

# **Governance Document**

**Office of Public Health Studies**

**Department of Public Health Sciences**

**University of Hawai'i at Mānoa**

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## **Purpose**

The purpose of this document is to present a formalized structural organization of the Office of Public Health Studies (OPHS); define the roles of and the relationships between its members, positions and committees; describe the manner in which these entities function and contribute to the general goals and objectives of the OPHS; and clearly outline the procedures involved in decision-making processes. This document should act as a disclosed reference and resource to facilitate the standard deliberation and resolution of issues within the OPHS. As personnel, functions, and the nature of issues change over time, it may be necessary to amend and ratify this document.

## **Descriptions & Functions of Office of Public Health Studies Components**

### **A. Office of Public Health Studies (OPHS)**

The OPHS includes: the Department of Public Health Sciences (DPHS); the Office of Public Health Student Academic Services (OPHSAS); the Office of Public Health Administrative Services; and the degree programs. The administrative head of the OPHS is both the Director of OPHS and the Chair of the Department of Public Health Sciences (DPHS) (henceforth ‘Director/Chair’ or ‘OPHS Director/DPHS Chair’).

The official UH Mānoa organizational chart shows the governance structure with the Director of OPHS reporting to the Dean of the John A. Burns School of Medicine (JABSOM). See Appendix B: UH Mānoa School of Medicine Organizational Chart and Appendix C: Office of Public Health Studies Organizational Chart. Unlike other departments, however, OPHS continues to maintain a level-5 budget, independent from JABSOM.

In 2013, as a temporary arrangement, Chancellor Thomas Apple asked OPHS to report directly to the Vice Chancellor of Academic Affairs (VCAA). See “Governance Structure” on page 10. The OPHS and VCAA are primarily concerned with the planning and development of OPHS, which includes a long-range plan for OPHS to regain accreditation as an independent School of Public Health. Descriptions and functions of the components of OPHS and the categories of faculty, staff, and students are outlined in the governance document below.

### **B. Department of Public Health Sciences (DPHS)**

The DPHS includes faculty members in instructional (I), research (R), and specialist (S) classifications designated to the DPHS who are appointed by the University of Hawai‘i Board of Regents (BOR) – i.e. ‘designated DPHS faculty’. Also included, but with fewer rights and responsibilities, are adjunct faculty and cooperative and affiliate graduate faculty. The DPHS has a Secretary II position, supervised by the Director/Chair, who provides secretarial support to facilitate the smooth functioning of OPHS and DPHS.

The designated DPHS faculty is responsible for policies on teaching, mentoring, advising, and ethics, in addition to overseeing the logistical issues related to space, equipment, administrative staffing, and budget/fund-raising for the teaching, public health practice, and research programs. As part of their teaching responsibilities, faculty members work within specializations and degree programs to establish student admissions standards, to review student applications, to admit

students into their respective programs, and to teach courses in public health. Faculty members also are responsible for engaging in research and service or practice appropriate to their appointment (I, R, or S). Faculty engages in committee work around curriculum, personnel, evaluation, budget, student affairs, and other topics to assure the smooth functioning of the public health program.

As outlined by the Graduate Division, full graduate faculty is responsible for being active in scholarship as evidenced over a five-year span by two or more refereed/juried publications or other outlets for artistic/creative activities as appropriate to the field; participating in teaching and guiding graduate students; providing financial support for graduate students; serving on policy, examination, or program committees of a graduate program; assisting students in securing research support; advising students of implications associated with participation in particular research projects; and advising students of career opportunities or other degree programs.

Director/Chair items, committee recommendations, specialization and degree reports, and faculty and staff interests and concerns are communicated directly to all members of the OPHS during OPHS meetings, which convene once a month during the Fall and Spring semesters. Minutes of these meetings are stored on OPHS's shared folder server. OPHS may also conduct ad hoc meetings to which faculty, administration, students, and community members are invited. The purpose of this alternative forum is to encourage the exchange of ideas and opinions, to discuss long range planning, and to facilitate the involvement of the larger public health community.

#### **C. Office of Public Health Student Academic Services (OPHSAS)**

OPHSAS is staffed by two Student Services Specialists and the Undergraduate Academic Advisor, overseen by a Director appointed from the designated DPHS faculty. Duties of OPHSAS staff are to review and revise as necessary, application materials for Public Health degree programs; work closely with degree program chairs and specialization heads to ensure the admission process runs smoothly; act as a resource to applicants, incoming students, and current students to ensure they have the information they need regarding UHM requirements and services; prepare an annual report of admission-related evaluation outcome measures; facilitate updating the OPHS website; serve on the OPHS Curriculum Committee, Student Affairs Committee, Evaluation Committee and the OPHS Undergraduate Committee to provide expertise and support; and make recommendations for facilitating process related to student admissions, student progress toward graduation, the smooth running of academic services, and the integration of academic services within the DPHS Administrative Staff and OPHS.

