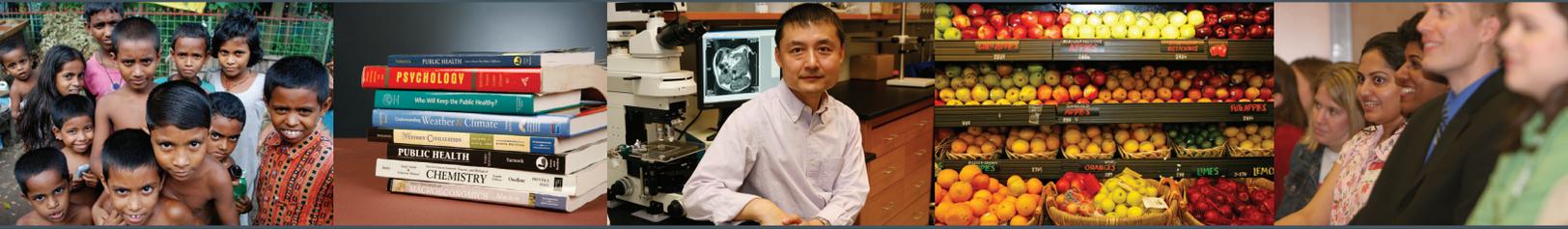




COLLEGE OF

Public Health



The Ohio State University College of Public Health Self-Study Report Appendices

Prepared for the Council on
Education for Public Health
March 2009

Global Significance, Local Impact



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**The Ohio State University
College of Public Health**

Strategic Plan 2008 - 2013

March 2009

Improving Lives through Local Impact and Global Significance

Health is not a solo act. It reflects how we live, how we eat and drink, work and play. Public health makes the world around us a healthier and safer place to live. Poor sanitation as far away as Asia ultimately affects the health of Americans. Disease threats can even come from other species. The College of Public Health has faculty, students, staff, alumni and partners who work on problems like this and other great things that benefit everyone. Our leadership in research, education and service contributes to understanding the forces that affect the public's health. This responsibility for excellence will enhance the university's reputation as a national leader in advancing knowledge and improving lives.

Opportunities abound for Ohio State to make a difference in the health of the public. According to the Association of Schools of Public Health (ASPH), schools of public health will have to graduate three times as many public health workers during the next 12 years in order to meet national healthcare needs in 2020. Population growth, especially in the group who are age 60 and above, will increase the need for greater public health resources.

Ohio's health indicators suggest serious challenges for this state and opportunities for the College to play a role in improving the health of Ohioans. Ohio has population segments that are poor, overweight or using tobacco and those that have cultural barriers to good health, such as Appalachian residents and immigrants. Emerging issues related to mental health, infectious diseases and climate change also offer opportunities for the College's research, education and service missions. Other health threats the College can address include food safety, bird flu, HIV/AIDS, rising TB rates, and the high rate of uninsured citizens.

The primary constraint for the College in meeting these needs is its small faculty size relative to other schools of public health. We need to increase the size and research capacity of the College in order to attract the best students, provide compelling academic experiences, serve the community, and compete successfully for national research and public health initiatives.

This plan focuses on strategies for building a critical mass of faculty to accomplish our goals.

Mission, Vision, Core Values

Mission

We protect and improve the health of the people of Ohio, the nation and the world. Through interdisciplinary research, we seek to understand the forces that affect public health and the delivery of health services. We prepare the next generation of public health practitioners, health care managers and scholars. Collaborating with government agencies and other partners, we develop solutions to current and emerging public health problems.

Vision

We aspire to be a leader in public health research and education with local impact and global significance.

Values

Equity:

We believe in the fundamental fairness of a healthy world. All people should have an environment that optimizes health, access to affordable and high-quality health care, awareness of personal choices for improving health, and opportunities to help improve the health of our communities.

Ethics:

We maintain high levels of academic and scientific integrity, conduct research that protects the rights and welfare of all study participants, and create an inclusive environment that supports our faculty, staff, students and constituents.

Excellence:

We pursue innovative research that is scientifically rigorous and relevant. We are committed to providing a high-quality learning experience and the tools to enable students to meet future challenges. We value dedicated service and leadership that helps individuals and communities live healthier lives.

Diversity:

We celebrate the richness that diversity brings to our society and work to create a welcoming culture that respects all forms of diversity. We are committed to increasing the diversity of our students, faculty, and staff and to equipping all our graduates to contribute effectively to a diverse public health workforce.

Strategic Plan Outline

- Grow a dynamic and productive faculty.
 - Grow diverse faculty in all academic areas to establish a critical mass that enables program expansion and sustainable growth.
 - Build a high-performing culture that supports a productive faculty.
- Foster innovative and high quality interdisciplinary research.
 - Leverage collaboration and funding opportunities for general research at The Ohio State University.
 - Support and promote innovative and high-impact interdisciplinary research and collaboration.
- Build strong and growing academic programs that attract high quality students and provide an excellent learning experience.
 - Review and improve public health curriculum to better serve students and the public health community.
 - Support university emphasis on doctoral programs at Ohio State, with a particular focus on increasing the quality of doctoral education.
 - Implement a coordinated effort to expand student enrollment in the research-intensive MS program.
 - Enhance the research opportunities for students in the MPH and MHA programs.
- Train a more diverse public health workforce, increase diversity of faculty, and advance knowledge on health disparities of ethnic, racial and cultural minorities.
 - Develop a set of new strategic recruitment approaches to improve diversity among faculty and staff.
 - Use collaborative and creative approaches to increase the diversity of students' educational experience.
 - Use the Center for Health Equity and Multicultural Health to address health disparities in the surrounding community, improve faculty diversity and attract a diverse student applicant pool.
- Develop and sustain community partnerships through educational engagement, community-based research, and service to improve the health of communities.
 - Build and support community engagement activities.
 - Establish a Center for Public Health Practice in the College of Public Health that serves as a catalyst and support for academic and practice linkages and expands services that support the public health workforce, their organizations, and community partners.
- Expand resources to support continuous growth.
 - Develop academic programs to increase revenue (tuition, training grants, etc.)
 - Develop and implement a comprehensive plan to secure new and ongoing development fundraising for the College of Public Health.

- Develop partnerships with private industry providing research that supports technology transfer leading to College revenue from licensing and patents as well as spurring commercial development and Ohio business growth.

Strategic Initiatives and Tactics

Goal 1: Grow a dynamic and productive faculty

The College of Public Health is located at one of the most comprehensive health sciences campuses in the nation. As Ohio's only accredited school of public health, we can compete for ASPH and CDC funding – an advantage that accredited programs and non-accredited schools do not enjoy. The College's Master of Health Administration (MHA) program is ranked in the top 12 by *US News and World Report* and the College overall is ranked 21st. Since Fiscal Year 2004, the College has maintained rapid growth in faculty recruitment. The number of faculty in the College has doubled. The College identified biostatistics and epidemiology as areas to receive more resources to grow at a faster rate in order to provide research methodology support for the Ohio State campus. Leadership training has been completed by one division chair and one associate dean, and we continue to cultivate faculty and staff for future leadership. New tools, such as a mentoring system and a generous incentive structure, help recruit and retain productive faculty. The college's faculty growth plan incorporates the expectation that faculty will increase release time. Over time, we will meet our teaching needs with continued recruiting, including a mix of teaching and research faculty, as well as the use of auxiliary faculty if needed to fulfill teaching obligations until regular faculty can be recruited.

However, the College's faculty is still smaller than its benchmark schools of public health and most other Ohio State colleges. The College's current faculty does not reflect the diverse racial and ethnic groups that benefit from public health education and research. One of the biggest barriers to responding to opportunities and building a national reputation is the College's size.

Strategic Initiative 1.1:

Grow a diverse faculty in all academic areas to establish a critical mass that enables program expansion and sustainable growth.

Tactics:

- Require that all faculty searches have a diverse pool of applicants, including underrepresented minorities. A faculty search that does not meet this requirement must be reviewed by the Executive Committee to determine if the search can go forward.
- Build faculty capacity in critical public health areas not currently covered, such as cardiovascular epidemiology, global health, and maternal and child health.
- Leverage the Center for Health Equity and Multicultural Health to attract diverse faculty, including the center director. Candidates for faculty working with the center will not be brought to campus if the pool is not diverse. The College is collaborating with university leadership and colleagues in other schools of public health to attract a diverse pool of candidates.
- Recruit senior faculty to fill leadership positions including Chair of Biostatistics, Loeb Professorship, Associate Dean for Academic Affairs, and Director of the Center for Public Health Practice.

Strategic Initiative 1.2:

Build a high-performing culture that supports a productive faculty.

Tactics:

- Revise our current incentive structure to support the necessary growth of resources. Research expenditures and indirect costs have been flat for a second consecutive year, and a change in the incentive structure will address those weaknesses.
- Explore alternative approach to benchmark faculty productivity with due consideration to disciplinary differences in research, teaching, and service efforts. Evaluation criteria should acknowledge individual contributions while still advancing toward benchmarks in order to provide faculty meaning and motivation to faculty.

Metrics for Goal 1:

- Number of faculty will rise from the current 45 to 60 within five years. This number positions us to meet critical needs in academic affairs, research, and community engagement.
- Proportion of new faculty hires who are underrepresented minorities will be 15 percent over 5 years.
- College ranking in *US News & World Report* will be in the top 20 by 2010 and the top 18 by 2013. The College is currently ranked 21st.
- MHA program ranking in *US News & World Report* will be in the top 10 by 2013. The program is currently ranked 12th.
- Publications per FTE for core faculty will average 6.3 per year by 2013. The average for the most recent three fiscal years is 4.1.
- Total research expenditures per year will rise from \$5.4 million to \$10 million by 2013.
- Recovery of indirect costs will rise from \$850,000 to \$1.75 million by 2013.
- The percentage of core faculty who submit interdisciplinary grant proposals will be 80 percent by 2013. That percentage has ranged from 71 percent to 60 percent for the most recent three fiscal years.
- The average number of proposals, among those who submit, will continue to be maintained at 2.6 per core faculty member.

Goal 2: Foster innovative and high quality interdisciplinary research

Public health as an academic discipline is inherently interdisciplinary. Taking advantage of the many collaborative research opportunities at Ohio State can establish us as a national leader in the field. The College's faculty has an established track record in collaborative and multidisciplinary research, with both publication and funding showing a trend of healthy growth. The College created a new position of associate dean for research in 2005, expanded its grants management staff and implemented a mentoring program for junior faculty. In 2005, the College developed and implemented incentive and mentoring programs that link performance expectations directly with rewards. Total research dollars per faculty FTE have more than tripled since implementing the new programs. We instituted a competitive process for Special Research Assignments (SRA) and Faculty Professional Leaves (FPL) for faculty to develop a highly innovative or high-impact research project with real potential for substantial external funding.

Despite these advances in changing the culture, the College's external funding is still significantly below that of benchmark schools of public health. The College must continue to encourage current faculty to be productive while at the same time recruiting new talent to Ohio State.

Strategic Initiative 2.1:

Leverage collaboration and funding opportunities for general research at The Ohio State University.

Tactics:

- Continue to leverage involvement in TIE projects, including “Public Health Preparedness for Infectious Diseases” and “Population and Health,” as a way to recruit world class faculty, expand collaborative scholarly work, and increase available resources. The college has been able to hire three new faculty through the PHPID initiative, and we expect to hire at least two more.
- Ensure that renovation of Cunz Hall includes a laboratory infrastructure that enhances collaboration internally and across campus. The College currently does not have dedicated lab space of its own; we must rent all laboratory space. Improved lab facilities customized for public health research will support recruitment of high quality faculty and students.
- Improve College's main web site as a tool to facilitate collaboration and partnerships within the college, across the campus and throughout the nation. Specifically, the research segment of the web site needs to include success stories, faculty highlights, new grant awards, CPH research seminars, and directory of researchers.
- Continue to provide a structured mentoring program that connects faculty to appropriate mentors and collaborators on campus and encourages use of university-based mechanisms such as SRA or FPL that allow more time for successful research.

Strategic Initiative 2.2:

Support and promote innovative and high-impact interdisciplinary research and collaboration.

Tactics:

- Identify resources to provide at least \$25,000 in seed funding annually for high-impact interdisciplinary research starting in FY 2009.
- Nominate three CPH faculty annually for external achievement awards programs. This will enhance the college's reputation and result in funding through successful awards.

Metrics for Goal 2:

- Ranking in *US News & World Report* will be in the top 20 by 2010 and the top 18 by 2013. The College is currently ranked 21st.
- Total research expenditures per year will rise from \$5.4 million to \$10 million by 2013.
- Recovery of indirect costs will rise from \$850,000 to \$1.75 million by 2013.
- Redeveloped web site to facilitate research collaboration and partnerships online by spring 2009.
- Publications per FTE for core faculty will average 6.3 annually by 2013. The average for the most recent three fiscal years is 4.1.
- The percentage of core faculty who submit interdisciplinary grant proposals will be 80 percent by 2013. That percentage has ranged from 71 percent to 60 percent for the most recent three fiscal years.
- The average number of proposals, among those who submit, will continue to be maintained at 2.6 per core faculty member.

Goal 3: Build strong and growing academic programs that attract high quality students and provide an excellent learning experience

The most significant opportunity for the College is the increasing demand for public health professionals. Over the past five years, enrollment in the College of Public Health graduate programs has increased more than 50 percent. To meet this demand, we have developed new specializations in veterinary public health and clinical investigation and established an undergraduate minor in Public Health. The undergraduate minor is a new program, and we need flexibility to manage the robust response to this program as we consider expanding our role in undergraduate education.

The College faces increasing competition on state and national levels. There are now 40 accredited schools of public health nationally. While we are the only accredited school of public health in Ohio, there are four other accredited public health master's programs competing with Ohio State. As new programs continue to debut nationally, competition for the best and brightest faculty and students will only increase. One of the College's most significant barriers to academic excellence is a lack of adequate funding for students when compared to our benchmarks. The College's PhD programs are young and need strengthening to compete nationally. Improving the quality of our doctoral programs will also serve to attract a strong and dynamic faculty.

Strategic Initiative 3.1:

Review and improve public health curriculum to better serve students and the public health community.

Tactics:

- Design and implement a system for assessing the career outcomes of PEP students (Program for Experienced Professionals) 3 years after graduation. We want to ensure that our PEP students receive an excellent education that advances their professional goals. Evidence of successful career outcomes for alumni enhances our ability to attract high-quality students to this program.
- Provide stakeholders with web-based information about course contents and sequence to better serve the needs of students. Currently, various stakeholders, such as alumni, students and faculty, do not have easy web access to information about courses, competencies and syllabi.
- Expand undergraduate education through the existing Public Health minor by adding sections of current courses, developing new courses and raising enrollments. There will be an annual 10 percent increase in the undergraduate enrollment. By the end of the 2012-2013 academic year, annual total enrollment in undergraduate courses will be at least 500.
- Explore alternative structures for collaborating with other units on an undergraduate major in health by the end of academic year 2009-2010. The national forecast is for exponential growth in public health education based on market demand. Courses in epidemiology, public health and global health have become extremely popular for today's undergraduate students who have grown up with a global view of the world. There is currently no public health major at any Ohio institution. Students need to leave the state to pursue an undergraduate

public health program. Any health-related undergraduate major that we pursue will take into consideration the goal of attracting new students to Ohio State.

- Increase awareness among undergraduates across the OSU campus of the public health minor that can lead to graduate training and career opportunities. Starting with academic year 2008-2009, the College's Office of Academic Programs (OAP) will network with academic advisors in other colleges to market the minor. OAP staff will increase presentations to freshman survey, exploration and major classes and invite potential minor students to the college's annual Open House. During academic year 2009-2010, the college will initiate a Public Health Club for undergraduates.

Strategic Initiative 3.2:

Support university emphasis on doctoral programs at Ohio State, with a particular focus on increasing the quality of doctoral education.

Tactics:

- Attract top doctoral students by developing creative combined funding packages. By 2013, each division will have at least two new fellowship-worthy doctoral students enrolled each year. Though our faculty size limits our commitment, working with highly motivated doctoral students will help faculty productivity and recruitment.
- Recruit more full-time doctoral students to enhance the community of scholars and contribute to a motivated, productive faculty. Within five years, at least 75 percent of the College's PhD students need to be full-time.
- Ensure that 80 percent of full-time doctoral students complete degree program within four years post-masters.
- Develop doctoral courses with College-wide interest as an efficiency-enhancing step to grow the doctoral program. While more mature colleges have already developed such a network of courses, the lack of those courses here is a function of the relative youth of this College. Shared courses among the five divisions could include grant-writing, qualitative methods, and research ethics.

Strategic Initiative 3.3:

Implement a coordinated effort to expand student enrollment in the research-intensive MS program.

Tactics:

- Expand undergraduate education through the existing Public Health minor by adding sections of current courses, developing new courses and raising enrollments. There will be an annual 10 percent increase in the undergraduate enrollment. By the end of the 2012-2013 academic year, annual total enrollment in undergraduate courses will be at least 500.
- Explore alternative structures for collaborating with other units on an undergraduate major in health by the end of academic year 2009-2010.
- Develop and implement an aggressive student recruitment campaign to reach out to students in and around Ohio for the MS programs. Planning for this targeted campaign will take place over the 2008-2009 academic year with implementation to begin in 2009-2010.

- Ensure student recruitment and retention efforts emphasize diversity objectives. The College's student enrollment will continue to reflect the demographic composition of Ohio.
- Encourage divisions and faculty to direct available resources toward students, including offering funded GRA positions for 25 percent of MS students. These students have the highest potential for pursuing a doctoral degree. Funding will come from university fellowships or CPH resources.

Strategic Initiative 3.4:

Enhance the research opportunities for students in the MPH and MHA programs.

Tactics:

- By 2013, 20 percent of all practicum and culminating projects for MPH students will have a research component, with the results publishable. The Office of Academic Programs will create a database for culminating projects and master's theses to track this activity.
- Maintain a student-to-faculty ratio that maximizes efficiency but allows for meaningful faculty-student interaction and exceeds the average of all accredited schools of public health.
- Institute entering and graduating student web-based surveys and communicate findings to the leadership for continuous program improvement.
- Evaluate student spaces, including classrooms and technology labs, and ensure that College facilities planning addresses student needs, particularly as plans develop for Cunz Hall.

Metrics for Goal 3:

- Implementation of measuring career outcomes of PEP students and collection of at least one year of data by 2013.
- Enhance web content for prospective students by 2010. This should include easily navigable content as well as multimedia options that have become expected by contemporary student audiences, such as chat functions, blogs, and podcasts.
- Number of total graduate students will reach 500 by 2013.
 - Increase from 50 to 90 PhD students
 - Increase from 250 to 300 MPH students, including PEP
 - Maintenance of 60 MHA students
 - Increase from 12 to 50 MS students
- By 2013, verbal and quantitative GRE scores of entering MS/PhD students will average in the 75th percentile or above.
- Number of students in undergraduate classes will increase from 296 in 2007-2008 to 400 in 2009-2010 and 500 by 2013.
- At least 75 percent of all doctoral students will be full time by 2013.
- 10 new doctoral students per year who meet university fellowship requirements
- By 2013, 80 percent of all full-time doctoral students will complete degree within four years post-masters.
- By 2013, half of all graduating doctoral students will be placed in faculty, post-doc or research positions in academic settings.
- The percentage of minority students will reflect the demographic composition of Ohio.

Goal 4: Train a more diverse public health workforce, increase diversity of faculty, and advance knowledge of health disparities of ethnic, racial and cultural minorities.

With advances in medicine and technology, people today are healthier than ever. Yet, ethnic, racial and cultural minorities find themselves on unequal footing when it comes to disease incidence and medical care. The significance of minority health within the general public cannot be overestimated. The public health profession endeavors to address these disparities. The College can contribute to this effort by training a more diverse public health workforce, recruiting a more diverse faculty, and advancing knowledge on health disparities.

Competition for minority faculty is a distinct challenge in public health. Despite efforts to improve diversity through recruiting, the college lacks underrepresented minorities on the faculty. The students, however, reflect greater diversity comparable with state demographics. In order to achieve a diverse public health workforce, the College needs to take additional steps. The College has strong relationships with local and state health departments, and we are partnering to create a Center for Health Equity and Multicultural Health. The Center, which will operate as a learning and research facility for faculty and students, provides an opportunity for the College to directly impact the health of the surrounding community.

Strategic Initiative 4.1:

Develop a set of new strategic recruitment approaches to improve diversity among faculty and staff.

Tactics:

- Network with individuals at CDC, RWJF and other national organizations to identify qualified underrepresented minority candidates.
- For any open position, identify the top underrepresented minority professionals in the field and contact them for networking and recruiting assistance, regardless of their job search status. Identify minority faculty who have published in the top peer-reviewed journals for each discipline and target recruitment efforts to them.
- Make diversity a division-level priority. Chairs and faculty attending conferences, workshops and other national events will network with minority participants in order to build strategic relationships. Chairs and faculty will contact colleagues in other institutions to identify outstanding minority doctoral students and then cultivate these individuals as possible future recruits.

Strategic Initiative 4.2:

Use collaborative and creative approaches to increase the diversity of students' educational experience.

Tactics:

- Recruit more underrepresented minorities for auxiliary faculty positions to supplement the regular faculty. By 2013, the College will have at least 5 new auxiliary appointments who are underrepresented minorities.
- Provide \$10,000 per year to the College's Diversity Enhancement Committee to raise awareness of issues related to diversity.
- Support MHA students' participation in the annual National Association of Health Services Executives Case Analysis and Presentation Competition, which promotes the advancement and development of African-American health care leaders. Support includes financial investment in addition to faculty involvement in reviewing and refining presentations.
- Annually alert holders of RO1 grants to the availability of minority student supplements and provide staff support to complete the applications.

Strategic Initiative 4.3:

Use the Center for Health Equity and Multicultural Health to address health disparities in the surrounding community, improve faculty diversity and attract a diverse student applicant pool.

Tactics:

- Provide pilot funding (total \$125,000) through the Center for College faculty and staff to conduct community-based research and promising practice projects. Selection of projects will focus attention on project components that include diverse communities.
- Create a Center advisory board comprised of leaders from diverse backgrounds who represent key groups that can participate in research teams with our students and faculty.

Metrics:

- Percentage of new faculty and staff hires who are underrepresented minorities will be 15 percent over 5 years.
- At least 5 new auxiliary appointments are underrepresented minorities.
- New metric tracking the number of underrepresented minority practicum preceptors will be developed during 2008-2009.
- Percentage of faculty and staff who indicate the College is a welcoming environment will be at 85 percent or higher on future climate surveys.
- Proportion of underrepresented minority students will match state demographics

Goal 5: Develop and sustain community partnerships through educational engagement, community-based research, and service to improve the health of communities.

Community-based, participatory research and education are hallmarks of public health in academia. This orientation toward community engagement fits perfectly with Ohio State's land grant mission. Public service is such a fundamental part of the field, that schools of public health are required for accreditation to place students with health agencies and organizations for practice experience. Our students serve in local, state, and national health agencies, nonprofit organizations, and foreign countries. Our Office of Workforce Development (OWD) provides trainings, distance learning and workshops for the public health workforce and their community partners across Ohio. A growing component of OWD's portfolio includes services that support organizational development such as community group facilitation, strategic planning and continuous quality improvement. Due to the demand for these services, this office will be expanded into a Center for Public Health Practice.

In addition, the College partners on public health awareness and research activities with local and state health agencies. The College is located in the state capital, which facilitates the collaboration between the College and the Ohio Department of Health, Ohio Environmental Protection Agency, Ohio Department of Job and Family Services, and other state agencies with a health-related mission. The College's associate dean of research serves on the Columbus Board of Health. Our Center for Health Outcomes, Policy and Evaluation Studies (HOPES) collaborates on health services research with private and public organizations across the state. Our student practice placements, workforce development, HOPES, and other public service provide opportunities for scholarly work.

To take this engagement to the next level, we need to increase faculty involvement in community service and build upon our practice-focused activities. This emphasis will help the college attract faculty whose research and teaching goals align with the mission of public health: to improve the health of communities. In addition, increased engagement will attract quality students to our academic programs. Finally, the College has a special obligation, as part of a land-grant university, to serve the public.

Strategic Initiative 5.1:

Build and support community engagement activities.

Tactics:

- Use our current engagement commitments, such as the Center for HOPES and the Center for Health Equity and Multicultural Health, and our proposed Center for Public Health Practice, to identify a CPH champion and leader for engagement during the 2008-09 academic year who will "sit at the table" in CPH leadership.
- Determine a structure for rewarding engagement efforts of faculty and staff and build a structure for publicly recognizing those efforts by the end of the 2009-2010 academic year.
- Leverage Dean's Advisory Board and Environmental Health Advisory Board to develop strong community partnerships that can raise Ohio State's profile in the community and increase service-based scholarship opportunities for our faculty.

- During the 2008-2009 academic year, identify key government and nonprofit boards at the state and local levels for faculty appointment. By 2013, 50 percent of those key boards will have faculty representation from the College.
- Provide pilot funding for the College's faculty and staff to initiate community-based research and promising practice projects, particularly through the Center for Health Equity and Multicultural Health. See Initiative 4.3.
- By the end of the 2008-2009 academic year, identify all graduates who work in local and state health departments in Ohio for future networking opportunities.

Strategic Initiative 5.2:

Establish a Center for Public Health Practice in the College of Public Health that serves as a catalyst and support for academic and practice linkages and expands services that support the public health workforce, their organizations, and community partners.

Tactics:

- Hire a director for the Center who is a tenure-track faculty member with academic research and public health practice credentials. Within one year of appointment, the new director will lead development of a strategic plan to address functional areas of the center, including workforce development, academic programs, research, and technology.
- Grow the Summer Program in Applied Biostatistics and Epidemiological Methods from its current level of approximately 200 attendees by 10 percent each year through 2013. This level of participation will meet a growing need for technical skills training among public health professionals. The increase in students will be accomplished through advertising internationally and fundraising for scholarships supporting in-state participants.
- Expand consulting and technical assistance services in organizational development, strategic planning, quality improvement, and group facilitation. Over the last two years, organizational development services in general provided by our staff have resulted in 13 new fee-for-service contracts. By 2010, we will expand to 15 fee-for-service contracts per year. By 2013, we will expand to 25 fee-for-service contracts. We believe our current staff can handle this increased focus on organization development services as some federally funded programs within the office phase out.
- Increase distance-learning options for workforce training to improve accessibility and cost-effectiveness of programs for practitioners statewide. We will expand the number of courses from 5 to 20 by 2013. This will include workshops and seminars that are delivered in a blended or entirely distance format. No additional staff will be required; rather, current staff will work in teams to increase individual skills in and applications of the technology.

Metrics:

- Currently, 43 percent of all faculty research projects have a community-based component. By 2013, 50 percent of all faculty research projects will have a community-based component due to the creation of two centers: the Center for Public Health Practice and the Center for Health Equity and Multicultural Health.
- Our workforce development staff provides public health professionals with at least 550 contact hours per year.
- Number of attendees in the Summer Program will increase from 200 to 400 by 2013.
- By 2010, our workforce development staff will secure 15 fee-for-service contracts per year. By 2013, we will secure 25 fee-for-service contracts annually.
- By 2013, distance-learning training options for public health professionals will increase to 20 per year.
- Ensure availability of at least 75 external sites for MPH student practice placements by 2013 to meet expected enrollment growth.
- Baseline data for the number of graduates in state and local health departments will be collected during the 2008-2009 academic year and measurable targets will be created from this information.

Goal 6: Expand resources to support continuous growth

Over the last three years, the College has been able to expand through the strategic use of existing resources. To increase revenue from tuition, we developed two new graduate specializations and established an undergraduate minor. The expansion of academic programs will continue as an area for expanding resources. However, our lack of development and endowment funding limits our potential. Ohio is one of the top states in private giving. Alumni are interested in participating in the College's growth. Alumni can also help ensure that the College's academic programs are relevant to practice. Through development fundraising, we can take advantage of emerging opportunities to meet our growth needs.

Strategic Initiative 6.1:

Develop academic programs to increase revenue (tuition, training grants, etc.).

Tactics:

- Undergraduate
 - Expand undergraduate education through the existing Public Health minor by adding sections of current courses, developing new courses and raising enrollments. There will be an annual 30 percent increase in undergraduate enrollment.
 - Explore alternative structures for collaborating with other units on an undergraduate major in health by the end of academic year 2009-2010.
 - Increase awareness among undergraduates across the OSU campus of the public health minor that can lead to graduate training and career opportunities. Starting with academic year 2008-2009, the College's Office of Academic Programs (OAP) will network with academic advisors in other colleges to market the minor. OAP staff will increase presentations to freshman survey, exploration and major classes and invite potential minor students to the college's annual Open House. During academic year 2009-2010, the college will initiate a Public Health Club for undergraduates.
- Graduate
 - Increase the quality and quantity of doctoral and masters students by developing creative combined funding packages. By 2013, each division will have at least two fellowship-worthy doctoral students enrolled each year.
 - Prepare and submit at least two training grants by 2013.

Strategic Initiative 6.2

Develop and implement a comprehensive plan to secure new and ongoing development fundraising for the College of Public Health.

Tactics:

- Hire a full-time development officer to actively pursue charitable contributions, private donations, and corporate gifts to support the College's growth and academic endeavors.
 - Finalize fundraising case statement for the College by identifying funding priorities, a development vision, and fundraising projections.
 - Formalize capital campaign for Cunz Hall including a campaign committee, naming opportunities, and donor recognition.
 - Engage alumni in College advancement activities, such as reunion weekend, career services, student mentoring and College advisory committees.
 - Prepare College for University-wide fundraising campaign by building a volunteer committee, defining metrics, developing support materials and creating a campaign communications plan.
 - Create annual development plans incorporating strategic plan goals.
 - Build development portfolio through annual fund and prospect identification.

Strategic Initiative 6.3: Develop partnerships with private industry providing research that supports technology transfer leading to College revenue from licensing and patents as well as spurring commercial development and Ohio business growth.

Tactics:

- Recruit faculty whose research is grounded in technology and applied public health (this is especially relevant to the Division of Environmental Health Sciences).
- Increase awareness among faculty of process, opportunities, and incentives for technology transfer through presentations by Office of Technology Licensing and Commercialization.
- Market faculty research expertise to potential business interests.

Metrics:

- 10 new doctoral students per year who meet university fellowship requirements
- Total number of student credit hours taught annually has risen from 7,691 in FY 2004 to 11,784 in FY 2008. Total number of credit hours taught annually will exceed 18,000 by 2013.
- Fundraising metrics to be developed in consultation with development officer.
- Prepare and submit at least two training grants by 2013.
- Recovery of indirect costs will rise from \$850,000 to \$1.75 million by 2013.
- Metrics for 6.3 to be determined in consultation with OTLC.

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Appendix 1.3 Determination of State Instructional Subsidy and University Taxes and Assessments

Subsidy Calculation

Historically the state has used an enrollment-based formula to determine the instructional subsidy. The state calculates statewide average costs for instruction based on enrollment, faculty, and finance data that the state-assisted universities submit to the Board of Regents. The Regents determine a statewide average cost for each student category (undergraduate, graduate, professional, medical, etc) and then allocate funds to the universities per student FTE in each of those categories accordingly.

At Ohio State, the university then determines how much should go to each unit (college) by using a weighted FTE process per the recommendation made in 2003 by the University Senate Fiscal Committee. The subsidy is determined by indexing the FTE in each category and using a three-year average of costs of instruction. Subsidy is allocated to each college equal to its percentage of the total weighted FTE. Effective rates are then calculated by dividing each category by its two-year-averaged credit hours and the allocations are made accordingly to each college.

The calculation of state subsidy is somewhat in flux this year. Among the complaints noted was that there were wide discrepancies in programs in the model and that, outside of higher education, no one understood what the models meant. The details of the new model aren't finalized yet.

Determination of Taxes and Assessments

“Taxes” or assessments represent resources collected from the colleges by Ohio State to fund the support services necessary to achieve the university’s goals. Most assessments are levied each year on the marginal increases in tuition and fees, instructional subsidy, and indirect costs generated by each unit. The net balance after these incremental assessments then becomes part of the college’s general funds. The following assessments are imposed each year:

Research Administration: This assessment supports the university’s Office of Research and the Research Foundation. The assessment is allocated proportionally to the modified direct costs of sponsored projects recorded by each unit. Originally, the rate of growth in the research assessment from one year to the next was set at approximately one-fourth of the growth of indirect cost recoveries for the preceding year, since central expenses in support of research account for about 25% of the indirect cost rate. We have typically been assessed approximately 5% of our marginal increase in indirect costs.

Student Services: The student services assessment covers the cost of services provided by the university’s offices of Student Affairs, Enrollment Services, Undergraduate Student Academic Services, and the Graduate School in addition to annual changes in the non-resident portion of graduate fee waivers, graduate fellowships, and undergraduate student financial aid. The student services assessment component is based on a two-year average of credit hours generated by the unit. The student assessment each year is 29% of the marginal increase in tuition and fees and subsidy.

Central Tax: This tax covers the cost of central services and is currently at 24% of the marginal fees and subsidy.

Development: The development portion of the assessment is based on the college's percentage of total gifts received and total central resources expended and changes year to year. We have been recently assessed 15% of our gifts received.

Physical Plant: The physical plant assessment is based on annual increases in campus-wide average costs per assignable square foot. This assessment is calculated based on the costs of utilities, routine maintenance, custodial and long-term maintenance/renewal. The allocation of each cost pool for each type of service is driven by the number of assignable square feet of each unit receiving that particular service under the respective cost pool. This fee is assessed to all general funds units, prorated by assignable square feet. The current physical plant rate is 16% per asf.

In addition, there may be cash assessments levied on a one-time basis for special initiatives. In the past year, colleges have funded the new Student Information System which was charged as 0.5% of the unit's general funds base.

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PATTERN OF ADMINISTRATION

**The Ohio State University
College of Public Health**

Approved by College of Public Health Faculty October 10, 2008
Approved by the Office of Academic Affairs October 23, 2008

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94 Note: Throughout this document references are made to the Office of Academic Affairs (OAA) Policies
 95 and Procedures Handbook, as found on the OAA web site. This establishes a general policy
 96 environment within which additional or more specific College of Public Health policies are applied.
 97

I. INTRODUCTION

The College of Public Health is a separate and independent college reporting to the Provost. This document provides a brief description of the College, as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the College and its faculty are subject. The latter (University) rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the Dean. However, revisions may be made at any time subject to approval by the Office of Academic Affairs.

The faculty and the administration of the College of Public Health are bound by the principles articulated in the following Faculty Rule:

<http://trustees.osu.edu/rules6/ru6-01.php>

“In accordance with a policy of equality of opportunity, decisions concerning appointment, reappointment, and promotion and tenure shall be free of discrimination as to race, creed, religion, national origin, age, sex, disability, Vietnam-era veteran status, or sexual orientation.”

II. COLLEGE MISSION

We protect and improve the health of the people of Ohio, the nation and the world. Through interdisciplinary research, we seek to understand the forces that affect public health and the delivery of health care services. We prepare the next generation of public health practitioners, health care managers, and researchers. Collaborating with government agencies and other partners, we develop solutions to current and emerging public health problems.

Vision

We aspire to be a leader in public health research and education with local impact and global significance.

Values

Equity: We believe in the fundamental fairness of a healthy world. All people should have: an environment that optimizes health, access to affordable and high-quality health care, awareness of personal choices for improving health, and opportunities to help improve the health of our communities.

Ethics: We maintain high levels of academic and scientific integrity, conduct research that protects the rights and welfare of all study participants, and create an inclusive environment that supports our faculty, staff, students, and constituents.

Excellence: We pursue innovative research that is scientifically rigorous and relevant. We are committed to providing a high-quality learning experience and the tools to enable students to meet

144 future challenges. We value dedicated service and leadership that helps individuals and
145 communities live healthier lives.

148 III. FACULTY

149 Rule 3335-5-19 in the Rules of the University Faculty

151 <http://trustees.osu.edu/rules5/ru5-19.php>

152
153
154 defines faculty as persons appointed by the Board of Trustees with regular, regular clinical, regular
155 research, auxiliary, and emeritus faculty titles, on full or part-time appointments, with or without
156 salary. For purposes of governance, the faculty of the College include regular faculty with
157 compensated FTEs of at least 50% in the college and whose tenure initiating unit (TIU) is the
158 college. All auxiliary and emeritus faculty, and all regular faculty joint appointees with FTEs below
159 50% in the College may be invited to participate in discussions on non-personnel matters, but may
160 not participate in personnel matters, including promotion and tenure reviews, and may not vote on
161 any matter, at any level within the college.

162
163 Detailed information about the appointment criteria and procedures for the various types of faculty
164 appointments made in this department is provided in the Appointments, Promotion and Tenure
165 document. A useful chart summarizing the faculty types and titles for each time may be found in
166 the OAA Policies and Procedures Handbook.

167 168 A. Regular Faculty

169
170 Rules 3335-6 and 3335-7 in the Rules of the University Faculty govern regular faculty
171 appointments.

172
173 <http://trustees.osu.edu/rules6/index.php>

174
175 <http://trustees.osu.edu/rules7/index.php>

176
177 The regular tenure track faculty includes all individuals with the titles of Instructor, Assistant
178 Professor, Associate Professor, and Professor who hold appointments totaling 50% time or more.
179 Regular clinical track and regular research track faculty serve under fixed-term contracts and are not
180 eligible for tenure; this includes all individuals with the titles of Instructor of Clinical Public Health,
181 Assistant Professor of Clinical Public Health, Associate Professor of Clinical Public Health,
182 Professor of Clinical Public Health, Research Assistant Professor of Public Health, Research
183 Associate Professor of Public Health, and Research Professor of Public Health, and who hold
184 appointments totaling 50% time or more. Under University rule, the number of regular clinical track
185 faculty may not exceed 40% of the total regular faculty, and the number of regular research track
186 faculty may not exceed 20% of the number of regular tenure track faculty; however, the limit on
187 research faculty may be raised by majority vote of the regular tenure-track faculty.

188 189 B. Auxiliary Faculty

190
191 Rule 3335-5-19 in the Rules of the University Faculty govern auxiliary faculty appointments.

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<http://trustees.osu.edu/rules5/ru5-19.php>

The auxiliary faculty includes all persons with adjunct titles (e.g., adjunct professor), auxiliary clinical titles (e.g., clinical assistant professor, clinical associate professor, clinical professor), visiting titles (e.g., visiting professor), and lecturer titles; also professors, associate professors, assistant professors, and instructors who serve on appointments totaling less than fifty per cent service to the university. Auxiliary faculty members are hired for specific purposes and must meet the expectations for which they were hired. Compensated auxiliary appointments must entail a letter of offer stating the start and end date with the latter occurring no later than June 30 of the current fiscal year. The combined total of regular clinical track and regular research track faculty, plus auxiliary faculty of the College of Public Health who hold appointments of 50% or more, shall not make up more than 50% of the total faculty.

C. Graduate Faculty

A full description of the qualifications, rights, and responsibilities of the Graduate Faculty may be found in The Ohio State University Graduate School Handbook.

The Public Health Graduate Faculty membership (Section III.3) consists of those members of the general faculty approved to conduct graduate education by the Graduate School and by the CPH Graduate Studies Committee. Persons may be appointed in Category M or Category P. Category M allows the person to serve as the adviser for master's students, participate in governance of graduate education at all levels, and serve on doctoral examination committees at the discretion of the Graduate Studies Committee. Category P allows the person in addition to serve as the adviser for doctoral students, serve on doctoral examination committees, and serve as the Graduate Faculty Representative on Final Oral Examinations. It is the policy of the Graduate Studies Committee of the College to nominate all regular faculty for the highest category of graduate faculty membership for which they are eligible. The Graduate Studies Committee will consider special requests for appointments to the Graduate Faculty for persons not having a continuing salaried appointment with the College. Such requests will be reviewed to determine whether there is a need for the appointment and an expectation of contribution to graduate education in the College. All Graduate Faculty appointments are subject to periodic review by the Graduate Studies Committee, and may be withdrawn or the category altered if the needs of the College or the contribution of the individual has changed. Further information on MS thesis, and PhD general examination and dissertation committee membership may be found in the CPH Student Handbook.

D. Voting Faculty

All members of the regular faculty (regular tenure track, regular clinical, and regular research) with appointments of 50% time or more who have the college as their TIU are eligible to vote on all issues, except on matters related to personnel (e.g., appointment, promotion and tenure) where university policies shall prevail.

Decisions that require a faculty vote may be made in regularly scheduled or special faculty meetings, provided a quorum is present. A quorum will consist of 60% or more of the eligible voting faculty. Any policy or proposal subject to a vote will be adopted if a simple majority (50% plus 1) of eligible faculty members vote in the affirmative. Faculty voting procedures on faculty

240 appointments, tenure, or promotion decisions are described in Appointments, Promotion and Tenure
241 Criteria and Procedures.

242
243 Absentee ballots are disallowed because deliberation is a requisite component of the decision-
244 making process. Faculty members not present are strongly encouraged to participate in the
245 discussion via teleconference and vote by private telephone conversation with designated College
246 staff. In cases where eligible voting faculty members abstain or recuse themselves, the denominator
247 is reduced accordingly and majority vote relates to this modified denominator. The modified
248 denominator must exceed the number required for a quorum.

249 **IV. OVERVIEW OF COLLEGE ADMINISTRATION AND DECISION-MAKING**

250
251
252 Policy and program decisions are made in a number of ways: by the College faculty as a whole, by
253 standing or special committees of the College, or by the Dean. The nature and importance of any
254 individual matter determines how it is addressed. College governance proceeds on the general
255 principle that the more important the matter to be decided, the more widespread the agreement on a
256 decision needs to be. Open discussions, both formal and informal, constitute the primary means of
257 reaching consensus on decisions of central importance.

258
259 A figure displaying the current administrative structure of the College may be found at:

260 <T:\Office of the Dean\Table of Organization>

261
262
263 It should be noted that the structure lends itself to flexibility, allowing for the addition or change of
264 Divisions, etc. as needed.

265 **V. COLLEGE ADMINISTRATION**

266 **A. Dean**

267
268
269 The Dean is appointed (and reappointed) by the board of trustees upon nomination of the president.
270 The Dean will represent the faculty of the College in dealing with the University Administration.
271 The Dean will carry out the functions as required in Rule 3335-3-29 of the Rules of the University
272 Faculty:
273

274 <http://trustees.osu.edu/rules3/ru3-29.php>

275
276
277 Specifically, the Dean shall:

- 278
- 279 1. have general administrative responsibility for the College of Public Health. To operate the
280 business of the College of Public Health with efficiency and dispatch; plan with the members of
281 the faculty and Provost, a progressive program, and continuously evaluate the instructional and
282 administrative processes of the College-and lead in the study of methods of improving them.
283 The Dean will be responsible for the strategic planning of the College.
284
 - 285 2. develop, in consultation with the Faculty of the College of Public Health, a pattern of
286 administration. This pattern of administration shall be made available to all present and
287 prospective members of the faculty of the College of Public Health, and a copy shall be

288 deposited in the office of the Dean. At the beginning of each term of the Dean, the members of
289 the College faculty and the office of the Provost shall receive either a revision or reaffirmation
290 of the current POA.
291

- 292 3. evaluate Division Chairs annually in accordance with criteria approved by the Board of Trustees
293 and subject to instructions from the Provost, and also according to such supplemental criteria as
294 may be set up by the College of Public Health.
295
- 296 4. inform faculty members when they receive their annual review of their right to review their
297 primary personnel file and to place in that file a response to any evaluation, comment or other
298 material contained in the file. See rule 3335-3-35 (c) (8) of the Rules of the University Faculty:
299
300 <http://trustees.osu.edu/rules3/ru3-35.php>
301
- 302 5. recommend to the Provost, after consultation with the faculty in accordance with the Rules of
303 the University Faculty and this pattern of administration, appointments, promotions, dismissals,
304 and matters affecting the tenure of members of the College faculty.
305
- 306 6. encourage excellence in research investigations and educational endeavors.
307
- 308 7. see that all faculty, regardless of their assigned location, are offered the departmental privileges
309 and responsibilities appropriate to their rank; and in general to lead in maintaining a high level
310 of morale.
311
- 312 8. see that adequate supervision, training and mentoring are given to those members of the faculty
313 and staff who may profit by such assistance.
314
- 315 9. prepare (in consultation with the Executive Committee) annual budget recommendations for the
316 consideration by the Provost.
317
- 318 10. promote improvement of instruction by providing for the evaluation of each course when
319 offered, including written evaluation by students of the course and instructors, and periodic
320 course review by the faculty.
321
- 322 11. have the prerogative, where appropriate, to delegate any of his/her responsibilities and authority
323 to another member of the faculty of the College.
324
- 325 12. assure compliance with standards to maintain accreditation status, including the preparation of
326 self-study reports and annual reports, coordinating site visits, evaluations and response to
327 summary reports.
328
- 329 13. consult with the faculty on all matters involving educational and academic policy and such
330 consultation will, whenever practicable, be undertaken at meetings of the faculty as a whole.
331 The College will follow the presumption of majority faculty rule. In the unlikely event that
332 majority rule is not followed, the Dean will provide an explanation to the faculty. This
333 explanation shall be delivered to the faculty in writing or may be delivered verbally at a faculty
334 meeting provided that the faculty have the opportunity to comment.
335

- 336 14. be a member of the Executive Committee and a voting member of the faculty.
337
338 15. attend meetings and will be a full voting member of the Council of Deans and the Health
339 Sciences Deans.
340
341 16. solicit annually, from all faculty, requests and suggestions of names of faculty members to be
342 reviewed for promotion in rank or for non-mandatory review for promotion and tenure.
343
344 17. appoint an Associate Dean or other tenured member of the faculty as acting dean for the College
345 when the Dean is away from the university for an extended period, or is unable to fulfill the
346 responsibilities of the office.
347
348 18. represent the College to all external groups, both within the University and in the broader
349 community, so as to promote the activities of the College and build linkages to external groups.
350

351 **B. Associate Deans**

352
353 The Associate Deans shall be appointed by the Dean, after consultation with the Executive
354 Committee, following the OAA policy on the appointment of Associate Deans.
355

- 356 1. The Associate Deans shall have a faculty appointment as Associate Professor or Professor with
357 tenure in the College of Public Health, and shall be appointed by the Dean, after consultation
358 with the Faculty.
359
360 2. Associate Deans will be appointed (and reappointed) for a term of four years. During the fourth
361 year of the appointment of each Associate Dean, the Dean shall conduct a review of the
362 activities of the Associate Dean, in accordance with established policy.
363
364 3. Associate deans serve as members of the Executive Committee and voting members of the
365 faculty.
366
367 4. Associate deans participate in the development of a strategic plan for the College.
368
369 5. In addition to 1-4 above, the Associate Dean for Academic Affairs shall:
370
371 a. oversee the College's academic programs and curriculum.
372
373 b. consult with Division Chairs, the Graduate Studies Committee and the faculty regarding
374 academic program policies and procedures.
375
376 c. promote the development and continuous improvement of academic programs and
377 curriculum in the college.
378
379 d. serve as liaison to the Association of Schools of Public Health (ASPH) for matters
380 concerning academic affairs.
381
382 e. supervise the Assistant Dean for Student Affairs.
383

- 384 f. ensure students' projects are in compliance with university requirement related to human
385 subject protection.
386
387 g. oversee Student Advisory Committee
388
389 6. In addition to 1-4 above, The Associate Dean for Research and Faculty Development shall:
390
391 a. promote and facilitate interdisciplinary research within the College
392
393 b. promote collaborative research opportunities.
394
395 c. advise on private sector research opportunities.
396
397 d. disseminate notices of funding opportunities.
398
399 e. assist and mentor junior faculty in developing and submitting research proposals.
400
401 f. attend meetings of College Research Deans.
402
403 g. supervise staff in the Office of Research.
404
405 h. serve as liaison to the Association of Schools of Public Health (ASPH) for matters
406 concerning research activities.
407

408 **C. Assistant Deans**

409 The Assistant Deans shall be appointed by the Dean, after consultation with the Executive
410 Committee, following the OAA policy on the appointment of Assistant Deans.
411
412

- 413 1. The Assistant Dean for Finance and Administration is a voting member of the Executive
414 Committee and reports to the Dean. The Assistant Dean for Finance and Administration shall:
415
416 a. assist Dean to prepare and maintain College budget; allocate resource and approve budgets.
417
418 b. serve as senior fiscal officer with responsibility for oversight and maintenance of the
419 established financial and operational processing environment to ensure adherence to
420 established internal control structures.
421
422 c. supervise supporting staff of the College.
423
424 d. participate in faculty recruitment and prepare letters of offer.
425
426 2. The Assistant Dean for Student Affairs reports to the Associate Dean for Academic Affairs. The
427 Assistant Dean for Student Affairs shall:
428
429 a. develop and implement a strategic plan for the Office of Academic Programs consistent with
430 the mission and vision of the College.
431

- 432 b. supervise professional and support staff in the Office of Academic Programs.
433
434 c. manage the marketing, recruitment, and admissions processes to attract and retain a growing
435 student body of high quality and diversity in the College.
436
437 d. manage records and data systems related to student affairs.
438
439 e. work with divisions and faculty to support effective advising at all levels in the College.
440
441 f. manage a comprehensive evaluation plan for activities of the Office of Academic Programs.
442
443 g. oversee student course evaluation process to ensure that College and University procedures
444 are followed.
445

446 **D. Division Chairs**
447

- 448 1. The Division Chairs shall have a faculty appointment as Associate Professor or Professor with
449 tenure in the College of Public Health, and shall be appointed by the Dean, after consultation
450 with the Faculty. The term of appointment and reappointment for each Chair will be four (4)
451 years, subject to satisfactory performance reviews. During the fourth year of the appointment of
452 each Chair, the Dean shall conduct a review of the activities of the Chair, in accordance with
453 established policy.
454
455 2. The Division Chair shall:
456
457 a. provide leadership in planning and evaluating the Division's curriculum in consultation with
458 Divisional faculty, the Graduate Studies Committee and the Dean.
459
460 b. assign faculty teaching responsibilities and schedules, scholarly expectations and service
461 obligations, after consultation with the faculty and in accordance with the policies on faculty
462 duties and responsibilities and the APT document; circulate to all Division faculty a written
463 report on the teaching responsibility of every faculty member prior to the beginning of each
464 academic year. Any variations in basic responsibility will be noted and explained.
465
466 c. ensure high instructional standards, which includes evaluation of teaching.
467
468 d. assure compliance with standards to maintain accreditation status, including the preparation
469 of self-study reports and annual reports, coordinating site visits, evaluations and response to
470 summary reports.
471
472 e. act as the immediate supervisor of the faculty within a Division.
473
474 f. recommend or assign College and University committee assignments after consultation with
475 the involved faculty.
476
477 g. recruit and recommend candidates for appointment to the regular and auxiliary faculty and
478 staff.
479

- 480 h. evaluate faculty and staff annually in writing, and recommend to the Dean personnel for
481 merit salary increases, for tenure and promotion, and for emeritus status, following accepted
482 University policies, procedures and guidelines.
483
- 484 i. serve on and attend meetings of the Executive Committee and other committees; keep the
485 division faculty informed about the committee decisions.
486
- 487 j. maintain working relationships with organizations and individuals external to the university
488 which will strengthen the mission of the College and divisions in coordination with the
489 Dean.
490
- 491 k. oversee and maintain control of divisional expenditures for the operating budget and use of
492 funds from other Divisional accounts; assess fiscal needs of the division, which include
493 personnel, materials, equipment, operating expenses, and physical space. These needs will
494 be communicated to the Dean for development of the College's annual budget.
495
- 496 l. arrange meetings of the entire Division faculty regularly during the academic year. The
497 Division Chair shall provide a meeting schedule to all Division faculty before the start of
498 each quarter. Meeting minutes will be kept and distributed to the faculty.
499
- 500 m. assist, support, and encourage the division faculty in developing a quality research program
501 and obtaining extramural funding.
502
- 503 n. oversee all students in the division and address their concerns on course work,
504 teaching/research assistantship, and other academic issues.
505
- 506 o. assume other activities in consultation with the Dean. It is understood that the Division
507 Chair may delegate appropriate responsibilities to other division faculty, on a mutually
508 agreeable basis.
509

510 **E. Faculty Meetings**

- 511
- 512 1. The Dean will provide a schedule of all regular faculty meetings (normally held monthly) to all
513 faculty members before the start of each quarter. See rule 3335-5-18 of the University Rules:
514
515 <http://trustees.osu.edu/rules5/ru5-17-18.php>
516
- 517 2. The Dean shall be responsible for maintaining and distributing the minutes for all faculty
518 meetings and shall keep records on all actions covered by the Pattern of Administration of the
519 College. The Dean, in consultation with the Executive Committee, sets the schedule and agenda
520 for faculty meetings. However, any faculty member may propose items for the agenda to the
521 Dean, the Executive Committee, or the faculty as a whole during a scheduled meeting. Minutes
522 may be amended at the next faculty meeting by a simple majority vote of the faculty who were
523 present at the meeting covered by the minutes.
524
- 525 3. For purposes of discussing college business other than personnel matters, and for making
526 decisions where consensus is possible and a reasonable basis for action, a quorum will be
527 defined as 60% or more of the eligible voting faculty. Any policy or proposal subject to a vote

528 will be adopted if a simple majority (50% plus 1) of eligible faculty members vote in the
529 affirmative.

