected to Affiliated Faculty status by a majority vote of the Faculty of the School. Requests for Affiliated Faculty status can be initiated by the individual or by a faculty member recommendation.

   Affiliated Faculty may a) serve on student examination, thesis, and dissertation committees with approval from university graduate offices, b) chair student examination, thesis, and dissertation committees, with the approval of the OHSU and PSU graduate offices, c) participate in grant applications, and d) teach.

4.7 Faculty Reviews
All faculty members must participate in reviews as specified by their home institutions. Annual faculty reviews must be filed in the SPH personnel file by the end of the academic year or based on a timeline defined by the home institution.

5.0 Institutes and Centers
Institutes and Centers designed to further the mission of the School of Public Health by fostering interdisciplinary activities in pursuit of research and instruction shall be named a Center or Institute and no other title may be used. Centers and Institutes directors report to the SPH Dean. The core responsibilities of Institute and Center Directors are outlined in their award and their SPH/University letter of appointment or subsequent negotiated documents. Existing Centers at OHSU and PSU may affiliate with the School.

6.0 Extramural Grants and Contracts (Research Office)
The SPH recognizes and supports a range of external awards that support the mission of the School. Faculty should not be discouraged from pursuing awards with less than the negotiated Facilities and Administration costs. The Associate Dean of Research supervises the Research Office following the Memorandum of Understanding between the Vice- Presidents of Research from both Universities.

7.0 The School of Public Health Faculty Council

Charge. The Faculty Council provides faculty governance and advice to the School of Public Health administration in areas of administrative and operational mission and policies. Reports from standing and special committees are referred to the Faculty Council for discussion and final recommendations. The Council’s jurisdiction and responsibilities are met through committees, council meetings and meetings of the faculty.

Membership. In the initial year of the School's development, the Faculty Council consists of the Faculty as a whole. The Faculty Council elects a Chair at its first meeting from among the Professors (i.e., Assistant and Associate Professors are not eligible) serving on the Council.
Responsibilities.

- Develop a plan for a representative Faculty Council during the first year of operation.
- Review School policies affecting faculty roles and responsibilities.
- Appoint faculty members to School Committees: Promotion & Tenure, Academic Policy & Curriculum, Admissions, Faculty Searches, Awards & Scholarships, Diversity, Field Experience, Workforce Development, Alumni, and ad hoc committees as necessary.
- Express faculty concerns and opinions.
- Interpret the bylaws if there are questions.

7.1 Promotion and Tenure Committee

Charge. The Promotion and Tenure (P&T) Committee appoints P&T committees for specific faculty reviews, coordinates reviews for promotion and tenure, and reviews applications for appointments of Joint-Appointment, Adjunct, Affiliated, Lecture and Emeritus faculty as recommended by the Dean or academic units. Because SPH faculty are from and appointed by the two collaborating universities, the functions of this Committee will defer, in all deliberations and decisions, to the guidelines under which the faculty member was appointed at their respective institution. In practice, the faculty rights and expectations at their own institution (as detailed in their annual letters at OHSU or annual assignments at PSU) must be used as the operational guide and values for promotion and tenure review.

Members. Members of Promotion & Tenure committees come from the candidate’s home unit and institution with one ex-officio member from the collaborating institution.

Responsibilities
- Appoint and coordinate review committees in accordance with the guidelines under which faculty members were appointed.
- Draft promotion and tenure guidelines for new hires or appointments within the School of Public Health.

7.2 Academic Policy & Curriculum Committee

Charge. The Academic Policy & Curriculum Committee reviews, advises and makes recommendations to the faculty in matters pertaining to the SPH academic program and training curriculum. The Committee reviews all curricular and policy matters referred to it. The Committee meets monthly during the academic year.

Membership. The Committee includes two faculty from each academic track, a representative of the undergraduate program, and at least one graduate student. The Associate Dean for Academic Affairs appoints members to the Committee. Members serve two-year terms that are staggered. The Associate Dean for Academic Affairs serves as the Ex Officio co-Chair of the meetings, and coordinates staff support for the Committee.