#### **D. OPHS Administrative Office**

The OPHS Administrative Office includes the Administrative Officer, a Fiscal Specialist, and a Human Resources Officer. The Administrative Officer is the head of the office. The duties of this office are to oversee all budget and personnel processes for OPHS. The OPHS Administrative Officer and DPHS Chair are jointly responsible for the OPHS budget and resource allocation. While they are accountable to the VCAA, decisions on the management of the OPHS budget and resource allocation are made independently by various OPHS members, as guided by the DPHS Budget Committee through the appropriate avenues of the decision-making process when necessary and appropriate.

## **E. Students and Alumni**

OPHS/DPHS students are those admitted to one of the five DPHS degree-granting programs (the BA in Public Health, the MPH, the MS in Public Health, the PhD in Epidemiology, the DrPH in Community-based and Translational Research), and the Certificate for Global Health Protection and Security.

Students have their own organized student body association, the Hui Ola Pono. The Hui Ola Pono has specific mechanisms by which it governs itself and represents the student body with regard to governance issues of the OPHS. Student interests and concerns are communicated to the faculty via student representatives, elected by the Hui Ola Pono, on several DPHS committees (e.g., Budget, Curriculum, Evaluation, Undergraduate Education, and Student Affairs), by a representative who attends monthly OPHS meetings, and by the faculty chair of the Student Affairs Committee, who serves as a liaison to the Hui Ola Pono.

Alumni include all graduates of the previously existing University of Hawai'i School of Public Health (SPH) and the current University of Hawai'i OPHS. An Alumni Association from the SPH exists and includes within its purpose statement the promotion of, and support for, the previous SPH and the current OPHS. Alumni interests and concerns are expressed via a representative from the Alumni Association, who is invited to attend monthly OPHS meetings and other relevant departmental committees.

## **F. OPHS/DPHS Leadership**

### Director/Chair

The administrative head of the OPHS is both the Director of OPHS and the Chair of the Department of Public Health Sciences (DPHS). The OPHS Director/Department Chair (Director/Chair) is selected from the DPHS faculty. A majority vote of the faculty is taken to recommend the Director/Chair for a three-year term. Since July 2013, the recommendation for Director/Chair is forwarded to the VCAA for approval and appointment. The VCAA may or may not appoint the recommended candidate. If the recommended appointment is not made and another individual is named as the Director/Chair by the VCAA, an explanation has to be provided to the Faculty at the time of the appointment.

The Director/Chair is responsible to:

1. Create and support an environment in which the mission, goals, and objectives of the program can be achieved;
2. Supervise the administrative aspects of the program;
3. Recruit and retain faculty;
4. Conduct OPHS meetings and ensure minutes are recorded;
5. Oversee curriculum development and implementation;
6. Develop community relationships to enhance professional growth and research opportunities for faculty and students and develop career choices for students;
7. Establish and oversee an open and representative style of governance that centers on professorial faculty with input from students, staff, the University of Hawai'i, and the community;
8. Provide the courses required by the curricula;
9. Prepare and oversee the department budget;

10. Expend funds allocated to the department;
11. Recommend promotions, reappointments, and appointments to unfilled positions;
12. Evaluate faculty members;
13. Assign courses, and maintain proper departmental balance of teaching load;
14. Supervise instruction.

#### Associate Director

The OPHS Associate Director is recommended from the DPHS faculty by the Director/Chair. This recommendation is confirmed by a majority vote of the faculty and forwarded to the VCAA for approval and appointment. The Associate Director is appointed for a three-year term and is responsible to:

1. Manage department infrastructure (computer labs, classrooms, office space);
2. Represent OPHS whenever the Director/Chair is not available
3. Prepare paperwork for University data requests;
4. Other duties as assigned.

### **The Degree Programs**

OPHS is responsible for five degree programs—1) the Bachelor of Arts (BA) with a major in Public Health, 2) the Master of Public Health (MPH), 3) the Master of Science (MS) in Public Health, 4) the Doctor of Public Health (DrPH) in Community-Based and Translational Research, 5) the Doctor of Philosophy (PhD) in Epidemiology, plus the Certificate in Global Health Protection and Security.

#### **A. Chairs of Graduate Field of Study**

The master's, DrPH, and PhD degree programs each has a Chair of the Graduate Field of Study (CFS), also referred to by the University as the Graduate Chair. The CFS is the individual recognized by the University of Hawai'i Graduate Division as responsible for the specific graduate programs. The CFS must be a full member of the Graduate Faculty with a full-time appointment with the OPHS. Each CFS is nominated by majority vote of the faculty for a three-year term. The Director/Chair submits the nomination via the VCAA to the Dean of Graduate Education, which includes a statement of agreement by the faculty, along with a copy of the nominee's curriculum vitae. If approved, the CFS is appointed by the Graduate Dean.