530

531 4. Either the Dean or one-third of all faculty eligible to vote may determine that a formal vote
532 conducted by written ballot is necessary on matters of special importance. For purposes of a
533 formal vote, a matter will be considered decided when a particular position is supported by at
534 least 50% plus one of all faculty eligible to vote. Balloting will be conducted by mail or e-mail
535 when necessary to assure maximum participation in voting except for personnel matters.

536

537 5. When a matter must be decided and a quorum of faculty eligible to vote cannot be achieved on
538 behalf of any position, the Dean will necessarily make the final decision.

539

540 6. The college accepts the fundamental importance of full and free discussion but also recognizes
541 that such discussion can only be achieved in an atmosphere of mutual respect and civility.
542 Normally college meetings will be conducted with no more formality than is needed to attain the
543 goals of full and free discussion and the orderly conduct of business. However, Robert's Rules
544 of Order will be invoked when more formality is needed to serve these goals.

545

546 **F. Committees**

547

548 The College of Public Health committees are of three general types: Standing Committees;
549 University-Required Committees for which membership will be appointed if need arises; and, Ad
550 Hoc Committees. For current information about committee membership, please refer to the CPH
551 website (www.cph.osu.edu). The Dean is an ex officio member of all College committees and may
552 vote as a member on all committees except the Appointment, Promotion and Tenure Committee.

553

554 Standing Committees of the College of Public Health are:

555

- 556 1. the Executive Committee;
- 557 2. the Appointment, Promotion, and Tenure Committee;
- 558 3. the Graduate Studies Committee;
- 559 4. the Diversity Enhancement Committee;
- 560 5. the Information Systems Advisory Committee;
- 561 6. the Student Advisory Committee; and
- 562 7. Awards Committees including:
 - 563 a. Champions of Public Health Award Committee
 - 564 b. Employee of the Year Selection Committee
 - 565 c. Excellence in Teaching Award Selection Committee

566

567 Each standing committee includes a staff member from the Dean's office who will be responsible
568 for ensuring that the minutes of the committee are produced and filed.

569

570 The second type of committees is University-required Committees which must be established when
571 the need arises. Two committees have this designation within the College of Public Health:

572

- 573 8. the College Investigations Committee; and
- 574 9. the Salary Appeals Committee

575
576 Finally, Ad Hoc Committees are periodically formed for specific purposes with membership
577 appointed based on the needs of the committee. Examples of Ad Hoc committees include Faculty
578 Search Committees or Curriculum Review Committees.

579
580 1. Executive Committee

581
582 a. Membership

583
584 The voting members of the Executive Committee shall include:

- 585 • the Dean,
- 586 • the Associate Deans,
- 587 • the Division Chairs,
- 588 • the Assistant Dean for Finance and Administration.

589 Other individuals, such as the Director of HOPES and Directors of other Centers may attend
590 upon the request of the Dean and/or the Executive Committee for specific topics.

591
592 b. Meetings

593
594 The Executive Committee shall meet at least once each month.

595
596 c. Responsibilities

- 597
- 598 1) Advise the Dean on developing a budget for the College of Public Health.
- 599 2) Advise the Dean on establishing the agenda for College faculty meetings.
- 600 3) Advise the Dean on any administrative matters brought before it, and assist the Dean in
- 601 developing, interpreting, and implementing policies of the College.
- 602 4) Advise the Dean on committee appointments and memberships.

603
604 2. Appointment, Promotion, and Tenure Committee

605
606 a. Membership

- 607
- 608 1) Members of the Committee shall include one regular tenured faculty member from each
- 609 division with the rank of Professor (the primary appointment must be contained in that
- 610 Division). In instances where a Division does not have a tenured Professor, a tenured
- 611 Associate Professor may be elected. Each Division shall elect its representative to the
- 612 APT Committee from among those eligible. The term of service shall be for two years,
- 613 with half of the Committee elected each year. The results of the election for the coming
- 614 academic year shall be transmitted to the Dean prior to the June meeting of the College
- 615 faculty. Faculty may serve successive terms. Dean-level faculty are ineligible to serve on
- 616 the APT Committee.
- 617 2) The Chairperson of the APT Committee shall be a regular tenured faculty member at the
- 618 rank of Professor. The Chairperson for the coming year shall be elected by the
- 619 committee immediately following the June meeting of the College faculty and shall
- 620 become chairperson at the time of election. The Chairperson must have served at least

621 one previous year on the Committee before being elected to this position. Voting is by
622 majority of the eligible membership.

623 3) A member of the APT Committee shall be selected by the Committee to be the
624 Procedures Oversight Designee.

625

626 b. Meetings

627

628 1) The committee will meet as needed to conduct business, consider new appointments, and
629 review promotion and tenure requests. A quorum of 80% of APT Committee members is
630 required to participate in order conduct business.

631 2) Meetings are closed to all others except when the Committee feels the necessity to add
632 expertise to aid in a review.

633

634 c. Responsibilities

635

636 1) Operate in accordance with the Appointment, Promotion and Tenure Document
637 approved by the College faculty and the Office of Academic Programs.

638

639 3. Graduate Studies Committee

640

641 The Graduate Studies Committee concerns itself primarily with policy issues and overall
642 coordination and direction of academic programs in the CPH. The Graduate Studies Committee
643 may create subcommittees or other structures and delegate portions of its activity to them, while
644 retaining the final responsibility.

645

646 a. Membership

647

648 1) One unique faculty member representing each specialization for a 3-year term. The
649 terms are staggered so that approximately one-third end each year. The representatives
650 of those specializations that are identical to divisions of the College will be appointed by
651 the Division Chair in consultation with the division faculty. Representatives of the other
652 specializations will be appointed by the Dean in consultation with the faculty of the
653 specialization

654 2) Chair selected by the committee from among the faculty members of the committee who
655 are tenured in the College.

656 3) A student member from each degree program (e.g., MPH, MHA, MPH/PEP, MS, PhD)
657 will be selected by Student Advisory Committee for a one-year term. If any student
658 position is not filled by the Student Advisory Committee in a timely fashion, the
659 Graduate Studies Committee may appoint a student member for the remainder of the
660 current term.

661 4) Associate Dean for Academic Affairs, serving ex officio and nonvoting.

662 5) Assistant Dean for Student Affairs, serving ex officio and nonvoting.

663 6) Principal graduate studies administrative staff, ex officio and nonvoting.

664

665 b. Responsibilities

666

- 667 1) Review and make recommendations to the faculty on major program structure and
668 policy decisions. Examples include major changes in degree requirements or the
669 designation of concentrations within the CPH for which degrees may be obtained.
670 2) Review applications materials and recommend students for admission
671 3) Establish and coordinate policy in areas having College-wide impact:
672 a) courses shared by more than one degree program as requirements
673 b) approval of new graduate courses or substantive changes in existing courses
674 c) development of sources of student support and establishment of policies for its
675 allocation
676 d) establishment of policies for Graduate Associate positions funded by the CPH
677 4) Monitor student progress and recommend actions to the Graduate School as necessary.
678 5) Review student petitions and act or make recommendations.
679 6) Promote growth and excellence in graduate education, and visibility of the CPH
680 nationally and internationally.
681 7) Coordinate student recruitment efforts.
682

683 4. Diversity Enhancement Committee
684

685 a. Membership
686

687 The Diversity Enhancement Committee Chair will be appointed by the Dean and serve a
688 three-year term. Each unit within CPH is asked to provide at least one member for the
689 committee. The chair of each academic division will nominate at least one faculty member
690 to serve a three-year term. The Office of Workforce Development and the Administration
691 Offices are asked to nominate at least one faculty or staff member to serve a three-year term
692 on the committee. In addition to the nominated representatives, any faculty or staff member
693 may join the committee, provided that the number of representatives does not exceed three
694 persons per unit. The committee is structured so that when a new group of members begin
695 their three-year term, at least half of the committee has served at least 1 year. One student
696 and one alumnus/a and one community representative position are also available. Student
697 and Alumni representatives will serve a one-year term. Faculty, staff, students and alumni
698 may serve consecutive terms.
699

700 b. Meetings
701

702 The Diversity Enhancement Committee shall meet as necessary to meet the charge of the
703 committee.
704

705 c. Responsibilities
706

- 707 1) Take steps to promote a culture of diversity within the College of Public Health.
708 2) Advise the Dean on activities that will promote a culture of acceptance such as Diversity
709 Day, periodic surveys, workshops, and guest speakers focused on the topic of Diversity.
710 3) Monitor implementation of the College's diversity plan.
711

712 5. Information Systems Advisory Committee
713

714 a. Membership

715
716 The Information Systems Advisory Committee (ISAC) is composed of CPH faculty and
717 staff. Members are appointed by the Dean and serve a three-year term. Permanent members
718 will include:

- 719 • the assistant dean for student affairs,
- 720 • the director of communications,
- 721 • the information systems manager,
- 722 • the facilities manager,
- 723 • the senior fiscal officer.

724 Each division may nominate one or more faculty members from their division to serve on
725 the committee, but this is not mandatory; however the committee should include a minimum
726 of three faculty members. Student organizations of the College also have the opportunity to
727 place a representative on the committee if so desired. Staff appointees are made by the
728 Dean's office. ISAC members elect a faculty member to serve as chair for a three-year term.
729 The committee is structured so that when a new group of members begin their three-year
730 term, at least half of the committee has served a minimum of one year.

731
732 b. Meetings

733
734 The Information Systems Advisory Committee shall meet as necessary to meet the charge of
735 the committee.

736
737 c. Responsibilities

- 738
- 739 1) Plan for the short and long-term Information Technology and Systems needs of the
740 College.
- 741 2) Advise the CPH Executive Committee on strategy and implementation related to web
742 and educational services, such as Carmen, and web-based communications and
743 marketing tools.
- 744 3) Serve as a review and advisory group to consider new investment decisions with regard
745 to information systems infrastructure within the College.
- 746 4) Provide suggestions to the Executive Committee of the College and the Information
747 Systems department, as needed, regarding the purchase and adoption of information
748 technology hardware and software.
- 749 5) Advise the Information Systems group as they grow and develop as a centralized
750 resource for faculty and staff.

751
752 6. Awards Committees

753
754 There are three Awards Committees of the College of Public Health: (a) the Champions of
755 Public Health Award Committee; (b) the Employee of the Year Selection Committee; and (c)
756 the Excellence in Teaching Award Selection Committee.

757
758 a. Membership

759
760 Membership in the Awards selection committees is comprised of past winners of the
761 individual Award plus additional committee members appointed by the Dean.

- 762
763 b. Meetings
764
765 Each Award Committee shall meet as necessary to select the Award recipient(s).
766
767 c. Responsibilities
768
769 The responsibility of each Award Committee is to select Award recipient(s).
770
771 7. College Investigations Committee
772
773 Per Faculty Rule 3335-5-04
774
775 <http://trustees.osu.edu/rules5/ru5-04.php>
776
777 a College Investigations Committee shall be convened to respond as needed to grievances
778 within the College, with membership appointed as appropriate to the nature of the investigation.
779
780 8. Salary Appeals Committee
781
782 Per the Office of Academic Affairs Policies and Procedures Handbook, a Salary Appeals
783 Committee shall be convened to respond as needed to requests for Salary Appeals within the
784 College, with membership appointed as appropriate to the nature of the appeal.
785
786 **G. Student Participation in College Governance**
787
788 Student participation in College governance is strongly encouraged, including attendance and
789 participation at College and Division faculty meetings, on standing committees, and on search
790 and other ad hoc committees, with the exception of the Executive Committee and the
791 Appointments, Promotion, and Tenure Committee. Unless otherwise specified in the pattern of
792 administration, student attendees are non-voting. Students may organize themselves as they
793 deem appropriate, whether around a single student organization or around program-specific
794 organizations. The Assistant Dean for Student Affairs will serve as the chief liaison between
795 the administration of the College and the students in the College and work to ensure student
796 representation.

797 798 **VI. ADMINISTRATIVE POLICIES**

800 **A. Faculty Duties and Responsibilities**

801 802 1. General Expectations

803
804 The Ohio State University is classified as a doctoral/research-extensive university (Carnegie
805 Foundation for the Advancement of Teaching), and has as its overarching goal to be among the
806 world's truly great universities. Faculty members in the College are expected to devote their
807 energies, skills, and knowledge to fulfilling the vision, mission, and objectives of the College
808 and the University.
809

810 Each faculty member is expected to meet individual responsibilities in the areas of teaching,
811 scholarship, and service. Variations among individual faculty members in the balance of these
812 three areas of activity are expected, and may be related to the type of appointment and the stage
813 of the person's career. This variation must result from agreement between the Chair and the
814 faculty member. When such a variation occurs, excellence is still expected and the relative
815 proportion of effort dedicated to specific activities will be adjusted. In general, however, the
816 College is judged according to how well it meets the university's goals and objectives.
817

818 While there is considerable freedom built into faculty members' work in the College, there are
819 certain obligations that all faculty members are expected to meet. These obligations include:
820 course commitments, attendance at College and division faculty meetings, assigned committee
821 meetings, the annual College retreat, and other scheduled events such as College recognition
822 ceremonies and functions.
823

824 The College of Public Health will benefit from regular face-to-face interaction among its
825 faculty, students and staff. Such interaction leads to new ideas for research, to better courses,
826 and to a generally more collaborative and collegial culture in the College. Consistent with
827 University rules, all faculty are expected to be available throughout each on-duty quarter.
828

829 Applicable University policies are found at:

830 <http://hr.osu.edu/forms/appleave.pdf>
831
832
833

834 For general University policy, refer to the Office of Academic Affairs Policies and Procedures
835 Handbook.
836

837 See also rules 3335-5-07 and 3335-5-08 of the Rules of the University Faculty:
838

839 <http://trustees.osu.edu/rules5/ru5-07.php>

840 <http://trustees.osu.edu/rules5/ru5-08.php>
841

842 2. Expectations by Type of Appointment 843

844 <http://trustees.osu.edu/rules5/ru5-19.php>
845

846 These statements describe the basic differences in expectations for the types of faculty
847 appointments made in the College. More specific expectations and guidance concerning the
848 evaluation of performance are included below and in the College's APT document.
849

850 a. Regular Tenure Track 851

852 As a guiding principle, all tenure track faculty members are expected to teach, conduct
853 research with extramural funding, publish in high-impact, nationally recognized journals,
854 and provide service to the College, University, profession, and community. Tenure track
855 faculty members must demonstrate excellence in research and teaching, and strength in
856 service.
857

858 b. Regular Clinical Track

859
860 The regular clinical track is intended for faculty members whose primary contribution is in
861 teaching or professional practice. Because of this, regular clinical track faculty members
862 must demonstrate excellence in teaching and service/professional practice. They are also
863 expected to contribute to the scholarly mission of the College in ways appropriate to their
864 other activities. These may include collaboration with others in research activity, publishing
865 in the professional practice literature, making presentations at professional meetings,
866 developing continuing education offerings, and developing educational innovations.

867
868 c. Regular Research Track

869
870 The regular research track is intended for faculty members whose primary contribution is in
871 research and scholarship consistent with the mission of the College and the University.
872 Faculty in the regular research track may engage in limited educational activities, but
873 classroom teaching cannot be a required part of their workload. In addition, regular research
874 track faculty must not be engaged continuously in the same instructional activities as tenure
875 track faculty.

876
877 Regular research track faculty members are expected to achieve excellence as researchers,
878 demonstrated both by the quality of the work and the ability to attract external support.
879 Evidence must also indicate that the faculty member can be expected to continue a program
880 of high quality scholarship supported by external funding, relevant to the mission of the
881 College.

882
883 Persons appointed to the regular research track are expected to develop extramural support
884 for 100% of their salary. The specific time frame within which this must be accomplished,
885 and the degree to which failure to attain that support will affect either the renewal of the
886 appointment or the individual's salary, will be stated clearly in the contract for the position.

887
888 d. Auxiliary Faculty

889
890 Paid auxiliary faculty members are appointed annually, and their duties and responsibilities
891 are specified for each new or renewed appointment. Although this may vary with the
892 specifications of the appointment, in general teaching and service/professional practice must
893 be areas of excellence for paid auxiliary faculty. They are also expected to make such
894 scholarly contributions as are appropriate to their other activities, similarly to regular clinical
895 track faculty members.

896
897 The expectations for unpaid auxiliary faculty are established with each appointment or re-
898 appointment, and may vary in order to meet the needs of the College.

899
900 3. Areas of Duty and Responsibility

901
902 a. Teaching

903
904 The College's instructional goal is to provide students with the highest quality educational
905 experience to prepare them for positions of responsibility and leadership in public and

906 private sectors. To accomplish this, faculty are expected to possess knowledge of core
907 material in their specialized field and the appropriate pedagogical skills for both classroom
908 and practice teaching.

909
910 Dimensions of teaching may include, but are not limited to: a) classroom, practice setting, or
911 on-line instruction; b) course/curriculum development and design, c) laboratory instruction
912 and/or supervision in practice, d) creation, production, and publication of instructional
913 materials, e) supervision of graduate student research, f) independent studies, g) field
914 instruction, and h) student advising. Teaching responsibilities may include some
915 combination of undergraduate, graduate, field instruction, laboratory instruction, and
916 research supervision.

- 917
918 1) All tenured and tenure-track faculty members are expected to teach at least one course
919 per academic year. The actual teaching load will be determined as described in VI.B.
920 2) Primary teaching responsibility means the faculty member has the responsibility for
921 organizing the course, for the presentations in the course, for establishing and respecting
922 office hours, and for evaluating student performance.
923 3) The presentations in the course (i.e., classes) may be shared with others. The faculty
924 member responsible for the course has the responsibility for selecting other presenters
925 and monitoring their teaching performance.
926 4) It is the policy of the university that evaluation of instruction in all courses and of all
927 faculty members is required. The evaluation of teaching is a continuous and multifaceted
928 process in which data are obtained from multiple sources, including students, peers,
929 administration, syllabi and other course materials, and the faculty member's self
930 evaluation. The procedure for evaluation of instruction is guided by the principles set
931 forth in the OAA guidelines. Student Evaluation of Instruction (SEI's) must be included
932 in each faculty member's annual inventory of activities.

933
934 It is recognized that the amount of effort devoted to teaching, research with extramural
935 funding and service are interrelated and there will be variations in teaching load depending
936 upon the amount of external funding generated by a faculty member and the administrative
937 responsibilities and/or other service commitments assumed by a faculty member. The
938 relationship of teaching load salary recovery and service is described in Section VI.B.
939 below.

940
941 Probationary tenure track faculty members will be given assignments that emphasize their
942 particular need to show scholarly productivity. Therefore, during the first year of
943 appointment, the probationary faculty member may not have a teaching-intensive workload,
944 and the expectation of service contribution may also be lower. Extension of the reduced
945 teaching load beyond the first year may be possible, but is negotiated with the Division
946 Chair and Dean at the time of hiring.

947
948 b. Advising Activity

- 949
950 1) Each Faculty member is expected to serve as academic advisor to students identified by
951 the Division Chair and the CPH Office of Academic Programs. This includes, but is not
952 limited to, regular opportunities for office appointments at times convenient for students.
953 It is expected that advisors will meet with their advisees at least once each quarter.

954 2) Each faculty member is expected to serve on Master's and PhD degree examination and
955 dissertation committees, subject to Graduate School eligibility criteria. No release from
956 basic teaching responsibility and expectations is included in this policy for serving on
957 these committees or for serving as Chair of these committees.
958

959 Faculty assignments to such committees should always be sensitive to student preferences
960 and total faculty workload. Division Chairs should make every attempt to ensure that all
961 qualified faculty participate in these committees with no single faculty member
962 overburdened by this activity.
963

964 c. Scholarly Activity
965

966 The expectation is that every faculty member will engage in scholarly activity. The nature of
967 that activity and its intensity may vary, depending on the type of appointment held by the
968 individual. For regular clinical track and auxiliary faculty the scholarly activity may include
969 activities other than traditional research, such as the development of teaching cases, writing
970 for practice-oriented audiences, etc. However, clinical track and auxiliary faculty members
971 can also be very valuable collaborators in traditional research undertakings even if they do
972 not take a leading role.
973

974 All tenure track and research track faculty members in the College are expected to develop a
975 program of research that will build the scientific base for public health education and
976 practice and advance the mission of the College. In general, the evidence of a program of
977 research for a faculty member is the consistency and effectiveness with which the faculty
978 member is engaged in creative activity of high quality and significance with an area of
979 emphasis. Scholarly activities include, but are not limited to:
980

- 981 1) designing, engaging in, and analyzing the results of scientific, clinical and professional
982 studies;
- 983 2) the presentation and publication of the results of original research in high-impact peer-
984 reviewed sources;
- 985 3) participating in national and international scientific and professional meetings.
986

987 For additional information regarding types and evaluation of scholarly activities, consult the
988 College's Appointments, Promotion, and Tenure Criteria and Procedures document.
989

990 At a minimum, the following guidelines should be followed in terms of extramural funding:
991

- 992 1) All tenured/tenure eligible faculty will apply for extramural research support that
993 includes salary recovery. Preference should be given to those agencies that promote the
994 highest quality peer-reviewed science for the discipline (for example, NIH-funded
995 projects).
- 996 2) Graduate student (stipend and tuition) and other project support should be requested in
997 grants whenever possible.
- 998 3) A tenure-eligible faculty member is expected to have competitive extramural funding by
999 the fourth year review.
1000

1001 Regardless of funding, it is expected that faculty will publish the results of their research on
1002 a regular basis in high-impact, peer-reviewed journals. Both the quality and quantity of
1003 publications will be assessed annually and at the time of fourth year review and promotion.
1004 For more detailed guidelines regarding the evaluation of the research, consult the College's
1005 APT document.

1006
1007 d. Service Activity

- 1008
1009 1) All faculty members, regardless of appointment percentage, are expected to attend
1010 faculty meetings and participate actively in the governance of the Division to which the
1011 person is appointed and of the CPH.
1012 2) Service duties and responsibilities beyond this basic expectation are more difficult to
1013 quantify precisely than teaching and scholarship. However, service is a clear
1014 responsibility of all faculty members, and is included in the evaluation of individuals
1015 seeking promotion and/or tenure. Appropriate service may include the following:
1016 a) Responsibilities as appropriate to the individual's rank and interests in governance
1017 activities.
1018 b) Activities that will advance the disciplines, including academic or professional
1019 associations.
1020 c) Activities that will enhance the vision, mission, and objectives of the Division, the
1021 College, and the University.
1022 d) Activities in the larger community that promote the health of the public.
1023 3) Faculty members who have Category P status in the Graduate Faculty are expected to
1024 serve at least once per year as Graduate Faculty Representatives on doctoral examination
1025 committees, as requested by the Graduate School.

1026
1027 4. Departures from Standard Duties and Responsibilities

1028
1029 a. Part-time appointment

1030
1031 Regular faculty members with less than 100% appointments in the CPH are expected to
1032 fulfill their teaching duties and responsibilities in proportion to their appointment and as
1033 defined in this document. For example, a 50% appointment would have half the expectation
1034 of a 100% appointment.

1035
1036 b. Term of appointment

1037
1038 Full time faculty members in the College of Public Health may be appointed either for nine
1039 or twelve months. The expected productivity of faculty members, including teaching,
1040 scholarship administration and other service activities, should reflect these differences in
1041 appointment. Twelve-month faculty will negotiate the expected level of productivity with
1042 the Division Chair. Nine-month faculty members whose otherwise off-duty quarter is
1043 partially or fully funded are accountable to the sponsor for the paid time in a similar manner.
1044 The Chair of a Division may recommend appropriate adjustments in teaching responsibility
1045 as necessary to carry out the mission of the CPH (e.g. for persons who are assigned major
1046 administrative tasks). Any such adjustments shall be made in consultation with the faculty of
1047 the affected Division and the Dean.
1048

1049 **B. College Teaching and Research Workload Policy**

1050

1051 1. Preamble

1052

1053 This policy addresses specifically the use of CPH funds in support of classroom teaching and
1054 funded research for full-time regular tenure track and tenured faculty. Working from the
1055 guidelines provided here, specific teaching arrangements for each faculty member will be
1056 negotiated with the Division Chair at the beginning of the Winter Quarter of the previous year,
1057 taking into account expectations for external funding for research for the coming year.

1058

1059 2. Introduction

1060

1061 The academic mission of the College of Public Health includes research, teaching, and service,
1062 as described above. Obtaining externally funded research support is a vital faculty activity in the
1063 College of Public Health. Externally funded research serves as an important marker of scholarly
1064 achievement and professional recognition. The funds obtained through this channel – direct
1065 support for faculty research, indirect support for the College’s infrastructure, and salary
1066 recovery which allows the College to fuel further growth—are an important part of the
1067 College’s continued viability. These funds provide a source of funding for research (or other
1068 sponsored activity), graduate student support, faculty additions, and potentially for discretionary
1069 funds for faculty members. External research awards will be heavily weighted in evaluating
1070 faculty for promotion, tenure, and merit salary increases. Externally funded research is also an
1071 important aspect of how the College is evaluated in the eyes of University administration and
1072 how it achieves recognition from peer institutions.

1073

1074 All letters of offer to new faculty will include specific language referring to the College
1075 Teaching and Research Workload Policy. Faculty members who do not meet the expectations
1076 of this policy at the time of hiring will establish a timetable for doing so in consultation with
1077 their Division Chair.

1078

1079 Each faculty member in the CPH is expected to recover the salary corresponding to the actual
1080 percent effort expended on research grants, contracts, and cooperative agreements from funding
1081 sources that allow such expenditures. If the faculty member is on a 9-month appointment and
1082 wishes to generate funds for Quarter-Off Duty (QOD) compensation, it should be budgeted for
1083 separately.

1084

1085 In addition to salary recovery generated from research activities, faculty will receive a portion of
1086 their salary for certain teaching and service activities, as outlined below.

1087

1088 Measurement of scholarly productivity will take into account research (both sponsored and non-
1089 sponsored), teaching, and service activities.

1090

1091 3. Expectations for 12-month Faculty

1092

1093 A 12-month faculty member is expected to generate a minimum of 50% of their salary through
1094 externally funded research. FTE fraction for teaching is allocated according to the following
1095 guidelines:

1096

- 1097 a. Guidelines for Allocating FTE for Teaching
1098
1099 1) 4% FTE will be allocated per credit hour for a regular course in which a single faculty
1100 member is responsible for the preparation and delivery of the course content. A 4-credit
1101 lecture course would be valued at 16% FTE.
1102 2) A course in which the instructor largely coordinates the course, with most of the
1103 presentations made either by students or other faculty will be reduced by half. A 2-credit
1104 seminar would be valued at 4% FTE.
1105 3) When courses are team taught, the instructors and Division Chairs will agree on a split
1106 of the FTE, based on the relative contributions. If two faculty members share equally in
1107 responsibility for a 4-credit course, they would each receive 8% FTE.
1108

1109 Major service assignments, serving as Division Chair/Associate Dean, serving as PI on
1110 major grant submission (program projects or training grants), new course preparation or
1111 extraordinary effort in mentoring may receive a fractional FTE allocation at the discretion of
1112 the Division Chair in consultation with the Dean.
1113

1114 Course assignments will be finalized during the beginning of Winter Quarter for the
1115 following academic year. Working from the guidelines provided here, specific teaching
1116 arrangements for each faculty member will be negotiated with the Division Chair, taking
1117 into account expectations for external funding for research for the coming year.
1118

1119 Faculty members who are not active in research may, over time, be assigned more teaching
1120 at the discretion of their Chair. If a faculty member teaches more than their expected load
1121 during an academic year they may receive “credit” towards future teaching. This is done on
1122 an individual basis by the Division Chair and taking into account the teaching needs of the
1123 Division.
1124

1125 b. Example:
1126

1127 A 12-month faculty member generates 50% of salary from funded research and teaches 3
1128 four-credit hour courses worth $12 \times 4\% = 48\%$. Through these activities, the faculty member
1129 covers 98% of their salary and covers the remaining 2% with other activities negotiated with
1130 the Chair.
1131

1132 4. Expectations for 9-month Faculty
1133

1134 A 9-month faculty member is expected to generate a minimum of 33% of their salary through
1135 externally funded research. FTE fraction for teaching is allocated according to the following
1136 guidelines:
1137

1138 a. Guidelines for Allocating FTE for Teaching
1139

- 1140 1) 5.5% FTE will be allocated per credit hour for a regular course in which a single faculty
1141 member is responsible for the preparation and delivery of the course content. A 4-credit
1142 lecture course would be valued at 22% FTE.

- 1143 2) A course in which the instructor largely coordinates the course, with most of the
1144 presentations made either by students or other faculty will be reduced by half. A 2-
1145 credit seminar would be valued at 5.5% FTE.
1146 3) When courses are team taught, the instructors and Division Chairs will agree on a split
1147 of the FTE, based on the relative contributions. If two faculty members share equally in
1148 responsibility for a 4-credit course, they would each receive 11% FTE.
1149

1150 Major service assignments, serving as Division Chair/Associate Dean, serving as PI on
1151 major grant submission (program projects or training grants), new course preparation or
1152 extraordinary effort in mentoring may receive a fractional FTE allocation at the discretion of
1153 the Division Chair in consultation with the Dean.
1154

1155 Course assignments will be finalized during the beginning of Winter Quarter for the
1156 following academic year. Working from the guidelines provided here, specific teaching
1157 arrangements for each faculty member will be negotiated with the Division Chair, taking
1158 into account expectations for external funding for research for the coming year.
1159

1160 Faculty members who are not active in research may, over time, be assigned more teaching
1161 at the discretion of their Chair. If a faculty member teaches more than their expected load
1162 during an academic year they may receive “credit” towards future teaching. This is done on
1163 an individual basis by the Division Chair and taking into account the teaching needs of the
1164 Division.
1165

1166 b. Example:

1167
1168 A 9-month faculty member generates 33% of salary from funded research and teaches 3
1169 four-credit hour courses worth $12 \times 5.5\% = 66\%$. Through these activities, the faculty
1170 member covers 99% of their salary and covers the remaining 1% with other activities
1171 negotiated with the Chair.
1172

1173 5. Expectations for Tenure-Eligible Faculty
1174

1175 As previously noted, probationary tenure track faculty will be given a reduced teaching load
1176 during the first year. Extension of the reduced teaching load beyond the first year may be
1177 possible, but is negotiated with the Division Chair and Dean at the time of hiring.
1178

1179 **C. Course Offerings and Teaching Schedules**
1180

1181 The Division Chair will annually develop a schedule of course offerings and teaching schedules in
1182 consultation with the faculty, both collectively and individually. While every effort will be made to
1183 accommodate the individual preferences of faculty, the Division’s first obligation is to offer the
1184 courses needed by students at times most likely to meet student needs. To assure classroom
1185 availability, reasonable efforts must be made to distribute course offerings across the day and week.
1186 To meet student needs, reasonable efforts must be made to assure that course offerings match
1187 student demand and that timing conflicts with other courses students are known to take in tandem
1188 are avoided. A scheduled course that does not attract the appropriate number of students will
1189 normally be cancelled; where possible, the faculty member scheduled to teach that course will be
1190 assigned to another course for that or a subsequent quarter. Finally, to the extent possible, courses

1191 required in any curriculum or courses with routinely high demand will be taught by at least two
1192 faculty members across quarters of offering to assure that instructional expertise is always available
1193 for such courses.

1194
1195 Responsibility for scheduling the academic term, days, and times when classes are taught is shared
1196 by the Divisions and the Office of Academic Programs. Individual faculty members may not add a
1197 course to the schedule nor cancel a scheduled course without the approval of the Division and the
1198 Office of Academic Programs.

1199
1200 For the general University policies, refer to the Office of Academic Affairs Policies and Procedures
1201 Handbook:

1202
1203 http://oaa.osu.edu/handbook/iv_courseschedule.html

1204
1205 **D. Allocation of College Resources**

- 1206
- 1207 1. The Dean is responsible for the fiscal and academic health of the College and for assuring that
1208 all resources—fiscal, human, and physical—are allocated in a manner that will optimize
1209 achievement of College goals.
 - 1210
1211 2. The Dean will discuss the College budget at least annually with the faculty and attempt to
1212 achieve consensus regarding the use of funds across general categories. However, final
1213 decisions on budgetary matters for the College rest with the Dean.
 - 1214
1215 3. Similarly, Division Chairs will discuss the Division Budget at least annually with the Division
1216 Faculty and will attempt to achieve consensus regarding the use of funds across general
1217 categories. However, final decisions on budgetary matters for the division rest with the Division
1218 Chair.
 - 1219
1220 4. Research space shall be allocated on the basis of research productivity including external
1221 funding and will be reallocated periodically as these faculty-specific variables change.
 - 1222
1223 5. The allocation of office space will include considerations such as achieving proximity of faculty
1224 within Divisions and grouping staff functions to maximize efficiency.

1225
1226 6. Faculty Salaries

1227
1228 Initial faculty salaries are negotiated at the time of hiring. Salaries will be established based on
1229 current salaries for similar positions at peer institutions and equity within the college.

1230
1231 Annual salary increases will be based on merit as described in Appendix A of the APT
1232 document. Faculty will be evaluated by their Division Chair in each of the designated areas.
1233 Expectations for faculty productivity in each area will vary according to appointment type, rank,
1234 and time in rank, with higher expectations for more senior faculty. Division Chairs will review
1235 their evaluations with the Dean and they will agree on a salary for the next year taking into
1236 account the faculty member's performance in relation to the rest of the Division and College
1237 faculty and the resources available for merit increases for the College as a whole.

1238

1239 7. Incentive Plan

1240
1241 Faculty who have their TIU in the College of Public Health and for whom salary recovery from
1242 external sources accrues entirely to the College of Public Health will be eligible for incentives
1243 as described in this section. Faculty who have their TIU in the College of Public Health and for
1244 whom salary recovery from external sources accrues in part to the College of Public Health will
1245 be eligible for these incentives on a prorated basis according to the percentage of salary
1246 recoverable to the College. Distributions of incentives for faculty on Faculty Professional
1247 Leave, Special Research Assignment and other leaves of absences will be handled on a case-by-
1248 case basis by the Division Chair in consultation with the Executive Committee.

1249
1250 At 50% salary recovery for 12-month faculty and at 33% salary recovery for 9-month faculty,
1251 faculty will receive \$10,000 in discretionary funds, prorated based on the percentage of salary
1252 recoverable to the College. These funds will be retained in an account for the faculty member to
1253 use for such activities as travel to conferences, hiring students, or research related support.
1254 These funds cannot be used for salary or for off-duty quarter support. There will be full carry-
1255 over of these funds permitted from year to year. Beyond 50% recovery for 12-month faculty and
1256 33% salary recovery for 9-month faculty, the salary recovery will be distributed among the
1257 discretionary account, the Division, and the College. The specific distribution will be
1258 determined by the Dean, with input from the Executive Committee.

1259
1260 Faculty members who achieve a high level of research performance may be offered a one-time
1261 bonus, paid from general funds, in lieu of receiving funds in their discretionary account
1262 distributions. The Executive Committee will establish metrics for bonus payments at the end of
1263 each salary year. These metrics will involve research productivity and may include:

- 1264
- 1265 • Grant awards received (grants that include salary recovery are particularly important)
 - 1266 • Submission of competitive grant proposals.
 - 1267 • Publication of research articles in high impact refereed journals.
- 1268

1269 Per University policy, bonuses may not be paid from grant or other external funds, but must be
1270 paid from general College funds.

1271
1272 **E. Additional Policies**

1273
1274 Additional policies unrelated to appointments, promotion, tenure, salary, grievances and
1275 investigations may be found on the College Website and on the College Transfer Drive. Examples
1276 include policies related to educational programs, healthy foods, tobacco funding, and other issues.

1277
1278 <\\grimlock\transfer\college office\policies>
1279 www.cph.osu.edu

1280
1281 **F. Disclaimer**

1282
1283 The policies in section VI.A-E. do not constitute a contractual obligation. Fluctuations in demands
1284 and resources in the College and the individual circumstances of faculty members may warrant
1285 temporary deviations from the policy.

1286

VII. LEAVES AND ABSENCES

A. Faculty Professional Leave

Faculty professional leave (FPL) is a formal departure from regular academic duties. Faculty wishing to engage in FPL should become acquainted with the policies outlined in the OSU Office of Academic Affairs handbook and consult with their Division chairperson before applying for leave. FPLs are subject to the approval of the Dean, Office of Academic Affairs, and Board of Trustees. A comprehensive description of all specific application and approval criteria is available in the OAA Policies and Procedures Handbook and at the link provided below.

<\\grimlock\transfer\college office\policies\faculty>

B. Special Research Assignment

Special research assignments (SRAs) are designed to provide faculty with a respite from instructional duties and other select responsibilities to concentrate on research efforts. SRA opportunities are awarded based on the quality of the faculty proposal, the potential benefit of the SRA to the College, and the extent to which requesting faculty member's responsibilities and/or assignments can be adequately covered. A comprehensive description of all specific application and approval criteria is available in the OAA Policies and Procedures Handbook and at the link provided below.

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C. Unpaid Leaves of Absence

Faculty may request unpaid leave of absence (ULA) for personal or professional reasons. Requests for ULAs should be made in writing as far in advance from the time of leave as possible. Approval is based on the nature of the request, the positive and/or negative impact of the leave on the College, and the extent to which requesting faculty member's responsibilities and/or assignments can be adequately covered. A comprehensive description of all specific application and approval criteria is available from the Office of Human Resources:

<http://hr.osu.edu/benefits/timeoffleave.htm>

D. Other Paid Leaves

Other types of paid leave such as, but not limited to, Paid Paternal leave, or Short-Term Disability are also available within the College of Public Health. A comprehensive description of all specific application and approval criteria is available from the Office of Human Resources:

<http://hr.osu.edu/benefits/timeoffleave.htm>

VIII. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

1334 Faculty members are expected to carry out the responsibilities of their primary appointment at a
1335 high level of competence prior to seeking and/or engaging in supplemental and external consulting
1336 activity. All external consulting and supplemental compensation activities must be approved by the
1337 Division chairperson prior to the initiation of the activity. A comprehensive description of all
1338 University policies pertaining to supplemental compensation and paid external consulting are
1339 available in the OAA Policies and Procedures Handbook.

1340 **IX. GRIEVANCE PROCEDURES**

1341
1342
1343 Faculty, staff, or students with grievances should discuss them with the Division Chairperson who
1344 will review the situation as appropriate. If a resolution to the grievance is not achieved through this
1345 review process, a comprehensive description of the further University review processes in place for
1346 specific types of complaints and/or grievances are available in the OAA Policies and Procedures
1347 Handbook and at the links provided below.

1348
1349
1350 <http://trustees.osu.edu/rules5/ru5-04.php>
1351 <http://hr.osu.edu/policy/index.aspx>

1352
1353 Members of the College with grievances should discuss them with the division chair who will
1354 review the matter as appropriate and either seek resolution or explain why resolution is not possible.
1355 Content below describes procedures for the review of specific types of complaints and grievances.

1356 **A. Salary Grievances**

1357
1358
1359 A faculty or staff member who believes that his or her salary is inappropriately low should discuss
1360 the matter with the division chair. The faculty or staff member should provide documentation to
1361 support the complaint. Faculty members who are not satisfied with the outcome of the discussion
1362 with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (the
1363 Office of Academic Affairs Policies and Procedures Handbook:

1364
1365 http://oaa.osu.edu/OAAP_PHandbook.php).

1366
1367 Staff members who are not satisfied with the outcome of the discussion with the chair and wish to
1368 pursue the matter should contact Consulting Services in the Office of Human Resources
1369 (www.hr.osu.edu/).

1370 **B. Faculty Misconduct**

1371
1372
1373 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in
1374 Faculty Rule 3335-5-04, www.trustees.osu.edu/ChapIndex/index.php.

1375 **C. Faculty Promotion and Tenure Appeals**

1376
1377
1378 Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05,
1379 www.trustees.osu.edu/ChapIndex/index.php.

1380

1381 **D. Sexual Harassment**

1382
1383 The university's policy and procedures related to sexual harassment are set forth in OHR Policy
1384 1.15, www.hr.osu.edu/policy/index.aspx.

1385
1386 **E. Student Complaints**

1387
1388 Normally student complaints about courses, grades, and related matters are brought to the attention
1389 of individual faculty members. In receiving such complaints, faculty should treat students with
1390 respect regardless of the apparent merit of the complaint and provide a considered response. When
1391 students bring complaints about courses and instructors to the division chair, the chair will first
1392 ascertain whether or not the students require confidentiality. If confidentiality is not required, the
1393 chair will investigate the matter as fully and fairly as possible and provide a response to both the
1394 students and any affected faculty. If confidentiality is required, the chair will explain that it is not
1395 possible to fully investigate a complaint in such circumstances and will advise the student(s) on
1396 options to pursue without prejudice as to whether the complaint is valid or not.

1397
1398 Faculty complaints regarding students must always be handled strictly in accordance with university
1399 rules and policies. Faculty should seek the advice and assistance of the chair and others with
1400 appropriate knowledge of policies and procedures when problematic situations arise. In particular,
1401 evidence of academic misconduct must be brought to the attention of the Committee on Academic
1402 Misconduct (see www.oaa.osu.edu/coam/home.html and www.senate.osu.edu/COAMDuties.pdf).

1403
1404 The Code of Student Conduct is Faculty Rule 3335-23, www.trustees.osu.edu/Rules_23/index.html

1405
1406 **X. PROCESS FOR AMENDING THE POA**

1407
1408 Occasionally, it will be necessary to amend this document in order to clarify or change existing
1409 policy, to remove policies that have been rendered irrelevant, or to comply with new rules of the
1410 University. In addition, the POA must be revised or reaffirmed within twelve months of the
1411 appointment of the Dean and every four years thereafter.

1412
1413 Rules for Amending the POA:

- 1414
- 1415 1. An amendment to the POA may be proposed by one-third or more of the eligible voting faculty
1416 or a majority of the Executive Committee, or the Dean after discussion with the Executive
1417 Committee. The amendments must be submitted to the Dean in writing and include
1418 documentation of support.
 - 1419
 - 1420 2. Copies of this document should be distributed to all faculty of the College of Public Health.
1421 Responsibility for circulation of the document rests with Office of the Dean.
 - 1422
 - 1423 3. Proposed amendments should be discussed at the next scheduled faculty meeting, not less than
1424 two weeks following circulation of the amendment. Alternatively, a special meeting of the
1425 faculty may be called to discuss the amendment.
 - 1426
 - 1427 4. Once the amendment has been discussed, the eligible faculty will vote by secret ballot on
1428 whether or not to accept the amendment. The votes of two-thirds or more of the eligible faculty

1429 are required for passage. The time period over which the vote will be conducted will be decided
1430 at the faculty meeting in which the amendment was discussed. It is expected that this time
1431 period will not exceed one week in length.

1432
1433 5. The amendment will be incorporated pending final approval by the Dean.
1434

1435 **XI. IMPLEMENTATION OF THE PATTERN OF ADMINISTRATION**

1436
1437 The original Pattern of Administration for the College of Public Health took effect August 1, 1998.
1438

1439 Amended: Faculty Vote 4/20/1999

1440 Revised: 4/00

1441 Revised: Faculty Vote 5/15/2001

1442 Revised: Faculty Vote 6/08/2004

1443 Revised: Faculty Vote 2/24/2006 (Appendix A – Faculty Workload Expectation Policy)

1444 Revised: Faculty Vote 1/11/2007

1445 Revised: Faculty Vote 10/10/2008

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Guide for new Master of Public Health students with a specialization in BIostatistics

Students admitted to the Master of Public Health (MPH) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program with a specialization in Biostatistics. For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours)
2. Courses required for a specialization (30 credit hours)
3. Elective courses approved for the specialization (4 credit hours minimum)
4. Practice placement (4 credit hours minimum)
5. Culminating project (2 credit hours minimum)

Public Health Core Courses (20 hrs)

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health (course numbers and titles may be subject to change):

Biostatistics

PUBH-BIO 701 Design & Analysis of Studies in Health Sciences 4 hrs

Environmental Health Sciences

PUBH-EHS 731 Principles of Environmental Hlth 4 hrs

Epidemiology

PUBH-EPI 710 Principles of Epidemiology 4 hrs

Social and Behavioral Sciences

PUBH-HBP 720 Preventing Disease & Promoting Hlth through Behavior Science 4 hrs

Health Services Administration

HSMP 800 Health Care Organization I 4 hrs

Required Courses in the Specialization (30 hours)

PUBH-BIO 702	Design and Analysis of Studies in Health Sciences II	4 hrs
PUBH-BIO 703	Problem-Oriented Approach to Biostatistics	4 hrs
PUBH-BIO 786*	Biostatistics Consulting Lab	3 hrs
PUBH-BIO 793**	SAS Programming	2 hrs
PUBH-EPI 705	Health Surveys	4 hrs
STAT 645	Applied Regression Analysis	5 hrs

Two of the following courses are required:

PUBH-BIO 605	Applied Survival Analysis	4 hrs
PUBH-BIO 606	Applied Logistic Regression	4 hrs
PUBH-BIO 651	Survey Sampling Methods	4 hrs
PUBH-BIO 624	Applied Longitudinal Analysis	4 hrs
PUBH-BIO 625*	Multidimensional Data Analysis	4 hrs

**Courses not offered this year. For 786, students may substitute STAT 600 and 709.*

***Temporary number—will change to 604 upon final approval.*

Elective Courses (4 hours minimum)

Additional course(s) approved for the specialization are selected in consultation with the faculty adviser. See Appendix D in the CPH *Student Handbook* for recommended electives.

Practice Placement (4 hours minimum)

PUB-HLTH 685 Field Experience in Public Health 4 hrs

Culminating Project (2 hours minimum)

PUB-HLTH 793 Individual Studies 2 hrs

PRACTICE PLACEMENT (PRACTICUM)

The College requires a minimum of four credit hours of formal practice placement experience for all students in the MPH program. Students must spend at least 120 hours on site in the experience to meet the minimum requirement (30 hours on site equals one credit hour). Each student chooses a practice placement that fits with her/his career goals and is consistent with the area of specialization. An on-site preceptor supervises the student's experience, and

the faculty adviser collaborates in designing and approving the learning content. The majority of students complete this requirement during the summer following the first academic year, though some may choose to delay it until later in their second year.

Students should be active participants in the arrangements for a practice placement. The Practice Education and Career Services office in M006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH faculty. The practicum is graded S/U and the evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook* (available online at <http://cph.osu.edu/careers/careerstudents/>).

For students in Biostatistics, the practice placement could be in the format of a project under the supervision of one Biostatistics faculty member. The project should include all aspects of the statistical practice—study design, data management, data analysis, and final report.

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. The culminating project for the MPH satisfies this requirement either with a traditional examination or an alternative written product (e.g., written report plus a poster presentation).

MPH students specializing in Biostatistics have the option of completing a traditional research-based master's thesis as the culminating project or an applied research project. The thesis option is less frequently chosen because the majority of students intend to go directly into professional practice. However, those students who expect to pursue an academic degree program such as the PhD are encouraged to consider a thesis and there are, of course, students who are interested in a topic that is best approached in the thesis format.

MPH students who choose the non-thesis option complete an applied research project that includes a written paper and a presentation. The student has primary responsibility for topic selection and identifying the major advisor and a second reader. The applied research project could be an extension of the practice placement. More detailed descriptions of the culminating project requirements are available on the College web site or in the Office of Academic Programs.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MPH degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with the student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For more information, see Section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

Guide for new Master of Public Health students with a specialization in CLINICAL INVESTIGATION

Students admitted to the Master of Public Health (MPH) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program with a specialization in Clinical Investigation (CI). For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours)
2. Courses required for a specialization in CI (28 credit hours)
3. Elective courses approved for the specialization (4 credit hours)
4. Practice placement (4 credit hours)
5. Culminating project (4 credit hours)

Public Health Core Courses (20 hrs)

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health:

Biostatistics

PUBH-BIO 701 Design and Analysis of Studies in Health Sciences I 4 hrs

Environmental Health Sciences

PUBH-EHS 731 Principles of Environmental Health 4 hrs

Epidemiology

PUBH-EPI 710* Principles of Epidemiology 4 hrs

Social and Behavioral Sciences

PUBH-HBP 720 Preventing Disease & Promoting Health through Behav Science 4 hrs

Health Services Administration

HSMP 800 Health Care Organization I 4 hrs

**Students who pass a qualifying examination for PUBH-EPI 710 may substitute an elective.*

Required Courses in the Specialization (28 hrs)

PUBH-EPI 794*	Methods of Clinical Investigation	4 hrs
PUBH-EPI 711	Epidemiology I	4 hrs
PUBH-EPI 712	Epidemiology II	4 hrs
PUBH-BIO 702	Design and Analysis of Studies in Health Sciences II	4 hrs
PUBH-BIO 703	Problem-Oriented Approach to Biostatistics	4 hrs
PUB HLTH 850**	Seminar in Clinical Investigation	5 hrs
PUB HLTH 999	Research	3 hrs

**Temporary number, will change when permanent number is assigned.*

***Seminar offered every quarter for 1 hour credit; students must accumulate 5 credit hours.*

Recommended Electives (4 hrs minimum)

Additional course(s) approved for the specialization are selected in consultation with the faculty adviser.

Practice Placement (4 hrs)

PUB-HLTH 685 Field Experience in Public Health 4 hrs

Culminating Project (4 hrs)

PUB-HLTH 793 Individual Studies 4 hrs

PRACTICE PLACEMENT (PRACTICUM)

The College requires a minimum of four credit hours of formal practice placement experience for all students in the MPH program. Students must spend at least 120 hours on site in the experience to meet the minimum requirement (30 hours on site equals one credit hour). An on-site preceptor supervises the student's experience, and the faculty adviser collaborates in designing and approving the learning content.

Because of the special nature of the Clinical Investigation program, many students begin their practicum earlier than would be typical in other specializations, engaging in a research apprenticeship experience. Ideally this will allow the student to participate in all aspects of the topic selection, study design, planning, and implementation of an appropriate research project. In addition, the student should be exposed to the public health issues and ethical

concerns that arise in the research. Students should be active participants in the arrangements for a practice placement, working closely with their advisers and other CPH faculty.

The Practice Education and Career Services office in M006 Starling-Loving Hall provides support throughout the experience. The practicum is graded S/U. The evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook* (available online at <http://cph.osu.edu/careers/careerstudents/>).

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. MPH students specializing in Clinical Investigation satisfy this requirement either by completing a traditional research-based master's thesis or alternative research project. In either case, the culminating project will flow from the research process begun during the practice placement, continuing on to complete the appropriate statistical analysis and prepare a manuscript in scientific journal format describing and interpreting the findings.