Responsibilities.
- Develop and recommend policies related to the curriculum.
- Review and recommend proposals for changes in existing programs and courses.
- Review and recommend proposals for new programs and courses.
7.3 Admission Committees

**Charge.** Admission Committees review and select applications for admission. Each academic track or program has its own Admission Committee.

**Membership.** Each committee includes at least three faculty members and may include one alumnus or one graduate student. The Faculty Council appoints members annually. Members may be reappointed. Committees select a chair at their first meeting.

**Responsibilities.**
- Evaluate the applications and make admission recommendations to the Dean’s Office.
- Meet in a timely manner after the deadline for admissions. If the program or track has an open admissions policy, applications are reviewed as they are received.

7.4 Faculty Search Committees

**Charge.** Faculty search committees are formed ad hoc when the School seeks to fill a faculty vacancy. The Committees coordinate faculty searches, conduct applicant interviews, and make employment recommendations.

**Membership.** Faculty search committees include three or more faculty. The Associate Dean for Academic Affairs serves as an ex officio member. A student representative will serve as ex-officio member when possible. The Dean appoints committee members; members serve for the duration of the search. The committee selects a chair on its first meeting. The role of the student representative will be to provide input on the faculty candidate and represent student input from their evaluations or other feedback on interactions with the candidates.

**Responsibilities.**
- Each faculty search committee, in collaboration with the Dean, develops the position description(s).
- Search committees provide the Dean with a written analysis of the strengths and weaknesses of each candidate interviewed and hiring recommendation. Search committees may rank qualified candidates.
- Search committees follow the hiring university’s guidelines for ethical faculty searches.
- Search committees must coordinate with the P & T Committee to determine an appropriate level of appointment.

7.5 Awards and Scholarships Committee

**Charge.** The Awards and Scholarships Committee identifies students, staff, and faculty deserving of specific awards and scholarships. Meetings occur as needed to evaluate applicants for specific awards and scholarships available.

**Membership.** The Faculty Council may appoint faculty to serve as needed.
Responsibilities.
- Develop criteria to select students, staff, or faculty for specific awards.
- Review applications and make recommendations to the Dean.

7.6 Diversity Committee

Charge. The Diversity Committee provides advisory support, guidance, and recommendations on recruitment of students, faculty, and staff from diverse and underrepresented populations and on strategies that foster a welcoming and culturally-sensitive community for all students, faculty, and staff.

Membership. The Diversity Committee voting membership includes two or more faculty members (at least one from each participating university), two student representatives, and a representative from the OHSU and the PSU Diversity Offices. The Faculty Council appoints faculty members for two year terms. The Student Leadership Council appoints student representatives. The Committee elects a chair at its first meeting. The Associate Dean for Academic Affairs, the Associate Dean for Practice, or the OMPH Program Coordinator may participate in an advisory, non-voting role.

Responsibilities.
- Develop the School’s Diversity Plan.
- Submit the Diversity Plan to the Faculty Council and Dean for approval.
- Monitor the program’s compliance with the School’s Diversity Plan, program policies, and accreditation guidelines relative to program equity and inclusion.
- Provide an annual status report to the Faculty Council and the Dean.
- Meet at least twice per year.

7.7 Field Experience Committee

Charge. The Field Experience Committee oversees the Schools field experience program.

Membership. The Field Experience Committee’s voting membership includes all Field Experience Coordinators, the Dean’s Office Field Experience Coordinator, at least one student and the Associate Dean for Practice. The Committee chair is the Associate Dean for Practice. The Faculty Council appoints faculty to two-year terms. The Student Leadership Council appoints student representatives. The Dean’s Office Field Experience Coordinator provides support for the Committee. The OMPH Program Coordinator has an advisory, non-voting role.

Responsibilities:
- Develop, review, and evaluate the School’s Field Experience Program.
- Ensure compliance with program policies and accreditation guidelines relative to the Field Experience.
- Assure compliance with accreditation guidelines, program policies, and evaluation mechanisms when the Field Experience serves as a Culminating Experience.
- Review, approve and evaluate new or modified Field Experience initiatives at the track or program level prior to being presented to the Program Director and the Dean.
- Provide an annual status report to the Faculty Council.
7.8 Workforce Development Committee

**Charge.** The Workforce Development Committee oversees the School’s continuing education programs.

**Membership.** The Workforce Development Committee’s voting membership includes faculty from each degree program or MPH track, one faculty member from the undergraduate program, one or more graduate student and the Associate Dean for Practice. The Committee chair is the Associate Dean for Practice. The Faculty Council appoints faculty to two-year terms. The Student Leadership Council appoints the student representative. The Dean’s Office Field Experience Coordinator provides support for the Committee. The OMPH Program Coordinator has an advisory, non-voting role.