The appointed CFS is responsible to:

1. Respond to requests for program information and applications;
2. Administer the admissions process for the program, working with specialization head as appropriate;
3. Nominate students for merit awards (providing tuition assistance);
4. Work with OPHSAS to maintain graduate student files;
5. Sign all Graduate Division forms, including the recommendations for admission and the final degree checks;
6. Serve as liaison between the program, Graduate Division, the University of Hawai'i, and other programs with which the graduate program interacts.

## **B. Chair of BA in Public Health**

The BA in Public Health has a Chair who is selected by majority vote of the faculty for a three-year term. She/he is the individual recognized by the University of Hawai'i as responsible for the undergraduate program.

The BA in Public Health Chair has the following responsibilities:

1. Respond to requests for program information and applications;
2. Administer the admissions process for the program;
3. Work with OPHSAS to maintain student files;
4. Assess needs for annual class offerings, and suggest instructors to the Director/Chair;
5. Lead the process to develop new courses and/or make changes in the undergraduate curriculum and competencies;
6. Work with the Undergraduate Advisor(s) to assure that appropriate student forms are signed, including those related to admissions and degree checks;
7. Serve as liaison between the program, the University of Hawai'i, and other programs with which the undergraduate program interacts.

## **C. Specialization Heads**

The master's degree programs (MPH and MS) are organized by specialization areas – Epidemiology, Health Policy and Management, Native Hawaiian and Indigenous Health, and Social and Behavioral Health Sciences. At the first departmental faculty meeting of every third year, the specialization faculty members elect a specialization head to serve a three-year term. Specialization heads lead the discipline to improve the academic programs, ensure delivery of class lectures, meet program requirements, and admit a high-quality student body.

Specific duties of the specialization heads are to:

1. Hold and chair regular specialization meetings, and ensure that minutes are taken;
2. Respond to students interested in applying for a degree in the specialization in a timely manner;
3. Chair the specialization's graduate admissions committee and ensure timely completion of admissions;
4. Assess needs for annual class offerings and suggest instructors to the department chair;
5. Lead the process to develop new courses and/or make changes in specialization curriculum and competencies;
6. Review and assign student advising to ensure balanced distribution of student to faculty ratio;
7. Review annual program data from the Evaluation committee and suggest corrections as necessary;
8. Respond to requests from the Director/Chair, the CFSs, OPHSAS, and the BA Chair by the stated deadline;
9. Report on the specialization at a program faculty meeting at least once a year and as needed with the Director/Chair.

#### **D. DrPH Committee**

The DrPH Committee is chaired by the DrPH CFS and includes at least four full-time faculty members of the DrPH program and at least one DrPH student representative. The DrPH Committee is responsible to:

1. Review and make decisions on student admissions, coursework, the qualifying exam, qualifying papers, and DrPH faculty membership and workload;
2. Assure that the DrPH program fosters collaboration between students, between students and faculty, and between students and professionals in the field;
3. Analyze data relative to student progress, including but not limited to course evaluations, student annual reviews, financial need and support, retention, completion, time to completion, and post-graduation jobs;
4. Submit annual DrPH reports to the UH Graduate Division, and oversee the DrPH Self Study, which is required periodically by the UH Community on Program Reviews;
5. Present a summary on the DrPH program annually to DPHS faculty.

#### **E. PhD Committee**

The PhD Committee is chaired by the PhD CFS and includes at least four full-time faculty members of the PhD program. The PhD Committee is responsible to:

1. Review and make decisions on student admissions, coursework, the qualifying exam, and PhD faculty membership and workload;
2. Assure that the PhD program fosters collaboration between and among students, faculty, and professionals in the field;
3. Analyze data relative to student progress, including but not limited to course evaluations, student annual reviews, financial need and support, retention, completion, time to completion, and post-graduation jobs;
4. Submit annual PhD reports to the UH Graduate Division and oversee the PhD Self Study, which is required periodically by the UH Community on Program Reviews;
5. Present a summary on the PhD program annually to DPHS faculty.

#### **F. Undergraduate Education Committee (UEC)**

The UEC includes the Chair of the BA in Public Health program (who also must be a member of the Graduate Faculty with a full-time appointment in OPHS), at least four faculty members of the BA program selected at the first OPHS meeting of the academic year, at least one student representative selected by the student organization (although the student is excluded from meetings focused on review of individual student progress), the Undergraduate Academic Advisor, and a representative from OPHSAS. The UEC is responsible to:

1. Oversee the undergraduate curriculum;
2. Facilitate connections between the undergraduate and graduate public health programs;
3. Monitor student progress through the BA program (via reports from the Undergraduate Academic Advisor);
4. Analyze data relative to student progress, including but not limited to financial need and support, retention, completion, time to completion, and post-graduation jobs;
5. Review undergraduate program competencies and revise as needed;
6. Monitor the undergraduate student admissions process;
7. Present a summary on the B.A. program annually to the DPHS faculty.

## OPHS/DPHS Committees

### **A. Personnel Committee (PC)**

#### Purpose

The PC is responsible for recruitment and review of all faculty members, including adjunct and cooperating faculty.