More detailed descriptions of the culminating project requirements are available on the CPH web site or in the Office of Academic Programs.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and the core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MPH degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with each student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For more information, see Section 10.3 of the *CPH Student Handbook*.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orrr.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orrr.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orrr.osu.edu/iacuc/>

GRADUATION

Students must be enrolled for a minimum of three graduate credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site or in the Office of Academic Programs) must be completed by the student, signed by the adviser, and returned to the OAP for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser or instructor.

Guide for new Master of Public Health students with a specialization in ENVIRONMENTAL HEALTH SCIENCES

MPH students are assigned faculty advisors to provide guidance regarding their courses, practice placement, and culminating project. This document serves as a resource to be used by the student and the adviser in developing the Master of Public Health program with a specialization in Environmental Health Sciences (EHS). For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours)
2. Courses required for a specialization in EHS (20 credit hours)
3. Elective courses approved for the specialization in EHS (12-14 credit hours)
4. Practice placement (4 credit hours minimum)
5. Culminating project (2-4 credit hours)

Public Health Core Courses

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health:

Biostatistics

PUBH-BIO 701 Design & Analysis of Studies in Health Sciences I 4 hrs

Environmental Health Sciences

PUBH-EHS 731 Principles of Environmental Hlth 4 hrs

Epidemiology

PUBH-EPI 710 Principles of Epidemiology 4 hrs

Social and Behavioral Sciences

PUBH-HBP 720 Preventing Disease & Promoting Hlth through Behavior Science 4 hrs

Health Services Administration

HSMP 800 Health Care Organization I 4 hrs

Required Courses in the Specialization

PUBH-EHS 732	Basic Concepts in Toxicology	4 hrs
PUBH-EHS 830	Principles of Occupational Health	4 hrs
PUBH-EHS 831	Principles of Risk Assessment	4 hrs
PUBH-EHS 794	Exposure Assessment	4 hrs
PUBH-EHS 735	Intro to Water & Human Hlth Risk	4 hrs

EHS Electives

PUBH-EHS 733	Toxicology of Chemical Agents	4 hrs
PUBH-EHS 794	Environmental Law	4 hrs
PUBH-EHS 835	Molecular Techniques for Environmental Health Sci	4 hrs
PUBH-EHS 794	Environ Health Microbiology	4 hrs

Other Recommended Electives

CRP 712	Theory of City & Regional Planning
ENR 531	Environmental & Nat Res Economics
ENR 615	Environmental Risk Communication
ENR 618	Ecological Engineering and Science
ENR 653	Solid Waste Management
ENR 752	Environmental Science and Law
ENTOMOL 662	Principles of Insect Toxicology
ENTOMOL 762	Environmental Toxicol and Chemistry
MICRBIOL 509	Basic and Practical Microbiology
MICRBIOL 522	Immunobiology
MICRBIOL 701	Cellular and Molecular Immunology
PATH 640	Fundamentals of Oncology
PUB-HLTH 741	Public Health Organization
VPM 721	Zoonotic Diseases
VPM 722	Food-Borne Illnesses
VPM 723	Biosecurity & Environmntl Hlth

Additional electives may be selected with approval of the faculty advisor.

Practice Placement

PUB-HLTH 685 Field Experience in Public Health 4 hrs

Culminating Project

PUB-HLTH 793 Individual Studies 2-4 hrs

PRACTICE PLACEMENT (PRACTICUM)

A minimum of four credit hours of formal practice placement experience is required (120 hours on site). This requirement is intended to provide students with real-world public health practice experience to both galvanize their academic experience and to facilitate their career planning (e.g., Ohio EPA, consulting companies, Battelle Memorial Institute, Ohio DNR, Columbus Public Health Department). Practice placements typically occur during the summer following the first year of full-time study, though some students may choose to delay it until later in their second year. Students are free to choose practice placements that fit their goals and are consistent with the area of specialization. An on-site preceptor supervises the student's experience and the faculty adviser collaborates in designing and approving the learning content.

Students should be active participants in the arrangements for the practice placement. The Practice Education and Career Services office in M006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH faculty. The practicum is graded S/U and the evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook* (available online at <http://cph.osu.edu/careers/careerstudents/>).

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. The preparation of a written report based on the student's culminating project and an oral presentation in a seminar with EHS faculty and students fulfills this requirement for the MPH degree. For more information, see Section 5.1 of the *CPH Student Handbook*. Detailed descriptions of the culminating project requirements are available from the division or the Office of Academic Programs.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in all required specialization courses (indicated by an EHS prefix) and core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MPH degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress within this time limit rests with the student. Students who fail to complete the program in five years must reapply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For additional information, see Section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's web site at <http://www.gradsch.ohio-state.edu/>) should be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

Guide for new Master of Public Health students with a specialization in EPIDEMIOLOGY

Students admitted to the Master of Public Health (MPH) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program with a specialization in Epidemiology. For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available on line at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours)
2. Courses required for a specialization in epidemiology (24-26 credit hours)
3. Elective courses approved for the specialization (7-9 credit hours)
4. Practice placement (4 credit hours minimum)
5. Culminating project (3 credit hours minimum)

Public Health Core Courses

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health:

Biostatistics

PUBH-BIO 701 Design & Analysis of Studies in Health Science I 4 hrs

Environmental Health Sciences

PUBH-EHS 731 Principles of Environmental Hlth 4 hrs

Epidemiology

PUBH-EPI 710 Principles of Epidemiology 4 hrs

Social and Behavioral Sciences

PUBH-HBP 720 Preventing Disease & Promoting Health through Behavior Science 4 hrs

Health Services Administration

HSMP 800 Health Care Organization I 4 hrs

Required Courses and Electives in the Specialization

PUBH-EPI 711	Epidemiology I	4 hrs
PUBH-EPI 712	Epidemiology II	4 hrs
PUBH-BIO 702	Studies in Health Science II	4 hrs
PUBH-BIO 703	Probl-Oriented Apprch to Biostats	4 hrs
PUBH-EPI 705	Health Surveys	4 hrs
PUBH-BIO 793*	SAS Programming	2 hrs
PUBH-EPI 794**	Biological Basis of Public Health	4 hrs

*Temporary number—will change to 604 upon final approval.

**Required for students who do not have an MD, DVM, or equivalent clinical degree (temporary number).

Electives (Choose 2-3 courses to bring the total hours in your program to 60)

PUBH-EPI 713	Environmental Epidemiology	4 hrs
PUBH-EPI 714	Epidemiology of Injury	3 hrs
PUBH-EPI 794	Psychiatric Epidemiology	3 hrs
PUBH-EPI 794	Reproductive and Perinatal Epi	4 hrs
PUBH-EPI 814	Chronic Disease Epidemiology	4 hrs
PUBH-EPI 815	Infectious Disease Epidemiology	4 hrs
PUBH-EPI 816	Cancer Epidemiology	4 hrs
PUBH-EPI 817	Cardiovasc Disease Epidemiology	4 hrs
PUBH-EPI 818	Women's Health Issues	3 hrs
PUBH-EPI 819	Epidemiology of Obesity	4 hrs

Practice Placement

PUB-HLTH 685 Field Experience in Public Health 4 hrs

Culminating Project

PUB-HLTH 793 Individual Studies 3 hrs

PRACTICE PLACEMENT (PRACTICUM)

The College requires a minimum of four credit hours of formal practice placement experience for all students in the MPH program. Students must spend at least 120 hours on site in the experience to meet the minimum requirement (30 hours on site equals one credit hour). Each student chooses a practice placement that fits with her/his career goals and is consistent with the area of specialization. An on-site preceptor supervises the student's experience, and the faculty adviser collaborates in designing and approving

the learning content. The majority of students complete this requirement during the summer following the first academic year, though some may choose to delay it until later in their second year.

Students should be participants in the arrangements for the practice placement. The Practice Education and Career Services office in M006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH faculty. The practicum is graded S/U and the evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook* (available online at <http://cph.osu.edu/careers/careerstudents/>).

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. The culminating project for the MPH satisfies this requirement either with a traditional examination or an alternative written product.

MPH students specializing in Epidemiology have the option of completing a traditional research-based master's thesis as the culminating project or an applied research project. The thesis option is less frequently chosen because the majority of students intend to go directly into professional practice. However, those students who expect to pursue an academic degree program such as the PhD are encouraged to consider a thesis and there are, of course, students who are interested in a topic that is best approached in the thesis format.

MPH students who prefer an alternative to the thesis complete an applied research project (which may take the form of a grant proposal) that includes a written report and an oral presentation. More detailed descriptions of the culminating project requirements are available on the College web site or in the Office of Academic Programs.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MPH degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with the student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. In all cases, students must petition the Graduate Studies Committee to transfer credits; the petition must be supported by the Division Chair. For additional information, see Section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to the OAP each quarter is the first Friday of the quarter of graduation. Students also are expected to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

Guide for new Master of Public Health students with a specialization in **HEALTH BEHAVIOR AND HEALTH PROMOTION**

Students admitted to the Master of Public Health (MPH) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program with a specialization in Health Behavior and Health Promotion (HBHP). For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours minimum)
2. Courses required for a specialization (24 credit hours)
3. Elective courses approved for the specialization (8-10 credit hours)
4. Practice placement (4 credit hours minimum)
5. Culminating project (2-4 credit hours minimum)

Public Health Core Courses

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health:

Biostatistics

PUBH-BIO 701 Design & Analysis of Studies in Health Sciences I 4 hrs

Environmental Health Sciences

PUBH-EHS 731 Principles of Environmental Hlth 4 hrs

Epidemiology

PUBH-EPI 710 Principles of Epidemiology 4 hrs

Social and Behavioral Sciences

PUBH-HBP 720 Preventing Disease & Promoting Health through Behavior Science 4 hrs

Health Services Administration

HSMP 800 Health Care Organization I 4 hrs

Required Courses in the Specialization

PUBH-HBP 820	Fdns of Hlth Behav & Hlth Promo	4 hrs
PUBH-HBP 821	Community Hlth Assessment	4 hrs
PUBH-HBP 822	Settings & Special Populations	
	OR 850 Fundamental Determinants of Hlth	4 hrs
PUBH-HBP 824	Program Eval in Public Health	
	OR 850 Research Methods in Public Hlth	4 hrs
PUBH-HBP 827	Program Plan & Implementation	4 hrs
PUBH-BIO 702	Studies in Health Sciences II	4 hrs

Recommended Electives for HBHP

Any graduate-level course in Public Health (except HBHP 725).

EDU PAES 605	Health Counseling
EDU PAES 612	Alcohol and Drug Education
COM 636.01	Health Comm in Interpersonal Contexts
COM 636.02	Health Comm in Mass Mediated Contexts
COM 870	Media, Campaigns, and Health
HDFS 667	Admin of Agencies Servicing Children and Families
HDFS 670	Family and Informal Support Systems of the Aged
HDFS 840.01	Adolescents and their Families
HDFS 840.03	Adolescence: Individuation Process in Cntxt of the Family
HDFS 850	Measurement & Assessment in the Study of Children & Fam
SOC WORK 695.09	Substance Abuse Treatment
SOC WORK 695.14	Aging
SOC WORK 695.17	AIDS: Facts and Issues
SOCIOL 629	Sociology of Health: Mental & Physical Dimensions
SOCIOL 630	Medical Sociology

Practice Placement

PUB-HLTH 685	Practicum	4 hrs
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Culminating Project

PUB-HLTH 793	Culminating Project	2-4 hrs
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PRACTICE PLACEMENT (PRACTICUM)

The College requires a minimum of four credit hours of formal practice placement experience for all students in the MPH program. Students must spend at least 120 hours on-site in the experience to meet the minimum requirement (30 hours on site equals one credit hour). Each student chooses a practice placement that fits her/his career goals and is consistent with the area of specialization. An on-site preceptor supervises the student's experience, and the faculty adviser collaborates in designing and approving the learning content. Most students complete this requirement during the summer following the first academic year, though some may choose to delay it until later in their second year.

Students should be active participants in the arrangements for a practice placement. The Practice Education and Career Services office in M006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH faculty. The practicum is graded S/U and the evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook* (available online at <http://cph.osu.edu/careers/careerstudents/>).

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. The culminating project for the MPH satisfies this requirement.

MPH students specializing in Health Behavior and Health Promotion have the option of completing a traditional research-based master's thesis as the culminating project or an applied research project. Students who prefer the non-thesis option will complete a written report and an oral presentation on the applied research project. More detailed descriptions of the culminating project requirements are available from the division or the Office of Academic Programs.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses

and core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MPH degree must be completed within five years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with the student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For additional information, see Section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are expected to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

Guide for new Master of Public Health students with a specialization in HEALTH SERVICES MANAGEMENT AND POLICY

Students admitted to the Master of Public Health (MPH) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program with a specialization in Health Services Management and Policy (HSMP). For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours)
2. Courses required for a specialization in HSMP (28 credit hours)
3. Elective courses approved for the specialization (4 credit hours minimum)
4. Practice placement (4 credit hours)
5. Culminating project (4 credit hours minimum)

Public Health Core Courses (20 hrs)

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health:

Biostatistics

PUBH-BIO 701 Design and Analysis of Studies in Health Sciences I 4 hrs

Environmental Health Sciences

PUBH-EHS 731 Principles of Environmental Health 4 hrs

Epidemiology

PUBH-EPI 710 Principles of Epidemiology 4 hrs

Social and Behavioral Sciences

PUBH-HBP 720 Preventing Disease & Promoting Health through Behav Science 4 hrs

Health Services Administration

HSMP 800 Health Care Organization I 4 hrs

Required Courses in the Specialization (28 hrs)

HSMP 801 Health Care Organization II 4 hrs
 HSMP 802 Econ Analysis of Health Services 4 hrs
 HSMP 805 Introduction to Health Policy 4 hrs

HSMP 815 Health Services Org Mgmt 4 hrs
 HSMP 820 Health Services Finance I* 4 hrs

**An introductory course in accounting is required prior to enrolling in HSMP 820*

Choose eight credit hours from the following (others may be used as electives if desired):

HSMP 811 Legal Environment of Health Care 4 hrs
 HSMP 817 Leadership in Health Care 4 hrs
 HSMP 821 Health Services Finance II 4 hrs
 HSMP 824 Economic Eval of Health Care 4 hrs
 HSMP 871 Health Services Research 4 hrs
 HSMP 870.03 Data Analysis 2 hrs
 HSMP 870.05 Human Resources 2 hrs
 HSMP 870.06 Marketing 2 hrs
 HSMP 880 Operations Mgmt for Hlth Srv Org 4 hrs
 HSMP 881 Topics in Health Serv Op Mgmt 4 hrs
 HSMP 882 Info Systems for Health Serv Org 4 hrs
 PUBH-HBP 821 Community Health Assessment 4 hrs
 PUBH-HBP 824 Program Evaluation 4 hrs
 PUBPOLM 834 Public Budgeting 4 hrs

Recommended Electives (4 hrs minimum)

Students may choose additional courses from the list above, and also are free to select from the many additional electives recommended for the MHA, listed in Appendix E of the *CPH Student Handbook*.

Practice Placement (4 hrs)

PUB-HLTH 685 Field Experience in Public Health 4 hrs

Culminating Project (4 hrs)

PUB-HLTH 793 Individual Studies 4 hrs

PRACTICE PLACEMENT (PRACTICUM)

The College requires a minimum of four credit hours of formal practice placement experience for all students in the MPH program. Students must spend at least 120 hours on site in the experience to meet the minimum requirement (30 hours on site equals one credit hour). Each student chooses a practice placement that fits with her/his career goals and is consistent with the area of specialization. An on-site preceptor supervises the student's experience, and the faculty adviser collaborates in designing and approving the learning content. The majority of students complete this requirement during the

summer following the first academic year, though some may choose to delay it until later in their second year. Students should be active participants in the arrangements for a practice placement. The Practice Education and Career Services office in M-006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH faculty. The practicum is graded S/U. The evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook* (available online at <http://cph.osu.edu/careers/careerstudents/>).

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. The culminating project for the MPH satisfies this requirement either with a traditional thesis or an alternative written product.

MPH students specializing in Health Services Management and Policy have the option of completing a traditional research-based master's thesis as the culminating project or an integrative writing project. The thesis option is less frequently chosen because the majority of students intend to go directly into professional practice. However, those students who expect to pursue an academic degree program such as the PhD are encouraged to consider a thesis and there are, of course, students who are interested in a topic that is best approached in the thesis format.

Students who prefer an alternative to the thesis complete an integrative writing project. More detailed descriptions of the culminating project requirements are available from the division or the Office of Academic Programs.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and the core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MPH degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with each student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For more information, see Section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M-006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser or instructor.

Guide for new Master of Public Health students with a specialization in VETERINARY PUBLIC HEALTH

Students admitted to the Master of Public Health (MPH) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program with a specialization in Veterinary Public Health (VPH). For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours)
2. Courses required for a specialization in VPH (20 credit hours)
3. Elective courses approved for the specialization (12 credit hours)
4. Practice placement (4 credit hours)
5. Culminating project (4 credit hours minimum)

Public Health Core Courses (20 hrs)

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health:

Biostatistics

PUBH-BIO 701 Design and Analysis of Studies in Health Sciences I 4 hrs

Environmental Health Sciences

PUBH-EHS 731 Principles of Environmental Health 4 hrs

Epidemiology

PUBH-EPI 710 Principles of Epidemiology 4 hrs

Social and Behavioral Sciences

PUBH-HBP 720 Preventing Disease & Promoting Health through Behav Science 4 hrs

Health Services Administration

HSMP 800 Health Care Organization I 4 hrs

Required Courses in the Specialization (20hrs)

VET PREV 721 Zoonotic Diseases 4 hrs

VET PREV 722 Food-Borne Diseases 4 hrs

VET PREV 723 Biosecurity 4 hrs

PUBH-BIO 702 Design and Analysis of Studies in Health Sciences II 4 hrs

PUBH-BIO 703 Problem-Oriented Approach to Biostatistics 4 hrs

Recommended Electives (12 hrs minimum)

Additional course(s) approved for the specialization are selected in consultation with the faculty adviser. See Appendix D in the CPH *Student Handbook* for recommended electives.

Practice Placement (4 hrs)

PUB-HLTH 685 Field Experience in Public Health 4 hrs

Culminating Project (4 hrs)

VPM 999 Research/Culminating Project 4 hrs

PRACTICE PLACEMENT (PRACTICUM)

The College requires a minimum of four credit hours of formal practice placement experience for all students in the MPH program. Students must spend at least 120 hours on site in the experience to meet the minimum requirement (30 hours on site equals one credit hour). Each student chooses a practice placement that fits with her/his career goals and is consistent with the area of specialization. An on-site preceptor supervises the student's experience, and the faculty adviser collaborates in designing and approving the learning content. The majority of students complete this requirement during the summer following the first academic year, though some may choose to delay it until later in their second year.

Students should be active participants in the arrangements for a practice placement. The Practice Education and Career Services office in M006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH or VPM faculty. The practicum is graded S/U. The evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook* (available online at <http://cph.osu.edu/careers/careerstudents/>).

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. The culminating project for the MPH satisfies this requirement either with a traditional thesis or an alternative written product.

Although MPH students specializing in Veterinary Public Health have the option of completing a traditional research-based master's thesis, the thesis option is less frequently chosen because the majority of students intend to go directly into professional practice. However, those students who expect to pursue an academic degree program such as the PhD are encouraged to consider a thesis and there are, of course, students who are interested in a topic that is best approached in the thesis format.

Students who prefer an alternative to the thesis complete either a research project, a grant, or an integrative writing project. The non-thesis option requires a written project and an oral defense. More detailed descriptions of the culminating project requirements are available on the CPH web site or in the Office of Academic Programs.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and the core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MPH degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with each student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.4 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit

from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For more information, see Section 10.3 of the *CPH Student Handbook*.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orpp.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orpp.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orpp.osu.edu/iacuc/>

GRADUATION

Students must be enrolled for a minimum of three graduate credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser or instructor.

Guide for new students in the

MASTER OF PUBLIC HEALTH

PROGRAM FOR EXPERIENCED PROFESSIONALS

Students admitted to the Master of Public Health (MPH) Program for Experienced Professionals are assigned faculty advisers who are available to provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program to meet the student's needs and interests. For additional information about MPH/PEP requirements, students are directed to the College of Public Health (CPH) *Student Handbook* and to the *Graduate School Handbook* [available online at <http://www.gradsch.ohio-state.edu/>].

PROGRAM OF STUDY

The curriculum for the MPH Program for Experienced Professionals (PEP) is similar to that for the full-time MPH, requiring the same total of 60 credit hours. However, PEP students do not specialize, other than through their use of electives and their choices for practicum and culminating experience. The specific PEP course requirements recognize the needs and interests of more experienced students, with emphasis on general preparation for positions of leadership in public health. The division of time in the curriculum is as follows:

1. Required courses (40 credit hours)
2. Practicum (4 credit hours)
3. Culminating project (4-8 credit hours)
4. Electives (8-12 credit hours)

Required Courses (40 hrs)

PUB HLTH 741	Public Health Organization	4 hrs
PUBH-BIO 601	Statistical Meth for PH Practice I	4 hrs
PUBH-BIO 602	Statistical Meth for PH Practice II	4 hrs
PUBH-EHS 731	Princip of Environmental Health	4 hrs
PUBH-EPI 700	Epidemiology for Exp Health Prof	4 hrs
PUBH-HBP 720	Preventing Disease	4 hrs
PUBH-HBP 824	Program Evaluation in PH	4 hrs
HSMP 800	Health Care Organization I	4 hrs
HSMP 805	Introduction to Health Policy	4 hrs
HSMP 823	Financial Mgmt of PH Programs	4 hrs

Practice Placement (4 hrs)

PUB HLTH 685	Field Experience in Public Health	4 hrs
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Culminating Project (4-8 hrs)

PUB HLTH 793	Individual Studies	4-8 hrs
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Electives (8-12 hrs)

Eight to twelve credit hours of electives may be applied toward the sixty required for the degree (naturally, students may take more if they wish). Some electives will be offered within the College of Public Health in formats to make them more accessible to PEP students (e.g., evening, weekend, distance education). Students may also take approved courses in other departments at Ohio State, or at other universities. Elective courses taken in other departments or other universities must have *prior approval*. A listing of currently approved electives is available through the Office of Academic Programs, and will periodically be updated. The student who wishes to take an elective that is not already on the approved list must submit an elective course approval form (included in the CPH *Student Handbook*) together with supporting documentation. In order to receive approval, the course must be at the graduate level, relevant to public health, and contribute to your career goals and objectives. It is essential to obtain advance approval for electives in order to avoid any possibility of a very expensive disappointment.

PRACTICE PLACEMENT

The practicum (field practice placement) may be pursued at any time after completion of the first 3 quarters of the curriculum; we recommend that it be taken during the summer between the first and second years. The practicum must precede the culminating project described in the next section. A workshop offered once per year during an on-campus session explains the requirements and process in more detail.

Each hour of field placement credit requires 30 hours of on-site participation in an approved public health-related activity under the supervision of a public health practitioner serving as preceptor. Thus the full practicum experience requires 120 on-site hours (4 credits times 30 hours). The student works on a project of interest that benefits the sponsoring organization, and prepares a written final report on the experience.

PEP students are encouraged to select a practicum placement in an organization different than their current employment. However, it is permissible to complete the practicum in the student's place of employment. In this case, the experience must be significantly different than the student's regularly assigned duties, must take place outside the student's usual work area, and the preceptor

must be someone other than the student's regular work supervisor.

The Practice Education and Career Services office in M006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH faculty. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the *Field Practice Placement Student Handbook*.

CULMINATING PROJECT/MASTER'S EXAMINATION

The Graduate School requires that each master's student complete a Master's Examination. The culminating project for the MPH satisfies this requirement.

The culminating project, completed during the second year of the program, is a required learning activity intended to assist each student in synthesizing and applying content from the program. The student, with the guidance of a faculty adviser, will prepare a grant proposal targeted to a particular funding source or conduct an applied research project on a public health issue of interest to the student. A more complete description of the process and requirements will be given to the students before the end of the first year.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in all required courses (with the exception of a C or C+ in one core course) and no course in which a grade of C- or below is earned may count towards the degree.

GRADUATE NON-DEGREE & TRANSFER CREDIT

Students may transfer a maximum of 10 graduate non-degree credit hours into the MPH program if approved by the faculty adviser. In addition, graduate credit may be transferred into the program from another institution with approval of the faculty adviser and the Graduate Studies Committee Chair. Eighty (80) percent of the total credit hours required for the degree must be completed at this university over a period of at least two quarters. All approved credit must meet the five-year rule.

TIME LIMIT

The MPH degree must be completed within 5 years from the date of matriculation into the graduate program of the College of Public Health. The responsibility for academic progress and fulfillment of the time limit rules rest with each student. The Office of Academic Programs (OAP)

sends a letter to students who have not yet completed the degree three years after matriculation to remind them of the time limit and summarize their unfulfilled course requirements. Those who fail to make satisfactory progress toward the degree in the year following this letter will be placed on academic probation. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may require the student to complete additional course work.

ATTENDANCE POLICY

Students must attend all three weekends in a quarter for credit. Exceptions may be possible for legitimate extenuating circumstances; it is the student's responsibility to discuss this with the instructor in advance. However, no more than the equivalent of one weekend in a quarter may be missed, and in any case all assignments must be completed. Individual instructors may have more specific attendance requirements because of the structure of the course (e.g., a scheduled presentation by the student, a laboratory experience, etc.). Any departures from the standard attendance policy should be in the course syllabus, and any questions should be discussed with the instructor.

Each student must take the full load of eight credit hours per quarter (four in the initial summer), including the electives, practicum, and culminating project, in order to graduate in two years. Because of the sequential nature of the curriculum, missing a course could extend the time to graduation by several quarters. Any student contemplating a reduced schedule should discuss this carefully with her/his adviser and/or the PEP director to be sure that the implications for degree progress are understood.

GRADUATION

Students must be enrolled for a minimum of three credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the form each quarter is the second Friday of the quarter of graduation. Students also are expected to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University processes and procedures. Questions regarding the student's course work should be directed to the faculty adviser or instructor.

Guide for new students in the Master of Health Administration program

Students admitted to the Master of Health Administration (MHA) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser. For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The curriculum consists of a minimum of 84 credit hours organized into three curricular domains:

1. Core courses in areas of knowledge basic to public health (16 credit hours)
2. MHA required courses (46 credit hours)
3. Elective courses approved for the specialization (22 credit hours minimum)

Public Health Core Courses (16 hrs)

PUBH-BIO 701	Design and Analysis of Studies in Health Sciences I	4 hrs
PUBH-EHS 794	Environmental Health Science	2 hrs
PUBH-EPI 710	Principles of Epidemiology	4 hrs
PUBH-HBP 725	Behavioral Sci of Hlth Care Mgrs	2 hrs
HSMP 800A	Health Care Organization I	4 hrs

MHA Required Courses (46 hrs)

HSMP 802	Econ Analysis of Health Services	4 hrs
HSMP 805	Introduction to Health Policy	4 hrs
HSMP 811	Legal Environment of Health Care	4 hrs
HSMP 815	Health Services Org Mgmt	4 hrs
HSMP 820*	Health Services Finance I	4 hrs
HSMP 821	Health Services Finance II	4 hrs
HSMP 822	Hlth ServEval of Health Care	4 hrs
HSMP 831	Strategic Mgmt & Program Devel	4 hrs
HSMP 870.02	Clinical Rotations	2 hrs
HSMP 870.05	Human Resources	2 hrs
HSMP 870.06	Marketing	2 hrs
HSMP 880	Operations Mgmt for Hlth Srv Org	4 hrs
HSMP 882	Info Systems for Health Serv Org	4 hrs

*Students are expected to have a prerequisite introductory course in accounting prior to matriculation or it must be taken prior to enrolling in HSMP 820.

Recommended Electives (22 hrs minimum)

Students may select from the many electives recommended for the MHA, which are listed in Appendix E of the CPH *Student Handbook*.

ADMINISTRATIVE RESIDENCY

Between the first and second years of the program, students are required to complete a summer administrative residency (unless it is waived on the basis of substantial prior experience). This three-month field program is an opportunity for students to test their skills by working on projects in a health-related organization. The summer residency is a paid experience. Students do not register for academic credit or pay fees for the residency. Complete details on the process for seeking and confirming the residency, as well as the expectations for the residency, are found in *Guidelines for the Residency Program*, which is provided to students and preceptors prior to residency.

INTEGRATIVE WRITING PROJECT

The Graduate School requires that each master's student complete a Master's Examination. The integrative writing project for the MHA satisfies this requirement. More detailed descriptions of the culminating project requirements are available in the division

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and the core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the CPH *Student Handbook*.

TIME LIMIT

The MHA degree must be completed within 6 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with each student. Students who fail to complete

the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.4 of the CPH *Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 17 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For more information, see Section 10.3 of the CPH *Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.12 of the CPH *Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser or instructor.

Guide for new Master of Science students in Public Health with a specialization in BIostatistics

The Master of Science (MS) degree is intended for students whose interest is in the academic subject matter of the field rather than in professional practice. It is a natural entry point for many students who will eventually continue for the PhD. Because of this orientation, the emphasis in the MS program is on building a strong foundation in a particular specialty field, along with the research methods important in that field. To reflect this research and academic orientation, the MS in Biostatistics requires the preparation of a thesis, though it is available under a non-thesis option at the discretion of the division of specialization. The degree consists of a minimum of 60 credit hours, of which a maximum of 12 credit hours may be given for the preparation of the thesis. There is no practice placement requirement for the MS.

Students admitted to the MS program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing the MS program with a specialization in Biostatistics. For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

Even though the MS is not intended for professional practice, the faculty believe that it is important for students to gain an appreciation of the scope of the field of public health. Thus, students in the MS are required to show approved coverage in epidemiology and at least one of the other three areas basic to public health (“core courses”). The overall distribution of course work is as follows:

1. Approved courses in areas of knowledge basic to public health (8 credit hours)
2. Approved specialization and elective courses (41 credit hours)
3. Electives (7 credit hours)
4. Thesis (4 credit hours)

Public Health Core Courses (8 credit hrs)

Required:

PUBH-EPI 710 Principles of Epidemiology 4 hrs

Choose one:

PUBH-EHS 731	Principles of Environmental Hlth	4 hrs
PUBH-HBP 720	Preventing Disease and Promoting Hlth through Behavioral Science	4 hrs
HSMP 800	Health Care Organizations I	4 hrs

Required Courses in the Specialization (41 credit hrs)

PUBH-BIO 701	Design and Analysis of Studies in Health Sciences I	4 hrs
PUBH-BIO 702	Design and Analysis of Studies in Health Sciences II	4 hrs
PUBH-BIO 703	Approach to Biostatistics	4 hrs
PUBH-BIO 786*	Biostatistics Consulting Lab	3 hrs
PUBH-BIO 793**	SAS Programming	2 hrs
STAT 610	Probability for Stat Inference	5 hrs
STAT 623	Theory of Statistical Analysis	5 hrs
STAT 645	Applied Regression Analysis	5 hrs

Choose two of the following:

PUBH-BIO 605	Applied Survival Analysis	4 hrs
PUBH-BIO 606	Applied Logistic Regression	4 hrs
PUBH-BIO 651	Survey Sampling Methods	4 hrs
PUBH-BIO 624	Applied Longitudinal Analysis	4 hrs
PUBH-BIO 625*	Multidimensional Data Analysis	4 hrs

*Courses not offered this year. For 786, students may substitute STAT 600 and 709.

**Temporary number—will change to 604 upon final approval.

Electives (7 credit hrs)

Because of the research orientation of the degree, it is essential that students work closely with their advisers to plan their use of electives to build the expected skills and support their thesis or culminating project.

Thesis (4 credit hrs)

PUB-HLTH 999	Thesis	4 hrs
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THESIS

The thesis is an integral part of the MS degree, allowing the student the opportunity to investigate a topic of personal interest and importance to the field, and to integrate and synthesize from the knowledge and skills presented in the program. Details regarding Graduate School policies, including format, typing, deadlines, etc., are found in Part III of the *Graduate School Handbook*.

In general, a thesis requires:

- identification of a topic area and an adviser in the Biostatistics Division willing to guide the preparation of the thesis;
- formation of an examining committee, composed of at least two members of the CPH Graduate Faculty, including the adviser;
- where appropriate, selection of a third member of the examining committee, who may be from outside the CPH;
- written and oral presentation of the thesis prospectus to the examining committee for approval (see Appendix I);
- completion of the thesis described in the approved prospectus;
- satisfactory defense of the thesis before the examining committee, and
- deposit of an approved (adviser-signed) copy of the full thesis and abstract in the program office and electronic submission to the Graduate School.

The student has primary responsibility for topic selection and formation of the Master's Examination Committee. The proposed topic must be approved by the faculty adviser and the committee is selected by consultation between the student and adviser. For additional information, see Section 7.3 of the *CPH Student Handbook*.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orrr.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orrr.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orrr.osu.edu/iacuc/>.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in all required specialization courses and no course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MS degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with the student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 7.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For more information, see section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

Guide for new MS students in Public Health With a specialization in **ENVIRONMENTAL HEALTH SCIENCES**

The Master of Science (MS) degree is intended for students whose interests in environmental health are academically oriented rather than directed toward professional practice. It is a natural entry point for students who are interested in pursuing a Ph.D. degree or a career in research. Because of this orientation, the emphasis in the MS program is on building a strong foundation in a particular specialty field, along with the research methods important in that field. To reflect this research and academic orientation, the MS ordinarily requires the preparation of a thesis, though it is available under a non-thesis option at the discretion of the division of specialization. There is no practice placement requirement for the MS.

Students admitted to the MS program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing the MS program with a specialization in Environmental Health Sciences (EHS). For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

Although the focus of the MS program of study is in EHS, students are required to show approved coverage in epidemiology and biostatistics. The program consists of a minimum of 60 credit hours. The overall distribution of course work is as follows:

1. Approved courses in areas of knowledge basic to public health (epidemiology and biostatistics are included in the required courses for EHS)
2. Required courses for the specialization (44-45 credit hours)
3. Approved electives (3-12 credit hours)
4. Thesis (4-12 credit hours)

Required Courses

Environmental Health Sciences

PUBH-EHS 731	Principles of Env Health	4 hrs
PUBH-EHS 732	Basic Concepts in Toxicol	4 hrs
PUBH-EHS 830	Princ of Occupational Hlth	4 hrs
PUBH-EHS 831	Princ of Risk Assessment	4 hrs

Epidemiology

PUBH-EPI 711	Epidemiology I (<i>prereq PUBH-EPI 710</i>)	4 hrs
PUBH-EPI 713	Epidemiology in Env Health	4 hrs

Biostatistics

PUBH-BIO 701	Dsgn & Anlys of Std in Hlth Sci I	4 hrs
PUBH-BIO 702	Dsgn & Anlys of Std in Hlth Sci II	4 hrs

Select two:

PUBH-EHS 794	Exposure Assessment	4 hrs
PUBH-EHS 735	Intro Water & Human Health Risk	4 hrs
PUBH-EHS 835	Molecular Techniq for EHS	5 hrs

Select one:

PUBH-BIO 703	Problem-Oriented Apprch to Biostat	4 hrs
PUBH-BIO 606	Applied Logistic Regression	4 hrs

Electives in EHS

PUBH-EHS 733	Toxicol of Chem Agents	4 hrs
PUBH-EHS 794	Environmental Law	4 hrs
PUBH-EHS 741	PH History, Policy and Practice	4 hrs
PUBH-EHS 835	Molecular Techniq for EHS	4 hrs
PUBH-EHS 794	Environ Health Microbiology	4 hrs

Other Recommended Electives

AGSYSMGT550	Pollution Control & Waste Utilization
BIOCHEM 511	Intro to Biological Chemistry
CRP 712	Theory of City & Regional Planning
ENTOMOL 531	Pesticides, the Environment & Society
ENTOMOL762	Environmental Toxicol & Chemistry
HSMP 800	Health Care Organization I
MICRBIOL 509	Basic & Practical Microbiology
MICRBIOL 522	Immunobiology
MICRBIOL 70	Cellular and Molecular Immunology
NAT RES 531	Environmental & Nat Res Economics
NAT RES 615	Environmental Risk Communication
PATH 640	Fundamentals of Oncology
PUBH-BIO 606	Applied Logistic Regression
PUBH-HBP 720	Preventing Disease & Promoting Health
STATS 645	Applied Regression
VPM 796.04	Zoonotic Diseases
VPM 722	Food-Borne Illnesses
VPM 723	Biosecurity and Environmental Health

Additional electives may be selected with approval of the faculty adviser. One course may not double count for both elective and required course.

Thesis

PUB-HLTH 999	Thesis	4-12 hrs
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THESIS

The thesis is an integral part of the MS degree, allowing the student the opportunity to investigate a topic of personal interest and importance to the field and to integrate and synthesize from the knowledge and skills presented in the program. There is also a non-thesis option; however, this option requires approval by petition. For additional information, see Section 7.3 of the CPH *Student Handbook*.

Details regarding the thesis, including format, typing, deadlines, etc., are found in Part III of the *Graduate School Handbook*. In general, a thesis requires:

- identification of a topic area and an adviser in EHS willing to guide the preparation of the thesis;
- formation of an examining committee, composed of at least two members of the CPH Graduate Faculty, including the adviser;
- where appropriate, selection of a third member of the examining committee, who may be from outside the CPH;
- written and oral presentation of the thesis prospectus to the examining committee for approval (see Appendix I of the *CPH Student Handbook*);
- completion of the thesis described in the approved prospectus;
- satisfactory defense of the thesis before the examining committee, and
- deposit of an approved (adviser-signed) copy of the full thesis and abstract in the program office and electronic submission to the Graduate School.

The student has primary responsibility for topic selection and formation of the Master's Examination Committee. The proposed topic must be approved by the faculty adviser and the committee is selected by consultation between the student and adviser.

The thesis prospectus sets out the plans and methods of the proposed thesis research. The prospectus should not be longer than three pages (12 point, double-spaced). It ordinarily includes 1) a discussion of the background of the problem and an introductory survey of the relevant literature; 2) a statement of the scope of the proposed work, including how the study adds to the stock of knowledge; 3) a statement of the hypotheses or objectives of the study; and 4) a discussion of the data to be collected and the methods to be used in their analysis.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orpp.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orpp.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals also are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in all required specialization courses and no course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MS degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with the student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 7.5 of the *CPH Student Handbook*.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For additional information, see Section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Graduate Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

Guide for new Master of Science students in Public Health with a specialization in EPIDEMIOLOGY

The Master of Science (MS) degree is intended for students whose interest is in the academic subject matter of the field rather than in professional practice. It is a natural entry point for many students who will eventually continue for the PhD. Because of this orientation, the emphasis in the MS program is on building a strong foundation in a particular specialty field, along with the research methods important in that field. To reflect this research and academic orientation, the MS ordinarily requires the preparation of a thesis, though it is available under a non-thesis option at the discretion of the division of specialization. The degree consists of a minimum of 60 credit hours, of which a maximum of 12 credit hours may be given for the preparation of the thesis. There is no practice placement requirement for the MS.

Students admitted to the MS program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing the MS program with a specialization in Epidemiology. For additional information about requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

Even though the MS is not intended for professional practice, the faculty believe that it is important for students to gain an appreciation of the scope of the field of public health. Thus, students in the MS specializing in Epidemiology are required to show approved coverage in two of the three areas basic to public health (core courses) other than epidemiology and biostatistics. The overall distribution of course work is as follows:

1. Approved courses in areas of knowledge basic to public health (8 credit hours minimum)
2. Approved specialization and elective courses (46-50 credit hours)
3. Thesis (2-6 credit hours)

Public Health Core Courses (8 credit hrs)

Choose two of the following three courses:

PUBH-EHS 731	Principles of Environmental Hlth	4 hrs
PUBH-HBP 720	Prevent Disease & Promot Hlth	4 hrs
HSMP 800	Health Care Organization I	4 hrs

Specialization Requirements (46-50 credit hours)

The requirements listed below are in addition to the eight credit hours required in the core areas of public health. Because of the research orientation of the degree, it is essential that students work closely with their advisers to plan their use of electives to

build the expected skills and support their thesis or culminating project.

PUBH-EPI 710	Principles of Epidemiology	4 hrs
PUBH-EPI 711	Epidemiology I	4 hrs
PUBH-EPI 712	Epidemiology II	4 hrs
PUBH-BIO 701	Design & Analysis of Studies in Health Sciences I	4 hrs
PUBH-BIO 702	Design & Analysis of Studies in Health Sciences II	4 hrs
PUBH-BIO 703	Prob-Oriented Apprch to Biostats	4 hrs
PUBH-EPI 705	Health Survey Methods	4 hrs
PUBH-BIO 793*	SAS Programming	2 hrs
PUBH-EPI 794**	Biological Basis of Public Health	4 hrs
PUBH-EPI 810	Epidemiologic Methods	4 hrs

*Temporary number—will change to 604 upon final approval.

**Required for students who do not have an MD, DVM, or equivalent clinical degree (temporary number)

Choose two of the following:

PUBH-EPI 713	Environmental Epidemiology	4 hrs
PUBH-EPI 714	Epidemiology of Injury	3 hrs
PUBH-EPI 794	Psychiatric Epidemiology	3 hrs
PUBH-EPI 794	Reproductive and Perinatal Epi	4 hrs
PUBH-EPI 814	Chronic Disease Epidemiology	4 hrs
PUBH-EPI 815	Infectious Disease Epidemiology	4 hrs
PUBH-EPI 816	Cancer Epidemiology	4 hrs
PUBH-EPI 817	Cardiovascular Disease Epidemiol	4 hrs
PUBH-EPI 818	Women's Health Issues	3 hrs
PUBH-EPI 819	Epidemiology of Obesity	4 hrs

Choose one of the following:

PUBH-BIO 605	Applied Survival Analysis	4 hrs
PUBH-BIO 606	Applied Logistic Regression	4 hrs

Thesis (2-6 credit hrs)

PUB-HLTH 999	Thesis	2-6 hrs
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THESIS

The thesis is an integral part of the MS degree, allowing the student the opportunity to investigate a topic of personal interest and importance to the field, and to integrate and synthesize from the knowledge and skills presented in the program. There is also a non-thesis option; however, this option requires approval by petition. The student may petition the division of specialization for permission to pursue the MS under a non-thesis option. If the petition is approved, the division will establish the alternative mechanism to satisfy the Graduate School requirement for a Master's Examination [for additional information see Section II.5.2 of the *Graduate School Handbook*].

Details regarding the thesis, including format, typing, deadlines, etc., are found in Part III of the *Graduate School Handbook*. In general, a thesis requires:

- identification of a topic area and an adviser in Epidemiology willing to guide the preparation of the thesis;
- formation of an examining committee, composed of at least two members of the CPH Graduate Faculty, including the adviser;
- where appropriate, selection of a third member of the examining committee, who may be from outside the CPH;
- written and oral presentation of the thesis prospectus to the examining committee for approval (see Appendix I of the *CPH Student Handbook*);
- completion of the thesis described in the approved prospectus;
- satisfactory defense of the thesis before the examining committee, and
- deposit of an approved (adviser-signed) copy of the full thesis and abstract in the program office and electronic submission to the Graduate School.

The student has primary responsibility for topic selection and formation of the Master's Examination Committee. The proposed topic must be approved by the faculty adviser and the committee is selected by consultation between the student and adviser. For additional information, see Section 7.3 of the *CPH Student Handbook*.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orpp.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orpp.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orpp.osu.edu/iacuc/>.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and no course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

TIME LIMIT

The MS degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with the student. Students who fail to complete the program in five years must re-apply to the program by written petition to the Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 7.5 of the *CPH Student Handbook*.

Students who wish to use prior courses toward the MS degree must petition the Graduate Studies Committee for permission if the courses were taken more than five years prior to graduation. The petition must be supported by the Division Chair.

GRADUATE NON-DEGREE & TRANSFER CREDIT

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. In all cases, students must petition the Graduate Studies Committee to transfer credits and the petition must be supported by the Division Chair. For more information, see section 10.3 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

Guide for New Ph.D. Students in Public Health with a Specialization in Biostatistics

The Ph.D. degree requires a significant program of study and research that qualifies the recipient to work independently and contribute to the advancement of the field of knowledge. The emphasis is on mastery of the field and particularly on the acquisition of research skills as a basis for original work.

This document serves as a resource to be used by the student and adviser in developing a doctoral program with a specialization in Biostatistics. For additional information about Ph.D. requirements, students are directed to the College of Public Health (CPH) Graduate Student Handbook and to the Graduate School Handbook [available online at <http://www.gradsch.ohio-state.edu/>].

The Ph.D. program in biostatistics presupposes a mathematical background that includes linear algebra (including matrices) and advanced calculus. Some students may need to take additional mathematics courses prior to beginning the doctoral program.

PROGRAM OF STUDY (77 hours)

Major Field (36 hours)

PUBH-BIO 651	Survey Sampling Methods	4 hrs
PUBH-BIO 652	Applied Stats Analysis w/ Missing Data	4 hrs
PUBH-BIO 701	Dsgn & Anly of Studies in Hlth Sci I	4 hrs
PUBH-BIO 702	Dsgn & Anly of Studies in Hlth Sci II	4 hrs
PUBH-BIO 703	Prob-Oriented Approach to Biostats	4 hrs
PUBH-EPI 710	Principles of Epidemiology	4 hrs
STAT 620	Statistical Theory I	4 hrs
STAT 621	Statistical Theory II	4 hrs
STAT 622	Statistical Theory III	4 hrs

Note: A student with sufficient background in statistics may petition to waive the 701 (and 702) requirement and substitute other credit hours.

Research Methods (36 hours)

PUBH- BIO 605	Applied Survival Analysis	4 hrs
PUBH-BIO 606	Applied Logistic Regression	4 hrs
PUBH-BIO 726	Longitudinal Data	4 hrs
PUBH-BIO 706	Regrsn Modeling of Time-to-Event Data	4 hrs
PUBH-BIO 786	Biostats Consulting Lab	3 hrs
BIOSTAT 615	Dsgn & Anly of Clinical Trials	3 hrs
STAT 645	Applied Regression Analysis	5 hrs
STAT 743	Generalized Linear Models	3 hrs
STAT 773	Statistical Computing	3 hrs
STAT 833	Stat Methods for Analyz Genetic Data	3 hrs

Minor Field (minimum 18 hours)

Required:

STAT 641	Des & Analysis of Experiments	5 hrs
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Courses approved by minor field representative and advisory committee may include:

BIOSTAT 865	Analysis of Discrete Data Analysis	3 hrs
PUBH-BIO 793	SAS Programming Data	2 hrs
PUBH-BIO 624	Applied Longitudinal Data Analysis	4 hrs
PUBH-BIO 625	Multidimensional Data Analysis	4 hrs
PUBH-BIO 727	Stats Methods in Toxicol Risk Assess	4 hrs
PUBH-EPI 705	Dsgn & Impl of Hlth Survey Methods	5 hrs
PUBH-EPI 821	Dsgn & Anly of Group Random Trials	4 hrs

STAT 635	Stats Analysis of Time Series	3 hrs
STAT 662	Environmental Statistics	3 hrs
STAT 725	Sequential Stats Methods	4 hrs
STAT 742	Analysis of Variance	3 hrs
STAT 745	Multiple Comparisons Procedures	3 hrs
STAT 829	Spatial Statistics	3 hrs

REQUIRED HOURS

The doctoral program requires a minimum of 135 graduate credit hours or 90 credits beyond a master's degree. Of the required hours, a maximum of 45 hours may be given for dissertation research while a minimum of 45 hours must be in course work at Ohio State exclusive of dissertation credit. A maximum of 45 credit hours of master's degree work may be applied to PhD requirements if approved by the faculty adviser.

RESIDENCE REQUIREMENT

In addition to the overall credit requirement, doctoral students must fulfill the following residence requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed (for additional information, see the *Graduate School Handbook*):

- A minimum of 45 graduate credit hours must be completed at this university
- A minimum of three out of four consecutive quarters with enrollment of at least ten graduate credit hours per quarter must be completed while in residence at this university

ADVISORY COMMITTEE

The Advisory Committee, selected with the advice and consent of the GSC chairperson, is composed of a minimum of four persons meeting the following criteria:

- All committee members must be category P graduate faculty members. (Category M graduate faculty members may serve on the committee with approval of the chair of the student's major division and the GSC chairperson.)
- The chairperson of the committee, usually, the student's adviser, must be a faculty in Biostatistics Division.
- The major field (also the research methods area for Biostatistics specialization) is represented by one more member, in addition to the student's adviser, who must have a faculty appointment in either the Biostatistics Division or the Statistics Department in MAPS. The minor field is represented by one member appropriate for the curriculum of the student, who must come from outside the Biostatistics Division and may come from outside the College of Public Health.

Advisory Committees for students admitted to the PhD program after completing the MS degree in the College of Public Health must be formed before the end of the first year after admission.

Students admitted directly to the PhD program without prior residence in the School have one year to complete the formation of the Committee, though it is desirable to do so as soon as possible. For more information, see Section 8.3 of the *CPH Graduate Student Handbook*. In addition, the complete curriculum plan must be approved at least two quarters before the student attempts the Candidacy Exam.

CANDIDACY EXAMINATION

The candidacy examination is a single examination consisting of two parts, a written examination focused on the courses related to the dissertation and an oral examination to defend the dissertation proposal. The student must be registered for at least three graduate credit hours during the quarter of the Candidacy Examination, and must submit a "Doctoral Notification of Candidacy Examination" form to the Graduate School for approval at least two weeks prior to beginning the oral portion. The advisor will collect questions for the written exam from the members of the advisory committee. The adviser will circulate a copy of the proposed exam to the advisory committee for their review and approval before it can be administered. If a student has to take the candidacy exam for the second time, an entirely new set of question is to be used. For more information, see Section 8.4 of the *CPH Student Handbook*.

DISSERTATION CREDITS

The Graduate School requires that all post-candidacy doctoral students admitted to the University Autumn Quarter 2008 or after must be enrolled continuously for a minimum of three graduate credit hours each quarter (except Summer) until they graduate. CPH students typically register for PUB-HLTH 999 credit each quarter during which dissertation work is conducted.

DISSERTATION COMMITTEE AND PROSPECTUS APPROVAL

Following successful completion of the Candidacy Examination, the student forms a Dissertation Committee composed of no fewer than three Graduate Faculty members of the College. The student's adviser, who must be a Category P member of the Graduate Faculty, serves as chairperson. Students must have a Dissertation Prospectus approved by the Committee in formal session (generally within one year of admission to candidacy) and complete the Prospectus Approval Form (see Appendix I of the *CPH Graduate Student Handbook*).

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orrrp.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orrrp.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals also are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orrrp.osu.edu/iacuc/>.

DISSERTATION

Students must pass a Final Oral Examination on the dissertation and submit a final, approved copy of the dissertation to the Graduate School within five years of being admitted to candidacy. In addition, students must submit a copy of the dissertation to the Office of Academic Programs. For more information about the dissertation and the Final Oral Examination, see Section 8.5 of the *CPH Graduate Student Handbook* and Section II.6 of the *Graduate School Handbook*. Detailed instructions for the dissertation are available on the Graduate Schools web site at <http://www.gradsch.ohio-state.edu>.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the required courses (major field, research methods, minor field). For more details, see Section 11.2 of the *CPH Graduate Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University processes and procedures. Questions regarding the student's course work or research should be directed to the faculty adviser.

Guide for new PhD students in Public Health With a specialization in ENVIRONMENTAL HEALTH SCIENCES

The PhD degree requires a significant program of study and research that qualifies the recipient to work independently and contribute to the advancement of the field of knowledge. The emphasis is on mastery of the field and particularly on the acquisition of research skills as a basis for original work.

This document serves as a resource to be used by the student and adviser in developing the student's course of study. For additional information about PhD requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.osu.edu/>).