**Responsibilities:**
- Conduct needs assessments and develop policies, programs, activities, and community alliances to provide continuing education to the public health workforce.
- Assure compliance with program policies and accreditation guidelines for accredited continuing education offerings.
- Evaluate School’s workforce development programs.
- Review, approve and evaluate new or modified workforce development initiatives at the track or program level prior to presentation to the Faculty Council and the Dean.
- Provide an annual status report to the Faculty Council, External Advisory Council, and the Dean.
- Meet at least two times per year.

7.9 Alumni Committee

**Charge.** The Alumni Committee oversees events and communications with the School’s alumni.

**Membership.** The Alumni Committee voting membership includes graduates from the School (one from each degree program and MPH track), one faculty member, and one current student. The Dean appoints alumni members, and the Faculty Council appoints the faculty member. The Student Leadership Council selects the student member. Alumni members select an Alumni President who serves as Committee co-chair with the faculty member for a one-year term. The Associate Dean for Academic Affairs and the Associate Dean for Practice, or the Program Coordinator have an advisory, non-voting role.

**Responsibilities:**
- Provide leadership and organize events and communications for and on behalf of School’s alumni.
- Review and comment on the School’s Alumni Surveys.
- Report to the Faculty Council and Dean’s Office at least once per year.
- Meet a minimum of two times per year.

All OHSU and PSU alumni are members of the School’s Alumni Association.
7.10 Ad Hoc Committees

The Dean may appoint members to serve on ad-hoc, time-limited School Committees and provide them with a charge and responsibilities.

8.0 Coordination and Inter-institutional Obligations and Agreements

All policies and procedures herein are intended to be consistent with and subordinate to counterpart OHSU and PSU University rules. The Bylaws of the OHSU PSU School of Public Health and any modifications thereto, must be reviewed by the Dean and both University Provosts and approved by the Faculty.

8.1 Inter-institutional Agreements

An overarching Memorandum of Understanding (MOU) will be signed and periodically updated that reaffirms each institution’s commitment to and participation in the SPH. Copies of the MOU will be maintained in the Dean’s Office and both Provosts’ Offices.

8.2 Resolution of Conflicts

Conflicts may arise for the School that lack clear guidance from available policies. Such instances will be resolved by the SPH Dean in consultation with the Faculty Council, Provosts, and other OHSU and PSU officials.
Appendix A

Guide to governing structures, documents, agreements, and policies at Oregon Health & Science University and Portland State University and relevant to the accreditation of the School.

American Association of University Professors (AAUP). http://www.psuaaup.net/


Oregon Masters of Public Health Program Bylaws (April 10, 2014). (on line?)

Promotion and Tenure example documents for OHSU units (require OZONE OHSU access). School of Medicine http://www.ohsu.edu/xd/education/schools/school-of-medicine/faculty/faculty-affairs/promotion-tenure.cfm?WT_rank=1 School of Nursing (require OZONE OHSU access). http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/appointment-promo-tenure.cfm?WT_rank=1


School of Public Health. Proposed Committees & Shared Governance 3.5.2015

- External Advisory Council
- Interim Dean
  - E. Andresen
- Faculty Council
- Executive Leadership Council
  - Bylaws Committee
  - P&T Committee
  - Assoc. Dean Academic Affairs
    - L. McBride
  - Assoc. Dean Accreditation
    - N. Goldschmidt
  - Asst. Dean Practice
    - K. Bradley
  - Student Leadership Council
  - Academic Policy & Curriculum Committee
  - Diversity Committee
  - Field Experience Committee
  - Workforce Development Committee
  - Alumni Committee

Appendix B. DRAFT - School of Public Health structure, reporting, shared governance and committees