#### Membership

The PC consists of three tenured faculty members selected at the first OPHS meeting of the academic year.

#### Process

1. The PC conducts the annual review of all faculty members. This annual review is for the purpose of objectively assessing, against established criteria, the overall productivity of a faculty member, to highlight strengths and identify areas for improvement in regard to teaching, research, and service.
2. The PC reviews and approves faculty nominations for Adjunct Faculty and Cooperating and Affiliate Graduate faculty (categories defined by the University of Hawai'i).
3. A minimum of one PC member serves on search committees convened for the purpose of recruiting and hiring new faculty to ensure that proper procedures are followed.
4. The PC coordinates a workshop annually on topics relative to diversity, e.g., on sexual harassment, gender equity, retaliation, LGBT communities, and supporting students with disabilities.
5. The PC prepares an annual report of personnel-related evaluation outcome measures.
6. As needed, the PC evaluates personnel policies and presents amendment recommendations to the faculty.

### **B. Department Personnel Committee (DPC)**

#### Purpose

This is an ad hoc and separate DPC to review the formal applications of faculty seeking promotion and/or tenure.

#### Membership

At least five tenured faculty members, at the associate level or higher, will sit on the DPC.

#### Process

1. Organized on an as-needed basis.
2. Minutes are taken and stored in the DPHS administration office.
3. The formal review process adheres to the published University of Hawai'i BOR policies, which are described in detail in Ch. 9 'Personnel and the Criteria and Guidelines for Faculty Tenure/Promotion'.

### **C. Graduate Admissions Committees (GAC)**

#### Purpose

The GACs are responsible for reviewing all applicants and recommend candidates for admission to OPHS degree programs.

## Membership

The Epidemiology GAC consists of all faculty members from the Epidemiology specialization.

The Social and Behavioral Health Sciences (SBHS) GAC consists of the head of SBHS and three SBHS faculty who are elected at the first specialization meeting of the academic year.

The Health Policy and Management (HPM) GAC consists of the head of HPM and at least two HPM faculty members who are elected at the first specialization meeting of the academic year.

The Native Hawaiian and Indigenous Health (NHIH) GAC consists of all faculty members from the NHIH specialization.

The PhD Committee oversees admissions to the PhD in Epidemiology.

The DrPH Committee oversees admissions to the DrPH in Community-Based and Translational Research.

## Process

1. Admission to the master's programs is recommended to the CFS by the program specialization head(s) based on the objective and subjective faculty assessment. The CFS forwards the recommendations to the University of Hawai'i Graduate Division, where the official decision on admission to the University of Hawai'i is made.
2. Admission recommendations to the PhD and DrPH programs are forwarded by the respective CFS (who chair their own GACs) to University of Hawai'i Graduate Division, where the official decision on admission to the University of Hawai'i is made.
3. The programs are able to interact during the monthly faculty meetings to ensure congruence of procedures and policies.
4. The GACs' decision form indicates that the student was recommended for admission to the program is kept with the applicant's file.

## **D. Curriculum Committee (CC)**

### Purpose

The CC's primary responsibilities are to review new, revised, and temporary courses, evaluate current course offerings and, when necessary, recommend courses for elimination that are no longer consistent with the program's objectives. The CC takes into account the needs, capabilities, target audience, accreditation requirements, overlap, and content/course coverage in its decision-making process.

### Membership

The CC is comprised of at least one faculty member representing each specialization selected at the first OPHS meeting of the academic year, and at least one staff member from the Office of Public Health Student Academic Services (OPHSAS). At least one student representative is selected by the student organization. The faculty, staff, and student members have voting rights.

### Process

1. New courses and course changes are presented to the CC by the deadline set by the CC's chair and/or at least four weeks prior to the University of Hawai'i deadline each semester.
2. The CC assists with assignment of permanent course numbers so that UHM-1 and UHM-2 forms may be completed by the faculty members for the new and revised courses.

3. The CC reviews the UHM-1 and UHM-2 forms and syllabi format and content to assure compliance with UH Manoa and OPHS policy.
4. If not approved, the materials are returned to the submitting faculty for revision.
5. When approved, the materials are forwarded to the relevant Graduate Chair (if a graduate-level course) and the OPHS Director/Chair, who sign and forward materials.
6. The CC establishes and communicates more detailed policies and procedures related to curriculum.
7. The CC meets at least twice a year, as needed.
8. Minutes are taken and stored in the OPHSAS.

Detailed CC policies and procedures are provided in Appendices A1 and A2.

### **E. Student Affairs Committee (SAC)**

#### Purpose

The SAC is responsible for nurturing a spirit of community among students, faculty, and staff. It receives and resolves student complaints. It also serves as the Department Student Award Committee.

#### Membership

The SAC is composed of two faculty members selected at the first OPHS meeting of the academic year, a representative from OPHSAS, and an invited alumni representative. At least one student representative is selected by the student organization. The faculty, staff, and student members have voting rights.