PROGRAM OF STUDY

The doctoral program requires a minimum total of 135 graduate credit hours or 90 credits beyond a master's degree. Of the 90 hours, a maximum of 45 hours may be given for dissertation research while a minimum of 45 hours must be in course work at Ohio State exclusive of dissertation credit. Some of the specified courses may have been included in a prior master's degree. A maximum of 45 credit hours of master's degree work may be applied to PhD requirements if approved by the faculty adviser.

Major Field (minimum 36 hours)

Required:

PUBH-EHS 731	Principles of Environmental Health	4 hrs
PUBH-EHS 732	Basic Concepts in Toxicology	4 hrs
PUBH-EHS 830	Principles of Occupational Health	4 hrs
PUBH-EHS 831	Principles of Risk Assess	4 hrs

Select two:

PUBH-EHS 735	Intro to Water & Human Hlth Risk	4 hrs
PUBH-EHS 794	Exposure Assessment	4 hrs
PUBH-EHS 835	Molec Techniq for Env Hlth Sci	5 hrs

In consultation with their faculty advisors, students choose 7-8 hours of electives in their major field.

Research Methods (minimum 36 hours)

PUBH-BIO 701	Design & Analysis of Std in Hlth Sci I	4 hrs
PUBH-BIO 702	Design & Analysis of Std in Hlth Sci II	4 hrs
PUBH-EPI 711	Epidemiology I (<i>prereq PUBH-EPI 710</i>)	4 hrs
PUBH-EPI 713	Epidemiology in Env Health	4 hrs

Select one:

PUBH-BIO 703	Problem-Oriented Approach to Biostat	4 hrs
PUBH-BIO 606	Applied Logistic Regression	4 hrs

In consultation with their faculty advisers, students select an additional 16 credit hours of research course work chosen to complement the student's major, minor, and research interests.

Minor Field (minimum 18 hrs)

Additional credits are required in a minor cognate field that is relevant to the student's research interests. Depending on the student's interests, the minor area may occur within the College of Public Health (e.g., biostatistics or epidemiology) or within other disciplines (e.g., chemistry, microbiology, engineering).

Dissertation (45 hrs maximum)

PUB-HLTH 999 Research in Public Health

RESIDENCE REQUIREMENT

In addition to the overall credit requirement, doctoral students must fulfill the following residence requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed (for additional information, see the *Graduate School Handbook*):

- A minimum of 45 graduate credit hours must be completed at this university;
- A minimum of three out of four consecutive quarters with enrollment of at least ten graduate credit hours per quarter must be completed while in residence at this university;

ADVISORY COMMITTEE

The Advisory Committee, which guides the student's program and conducts the Candidacy Examination, is composed of a minimum of four persons meeting the following criteria:

- All committee members must be category P graduate faculty members. Category M graduate faculty members may serve on the committee with approval of the chair of the Environmental Health Sciences division and the Graduate Studies Committee (GSC) chairperson.
- The major field is represented by two members, including the student's adviser, who must have faculty appointments in Environmental Health Sciences. The adviser's principal appointment must be in the College of Public Health.
- The research methods area is represented by one College of Public Health faculty member appropriate for the curriculum of the student.
- The minor field is represented by one member appropriate for the curriculum of the student, who must come from outside the Environmental Health Sciences division and may come from outside the College of Public Health.

Students will work with their advisers to create a tentative curriculum plan during the first quarter of enrollment. The complete Advisory Committee must be formed and the student's complete curriculum plan must be approved within eight quarters of enrollment as a PhD student, or within four quarters for students who have received a master's degree in the CPH. In either case, the GSC chairperson must approve the membership of the Advisory Committee and the proposed curriculum (see Doctoral Curriculum Approval Form in Appendix I of the CPH *Student Handbook*). In addition, the complete curriculum plan must be approved at least two quarters before the student attempts the Candidacy Examination.

CANDIDACY EXAMINATION

The candidacy examination is a single examination consisting of two parts. The Advisory Committee determines when the student is ready to take the Candidacy Examination and makes a recommendation to the chairperson of the GSC. The student must be registered for at least three graduate credit hours during the quarter of the Candidacy Examination, and must submit a "Doctoral Notification of Candidacy Examination" form to the Graduate School for approval at least two weeks prior to the oral exam. For more information, see Section 8.4 of the CPH *Student Handbook*.

DISSERTATION COMMITTEE AND PROSPECTUS APPROVAL

Following successful completion of the Candidacy Examination, the student forms a Dissertation Committee as soon as the student and adviser agree that it is appropriate. The Dissertation Committee is composed of no fewer than three Graduate Faculty members of the College. The student's adviser, who must be a Category P member of the Graduate Faculty, serves as chairperson. Additional Graduate Faculty members outside the College may also serve on the Dissertation Committee. The Committee must approve the Dissertation Prospectus and complete the Prospectus Approval Form (see Appendix I of the CPH *Student Handbook*). The student is ordinarily expected to prepare an acceptable draft of the Dissertation Prospectus within one year of admission to candidacy.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orpp.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orpp.osu.edu/irb/workshops/>.

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Forms and directions to secure approval for research with animals also are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety

Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orpp.osu.edu/iacuc/>

DISSERTATION CREDITS

The Graduate School requires that all post-candidacy doctoral students admitted to the University Autumn Quarter 2008 or after must be enrolled continuously for a minimum of three graduate credit hours each quarter (except Summer) until they graduate. CPH students typically register for PUB-HLTH 999 credit each quarter during which dissertation work is conducted.

DISSERTATION

Students must pass a Final Oral Examination on the dissertation and submit a final, approved copy of the dissertation to the Graduate School within five years of being admitted to candidacy. In addition, students must submit a copy of the dissertation to the CPH Office of Academic Programs. For more information about the dissertation and the Final Oral Examination, see Section 8.5 of the CPH *Student Handbook* and Section II.6 of the *Graduate School Handbook*. Detailed instructions for the dissertation are available on the Graduate School's web site at <http://www.gradsch.osu.edu>.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses. No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the CPH *Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) should be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.12 of the CPH *Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University processes and procedures. Questions regarding the student's course work or research should be directed to the faculty adviser.

Guide for New Ph.D. Students in Public Health with a Specialization in EPIDEMIOLOGY

The Ph.D. degree requires a significant program of study and research that qualifies the recipient to work independently and contribute to the advancement of the field of knowledge. The emphasis is on mastery of the field and particularly on the acquisition of research skills as a basis for original work.

This document serves as a resource to be used by the student and adviser in developing the doctoral program with a specialization in Epidemiology. For additional information about Ph.D. requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.osu.edu/>).

PROGRAM OF STUDY

Required Courses (A grade of B- or better is required)

All PhD students in epidemiology are expected to enter the program with a master's or equivalent degree in Epidemiology. The doctoral program requires a minimum of 90 credits beyond a master's degree for a total of 135 quarter hours. Of the 90 hours, a maximum of 45 hours may be given for dissertation research while a minimum of 45 hours must be in course work exclusive of dissertation credit.

Following are the required courses for the PhD curriculum in Epidemiology. Many students will have completed a number of these courses at the master's level before admission to the PhD program.

Major Field (36 hrs)

PUBH-EPI 711	Epidemiology I*	4 hrs
PUBH-EPI 712	Epidemiology II*	4 hrs
PUBH-EPI 810	Epidemiologic Methods	4 hrs
PUBH-EPI 814	Chronic Disease Epidemiology	4 hrs
PUBH-EPI 793	Doctoral Seminar	4 hrs
PUBH-EPI 794	Biological Basis of Disease*	4 hrs

Choose 3-4 courses from the following:

PUBH-EPI 713	Environmental Epidemiology	4 hrs
PUBH-EPI 714	Epidemiology of Injury	3 hrs
PUBH-EPI 794	Psychiatric Epidemiology	3 hrs
PUBH-EPI 794	Reproductive and Perinatal Epi	4 hrs
PUBH-EPI 815	Infectious Disease Epidemiology	4 hrs
PUBH-EPI 816	Cancer Epidemiology	4 hrs
PUBH-EPI 817	Cardiovascular Disease Epidemiol	4 hrs
PUBH-EPI 818	Women's Health Issues	3 hrs
PUBH-EPI 819	Epidemiology of Obesity	4 hrs

Research Methods (36 hrs)

PUBH-BIO 605	Applied Survival Analysis	4 hrs
PUBH-BIO 606	Applied Logistic Regression	4 hrs
PUBH-BIO 701	Studies in Health Sciences I*	4 hrs
PUBH-BIO 702	Studies in Health Sciences II*	4 hrs
PUBH-BIO 703	Prob-Oriented Apprch to Biostats*	4 hrs
PUBH-EPI 705	Des & Implem of Hlth Surveys	4 hrs
STAT 645	Applied Regression Analysis	5 hrs
Electives		3 hrs

**Courses expected as part of prior MPH or MS program*

Choose 1 course from the following:

PUBH-EPI 821	Group Randomized Trials	4 hrs
PUBH-BIO 624	Applied Longitudinal Data Analysis	4 hrs
BIOSTAT 615	Clinical Trials	3 hrs

Minor Field (18 hours)

Courses approved by minor field representative and student's advisory committee.

RESIDENCE REQUIREMENT

In addition to the overall credit requirement, doctoral students must fulfill the following residence requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed (for additional information, see the *Graduate School Handbook*):

- A minimum of 45 graduate credit hours must be completed at this university;
- A minimum of three out of four consecutive quarters with enrollment of at least ten graduate credit hours per quarter must be completed while in residence at this university;

QUALIFYING EXAMINATION

The Qualifying Examination is taken after completion of the required coursework. It is intended to indicate whether the student is ready to engage in doctoral research. Each student may take the qualifier examination at most twice. The qualifying examination committee, comprised of faculty in the division, is in charge of the administration and grading of the qualifying examination. For more information, see Appendix G of the CPH *Student Handbook*.

ADVISORY COMMITTEE

An Advisory Committee is selected with the advice and consent of the GSC chairperson and is composed of a minimum of four persons meeting the following criteria:

- All committee members must be category P graduate faculty members. Category M graduate faculty members may serve on the committee with approval of the Epidemiology division chair and the CPH Graduate Studies Committee (GSC) chairperson.
- The major field is represented by two members, including the student's adviser, who must have faculty appointments in Epidemiology.
- The research methods area is represented by one College of Public Health faculty member appropriate for the curriculum of the student.
- The minor field is represented by one member appropriate for the curriculum of the student, who must come from outside the Epidemiology division and may come from outside the College of Public Health.

Students will work with their advisers to create a tentative curriculum plan during the first quarter of enrollment. The complete Advisory Committee must be formed and the student's complete curriculum plan must be approved within eight quarters

of enrollment as a PhD student, or within four quarters for students who have received a master's degree in the CPH. In either case, the GSC chairperson must approve the membership of the Advisory Committee and the proposed curriculum (see Doctoral Curriculum Approval Form in Appendix I of the CPH *Student Handbook*). In addition, the complete curriculum plan must be approved at least two quarters before the student attempts the Candidacy Examination.

CANDIDACY EXAMINATION

After passing the qualifying examination, students are eligible to proceed with the candidacy examination. The candidacy examination is a single examination consisting of two parts, a written examination focused on the courses related to the dissertation and an oral examination to defend the dissertation proposal. The student must be registered for at least three graduate credit hours during the quarter of the Candidacy Examination, and must submit a "Doctoral Notification of Candidacy Examination" form to the Graduate School for approval at least two weeks prior to beginning the oral portion. The advisor will collect questions for the written exam from the members of the advisory committee. The advisor will circulate a copy of the proposed exam to the advisory committee for their review and approval before it can be administered. If a student has to take the candidacy exam for the second time, an entirely new set of question is to be used. For more information, see Section 8.4 of the CPH *Student Handbook*.

DISSERTATION COMMITTEE AND PROSPECTUS APPROVAL

Following successful completion of the Candidacy Examination, the student forms a Dissertation Committee as soon as the student and adviser agree that it is appropriate. The Dissertation Committee is composed of no fewer than three Graduate Faculty members of the College. The student's adviser, who must be a Category P member of the Graduate Faculty, serves as chairperson. Additional Graduate Faculty members outside the College may also serve on the Dissertation Committee. The Committee must approve the Dissertation Prospectus, as revised after the Candidacy Exam, and complete the Prospectus Approval Form (Appendix I of the CPH *Student Handbook*). The student is ordinarily expected to prepare an acceptable draft of the Dissertation Prospectus within one month of admission to candidacy.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orpp.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orpp.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals also are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orpp.osu.edu/iacuc/>

DISSERTATION CREDITS

The Graduate School requires that all post-candidacy doctoral students admitted to the University Autumn Quarter 2008 or after must be enrolled continuously for a minimum of three graduate credit hours each quarter (except Summer) until they graduate. CPH students typically register for PUB-HLTH 999 credit each quarter during which dissertation work is conducted.

DISSERTATION

Students must pass a Final Oral Examination on the dissertation and submit a final, approved copy of the dissertation to the Graduate School within five years of being admitted to candidacy. In addition, students must submit a copy of the dissertation to the CPH Office of Academic Programs. For more information about the dissertation and the Final Oral Examination, see Section 8.5 of the CPH *Student Handbook* and Section II.6 of the *Graduate School Handbook*. Detailed instructions for the dissertation are available on the Graduate School's Web site at <http://www.gradsch.osu.edu>.

TIME LIMIT

Students who wish to use prior courses towards the PhD must petition the Division for permission if the courses were taken more than five years prior to matriculation. The petition must be supported by the Division Chair. PhD students must complete the qualifying exam within three years of matriculation, the candidacy exam within five years of matriculation, and must complete their degree within five years of candidacy.

TRANSFER CREDIT

Transfer credit must be approved by the student's Advisory Committee and the Graduate Studies Committee. For transfer credit to count towards the 90 post-master's graduate credit hours required for the PhD, it must be in excess of the master's degree requirements in a field in which the PhD is awarded at the other institution and it must be course work normally taken by doctoral students at that institution.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses. No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the CPH *Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the CPH *Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University processes and procedures. Questions regarding the student's course work or research should be directed to the faculty adviser.

Guide for new Ph.D. students in Public Health With a specialization in HEALTH BEHAVIOR AND HEALTH PROMOTION

The Ph.D. degree requires a significant program of study and research that qualifies the recipient to work independently and contribute to the advancement of the field of knowledge. The emphasis is on mastery of the field and particularly on the acquisition of research skills as a basis for original work.

This document serves as a resource to be used by the student and adviser in developing the doctoral program with a specialization in Health Behavior and Health Promotion (HBHP). For additional information about PhD requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

Major field (46 hrs required—may include 24 credits from required MPH HBHP courses)

PUBH-HBP 794	Theory (new course proposed)	3 hrs
PUBH-HBP 793	Independent Study/Research residency	6-9 hrs
PUBH-HBP 793	Independent Study/Professional Development Seminar	6 hrs

Choose electives for a total of 46 hrs from PUBH-HBP or other closely related courses such as:

PUBH-HBP 720	Preventing Disease	4 hrs
PUBH-HBP 820	Foundations of HBHP	4 hrs
PUBH-HBP 821	Community Health Assessment	4 hrs
PUBH-HBP 822	Settings & Special Populations	4 hrs
PUBH-HBP 824	Prog Evaluation in Public Health	4 hrs
PUBH-HBP 827	Program Planning & Implement	4 hrs
PUBH-HBP 828	Cancer Behavioral Science	3 hrs
PUBH-HBP 850	Seminar in HBHP	2-5 hrs

Research Methods (46 credits required)

Biostatistics

PUBH-BIO 606	Applied Logistic Regression	4 hrs
PUBH-BIO 701	Studies in Health Sciences I	4 hrs
PUBH-BIO 702	Studies in Health Sciences II	4 hrs
PUBH-BIO 703	Prob-Oriented Apprch to Biostats	4 hrs
STAT 645	Applied Regression Analysis	5 hrs

Epidemiology (2 quarters)

PUBH-EPI 710	Epidemiology I	4 hrs
PUBH-EPI 711	Epidemiology II	4 hrs

Psychometrics/assessment

PUBH-HBP 850	Patient Reported Outcomes	4 hrs
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Experimental design and analysis

PUBH-HBP 850	Research Methods in Public Hlth	4 hrs
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Qualitative research methods

Grantwriting

Minor field (23 hrs required)

Dissertation (20 credits minimum)

PUB-HLTH 999 Research in Public Health

REQUIRED HOURS

The doctoral program requires a minimum of 135 graduate credit hours or 90 credits beyond a master's degree. Of the 90 hours, a maximum of 45 hours may be given for dissertation research while a minimum of 45 hours must be in course work exclusive of dissertation credit.

RESIDENCE REQUIREMENT

In addition to the overall credit requirement, doctoral students must fulfill the following residence requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed (for more information, see the *Graduate School Handbook*):

- A minimum of 45 graduate credit hours must be completed at this university;
- A minimum of three out of four consecutive quarters with enrollment of at least ten graduate credit hours per quarter must be completed while in residence at this university;

ADVISORY COMMITTEE

The Advisory Committee is composed of a minimum of four persons meeting the following criteria:

- All committee members must be category P graduate faculty members. Category M graduate faculty members may serve on the committee with approval of the chair of the Health Behavior and Health Promotion division and the Graduate Studies Committee (GSC) chairperson.
- The major field is represented by two members, including the student's adviser, who must have faculty appointments in the division. The adviser's principal appointment must be in the College of Public Health.
- The research methods area is represented by one College of Public Health faculty member appropriate for the curriculum of the student.

- The minor field is represented by one member appropriate for the curriculum of the student, who must come from outside the Health Behavior and Health Promotion division and may come from outside the College of Public Health.

Students will work with their advisers to create a tentative curriculum plan during the first quarter of enrollment. The complete Advisory Committee must be formed and the student's complete curriculum plan must be approved within eight quarters of enrollment as a PhD student, or within four quarters for students who have received a master's degree in the CPH. In either case, the GSC chairperson must approve the membership of the Advisory Committee and the proposed curriculum (see Doctoral Curriculum Approval Form in Appendix I of the *CPH Student Handbook*). In addition, the complete curriculum plan must be approved at least two quarters before the student attempts the Candidacy Examination.

CANDIDACY EXAMINATION

The candidacy examination is a single examination consisting of two parts, a written examination and an oral examination. The Advisory Committee determines when the student is ready to take the Candidacy Examination and makes a recommendation to the chairperson of the Graduate Studies Committee. The student must be registered for at least three graduate credit hours during the quarter of the Candidacy Examination, and must submit a "Doctoral Notification of Candidacy Examination" form to the Graduate School for approval at least two weeks prior to the oral. For more information, see Section 8.4 of the *CPH Student Handbook*.

DISSERTATION COMMITTEE AND PROSPECTUS APPROVAL

Following successful completion of the Candidacy Examination, the student forms a Dissertation Committee as soon as the student and adviser agree that it is appropriate. The Dissertation Committee is composed of no fewer than three Graduate Faculty members of the College. The student's adviser, who must be a Category P member of the Graduate Faculty, serves as chairperson. Additional Graduate Faculty members outside the College may also serve on the Dissertation Committee. The Committee must approve the Dissertation Prospectus and complete the Prospectus Approval Form (see Appendix I of the *CPH Student Handbook*). The student ordinarily is expected to prepare an acceptable draft of the Dissertation Prospectus within one year of admission to candidacy.

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orpp.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orpp.osu.edu/irb/workshops/>.

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Forms and directions to secure approval for research with animals are available through the Office of Responsible Research Practices. Each individual involved in research with animals must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orpp.osu.edu/iacuc/>.

DISSERTATION CREDITS

The Graduate School requires that all post-candidacy doctoral students admitted to the University Autumn Quarter 2008 or after must be enrolled continuously for a minimum of three graduate credit hours each quarter (except Summer) until they graduate. CPH students typically register for PUB-HLTH 999 credit each quarter during which dissertation work is conducted.

DISSERTATION

Students must pass a Final Oral Examination on the dissertation and submit a final, approved copy of the dissertation to the Graduate School within five years of being admitted to candidacy. In addition, students must submit a copy of the dissertation to the CPH Office of Academic Programs. For more information about the dissertation and the Final Oral Examination, see Section 8.5 of the *CPH Student Handbook* and Section II.6 of the *Graduate School Handbook*. Detailed instructions for the dissertation are available on the Graduate School's Web site at <http://www.gradsch.ohio-state.edu>.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses. No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.14 of the *CPH Graduate Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University processes and procedures. Questions regarding the student's course work or research should be directed to the faculty adviser.

Guide for New Ph.D. Students in Public Health With a Specialization in HEALTH SERVICES MANAGEMENT AND POLICY

The Ph.D. degree requires a significant program of study and research that qualifies the recipient to work independently and contribute to the advancement of the field of knowledge. The emphasis is on mastery of the field and particularly on the acquisition of research skills as a basis for original work.

This document serves as a resource to be used by the student and adviser in developing the doctoral program with a specialization in Health Services Management and Policy (HSMP). For additional information about Ph.D. requirements, students are directed to the College of Public Health (CPH) *Student Handbook* (available online at <http://cph.osu.edu/studentaffairs/>) and to the *Graduate School Handbook* (available online at <http://www.gradsch.ohio-state.edu/>).

PROGRAM OF STUDY

The doctoral program requires a minimum total of 135 graduate credit hours or 90 credits beyond a master's degree. Of the required hours, a maximum of 45 hours may be given for dissertation research while a minimum of 45 hours must be in course work at Ohio State exclusive of dissertation credit. Some of the specified courses may have been included in a prior master's degree. A maximum of 45 credit hours of master's degree work may be applied to PhD requirements if approved by the faculty adviser.

Major field (36 credit hours minimum)

HSMP 800	Health Care Organization I	4 hrs
HSMP 871	Survey of Health Services Research	4 hrs
HSMP 900	Advanced Topics (3 qtrs X 2 hrs)	6 hrs

8 credit hours chosen from:

HSMP 801	Health Care Organization II	4 hrs
HSMP 802	Economic Anal of Health Serv	4 hrs
HSMP 805	Intro to Health Policy	4 hrs
HSMP 815	Health Services Org Mgmt	4 hrs
HSMP 820	Health Services Finance I	4 hrs
HSMP 880	Operations Mgmt for Health	4 hrs

14 additional credit hours selected with adviser approval, representing approaches to health services research or areas of inquiry (e.g., quality and outcomes measurement, economic evaluation, policy analysis, informatics, health disparities)

Research Methods (36 credit hours minimum)

PUBH-EPI 710	Principles of Epidemiology	4 hrs
A coherent sequence in statistics		12 hrs
A course in research design (e.g., PUBH-BIO 701, 702, 703 or equivalent appropriate for the student's emphasis)		4 hrs

16 credit hours of research courses chosen to complement the student's major, minor, and research interests, such as:

PUBH-EPI 705	Health Surveys	4 hrs
PUBH-EPI 803	Health Data Sources and Uses	4 hrs

Many other areas are appropriate for research methods course work, including:

- Qualitative methods
- Proposal writing
- Research ethics
- Additional statistical methods

Minor field (18 credit hours minimum)

The minor is a cognate field with sufficient methodological depth to serve as a useful complement and foundation for doctoral level study and research. Typical fields include economics, political science, epidemiology, health behavior and health promotion, public policy and management, etc.

Dissertation (45 credit hours maximum)

PUB HLTH 999 Research in Public Health

ADVISORY COMMITTEE

The Advisory Committee, which guides the student's program and conducts the Candidacy Examination, is composed of a minimum of four persons meeting the following criteria:

- All committee members must be category P graduate faculty members. Category M graduate faculty members may serve on the committee with approval of the HSMP chair and the CPH Graduate Studies Committee (GSC) chairperson.
- The major field is represented by two members, including the student's adviser, who must have faculty appointments in Health Services Management and Policy. The adviser's principal appointment must be in the College of Public Health.
- The research methods area is represented by one College of Public Health faculty member appropriate for the curriculum of the student.
- The minor field is represented by one member appropriate for the curriculum of the student, who must come from outside the Health Services Management and Policy division and may come from outside the College of Public Health.

Students will work with their advisers to create a tentative curriculum plan during the first quarter of enrollment. The complete Advisory Committee must be formed and the student's complete curriculum plan must be approved within eight quarters of enrollment as a PhD student, or within four quarters for students who have received a master's degree in the CPH. In either case, the GSC chairperson must approve the membership of the Advisory Committee and the proposed curriculum (see Doctoral Curriculum Approval Form in Appendix I of the CPH *Student Handbook*). In addition, the complete curriculum plan must be approved at least two quarters before the student attempts the Candidacy Examination.

RESIDENCE REQUIREMENT

In addition to the overall credit requirement, doctoral students must fulfill the following residence requirements after the master's degree has been earned or after the first 45 hours of graduate credit have been completed (for additional information, see the *Graduate School Handbook*):

- A minimum of 45 graduate credit hours must be completed at this university;
- A minimum of three out of four consecutive quarters with enrollment of at least ten graduate credit hours per quarter must be completed while in residence at this university;

CANDIDACY EXAMINATION

The candidacy examination is a single examination consisting of two parts, a written examination and an oral examination. The Advisory Committee determines when the student is ready to take the Candidacy Examination and makes a recommendation to the chairperson of the Graduate Studies Committee. The student must be registered for at least three graduate credit hours during the quarter of the Candidacy Examination, and must submit a "Doctoral Notification of Candidacy Examination" form (available online at <http://www.gradsch.ohio-state.edu>) to the Graduate School for approval at least two weeks prior to the date of the oral examination. For more information, see Section 8.4 of the *CPH Student Handbook*.

DISSERTATION COMMITTEE AND PROSPECTUS APPROVAL

Following successful completion of the Candidacy Examination, the student forms a Dissertation Committee composed of no fewer than three Graduate Faculty members of the College. The student's adviser, who must be a Category P member of the Graduate Faculty, serves as chairperson. Students must have a Dissertation Prospectus approved by the Committee in formal session (generally within one year of admission to candidacy) and complete the Prospectus Approval Form (see Appendix I of the *CPH Student Handbook*).

RESEARCH WITH HUMAN SUBJECTS

Students should work closely with their faculty advisers to complete the necessary materials to secure approval for research with human subjects. Forms and directions are available through the Office of Responsible Research Practices: <http://orrr.osu.edu/irb/>. All persons involved in human subjects research at OSU must complete the Collaborative IRB Training Initiative (CITI) web-based course on Human Subjects. The CITI training log-in page is www.citiprogram.org. The Office of Responsible Research Practices also offers regular training for student researchers. Additional information is available on the Web at <http://orrr.osu.edu/irb/workshops/>.

RESEARCH WITH ANIMALS

Forms and directions to secure approval for research with animals are available through the Office of Responsible Research Practices. Each individual involved in research with animals

must complete the Animal Usage Orientation Course (either classroom or online), the Occupational Health and Safety Training Course (online only), and an Occupational Health Risk Assessment. Information regarding the use of animals is available on Web at <http://orrr.osu.edu/iacuc/>.

DISSERTATION CREDITS

The Graduate School requires that all post-candidacy doctoral students admitted to the University Autumn Quarter 2008 or after must be enrolled continuously for a minimum of three graduate credit hours each quarter (except Summer) until they graduate. CPH students typically register for PUB-HLTH 999 credit each quarter during which dissertation work is conducted.

DISSERTATION

Students must pass a Final Oral Examination on the dissertation and submit a final, approved copy of the dissertation to the Graduate School within five years of being admitted to candidacy. In addition, students must submit a copy of the dissertation to the CPH Office of Academic Programs. For more information about the dissertation and the Final Oral Examination, see Section 8.5 of the *CPH Student Handbook* and Section II.6 of the *Graduate School Handbook*. Detailed instructions for the dissertation are available on the Graduate School's web site at <http://www.gradsch.ohio-state.edu>.

ACADEMIC STANDARDS

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and no course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the *CPH Student Handbook*.

GRADUATION

Students must be enrolled for a minimum of three graduate credits during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs for processing. The deadline for submitting the signed form to OAP each quarter is the first Friday of the quarter of graduation. Students also are asked to complete an Exit Questionnaire, as explained in Section 13.12 of the *CPH Student Handbook*.

OFFICE OF ACADEMIC PROGRAMS

Counselors are available in the Office of Academic Programs, M 006 Starling-Loving Hall (614-293-3907) to provide assistance regarding College or University processes and procedures. Questions regarding the student's course work or research should be directed to the faculty adviser.

College of Public Health



Course Offerings Bulletin

2008-2009

Public Health

M-006 Starling-Loving Hall, 320 West 10th Ave., 293-3907

400 Introduction to Public Health U 4

Introduction to the principles and practice of public health, including the history and organization of public health services; survey of fields of professional practice in public health.

Au, Sp Qtrs. 2 2-hr cl.

685 Field Experience in Public Health G 1-8

Placement in a public health agency or related site for supervised practice experience.

Su, Au, Wi, Sp Qtrs. Prereq: Enrollment in MPH program and permission of instructor. Repeatable to a maximum of 8 cr hrs. 30 hours of on-site time per credit hour, arranged with adviser. This course is graded S/U.

741 Public Health Organization U G 4

History and development of public health agencies; structure and functions of governmental, voluntary, and proprietary health organizations.

Sp Qtr. 2 2-hr cl. Prereq: Permission of instructor.

785 Culminating Project in Public Health G 1-8

Final project for MPH degree that can be a research report, program evaluation, or grant proposal. Students should see division specific requirements.

Su, Au, Wi, Sp Qtrs. Prereq: Graduate standing in Public Health and permission of instructor. Not open to students with credit for HSMP, PUBH-BIO, PUBH-EHS, PUBH-EPI, PUBH-HBP 785. Repeatable to a maximum of 8 cr hrs. This course is graded S/U.

789 Survey Research Practicum G 5

Hands-on applications for students interested in the planning, implementation, and analysis of a scientific sample survey.

Sp Qtr. 1 3-hr cl. Prereq: Admission to grad interdisciplinary specialization in survey research or permission of instructor. Not open to students with credit for 789 in AED Econ, Agr Educ, Bus-Mktg, Econ, Edu P&L, Geog, J Com, Polit Sc, Psych, PubPol&M, Sociol, or Stat. Cross-listed in AED Econ, Agr Educ, Bus-Mktg, Econ, Edu P&L, Geog, J Com, Polit Sc, Psych, PubPol&M, Sociol, or Stat.

793 Individual Studies in Public Health U G 1-6

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs. This course is graded S/U.

794 Group Studies in Public Health U G 2-5

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs.

795 Topics in Clinical and Translational Science G 1-2

Seminar addressing varying topics in clinical and translational research; literature review, guest speakers,

discussion of issues, student research presentation.

Su, Au, Wi, Sp Qtrs. 1 2-hr cl. Prereq: Grad standing in Public Health or permission of instructor. Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

799 Research in Public Health G 1-18

Designed for the student who is conducting master's or pre-candidacy doctoral research.

Su, Au, Wi, Sp Qtrs. 2 2-hr classes and online. Prereq: Grad standing in Public Health and permission of instructor. Repeatable. This course is graded S/U.

850 Seminar in Public Health G 1-3

Su, Au, Wi, Sp Qtrs. Prereq: Grad standing in Public Health or permission of instructor.

Repeatable to a maximum of 8 cr hrs.

999 Research in Public Health G 1-18

Research for thesis or dissertation purposes only.

Su, Au, Wi, Sp Qtrs. Prereq: Grad standing in Public Health and permission of instructor. Repeatable. This course is graded S/U.

Public Health: Biostatistics

M-006 Starling-Loving Hall, 320 West 10th Ave., 293-3907

601 Statistical Methods for Public Health Practice I G 4

Introduction to biostatistical methods and their applications in epidemiologic studies and public health practice.

Wi Qtr. 10 hrs on 3 3-day wkends. Prereq: Enrollment in MPH Program for Experienced Professionals or permission of instructor. Not open to students with credit for 701 or Public Health 752.

602 Statistical Methods for Public Health Practice II G 4

Continuation of 601, with emphasis on non-parametric methods, correlation, and regression analysis; critical reading of current articles in public health.

Sp Qtr. 10 hrs on 3 3-day weekends. Prereq: Enrollment in MPH Program for Experienced Professionals or permission of instructor. Not open to students with credit for 702 or PUB HLTH 753.

604 Introduction to SAS for Public Health Students G 2

Introduction to programming using SAS software to accomplish public health data management and analysis.

Wi Qtr. 2-hr cl. Open only to Public Health students. This course is graded S/U.

605 Applied Survival Analysis U G 4

Techniques for analyzing censored data including: life table and product limit estimator, k-sample tests, and proportional hazards regression.

Wi Qtr. 2 2-hr cl. Prereq: Stat 521 and 645 or PUBH-BIO 703; or permission of instructor. Not open to students with credit for Biostat 605. Cross-listed in Biostatistics.

606 Applied Logistic Regression G 4

Theoretical and practical training in statistical modeling of a categorical response variable; conditional and unconditional models, assessment of model performance, determination of scale.
Su Qtr. 2 2-hr cl. Prereq: B- or above in 702 or permission of instructor. Taught in odd years.

607 Practical Biostatistics for Biomedical Laboratory Researchers G 4

Introduction to statistical principles and methods appropriate for experimental laboratory data with applications in biomedical sciences.
Su Qtr. 4 2-hr cl. Prereq: Enrollment in the Integrated Biomedical Science Graduate Program or permission of instructor.

624 Applied Longitudinal Data Analysis G 4

Statistical models and methods for the analysis of data arising from longitudinal studies with repeated measurements on subjects over time.
Au Qtr. 2 2-hr cl. Prereq: 703 or permission of instructor. Taught in odd years.

651 Survey Sampling Methods G 4

Sampling from finite populations, simple random, stratified, systematic and cluster sampling designs, ratio and regression estimates; non-sampling errors.
Wi Qtr. 2 2-hr cl. Prereq: Stat 521 or permission of instructor. Not open to students with credit for Stat 651. Cross-listed in Statistics.

652 Applied Statistical Analysis with Missing Data G 4

Models and methods for the dataset with missing values, including imputation and likelihood and Bayesian-based models.
Au Qtr. 2 2-hr cl. Prereq: 703, Stat 529 or permission of instructor. Not open to students with credit for Stat 652. Cross-listed with Stat 652. Knowledge of regression and familiarity with statistical computing package.

685 Field Experience in Biostatistics G 1-8

Placement in a public health agency or related site for supervised practice experience.
Su, Au, Wi, Sp Qtrs. Prereq: Enrollment in MPH program and permission of instructor. Repeatable to a maximum of 8 cr hrs. 30 hours of on-site time per credit hour, arranged with adviser. This course is graded S/U.

701 Design and Analysis of Studies in the Health Sciences I G 4

Theory and application of basic statistical concepts for design of studies in health sciences, integrated with statistical software applications.

Au, Wi Qtrs. 2 2-hr cl. Prereq: Grad standing in Public Health or permission of instructor.

702 Design and Analysis of Studies in the Health Sciences II G 4

Review of the fundamental concepts of biostatistics, including more complex analysis of variance designs, integrated with application of computer statistical packages.
Wi, Sp Qtrs. 2 2-hr cl. Prereq: B- or above in 701 or permission of instructor.

703 A Problem-Oriented Approach to Biostatistics G 4

The employment of actual health-related problems to illustrate the use of computers and applied statistical methods important to epidemiologists and other health professionals.
Sp Qtr. 2 2-hr cl. Prereq: B- or above in 702 or permission of instructor.

706 Regression Modeling of Time-to-Event Data G 4

Common parametric models for survival data; competing risks, cumulative incidence functions, life table methods, additive hazards regression models, regression diagnostics, multivariate survival analysis.
Sp Qtr. 2 2-hr cl. Prereq: 605 or Biostat 605 or permission of instructor. Taught in even years.

785 Culminating Project in Public Health G 1-8

Final project for MPH degree that can be a research report, program evaluation, or grant proposal. Students should see division specific requirements.
Su, Au, Wi, Sp Qtrs. Prereq: Graduate standing in Public Health and permission of instructor. Not open to students with credit for PUB HLTH, HSMP, PUBH-EHS, PUBH-EPI, PUBH-HBP 785. Repeatable to a maximum of 8 cr hrs. This course is graded S/U.

786 Biostatistics Consulting Laboratory G 3

Participation in consultations offered to biomedical researchers, combined with individualized faculty guidance.
Sp Qtr. 1 3-hr lab and 2 1-hr conf. Prereq: 703 or permission of instructor. Repeatable to a maximum of 6 cr hrs. Taught in even years.

793 Individual Studies in Biostatistics G 1-6

Su, Au, Wi, Sp Qtrs. Repeatable to a maximum of 24 cr hrs. This course is graded S/U.

794 Group Studies in Biostatistics U G 2-5

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs.

Public Health: Environmental Health Sciences

M-006 Starling-Loving Hall, 320 West 10th Ave., 293-3907

530 Current Issues in Environmental Health U 4

Critical review and discussion of current issues in environmental health; occupational and environmental hazards and responses.
Wi Qtr. 2 2-hr cl.

685 Field Experience in Environmental Health Sciences G 1-8

Placement in a public health agency or related site for supervised practice experience.
Su, Au, Wi, Sp Qtrs. Prereq: Enrollment in MPH program and permission of instructor. Repeatable to a maximum of 8 cr hrs. 30 hours of on-site time per credit hour, arranged with adviser. This course is graded S/U.

731 Principles of Environmental Health G 4

Survey of major environmental factors affecting human health, including air, water, and land pollution, occupational hazards, trace metals, chemical carcinogens, radiation, and noise.
Au, Wi Qtrs. 2 2-hr cl.

732 Basic Concepts in Toxicology G 4

Fundamentals of dose-response, exposure, and the disposition and biotransformation of chemicals in mammalian systems; actions of toxicants in major organ systems.
Wi Qtr. 2 2-hr cl.

733 Toxicology of Chemical Agents G 4

Disruption of biological systems by chemical agents; discussion of classes of chemical toxins and the health effects they produce; experimental toxicology and epidemiology focused on human health.
Sp Qtr. 2 2-hr cl. Prereq: 732 or permission of instructor.

735 Introduction to Water and Human Health Risk G 4

Water-related pathogens and their pathways to humans; water supply, sanitation and hygiene development; assessing risk to individuals and populations; infectious diseases and outbreak investigation.
Sp Qtr. 2 2-hr cl. Prereq: 731 and PUBH-BIO 701 or permission of instructor.

736 Environmental Law and Policy for Public Health G 2

Basic concepts of environmental law and policy relevant to public health practice.
Wi Qtr. 2-hr cl. Prereq: Grad standing in Public Health or permission of instructor.

785 Culminating Project in Public Health G 1-8

Final project for MPH degree that can be a research report, program evaluation, or grant proposal. Students should see division specific requirements.
Su, Au, Wi, Sp Qtrs. Prereq: Graduate standing in Public Health and permission of instructor. Not open to students with credit for PUB HLTH, HSMP, PUBH-BIO,

PUBH-EPI, PUBH-HBP 785. Repeatable to a maximum of 8 cr hrs. This course is graded S/U.

793 Individual Studies in Environmental Health Sciences G 1-6

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs. This course is graded S/U.

794 Group Studies in Environmental Health Sciences U G 2-5

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs.

830 Principles of Occupational Health G 4

Principles and practice of occupational health and medicine.
Au Qtr. 2 2-hr cl.

831 Principles of Risk Assessment G 4

Introduction to the basic components of quantitative toxicological risk assessment.
Wi Qtr. 2 2-hr cl.

832 Principles of Exposure Assessment G 4

Introductory course that includes discussion of a variety of topics in exposure assessment.
Sp Qtr. Prereq: 732 and PUBH-EPI 710 or permission of instructor.

835 Molecular Techniques for Environmental Health Sciences G 5

Practical introduction to molecular techniques, as applied to research in environmental health sciences.
Sp Qtr. 2-hr cl, 6-hr lab. Prereq: Permission of instructor.

Public Health: Epidemiology

M-006 Starling-Loving Hall, 320 West 10th Avenue, 293-3907

510 Introduction to Epidemiology U 4

Introduction to the study of population health; history, methods, applications, and issues in epidemiology.
Au, Wi Qtrs. 2 2-hr cl. Prereq or concur: Stat 135 or 145 or equiv.

615 Field Epidemiology U G 3

Principles and practice of field epidemiology, including outbreak investigation and disease surveillance.
Wi Qtr. Prereq: 510 or 710 or permission of instructor.

685 Field Experience in Epidemiology G 1-8

Placement in a public health agency or related site for supervised practice experience.
Su, Au, Wi, Sp Qtrs. Prereq: Enrollment in MPH program and permission of instructor. Repeatable to a maximum of 8 cr hrs. 30 hours of on-site time per credit hour, arranged with adviser. This course is graded S/U.

700 Epidemiology for Experienced Health Professionals G 4

Epidemiologic concepts and methods useful for practice, with applications including understanding and control of infectious diseases, environmental health hazards, and accidents.

Au Qtr. 10 hrs on 3 3-day weekends. Prereq: Enrollment in MPH Program for Experienced Professionals or permission of instructor. Not open to students with credit for 710.

704 Biological Basis of Public Health G 4

Molecular and epidemiologic evidence of biological mechanisms in major diseases of concern for public health.

Au Qtr. 1 3.5-hr cl. Prereq: Grad standing in Public Health or permission of instructor.

705 Design and Implementation of Health Surveys G 4

Introduction to health survey methods, with public health applications.

Wi Qtr. 2 2-hr cl and 1 1-hr conf. Prereq: 710 or permission of instructor.

710 Principles of Epidemiology G 4

Introduction to the nature and scope of epidemiology; survey of basic epidemiological methods and their application to selected acute and chronic health problems.

Au, Wi Qtrs. 2 2-hr cl. Prereq: Grad standing in Public Health or permission of instructor.

711 Epidemiology I G 4

Principles of epidemiology with special emphasis on methods employed in current epidemiologic studies.

Wi, Sp Qtrs. 2 2-hr cl. Prereq: 710 or permission of instructor.

712 Epidemiology II G 4

Design of epidemiologic studies of major health problems; review of key studies; application of epidemiologic data to public health programs and medical care delivery.

Sp Qtr. 2 2-hr cl. Prereq: 711 and PUBH-BIO 702 or permission of instructor.

713 Epidemiology in Environmental Health G 4

Principles and application of epidemiologic methods in the investigation and control of health problems stemming from environmental hazards.

Au Qtr. 2 2-hr cl. Prereq: 712 or permission of instructor.

714 Injury Epidemiology G 3

Introduction to injury epidemiology; historical context, trends, research methods and issues; survey of areas of injury epidemiology and prevention.

Sp Qtr. 1 3-hr cl. Prereq: 710 or permission of instructor.

715 Principles and Procedures for Human Clinical Trials G 4

Basic principles and procedures for clinical professionals in the design, conduct, and analysis of human clinical trials.

Sp Qtr. Prereq: 711 and PUBH-BIO 702 or permission of instructor.

785 Culminating Project in Public Health G 1-8

Final project for MPH degree that can be a research report, program evaluation, or grant proposal. Students should see division specific requirements.

Su, Au, Wi, Sp Qtrs. Prereq: Graduate standing in Public Health and permission of instructor. Not open to students with credit for PUB HLTH, HSMP, PUBH-BIO, PUBH-EHS, PUBH-HBP 785. Repeatable to a maximum of 8 cr hrs. This course is graded S/U.

793 Individual Studies in Epidemiology G 1-6

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs. This course is graded S/U.

794 Group Studies in Epidemiology U G 2-5

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs.

803 Health Data: Sources and Uses G 4

Study of compilation of health and health-related data and their utilization; local, state, regional, and national surveys; and life tables and community health indices.

Su Qtr. 2 2-hr cl. Prereq: PUBH-BIO 702 or permission of instructor.

810 Epidemiologic Methods G 4

Critique and justification for methods of designing, analyzing and interpreting epidemiological data; social, historical and philosophical foundations of epidemiologic methods.

Au Qtr. 2 2-hr cl. Prereq: 712 & PUBH-BIO 703 or permission of instructor.

814 Chronic Disease Epidemiology G 4

Survey of the epidemiology of chronic diseases, including cancer, heart disease, stroke, diabetes mellitus, chronic obstructive pulmonary disease, and neurodegenerative disease.

Wi Qtr. 2 2-hr cl. Prereq: 711 or permission of instructor.

815 Infectious Disease Epidemiology G 4

Introduction to the epidemiology of infectious diseases, with focus on basic methods for investigation, control and prevention of communicable disease.

Wi Qtr. 2 2-hr cl. Prereq: 710 or permission of instructor.

816 Cancer Epidemiology G 4

Epidemiology of cancer, including etiology, risk factors, neoplastic processes, screening, control; application of statistical methods; molecular genetic basis of carcinogenesis.

Sp Qtr. 2 2-hr cl. Prereq: 710 or permission of instructor.

818 Women's Health Issues G 3

Overview of issues related to women's health from epidemiological and behavioral perspectives. Wi Qtr. Prereq: 710 or permission of instructor. Taught in even years.

819 Epidemiology of Obesity G 4

Prevalence, trends, risk factors, measurement, outcomes and issues related to obesity; critical reading and discussion of research on epidemiology of obesity. Sp Qtr. 2 2-hr cl. Prereq: 711 and PUBH-BIO 701 or permission of instructor.

821 Design and Analysis of Group-Randomized Trials G 4

Models and methods for the design and analysis of group-randomized trials in public health research. Wi Qtr. 2 2-hr cl. Prereq: 712 and PUBH-BIO 703, or permission of instructor.

Public Health: Health Behavior and Health Promotion

M-006 Starling-Loving Hall, 320 West 10th Avenue, 293-3907

520 The Role of Behavior in Public Health U 4

Introduction to concepts of health behavior and its role in public health; social determinants of health; applications to selected community health problems and issues. Sp Qtr. 2 2-hr cl.

685 Field Experience in Health Behavior and Health Promotion G 1-8

Placement in a public health agency or related site for supervised practice experience. Su, Au, Wi, Sp Qtrs. Prereq: Enrollment in MPH program and permission of instructor. Repeatable to a maximum of 8 cr hrs. 30 hours of on-site time per credit hour, arranged with adviser. This course is graded S/U.

720 Preventing Disease and Promoting Health through Behavioral Science G 4

Examination of behavioral and social science concepts as the basis for public health practice; topics include transferring knowledge, motivating and aiding behavior change efforts, and working with the community. Au, Wi Qtrs. 2 2-hr cl. Not open to students with credit for 743.

725 Behavioral Science Foundations for Health Care Managers G 2

Conceptual frameworks and strategies for behavioral and social change efforts, with applications for health care management. Sp Qtr. 1 2-hr cl. Prereq: Enrollment in MHA degree or permission of instructor.

785 Culminating Project in Public Health G 1-8

Final project for MPH degree that can be a research report, program evaluation, or grant proposal. Students should see division specific requirements. Su, Au, Wi, Sp Qtrs. Prereq: Graduate standing in Public Health and permission of instructor. Not open to students with credit for PUB HLTH, HSMP, PUBH-BIO, PUBH-EHS, PUBH-EPI 785. Repeatable to a maximum of 8 cr hrs. This course is graded S/U.

793 Individual Studies in Health Behavior and Health Promotion U G 2-5

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs. This course is graded S/U.

794 Group Studies in Health Behavior and Health Promotion U G 2-5

Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 24 cr hrs.

820 Foundations of Health Behavior and Health Promotion G 4

Overview of the field of health behavior and health promotion; introduction to historical origins, philosophical underpinnings and scientific basis of the field.

Au Qtr. 2 2-hr cl. Prereq: 720 or permission of instructor.

821 Community Health Assessment G 4

Models of community health assessment; skills in identifying, analyzing and integrating information concerning community resources and needs. Wi Qtr. 2 2-hr cl. Prereq: Grad standing in Public Health or permission of instructor.

822 Settings and Special Populations G 4

Critical characteristics of principal settings in which health promotion interventions occur and populations to which they apply, such as youth, elderly, racial and ethnic minorities. Wi Qtr. 2 2-hr cl.

824 Program Evaluation in Public Health G 4

Examination of evaluation models for public health programs; exploration of philosophical and scientific issues in evaluation; and skill-building in both qualitative and quantitative evaluation methods. Sp Qtr. 2 2-hr cl. Prereq: Grad standing in Public Health or permission of instructor.

827 Program Planning and Implementation G 4

Planning and implementation of programs to address issues in defined populations; development of a health promotion program for a specific community partner. Wi Qtr. 2 2-hr cl. Prereq: 820 or permission of instructor.

828 Cancer Behavioral Science G 3

Overview of behavioral issues associated with cancer at the individual and community levels.

Wi Qtr. 1 3-hr cl. Prereq: 720 or permission of instructor. Taught in odd years.

850 Seminar in Health Behavior and Health Promotion G 2-4

Seminar with varying topics related to concepts and issues in health behavior and health promotion. Su, Au, Wi, Sp Qtrs. Arr. Prereq: Permission of instructor. Repeatable to a maximum of 12 cr hrs.

Health Services Management and Policy

College of Public Health
M-006 Starling-Loving Hall, 320 West 10th Ave., 293-3907

550 Health Care in America U 4

Introduction to the history, organization and politics of the American health care system; critical review of selected issues using different analytic frameworks. Sp Qtr. 2 2-hr cl.

685 Field Experience in HSMP G 1-8

Placement in a public health agency or related site for supervised practice experience. Su, Au, Wi, Sp Qtrs. Prereq: Grad standing in Public Health and permission of instructor. Repeatable to a maximum of 8 cr hrs. This course is graded S/U.

693 Individual Studies U G 1-5

Study of individually designed topics not otherwise available in the curriculum. Su, Au, Wi, Sp Qtrs. Arr. Prereq: Permission of instructor. Repeatable to a maximum of 9 cr hrs. This course is graded S/U.

694 Group Studies U G 1-5

Group studies of special topics within health services management and policy. Su, Au, Wi, Sp Qtrs. Prereq: Written permission of instructor. Repeatable to a maximum of 12 cr hrs.

785 Culminating Project in Public Health G 1-8

Final project for MPH degree that can be a research report, program evaluation, or grant proposal. Students should see division specific requirements. Su, Au, Wi, Sp Qtrs. Prereq: Graduate standing in Public Health and permission of instructor. Not open to students with credit for PUB HLTH, PUBH-BIO, PUBH-EHS, PUBH-EPI, PUBH-HBP 785. Repeatable to a maximum of 8 cr hrs. This course is graded S/U.

795 Seminar U G 1-3

Investigation of current topics of significance to health services management and policy. Su, Au, Wi, Sp Qtrs. Prereq: Permission of instructor. Repeatable to a maximum of 9 cr hrs.

800 Health Care Organization I G 4

Analysis of arrangements for the organization, financing, and delivery of health care services. Au, Sp Qtrs. 2 2-hr cl.

801 Health Care Organization II G 4

Continuation of 800, with emphasis on managing health services for a defined population. Sp Qtr. 2 2-hr cl. Prereq: 800 or permission of instructor.

802 Economic Analysis of Health Services G 4

Applications of microeconomic analysis to the health services industry, with emphasis on the market structure and managerial decisions. Wi Qtr. 2 2-hr cl. Prereq: Grad standing in HSMP or permission of instructor.

803 Economics of Health Care I G 4

Microeconomic principles of consumer demand with applications to health care use; role of uncertainty and health insurance. 2-hr cl. Prereq: 800 or permission of instructor.

804 Economics of Health Care II G 4

Microeconomic principles of supply with applications to the provision of health care services; market place for nurses and physicians; assessment of the competitive model. 2 2-hr cl. Prereq: 800 or permission of instructor.

805 Introduction to Health Policy G 4

Introduction to public policy concepts and process as they apply to the organization, financing, and delivery of health services. Sp Qtr. 2 2-hr cl. Prereq: 800 or permission of instructor.

811 Legal Environment of Health Care G 4

Law as it affects health care, including malpractice, licensure, professional and business relationships, and legal-ethical decisions. Au Qtr. 2 2-hr cl. Prereq: Grad standing in HSMP or permission of instructor.

815 Health Services Organizational Management G 4

Principles of organizational behavior and management applied to health services organizations; emphasis on professionalism, leadership, and unique problems of health care settings. Au Qtr. 2 2-hr cl. Prereq: Grad standing in HSMP or permission of instructor.

817 Leadership in Health Care G 4

Overview of leadership in health care with an emphasis on theory, leadership development, and leadership styles. Sp Qtr. 2 2-hr cl. Prereq: Grad standing in HSMP or permission of instructor.

820 Health Services Finance I G 4

Principles of finance and accounting applied to health service organizations.
Wi Qtr. 2 2-hr cl. Prereq: An introduction to financial accounting course or permission of instructor.

821 Health Services Finance II G 4

Continuation of 820 emphasizing financial analysis, financial planning, and management control.
Sp Qtr. 2 2-hr cl. Prereq: 820 or permission of instructor.

822 Health Services Financial Decision-Making G 4

Principles of financial decision-making in health service organizations, with emphasis on applications of decision support systems.
Au Qtr. 2 2-hr cl. Prereq: 821 or permission of instructor.

823 Financial Management of Public Health Programs G 4

Principles of accounting and finance applied to the management of public health agencies and programs.
Wi Qtr. 2 2-hr cl. Prereq: Enrollment in MPH Program for Experienced Professionals and an intro to accounting course or permission of instructor.

824 Economic Evaluation of Health Care Programs and Services G 4

Overview and appraisal of the state-of-the art in the evaluation of health care programs and services.
Sp Qtr. 2 2-hr cl. Cross-listed in Pharmacy.

831 Strategic Management and Program Development G 4

Techniques and methods for strategic management and project planning in health care organizations and settings.
Sp Qtr. 2 2-hr cl. Prereq: Enrollment in MHA program or permission of instructor.

840 Disability Policy and Politics G 4

Investigation of public policy in the area of disability and the politics that is the origin and result of these policies.
Wi Qtr. 2 2-hr cl.

850 Seminar in Health Service Management and Policy G 2-4

Small group seminar with focus on integrative projects in health services management and policy.
Su, Au, Wi, Sp Qtrs. Arr. Prereq: Enrollment in MHA program or permission of instructor. Repeatable to a maximum of 4 cr hrs.

870 Advanced Studies in Health Services Management and Policy

Seminar in special topics in health services management and policy with content varying from quarter to quarter.
Au, Wi, Sp Qtrs. Prereq: Grad standing in HSMP or permission of instructor.

870.01 General G 2-4

Repeatable to a maximum of 14 cr hrs.

870.02 Clinical Rotations G 2-4

Repeatable to a maximum of 14 cr hrs.

870.03 Data Analysis G 2-4

Repeatable to a maximum of 14 cr hrs.

870.04 Ethics G 2-4

Repeatable to a maximum of 14 cr hrs.

870.05 Human Resources G 2-4

Repeatable to a maximum of 14 cr hrs.

870.06 Marketing G 2-4

Repeatable to a maximum of 14 cr hrs.

870.07 Quantitative Methods G 2-4

Repeatable to a maximum of 14 cr hrs.

871 Introduction to Health Services Research G 4

Provides an overview of the field of health services research and the role of health services research in improving health care delivery.
Wi Qtr. 2 2-hr cl. Prereq: PUBH-BIO 701 and PUBH-EPI 710 or permission of instructor.

880 Operations Management for Health Service Organizations G 4

Concepts and techniques for managing operations in health service organizations; emphasis on management perspective and decision-making.
Wi Qtr. 2 2-hr cl. Prereq: Grad standing in HSMP or permission of instructor.

881 Topics in Health Services Operations Management G 4

Selected topics in health services operations management, such as operations strategy, quality management, process design, materials management, and facility location.
Sp Qtr. Prereq: 880 or permission of instructor.

882 Information Systems for Health Services Organizations G 4

Information systems concepts, issues, and challenges for health services organizations; managerial analysis of information and information technology as organizational assets.
Au Qtr. 2 2-hr cl. Prereq: 880 or permission of instructor.

900 Advanced Topics in Health Services Management and Policy G 2-4

Seminar on issues and methods of inquiry in health services management and policy.
Au Qtr. Arr. Prereq: Enrollment in PhD in Public Health or permission of instructor. Repeatable to a maximum of 12 cr hrs.

998 Thesis Research G 1-18

Research for thesis or dissertation purposes only.
Su, Au, Wi, Sp Qtrs. Arr. Prereq: Permission of instructor. Repeatable. This course is graded S/U.

Table 2.4.b Practice Placement Sites, 2005-06 through 2007-08

Notes: This is an unduplicated list of the site/preceptor combinations. Some site and preceptor combinations served more than one student in a given year. Because of a data incompatibility problem the city and state of the placement site are not included in this table, but will be provided in the final version of the self study. All placements listed are for MPH students unless otherwise indicated.

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2005-06	BIO	Vanderbilt Sports Medicine, Orthopedics, Sports Medicine	Warren Dunn, Assistant Professor
2005-06	CI	OSU College of Public Health, Medicine/Cardiology	Philip Binkley, Professor of Medicine
2005-06	EHS	Franklin County Board of Health	Paul Rosile, Assistant Health Commissioner
2005-06	EHS	OSU College of Dentistry	Alvin Wee, Associate Professor
2005-06	EHS	OSU CPH, Environmental Health Sciences	Timothy Buckley, Associate Professor and Chair
2005-06	EHS	OSU CPH, Epidemiology	Katherine Renick, Project Manager
2005-06	EHS	Phoenix Indian Medical Center	LCDR Dave Cramer, Safety Director
2005-06	EPI	College of Human Ecology, Human Nutrition	Hugo Melgar-Quinonez, Assistant Professor
2005-06	EPI	Columbus Public Health, Ben Franklin Tuberculosis Clinic	Sue Wang, Director
2005-06	EPI	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III
2005-06	EPI	Columbus Public Health, Office of Emergency Preparedness	Beth Ransopher, Public Health Management
2005-06	EPI	Fairfield Department of Health	Frank Hirsch, Health Commissioner
2005-06	EPI	Mercer County Health Department, Community Health Surveillance	Stephanie Balsom, Community Health Surveillance Coordinator
2005-06	EPI	Ohio Department of Health, Bureau of Preparedness	Susan Brumm, Health Planning Administrator II
2005-06	EPI	OSUMC, Department of Epidemiology	Julie Mangino, Medical Director
2005-06	EPI	OSUMC, Heart and Lung Research Institute	Philip Binkley, Professor
2005-06	EPI	Stanford University, Department of Epidemiology and Infection Control	Sasha Madison
2005-06	EPI (MD/MPH)	Mid Ohio Cardiology/Riverside Methodist Hospital	Dennis Calnon, Cardiologist
2005-06	HBHP	American Red Cross of Greater Columbus	Tonya Craft, Director, Volunteer Resources
2005-06	HBHP	Central Ohio Diabetes Association	Darlene Honingford, Director of Social Services
2005-06	HBHP	Columbus Public Health, Ben Franklin Tuberculosis Clinic	Pete Denkowski, Director
2005-06	HBHP	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2005-06	HBHP	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III
2005-06	HBHP	Delaware General Health District	Lori Kannally, Health Promotion Team Leader
2005-06	HBHP	Lifeline of Ohio, Communications	Marilyn Pongonis, Director
2005-06	HBHP	Morehouse Medical Plaza	Amy Hopping, Partnership Program Coordinator
2005-06	HBHP	Ohio Department of Health, Bureau of Preparedness	Susan Brumm, Health Planning Administrator II
2005-06	HBHP	OSU College of Dentistry	Alvin Wee, Associate Professor
2005-06	HBHP	OSU CPH, Epidemiology	Katherine Renick, NAGCAT Program Manager
2005-06	HBHP	OSU CPH, Netwellness	Brenda Clark, Program Manager
2005-06	HBHP	OSU Student Wellness Center	Katye Miller, Wellness Coordinator
2005-06	HBHP	Portage Health System	Nancy Archambeau, Education Director
2005-06	HBHP	Union County Health Department	Jeanette Poruban, Grant Coordinator/Health Educator
2005-06	HBHP	Moseley Consulting	Judi Moseley, Consultant
2005-06	HBHP (MD/MPH)	Rardin Family Practice, Department of Family Medicine	W. Fred Miser, Associate Professor
2005-06	HSMP	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III
2005-06	HSMP	Ohio Department of Jobs and Family Services, Ohio Health Plans	Jennie Nickel, Data Management & Analysis Section Chief
2005-06	HSMP (MHA)	Akron Children's Hospital	William Considine, President
2005-06	HSMP (MHA)	Catholic HealthCare West, Corporate office, Managed Care Department	Michael Bobola, Senior Analyst
2005-06	HSMP (MHA)	Chalmers P. Wylie VA Outpatient Clinic	John Glacken, Associate Director
2005-06	HSMP (MHA)	Children's Hospital	Keith Goodwin, COO
2005-06	HSMP (MHA)	Community Medical Center	in transition-- President & CEO
2005-06	HSMP (MHA)	Dublin Methodist Hospital, Ohio Health	Cheryl Herbert, President
2005-06	HSMP (MHA)	Ernst and Young	Brenda Christman, Health Sciences Advisory Services
2005-06	HSMP (MHA)	Holland Community Hospital	Dale Sowders, President & CEO
2005-06	HSMP (MHA)	James Cancer Hospital and Solove Research Institute	Mark Conselyea, Director for Ambulatory Services
2005-06	HSMP (MHA)	Kaiser Permanente	Shaifali Ray, Unit Service Manager, Imaging
2005-06	HSMP (MHA)	Knox Community Hospital	Bruce White, VP, Support and Ancillary Services & interim CEO
2005-06	HSMP (MHA)	Massachusetts General Hospital	Jim Noga, CIO and Deborah Adair, MGH Director, Health Information Services / Privacy Officer
2005-06	HSMP (MHA)	Mid Ohio Oncology and Hematology, Inc	Glenn Balasky, Executive Director

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2005-06	HSMP (MHA)	Ohio Health Plans, Bureau of Managed Care	Jeffrey S. Corzine, Health Systems Administrator
2005-06	HSMP (MHA)	Ohio Health, Process Excellence Group	Tom Chickarella, Vice President, Process Excellence
2005-06	HSMP (MHA)	Ohio Health, Regional Services	Michael Lawton, VP System Development
2005-06	HSMP (MHA)	Plante and Moran	Dr. Rick Kunnes, Managing Director for Clinical/Operations Consulting
2005-06	HSMP (MHA)	Select Specialty Hospital	Albert Wright, CEO
2005-06	HSMP (MHA)	Sinai Health System	Alan Channing, CEO
2005-06	HSMP (MHA)	Thomson MedStat	David Nelson, Director of Marketing
2005-06	HSMP (MHA)	We Care Health Facility	Mary Rhinehart, President & CEO
2005-06	HSMP (MD/MPH)	Ohio Department of Mental Health, Office of Clinical Best Practices	Lon Herman, Chief
2005-06	PEP	Adams County Board of Health	Beverly Mathias, Nursing Director
2005-06	PEP	Ashland, Inc	Tom Keenan, Senior Toxicology Fellow
2005-06	PEP	Butler County Health Department	Robert Indian, Chief of Chronic Disease and Behavioral
2005-06	PEP	Cincinnati Children's Hospital Medical Center	Christopher Bolling, Staff Physician/Associate Professor
2005-06	PEP	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III
2005-06	PEP	Columbus Public Health, Office of Emergency Preparedness	Mike Fielding, Director
2005-06	PEP	Health Policy Institute of Ohio	Timothy Sahr, Director of Research
2005-06	PEP	Honeywell AMS-Memphis, Aftermarket Services - Repair & Overhaul	Mark Cooney, Site Leader
2005-06	PEP	Logan County Health District, Environmental Health Division	Craig Kauffman, Environmental Health Director
2005-06	PEP	Ohio Department of Health	Lynn Giljahn, Infectious Disease Manager
2005-06	PEP	OSU Managed Health Care Services	Marianne Robinson, Program Manager
2005-06	PEP	OSU CPH	Mary Ellen Wewers, Associate Dean for Research
2005-06	PEP	OSU, Student Wellness Center	Katye Miller, Wellness Coordinator
2005-06	PEP	Solid Waste Authority of Ohio	Timothy Berlekamp, Director of Planning & Business Development
2005-06	PEP	The Last Pack Project	Jon Leizman
2005-06	PEP	Warren County Combined Health District	Lori Smyth, Director of Nursing
2005-06	PEP	West Virginia Department of Health and Human Resources, Chronic Disease Programs	Jessica Wright, Director
2005-06	VPH	APHIS USDA, Veterinarian Services	Susan Skorupski, Area Veterinarian in Charge

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2005-06	VPH	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III
2005-06	VPH	Ohio Department of Agriculture	Linda Barber, Head of Serology, Safety Officer
2005-06	VPH	Ohio Department of Agriculture, Animal Disease Diagnostic Lab	Jing Cui, Bacteriologist
2005-06	VPH	Ohio Department of Agriculture, Consumer Analytical Laboratory	Maureta Ott, Microbiology Supervisor
2005-06	VPH	Ohio Department of Agriculture, Consumer Analytical Laboratory	Jim Agin, Microbiology Supervisor
2005-06	VPH	Ohio Department of Agriculture, Division of Animal Industry	Jeffrey Hayes, Veterinary Pathologist
2005-06	VPH	Ohio Department of Agriculture, Meat Inspection	Michael Hockman, Chief
2005-06	VPH	Ohio Department of Health, Early Event Surveillance	Loren Shaffer, Supervisor
2005-06	VPH	Ohio Department of Health, Zoonotic Disease Program	Richard Gary, State Public Health Entemologist
2005-06	VPH	OSU College of Veterinary Medicine, Veterinary Biosciences	Mary Jo Burkhard, Assistant Professor
2005-06	VPH	OSU, Veterinary Teaching Hospital	Kelly Santangelo
2005-06	VPH	US Geological Survey	Rebecca Bushon, Laboratory Manager
2006-07	BIO	Columbus Public Health, Office of Assessment and Surveillance	Kathy Cowen, Director OAS
2006-07	CI	Ohio State University, Sports Medicine Center	Chris Kaeding, Professor of Orthopaedics
2006-07	EHS	New York City Department of Health, Division of Environmental Health	Dr. Andrea Paykin, Director, Emergency Preparedness Unit
2006-07	EHS	Ohio State University, College of Public Health - Environmental Health	Bruce Casto, Senior Research Scientist
2006-07	EHS	US Geological Survey, Ohio Water Microbiology Laboratory	Rebecca Bushon, Laboratory Manager
2006-07	EPI	Chiang Mai University (Cal-State), Epidemiology	Vincent Merrill, Assistant Professor
2006-07	EPI	Columbus Children's Hospital, Infectious Disease	Dennis Cunningham, infectious Disease
2006-07	EPI	Columbus Public Health, Ben Franklin TB Clinic	Shu-Hua Wang, Medical Director
2006-07	EPI	Columbus Public Health, Office of Assessment and Surveillance	Kathy Cowen, Director
2006-07	EPI	National Cancer Institute, Biometry Research Group	Philip Prorok, Chief Biometry Research Group

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2006-07	EPI	National Human Genome Research Institute, Social and Behavioral Research Branch	Laura Koehly
2006-07	EPI	New York City Department of Health, Epidemiology	Laura DiGrande, Research Scientist
2006-07	EPI	Ohio Department of Health, Bureau of Child and Family Health Services	Judith Hauser, Health Planning Administrator
2006-07	EPI	Ohio Department of Jobs and Family Services, Bureau of Home and Community Services	Jennie Nickel, Sectin Chief
2006-07	EPI	Ohio Department of Jobs and Family Services, Bureau of Managed Health Care	Lora Summers, Medicaid health Systems Admin 1
2006-07	EPI	Ohio Department of Jobs and Family Services, Bureau of Managed Health Care	Kendallyn Markman, Senior Program Analyst
2006-07	EPI	Ohio State University Medical Center, Division of Epidemiology	Julie Mangino, Medical Director
2006-07	EPI	Ohio State University, College of Public Health - Health Services Mar	Paula Song, Assistant Professor
2006-07	EPI	Oregon Department of Public Health, Office of Family Health	Ken Rosenberg, Maternal and Child Health Epidemiologist
2006-07	EPI	OSU Medical Center, AHEC Health Literacy Program	Sandra Cornett, Program Director, AHEC HL
2006-07	EPI	OSU Medical Center, Infectious Disease	Shu-Hua Wang, Medical Director
2006-07	HBHP	American Heart Association, Communications and Marketing	Lory Winland, Marketing Director
2006-07	HBHP	American Red Cross of Greater Columbus, Communications and Marketing	Lynn Cook, Director of Communications & Marketing
2006-07	HBHP	Bowling Green State University Wellness Connection, Student Affairs	Andrea Colcord, Health Educator
2006-07	HBHP	Columbus Neighborhood Health Centers, Hilltop Health Center	Anna Espy, Social Worker
2006-07	HBHP	Columbus Public Health, Ben Franklin TB Clinic	Naomi Tucker, Nursing Supervisor
2006-07	HBHP	Columbus Public Health, Communicable Disease	Patricia Dietsch, Program Manager III
2006-07	HBHP	Columbus Public Health, Infectious Disease - TB Clinic	Naomi Tucker, Nursing Supervisor
2006-07	HBHP	Health Policy Institute of Ohio	William Hayes, President
2006-07	HBHP	Ohio Department of Health, Bureau of Health Promotion and Risk Reduction	Ann Weidenbenner, Program Administrator
2006-07	HBHP	Ohio Department of Health, Indoor Environment Section	Amanda Burkett, Chief

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2006-07	HBHP	Road of Life	Shane Hankins, Executive Director
2006-07	HSMP	Cincinnati Veterans Affairs Medical Center, Patient Business Services	Linda DuBois, Chief
2006-07	HSMP	Columbus Children's Hospital, Center for Injury Research & Policy	Gary Smith, Director
2006-07	HSMP	Columbus Public Health, Communicable Disease	Patricia Dietsch, Program Manager III
2006-07	HSMP	Ohio Department of Health, Childhood Lead Poisoning Prevention Program	John Belt, Program Supervisor
2006-07	HSMP	Ohio Department of Health, HIV Services Section	Dr. Richard Mukisa, Researcher 3
2006-07	HSMP	Ohio Department of Jobs and Family Services, Ohio Health Plan Policy	Ailene Mackay, Project Manager II
2006-07	HSMP	Ohio Department of Jobs and Family Services, Ohio Health Plans	Yolanda Talley, Medicaid Health Systems Admin
2006-07	HSMP	Ohio Health Plans, Bureau of Clinical Management	Wanda Mullins, Quality Assurance Supervisor
2006-07	HSMP (MHA)	Akron Children's Hospital	Bill Considine, President
2006-07	HSMP (MHA)	Chalmers P. Wylie VA Outpatient Clinic	John Glacken, Associate Director
2006-07	HSMP (MHA)	Children's Hospital	Rick Miller, COO
2006-07	HSMP (MHA)	DHHS, Health Resource and Svs Admin	Johanna Barraza Cannon, Director, Division of Health Information Technology Policy Office of Health Information Technology Health Resources and Services Administration
2006-07	HSMP (MHA)	Duke University Health System	Beth Stewart, Associate Chief Nursing Officer
2006-07	HSMP (MHA)	Ernst and Young	Brenda Christman, Health Services Advisory Services
2006-07	HSMP (MHA)	Henry Ford Health System	Linda Bargamian, Project Manager
2006-07	HSMP (MHA)	Johns Hopkins	Doug Hall, VP Business Development and Marketing Communications
2006-07	HSMP (MHA)	Massachusetts General Hospital	Craig Cochran, Administrative Manager, Emergency Preparedness
2006-07	HSMP (MHA)	Med Central	Brad Peffley, President
2006-07	HSMP (MHA)	Mount Carmel Health Providers	David Rausch, Director, Operations
2006-07	HSMP (MHA)	Northwestern	Katrina Van Gerpen, Senior Staff, office of the CEO
2006-07	HSMP (MHA)	Ohio Health, Ambulatory Rehabilitation	Michael Sean Huffman, Dir of Rehab and Amb Svcs; Steven Brobst, Mgr Sports Medicine

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2006-07	HSMP (MHA)	Ohio Health, Corporate	Jill Willen-Kennelly, Senior Vice President of Strategy and Business Development; and Michael Lawton, Vice president for System Development
2006-07	HSMP (MHA)	Ohio Health, Dublin Methodist Hospital	Cheryl Herbert, President
2006-07	HSMP (MHA)	Ohio Health, HomeReach	Jim Newbrough, President
2006-07	HSMP (MHA)	Ohio State University Medical Center	Larry Anstine, Executive Director, Univ Hospital and Ross Heart Hospital
2006-07	HSMP (MHA)	Plante and Moran	Matt Weekley, CPA/Partner
2006-07	HSMP (MHA)	Sinai Health System	Alan Channing, President and CEO
2006-07	PEP	Asian American Community Services, Health and Prevention Services	KT Bender, Program Manager
2006-07	PEP	Champaign Family YMCA	Kathy Finney, Executive Director
2006-07	PEP	Cincinnati Children's Hospital Medical Center	Monica Mitchell, Assistant Professor of Pediatrics
2006-07	PEP	Cincinnati Childrens Hospital, Neurology	Katie Holland, Clinical Director
2006-07	PEP	Columbus Public Health, Communicable Disease Prevention	Patricia Dietsch, Program Manager III
2006-07	PEP	Coshocton County Health Department	Robert Brems, Jr., Health Commissioner
2006-07	PEP	Franklin County Drug Repository	Christine Murphy, Coordinator of Intermediate Practice Experience
2006-07	PEP	Franklin County, Community Response Team	Heidi Fry, Member Manager
2006-07	PEP	Health Policy Institute of Ohio, Research	Tim Sahr, Director of Research
2006-07	PEP	Jackson County Health Department, Administration	Gregory Ervin, Health Commissioner
2006-07	PEP	James Cancer Hospital, Department of Internal Medicine	Christine Sardo, Clinical Trials Manager
2006-07	PEP	James Cancer Hospital, Diversity Enhancement Program	Chastity Cooper, Program Manager
2006-07	PEP	NetWellness, Human Health Behaviors Health Promotion	Brenda Clark, Netwellness Program Manager
2006-07	PEP	Ohio State University College of Public Health, Health Behavior and Health Promotion	Michele Shipp, Assistant Professor of Public Health
2006-07	PEP	Ohio State University College of Public Health, Office of Workforce Development	Melissa Sever, Program Coordinator
2006-07	PEP	Ohio State University, Department of Family Medicine	Larry Gabel, Clinical Research Director
2006-07	PEP	Ohio State University, Human Nutrition	Maria Carmine Lambea, EFNEP Project Director
2006-07	PEP	OSU College of Medicine, AHEC Office	Sandy Cornett, Director of Health Literacy Programs

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2006-07	PEP	OSU College of Medicine, Geriatrics and Gerontology	Linda Mauger, Interim Chair
2006-07	PEP	OSU College of Public Health, Epidemiology	Amy Ferketich, Assistant Professor
2006-07	PEP	OSU Student Wellness Center	A. Janele Bayless, Wellness Coordinator
2006-07	PEP	Road of Life	Shane Hankins, Executive Director
2006-07	PEP	Tropical Disease Institute, Ohio University	Joan Cunningham
2006-07	PEP	Vineyard Church of Columbus, International Ministries	Rich Lutes, Medical Director, Central Ohio Nutrition Center
2006-07	VPH	Centers for Disease Control and Prevention, Gastroenteritis and Respiratory Virus Lab	Jan Vinje, Department Head
2006-07	VPH	Cleveland Metropolitan Park Zoo, Conservation and Science	Pam Dennis, Veterinary Epidemiologist
2006-07	VPH	Columbus Public Health, Environmental Health	Dana Warner, Public Health Practice Coordinator
2006-07	VPH	Federal University of Paraiba State, Department of Technical Zoology	Celso Jose Bruno de Oliveira
2006-07	VPH	National Institute of Veterinary Research, Department of Veterinary Hygiene	Tran Thi Hahn, Deputy Director of NIVR and Chair of Veterinary Hygiene dept.
2006-07	VPH	Ohio Department of Agriculture, Animal Disease Diagnostic Laboratory	Jing Cui, Veterinary Microbiologist
2006-07	VPH	Ohio Department of Agriculture, Division of Meat Inspection	Michael Hockman, Chief
2006-07	VPH	Ohio Department of Health, Division of Prevention/Disease Surveillance	Shannon Rowe, Immunization Epidemiologist
2006-07	VPH	Ohio Department of Health, Zoonotic Disease Program	Diana Ortiz, Assistant State Public Health Entomologist
2006-07	VPH	Ohio State University, College of Veterinary Medicine	Shane Bateman, Associate Professor
2006-07	VPH	Rhode Island Department of Health Laboratory, Virology	Shashi Mehta, Department Head
2006-07	VPH	Union County Health Department, Nursing	Diana Houdeshelt, Director of Nursing
2006-07	VPH	US Department of Agriculture, Animal and Planet Health Inspection Services	Steven Wilden, Veterinary Medical Officer
2006-07	VPH	US Department of Agriculture, APHIS, Wildlife Service	Andy Montoney, State Director
2007-08	CI (MD/MPH)	Havener Eye Institute, Department of Ophthalmology	Cynthia Roberts, Professor
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Department of Anesthesiology	Sergio Bergese, Assistant Professor - Clinical
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Department of Infectious Disease	Stanley Martin, Assistant Professor

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Department of Internal Medicine	Philip Binkley, Professor, Internal Medicine
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Department of Internal Medicine	Harrison Weed, Professor
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Department of Neurology	David Beversdorf, Professor
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Endo, Diabetes and Metabolism	Kathleen Dungan, Assistant Professor
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Ophthalmology	Cynthia Roberts, Professor
2007-08	CI (MD/MPH)	Ohio State University Medical Center, Plastic Surgery	Michael Miller, Chair
2007-08	CI (MD/MPH)	Ohio State University Medical Center/Ethiopian Orthodox Church, Department of Infectious Disease	Kurt Stevenson, Professor
2007-08	EHS	Franklin County Board of Health, Environmental Health	Paul Rosile, Director
2007-08	EHS	Ohio State University Medical Center, Division of Clinical Epidemiology	Julie Mangino, Medical Director of EPI
2007-08	EPI	Columbus Public Health, Ben Franklin Tuberculosis Clinic	Shu-Hua Wang, Medical Director
2007-08	EPI	Columbus Public Health, Planning and Peak Performance/EPI	Ann Lewicki, Public Health Program Manager
2007-08	EPI	FirstLink, Foodlink/Dental Options	Noni McMillan, 2-1-1 Manager
2007-08	EPI	Malaria Research Laboratory, OCEAC (Organization of Coordination for the fight against the Endémies in Central Africa)	Awono Amrene Herman
2007-08	EPI	Ohio Department of Health, Violence and Injury Prevention Program	Christy Beeghly, Program Administrator
2007-08	EPI	Ohio Health Plans, ODJFS/BCM/OHP/BCM	Ruth Suarda, Medicaid Health System Admin
2007-08	EPI	OSU Davis Heart & Lung Institute, Epidemiology	Philip Binkley, Professor, Internal Medicine
2007-08	EPI	OSU Medical Center, Comprehensive Cancer Center	Cecilia DeGraffinreid, Program Director
2007-08	EPI	United Healthcare	Katherine Hatting, Regional Sales Director
2007-08	HBHP	American Heart Association, Communications and Marketing	Lory Winland, Marketing Director
2007-08	HBHP	Columbus Public Health, Ben Franklin Tuberculosis Clinic	Naomi Tucker, Clinic Supervisor
2007-08	HBHP	Columbus Public Health, Cardiovascular Health	Jennifer Luca, Program Manager
2007-08	HBHP	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2007-08	HBHP	Columbus Urban League, Education and Prevention Services	Iris Velasco, HIV/AIDS Specialist
2007-08	HBHP	Franklin County Board of Health, Administration/Emergency Preparedness	Katie Lewis, CRI Coordinator
2007-08	HBHP	Licking County Health Department	R. Joseph Ebel, Health Commissioner
2007-08	HBHP	NARAL Pro Choice Ohio	Jamie Miracle, Outreach and Field Director
2007-08	HBHP	Ohio Department of Health, Governor's Office for Women's Initiatives and Outreach	Holie Hinton, Director
2007-08	HBHP	Ohio Department of Jobs and Family Services, Ohio Health Plans, Bureau of Managed Health Care	Harvey Doremus, Senior Strategic Policy Advisor
2007-08	HBHP	Ohio State University, NetWellness	Brenda Clark, Program Manager
2007-08	HBHP	Ohio Tobacco Prevention Foundation	Jeff Willett, Director of Research and Evaluation
2007-08	HBHP	Road of Life, Marketing and Outreach	Rosa Jung, Director of Marketing and Outreach
2007-08	HBHP	YMCA Central Ohio	Sue Darby, Health & Wellness Director
2007-08	HSMP	James Cancer Hospital, Medical Center Administrative Operations	Rob Hofacre, Director, Ambulatory Services
2007-08	HSMP	UN Population Fund (UNFPA), Africa Division	Fatou Starr, Programme Specialist
2007-08	HSMP (MHA)	Akron Children's Hospital	Dr. Michael Bird, MD, MPH / VP Medical Services (and Bill Considine)
2007-08	HSMP (MHA)	Aultman Health	Jen Kessel, Executive Director of Strategic Planning and Ed Roth, CEO
2007-08	HSMP (MHA)	Catholic Health Care Partners	Steve Grossbart, Corporate Quality Officer
2007-08	HSMP (MHA)	Chalmers P. Wylie VA Outpatient Clinic	John Glacken, Associate Director
2007-08	HSMP (MHA)	Chillicothe Veterans Administration Medical Center	Jeffrey Gering, CEO and Irene Rostas
2007-08	HSMP (MHA)	Emory Hospitals	Louis Simmons, Senior Business Manager, Peri-Operative and Endoscopic Services
2007-08	HSMP (MHA)	James Cancer Hospital	Linda Lane (Johnson), Quality Manager, Quality and Accreditation
2007-08	HSMP (MHA)	Madison County Hospital	Elaine Ewald, VP Clinical Services
2007-08	HSMP (MHA)	Mayo Clinic	Hope Greig, Director HR
2007-08	HSMP (MHA)	Mission Hospital	Joe Damore, CEO
2007-08	HSMP (MHA)	Nationwide Children's Hospital	Rick Miller, President and COO
2007-08	HSMP (MHA)	Norton Health Care	Kevin Muench, Associate VP of Care Operations
2007-08	HSMP (MHA)	Ohio Health (Grant Medical Center)	Tom Chickerella, VP of Operations
2007-08	HSMP (MHA)	Ohio Health (Riverside)	Dr. Steve Markovich, Sr. VP of Operations

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2007-08	HSMP (MHA)	Ohio Hospital Association	Rosalie Weakland, Director of Quality
2007-08	HSMP (MHA)	Ohio State University Medical Center	Larry Anstine, Executive Director, Univ Hospital and Ross Heart Hospital
2007-08	HSMP (MHA)	Ohio State University Medical Center East	Elizabeth Seely, Executive Director
2007-08	HSMP (MHA)	Primary Care Network	Dan Like, Associate Executive Director and Karen L. Towslee Keenan, Director
2007-08	HSMP (MHA)	Sinai Health System	Alan Channing, President and CEO
2007-08	PEP	Cincinnati Health Department, Community Health & Environmental Services	Camille Jones, Assistant Health Commissioner
2007-08	PEP	Columbus Public Health, Communicable Disease Prevention Team	Patricia Dietsch, Program Manager III
2007-08	PEP	Deschutes County Health Department, Disease Prevention, Health Promotion	Shannon Dames, Communicable Disease & Health Promotion
2007-08	PEP	Ohio Department of Health, Zoonoses/Vector-borne Disease Program	Diana Ortiz, Assistant State Public Health Entomologist
2007-08	PEP	Ohio Department of Job & Family Services	Heather Burdette, Chief Financial Officer
2007-08	PEP	Ohio State University Medical Center, Epidemiology	Julie Mangino, Medical Director of EPI
2007-08	PEP	Ohio State University Medical Center, Material Systems	Michael Gregory, Director of Safety
2007-08	PEP	Ohio State University, College of Pharmacy	Rajesh Balkrishnan, Merrell Dow Professor
2007-08	PEP	Ohio State University, School of Communications	Donald Cegala, Professor Emeritus
2007-08	PEP	Outcomes Management Group	Patricia Larkins, President and Founder
2007-08	PEP	Road of Life, Marketing and Outreach	Rosa Jung, Director of Marketing and Outreach
2007-08	PEP	Road of Life, Marketing and Outreach	Shane Hankins, Executive Director
2007-08	PEP	Solid Waste Authority of Central Ohio	Timothy Berlekamp, Director of Planning and Business Development
2007-08	PEP	Summit County General Health Department, Public Health Nursing, OPHA	Gillian Solem, Director of Nursing
2007-08	VPH	Franklin County Board of Health, Medical Reserve Corps	Robin Franz, MRC Coordinator
2007-08	VPH	Makerere University, VPH/PM & VMS (NDSU)	Margaret Khaita, Assistant Professor
2007-08	VPH	Ohio Agricultural Research and Development Center, Food Animal Health Research Program	Chang Won Lee, Assistant Professor
2007-08	VPH	Ohio Agricultural Research and Development Center, Food Animal Health Research Program	Jeff Lejeune, Associate Professor

Table 2.4.b Practice Placement Sites, continued

YEAR	DIVISION	PLACEMENT SITE	PRECEPTOR/TITLE
2007-08	VPH	Ohio Department of Agriculture, Agro-Biosecurity and Meat Inspection	Anthony Mitchell, Bio-Security Manager
2007-08	VPH	Ohio Department of Agriculture, Analytical Toxicology Lab	Lori Bishop, Supervisor
2007-08	VPH	Ohio Department of Agriculture, Animal Disease Diagnostic Laboratory	Jeff Hayes, Pathology Veterinarian
2007-08	VPH	Ohio Department of Agriculture, Animal Disease Diagnostic Laboratory	Robin Burton, Administrative Assistant
2007-08	VPH	Ohio Department of Agriculture, Division of Meat Inspection	Michael Hockman, Chief
2007-08	VPH	Ohio Department of Health Laboratories, Zoonotic/Vector-borne Disease Program	Diana Ortiz, Assistant State Public Health Entomologist
2007-08	VPH	Ohio Department of Health, Bureau of Health Surveillance	Brian Fowler, Early Event Surveillance Supervisor
2007-08	VPH	OSU Medical Center, Clinical Epidemiology	Julie Mangino, Medical Director of EPI
2007-08	VPH	OSU Medical Center-University Hospital East Clinical Laboratory, Clinical Microbiology Laboratory	Preeti Pancholi, Director
2007-08	VPH	US Department of Agriculture, Animal and Plant Health Inspection Services	Kellie Hough, Veterinary Medical Officer
2007-08	VPH	US Department of Agriculture, Animal and Plant Health Inspection Services	Steven Wilden, Veterinary Medical Officer
2007-08	VPH	US Department of Agriculture, Animal and Plant Health Inspection Services	Delorias Lenard, Area Veterinarian in Charge
2007-08	VPH	US Geological Survey, Ohio Water Microbiology Laboratory	Rebecca Bushon, Laboratory Manager

Core Competencies

Competencies		Required Courses									
		BIO 701 (MPH, MHA)	BIO 601 (PEP)	BIO 602 (PEP)	EHS 731 (MPH, PEP)	EHS 794 (MHA)	EPI 710 (MPH, MHA)	EPI 700 (PEP)	HBHP 720 (MPH, PEP)	HBHP 725 (MHA)	HSMP 800 (ALL)
Biostatistics											
1	Describe the roles biostatistics serves in the discipline of public health.	✓	✓	✓							
2	Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.	✓	✓	✓							
3	Apply descriptive and graphical techniques commonly used to summarize public health data.	✓	✓								
4	Describe basic concepts of probability, random variation and commonly used statistical probability distributions.	✓	✓								
5	Apply common statistical methods for inference and describe the assumptions required for each method.	✓	✓	✓							
6	Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.	✓	✓	✓							
7	Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.	✓	✓	✓							
8	Interpret results of statistical analyses found in public health studies.	✓	✓	✓							
9	Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.	✓	✓								
10	Apply basic informatics techniques with vital statistics and public health records in the description of public health characteristics and in public health research and evaluation.	✓	✓								

Course Key:

Core Competencies

Core Competencies											
	Competencies	Required Courses									
		BIO 701 (MPH, MHA)	BIO 601 (PEP)	BIO 602 (PEP)	EHS 731 (MPH, PEP)	EHS 794 (MHA)	EPI 710 (MPH, MHA)	EPI 700 (PEP)	HBHP 720 (MPH, PEP)	HBHP 725 (MHA)	HSMP 800 (ALL)
Environmental Health Sciences											
1	Understand the significance of the environment to population health.				✓	✓					
2	Define and distinguish various environmental agents (i.e., chemical, physical, and biological) and environmental classifications (i.e. natural, anthropogenic, social, and cultural) that influence public health.				✓	✓					
3	Describe the various environmental media and the chemical and physical factors that influence contaminant partitioning, fate, and transport within and between environmental media as relevant to human exposure.				✓	✓					
4	Have an appreciation for pollutant chemical and physical factors as well as human physiologic factors that influence the uptake of environmental contaminants.				✓	✓					
5	Specify approaches for assessing and controlling environmental agents and strategies for reducing risks to human health.				✓	✓					
6	Understand the fundamental process of risk assessment, its limitations, and application for public health protection.				✓	✓					
7	Recognize individual (e.g., genetic, physiologic and psychosocial) and community (poverty, social, built, economic, race) susceptibility factors that influence population health.				✓	✓					
8	Know what environmental justice is and its significance as a public health issue.				✓	✓					
9	Be generally familiar with the metabolism, distribution, and elimination of environmental toxics.				✓	✓					
10	Be generally familiar with federal and state regulatory programs, guidelines and authorities relevant to environmental health.				✓	✓					
11	Work within interdisciplinary groups to identify, evaluate, and communicate environmental health concerns				✓	✓					

Course Key:

- 731 Principles of Environmental Health
- 794 Environmental and Occupational Health Essentials

Core Competencies

Competencies		Required Courses									
		BIO 701 (MPH, MHA)	BIO 601 (PEP)	BIO 602 (PEP)	EHS 731 (MPH, PEP)	EHS 794 (MHA)	EPI 710 (MPH, MHA)	EPI 700 (PEP)	HBHP 720 (MPH, PEP)	HBHP 725 (MHA)	HSMP 800 (ALL)
Epidemiology											
1	Recognize the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.						✓	✓			
2	Describe a public health problem in terms of magnitude, person, time and place.						✓	✓			
3	Utilize the basic terminology and definitions of epidemiology.						✓	✓			
4	Identify key sources of data for epidemiologic purposes.						✓	✓			
5	Calculate basic epidemiology measures such as odds ratio, relative risk, and standardized mortality ratio.						✓	✓			
6	Evaluate the strengths and limitations of epidemiologic studies reported in the literature, including an assessment of the internal validity of the design and the appropriateness of the analysis.						✓	✓			
7	Draw appropriate inferences from epidemiologic data.						✓	✓			
8	Communicate epidemiologic information to lay and professional audiences.						✓	✓			
9	Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.						✓	✓			
10	Recognize the principles and limitations of public health screening programs.						✓	✓			

Course Key:

- 700 Epidemiology for Experienced Health Professionals
- 710 Principles of Epidemiology

Core Competencies

Core Competencies											
	Competencies	Required Courses									
		BIO 701 (MPH, MHA)	BIO 601 (PEP)	BIO 602 (PEP)	EHS 731 (MPH, PEP)	EHS 794 (MHA)	EPI 710 (MPH, MHA)	EPI 700 (PEP)	HBHP 720 (MPH, PEP)	HBHP 725 (MHA)	HSMP 800 (ALL)
Social and Behavioral Sciences (Health Behavior and Health Promotion)											
1	Describe the role of social, behavioral, and community factors in both the onset and solution of public health problems.								✓	✓	
2	Identify basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice.								✓	✓	
3	Identify ethical issues in public health program planning, implementation, and evaluation.								✓	✓	
4	Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.								✓	✓	
5	Identify individual, organizational, and community concerns, assets, resources, and deficits for social and behavioral science interventions.								✓	✓	
6	Understand the importance of evidence-based approaches in the development and evaluation of social and behavioral science interventions.								✓	✓	
7	Recognize the value of planning implementation, and evaluation of public health programs, policies, and interventions.								✓	✓	
8	Identify critical stakeholders for the planning, implementation, and evaluation of public health programs, policies, and interventions.								✓	✓	

Course Key:

- 720 Preventing Disease and Promoting Health through Behavioral Science
- 725 Behavioral Science Foundations for Health Care Managers

Core Competencies

Core Competencies											
	Competencies	Required Courses									
		BIO 701 (MPH, MHA)	BIO 601 (PEP)	BIO 602 (PEP)	EHS 731 (MPH, PEP)	EHS 794 (MHA)	EPI 710 (MPH, MHA)	EPI 700 (PEP)	HBHP 720 (MPH, PEP)	HBHP 725 (MHA)	HSMP 800 (ALL)
Health Services Administration (Health Services Management and Policy)											
1	Identify the main components of and the principal issues surrounding the organization, financing and delivery of services in the U. S. health care system.										✓
2	Describe the process for enacting policy and regulations relating health care across levels and branches of government.										✓
3	Identify principles of ethical analysis as applied to issues in health services delivery.										✓
4	Analyze the major strengths and weaknesses of the U.S. health care system.										✓
5	Be familiar with ways of measuring and evaluating the quality and efficiency of health care delivery.										✓
6	Explain how decisions are made by stakeholders in the health care system and how these decisions affect patients and communities.										✓
7	Describe the major problems currently facing health care in America, especially regarding cost, the availability of health insurance, and access to care.										✓
8	Characterize the major settings in which care takes place (e.g., inpatient, outpatient, home-care, long term care, etc.) and the distinctive issues faced in each setting.										✓
9	Specify the major determinants of human health and disease, and explain the contribution of health care services relative to genetics, health behaviors, social factors, and other determinants of human health.										✓
10	Explain how health services management and policy contributes to public health improvement.										✓

Course Key:

800 Health Care Organization I

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Table 3.1.c(1) Research Projects of Core Faculty, FY 2008

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Biostatistics									
Fernandez, Soledad A.		Emergency Department Brief Intervention to Increase Carbon Monoxide Detector Use	Research Institute at Nationwide Children's Hospital, Subcontract (Prime: National Institute of Child Health and Human Development, National Institutes of Health, #R01 HD057155)	5/1/2008	5/31/2012			Yes	No
Jarjoura, David		After discharge management of low income frail elderly (Ad-Life)	Summa Health System, Agreement Dated 09/13/06	12/1/2005	11/30/2008	\$156,567.00	\$44,989.48 (FY expenditures)	Yes	No
Jarjoura, David (Core B PI: Award PI: Michael A. Caligiuri)		Innate Immunity: Elucidation and Modulation for Cancer Therapy - Core B: Biostatistics	National Cancer Institute, National Institutes of Health, #P01 CA095426	9/24/2007	8/31/2012	\$206,049.00 (Core B Yr 1 only)	\$206,049.00 (Core B Yr 1 only)	No	Yes - graduate students; data analysis, statistical methods research
Jarjoura, David (Core C PI: Award PI: Matthew D. Ringel)		Core C: Genetic and signaling pathways in epithelial thyroid cancer	National Cancer Institute, National Institutes of Health, #P01 CA124570	03/01/2008	02/28/2013	\$142,224.00 (Core C Yr 1 only)	\$142,224.00 (Core C Yr 1 only)	No	Yes - graduate students; data analysis, statistical methods research
Lee, Mei-Ling Ting	Pennell, Michael L.	Threshold regression methodology for cancer risk assessment	National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention, #R01 OH008649	9/1/2006	8/31/2009	\$727,514.00	\$239,109.00	No	Yes - data analysis
Lee, Mei-Ling Ting	Yu, Zhangsheng*	Power and sample size for microarray studies	National Human Genome Research Institute, National Institutes of Health, #R01 HG002510 (transfer)	11/1/2005	10/31/2007	\$211,188.19	no cost extension	No	Yes - data analysis
Lee, Mei-Ling Ting		Statistical Methods for Ophthalmologic and Cluster Data	Brigham and Women's Hospital, Inc., Subcontract No. 102876-1 (Prime: National Eye Institute, National Institutes of Health, #R01 EY012269)	7/1/2007	6/30/2009	\$41,512.00	\$41,512.00	No	No
Lee, Mei-Ling Ting		Analysis of longitudinal CVD and cancer data	Brigham and Women's Hospital, Inc., Agreement Dated 07/21/06 (Prime: National Heart, Lung, and Blood Institute, National Institutes of Health, #R01 HL040619)	11/11/2005	5/31/2009	\$31,793.00	\$12,752.00	No	No

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Lee, Mei-Ling Ting		Biostatistical support for the Division of Pulmonary, Critical Care, and Sleep Medicine	OSU College of Medicine, Division of Pulmonary, Critical Care, and Sleep Medicine, Memorandum of Understanding	4/1/2007	12/31/2007	\$28,781.00	\$0.00	No	Yes - data analysis
Lee, Mei-Ling Ting	Yu, Zhangsheng*	Biostatistical support for the Comprehensive Transplant Center	Comprehensive Transplant Center	10/1/2007	9/30/2008	\$105,198.00	\$105,198.00	No	No
Lemeshow, Stanley A.	Lee, Mei-Ling Ting; Lu, Bo	Biostatistical support for the Division of Pulmonary, Critical Care, and Sleep Medicine	OSU College of Medicine, Division of Pulmonary, Critical Care, and Sleep Medicine, Memorandum of Understanding	9/1/2006	8/31/2007	\$75,362.91	\$0.00	No	Yes - data analysis
Lemeshow, Stanley A.	Lee, Mei-Ling Ting; Lu, Bo	Biostatistical support for the Division of Pulmonary, Critical Care, and Sleep Medicine	OSU College of Medicine, Division of Pulmonary, Critical Care, and Sleep Medicine, Memorandum of Understanding	9/1/2007	8/31/2008	\$123,155.00	\$123,155.00	No	Yes - data analysis
Lemeshow, Stanley A. (Core B PI; Award PI: Michael A. Caligiuri)		Innate immunity: Elucidation/modulation - cancer therapy - Core B: Biostatistics	National Cancer Institute, National Institutes of Health, #P01 CA95426	9/30/2002	8/31/2007	\$704,126.00 (Core B only)	\$0.00	No	Yes - graduate students; data analysis, statistical methods research
Lemeshow, Stanley A. (Core C PI; Award PI: Michael C. Ostrowski)	Fernandez, Soledad A.	Core C - Lemeshow - Genetic analysis of the breast tumor microenvironment	National Cancer Institute, National Institutes of Health, #P01 CA97189	9/15/2004	7/31/2009	\$430,234.00 (Core C only)	\$102,309.00 (Core C only)	No	Yes - data analysis
Lemeshow, Stanley A. (Project PI; Award PI: Michael A. Caligiuri)		Comprehensive program for the prevention, detection and treatment of lung cancer	Ohio Department of Development, Biomedical Research and Technology Transfer Partnership Program, ODOD Technical Agreement No. 04-049	10/29/2003	8/31/2008	\$153,904.00 (Project only)	\$0.00	No	No
Environmental Health Sciences									
Buckley, Timothy J.		Exposure Assessment Tools to Assess Health Impact of Traffic	Morgan State University, Subcontract No.SG-OSURF-524805 (Prime: Environmental Protection Agency, #XA-83085801)	10/23/2006	3/23/2008	\$15,500.00	\$0.00	Yes	Yes - MPH culminating project, data collection and analysis

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Buckley, Timothy J.		Case Study Environmental Monitoring in Support of the Baltimore Region Environmental Justice in Transportation Project (BREJT)	Morgan State University, Subcontract No. SG-OSURF-522926 (Prime: United States Department of Agriculture Cooperative Agreement #MD-26-80001-00)	12/31/2006	3/31/2008	\$22,500.00	\$0.00	Yes	Yes - MPH culminating project, data collection and analysis
Buckley, Timothy J.		Evaluation of a u-equipped vacuum cleaner for inactivation of surface embedded microorganisms	HALO Technologies, Inc., Agreement Dated 03/01/08	3/1/2008	8/31/2008	\$16,279.00	\$16,279.00	No	Yes - data collection and analysis
Buckley, Timothy J. (Co-PI's: Larry Schlesinger, Michael Lairmore, Mary Ellen Wewers, William Saville, Kenneth Lee, Yehia Mohamed Saif, John Reeve, Karl Werbovetz, Robert Brueggemeier)		Interdisciplinary Public Health Preparedness Program for Emerging Infectious Disease Threats: From Discovery to Application	The Ohio State University Targeted Investment in Excellence	7/1/2006	6/30/2011	\$4,788,947.00	\$927,000.00	Yes	Yes - via fellowships and pilot research grants
Crawford, John M.		Public Health Preparedness in Infectious Disease	Ohio State University Targeted Investment in Excellence	11/30/2007	11/29/2009	\$99,987.00	\$49,993.50	No	Yes; 2 undergraduate students; programming, data analysis
Liang, Song		The Socio-Environmental Determinants of Schistosomiasis Re-emergence	University of California at Berkeley, Subcontract No. SA5669-11540 (Prime: National Institute of Allergy and Infectious Diseases, National Institutes of Health, #R01 AI068854)	4/1/2007	3/31/2012	\$364,695.00	\$80,178.00	Yes	Yes - data collection, data analyses, manuscript under preparation
Liang, Song		The impact of Environmental Change on Schistosomiasis Transmission and Control in the Poyang Lake region, China	The Ohio State University Targeted Investment in Excellence, Public Health Preparedness in Infectious Disease, #013100	12/1/2007	11/30/2009	\$100,000.00	\$50,000.00	Yes	Yes - data collection, data analyses, thesis/manuscript under preparation
Pompili, Michael J.		Measuring the value and effectiveness of public participation initiatives for the public sector: "What to measure and a way to perform the measurement"	Kettering Foundation, Project No. 34.24.00 KF-52641	12/1/2006	12/31/2007	\$43,540.00	\$0.00	Yes	No

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Sun, Qinghua		Diesel Exhaust Particles on Angiogenesis	Health Effects Institute, #4747-RFPA05-3/06-8	1/1/2008	3/31/2009	\$65,000.00	\$65,000.00	No	No
Sun, Qinghua		Air pollution and microvascular dysfunction: Leukocyte-dependent NAD(P)H oxidase	National Institute of Environmental Health Sciences, National Institutes of Health, #K01 ES016588	5/1/2008	3/31/2012	\$495,953.00	\$124,238.00	No	Yes - experiment performance, data collection and analysis
Sun, Qinghua		Exposure to air pollution in childhood increases susceptibility to diabetes development in adulthood	College of Public Health	1/3/2008	8/21/2008	\$3,000.00	\$3,000.00	No	Yes - paid undergraduate student; animal handling, laboratory experiments
Weghorst, Christopher M.		Prevention of oral cancer by dietary and topical administration of lyophilized strawberries	California Strawberry Commission, Agreement Dated 02/02/06	2/1/2006	8/31/2007	\$58,200.00	no cost extension	No	Yes - data collection, data analyses, manuscript under review
Weghorst, Christopher M.		Chemoprevention of oral cancer in Appalachia	American Cancer Society, Inc., #RSGT-06-126-01-CNE	7/1/2006	6/30/2010	\$960,000.00	\$240,000.00	Yes	Yes - data collection
Weghorst, Christopher M.		Prevention of Oral Cancer by Strawberries with Selenium Assimilated in the Fruit	National Cancer Institute, National Institutes of Health, #R03 CA128043	4/1/2007	3/31/2009	\$150,000.00	\$75,000.00	No	Yes - data collection, data analyses
Weghorst, Christopher M.		Genetic Susceptibility and Cervical Cancer Development	Phi Beta Psi Sorority, Award Dated 07/27/07	7/1/2007	6/30/2008	\$58,300.00	\$58,300.00	No	Yes - data collection, data analyses
Weghorst, Christopher M.	Jarjoura, David	Food-Based Modulation of Biomarkers in Human Tissues at High-Risk for Oral Cancer	National Cancer Institute, National Institutes of Health, #R01 CA127368	12/10/2007	11/30/2012	\$1,436,250.00	\$311,250.00	Yes	Yes - data collection
Weghorst, Christopher M.		Chemopreventive agent-responsive genes in oral cancer	National Institute of Dental and Craniofacial Research, National Institutes of Health, #R21 DE016361	9/28/2004	6/30/2008	\$373,750.00	no cost extension	Yes	Yes - data collection
Epidemiology									
Ferketich, Amy K.		Examining the reach of clean indoor air policies in Appalachia	The Robert Wood Johnson Foundation, #63545	6/1/2008	6/30/2009	\$50,000.00	\$50,000.00	No	Yes - paid undergraduate student; involvement includes data collection and data analysis
Ferketich, Amy K.		Examining the trend in the number of hookah cafés in Ohio	College of Public Health	1/3/2008	8/21/2008	\$3,000.00	\$3,000.00	Yes	Yes - paid undergraduate student; data collection, literature review