#### Process

1. The SAC monitors policy concerning student issues and submit proposals for changes in these policies to the faculty as necessary and appropriate.
2. The SAC receives and resolves student complaints.
3. The SAC solicits and reviews nominees for student awards, following eligibility criteria and rules specified for each award.
4. A SAC member takes leadership for student recruitment to the program.
5. The SAC meets at least twice a year and as needed.
6. Minutes are taken and stored in the OPHSAS and additional SAC records are maintained by OPHSAS.

### **F. Evaluation Committee (EC)**

#### Purpose

The EC is responsible for providing oversight and integration for the DPHS evaluation process. The EC develops meaningful evaluation structure and criteria, assures that relevant data are collected and reported to the EC, communicates findings to OPHS faculty, facilitates discussion of evaluation findings and the identification of areas for improvement, and recommends revisions to improve evaluation criteria.

#### Membership

The EC is comprised of three public health faculty members selected at the first OPHS meeting of the academic year, and one representative from OPHSAS. At least one student representative is selected by the student organization. The faculty, staff, and student members have voting rights.

## Process

1. The EC meets at least twice a year.
2. Evaluation results and recommendations are presented to the faculty at an OPHS meeting at least once a year.
3. Modification of evaluation criteria would involve a recommendation by the EC that would be brought before the faculty at an OPHS meeting. A majority vote of the faculty will determine the course of action.
4. Minutes are taken and stored in the OPHSAS.

## **G. Budget Committee (BC)**

### Purpose

The BC is responsible to work with the Director/Chair and OPHS Administrative Officer to review OPHS income/expenditures and to recommend OPHS spending decisions regarding indirect cost recovery and faculty salary offset. The BC takes into account the needs of OPHS and the fair distribution of resources.

### Membership

The BC is comprised of the Director/Chair and all tenure-track faculty members of the OPHS who offset 50% or more of their salary. Because offset levels fluctuate over the course of the year, determination of faculty membership is made in September of each year. The Chair is elected by the BC. The Director/Chair and Administrative Officer serve on the BC as voting members, but neither can serve as the Chair of the BC. At least one student representative is selected from the student organization.

### Process

1. The BC meets at least twice a year.
2. The BC reviews budget-related documents provided by the OPHS Administrative Officer and spending requests received from faculty, and then recommends allocation of funds.
3. Minutes are taken and stored in the Office of Public Health Administrative Services.

## **H. Other Committees**

### Purpose

The Director/Chair may, at times, call for an ad-hoc committee to form to address a current issue with the intent of disbanding the committee after the desired results are achieved. The Chair will either appoint members of the committee or ask for volunteers or a combination of methods to staff the committee. These committees will be given a specific charge, timeline, and reporting requirements by the Director/Chair.

### **H.a. (Ad Hoc) Department Personnel Committee (DPC)**

#### Purpose

This is an ad hoc and separate DPC to review the formal applications of faculty seeking promotion and/or tenure.

#### Membership

At least five tenured faculty members, at the associate level or higher, will sit on the DPC.

#### Process

1. Organized on an as-needed basis.
2. Minutes are taken and stored in the DPHS administration office.
3. The formal review process adheres to the published University of Hawai'i BOR policies, which are described in detail in Ch. 9 'Personnel and the Criteria and Guidelines for Faculty Tenure/Promotion'.

### **Decision-Making Process**

While the Director/Chair has the final responsibility for all OPHS policy developments and actions, the process includes input from faculty members, administrative and research staff, students, and community participants through the appropriate avenues of representation, including various departmental committees and OPHS meetings.

Any member of the OPHS may initiate agenda items to be discussed at monthly OPHS meetings through the departmental secretary. All meetings will be announced at least one week prior to the date of the meeting. Monthly OPHS meetings include all members of the faculty, relevant administrative/managerial personnel, and a staff, student and alumni representative. Minutes are taken and stored in the Office of Public Health Administrative Services.