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Murray, David		Trial of activity in adolescent girls	University of North Carolina, Subcontract No. 5-33385/5-34352 (Prime: National Heart, Lung, and Blood Institute, National Institutes of Health, #U01 HL66853)	9/1/2005	8/31/2008	\$150,364.00	\$38,147.00	Yes	No
Murray, David		Etiology of childhood obesity: A longitudinal study	University of Minnesota, Subcontract No. Q6636540201 (Prime: National Heart, Lung, and Blood Institute, National Institutes of Health, #R01 HL085978)	9/1/2006	5/31/2011	\$307,725.00	\$39,063.00	Yes	No
Murray, David		Center for prevention and early intervention	Johns Hopkins University, P.O. #2000010591 (Prime: National Institute of Mental Health, National Institutes of Health, #P30 MH066247)	9/1/2005	6/30/2009	\$48,390.00	\$11,960.00	Yes	No
Murray, David		Community youth development study	University of Washington, Subcontract No. 169764/260685/388310 UW (Prime: National Institute on Drug Abuse, National Institutes of Health, #R01 DA015183)	9/1/2005	9/30/2008	\$88,380.00	\$15,500.00	Yes	No
Paskett, Electra D.		A randomized study to prevent lymphedema in women treated for breast cancer	Lance Armstrong Foundation, Award Letter Agreement Dated 12/30/05	1/1/2006	12/31/2008	\$247,500.00	\$82,500.00	No	Yes - data collection, project management, and manuscript development
Paskett, Electra D.		A randomized study to prevent lymphedema in women treated for breast cancer	Susan G. Komen Breast Cancer Foundation, #POP31606	5/1/2006	4/30/2009	\$167,397.00	\$84,004.00	No	Yes - data collection, project management, and manuscript development
Paskett, Electra D.		Ohio patient navigation program	American Cancer Society, Inc., #SIRSG-05-253-01	11/1/2005	10/31/2008	\$1,404,180.00	\$444,180.00	Yes	Yes - data collection, project management, and manuscript development
Paskett, Electra D.	Katz, Mira L.; Kelly, Kimberly M.; Murray, David	Enhancing Colorectal Cancer Screening in Primary Care	National Cancer Institute, National Institutes of Health, #R01 CA116487	5/24/2007	2/28/2012	\$2,201,581.00	\$504,396.00	Yes	Yes - GRAs assisting in planning intervention, data collection, project management, and manuscript development

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Paskett, Electra D.		Breast cancer prevention through nutrition program	Breast Cancer Research Foundation, Agreement Letter Dated 10/02/06	10/1/2006	9/30/2008	\$505,434.78	\$255,434.78	No	Yes - data collection, project management, and manuscript development
Paskett, Electra D.	Katz, Mira L.; Murray, David	CBPR strategies to increase colorectal cancer screening in Ohio Appalachia	National Center on Minority Health and Health Disparities, National Institutes of Health, #R24 MD002785	5/28/2008	1/31/2013	\$2,900,833.00	\$592,595.00	Yes	Yes - GRAs will start in the Fall; they will help develop media campaign and will help in data collection, project management, and manuscript development
Paskett, Electra D.		Measuring what navigators do: Task and social network analysis	Boston Medical Center, Award Letter Agreement Dated 06/12/08	2/1/2008	1/31/2009	\$27,573.00	\$27,573.00	Yes	Yes - data collection, project management, and manuscript development
Paskett, Electra D.		Cancer information service	Wayne State University, Subcontract No. WSU05012 (Prime: National Cancer Institute, National Institutes of Health, #N02-CO051103)	1/15/2005	1/14/2010	\$628,034.85	\$200,742.85	Yes	Yes - data collection, project management, and manuscript development
Paskett, Electra D.		Appalachian cancer center network	University of Kentucky, UKRF Subcontract No. 3048104633-08-482 (Prime: National Cancer Institute, National Institutes of Health, #U01 CA114622)	5/6/2005	4/30/2009	\$945,343.00	\$218,937.00	Yes	Yes - data collection, project management, and manuscript development
Paskett, Electra D.		CHAIR support, CALGB Cancer Control & Health Outcomes Committee	University of Chicago, Subcontract No. 5-30552-8601 (Prime: National Cancer Institute, National Institutes of Health, #U10 CA37447)	6/1/2002	5/31/2009	\$381,612.00	\$62,598.00	No	Yes - data collection, project management, and manuscript development
Paskett, Electra D.	Ahijevych, Karen L. (Core D PI); Lemeshow, Stanley A. (Core B PI); Wewers, Mary E. (Project #2 PI); Kelly, Kimberly M. (Supplement PI effective 09/01/05)	Reducing cervical cancer in Appalachia	National Cancer Institute, National Institutes of Health, #P50 CA105632	9/30/2003	8/31/2008	\$8,269,750.00	\$1,331,909.00	Yes	Yes - data collection, project management, and manuscript development; Core D: one PhD student completed research residency on qualitative analysis; manuscript under review; Project 2: Yes - recruitment, data management, data analyses

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Schwartzbaum, Judith A.		Subcontract with Department of Radiation Sciences, Umea University	Umea University, Agreement Dated 02/12/07	10/1/2006	9/30/2007	\$17,163.00	\$0.00	No	No
Schwartzbaum, Judith A.	Lee, Mei-Ling Ting	Allergic condition susceptibility polymorphisms and glioma risk	National Cancer Institute, National Institutes of Health, #R01 CA122163	4/1/2008	1/31/2013	\$2,667,684.00	\$544,169.00	No	No
Schwartzbaum, Judith A.		Genetic and Molecular Epidemiology of Adult Glioma	University of California San Francisco, Subcontract No. 4585sc (Prime: National Cancer Institute, National Institutes of Health, #R01 CA052689)	7/1/2006	9/30/2007	\$15,953.00	\$0.00	No	No
Schwartzbaum, Judith A.		Immune expression profile of glioblastoma	OSU Department of Neurological Surgery	10/1/2007	6/30/2008	\$50,000.00	\$50,000.00	No	No
Stevenson, Kurt B.	Caswell, Robert J.; Jarjoura, David; Lemeshow, Stanley A.; Murray, David	Ohio State health network infection control collaborative: Epi-centers for prevention of healthcare related infections	Centers for Disease Control and Prevention, #U01 CI000328	2/1/2006	1/31/2011	\$1,173,582.00	\$388,360.00	No	Yes - One student Project Manager; GRA: data collection and analysis, database management
Wilkins, John R. III		Work-related Injuries among Immigrant Workers	Research Institute at Nationwide Children's Hospital, Subcontract No. 524506 (Prime: National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention, #R01 OH008639)	8/1/2006	7/31/2008	\$12,093.00	\$6,238.00	No	No
Wilkins, John R. III		Hearing acuity and risk of unintentional injury	National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention, #254-2006-M-17357	7/18/2006	6/30/2008	\$18,000.00	no cost extension	No	Yes - paid students on grant
Wilkins, John R. III	Murray, David; Shen, Lei*	Developing and Evaluating New Approaches to Youth Agricultural Injury Prevention	National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention, #R01 OH009194	9/1/2007	8/31/2010	\$1,167,439.00	\$399,629.00	Yes	Yes - planned student research assistants in year 3
Wilkins, John R. III		Adherence to NAGCAT and injury risk reduction	National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention, #R01 OH008070	9/30/2003	9/29/2007	\$1,083,875.00	no cost extension	Yes	Yes - paid students on grant; data collection, data entry

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Wilkins, John R. III (previous PI: Thomas L. Bean)		Ohio regional center for agricultural disease and injury	National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention, #U50 OH008108	9/30/2003	9/29/2008	\$1,944,433.00	no cost extension	Yes	Yes - paid students on grant
Health Behavior and Health Promotion									
Alfano, Catherine M.		Heal Study: Examining associations between sleep, symptoms, health-related quality of life, and inflammation in breast cancer survivors	National Cancer Institute, National Institutes of Health, #HHSN261200700394P	9/12/2007	8/19/2008	\$3,718.50	\$3,718.50	No	No
Alfano, Catherine M. (Co-PI: Craig C. Hofmeister)	De Moor, Janet Sterner (Co-PI)	Using Tablet Computers to Assess the Survivorship Experience of Patients with Multiple Myeloma	The OSU Comprehensive Cancer Center, Cancer Control Program	1/1/2008	6/30/2008	\$10,000.00	\$10,000.00	No	No
De Moor, Janet Sterner		Cancer survivors' employment patterns and consequent economic and health outcomes	National Cancer Institute, National Institutes of Health, #R03 CA124203	8/1/2006	7/31/2009	\$147,825.00	\$72,825.00	No	No
De Moor, Janet Sterner		Cancer survivors' intentions for work following diagnosis and treatment	Lance Armstrong Foundation, Agreement Dated 11/01/06	1/1/2007	12/31/2008	\$109,904.00	\$82,398.36	No	No
Katz, Mira L.		Patient activation to increase colon cancer screening	National Cancer Institute, National Institutes of Health, #K07 CA107079	7/1/2005	6/30/2010	\$675,540.00	\$135,108.00	Yes	Yes - data collection, data analyses, manuscript under review
Katz, Mira L.		Acceptance of the HPV vaccine in Ohio Appalachia	OSU Center for Population Health and Health Disparities	12/1/2006	12/31/2007	\$10,000.00	\$0.00	Yes	Yes - data collection, data analyses, manuscript in development
Katz, Mira L.		Evaluation of a CRC screening media campaign in Ohio Appalachia	OSU internal funds	3/1/2007	12/31/2007	\$2,500.00	\$0.00	Yes	Yes - data collection, data analyses, manuscript under review
Katz, Mira L. (Co-PI with Roberto Raup-Krieger)		Development of a community-based intervention to improve acceptance of HPV vaccine in Ohio Appalachia	Ohio State University Population and Health Targeted Investment in Excellence	3/1/2007	12/31/2008	\$59,510.00	\$0.00	Yes	Yes - message development, currently in data collection

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Pirie, Phyllis L.	Ferketich, Amy K.	Evaluation of the Ohio Tobacco Cessation Centers Project	Ohio Tobacco Use Prevention and Control Foundation, Agreement Dated 05/18/07	5/15/2007	5/14/2008	\$250,000.00	\$0.00	No	Yes - undergraduate and graduate students; involvement included data collection
Shipp, Michele*		What accounts for racial disparities in colon cancer?	National Cancer Institute, National Institutes of Health, #K07 CA092142 (transferred from University of Alabama at Birmingham)	7/1/2004	7/31/2008	\$280,001.93	no cost extension	No	No
Steinman, Kenneth J.		Profile of Family Violence in Ohio	Health Policy Institute of Ohio, Agreement Dated 01/17/07	1/1/2007	6/30/2008	\$79,222.00	\$14,997.00	Yes	Yes - 1 GRA; class project with Dr. Randi Love's class "Public Health in Action," conducting and analyzing key informant interviews
Steinman, Kenneth J.		Health behavior among religiously active Black youth	Association of Schools of Public Health, #S-3047 23/24 (ASPH/CDC Cooperative Agreement)	10/1/2003	9/30/2008	\$1,093,745.00	no cost extension	Yes	Yes - several GRA's; data collection, community organizing, manuscripts completed, manuscripts under review, class project for community health assessment
Wewers, Mary E.		Testing the effects of interactive computer programs for smoking cessation	Walther Cancer Institute, #100-3000-02-0010	10/1/2005	6/30/2009	\$134,866.66	\$41,821.66	Yes	Yes - data collection, data analyses, manuscript under review
Wewers, Mary E.		The Ohio State University Health System Tobacco Treatment Center	Ohio Tobacco Use Prevention and Control Foundation, #07-1-012	1/1/2007	6/30/2008	\$755,052.00	\$357,751.00	No	No
Wewers, Mary E.		Tobacco free nurses	University of California at Los Angeles, Subcontract No. 1900 G EB448 (Prime: Robert Wood Johnson Foundation)	8/1/2003	2/28/2008	\$192,822.05	\$6,515.00	No	Yes - practicum to update website materials
Wewers, Mary E. (Project PI; Award PI: Michael A. Caligiuri)		Comprehensive program for the prevention, detection and treatment of lung cancer	Ohio Department of Development, Biomedical Research and Technology Transfer Partnership Program, ODOD Technical Agreement No. 04-049	10/29/2003	8/31/2008	\$284,681.00 (Project only)	\$19,772.43 (FY expenditures)	Yes	Yes - data collection, data analyses, manuscript under review

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Health Services Management and Policy									
Arkes, Hal R.		Cognitive bases of hindsight effects	National Science Foundation, Division of Social and Economic Sciences, #SES-0548605	7/1/2006	6/30/2009	\$114,434.00	\$57,741.00	No	Yes - graduate student participated in planning, data collection, and writing; undergraduate student participated in data collection
Arkes, Hal R.		Collaborative proposal: the reluctance to use decision aids	National Science Foundation, #SES-0326468	8/1/2003	7/31/2008	\$170,000.00	\$14,042.72 (FY expenditures)	Yes - community members provided data	Yes - graduate student participated in planning, data collection, and writing
Arkes, Hal R.		EITM: Collaborative research: Reference point adaptation and mental accounting: Dynamic extensions of prospect theory	National Science Foundation, Division of Social and Economic Sciences, #SES-0339178	4/15/2004	11/30/2008	\$176,285.00	no cost extension	No	Yes - graduate student participated in planning, data collection, and writing; undergraduate student participated in data collection
Balkrishnan, Rajesh		Center for dermatology research	Wake Forest University Health Sciences, Grant No. 12350 (Prime: Galderma, Inc.)	1/1/2002	12/31/2011	\$227,112.00 (Prime: \$3,000,000)	\$42,000.00	No	Yes - data analyses, manuscript assistance (no CPH students)
Balkrishnan, Rajesh		Outcomes associated with combination therapy in diabetes patients	GlaxoSmithKline	10/1/2007	3/31/2008	\$30,000.00	\$30,000.00	No	Yes - data analyses, manuscript assistance (no CPH students)
Balkrishnan, Rajesh		Outcomes associated with Vaginitis in Medicaid Patients	Novo Nordisk	1/1/2008	12/31/2008	\$50,000.00	\$50,000.00	No	Yes - data analyses, manuscript assistance (no CPH students)
Dembe, Allard		How demanding work schedules affect occupational injury risk	W.E. Upjohn Institute for Employment Research, #2006-102	7/1/2006	12/31/2008	\$74,386.00	\$11,214.11 (FY expenditures)	No	No
Dembe, Allard		A study of employer-sponsored elder care programs	The Retirement Research Foundation, #2006-062	10/1/2006	9/30/2008	\$215,462.00	\$84,803.55 (FY expenditures)	No	Yes - Paid data input and management
Dembe, Allard		Monitoring and Evaluation of the Mansfield STD Re-entry Testing Pilot Program	Ohio Department of Rehabilitation and Correction, Agreement Dated 07/30/07	7/1/2007	6/30/2009	\$101,816.00	\$31,901.70 (FY expenditures)	Yes	Yes - Paid data input and management

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Dembe, Allard	Seiber, Eric	Employed Latino Health Initiative	Access HealthColumbus, Agreement Dated 02/27/08 (Prime: Robert Wood Johnson Foundation)	6/1/2008	11/30/2009	\$30,000.00	\$30,000.00	Yes	No
Dembe, Allard		Evaluating the impact of state coverage initiative reform proposals	Health Policy Institute of Ohio, Agreement dated 06/24/08, Prime: Ohio Department of Insurance	5/1/2008	12/31/2008	\$65,000.00	\$65,000.00	No	No
Dembe, Allard	Lu, Bo; Pirie, Phyllis; Salsberry, Pamela J.; Wewers, Mary Ellen	Member Satisfaction Survey	OSU Managed Health Care Systems, Inc.	9/1/2006	8/31/2007	\$130,545.00	\$0.00	Yes	Yes - paid data input and management
Dembe, Allard	Caswell, Robert J.; Lu, Bo; McAlearney, Ann S.; Pirie, Phyllis; Salsberry, Pamela J.; Schweikhart, Sharon B.; Wewers, Mary Ellen	Metrics and Measurement Process	OSU Managed Health Care Systems, Inc.	9/1/2006	8/31/2007	\$136,931.00	\$0.00	Yes	Yes - paid data input, literature review
Dembe, Allard	Song, Paula	Establishing a Medical Home Network In Franklin County	Community Research Partners	10/15/2007	2/15/2008	\$35,000.00	\$35,000.00	Yes	No
Dembe, Allard	Lu, Bo	Member Satisfaction Survey and Metrics and Measurement Development	OSU Managed Health Care Systems, Inc.	1/1/2008	12/31/2008	\$59,459.00	\$59,459.00	Yes	Yes - paid data input and management
Dembe, Allard		An Estimation of Potential Cost Savings from the Use of Nutritional Support Therapies in the Treatment of Pressure Ulcers in the United States	Abbott Nutrition	3/1/2008	10/31/2008	\$55,193.00	\$55,193.00	No	No
Dembe, Allard	Ferketich, Amy K.	Ohio Family Health Survey	Office of Health Sciences (Prime: Ohio Department of Job and Family Services)	4/1/2008	6/30/2009	\$143,078.00	\$143,078.00	No	Yes - will be paid graduate student
McAlearney, Ann S.		Corporate universities in healthcare organizations	American College of Healthcare Executives, Award Letter Dated 07/05/06	8/1/2006	7/31/2008	\$25,000.00	no cost extension	No	Yes - data collection, data analyses, manuscript development in process
McAlearney, Ann S.		Improving cardiovascular care for minority Americans: Facilitating organizational change	George Washington University, Subcontract No. 07-M08 (Prime: Robert Wood Johnson Foundation)	5/1/2007	7/31/2008	\$100,891.00	\$0.00	No	Yes - data collection, data analyses, manuscript development in process

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
McAlearney, Ann S.		Executive Leadership Development Initiatives in Health Care Organizations	College of Public Health	1/3/2008	8/21/2008	\$3,000.00	\$3,000.00	No	Yes - paid undergraduate student; phone interviews, qualitative analysis, literature review
Schweikhart, Sharon B.		Computers at the Point of Care: Perceived Effects on Patient Contact and Information Handoffs	College of Public Health	1/3/2008	8/21/2008	\$3,000.00	\$3,000.00	No	Yes - paid undergraduate student; data collection, data analysis, literature review
Song, Paula H.		Data coding and analysis for the 'Consumer Voice for Affordable Health Care' survey	Universal Health Care Action Network of Ohio, Agreement Dated 03/13/08 (Prime: Columbus Medical Association Foundation)	10/1/2007	9/30/2008	\$18,766.00	\$18,766.00	Yes	Yes - students participated in data input, coding, and analysis
Tanenbaum, Sandra J.		Evidence and empowerment among consumers in the public mental health system	Ohio Department of Mental Health, #05-1211/06-1211	4/18/2005	12/31/2008	\$68,225.00	no cost extension	Yes	Yes - interview transcription, data management
Tanenbaum, Sandra J.		The role of consumer-operated services in a transforming public mental health system	Ohio Department of Mental Health, #08-1235	5/7/2007	6/30/2010	\$149,965.00	\$49,984.00	Yes	Yes - literature review
Tanenbaum, Sandra J.		Transition from Pediatric to Adult Care for Young People with Adult Congenital Heart Disease	Schooler Family Foundation	6/1/2008	9/30/2008	\$10,000.00	\$10,000.00	Yes	Yes - literature review

Table 3.1.c(1) Research Projects of Core Faculty, FY 2008, continued

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008

Principal Investigator	CPH Co-I's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Biostatistics										
Bullimore, Mark A.		Optometry	Postmarket study of the safety of overnight corneal reshaping lenses	Bausch & Lomb / Paragon Vision Sciences, PO# VCUGL-17829	5/1/2007	2/1/2009	\$200,875.00	\$110,351.10 (FY expenditures)	No	No
Bullimore, Mark A.		Optometry	The myopia of adulthood	National Eye Institute, National Institutes of Health, #R01 EY12952	5/1/2001	4/30/2008	\$1,849,229.00	no cost extension	No	No
Santner, Thomas J.		Statistics	Statistical analysis of knee wear	Cornell University Hospital, Special Surgery, P.O. #604923	3/1/2002	12/31/2008	\$233,808.04	\$57,577.33	No	Yes - data analyses
Santner, Thomas J.		Statistics	Collaborative Research: Methodology for computer experiments with special application to orthopedic research	National Science Foundation, Division of Mathematical Sciences, #DMS-0406026-01	8/1/2004	7/31/2007	\$70,000.00	\$12,346.33 (FY expenditures)	No	Yes - data analyses, development of statistical methodology
Environmental Health Sciences										
Dahl, Alan R.* (Project PI; Award PI: Michael A. Caligiuri)		Comprehensive Cancer Center	Comprehensive program for the prevention, detection and treatment of lung cancer	Ohio Department of Development, Biomedical Research and Technology Transfer Partnership Program, ODOD Technical Agreement No. 04-049	10/29/2003	8/31/2008	\$587,347.00 (Project only)	\$0.00	Yes	Yes - paid students on project
Hayton, William L.		Pharmaceutics	Modeling the salmonid hypothalamus-pituitary-gonad axis	National Science Foundation, #DMS-0540693	6/1/2006	5/31/2010	\$1,200,000.00	\$347,663.00	No	Yes - undergraduate and graduate students involved in design, data analysis and publication of results; one paper published and several more are anticipated
Lejeune, Jeffrey T.		OARDC Food Animal Health	The role of European starlings in the epidemiology of E. coli O157 of dairy cattle	Cooperative State Research, Education, and Extension Service, US Department of Agriculture, #2006-35212-17039	8/1/2006	7/31/2010	\$1,146,635.00	\$357,913.55 (FY expenditures)	Yes	Yes - data collection, data analyses
Lejeune, Jeffrey T.		OARDC Food Animal Health	Get Smart: Know when Antibiotics Work on the Farm	Ohio Department of Health, #WP1AIV	3/18/2007	12/31/2007	\$33,700.00	\$20,500.00	Yes	Yes - data collection, data analyses, manuscript under review

Principal Investigator	CPH Co-I's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Lejeune, Jeffrey T.		OARDC Food Animal Health	Biophysical and ecological processes impacting the growth and survival of E. coli O157 on and in vegetables	Cooperative State Research, Education, and Extension Service, US Department of Agriculture, #2006-51110-03686	9/15/2006	9/14/2009	\$537,816.00	\$0.00	Yes	Yes - data collection, data analyses, two manuscripts published
Lejeune, Jeffrey T.		OARDC Food Animal Health	Integrating social and biological sciences to enhance adoption of vegetable safety behaviors from farm to table	Cooperative State Research, Education, and Extension Service, US Department of Agriculture, #2007-51110-03817	9/1/2007	8/31/2011	\$2,500,000.00	\$215,657.78 (FY expenditures)	Yes	Yes - data collection, data analyses, manuscript under review
Lejeune, Jeffrey T.		OARDC Food Animal Health	White paper on non-O157 STEC: A review of published information	National Cattlemen's Beef Association, Memorandum of Agreement Dated 05/08/08	4/1/2008	4/30/2009	\$2,200.00	\$2,200.00	No	No
Lejeune, Jeffrey T. (Project PI: Award PI: Lydia C. Medeiros)		OARDC Food Animal Health	Incidence, significance, and control of Listeria monocytogenes in the home environment	Agricultural Research Service, United States Department of Agriculture, #2005-51110-02347	9/1/2005	8/31/2009	\$189,597.00 (Project only)	\$78,738.32 (FY expenditures)	Yes	Yes - data collection, data analyses, manuscript under review
Lejeune, Jeffrey T. (Project PI: Award PI: Lydia C. Medeiros)		OARDC Food Animal Health	Risk and protection factors for foodborne illnesses in perinatal and infant populations	Cooperative State Research, Education, and Extension Service, US Department of Agriculture, #2006-51110-03663	9/15/2006	9/14/2009	\$220,469.00 (Project only)	\$0.00	Yes	Yes - data collection, data analyses, manuscript under review
Stoner, Gary D.		Hematology and Oncology	Prevention of esophageal cancer with berries	National Cancer Institute, National Institutes of Health, #R01 CA103180	8/1/2003	5/31/2009	\$2,329,370.00	\$503,687.00	No	Yes - one student, 2 publications
Stoner, Gary D. (Project PI: Award PI: Forrest W. Ravlin)		Hematology and Oncology	Clinical trial of study to examine the effects of berries on colon cancer	Cooperative State Research, Education, and Extension Service, US Department of Agriculture, #2005-38903-02313	8/15/2005	8/14/2008	\$278,728.69 (Project only)	\$35,286.40 (FY expenditures)	No	No
Stoner, Gary D. (Project PI: Award PI: Forrest W. Ravlin)		Hematology and Oncology	Chemoprevention of GI tract cancers-colon	Cooperative State Research, Education, and Extension Service, US Department of Agriculture, #2006-38903-03560	8/15/2006	8/14/2008	\$403,071.00 (Project only)	no cost extension	No	No
Epidemiology										
Binkley, Philip F.		Cardiovascular Medicine	Follow-up serial infusions of natreacor (nesiritide) for the management of patients with heart failure FUSION II	Scios, Inc., FUSION II / 67663	7/22/2004	10/31/2007	\$44,027.00	\$3,317.00	No	No

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Binkley, Philip F.	Lemeshow, Stanley A.	Cardiovascular Medicine	Eliminating barriers to effective training in clinical investigation	National Center for Research Resources, National Institutes of Health, #T32 RR023260	9/30/2005	5/31/2010	\$3,348,925.00	\$669,785.00	Yes	Yes - predoctoral clinical research training program: complete MPH; design and conduct clinical research project; data analysis; invited presentations; manuscripts and abstracts published
Binkley, Philip F.		Cardiovascular Medicine	The impact of ultrafiltration versus standard IV diuretic therapy on heart rate variability in congestive heart failure	CHF Solutions, Inc., UNLOAD substudy	6/9/2005	12/31/2007	\$47,195.00	\$0.00	No	No
Binkley, Philip F.	Ferketich, Amy K.	Cardiovascular Medicine	Statin induced augmentation of circulating endothelial progenitor cells and myocardial variability in patients with ischemic and nonischemic cardiomyopathy	Pfizer, Inc., #2005-0008	12/20/2005	12/31/2009	\$86,373.00	\$68,926.66 (FY expenditures)	No	No
Crews, Douglas E.		Anthropology	Sescent biology, age related disease and the evolutionary biodemography of human longevity	Wenner-Gren Foundation for Anthropology Research, Inc., Letter Agreement	7/1/2007	3/31/2009	\$5,000.00	\$0.00	Yes	Yes - posters
Love, Richard R.		Hematology and Oncology	Adjuvant hormonal therapy in Vietnamese breast cancer	National Cancer Institute, National Institutes of Health, #R01 CA064339	2/1/2005	8/31/2008	\$646,618.00	\$0.00	No	Yes - data analysis, manuscript preparation
Love, Richard R.		Hematology and Oncology	Luteal adjuvant oophorectomy in Vietnamese breast cancer	National Cancer Institute, National Institutes of Health, #R01 CA097375	2/1/2005	2/28/2009	\$2,504,892.00	\$533,075.00	No	No
Love, Richard R.		Hematology and Oncology	Intergovernmental Personnel Act Assignment	National Cancer Institute, National Institutes of Health, #140169 Intergovernmental Personnel Act #140169 Dated 04/24/07	5/1/2007	4/30/2009	\$170,585.00	\$170,585.00	No	No
Rajala-Schultz, Paivi J.		Veterinary Preventive Medicine	An economic approach to optimal dry cow therapy strategies	Cooperative State Research, Education, and Extension Service, United States Department of Agriculture, #2005-35204-15587	6/1/2005	12/31/2008	\$349,985.00	\$0.00	No	Yes - served as the PhD project for a graduate student; data collection, analyses, and manuscript writing

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Rajala-Schultz, Paivi J.	Wittum, Thomas E.	Veterinary Preventive Medicine	Formula funds (Umbrella award)	Cooperative State Research, Education, and Extension Service, United States Department of Agriculture, #CSREES-OD-1088-D (umbrella award)	10/1/1995	9/30/2007	\$286,182.00	\$24,269.00	No	Yes - please see individual projects funded under this award for more information
Saville, William J.A.		Veterinary Preventive Medicine	S. neurona proposal outline 2005	Fort Dodge Laboratories, S. Neurona	12/15/2004	12/31/2007	\$280,709.00	\$32,690.00	No	Yes - student projects MS; data collection; 1 manuscript published; 2 manuscripts in negotiations with the company
Smith, Gary Alan	Fernandez, Soledad A.	Pediatrics, Nationwide Children's Hospital	Impact of Pre-hospital Factors on Functional Independence of Injured Children	Maternal and Child Health Bureau, Health Resources and Services Administration, Emergency Medical Services for Children - Targeted Issues Program, #H34 MC08511	9/1/2007	8/31/2010	\$600,000.00	\$200,000.00	No	No
Smith, Gary Alan		Pediatrics, Nationwide Children's Hospital	Ohio Crash Outcome Data Evaluation System (CODES)	National Highway Traffic Safety Administration, Ohio Department of Public Safety (pass-through funding)	8/20/2004	9/30/2008	\$735,359.00	\$183,839.75	No	No
Smith, Gary Alan		Pediatrics, Nationwide Children's Hospital	The Medical and Economic Impact of Motorized Recreational Vehicle-Related Traumatic Brain Injury in Ohio	Ohio Department of Public Safety, Division of Emergency Medical Services	7/1/2006	6/30/2008	\$110,000.00	\$55,000.00	No	No
Smith, Gary Alan		Pediatrics, Nationwide Children's Hospital	The Effect of Delay in Transfer to Advanced Trauma Center Care on Trauma Patient Outcome in Ohio	Ohio Department of Public Safety, Division of Emergency Medical Services	7/1/2007	6/30/2008	\$198,697.00	\$198,697.00	No	No
Wang, Shu-Hua		Infectious Diseases	Evaluation of T-Spot TB assay to identify and monitor patients and health care workers with active tuberculosis and latent tuberculosis infection	Oxford Immunotec Limited, T-SPOT.TB Protocol	5/1/2007	4/30/2009	\$18,706.00	\$0.00	Yes	Yes - graduate students paid to do laboratory processing; will be involved in future manuscript preparation after further subject enrollment

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Wittum, Thomas E.		Veterinary Preventive Medicine	Agricultural ceftiofur use and the dissemination of third generation cephalosporin resistance genetics of public health concern	Cooperative State Research, Education, and Extension Service, United States Department of Agriculture, #2004-51110-02155	9/15/2004	9/14/2008	\$599,996.00	\$100,786.80 (FY expenditures)	Yes	Yes - manuscript accepted Am J Vet Research
Wittum, Thomas E.		Veterinary Preventive Medicine	Quantifying the potential association of pathogen load in animals with pathogen load in retail meat products	North Carolina State University, Subcontract No. 2004-1578-05 (Prime: Cooperative State Research, Education, and Extension Service, United States Department of Agriculture, #2055-35212-15287)	6/1/2005	12/14/2007	\$101,020.00	\$0.51 (FY expenditures)	No	Yes - PhD student project, manuscript in preparation
Wittum, Thomas E.		Veterinary Preventive Medicine	Quantifying Salmonella and Campylobacter peri-harvest in swine	National Pork Board, #06-054	5/1/2006	5/1/2008	\$37,517.00	\$4,611.97 (FY expenditures)	No	Yes - PhD student project, manuscript in preparation
Wittum, Thomas E.		Veterinary Preventive Medicine	Antimicrobial use and biosecurity practices on custom heifer rearing operations in the United States	Cooperative State Research, Education, and Extension Service, United States Department of Agriculture, #CSREES-OD-1088-D	10/1/2006	9/30/2007	\$6,581.00	\$0.00	Yes	Yes - PhD student project underway
Wittum, Thomas E.		Veterinary Preventive Medicine	Public health importance of agricultural ceftiofur use	National Center for Infectious Diseases, Centers for Disease Control and Prevention, #R01 CI000199	9/1/2004	8/31/2007	\$448,142.00	no cost extension	Yes	Yes - manuscript in preparation
Health Behavior and Health Promotion										
Ahijevych, Karen L.	Buckley, Timothy J.; Stoner, Gary D.; Wewers, Mary E.	Nursing Administration	Menthol, ethnicity and nicotine dependence	National Institute on Drug Abuse, National Institutes of Health, #R01 DA017313	3/15/2005	2/28/2009	\$909,041.00	no cost extension	Yes	Yes - two PhD students completed research residency experiences – data management and analysis

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Principal Investigator	CPH Co-PI's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Alonzo, Angelo A.*	Jarjoura, David	Sociology	Acute coronary syndrome and care-seeking delay: a web based behavioral study	National Heart, Lung, and Blood Institute, National Institutes of Health, #R01 HL085328 (transferred to Yale University; a subcontract will be issued to OSU with Dr. Jarjoura as PI)	7/15/2007	8/31/2007	\$281,419.00	\$281,419.00	Yes	No
Andersen, Barbara L.		Psychology	Breast cancer survivorship: risk and resilience	American Cancer Society, Inc., #PF-07-169-01-CPPB	7/1/2007	6/30/2010	\$138,000.00	\$138,000.00	Yes	Yes - multiple graduate and undergraduate students; data collection, data analyses, manuscripts written and published
Andersen, Barbara L.		Psychology	Treatment of depressive symptoms in breast cancer patients and survivors	Susan G. Komen Breast Cancer Foundation, Columbus	4/1/2007	3/31/2008	\$20,000.00	\$0.00	Yes	Yes - multiple graduate and undergraduate students; data collection, data analyses, manuscripts written and published
Andersen, Barbara L.		Psychology	The Spirit of Strength project (SOS): treatment of depression in breast cancer patients and survivors	Susan G. Komen Breast Cancer Foundation, Columbus, Spirit of Strength Project	4/1/2008	3/31/2009	\$12,096.00	\$12,096.00	Yes	Yes - multiple graduate and undergraduate students; data collection, data analyses, manuscripts written and published
Andersen, Barbara L.		Psychology	Rationale for delayed diagnosis of oral cancer	University of Nebraska, Subcontract No. 36-5290-2001-002 (Prime: Cancer Research and Prevention Foundation)	6/1/2007	4/8/2008	\$31,760.00	\$0.00	Yes	Yes - multiple graduate and undergraduate students; data collection, data analyses, manuscripts written and published
Andersen, Barbara L.		Psychology	Biobehavioral responses to cancer	National Cancer Institute, National Institutes of Health, #K05 CA98133	9/1/2004	7/31/2009	\$732,135.00	\$146,427.00	Yes	Yes - multiple graduate and undergraduate students; data collection, data analyses, manuscripts written and published
Andersen, Barbara L.		Psychology	Psychosocial intervention for women with breast cancer	National Cancer Institute, National Institutes of Health, #R01 CA92704	8/17/2001	6/30/2008	\$4,234,732.00	no cost extension	Yes	Yes - multiple graduate and undergraduate students; data collection, data analyses, manuscripts written and published

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Andersen, Barbara L.		Psychology	Biobehavioral aspects of cancer recurrence	American Cancer Society, Inc., #RSGPB-03-248-01-PBP	7/1/2003	6/30/2009	\$1,800,000.00	\$360,000.00	Yes	Yes - multiple graduate and undergraduate students; data collection, data analyses, manuscripts written and published
Kelly, Kimberly M.		Molecular Virology, Immunology, and Medical Genetics	Perceived recurrence risk in breast cancer patients	American Cancer Society, Ohio Division, Agreement Letter Dated 11/28/05	1/1/2006	12/31/2007	\$30,000.00	\$9,702.16 (FY expenditures)	No	Yes - data collection, project management, and manuscript development
Kelly, Kimberly M.	Ferketich, Amy K.	Molecular Virology, Immunology, and Medical Genetics	Cancer Family History Day Campaign Study	Tzagournis Research Fund	10/1/2005	3/31/2009	\$99,996.00	no cost extension	Yes	Yes - data collection, project management, and manuscript development
Kelly, Kimberly M. (Pilot Project PI; Award PI: Charles L. Shapiro)		Molecular Virology, Immunology, and Medical Genetics	Breast Cancer Recurrence Risk Informational Materials	Lance Armstrong Foundation, Livestrong Center 10/25/06	1/1/2008	12/13/2008	\$20,536.00	\$20,536.00	No	Yes - data collection, project management
Kelly, Kimberly M. (Project PI; Award PI: Gregory A. Otterson)		Molecular Virology, Immunology, and Medical Genetics	Promotion of Cancer Family History Collection: Emotional Appeals	American Cancer Society, Inc., Institutional Research Grant, #IRG-67-003-44	1/1/2008	12/31/2008	\$30,000.00	\$30,000.00	No	Yes - data collection, project management
Miser, William F.		Family Medicine	Phase 3, randomized, double-blind, active controlled, multicenter trial to evaluate the safety and efficacy of muraglitazar (BMS-298585) compared to pioglitazone in subjects with type 2 diabetes who have inadequate glycemic control	Pediatric Clinical Trials International, #BMS CV168-062A	9/5/2005	12/31/2007	\$0.00	\$0.00	Yes	No

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Principal Investigator	CPH Co-I's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Miser, William F.		Family Medicine	A multicenter, randomized, double-blind, placebo-controlled, Phase 3 trial to evaluate the efficacy and safety of saxagliptin (BMS-477118) in combination with metformin in subjects with type 2 diabetes who have inadequate glycemic control on metformin	Pediatric Clinical Trials International, #BMS CV181-104-197	9/5/2005	12/31/2007	\$597.77	\$0.00	Yes	No
Miser, William F.		Family Medicine	A double-blind, randomized, controlled, multicenter study to evaluate the safety, tolerability and immunogenicity of a refrigerator-stable formulation of Zoster vaccine live.	Pediatric Clinical Trials International, MERCK #V211-010-00	8/25/2005	12/31/2007	\$3,944.52	\$0.00	Yes	No
Miser, William F.		Family Medicine	A multicenter, randomized, double-blind, placebo controlled, phase 3 trial to evaluate the efficacy and safety of Saxagliptin (BMS-477118) in combination with Thiazolidinedione therapy in subjects with type 2 diabetes who have inadequate glycemic control	Bristol-Myers Squibb Company, Protocol No. CV181-013	3/7/2006	9/30/2008	\$950.00	\$950.00	Yes	No
Miser, William F.		Family Medicine	A multicenter, double-blind, randomized, parallel group study to evaluate the safety and efficacy of Sitagliptin in elderly patients with type 2 diabetes mellitus	Merck & Co., Inc., Merck Protocol No. 047-00	4/3/2006	7/30/2008	\$19,564.00	\$13,512.00	Yes	No
Miser, William F.		Family Medicine	The durability of twice-daily Insulin Lispro low mixture compared to once-daily Insulin Glargine when added to existing oral therapy in patients with type 2 diabetes and inadequate glycemic control	Eli Lilly and Company, Protocol No. F2Z-US-IOOV	3/20/2006	3/7/2010	\$20,382.31	\$19,491.50	Yes	No

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Principal Investigator	CPH Co-PI's (primary and secondary faculty)	PI Home Department	Project Name	Funding Source	Funding Period Start	Funding Period End	Amount Total Award	Amount Current Year	Community-Based Y/N	Student Participation Y/N
Miser, William F.		Family Medicine	A phase III active-comparator (Metformin) controlled, clinical trial to study the efficacy and safety of MK-0431A in patients with type 2 diabetes mellitus	Merck & Co., Inc., Merck Protocol No. 079-00	10/12/2007	10/30/2010	\$12,775.48	\$9,694.93	Yes	No
Miser, William F.		Family Medicine	A phase III clinical trial to evaluate the efficacy, immunogenicity and tolerability of ZOSTAVAX in subjects 50 to 59 years of age	Merck & Co., Inc., #V211-022 ZOSTAVAX	10/23/2007	5/31/2010	\$9,680.61	\$2,662.11	Yes	No
Miser, William F.		Family Medicine	The Correlation of Health Literacy, Diabetes Knowledge, Diabetes Self-Management and Glycemic Control in Patients with Diabetes Mellitus	Crisafi-Monte Primary Care Cardiopulmonary Grant Program, The Ohio State University College of Medicine	2/1/2007	10/31/2007	\$39,732.00	\$0.00	Yes	Yes - data collection, data analysis, presentation, publication
Health Services Management and Policy										
Salsberry, Pamela J (Project PI; Award PI: Randall J. Olsen)	Lu, Bo	Nursing Administration	Early menarche and problem behaviors in adolescent girls	Initiative for population research seed grant (Eunice Kennedy Shriver National Institute of Child Health and Human Development, National Institutes of Health, #R21 HD47943)	7/1/2007	9/30/2008	\$51,211.00 (Project only)	\$51,211.00 (Project only)	No	No
Salsberry, Pamela J.		Nursing Administration	Pathways to overweight in children: A longitudinal study	National Institute of Nursing Research, National Institutes of Health, #R01 NR009384	9/15/2005	7/31/2009	\$1,093,099.00	\$354,382.00	No	Yes - data clean up, data analysis, manuscript in process

Table 3.1.c(2) Research Projects of Secondary Faculty, FY 2008, continued

Table 3.2.b (1) Service Activities of the Faculty, Past Three Years

Faculty/ Division	Years	Organization	Brief Description of Activity
Anderson/EPI	2007-2008	Columbus Children's Hospital/United Way	Advisory Board Member, Children's Obesity Project
Arkes/ HSMP	2005, 2006	National Science Foundation	Grant review panel member
Arkes/ HSMP	2005	National Institute on Aging	Steering committee, workshop on Decision Making needs of Older People
Balkrishnan/ HSMP	2007	American Heart Association	Co-chair, Behavioral Sciences and Epidemiology National Study Section
Balkrishnan/ HSMP	2007-2008	NIH	Member, Behavioral Risk Prevention Study Section
Balkrishnan/ HSMP	2008	NIH	Community Interventions and Health Behaviors Scientific Review Group
Balkrishnan/ HSMP	2008	NIH	Health Disparities Scientific Review Group
Balkrishnan/ HSMP	2008	NIH	Health and Health Related Behavior of Individuals and Populations Fellowships Scientific Review Group
Balkrishnan/ HSMP	2007	NIH/ NIDDK	Scientific Review Group
Balkrishnan/ HSMP	2005-2007	Michael Smith Foundation for Health Research, Vancouver	Grant Reviewer
Balkrishnan/ HSMP	2005	Veteran's Administration	HSRD Section Reviewer
Buckley/ EHS	2005-2006	University of Cincinnati Superfund Basic Research Program	External Outreach Advisory Board
Buckley/ EHS	2005-2008	Johns Hopkins Center for Childhood Asthma and the Urban Environment	External Advisory Board
Buckley/ EHS	2006-2007	Johns Hopkins NIEHS Center for Urban Environment	External Advisory Board
Buckley/ EHS	2006-2007	Environment Ohio	Consultant
Buckley/EHS	2007-2008	US EPA; National Center for Environmental Assessment	Technical assistance regarding qualifications for promotion
Buckley/EHS	2007-2008	EPA Scientific Advisory Board	Review of 2007 Report on the Environment
Buckley/EHS	2007-2008	EPA Scientific Advisory Board	Review of ethylene oxide risk assessment

Faculty/ Division	Years	Organization	Brief Description of Activity
Buckley/EHS	2007-2008	CDC	Initial review group; National Center for Injury Prevention and Control
Buckley/EHS	2006-2007	US EPA Board of Scientific Counselors	Mid-cycle subcommittee on human health
Buckley/EHS	2006-2007	NIOSH	Site visits for Educational Resource Centers
Buckley/EHS	2005-2006	US EPA Scientific Advisory Board	Integrated Human Exposures committee
Buckley/EHS	2005-2006	US EPA	External review, quality assurance project plan, Asbestos control for building demolition
Buckley/EHS	2005-2006	US EPA	Air toxics risk assessment guidance document
Caswell/ HSMP	2006, 2008	Council on Education for Public Health	Accreditation Site Visitor
Caswell/ HSMP	2005-2008	Ohio Council on Home Care	Board of Trustees member, Center for Community-Based Care
Caswell/ HSMP	2005-2006	ASPH	Member, Workgroup on Professionalism and Ethics Competencies
Caswell/ HSMP	2005-2008	Health Policy Institute of Ohio	Research Advisory Committee
Crawford/ EHS	2008	Village of Minerva, Ohio	Consultant, citizen environmental concerns
Crawford/EHS	2008	Representative, state of Ohio	Consultant, public health legislation
Ferketich/ EPI	2008	APHA Statistics Section	Governing Councilor
Ferketich/ EPI	2008	Ohio African American Communities for Optimum Health	Board Member
Ferketich/ EPI	2007, 2008	Pennsylvania Department of Health	Grant reviewer, Research enhancement awards
Ferketich/ EPI	2005-2008	Ono Pharmaceuticals	Member, external data monitoring committee
Ferketich/ EPI	2005-2006	Ohio Department of Health	Birth Defects Surveillance advisory committee
Ferketich/EPI	2005-2008	APHA Statistics section	Council member
Ferketich/EPI	2005-2008	American Statistical Association Survey Research Methods Section	BRFSS working group member
Fernandez/ BIO	2007-2008	PECARN Great Lakes Node	Scientific review committee

Faculty/ Division	Years	Organization	Brief Description of Activity
Harris/ EPI	2005-2008	National Ibuprofen Foundation	Member, Expert panel on NSAIDS and Cancer
Harris/ EPI	2005-2008	National Cancer Centers Network	Member, Expert panel on Breast Cancer Guidelines for early detection and treatment
Harris/ EPI	2007-2008	Sarcor Medical Group, UK	Opinion Leaders/ experts panel on non-small cell lung cancer research
Harris/ EPI	2006-2007	Sub cellular Biochemistry (journal)	Editor
Harris/ EPI	2006-2007	International Journal of Molecular Medicine (journal)	Associate Editor
Harris/ EPI	2006	NCI	Grant reviewer, SPORE Center grants on breast cancer
Harris/ EPI	2007	NCI	Grant reviewer, SPORE Center grants on lung cancer
Holtzhauer/EHS	2008	City of Dublin, Ohio	Community seminar on preparedness
Holtzhauer/EHS	2008	Ohio Public Health Agency Accreditation team	Advisory Board
Holtzhauer/EHS	2008	Public Health training centers in US	Advisory Board
Holtzhauer/EHS	2008	ASPH/CDC	Pandemic influenza model planning for academic institutions
Holtzhauer/EHS	2006-2008	Access Health Columbus	Community Advisory group
Holtzhauer/EHS	2006-2008	Association of Ohio Academic Public Health Programs	Chair
Holtzhauer/EHS	2006-2007	Health Policy Institute of Ohio	Member, Research Advisory Committee
Holtzhauer/EHS	2006-2007	Health Policy Institute of Ohio	Member, Workforce development committee
Jarjoura/ BIO	2005-2008	Scios Inc.	Consultant, Heart Failure Drug Trials
Jarjoura/ BIO	2005-2006	Abbott Labs	Consultant, Prostate Cancer Drug Trials
Katz/ HBHP	2007, 2008	Annual SBM Meeting	Abstract Reviewer
Katz/ HBHP	2005, 2007	Annual APHA Meeting	Abstract Reviewer

Faculty/ Division	Years	Organization	Brief Description of Activity
Katz/ HBHP	2004/2006/2008	American Society of Preventive Oncology Junior Members Committee	Panel Discussion Organizer
Katz/ HBHP	2005-2008	Franklin County Colorectal Cancer Task Force	Member
Katz/ HBHP	2005	Central Ohio Diabetes Association	Evaluation subcommittee
Katz/HBHP	2005-2008	CALGB/ Cancer and Leukemia Group B	Co-chair, research subcommittee
Katz/HBHP	2004-2008	Ohio Partners for Cancer Control	Member
Katz/HBHP	2005-2008	Ohio Colorectal Cancer Task Force	Secretary/Treasurer
Lemeshow/BIO	2003-2008	ASPH Data Committee	Chair
Lemeshow/BIO	2003-2008	ASPH Board of Directors	Member
Lemeshow/BIO	2008	Healthy Ohio Advisory Council	Member
Liang/ EHS	2007	ASPH/CDC Allan Rosenfield Global Health Fellowship	Review committee
Liang/EHS	2007	Chinese Academy of Science	Proposal reviewer, State Key lab of remote sensing
Liang/EHS	2005	Hong Kong Geography and Public Health Program	Proposal reviewer, Research grants council
Liang/EHS	2006-2007	Chinese Academy of Science, Center for application of geographical information systems in public health	External Ph.D. examiner
Love/ HBHP	2000-2008	Prevention Council of Central Ohio	Board of Trustees
Love/ HBHP	2004-2008	Columbus AIDS task force	Board of Trustees; President, 2008
Love/ HBHP	2004-2008	Amethyst, Inc.	Board of Trustees
Love/ HBHP	2000-2008	United Way of Central Ohio	Nutrition and fitness committee member
Love/ HBHP	2003-2008	Ohio Combined Public Health Conference	Advisory Board

Faculty/ Division	Years	Organization	Brief Description of Activity
Love/ HBHP	2004-2008	Ohio Dept of Alcohol and Drug Addiction Services	State epidemiological outcomes workgroup, consultant
Love/ HBHP	1996-2008	Regional Epidemiologist for the Ohio Substance Abuse Monitoring Project – Ohio	Consultant
Lu/ BIO	2007	NSF	Grant Reviewer
Lu/ BIO	2006-2008	Ohio Historical Society	Consultant
Lynch/ EPI	2008	Society for Pediatric and Perinatal Epidemiologic Research	Member-at-Large
Lynch/ EPI	2008	Ohio Connections for Children with Special Health Care Needs, Ohio Department of Health	Advisory Panel Member
Lynch/ EPI	2009	Ohio Pregnancy Risk Assessment Monitoring System, Ohio Department of Health	Steering Committee Member
Lynch/ EPI	2009	Governor's Task Force on Infant Mortality	Member
McAlearney/HSMP	2007-2008	Academy Health	Member of Theme Team Review Committee, Organization Performance & Management
McAlearney/HSMP	2007	AHRQ	Scientific Review Panel
McAlearney/HSMP	2005	Academy of Management	Participant in Expert Panel, August 2005
McAlearney/HSMP	2005	Health Care Organizations Conference	Paper Discussant - June 2005
McAlearney/HSMP	2007	Grady Memorial Hospital Empowering Leaders Series - Delaware, OH	Keynote Speaker
McAlearney/HSMP	2007	Rotary International's Rotaract Chapter - Columbus, OH	Keynote Speaker
McAlearney/HSMP	2006	School Employees' Health Care Board and Public Schools' Health Care Advisory Committee - Columbus, OH	Keynote Speaker