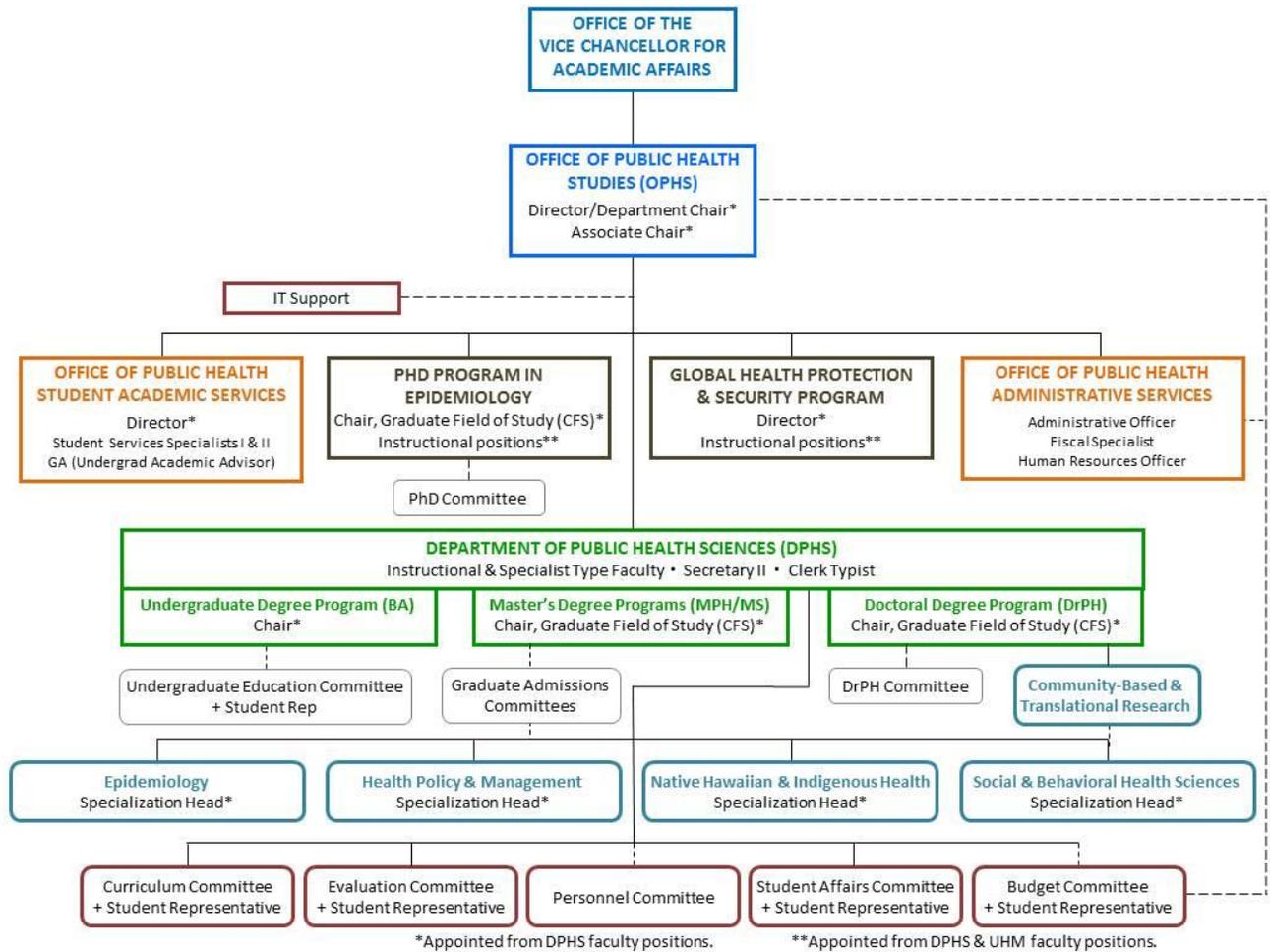
These OPHS meetings serve as a forum for discussion of policy development, planning, budget and resource issues on the programmatic level, decisions on student training programs, recruitment and admission, faculty recruitment and retention issues, academic standards, and research and service expectations. Decisions involving all facets of the OPHS are made during the OPHS meetings. A vote by faculty of rank 3 or higher with a minimum of .5 FTE appointments will be taken, with the decision adhering to the majority vote. A quorum will consist of 2/3 of faculty, including the Director/Chair or designee, and including proxy representatives.

All OPHS members will be notified in advance of a vote, to ensure attendance or designation of a written proxy. Motions raised during OPHS meetings that require a vote but are not on the meeting agenda will be postponed and included in the agenda for a selected and announced date to ensure representation by all members. Staff, students and alumni are invited and encouraged to partake in the decision-making process through a designated representative for each group.

Non-voting members may become voting members if: 1) they are nominated by faculty and 2) they are members of OPHS. A list of nominees must be circulated at least a week prior to the first OPHS meeting of the fall and spring semesters. The nominations are proposed at the first OPHS meeting and must be accepted by majority of the voting members and be renewed for each academic year.

Propositions for any amendments to this Governance Document are brought forth during the OPHS meetings during the period of August to April, inclusive. A time and date are designated for the decision-making process, as outlined above. For any amendments to this Governance Document, a vote of the faculty will be taken with the decision adhering to a 75% vote. All members of the OPHS may propose amendments via their designated route of representation.