Faculty/ Division	Years	Organization	Brief Description of Activity
McAlearney/HSMP	2006	Central Ohio Labor and Employment Relations Assoc, Health Care Symposium, Columbus, OH	Keynote Speaker
McAlearney/HSMP	2006	Center for Health Policy, Stanford University	Expert Conference Call Series
McAlearney/HSMP	2006	Montefiore Medical Center - Bronx, NY	Keynote Speaker
McAlearney/HSMP	2005	Healthcare Roundtable for Human Resources - San Francisco, CA	Keynote Speaker
McAlearney/HSMP	2007-2008	Ohio Department of Health/ Ohio Public Health Partnership/ RWJ	Consultant, Ohio Multi-State Learning Collaborative –2 Outreach Committee
McAlearney/HSMP	2006-2008	Columbus Children's Hospital	Advisory Board, Patient Simulator Outcomes and Research Work Group
McAlearney/HSMP	2005	Michael Smith Foundation for Health Research, Vancouver, Canada	Grant reviewer, Career Investigator Application Review
Murray/ EPI	2008	NIH	Chair, Special Emphasis panel, Health in populations IRG
Murray/ EPI	2006	CDC	Expert review of HIV/AIDS trials
Murray/ EPI	2006	DHHS, Office of Planning and Evaluation	Consultant, power analyses for group randomized trials, in advance of RFA
Murray/ EPI	2007	Natural Science and Engineering Research Council of Canada	Grant review
Murray/ EPI	2005-2008	NIMH Collaborative HIB/STD prevention trial	Data safety and monitoring board
Paskett/ EPI	2008	Georgetown University Medical Center	External Scientific Advisory Board
Paskett/ EPI	2008	Albert Einstein Cancer Center - Bronx, NY	External Scientific Advisory Board
Paskett/ EPI	2007-2010	Minorities in Cancer Research	Council Member
Paskett/ EPI	2007-Present	Clinical Trials Management System	Steering Committee Member
Paskett/ EPI	2005-2008	CALGB	Chair, Cancer Control and Health Outcomes committee

Faculty/ Division	Years	Organization	Brief Description of Activity
Paskett/ EPI	2005-2008	Massey Cancer Center, VCU	Member, External Advisory Board
Paskett/ EPI	2005-2008	NSABP	Member, Diversity Strategic Planning working group
Paskett/ EPI	2005-2008	Ohio Partners for Cancer Control	Member, Executive Steering Committee
Paskett/ EPI	2005-2008	University of Cincinnati	Consultant, Breast Cancer & the Environment Research Center
Paskett/ EPI	2005-2008	UCSD Rebecca and John Moores Cancer Center	Member, External Scientific Advisory Board
Paskett/ EPI	2005-2008	NCI	Workgroup on Cultural Competency in Cancer Centers
Paskett/ EPI	2005-2008	University of Maryland Greenebaum Cancer Center	Member, External Scientific Advisory Board
Paskett/ EPI	2005-2008	Indiana University Cancer Center	Member, External Advisory Committee
Paskett/ EPI	2005-2008	Penn State University Cancer Center	Member, External Advisory Committee
Paskett/ EPI	2005-2008	NIH	Member, Director's Pioneer Awards Committee
Paskett/ EPI	2005-2008	CALBG	Member, Executive Committee
Paskett/ EPI	2006-2008	Kimmel Cancer Center, Philadelphia	Member, Scientific Advisory Committee
Paskett/ EPI	2006-2008	Stanford University Cancer Center	Member, External Scientific Advisory Board
Paskett/ EPI	2006-2008	Northern California Cancer Center	Member, External Advisory Board
Paskett/ EPI	2006-2008	UCSF Cancer Center	Member, External Scientific Advisory Board
Paskett/ EPI	2006-2008	Fred Hutchison Cancer Research Center, University of Washington	Member, External Advisory Board
Paskett/ EPI	2006-2008	American Association for Cancer Research	Member, Minorities in Cancer Research Council
Paskett/ EPI	2007-2008	NCI	Clinical Trial Management System Steering Committee member

Faculty/ Division	Years	Organization	Brief Description of Activity
Paskett/ EPI	2007	American Association for Cancer research	Co-chair, Program Committee; Minorities in Cancer Research special conference on cancer and related health disparities
Paskett/ EPI	2007	C-change; National Dialogue on Cancer	Member, Summit Steering Committee
Paskett/ EPI	2007	NIH	Member, Director Innovator Awards review committee
Paskett/ EPI	2007-2008	American Society of Preventive Oncology	President-elect
Paskett/ EPI	2008	ASCO	Grant review committee
Paskett/ EPI	2008	NCI	SPORE Grant review committee
Pirie/ HBHP	2007-2008	Columbus Children's Hospital/ United Way	Advisory Board Member, Children's Obesity project
Pirie/HBHP	2008	Ohio Department of Health, Vision Services	Grant Reviewer
Pirie/HBHP	2008	CDC	Chair, Special Emphasis Panel, youth tobacco survey
Pompilli/ EHS	2006-2007	Solid Waste Authority of Central Ohio	Judge, Emerald Awards
Pompilli/ EHS	2006-2008	Ohio Environmental Health Association	Planning committee member, Annual Educational conference
Pompilli/EHS	2006-2007	Ohio Environmental Health Association	Registered Sanitarian committee
Pompilli/EHS	2005-2006	Ohio Department of Health	School Inspection Program review member
Schweikhart/HSMP	2007-2008	AUPHA	Chair, Quality Improvement Faculty Forum
Schweikhart/HSMP	2007-2008	AUPHA	Member, Finance Committee
Schweikhart/HSMP	2007	AUPHA	Member, Nominations Committee
Schweikhart/HSMP	2006	Robert Wood Johnson Foundation	Proposal reviewer
Schweikhart/HSMP	2006-2007	Health Administration Press	Advisory Board
Schweikhart/HSMP	2006-2008	Health Policy Institute of Ohio	Research Advisory Committee
Seiber/ HSMP	2007-2008	MacArthur Foundation	Proposal reviewer, U.S. Civilian Research and Development Foundation
Steinman/ HBHP	2008	CDC	PRAMS special emphasis panel grant reviewer

Faculty/ Division	Years	Organization	Brief Description of Activity
Steinman/ HBHP	2006-2008	Ohio Public Health Leadership Institute	Board of directors
Steinman/ HBHP	2005-2006	Ohio Safe and Drug Free Schools consortium	Advisory Committee member
Steinman/HBHP	2007-2008	Health Policy Institute of Ohio	Consultant, development of Family Health Survey
Tanenbaum/HSMP	2005-2008	Ohio Advocates for Mental Health	Board Member
Tanenbaum/HSMP	2006-2007	Ohio Department of Health	Governor Strickland's Transition Team
Tanenbaum/HSMP	2006-2007	Ohio Department of Mental Health	Strategic Advisory Committee
Weghorst/ EHS	2005-2008	Mt. Vernon Nazarene University	Board of Trustees; Secretary of Board, 2006-2008
Wewers/ HBHP	2008	OTPF	Board Member for April-May, 2008
Wewers/ HBHP	2007-2008	American Thoracic Society	Member, Audit and Finance Committee
Wewers/ HBHP	2003-2008	Robert Wood Johnson Foundation Smoking Cessation Leadership Center	National Advisory Committee
Wewers/ HBHP	2006-2008	Columbus Public Health	Board Member
Wewers/ HBHP	2003-2008	NIH	Community level health promotion study section Member; chair
Wewers/HBHP	2006-2008	USPHS Treating Tobacco Use and Dependence Clinical Guideline	Expert Panel

Table 3.2.b (2) Service Activities of the Office of Workforce Development, Past Three Years

Organization	Contract amount	Purpose
Ohio Society for Public Health Education	\$6490.00	Training
Cuyahoga County Board of Health	\$2,500.00	Training
Cuyahoga County Board of Health	\$441.00	Training
Delaware General Health District	\$233.00	Facilitation
Delaware General Health District	\$5,440.28	Facilitation
Delaware General Health District	2,800.00	Facilitation
Zanesville-Muskingum County Health Department	\$614.00	Facilitation
State Planning Committee for Health Education in Ohio	\$771.76	Facilitation
Hamilton County General Health District	\$1,450.00	Consulting
Columbus Public Health	\$3,691.00	Training
Barberton Health District (Summit County)	\$2,800.00	Facilitation
Licking County Health Department	\$641.00	Training
Wood County Health Department	\$1,088.00	Training
Ohio Department of Health	\$20,000.00	Training
Ohio Department of Health - Bureau of Child & Family Health Services	\$2,421.00	Facilitation
Ohio Department of Health - Bureau of Child & Family Health Services	\$499.00	Facilitation
Ohio Department of Health - Division of Family & Community Health Services	\$433.00	Facilitation
	\$52,313.04	

The Office of Workforce Development within the College is involved in a growing number of organization and workforce development contracts for services such as strategic planning facilitation, response exercise consultation, and employee training (outside of the regular workforce development educational programs offered). Fees are expected to recoup expenses and are not intended to generate profit.

Table 3.3.c Workforce Development Programs

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
2005						
	03/28, 04/04, 11, 18 & 25, 05/02, 09, 16 & 23, 06/01	14	EHS 793: Emergency Preparedness and Public Health Competencies		College of Public Health	9.0
	04/01 – 06/10	15	EHS 793: Emergency Preparedness and Public Health Competencies	distance		20.0
	04/05	25	Public Health Grand Rounds - The Ohio Response System, Building Ohio's Response Capability			1.0
	04/08	38	Canton Tabletop Exercise		Stark County Health Department	3.0
	04/12, 19, & 26	22	Program Evaluation for Public Health Officials			15.0
	04/14	37	Joining Forces			1.5
	05/03	115	Assuring Cultural Competence in Disaster Response		Ohio Department of Health	6.25
	05/05	72	Assuring Cultural Competence in Disaster Response		Ohio Department of Health	6.25
	05/10	35	Risk Communication During a Crisis		Public Health Combined Conference	1.25
	05/16	29	Stark County Health Department Drill		Stark County Health Department	2.5
	05/19	11	Public Health Grand Rounds - Ohio Terrorism and Awareness Prevention Program (TAP)			1.0
	05/25	45	Assuring Cultural Competence in Disaster Response		Ohio Department of Health	6.25
	06/02	15	Public Health Grand Rounds - Coordinating Plans & Response to Animal Health Emergencies			1.0
	06/20	21	Jefferson County Tabletop Exercise		Jefferson County	4.0
	06/20, 21, 22, 23, & 24	10	Community Emergency Response Training			30.0

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	06/22	18	Public Health Emergency Response Overview			4.5
	06/22	9	Special Population Tabletop Exercise			2.0
	06/24	8	Public Health Emergencies: Prevention, Recognition & Response - Akron	distance	Case Western, Consort of E OH, Kent State, NW OH Consort, OSU, Findlay, Wright State	6.17
	06/24	14	Public Health Emergencies: Prevention, Recognition & Response - Dayton	distance	Case Western, Consort of E OH, Kent State, NW OH Consort, OSU, Findlay, Wright State	6.17
	07/13	59	Joint Information Center in a Box		Ohio Department of Health	6.0
	08/04	10	Public Health Emergencies: Prevention, Recognition, Response - Akron	distance	Ohio Department of Health	6.25
	08/04	20	Public Health Emergencies: Prevention, Recognition, Response - Athens	distance	Ohio Department of Health	6.25
	08/04	16	Public Health Emergencies: Prevention, Recognition, Response - Cleveland	distance	Ohio Department of Health	6.25
	08/04	16	Public Health Emergencies: Prevention, Recognition, Response - Columbus	distance	Ohio Department of Health	6.25
	08/04	22	Public Health Emergencies: Prevention, Recognition, Response - Dayton	distance	Ohio Department of Health	6.25
	08/04	5	Public Health Emergencies: Prevention, Recognition, Response - Toledo	distance	Ohio Department of Health	6.25
	08/16	15	Tools and Techniques for Team Facilitation			5.25
	08/17 & 18	60	Public Health Summer Institute - Managing the Moment, Leading the Future		Northeastern Ohio Universities College of Medicine and Pharmacy	12.5
	09/06	17	Public Health Grand Rounds - Crisis Communication Tools: Training and Tales from the Field			1.0
	09/12 & 13, 10/10 & 11, & 11/14 & 15	16	Certificate in Epidemiology Program - Introduction to Epidemiology			33.5

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	09/15 & 16	39	Ohio Public Health Leadership Institute - graduating scholars			16.0
	09/27	8	Field Testing / Exercise Portal Discussion			4.0
	09/27	31	Incident Management for Public Health Professionals			
	09/29	15	Public Health Grand Rounds - Crisis Communication Tools: Training and Tales from the Field			1.0
	10/18	17	Public Health Dialogue - Hurricanes Katrina and Rita			2.0
	10/18	13	Public Health Grand Rounds - Preparedness Communication for Special Populations			1.0
	10/25	10	Exercise Portal Discussion / Application			3.25
	11/09	32	Leading Collaborative Projects			1.25
	11/29	16	Public Health Dialogue: Avian Influenza			1.25
	12/01	21	Tools and Techniques for Team Facilitation			5.25
2006						
	01/04, 11, 18 & 25, 02/01, 08, 15 & 22, 03/01 & 08	18	Bugs to Bombs: Are We Safe Yet?			10
	01/09 & 10, 02/06 & 07, & 03/06 & 07	16	Certificate in Epidemiology Program - Principles of Epidemiology			31
	01/14 & 15, 2/11 & 12, 3/11 & 12	11	Practice Based Preparedness for Environmental Health Professionals	distance & face-to-face		25.7
	01/20, 02/03, 02/17	13	Public Health Practice-based Preparedness for Epidemiology	distance & face-to-face		17.5

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	01/25	21	Public Health Dialogue - Smoking Bans: Personal Choice Goes Public			1.25
	02/08	8	Train the Trainer - Are You Ready?			4.0
	02/14	11	Public Health Grand Rounds - American Red Cross Mass Sheltering			2.0
	02/14, 15, & 16	26	Program Evaluation for Public Health Officials		Cuyahoga County Board of Health	15.0
	02/28	38	Public Health Grand Rounds - Social Marketing			2.0
	03/02, 09, 16, 23 & 30 & 04/06	19	Public Health Education Principles Course		Ohio Society for Public Health Education	36
	03/13	8	Facilitator Training for Public Health and Incident Management Roundtable: Incident Command Issues			3.0
	03/14	9	Public Health Grand Rounds - Public Health Surge Nursing			2.0
	03/16 & 17	30	Ohio Public Health Leadership Institute - current scholars			9.75
	03/23 & 24	31	Social Marketing for Preparedness Program Planning			8.5
	03/29	87	Incident Command System Roundtable			6.0
	03/29	5	Train the Trainer - Are You Ready?			4.0
	04/03 & 04; 05/01 & 02; 05/22 & 23	16	Certificate in Epidemiology Program - Topics and Issues in Epidemiology			42.0
	04/03 – 06/5		Public Health Practice-based Preparedness for Nursing			40.0
	04/05	11	Exercise Design Workshop			4.5
	04/05	10	Public Health Dialogue: Overweight & Obesity			1.25

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	04/06	9	Homeland Security Exercise and Evaluation Program Toolkit Training		Ohio Emergency Management Agency	
	04/17	29	Incident Action Planning During Public Health Emergencies			6.5
	04/18	41	Incident Action Planning During Public Health Emergencies			6.5
	04/19	11	Train the Trainer - Are You Ready?	distance & face-to-face		4.0
	04/20	28	Incident Action Planning During Public Health Emergencies			6.5
	04/21	26	Incident Action Planning During Public Health Emergencies			6.5
	05/01	30	Incident Action Planning During Public Health Emergencies			6.5
	05/02	37	Incident Action Planning During Public Health Emergencies			6.5
	05/04	32	Incident Action Planning During Public Health Emergencies			6.5
	05/05	32	Incident Action Planning During Public Health Emergencies			6.5
	05/09	6	Train the Trainer - Are You Ready?	distance & face-to-face		4.0
	05/10	36	Exercise Design Workshop			4.5
	05/12	12	Basics of Exercise Design Workshop			4.5
	05/12	12	Exercise Design Workshop			4.5
	05/18	6	Public Health Grand Rounds - Hurricane Katrina: Animal Rescue and Reunion Efforts			2.0
	05/25	47	Exercise Design Workshop			4.5

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	05/31	3	Train the Trainer - Are You Ready?			4.0
	06/15	6	Public Health Grand Rounds - Katrina			2.0
	06/17 - 24	17	Community Emergency Response Training			30.0
	06/20	20	Exercise Design Workshop			4.5
	06/27	38	Exercise Design Workshop			4.5
	06/27	29	Social Marketing Extravaganza	distance		1.0
	06/29	6	Coaching Employees for Success			3.0
	07/11	42	Social Marketing Extravaganza	distance		1.0
	07/12 & 13	100	Public Health Summer Institute - Building Emergency Plans: Foundations for Response, Framework for Critical Decision-Making		Ohio Department of Health	12.0
	07/19	29	Public Health Advocacy Workshop		Research! America & Ohio Public Health Partnership	4.0
	07/20 & 21	28	Social Marketing for Preparedness Program Planning		Ohio Department of Health	12.5
	07/25	4	Coaching Employees for Success - Train the Trainer			33.0
	08/04	16	Incident Action Planning During Public Health Emergencies			6.5
	08/10	7	The Basics of Exercise Design Workshop			4.5
	08/15	6	The Basics of Exercise Design Workshop			4.5
	08/15	21	Tools and Techniques for Team Facilitation			5.25
	08/17	12	The Basics of Exercise Design Workshop			4.5
	09/08	16	Prepared to Educate: A Health Educator's Role in Disaster Prevention and Response		Ohio Society of Public Health Educators	
	09/13, 14, & 15	15	Ohio Public Health Leadership Institute -			10.0

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
			incoming scholars			
	09/14 & 15	23	Ohio Public Health Leadership Institute - graduating scholars			3.0
	09/19	8	Public Health Nursing Surge Prevention, Response, and Recovery: The Trail to Competence - A Showcase			4.0
	09/27	3	Are You Ready? Personal Preparedness Planning			
	10/12	15	Ohio Public Health Leadership Institute – Energy Director	distance		1.0
	10/20	23	The Energy Director System			2.0
	10/31, 11/01	16	Incident Command System 300: Intermediate ICS for Expanding Incidents		Columbus Public Health	15.0
	11/09	15	Are You Ready? Personal Preparedness Planning			
	11/14	13	Public Health Dialogue: Food-borne Illnesses - A Public Health Perspective			1.25
	11/29	38	Orientation to Public Health in Ohio		Columbus Public Health	1.0
	12/06 & 7	23	Social Marketing for Preparedness Program Planning		Ohio Department of Health	12.5
	12/07	54	Public Health Nursing Surge Hiking Workshop		Association of Ohio Health Commissioners	6.0
	12/08	67	Are You Ready? Personal Preparedness Planning			
	12/11 & 14	14	Incident Command System-400: Advanced ICS - Command and General Staff - Complex Incidents		Columbus Public Health	11.0
	12/12	11	Public Health Nursing Surge Hiking Workshop		Zanesville-Muskingum County Health Dept	6.0
	04/01 – 06/10	15	Bioterrorism and Emergency Preparedness Competencies	distance		20.0
		16	Introduction to Disasters	distance		40.0

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	12/14	15	Ohio Public Health Leadership Institute – Credibility	distance		1.0
2007						
	01/03, 10, 17, 24 & 31, 02/07, 14, 21 & 28, 03/07	16	Bugs to Bombs: Are We Safe Yet?			10.0
	01/08	5	Credentialing Public Health Professionals In a Changing World			1.0
	01/17	10	Public Health Nursing Surge Hiking Workshop			6.0
	01/18	18	Public Health Nursing Surge Hiking Workshop			6.0
	01/18	1	Train the Trainer - Orientation to Public Health in Ohio		Columbus Public Health	1.0
	01/19	8	Train the Trainer - Orientation to Public Health in Ohio		Columbus Public Health	6.5
	01/23	23	Tools and Techniques for Team Facilitation			5.0
	01/25	26	Public Health Nursing Surge Hiking Workshop			6.0
	01/29	6	Public Health Nursing Surge Hiking Workshop			6.0
	02/06 & 07	28	Incident Command System 300: Intermediate ICS for Expanding Incidents			15.0
	02/07	13	Public Health Dialogue - Communicable and Contagious: Are We Preventing the Spread of Disease?			1.25

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	02/08	15	Ohio Public Health Leadership Institute – Energy Director	distance		1.0
	02/08	12	Public Health Nursing Surge Hiking Workshop			6.0
	02/08 & 09	26	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents			11.0
	02/15	12	Public Health Nursing Surge Hiking Workshop			6.0
	02/15	20	Rock On: Health Sciences Faculty Learning Community monthly meeting			4.0
	02/21	17	Are You Ready? Personal Preparedness Planning			
	02/26 & 27	30	Incident Command System 300: Intermediate ICS for Expanding Incidents			15.0
	03/07 & 08	32	Incident Command System 300: Intermediate ICS for Expanding Incidents			15.0
	03/12	23	Public Health Nursing Surge Hiking Workshop			6.0
	03/12 & 13	27	Incident Command System 300: Intermediate ICS for Expanding Incidents		Northwest Regional Medical Response Systems	15.0
	03/14 & 15	27	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents		Northwest Regional Medical Response Systems	11.0
	03/14 & 15	16	Ohio Public Health Leadership Institute - current scholars			11.5
	03/22	38	Orientation to Public Health in Ohio		Columbus Public Health	1.0

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	03/26, 04/02, 09, 16, 23, 30, 05/07, 14, 21, & 06/04	8	Public Health Preparedness for Nurses			30.0
	03/26, 04/02, 09, 16, 23, 30, 05/07, 14, 21 & 06/04	11	Introduction to Public Health Preparedness	distance		30.0
	03/27	12	Pilot Management Course			4.0
	03/28 & 29	17	Incident Command System 300: Intermediate ICS for Expanding Incidents		Ohio Department of Health	15.0
	03/28, 04/04, 11, 18, & 25, 05/02, 09, 16, 23 & 30	10	Practice Based Preparedness for Environmental Health Professionals	distance & face-to-face		25.7
	04/04	16	Public Health Dialogue - Tuberculosis and Vulnerable Populations			1.5
	04/05 & 06	45	Meeting the Needs of Special Populations through Community Organizations			9.5
	04/09 & 10	28	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents			11.0
	04/11	29	Public Health Nursing Surge Hiking Workshop			6.0
	04/12	15	Ohio Public Health Leadership Institute – Coaching	distance		1.0
	04/12 & 13	15	Incident Command System 300: Intermediate ICS for Expanding Incidents		Ohio Department of Health	15.0
	04/17 & 18	29	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents			11.0
	04/30	11	Managing the Moment, Leading the Future: Coaching Employees for Success		Greene County Combined Health District	3.75
	05/07	7	Train the Trainer - Orientation to Public Health in Ohio			6.7

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	05/07 &08	27	Incident Command System 300: Intermediate ICS for Expanding Incidents		Ohio Department of Health	15.0
	05/08	4	Train the Trainer - Managing the Moment, Leading the Future: Conducting Stress- Free Performance Reviews			4.0
	05/09	18	Public Health Dialogue - Global Warming - Public Health Impact			1.5
	05/14	18	Public Health Nursing Preparedness Summit			1.5
	05/24	8	What You Need to Know NOW for a Successful Community Health Assessment - PILOT		Center for Health Communities, Wright State University	1.25
	05/30 & 31	16	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents		Ohio Department of Health	11.0
	05/31	40	What You Need to Know NOW for a Successful Community Health Assessment	distance	Ohio Department of Health	1.0
	06/13 & 14	22	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents		Ohio Department of Health	11.0
	06/14	25	Ohio Public Health Leadership Institute – EQ	distance		1.0
	06/28 & 29	22	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents		Ohio Department of Health	11.0
	07/09 & 10	16	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents		Ohio Department of Health	11.0
	07/19	6	Managing the Moment, Leading the Future: Conducting Stress-free Performance Reviews		Ohio Department of Health	4.0
	07/19	20	Training and Exercise Planning Workshop - Pilot			3.0
	08/08	24	Orientation to Public Health in Ohio		Auglaize County Health Dept	1.0

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	08/09	25	Ohio Public Health Leadership Institute – Defining Moment	distance		1.0
	08/14	24	Tools and Techniques for Team Facilitation			5.0
	08/21 & 22	24	Incident Command System 300: Intermediate ICS for Expanding Incidents		Columbus Public Health	15.0
	08/27 & 28	13	Get Ready for Fall with Three Health Campaigns			12.0
	08/28	14	Managing the Moment, Leading the Future: Conducting Stress-free Performance Reviews			3.75
	08/29 & 30	26	Incident Command System 400: Advanced ICS Command and General Staff - Complex Incidents		Columbus Public Health	11.0
	08/30	11	Developing and Delivering Effective Presentations			3.0
	09/11	20	Leadership Development Series for All-Hazard Teams			3.0
	09/11, 12, & 13	11	Ohio Public Health Leadership Institute - incoming scholars			13.0
	09/12 & 13	15	Ohio Public Health Leadership Institute - graduating scholars			5.0
	09/26	18	Training and Exercise Planning Workshop			3.0
	09/27	28	Managing the Moment, Leading the Future: Coaching Employees to Success			1.0
	09/27	5	Training and Exercise Planning Workshop			3.0
	09/28	19	Self Style Assessment - Energy Director System		Erie County Health Department	3.0
	10/08	36	Cultural Competency for Public Health Professionals			2.0
	10/08	10	Training and Exercise Planning Workshop			3.0
	10/09	23	Training and Exercise Planning Workshop			3.0

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	10/18	7	Training and Exercise Planning Workshop			3.0
	10/18	10	Ohio Public Health Leadership Institute – Credibility	distance		1.0
	10/23	15	Managing the Moment, Leading the Future: Conducting Stress-free Performance Reviews		Wood County Health Department (contract)	4.0
	10/24	37	Creating Your Future: Setting Professional and Career Goals			1.5
	11/16	16	Public Health Nursing Surge Hiking Workshop			4.0
	12/10 & 11	14	Hand Washing and Cover-the-Cough Interventions			12.0
	12/14	19	Self Style Assessment - Energy Director System			3.0
	12/13	10	Ohio Public Health Leadership Institute – Defining Moments	distance		1.0
	12/15 – 8/31/08	95	The Leader as Coach	distance		1.0
2008						
	01/03, 10, 17, 24 & 31, 02/07, 14, 21 & 28, 03/05	18	Bugs to Bombs: Are We Safe Yet?			10.0
	01/10	16	Tools and Techniques for Team Facilitation			5.5
	01/15	15	Public Health Nursing Surge Hiking Workshop			6.0
	01/15 – 08/31/09	46	Introduction to Public Health Preparedness	distance		14.0
	01/24	8	Developing and Delivering Effective Presentations			4.0

<i>YEAR</i>	<i>DATE(S)</i>	<i># PARTICIPANTS</i>	<i>Program</i>	<i>DELIVERY MODE</i>	<i>COLLABORATORS</i>	<i>CONTACT HOURS</i>
	01/30	8	Managing the Moment, Leading the Future: Conducting Stress-free Performance Reviews		Ohio Department of Health	4.0
	02/14	10	Ohio Public Health Leadership Institute – Appreciative Inquiry	distance		1.0
	02/25	7	Managing the Moment, Leading the Future: Analyzing Performance Problems - Pilot			4.0
	02/29	28	Local Public Health System Assessment			6.5
	03/06	4	Public Health Nursing Surge Hiking Workshop			6.0
	03/12 & 03/13	11	Ohio Public Health Leadership Institute - current scholars			10.0
	03/20	13	Managing the Moment, Leading the Future: Coaching Employees for Success			4.0
	03/26, 04/02, 09, 16, 23 & 30, 05/07, 14, 21, & 28	7	Practice Based Preparedness for Environmental Health Professionals	distance & face-to-face		25.7

**APPOINTMENTS, PROMOTION, AND TENURE
CRITERIA AND PROCEDURES**

**The Ohio State University
College of Public Health**

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**APPOINTMENTS, PROMOTION, AND TENURE
CRITERIA AND PROCEDURES FOR THE COLLEGE OF PUBLIC HEALTH**

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II. PREAMBLE

These policies and procedures for the College of Public Health are a supplement to several university documents, including:

- Chapters 5, 6 and 7 of the Rules of the University Faculty. These contain the additional rules of the university faculty concerning tenure track faculty appointments, reappointments, promotion and tenure; regular clinical track faculty appointment, reappointment and non-reappointment, and promotion; and regular research track faculty appointment, reappointment and non-reappointment, and promotion. They also contain the additional rules of the university faculty concerning auxiliary faculty appointments, reappointments, and promotion.
- Office of Academic Affairs Policies and Procedures Handbook, especially the Guidelines, Procedures and Dossier Outline, and Dossier Checklists.

Should university rules and policies change, the College shall follow the new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every five years by the College Appointments, Promotions and Tenure (APT) committee and on appointment or reappointment of the Dean.

This document has been approved by the faculty, by the Dean of the College and by the provost of the university. Within the context of the College's mission and the mission of the university, this document sets forth the criteria and procedures for faculty appointment, and criteria and procedures for faculty promotion, tenure and incentives including salary increases. In approving this document the Dean and provost accept the mission and criteria of the College and delegate to the faculty the responsibility to apply high standards in evaluating continuing faculty and candidates for positions in relation to its mission and criteria.

The faculty and the administration are bound by the principles articulated in the following Faculty Rule:

3335-6-01 General considerations.

- (A) Peer review provides the foundation for decisions regarding faculty appointment, reappointment, and promotion and tenure (except when the provisions of rule 3335-6-03 (H) are invoked). Peers are those faculty who can be expected to be most knowledgeable regarding an individual's qualifications and performance—normally tenure initiating unit colleagues. Because of the centrality of peer review to these review processes, faculty vested with responsibility for providing peer review have an obligation to participate fully and knowledgeably in review processes, to exercise the standards established in faculty rule 3335-6-02 and other standards specific to the academic unit and discipline, and to make negative recommendations when these are warranted to maintain and improve the quality of the faculty. Recommendations by the faculty vested with the responsibility for providing peer review will be accepted unless they are not supported by the evidence presented regarding how the candidate meets the standards established in faculty rule 3335-6-02 and other standards specific to the academic unit and discipline. When, for the reasons just stated, a decision regarding faculty appointment, reappointment, or promotion and tenure differs from the recommendation of the faculty, the administrator or body making that decision will communicate in writing to the faculty body that made the recommendation the reasons that the recommendation was judged not to be supported by the evidence.”
- (B) In accordance with a policy of equality of opportunity, decisions concerning appointment, reappointment, and promotion and tenure shall be free of discrimination as to race, creed,

religion, national origin, age, sex, disability, Vietnam-era veteran status, or sexual orientation.”

The College supports the goals of The Ohio State University for cultural diversity. With regard to faculty, the goal is achievement of equality of opportunity and enhanced excellence through diversity of faculty.

III. COLLEGE MISSION

The Ohio State University College of Public Health exists for the improvement of the health of the public through the creation, dissemination, and application of knowledge. It prepares students for the challenges of leadership and service in public health and related professions, adds to knowledge through basic and applied research, and serves in the tradition of land-grant universities.

IV. APPOINTMENTS

A. Appointment Criteria

Consistent with the Rules for the University Faculty established by the Ohio State University Board of Trustees, there are two general categories of faculty appointment within the College of Public Health: Regular and Auxiliary. Regular faculty appointments are used for faculty whose appointment is expected to continue from one year to the next without action to the contrary. Auxiliary faculty appointments are used for faculty whose appointment is expected to end after one year without action to the contrary.

There are three different tracks within the regular faculty: tenure, clinical, and research. A tenure track appointment is intended for faculty who assume the full range of faculty responsibility including scholarship, teaching, and service. During the initial probationary period, faculty are effectively on a one-year renewable contract; once tenured, faculty cannot be discharged without cause. A clinical or research faculty appointment is probationary during the initial appointment period, which can be 3-5 years for clinical track faculty and 1-5 years for research track faculty. The clinical and research track appointments are intended for faculty who assume a narrower range of responsibility than tenure track faculty. Clinical track faculty responsibility may be focused in one of three directions: teaching, professional practice, or service. Research track faculty responsibility is focused on research and scholarship with little expectation for teaching or service. Tenure track appointments are for 50-100% FTE while clinical track and research track appointments are for 1-100% FTE.

Joint and courtesy appointments are available for regular tenured or tenure track faculty whose primary appointment is outside of the College of Public Health. Joint appointments split salary among two or more units. Courtesy appointments do not provide salary. Any joint or courtesy appointment in the College of Public Health shall be at the same rank as the primary appointment.

Auxiliary faculty include a range of appointments including regular, clinical, visiting, adjunct, and lecturer. Auxiliary regular appointments are for faculty assuming the same range of responsibility as tenure track faculty but whose appointment is for 0-49% FTE. Auxiliary clinical appointments are for faculty assuming the same range of responsibility as regular clinical faculty, but whose appointment is expected to end after one year without action to the contrary. Auxiliary adjunct appointments are for persons who provide significant, uncompensated service to the University such as teaching, advising, or as a co-investigator; such individuals may be either non-university employees or university employees compensated on a non-instructional budget.

A chart of faculty appointment types, titles and job codes is available on the website of the [Office of Academic Affairs](#). An abbreviated version is presented below.

The university definitions of regular tenure track, clinical, and research faculty, and of auxiliary faculty, are stated in the Rules of the University Faculty [3335-5-19](#). The university criteria for appointment of regular tenure track faculty are stated in the Rules of the University Faculty [3335-6-02](#). The university criteria for appointment of regular clinical track faculty are stated in the Rules of the University Faculty [3335-7-05](#). The university criteria for appointment of regular research track faculty are stated in the Rules of the University Faculty [3335-7-32](#). Information on [joint, courtesy, and auxiliary appointments](#) is found here.

1. Regular Tenure Track Faculty

Regular tenure track faculty hold continuing appointments at 50% FTE or higher. They are appointed with the expectation that they will focus on research and scholarship, teaching, and service (faculty rule [3335-6-02](#)). Appointment as an assistant professor is based on having a doctoral degree and evidence that the individual can perform effectively in research and scholarship, teaching, and service. Criteria used for promotion and tenure are used to determine whether appointment as associate professor or professor is appropriate. “Appointments at the rank of instructor should normally only be made when the offered appointment is that of assistant professor but the appointee has not completed the required terminal degree at the onset of the appointment.” (faculty rule [3335-6-02](#) A).

Teaching potential: The candidate will be assessed for his/her potential to contribute to the teaching mission of the College. Evidence will include the formal presentation at the time of the interview

Research potential: Faculty applicants’ research potential will be assessed based on the quality of the dissertation, working papers, published and in press, record of funded research, achievements from a post-doctoral appointment and from an opportunity to make a research presentation.

Professional Service potential: Applicants’ potential to provide professional practice and/or service to professional organizations will be considered.

2. Regular Clinical Track Faculty

Regular clinical track faculty serve under fixed term contracts and are not eligible for tenure. The titles of regular clinical track faculty in the College of Public Health are: assistant professor of clinical public health, associate professor of clinical public health, and professor of clinical public health. Individuals in the regular clinical track have responsibility primarily for teaching and service/practice activities. They are encouraged to participate in research and other scholarly activities, though not with the intensity expected of tenure track or research track faculty.

Criteria for appointment for regular clinical track faculty (faculty rule [3335-7-05](#)) will be similar to those for the regular tenure track faculty, but with the emphasis on teaching and practice, and with potential for scholarship in a broad sense. Initial appointments or transfers to the regular clinical track faculty will be made for individuals with the following experience or credentials:

1. Individuals engaged in activities that consist primarily of teaching and public health practice, but may also include administration, service, and scholarship.
2. An earned doctorate in Public Health or related field.

3. Regular Research Track Faculty

Regular research faculty serve under fixed term contracts and are not eligible for tenure. The titles of regular research track faculty in the College of Public Health are: research assistant professor of public health, research associate professor of public health, and research professor of public health. Individuals in the regular research track have responsibilities primarily in research related to the mission and goals of the College.

Criteria for appointment for regular research track faculty (faculty rule [3335-7-32](#)) emphasize accomplishments and potential in research and scholarship. Persons in the regular research track may engage in limited educational activities, but classroom teaching cannot be a required part of the workload. In addition, regular research track faculty must not be engaged continuously in the same instructional activities as tenure track faculty.

Initial appointments or transfers to the regular research track require an earned doctorate in public health or a related field, and will be subject to these additional criteria:

Research: At the time of the appointment, the individual should already have demonstrated significant experience and/or potential for a productive research career, as shown by the quality of the dissertation, working papers, published and in press work, research presentations, and evidence from postdoctoral work (if any).

Funding: Persons appointed to the regular research track are expected to develop extramural support for their salary. The specific time frame within which this must be accomplished, and the degree to which failure to attain that support will affect either the renewal of the appointment or the individual's salary, will be stated clearly in the contract for the position.

4. Auxiliary Faculty

Auxiliary faculty appointments are non-continuing and must be renewed annually or quarterly; auxiliary faculty serve less than 50% FTE. Auxiliary faculty “are not eligible for tenure, may not vote at any level of governance, and may not participate in promotion and tenure matters” (faculty rule [3335-5-19 D](#)).

Auxiliary faculty appointments in the College of Public Health are in two different categories: auxiliary clinical faculty and auxiliary adjunct faculty. “The titles of clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor shall be used to confer faculty status on individuals who have credentials comparable to regular clinical faculty of equivalent rank and who either provide significant, uncompensated service for which a faculty title is needed or compensated service to the clinical instructional programs in the colleges of the health sciences. Clinical appointments are made for the period in which the service is provided not to exceed one year. Renewal of no-salary appointments is contingent upon continued significant contributions. Procedures for the promotion of clinical faculty members shall be the same as for promotion of regular clinical faculty” (faculty rule [3335-5-19 D 1](#)).

“The titles of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor shall be used to confer faculty status on individuals who have credentials comparable to regular faculty of equivalent rank, who provide significant, uncompensated service to the instructional and/or research programs of the university and who need a faculty title to perform that service. Significant service would include teaching the equivalent of one or more courses, advising graduate students or serving on graduate committees, and serving as a co-investigator on a research project. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget. Adjunct appointments are made for the period in which the uncompensated service is provided not to exceed one year; renewal is contingent upon continued significant contributions. Procedures for the promotion of adjunct faculty members shall be the same as for promotion of regular faculty” (faculty rule [3335-5-19 D 2](#)).

“The titles of lecturer and senior lecturer shall be used for all compensated instructional appointments where other titles are not appropriate. Lecturers' responsibilities shall be limited to formal course instruction” (faculty rule [3335-5-19 D 4](#)).

Minimum criteria for appointment of auxiliary faculty are:

At lecturer level:

1. Master's degree or equivalent professional degree
2. Professional experience and scholarly endeavors congruent with the anticipated contribution to the mission of the College

At the assistant professor or above level:

1. Doctoral degree or equivalent professional degree
2. Contribution to a specific, identified aspect of the College's programs of instruction and/or research

5. Courtesy and Joint Appointments

Courtesy and Joint appointments are available for regular tenured or tenure track faculty whose primary appointment is outside of the College of Public Health. Joint appointments split salary among two or more units. Courtesy appointments do not provide salary. Any joint or courtesy appointment in the College of Public Health shall be at the same rank as the primary appointment.

At a minimum, a courtesy appointment should be based on the expectation of the appointee's substantial involvement in the College; continuation of the appointment will reflect ongoing contributions. Unlike auxiliary appointments, courtesy appointments do not require formal annual renewal. Criteria for courtesy appointments are the same as criteria for regular appointments.

Appointment Type		Faculty Type (per Faculty Rules)	Rank	Title
Regular (continuing)	Probationary or Tenured	[Reg] Tenure Track 50-100% FTE	Instructor, Assistant Professor, Associate Professor, Professor	Instr, Asst Prof, Assoc Prof, Prof
	Probationary or reappointed (3-5 year contract)	[Reg] Clinical Track 1-100% FTE		Instr of Clinical [...], Asst Prof of Clinical [...], Assoc Prof of Clinical [...], Clinical Prof of [...]
	Probationary or reappointed (1-5 year contract)	[Reg] Research Track 1-100% FTE	Assistant Professor, Associate Professor, Professor	Research Asst Prof of [...], Research Assoc Prof of [...], Research Prof of [...]
Auxiliary (non-continuing)	Appointment must be renewed annually or quarterly, etc. (Term = 1yr or more: Temp = under 1 year)	[Aux] Regular Title 0%-49% FTE	Instructor, Assistant Professor, Associate Professor, Professor	Instr, Asst Prof, Assoc Prof, Prof
		[Aux] Clinical 0-100% FTE		Clinical Instr, Clinical Asst Prof, Clinical Assoc Prof, Clinical Prof
		[Aux] Adjunct 0% FTE		Adjunct Instr, Adjunct Asst Prof, Adjunct Assoc Prof, Adjunct Prof
		[Aux] Visiting Benefits Eligible 1-100%		Visiting Instr-BE, Visiting Asst Prof-BE, Visiting Assoc Prof-BE, Visiting Prof-BE
		[Aux] Visiting 0-100%		Visiting Instr, Visiting Asst Prof, Visiting Assoc Prof, Visiting Prof
		[Aux] Retiree Faculty	---	Retiree-Faculty
		[Aux] Retiree Faculty Emeritus	---	Retiree-Faculty Emeritus
		[Aux] Lecturer Benefits Eligible 1-100%	Instructor	Lecturer-BE, Senior Lecturer-BE
		[Aux] Lecturer 1-100%	Lecturer, Senior Lecturer	Lecturer, Senior Lecturer

B. Appointment Procedures

The College of Public Health is committed to the creation and maintenance of a faculty that is diverse along many dimensions. Vigorous efforts will be made to ensure a diverse pool of highly qualified candidates, consistent with university policy.

Voting is restricted to the eligible faculty. For votes on regular tenure track faculty, and for votes on joint and courtesy appointments, the eligible faculty consists of regular tenure track faculty with primary appointments in the College of Public Health, at or above the rank to which the candidate would be appointed. For votes on regular clinical faculty, the eligible faculty consists of regular tenure track and regular clinical faculty with primary appointments in the College of Public Health, at or above the rank to which the candidate would be appointed. For votes on regular research track faculty, the eligible faculty consists of regular tenure track and regular research track faculty with primary appointments in the College of Public Health, at or above the rank to which the candidate would be appointed. For votes on auxiliary faculty, the eligible faculty consists of regular tenure track, regular clinical track, and regular research track faculty with primary appointments in the College of Public Health, at or above the rank to which the candidate would be appointed. All votes require a quorum of two-thirds (2/3) of the eligible faculty not including faculty on leave (SRA, parenting leave, etc.).

The College permits transfer from the tenure track to the research or clinical track if appropriate to the College's mission and circumstances. All transfers must abide by the following:

- (A) The request for transfer must be initiated by the tenure track faculty member in writing and must state clearly how the individual's career goals and activities have changed.
- (B) When a tenured faculty member transfers to the regular research or clinical track, tenure is relinquished.
- (C) The Dean and the executive vice president and provost must approve all transfers.

Transfers from the regular research or clinical track to the tenure track are not permitted. However, regular research and clinical track faculty may apply for tenure track positions and compete in regular national searches for such positions, consistent with faculty rule [3335-7-39](#).

1. **Regular Tenure Track Faculty**

A national search is required for all regular tenure track, clinical track, and research track faculty positions. The involvement of the faculty in the appointment process should be substantial, including:

- 1. Advising the Dean regarding the need for new faculty
- 2. Identifying appropriate strategies for national recruitment efforts
- 3. Membership on search committees for identified positions
- 4. Identifying and recruiting a diverse pool of potential faculty candidates
- 5. Reviewing of applicant pool to decide on candidates for formal interview
- 6. Attending and evaluating the candidate's public presentation
- 7. Participating in the discussions of the faculty body to advise the Dean regarding the appointment decision

All searches in the College of Public Health for tenure track, regular clinical track, and regular research track must conform to these guidelines:

- 1. All searches should be conducted in accordance with the guidelines of The Ohio State University. The Dean's office will supply each search committee with a copy of the university rules and the standard procedures used within the College.
- 2. Searches may be undertaken only after an assessment of need, resulting in specific job descriptions and carefully outlined expectations.
- 3. All searches should proceed following selection of an appropriate search committee, appointed by the Dean with advice from the division in which the appointment will be made.
- 4. The faculty of the College should be given adequate opportunity to meet and evaluate candidates.
- 5. At the conclusion of the search, the search committee presents a list of acceptable candidates to the division chair who will consult with the Dean prior to presenting candidates to the division faculty. The division faculty then evaluate the candidates and make a recommendation to the Dean, provided that there is a 2/3 approval by eligible faculty in the division. If the Dean concurs, the APT committee reviews the recommended candidate for the purpose of determining the appropriate rank prior to appointment. The APT committee presents the candidate for a vote by the eligible faculty of the College.
- 6. When the appointment is to be a division chair or senior administrative position, the search committee presents the list of acceptable candidates to the Dean, who selects one to send to the appropriate division for review. If there is a 2/3 approval by the eligible faculty in the division, the candidate is sent forward to the APT committee as outlined above.
- 7. Announcement of a vote on a candidate for appointment must be distributed one week in advance. After appropriate discussion at a meeting of the eligible faculty, a secret ballot is conducted of the eligible faculty present.
- 8. The absent faculty member may participate in discussion and vote via teleconference.

9. Two-thirds of the eligible faculty either must participate in the vote in person or via teleconference and candidates must receive 50% +1 positive votes to provide the basis for the Dean to proceed with an appointment.
10. On rare occasions, special sessions of the APT committee and the eligible faculty may be required to expedite this process.

Final approval and letters of offer come from the Dean and Division Chair. All offers at the associate professor and professor ranks, with or without tenure, and all offers with prior service credit require the prior approval of the Office of Academic Affairs. Offers to foreign nationals require prior consultation with the Office of International Affairs. Tenure track faculty at the rank of assistant professor are considered probationary during their first six years.

2. Regular Clinical Track Faculty

The procedures for the appointment of regular clinical track faculty will be identical to those for regular tenure track faculty. Per faculty rule [3335-7-07](#), contracts must be for at least three years and no more than five years.

3. Regular Research Track Faculty

The procedures for the appointment of regular research track faculty will be identical to those for regular tenure track faculty. Per faculty rule [3336-7-35](#), contracts must be for at least one year and no more than five years.

4. Auxiliary Faculty

Recommendations for appointment of auxiliary faculty are made based on need within the division and on the candidate's qualifications to satisfy that need. Candidates are reviewed by division faculty. A 2/3 approval of eligible division faculty is required. Candidates receiving division approval will be reviewed by the APT committee for the purpose of determining the appropriate rank. The APT committee presents the candidate for a vote by the eligible faculty of the College. Voting follows the same procedures described above for regular tenure track faculty. Final approval and letters of offer come from the Dean and division chair.

5. Courtesy and Joint Appointments

Recommendations for courtesy appointments are based on a comprehensive assessment of each candidate's qualifications, together with detailed evidence to support the nomination. The faculty in that division then evaluate the candidate and make a recommendation to the APT Committee provided that there is a 2/3 approval by eligible faculty in the division. The APT committee presents the candidate for a vote by the eligible faculty of the College. Voting follows the same procedures described above for regular tenure track faculty. Final approval and letters of offer come from the Dean and division chair.

V. ANNUAL REVIEW PROCEDURES

The annual review process reflects the College's responsibility to apply high standards in evaluating faculty. The procedures for annual review of faculty are consistent with Faculty Rules [3335-6-03](#), [3335-7-08](#) and [3335-7-36](#). The purposes of the annual review are to:

1. Review the faculty member's performance in teaching, research and scholarship, and service based on the P&T criteria described in this document;
2. Review evidence of continuing development;
3. Assess the strengths and weaknesses of the faculty member's work and progress for use by the Dean and division chair in subsequent merit/salary consideration;

4. Provide recommendations to the faculty for development in teaching, research and service.

The annual review procedures are described in the following sections for probationary regular faculty (tenure track, regular clinical track, and regular research track) and tenured faculty or other salaried faculty in their second or subsequent term of appointment. The review of probationary faculty occurs in the spring and begins with a meeting of the faculty member with the division chair to discuss and evaluate the previous year's performance. The report from the division chair, together with the probationary faculty member's documentation, are then reviewed by the APT and by the eligible faculty. Feedback will be provided to the probationary faculty by the APT Chair and division chair following the faculty discussion. For the annual review process, the eligible faculty shall be the same as was described in section III B. The annual review of tenured and other reappointed salaried faculty in their second or subsequent term is conducted in the spring as an administrative review by the division chair and the Dean.

Although a single College APT committee member serves as the [procedures oversight designee](#), all members of the eligible faculty must accept personal responsibility for assuring that reviews are procedurally correct, fair, confidential and free of bias. The procedures oversight designee should assure that the review process follows written procedures governing the probationary and subsequent annual reviews and that the proceedings are carried out in a highly professional manner. Any procedural difficulties or other concerns about the review should first be brought to the attention of the APT committee chairperson who must provide a response to the procedures oversight designee regarding either actions taken, or why action is judged not to be warranted.

The Dean or designee is responsible for notifying faculty of the timetable for annual review. On the first day of spring quarter, faculty will receive the forms to be used for providing annual review information. Completed forms will be due to the division chairs by May 1. The chair will evaluate each faculty member's performance in each of the 8 areas specified in the annual evaluation form in Appendix A (Inventory and Evaluation of Faculty Professional Activities). Probationary faculty must also use the OAA dossier outline to document their performance for every annual review as required by the Faculty Rules. In the case of probationary faculty, the division chair will forward his or her evaluation of the faculty member, including all documentation, to the chair of the APT Committee by May 14. The APT Committee will conduct the review by the eligible faculty, described below, and provide the result to the Dean by May 31. For non-probationary faculty, the division chair's report is due to the Dean by May 31. The Dean will write an independent review of all faculty members and use the information provided by the division chair and APT Committee to determine annual merit increases.

At the time of initial appointment, every faculty member below the rank of professor will be assigned a mentoring team. This team will be selected by the faculty member and approved by the division chair, with attention to the new faculty member's interests and likely needs for professional development. The members of the mentoring team need not come from the same division, or even the College of Public Health, but should be capable of providing appropriate guidance. Ordinarily, the mentoring team members should be at least one faculty rank higher than the person being mentored. The role of the mentoring team is to offer advice, encouragement, and assistance in career progress, both for the attainment of tenure (where applicable) and the development of the faculty member's stature in scholarship, teaching, and service. The activities should include at least some in-class observation and evaluation as well as reviewing teaching materials, etc.

A. Probationary Tenure Track Faculty

By May 15, the College APT chairperson will make available, to all eligible faculty, materials for the annual review of each of the probationary faculty using the criteria for the relevant rank (section VI A)

and related documentation (section VI C). As noted in section IV A 1, probationary faculty must use the OAA dossier outline to document their performance for every annual review as required by the Faculty Rules.

The College APT chairperson is responsible for organizing the annual meeting for the review of probationary faculty in the Spring quarter and for notifying the eligible faculty of the date and time of meeting by March 1. The purposes of the meeting are to discuss the annual reviews for probationary faculty and develop a summary report and recommendations for each individual.

If an eligible faculty member must be absent, the faculty member may submit a written evaluation to be considered during the discussion. The mentoring team for each individual will lead the discussion and write a summary of the eligible faculty review. The APT Committee reviews the summaries to be sure that they reflect the discussion and recommendations made by the eligible faculty, and then forwards them to the Dean.

The evaluations will include an assessment of the faculty member's performance and professional development, including strengths and weaknesses, and an indication by the Dean as to whether the faculty member will be reappointed. The reviews will be completed in the most timely fashion possible and communicated to the faculty being reviewed. These final review(s) will become a part of the faculty member's dossier for subsequent annual reviews during the probationary period, and the review for promotion and tenure.