## Governance Structure



## **Appendix A1: Detailed Policies and Procedures for the Curriculum Committee**

### **Permanent Courses**

- 1. Policy:** Any new course should be taught under temporary course numbers such as PH 792 (alpha), PH 794 (alpha) or PH 699 for the first time only, to show there is sufficient student enrollment for the course. Application for permanent number must then be submitted for the curriculum committee's approval before the course is taught a second time.
  - **Procedure:** There will be no minimum number of students that need to be enrolled in the course for credit. The Curriculum Committee will need to review the temporary course's enrollment records and CAFÉ evaluations upon petition for a permanent course number.
- 2. Policy:** The application for permanent course must be submitted to the curriculum committee on the UHM-1 form with an attached syllabus and justification. The application will be reviewed for UH Administrative approval for the following year.
  - **Procedure:** Application for a new permanent course needs to submit a complete UHM-1 form, full syllabus that follows the OPHS syllabus format, and completely answer four areas of the justification. These items are forwarded electronically to the Chair of the Curriculum Committee at least 24 hours before any scheduled appropriate curriculum meeting for proper review and approval by the committee.

**Note:** These policies and procedures may be waived for 1) new specialization courses and 2) new courses required for a certificate program or launch of a new specialization. For the latter waiver, both the Curriculum Committee and Director of OPHS must be consulted.

### **Temporary Courses**

**Policy:** Any temporary course taught under PH 792 (alpha) and PH 797 (alpha) (not the PH 699 courses) needs to have its syllabus reviewed by the Curriculum Committee before it is taught for the first time.

- **Procedure:** The instructor should electronically submit their syllabus in the OPHS syllabus format to the Chair of Curriculum Committee for review. These items need to be electronically forwarded to the Chair of the Curriculum Committee at least 24 hours before any scheduled appropriate curriculum meeting for proper review and approval by the committee.

**Note:** These policies and procedures may be waived for 1) new specialization courses and 2) new courses required for a certificate program. For the latter waiver, both the Curriculum Committee and Director of OPHS must be consulted.

### **Syllabus Format**

**Policy:** The courses taught with "PH 000" need to follow the standardized OPHS syllabus format, which allows for better CEPH tracking and provides a clear link of the course content to the appropriate MPH competencies.

- **Procedure:** The required syllabus format include the following items: a) course number and title, b) meeting place, c) instructor information including name, phone, email and office hours, d) course description/overview, e) prerequisites if any (optional) f) student learning objectives for the course, g) required text, h) course schedule including class dates, topics and assignments due within the schedule, i) course/department/school policies such as student conduct code, j) course assignments descriptions, k) grading scale for class assignments, l) overall grading scale indicating whether you are using "+" or "-", and m) competencies

addressed by course. Any exceptions to this syllabus format needs to be put in writing to the committee before the review occurs for their consideration. See Appendix A2 for the standardized OPHS syllabi format.

### Class Size

**Policy:** The desired minimum class size for a required course is three (3) students but five (5) or more students are preferred in order to make the course cost-efficient and worthy of the faculty time.

- **Procedure:** Instructors are required to teach courses with enrollments for credit of three (3) or more students. If enrollment is less than three (3) students, the course may be taught at the discretion of the instructor. Exceptions may be made at the discretion of the Director of the Office of Public Health Studies.

### Use of Guest Speakers in OPHS Courses

**Policy:** Instructors are to make appropriate use of guest speakers. The amount of class time with guest speakers should not exceed more than half of the semester class hours or class sessions, with the exception of PH 600 and OPHS courses with “seminar” in the title.

- **Procedure:** In a typical three (3) credit public health course that meets 16 times during a typical semester, no more than 8 guest speakers or no more than 24 class-time hours of the total 48 class time semester hours, should be filled with guest speaker time.

### Notification of Course Cancellation

**Policy:** The faculty members of any course are required to notify students by email of any potential course cancellations by the end of the first week of classes.

- **Procedure:** To notify students of a potential cancellation, the faculty can obtain his / her students’ emails from OPHSAS or the online banner system. The notification must be made within the first week of classes, as students may need to make rapid course schedule changes to maintain their scholarships and tuition waivers.

### Competencies

**Policy:** All new competencies need to be approved by their respective specialization committee members. Once approved, it is the specialization head’s responsibility to inform and solicit input from full faculty at a regular faculty department meeting. These new competencies will be placed in the new Student Handbook by the following year, the Practicum Handbook, OPHSAS website, department Assessment Reports for UH Assessment Office and any applicable course syllabi.

## Appendix A2: OPHS Syllabus Format for All Public Health Courses:

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University of Hawai'i at Mānoa  
Office of Public Health Studies--Department of Public Health Sciences  
Semester & Year

1. Course Number and Title
2. Meeting Place:
3. Instructor Information:
  - Name
  - Phone:
  - Fax:
  - Email:
  - Office Hours:
4. Course Description
5. Prerequisites needed (optional)
6. Student Learning Objectives for the Course
7. Required Text:
8. Course Schedule (Class dates, topics, and assignments)
9. Course Policies: (What you expect in class participation, attendance, how papers are submitted, etc.) Some examples:
  - Class papers/projects must be received **when due** to receive full credit.
  - Students must attend class and participate in class discussions.
  - Plagiarism will result in a failing ("F") grade for the assignment. Students should familiarize themselves with the University of Hawai'i Student Conduct Code.
  - No extra credit assignments given.
  - Final grades are based on completed assignments, class attendance, and participation. All assignments must be completed for a passing grade.
  - Appropriate citations and references are expected (specify reference style if appropriate).
10. Description of Course Assignments:
11. Grading Scale for Class Assignments:
12. Grading Scale: **You must indicate whether or not you are using the "+ -"grading system**

**The following Grading Point Table is provided as an example:**

Grading Points	Total Points	Percentage
Class attendance/participation/reading	30	15%
Homework Assignments	20	10%
Discussion Paper	30	15%
Literature Review Critique	40	20%
Mid-term Examination	40	20%
Final Examination	40	20%

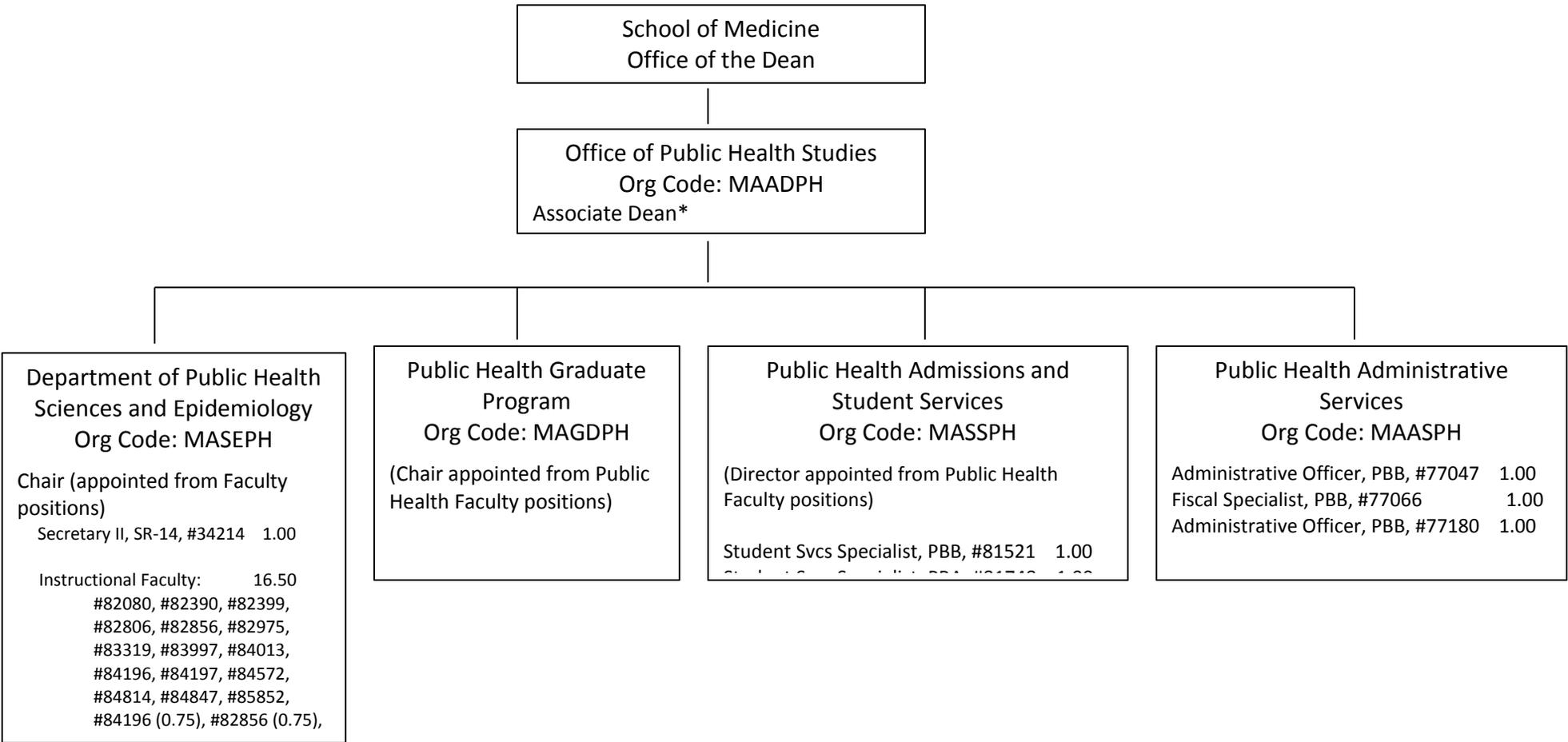
13. Departmental Competencies Addressed

14. University Policy and Accommodation  
Non Discrimination  
Accommodations

**Appendix B: UH Mānoa School of Medicine Organizational Chart**

Chart Updated on July 1, 2013

General Fund FTE: 23.50



\*To be established

**Appendix C: Office of Public Health Studies Organizational Chart**

Chart Updated on July 2, 2013

General Fund FTE: 239.10

General Fund (Authorized Temp FTE): 1.00