The Dean will notify the faculty member of his/her reappointment decision at the end of the meeting with the faculty member. If a non-reappointment decision is made, the faculty member will be given 10 calendar days to comment and the Dean may respond; at the end of the comments period, the Dean forwards the complete dossier to the Office of Academic Affairs for review where the Provost will make the final decision on the case.

1. Probationary Tenure Track Faculty: Fourth Year Annual Review

Faculty Rule [3335-6-03](#) (C)(4) requires that the fourth year review follow the same procedures as the sixth year review except that external evaluations are not required.

The probationary faculty member prepares annual review materials as described in section VI B 3. Following the fourth year review by the faculty review body, the APT chairperson submits a statement of evaluation for inclusion in the dossier, which is then forwarded to the Dean for review and an independent recommendation.

When the reports (by APT chairperson and Dean) for the fourth year review are complete, the faculty member under review is notified by the Dean that the reports are available to review and the faculty member has 10 calendar days from that point to provide comments on the reports for inclusion in the dossier. If the faculty member provides written comments, the Dean may provide a written response and/or the eligible faculty may reconvene and consider the candidate's comments and provide a written response.

The Dean of the College will make the final decision for renewal. All fourth year reviews and non-reappointment decisions from other probationary review years will be sent to the Office of Academic Affairs, for review. If an appointment is not renewed, standards of notice will be in accord with Faculty Rule [3335-6-08](#).

2. Probationary Tenure Track Faculty: Exclusion of time from the Probationary Period

The College of Public Health follows the provisions of faculty rule [3335-6-03](#) regarding exclusion of time from the probationary period.

B. Regular Tenured Faculty

Review procedures discussed in this section applied to tenured faculty in the College with the exception of the Dean. For faculty holding administrative appointments (Associate Deans and Division Heads), the review encompasses their performance as faculty members in teaching, research and service, but not their administrative performance. Allowance will be made in the review for the effort involved in administrative activity. Review need not be undertaken for faculty who have announced retirement or resignation.

In addition to annual reviews for merit raises, tenured faculty will undergo periodic review by the eligible faculty. Associate professors will be reviewed every three years (that is, in the third, sixth, ninth etc. year following promotion or appointment to rank). The purpose of the review of associate professors is to assess progress toward appointment to professor.

Professors will be reviewed every five years (that is, in the fifth, tenth, fifteenth etc. year following promotion or appointment to rank.) The purpose of the review of full professors is to assess the overall contribution the faculty member is making to the reputation and functioning of the College in the areas of research, teaching, advising, service to the profession and the community, service to the College and University, and mentoring of junior faculty.

Faculty to be reviewed will be notified in the first week of winter quarter. By May 15, faculty will submit to the chair of APT a full curriculum vita, plus annual faculty inventories covering the years since the last review (or three or five years, as appropriate, for persons who have not been previously reviewed).

Review materials will be collected and summarized by the Professors who are members of APT. Full review will be conducted by Professors with primary appointments in the College. A summary report from the review will be provided to the faculty member, Division Head, and Dean.

C. Regular Clinical Track

The annual review process for regular clinical track faculty in their second and subsequent terms of appointment will be identical to that required for tenured faculty (i.e., an administrative review in the spring), except in the penultimate year of any term.

During the penultimate year of any term the procedures for review are the same as those for probationary faculty described in section IV A above. For each positive recommendation in the penultimate year, an original signed cover sheet (Record of Review for Promotion in Academic Rank/Tenure/Reappointment) shall be submitted to the Office of Academic Affairs, but no letters, vita or dossiers are required.

Penultimate Year Review for Regular Clinical Track Faculty

Such review occurs in the next-to-last year of each term of appointment for regular clinical track faculty. For these faculty a positive penultimate year review carries with it a reappointment to another term (of whatever length has been established, depending on the category and the contract).

In all other respects, the review is conducted using the procedures outlined in section IV A 4 above, except that the penultimate review will be conducted in the spring of the penultimate year. However, in the case of regular clinical track, a decision by the Dean for non-reappointment is final. If an appointment is not renewed, standards of notice will be in accord with Faculty Rule [3335-6-08](#).

D. Regular Research Track

The annual review process for regular research track faculty in their second and subsequent terms of appointment will be identical to that required for tenured faculty (i.e., an administrative review in the spring), except in the penultimate year of any term.

During the penultimate year of any term the procedures for review are the same as those for probationary faculty described in section IV A above. For each positive recommendation in the penultimate year, an original signed cover sheet (Record of Review for Promotion in Academic Rank/Tenure/Reappointment) shall be submitted to the Office of Academic Affairs, but no letters, vita or dossiers are required.

Penultimate Year Review for Regular Research Track Faculty

Such review occurs in the next-to-last year of each term of appointment for regular research track faculty. For these faculty a positive penultimate year review carries with it a reappointment to another term (of whatever length has been established, depending on the category and the contract).

In all other respects, the review is conducted using the procedures outlined in section IV A 4 above, except that the penultimate review will be conducted in the spring of the penultimate year. However, in the case of regular research track faculty, a decision by the Dean for non-reappointment is final. If an appointment is not renewed, standards of notice will be in accord with Faculty Rule [3335-6-08](#).

VI. MERIT SALARY INCREASES AND OTHER REWARDS

A. Criteria

Criteria for review of regular tenure track faculty emphasize the roles of teaching, research, and service. Probationary faculty are reviewed according to the promotion and tenure criteria for the rank to which they could be promoted or tenured. At the assistant professor level, there must be evidence that the individual participates appropriately in scholarly activities, is an effective teacher, and provides adequate service.

Criteria for annual review of tenured regular faculty emphasize continued productivity and excellence in teaching, research, and service. Faculty members are reviewed according to the promotion criteria for the rank that they hold or to which they could be promoted. Criteria for associate professor and professor levels are in section VI A 1 and section VI A 2.

Criteria for review and reappointment of regular clinical track faculty emphasize the roles of teaching and public health practice. They are expected to contribute to the scholarly mission of the institution through activities that are congruent with their primary responsibilities. These may include collaboration with others in research activity, publishing in the professional practice literature, making presentations at professional meetings, developing continuing education offerings, and developing educational innovations. Faculty are reviewed according to the criteria for the rank to which they could be reappointed or promoted. At the assistant professor level, there must be evidence that the individual is an excellent teacher, provides excellent service/public health practice, and participates appropriately in scholarly activities. Criteria for associate professor and professor levels are in section VI A 3 and section VI A 4.

Criteria for review and reappointment of regular research track faculty emphasize the individual's contributions and progress in research. They are expected to have an active research program, including the development of extramural sources of salary support. They may be engaged in independent research or in collaboration with others. They are not required to engage in classroom teaching or service

activities, and thus should be able to show excellence in research in several dimensions. They are expected to contribute to the mission of the College. The expectations concerning publication are similar to those for tenure track faculty in terms of scope and quality, but research track faculty should naturally have higher productivity. Because the appointment depends on success in external funding, this is an explicit review criterion. Excellence in external funding is measured both by the amount of funding and by the visibility and competitiveness of the sources. Criteria for associate professor and professor levels are in section VI A 5 and section VI A 6.

B. Procedures

The Dean shall use the annual review summary found in Appendix A (Inventory and Evaluation of Faculty Professional Activities), including comments from the division chair as well as from the APT Committee, to determine merit salary increases. The criteria for merit salary increases are found in Appendix B (Guidelines for Merit).

C. Documentation

Decisions regarding merit increases require the submission by the faculty member of adequately documented annual review materials. Therefore, merit increases will not be awarded to faculty who do not submit these materials according to the timeline. Decisions on merit increases will be made by the Dean and Division Chair based on all available documentation.

VII. PROMOTION AND TENURE REVIEWS

This section of the document delineates criteria for promotion to the ranks of regular tenure track, regular clinical track, and regular research track associate professor and professor. These criteria amplify the OSU Faculty Rules [3335-6-02](#), [3335-07-08](#), and [3335-07-36](#), and are used in conjunction with the Office of Academic Affairs [Guidelines for Preparation of the Dossier](#). These criteria are the standards upon which judgments are based. Further, examples of evidence of attainment are provided as guidelines and are intended to be illustrative rather than exhaustive. It is assumed that, at each rank, a candidate will have successfully met the criteria stated for lower ranks. In all cases, evidence of a sustained pattern in the quality of faculty effort and leadership is required for reappointment (in untenured positions) or promotion at any academic rank.

“In evaluating the candidate’s qualifications in teaching, scholarship, and service, reasonable flexibility shall be exercised, balancing, where the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. In addition, as the university enters new fields of endeavor, including interdisciplinary endeavors, and places new emphases on its continuing activities, instances will arise in which the proper work of faculty members may depart from established academic patterns. In such cases care must be taken to apply the criteria with sufficient flexibility. In all instances, superior intellectual attainment, in accordance with the criteria set forth in these rules, is an essential qualification for promotion to tenured positions. Clearly, insistence upon this standard for continuing members of the faculty is necessary for maintenance and enhancement of the quality of the university as an institution dedicated to the discovery and transmission of knowledge” (faculty rule [3335-6-02 D](#)).

A. Criteria

1. Promotion to Regular Associate Professor with Tenure

Tenure and promotion are based on performance in teaching, research and service and a pattern of performance over the probationary period that yields a high degree of confidence that the candidate will continue to develop professionally. The awarding of tenure and promotion to the rank of associate professor must be based on convincing evidence that the faculty member has

achieved excellence as a teacher, as a researcher and scholar, and as one who provides effective service. Evidence must also indicate that the faculty member can be expected to continue a program of high-quality teaching, research, scholarship and service relevant to the mission of the College of Public Health. (adapted from [3335-6-02](#))

2. Promotion to Regular Professor

Promotion to the rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellence in teaching, has developed and maintained a productive program of research, is recognized nationally or internationally, has demonstrated leadership in service. A faculty member ready for promotion to professor should be a role model for faculty, for students, and for the profession. (adapted from faculty rule [3335-6-02](#))

3. Promotion of Regular Clinical Track Faculty

Promotion to the regular clinical faculty rank of associate professor is based on convincing evidence that the faculty member has achieved excellence in teaching and service or professional practice, and has contributed to the scholarly mission of the College. Evidence must also indicate that the faculty member can be expected to continue a program of high quality teaching, service or professional practice, and contributions to scholarship relevant to the mission of the College.

Promotion to the regular clinical faculty rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellent teaching, recognition for excellence and leadership in service or professional practice, and has contributed regularly to the scholarly mission of the College.

4. Promotion of Regular Research Track Faculty

Promotion to the regular research faculty rank of associate professor is based on convincing evidence that the faculty member has achieved excellence as a researcher, demonstrated both by the quality of the work and the ability to attract external support. Evidence must also indicate that the faculty member can be expected to continue a program of high quality scholarship supported by external funding, and to contribute to the mission of the College.

Promotion to the regular research faculty rank of professor must be based on convincing evidence that the faculty member has a sustained record of excellence in research and scholarship that is recognized nationally or internationally, including a continuous record of success in obtaining external research support from high-quality sources, and contributions to the mission of the College. Persons holding this rank should be recognized clearly as leaders in their field, whose presence substantially enhances the research program of the College, including the mentoring of others.

B. Procedures

The College's procedures for promotion and tenure reviews are consistent with and supplement those set forth in Faculty Rule [3335-6-04](#).

1. Regular Tenure Track Faculty

Assistant professors: Assistant professors are normally reviewed for promotion and tenure in the sixth year. Tenure and promotion to associate professor becomes effective at the start of the seventh year of employment if granted.

Clinical track and Research track Faculty: Clinical track and research track faculty may be reviewed for promotion at the time of initial reappointment review or anytime thereafter.

Non-Mandatory Review: Promotion to associate professor (and hence tenure) earlier than the sixth year is possible if the criteria for promotion are met. A faculty member requests in writing a meeting with the APT committee to discuss non-mandatory promotion. A faculty member may ask to be considered for non-mandatory promotion and tenure review or for promotion review at any time; however, the APT committee may decline to put forth a faculty member for formal non-mandatory promotion and tenure review or promotion review if the candidate's accomplishments are judged not to warrant such review. A tenured or regular clinical or research faculty member may not be denied a formal review for more than three consecutive years. Approval by the APT committee to seek early promotion should not be construed as a positive review decision. (adapted from faculty rule [3335-6-04](#) A 3)

Non-Tenured Associate Professors and Professors: Occasionally, associate professors and professors will be hired with a probationary period of one to four years. Mandatory review for tenure will occur in the final probationary year. If tenure is not granted, a one-year terminal appointment as associate professor or professor will be offered. As for assistant professors, a non-mandatory review for tenure can occur prior to the final probationary year; the rules and procedures governing this process will be the same as for assistant professors.

The Dean notifies eligible faculty of the dates for tenure and/or promotion review. The candidate shall notify the Dean, in writing, of the intent to seek or not to seek tenure. If the candidate decides not to apply for tenure during the sixth eligible year, then a letter of resignation, effective no later than June 30 of the seventh year, should be given to the Dean. The Dean informs the APT committee chairperson of the anticipated reviews.

The candidate is responsible for preparing, according to the [Office of Academic Affairs guidelines](#), a dossier documenting his or her accomplishments. The candidate will submit the required number of dossiers to the College APT committee no later than the first Friday of autumn quarter. The candidate should retain a personal copy of the dossier.

The Dean shall compile additional evidence required for review, as specified in OAA policies. These materials are given to the chairperson of the College APT committee.

The APT committee oversight designee will verify the accuracy of citations and adequacy of documentation. The College APT committee will review the dossier for format and adequacy of documentation.

Using the current guidelines from the Office of Academic Affairs, the Dean shall be responsible for obtaining letters from external evaluators and from other units at this university in which the candidate has appointment or substantial professional involvement, whether compensated or not. Names of external evaluators will be determined by the Dean, chair of APT, and chair of the candidates division. No more than one-half of the letters contained in the dossier should be from persons suggested by the candidate. All solicited letters that are received must be included in the dossier, as well as the letter of solicitation. Unsolicited letters of evaluation or letters of evaluation solicited by anyone other than the above authorized persons may not be included in the dossier. Evaluators will provide a critical analysis of the candidate's scholarly work based on the candidate's CV and 4-6 representative publications. Letters should be solicited from eminently qualified evaluators (i.e. those who are experts in one or more of the candidates' specialties) who are above the rank of the candidate (when evaluators are in an academic setting). For each outside evaluator the dossier should include: (i) name, title (rank if in the academy), and institutional affiliation; (ii) qualifications as an evaluator of the candidate; (iii) who

recommended the evaluator and; (iv) relationship, if any, to the candidate. Evaluators must not have a close relationship to the candidate. (See below for sources of potential conflict of interest.)

The Dean shall be responsible for gathering evidence of the quality and effectiveness of teaching in accordance with the plan set forth in the College pattern of administration. It is expected that the APT chairperson, mentoring team, and associate Deans will have assisted the faculty member in acquiring formative teaching documentation.

Multiple data sources are necessary to evaluate the scope of activity inherent in teaching. Relevant dimensions of teaching to be evaluated include, but are not limited to: a) classroom instruction, b) course/curriculum development and design, c) creation, production and publication of instructional materials, d) supervision of graduate student research, e) guiding graduate teaching associates, f) independent study, g) field instruction, and h) student advising.

The APT committee should review the dossier and related materials and provide a summary to the faculty concerning the candidate's qualifications, not including a specific recommendation.

If a faculty member should be excluded from the APT review process of a candidate due to a conflict of interest then a letter should be sent to the APT chairperson with an explanation of the conflict. If a faculty member believes another faculty member has an undeclared conflict of interest, a letter to that effect should go to the APT chairperson with the rationale for this belief. The majority of the APT shall reach a decision regarding this issue at the meeting. A faculty member with a conflict of interest shall not participate in the review of that candidate. If a faculty member disagrees with that decision, the matter will be referred to the Dean. If the conflict involves the chair of the APT committee, the matter will be referred to the Dean. For purposes of this section, a potential conflict of interest shall be presumed to exist if the faculty member has ever been or is a) related to, b) married to, c) in a marriage-like relationship with the candidate, d) dissertation advisor; or e) close collaborator, i.e., is a co-author on 50% or more of the candidate's publications. Other bases for potential conflict of interest may also exist and will be considered on a case-by-case basis.

The APT committee should arrange for the review of the dossier within sufficient time by the eligible faculty so that by the sixth week of fall quarter (about November 1st) the meeting of the eligible faculty can be held. The eligible tenured faculty (those at/above the rank to which the candidate seeks promotion) shall review the candidate's dossier including representative publications describing accomplishments in scholarship, teaching, and service.

If a faculty member should be excluded from the review process of a candidate due to a conflict of interest then a letter should be sent to the APT chairperson with an explanation of the conflict. If a faculty member believes another faculty member has an undeclared conflict of interest, a letter to that effect should go to the APT chairperson with the rationale for this belief. The majority of the eligible faculty shall reach a decision regarding the potential conflict at the faculty meeting. A faculty member with a conflict of interest shall not participate in the review of that candidate and shall not vote. If a faculty member disagrees with that decision, the matter will be referred to the Dean. For purposes of this section, a potential conflict of interest shall be presumed to exist if the faculty member has ever been or is a) related to, b) married to, or c) in a marriage-like relationship with the candidate. Other bases for potential conflict of interest may also exist and will be considered on a case-by-case basis.

Although a single College APT committee member is assigned as the [procedures oversight designee](#), all members of the review body must accept personal responsibility for assuring that reviews are procedurally correct, fair, confidential, and free of bias. The oversight designee

should assure that the review body follows written procedures governing its reviews and that the proceedings are carried out in a highly professional manner. Any procedural difficulties or other concerns about the review should first be brought to the attention of the APT committee chairperson who must provide a response to the Oversight Designee regarding either actions taken, or why action is judged not to be warranted.

At the meeting of the eligible faculty, a member of the APT committee will lead the discussion of each candidate's qualifications and achievements in the areas of teaching, scholarship, and service. Eligible faculty members are expected to attend and vote. In accordance with University policy, absentee ballots are not allowed for promotion and tenure votes. However, special provision may be made for an absent faculty member to attend the meeting by teleconference and submit a vote following the discussion. The vote total is recorded and made a part of the summary of the meeting. All deliberations and voting of the eligible faculty are confidential. All votes require a quorum of two-thirds (2/3) of the eligible faculty not including faculty on leave (SRA, parenting leave, etc.).

The chairperson of the APT committee or his/her designee shall prepare a report summarizing the strengths and weaknesses of the candidate, the results of the faculty vote, and the recommendation made by the eligible faculty. The APT chairperson shall submit the dossier, and the report of the eligible faculty to the Dean of the College.

The Dean shall review the dossier and the report of the eligible faculty. The Dean shall prepare a separate written assessment of the candidate and make a recommendation to the provost for inclusion in the dossier.

The Dean shall notify the candidate in writing of the review and of the availability of all the review materials. The candidate may request a copy of all review materials.

The candidate may provide the Dean with written comments on the review for inclusion in the dossier within 10 calendar days of notification of the completion of the review. The Dean, after consultation with the eligible faculty, may provide a written response to the candidate's comments for inclusion in the dossier. (See campus P&T Guidelines and Procedures. XI. [Promotion & Tenure/Promotion Review](#). Only one iteration of comments on this review is permitted. The Dean shall forward the dossier, along with all evaluations and reports, to the provost.

The Dean shall notify the candidate in writing of the results of the university review.

2. Regular Clinical Track Faculty

Procedures for promotion review of regular clinical track faculty shall be identical to those used for regular tenure track faculty, as described above.

3. Regular Research Track Faculty

Procedures for promotion review of regular research track faculty shall be identical to those used for regular tenure track faculty, as described above.

4. Auxiliary Faculty

Each salaried auxiliary faculty member is reviewed annually in the spring using the same procedures as regular faculty and a decision about reappointment is communicated by the Division Chair at that time.

The teaching and other contributions of non-salaried auxiliary faculty are reviewed annually by the Division with which the faculty member is associated; recommendations for renewal are forwarded to the Dean.

Renewal of auxiliary clinical faculty appointments, whether compensated or uncompensated, is contingent upon continued need and significant contribution. Criteria would otherwise be similar to those used for regular clinical faculty of the same rank. "Procedures for the promotion of clinical faculty members shall be the same as for promotion of regular clinical faculty" (faculty rule [3335-5-19](#)).

Renewal of auxiliary adjunct faculty appointments is contingent upon continued need and significant contributions. Criteria would otherwise be similar to those used for regular faculty appointments of the same rank. "Procedures for the promotion of adjunct faculty members shall be the same as for promotion of regular faculty" (faculty rule [3335-5-19](#)).

Renewal of auxiliary lecturer appointments is contingent upon continued need and significant contributions in the area of teaching.

Promotion in the auxiliary faculty is based upon sustained excellence in meeting the expectations established for the appointment. The criteria for promotion generally follow those for the regular clinical track faculty (section VI A 3 and section VI A 4 above).

5. Courtesy Appointments

Courtesy appointments will be reviewed for promotion upon notification that they have been promoted in the unit of their primary appointment.

Joint and courtesy appointments shall be reviewed every four years. A decision to reappoint shall be made by the Dean in consultation with the faculty in the division with which the faculty member is associated.

Criteria for review of joint and courtesy faculty are based on the expectations of their individual appointments.

C. Documentation

The Office of Academic Affairs core dossier outline serves as a basic standard for documentation that will be examined in assessing performance. Listed below are the possible forms of documentation to be included in the dossier in the areas of teaching, research and scholarship, and service or clinical practice.

1. Teaching

Effective teaching is an essential responsibility of all faculty members in the College of Public Health. The quality of teaching is an explicit factor in the evaluation of faculty performance for merit salary increases, promotion and tenure. Teaching includes undergraduate and graduate instruction in formal courses, seminars and individual studies. Directing student research is both a research and teaching activity. Advising students, and academic and career counseling (graduate and undergraduate) is a teaching activity.

To judge instruction, the following components may be considered:

- command of subject including incorporation of recent developments into instruction;
- continuous growth in subject matter knowledge;
- organization and presentation of class material;

- contributions to curricula development;
- creativity in course development, methods of presentation, and incorporation of new materials and ideas;
- capacity to awaken students' awareness of the relationship between subjects studied, important problems and other fields of knowledge;
- mentoring of future teachers—teaching assistants;
- advising undergraduate and graduate students;
- directing graduate and undergraduate research programs/activities;

Each faculty member will submit evidence concerning performance in instruction.

The following items should be considered in compiling documentation in the area of instruction.

- Peer evaluations of teaching as described in the Pattern of Administration.
- Evidence of the development of new and effective instructional techniques and materials, shown through written explanation by the candidate, including syllabi, examination and assignments.
- Number of courses and sections taught, and number of students enrolled.
- Recognition or awards for distinguished teaching.
- Instruction-related publications authored, co-authored or edited: number, scope and distribution:
 - Peer-evaluated publications designed primarily to communicate with other educators, e.g., journal articles on curricula, course innovations, and student placement.
 - Textbooks, chapters in textbooks or peer-evaluated books of readings.
 - Articles, papers, reviews and other non-reviewed class materials.
- Academic advising, mentoring and direction of undergraduate and graduate students in research papers, thesis and dissertations, including the achievements of these students.
- Counseling of graduate and undergraduate students in career development.
- Maintenance and development of competence through workshops, study leaves, courses, interactions with practitioners, and self-study.
- Leadership in development of courses and curricula that goes beyond normal teaching and service expectations.
- Course and instructor evaluations
 Student opinions and judgments, appropriately documented and accompanied by interpretive information, are essential. Every student in every course must be provided an opportunity to complete a confidential evaluation of the instruction and the instructor. The SEI is the required method of obtaining student opinion. However, faculty may add other methods to obtain feedback about their teaching for their annual reviews. All faculty members must obtain students' evaluations of their teaching using the Student Evaluation of Instruction (SEI). A person, other than the faculty member or student enrolled in the course, will distribute and collect evaluation data from students. Student evaluations should be presented in table format over time by quarter. Trends and/or patterns of responses in evaluations are considered to be as important as or potentially more important than individual items or scores for any particular year.
- Any other information that the candidate may wish to submit.

2. **Research and Scholarship**

Scholarship is the responsibility of every faculty member. Research is considered the primary form of scholarship for regular tenure track and research track faculty in the College of Public Health; however, other indicators include theoretical and philosophical innovations, the development of improved empirical methods, and the creative application of existing concepts and empirical methods to problem solving. Each regular faculty member is expected to develop a

research and scholarship program that focuses on significant public health and health care problems and is congruent with the mission of the College of Public Health. For regular clinical track faculty and auxiliary faculty scholarship may take such forms as published case studies, collaboration and participation in research led by other faculty, publications in journals emphasizing professional practice, and presentations at professional meetings.

Collaborative work, including interdisciplinary work, is recognized as an important mechanism for advancing science. Both individual and collaborative efforts are equally important. Written accounts of research published in peer reviewed, high quality scholarly publications are an important indicator of research productivity. Other indicators that a faculty member is growing professionally include external funding of research grants, the provision of research mentorship to students and colleagues, and recognition by colleagues at national and/or international levels in an area of research and scholarship in which he or she is an expert.

Guidelines for evaluating research and scholarship include publications, grants, and research activities with students, and other scholarly activities listed below:

Publications

A general hierarchy of publication significance for research and scholarship is listed below. There may be some variation in this hierarchy according to the specific discipline.

- I. Greatest weight is placed on peer reviewed original research publication that have a great impact on the field, for example:
 - Peer reviewed empirical research in scientific journals
 - Peer reviewed books or monographs
 - Peer reviewed critical summary or review articles
 - Peer reviewed national reports;
 - Manuscripts accepted for publication, documented by copies of correspondence from the publisher, will be treated as publications for the purpose of evaluation for research and scholarship performance.
- II. Less stringently reviewed publications that may still contain significant contributions could include
 - Book chapters
 - Invited or selected papers presented at professional meetings
 - Textbooks, edited volumes, and materials that are intended to be primarily instructional insofar as they present new ideas or constitute conceptual or empirical innovation;
 - Manuscripts in review.
- III. Additional materials, which may be considered, include
 - Publications that are not peer reviewed
 - Unpublished papers if the author demonstrates their quality and usefulness
 - Book reviews written for journals, which reflect the author's status as a scholar but may occasionally also represent research output.

Sole authorship is weighted more heavily than co-authorship. It is essential for the candidate to describe his or her contribution to a publication with multiple authors.

Grants and Contracts

Grants and contracts are a mechanism to support investigations of significant public health problems. Funding may be derived from a variety of sources. In evaluating sources of funding, competitiveness of the source is a major criterion.

1. Principal/Co-principal Investigator of an externally funded, peer reviewed research grant.

2. Significant member of an externally funded, peer reviewed research grant.
3. Principal/Co-principal Investigator of an internally funded research grant.
4. Significant member of an internally funded research grant.

Research and scholarship activities with students

Research publications co-authored with students are a reflection of a faculty member's mentorship. The quality of the students' work, including research awards, publications, and future success; the recruitment of graduate students; and involvement of graduate and undergraduate students in research and other scholarly activities are all critical activities that reflect a faculty member's mentorship and research program. For promotion to full professor, the faculty's involvement with graduate students is crucial; particularly the quality of students' research, impact on the science, and future research success as these reflect on the candidate's scholarship and research mentoring.

Other Scholarly Activities

Excellence in scholarship is manifested in other ways, depending on the faculty member's field of expertise and the stage of one's professional development. For example, a candidate for promotion to full professor is expected to provide mentorship to junior faculty and facilitate the research expertise of colleagues. Among other indicators of the quality of a research and scholarship program are attracting funds, consultation in areas of research expertise and/or clinical expertise, serving on expert panels in the area, giving invited lectures at scientific meetings, and receiving recognition for research and scholarly contributions to science and the discipline.

3. Service

The provision of service is an expectation of regular tenure track and regular clinical track faculty within the College of Public Health. Faculty members are expected to demonstrate increasing involvement and leadership in service as they progress in rank. Faculty provide services of the following types:

1. Administrative services at College and university levels,
2. Advisory services to undergraduate and graduate students,
3. Professional services to peers in the disciplines of Public Health, to other health care providers, and to community leaders.

Each faculty member is expected to contribute in providing service to these constituencies. The nature and extent of service activity, however, will vary for individual faculty members.

Definition of Service

Activities provided and responsibilities assumed for the benefit of the identified audiences of the university, the disciplines of Public Health, public and private health sectors at local, state, and national levels, and of the community. Examples of services are described below. Services include but are not limited to those specified.

College and University Services

- Provides leadership for College, and university committees.
- Facilitates the ongoing function of College operations and activities, including regular attendance and active participation in faculty meetings and forums.
- Serves on College and University governance, standing, and special committees, and on task forces.
- Actively participates in recruiting students and faculty for the College.

Student Services

- Advises undergraduate and graduate professional and service organizations.
- Serves on graduate students committees in the College and in other university departments (e.g., as Graduate College Representative).
- Serves on College and university committees related to student affairs.

Professional Services

- Provides leadership to professional associations at state, national, and international levels, e.g., holding office, editorial responsibilities, manuscript review, special committees, task forces, advisory committees.
- Participates in regional and national research networks for service, research, and continuing education.
- Provides consultation and contributes to policy making boards of community, government, and health care agencies, at local, state, national and international levels.
- Provides professional services to peers, including reviewing course materials, manuscripts, research proposals, and evaluations of instruction and research.
- Provides a significant contribution to the public health of a community or population.

VIII. APPEALS

Faculty Rule [3335-6-05](#) (A) sets forth general criteria for appeals of negative promotion and tenure decisions. Further detail on appeals alleging improper evaluation is contained in Faculty Rule [3335-5-05](#).

IX. SEVENTH YEAR REVIEWS

The College follows faculty rule [3335-6-05](#) (B) which sets forth the conditions of and procedures for a seventh year review for a faculty member denied tenure as a result of the sixth year review.

**The Ohio State University, College of Public Health
 Appointments, Promotion and Tenure Criteria and Procedures, Appendix A**

Inventory and Evaluation of Faculty Professional Activities

Notes on Procedure: Section I is to be completed by the division chair; the faculty member then completes Sections II-X and returns the form to the division chair. The division chair completes Section XI using the College's "Guidelines for Merit Increases" document (Appendix B of APT document). The division chair then meets with the faculty member to review the report and evaluation. Following the meeting, the faculty member completes Section XII.

For probationary faculty, the division chair should write a separate letter with more detailed comments and submit it along with this form to the chair of the APT committee after meeting with the faculty member. The APT Committee will conduct the review of the probationary faculty member as outlined in the College's APT document (Section 3.2.1) and will submit its results directly to the Dean. For non-probationary faculty, the division chair submits the evaluation and results directly to the Dean. The division chair will inform the probationary faculty member of the results of the APT and Dean's evaluation.

Use additional sheets as necessary.

For the Period April 1, 200x – March 31, 200x

(For faculty members employed at the University during any or all of this period)

I. General Information

Name		Date	
Division		College	Public Health
Rank		Highest Degree and Date	
Years in Present Rank		Date of First OSU Appointment	
Tenure Decision Year			

After completing Section I the Division Chair forwards the form to the faculty member.

**The Ohio State University, College of Public Health
Appointments, Promotion and Tenure Criteria and Procedures, Appendix A**

II. Classroom Teaching

A. Instructional Activity, Credit Based

1. **Scheduled Instruction.** List all courses taught (include course number, credits, enrollments). Please indicate the percentage of the course you taught. Place an asterisk after the course number if course is taught for the first time.

Quarter/year:

Course number:

Course name:

Credits:

Students:

% Taught:

2. **Guest lectures in scheduled courses**

QU/YR

Course No

Course Name

hours

3. **Independent Study or Practica.** List individuals who were registered for independent study or practica with you and include a description of project(s). (Includes practice placement supervision)

QU/YR

Course No.

Student Name

Degree program

Credits

Description

B. Instructional Activity, Non-credit Based

List on- or off-campus non-credit workshops, training sessions or other course offerings conducted at the local, state or national level. List name of course, location, dates, and number of participants.

Dates

Course Name

Course Location/On or Off Campus

hours

participants

Audience

- C. **Describe any major changes in your teaching approach or responsibilities.**

- D. **Describe any major teaching activities last year which are not adequately covered in the previous sections.**

Note: Quality of teaching performance to be determined by review of course evaluations by Division Chair and the Associate Dean for Academic Programs.

III. Mentoring of Students

A. Advising

List separately Doctoral, Master's, and Honors Thesis students with whom you were involved in an advisory role last year. List name of student and major.

Role Options

Committee **chair** or major advisor

Committee **member or reader**

Other (specify)

Level Options

Undergraduate

Master's

Doctoral

Status Options

Dissertation completed

Dissertation in process

Candidacy Exam preparation

Candidacy exam completed

Master's thesis completed

Honors thesis completed

Coursework in progress

Other (specify)

Role	Level	Type	Student	Major
------	-------	------	---------	-------

B. Describe any major advising activities last year which are not adequately covered in the previous sections.

IV. Research Funding

A. Externally sponsored Activity - New. List active and submitted grants and contracts.

Type

Grant

Contract

Subcontract

Investigator

Other (specify)

Status

Active

Awarded-not yet funded

Submitted - pending

Submitted – Not Funded

Agency

AHRQ

CDC

DoD

NIH

NSF

Other

Role

PI

Co-PI

Co-

Consultant

Other

Type

Status

Title

Agency

Start and End Date of Funding

Total Amount \$ (Current funding Period)

% IDC

Role

% Salary Recovery

B. Externally sponsored Activity - Continuing List active and submitted grants and contracts.

<u>Type</u>	<u>Status</u>	<u>Agency</u>	<u>Role</u>
Grant	Active	AHRQ	PI
Contract	Awarded - Not Yet Funded	CDC	Co-PI
Subcontract	Submitted - Pending	DoD	Co-Investigator
Other	No-cost extension	NIH	Consultant
Other (specify)		NSF	Other
		Other	

Type
 Status
 Title
 Agency
 Start and End Date of Funding
 Total Amount \$ (Current funding Period)
 % IDC
 Role
 % Salary Recovery

C. Internally sponsored (OSU sources)

Title
 Agency
 Start and End Date of Funding
 Total Amount \$ (Current funding Period)
 % IDC
 Role
 % Salary Recovery

D. Graduate Research Associate / Postdoctoral Researcher Support. List graduate research associates and postdoctoral researchers that you supported through grants and contracts.

Type
GRA – Graduate Research Associate
 Grad student employee
PD – Postdoctoral Researcher
Other

Type
 Name
 Degree Sought/Major
 Period Funded
 Funding Source

E. Other staff supervised

Type
 Name
 Funding sources

V. Non-Research Related Funding

<u>Type</u>	<u>Status</u>
Contract	Active
Other (specify)	Awarded - not yet funded
	Submitted – pending
	Submitted – not funded

Type
Status
Title / Description of Activity
Agency
Dates of current funding Period
Total Amount \$ *(current Funding Period)
% IDC
Role
% Salary Recovery

VI. Publications

A. Articles in Journals: Use the following bibliographic format: Author(s) as listed on article. "Title of Article." Title of Journal. Volume, number (if applicable), year of publication, inclusive pagination. Use categories as appropriate and copy and paste material from your cv into those sections. Do not list articles "in preparation."

<u>Type</u>	<u>Status</u>
Refereed	Submitted
Non-refereed	Accepted for publication
Other (specify)	Published
	Reprinted
	Published in translation

Refereed: (list bibliographic entry; include impact factor; comments)

Non-Refereed: (List bibliographic entry; include impact factor; comments)

*Comments relating to the impact of the publication in the field can be entered here.

B. Scholarly Books, edited books, Chapters and Monographs: Use the following bibliographic format: Author(s) as listed on book or monograph. Title of Book, or Monograph, "Title of Chapter" (if applicable). Place of publication: Publisher, year of publication. Total pages.

<u>Type</u>	<u>Status</u>
Book	Submitted
Chapter	Accepted for publication
Monograph	Published
Other (specify)	Reprinted
	Published in Translation

Type
Status
Bibliographic Entry

C. Published Abstracts, Letters to the Editor, and Other Publications (book reviews etc.): Use the following bibliographic format: author(s), title, pertinent publication information, and inclusive pagination (if applicable).

<u>Type</u>	<u>Status</u>
Book Review	Submitted
Abstract	Accepted for Publication
Letter to Editor	Published
Software	Reprinted
Technical report	Patent or disclosure
Other (specify)	

Type
Status
Bibliographic Entry

VII. Presentations

Papers, presentations and posters at off-campus conferences, meetings, symposia, etc. : Use the following bibliographic format: Author(s) as listed on the paper. "Title of Presentation". Meeting location. Date.

Type
Invited
Peer-Reviewed
Other (specify)

Type
Authors
Title
Meeting
Location/Date

VIII. University and College Service

A. University/College/Divisional Service and Administrative Contributions. Include sufficient information to identify the activity in a complete manner.

Type
Member of Standing or Ad Hoc Committee
Chair of Standing or Ad Hoc Committee
Administrative Position (e.g. Division Chair or Assoc. Chair, Graduate Program Director)
Other (specify)

Type
Description

B. Faculty Mentoring. List any major responsibilities in mentoring of junior faculty last year. Provide description for each junior faculty member you mentored.

Faculty Member
Description of Mentoring Activity

C. Other professional service Examples: Journal reviewer, grant reviewer, advisory board, consultant, etc

Type
Dates
National or Community

D. Scholarly awards, degrees and honors. List scholarly awards, degrees and honors received.

<u>Type</u>	<u>Level</u>
Research award	Campus
Service award	Regional , state or local award
Teaching award	National
Other award or degree (specify)	International

Type
Level
Description

E. Other professional service activities or accomplishments not adequately covered in any of the previous sections. Include sufficient information to identify the activity in a complete manner.

IX. Additional Activities

A. If the activities described above represent significant contributions to the multidisciplinary or multicultural activities of the College of Public, please explain here.

B. List other research, creative or professional activities and accomplishments not adequately covered in any of the previous sections. Include sufficient information to identify the activity in a complete manner.

FACULTY MEMBER RETURNS FORM TO DIVISION CHAIR

XI. Division Chair Review (based on "Guidelines for Merit Increases" document)

Criteria	Score (0,1,2,3,4)	Comments
Classroom Teaching*		
Mentoring of Students		
Research Funding		
Non-Research Related Funding		
Publications		
Presentations		
College Service		
Non-College Service		

* **Quality of teaching performance to be determined by review of course evaluations and other guidance by Division Chair and the Associate Dean for Academic Affairs.**

Additional Comments of the Division Chair

_____ Date

_____ Signature of the Division Head

XII. I certify the accuracy of Sections I through X. In addition, I have reviewed Sections XI.

Comments of the Faculty Member (Optional).

_____ Date

_____ Signature of the Faculty Member

After completing this section, the faculty member retains one photocopy and returns original to the division chair, who arranges for appropriate distribution.

Dean's response (Optional).

_____ Date

_____ Signature of the Dean

After completing this section, the Dean forwards the original to the faculty member's personnel file. A copy of the Dean's response to the faculty member's evaluation will be forwarded to the faculty member and the appropriate division chair.

Guidelines for Merit Increases

INTRODUCTION:

The Dean for Public Health sets faculty salaries in consultation with the Division Chairs.

On an annual basis each faculty member will complete an Inventory and Evaluation of Faculty Professional Activities. This inventory solicits information about the following eight criteria:

- (1) classroom teaching*
- (2) mentoring of students*
- (3) research funding*
- (4) non-research funding*
- (5) publications*
- (6) presentations*
- (7) College of Public Health (SPH) service*
- (8) non-SPH service*

These inventories will be reviewed by the Division Chairs and scored and shared with the Dean who will determine salary increases in consultation with the Division Chairs.

I. Process

The treatment of this information by the Chair involves a five-step evaluation of the quality of performance in the past year and concludes with a percentage increase for the individual.

Step 1

A faculty member's response to each of the eight criteria is evaluated on a five-point scale (0,1,2,3,4). The scores are interpreted as: 0-performance significantly below that expected; 1-performance below that expected; 2-performance at the expected level; 3-performance above the expected level; 4-performance substantially above the expected level. Expectations for each of the eight criteria are given below.

Step 2

The eight scaled scores may then be integrated into a total score for the purposes of allocating merit increases.

Step 3

The Chair meets with each faculty member to review his/her report and score. At this time, the Chair advises the faculty member on methods to be used for improving future performance.

Step 4

The scores are converted into percentage raises. The magnitude of the raise for a given score will depend on the funds available.

Step 5

Adjustments are made for recognition of exceptional achievements, such as achieving tenure and promotion; alleviating salary compression; responding to retention issues; and promoting diversity.

II. Criteria

Information concerning the eight criteria outlined below is collected for every faculty member in the annual Inventory and Evaluation of Faculty Professional Activities. Although the form used is identical for all faculty members, in the evaluation of performance for merit increases consideration is given to the variation in expectations for different types of appointments, as described in the Pattern of Administration and the Appointments, Promotion, and Tenure Criteria and Procedures document. For example, in the evaluation of a regular research-track faculty member, little attention would be given to classroom teaching because it is not an expectation of the appointment. Similarly, faculty members in regular clinical or auxiliary appointments are expected to concentrate their effort in teaching and service/professional practice and less performance is expected in research.

A. Classroom Teaching

At the end of each quarter, the Chair and the Associate Dean for Academic Affairs will review the course evaluations and rate the quality of the teaching. Evaluation is based on faculty satisfying the course load requirement as determined in the Faculty Workload Expectation document and the quality of teaching performance. Beyond the traditional classroom, teaching excellence may involve independent study; practica; on- or off-campus workshops, trainings, or seminars; and may also be reflected by the development of new courses.

B. Mentoring of Students

All faculty members are expected to provide mentoring to students through serving on master's and doctoral committees. Direction of a doctoral dissertation requires significant investment of time and this investment will be considered when evaluating student mentoring. Faculty members in divisions having few or no opportunities to mentor doctoral students will mentor post-doctoral researchers, research scientists, MS, MPH, MHA and undergraduate students in research efforts as well as curriculum and career development. Time commitments of these efforts will be appropriately weighed in evaluating student mentoring. If the doctoral dissertation, master's thesis or culminating project is directed jointly by two faculty, each will receive appropriate consideration in the evaluation process. Service on doctoral dissertation and examination committees is recognized as a greater time commitment than serving on master's thesis or MPH/MHA practice project committees and will be taken into account appropriately. Credit for mentoring a particular student may only be counted in one academic year. Full Professors are expected to engage significantly in student mentoring and Associate Professors are also expected to engage in student mentoring, but at a somewhat lower level. Assistant Professors are not expected to mentor students in the first year, but should gradually increase the level of activity through the probationary period.

C. Research Funding

The College of Public Health values research productivity and the funding of research from extramural sources. Research funding has four dimensions: (1) recognition as the principal investigator on an awarded grant; (2) salary support for the faculty member; (3) funding for student support; and (4) indirect cost recovery. It is expected that Full Professors will be especially productive in this area as reflected in their combined contributions from the four dimensions of research funding productivity. Associate Professors will be expected to be

productive of research funding, but at a slightly lower level. Assistant Professors will be expected to gradually increase their research funding productivity through the first 3 years and then reach a level slightly below an Associate Professor by the end of the probationary period.

D. Non-Research Related Funding

Faculty members may obtain funding for activities that fall outside of the general umbrella of research. For example, faculty may coordinate an annual conference or may provide an executive training program that generates revenue for the College. The revenue generated may be used by the faculty member as salary recovery or may be used to support other activities in the College.

E. Publications

There are two dimensions to publications: (1) level of intellectual contribution to the work, and (2) type of publication. Being first author or being the major contributor to a paper will be counted as significantly more important than papers for which the faculty member is a secondary author. Papers for which the faculty member is second author and the first author was a student or post-doc working with the faculty member will be considered equivalent to first-authored papers. An example of a hierarchy for various journals is shown in the following table. Each discipline should develop its own list of journals and an appropriate hierarchy based on impact and importance to the field. Less important publications, such as OSU Extension publications, book reviews, abstracts, letters to the editor, instructional materials, and other publications will be considered, but should not make up a significant proportion of publication productivity.

Journals
Nature, Science, Nature Genetics, NEJM
JAMA, JASA, Biometrics, AJE
Statistics in Medicine, Medical Care
Publication in a referred journal not listed above
Invited book chapters
Listed author in any applied journal
Extension publications

In some instances, the publication of a textbook is considered a special achievement.

Yearly expectations for Full Professors will exceed those of Associate Professors; expectations for Associate Professors will exceed those for Assistant Professors. Expectation for scholarly output for Assistant Professors will be reduced in the first 3 years, but should steadily increase throughout the remainder of the probationary period. Scholarly output will be evaluated by the Division Chair and the Dean, with the individual faculty member having the opportunity to defend the strength of the publication record.

F. Presentations

All faculty members are expected to make at least one scientific or policy presentation per year at a national or international meeting. Invited papers will be regarded as a greater accomplishment than contributed papers and papers in which a student is a co-author. Invited

seminars outside of Ohio State University will be considered as invited national presentations. Invited seminars within Ohio State University will be considered equivalent to contributed papers and papers in which a student is a co-author. Poster presentations will be regarded as the least important form of presentation but will still be regarded as a contribution in evaluating this area of productivity.

G. College Service

All faculty members are expected to serve on Divisional and College-wide committees. Associate and Full Professors will serve as committee chairs. Special consideration will be given to serving on the APT committee and serving as chair of a search committee. Attending College-wide and divisional faculty meetings and divisional seminars is also considered part of College service. In addition, senior faculty members are expected to serve as mentors for junior faculty members in all aspects of teaching, research, and service.

H. Non-SPH Service

All Professors, Associate Professors, and Assistant Professors in their second three years are expected to provide service to the University, public health and related organizations, and professional societies. This service is through committee membership, journal review, grant review, fund raising, etc. Associate and Full Professors are expected to serve in nationally or internationally visible positions. In addition, faculty may be recognized for establishing and maintaining substantive relationships with community groups and health agencies that aid in the College's commitment to research, teaching and service.

III. Review

The Dean, Division Chairs, and faculty should review these guidelines at least every five years.

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Master of Public Health (MPH)

Academic Programs

▶ Undergraduate Minor in
Public Health

▼ Master of Public Health
(MPH)

→ Biostatistics Specialization

→ Environmental Health
Sciences Specialization

→ Epidemiology Specialization

→ Health Behavior and
Health Promotion
Specialization

→ Health Services
Management and Policy
Specialization

→ Veterinary Public Health
Specialization

▶ MPH Program for
Experienced Professionals

▶ Master of Health
Administration (MHA)

▶ Master of Science (MS)

▶ Doctor of Philosophy (PhD)

▶ Dual and Combined Degrees

The Master of Public Health (MPH) is the standard professional degree, recognized throughout the world for public health practice, both in the public sector and in emerging private sector careers related to population health. At Ohio State, the MPH is offered in two versions: (1) a full-time weekday format suitable for students from a wide variety of backgrounds and (2) the [MPH Program for Experienced Professionals \(PEP\)](#), which is limited to students who already have significant health-related work experience.

The MPH requires a minimum of 60 credit hours. Those credit hours include core courses, specialization requirements, a practicum and a culminating experience.

Core Courses (20 credit hours)

- Design and Analysis of Studies in the Health Sciences I
- Principles of Environmental Health
- Principles of Epidemiology
- Preventing Disease and Promoting Health through Behavioral Science
- Health Care Organization I

Specialization Requirements

Students specialize in one of six areas:

[Biostatistics](#);
[Epidemiology](#);
[Environmental health sciences](#);
[Health behavior and health promotion](#);
[Health services management and policy](#);
[Veterinary public health](#).

In addition, a new specialization in clinical investigation is currently available on a pilot basis.

Each field of specialization sets its own course requirements within the overall structure of the MPH degree. In addition, the student's adviser, who comes from the field of specialization, must approve the practicum and culminating experience. The remaining credit hours are elective and selected with the adviser to complement the student's goals and interests. One of the great advantages of Ohio State is that the College of Public Health is on the same campus as all the other health profession programs as well as the full range of arts, sciences, and other fields of study. Thus a potentially vast array of electives is possible, depending on the student's interest and prior preparation.

Practicum (4 credit hours)

The practicum (field practice placement) is a required project that will expand your experience in the field of public health. The practicum must be at least a four-credit hour experience (more may be taken as an elective with adviser permission). Each credit hour requires 30 hours of work on site, for a minimum total of 120 hours of experience. The student, faculty advisor, and preceptor from a participating public health organization jointly define and approve the project.

The College's Office of Practice Education and Career Services assists each student in finding an appropriate practicum site. In addition to the dozens of opportunities in the Columbus metropolitan area, practicum sites are available all over the U.S. and abroad. Some are competitively selected, while others are readily available to any interested student.

Culminating Project (2 to 4 credit hours)

Each student must undertake a final demonstration of competence. Depending upon the student's specialization and preferences, this may be accomplished through a variety of project options or a master's thesis.

How to apply

[Click here](#) for information on how to apply to programs in the College of Public Health.

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Epidemiology Specialization

Academic Programs

Guide for new Master of Public Health students with a specialization in EPIDEMIOLOGY

▶ Undergraduate Minor in
Public Health

▼ Master of Public Health
(MPH)

→ Biostatistics Specialization

→ Environmental Health
Sciences Specialization

→ Epidemiology Specialization

→ Health Behavior and
Health Promotion
Specialization

→ Health Services

→ Management and Policy
Specialization

→ Veterinary Public Health
Specialization

▶ MPH Program for
Experienced Professionals

▶ Master of Health
Administration (MHA)

▶ Master of Science (MS)

▶ Doctor of Philosophy (PhD)

▶ Dual and Combined Degrees

Students admitted to the Master of Public Health (MPH) program are assigned faculty advisers who will provide guidance throughout the program. This document serves as a resource to be used by the student and the adviser in developing a program with a specialization in Epidemiology. For additional information about requirements, students are directed to the College of Public Health (CPH) Student Handbook (available on line at <http://cph.osu.edu/studentaffairs/>) and to the Graduate School Handbook (available online at <http://www.gradsch.ohio-state.edu/>).

Program of Study

The curriculum consists of a minimum of 60 credit hours organized into five curricular domains:

1. Core courses in areas of knowledge basic to public health (20 credit hours)
2. Courses required for a specialization in epidemiology (22-26 credit hours)
3. Elective courses approved for the specialization (7-11 credit hours)
4. Practice placement (4 credit hours minimum)
5. Culminating project (3 credit hours minimum)

Public Health Core Courses

Every student in the MPH program must complete the following courses in the areas of knowledge basic to public health:

PUBH-BIO 701 Design & Analysis of Studies in Health Science I, 4 hrs
 PUBH-EHS 731 Principles of Environmental Health, 4 hrs
 PUBH-EPI 710 Principles of Epidemiology, 4 hrs
 PUBH-HBP 720 Preventing Disease & Promoting Health through Behavior Science, 4 hrs
 HSMP 800 Health Care Organization I, 4 hrs

Required Courses and Electives in the Specialization

PUBH-EPI 711 Epidemiology I, 4 hrs
 PUBH-EPI 712 Epidemiology II, 4 hrs
 PUBH-BIO 702 Studies in Health Science II, 4 hrs
 PUBH-BIO 703 Probl-Oriented Apprch to Biostats, 4 hrs
 PUBH-EPI 705 Health Surveys, 4 hrs
 PUBH-BIO 793 Stats Programming, 2 hrs
 PUBH-EPI 794* Biological Basis of Disease, 4 hrs

**Required for students who do not have an MD, DVM, or equivalent clinical degree (temporary number).*

Choose two of the following (others may be used as electives if approved by the faculty adviser):

- PUBH-EPI 713 Environmental Epidemiology, 4 hrs
- PUBH-EPI 814 Chronic Disease Epidemiology, 4 hrs
- PUBH-EPI 815 Infectious Disease Epidemiology, 4 hrs
- PUBH-EPI 816 Cancer Epidemiology, 4 hrs
- PUBH-EPI 817 Cardiovasc Disease Epidemiology, 4 hrs

Practice Placement

PUB-HLTH 685 Field Experience in Public Health, 4 hrs

The College requires a minimum of 4 credit hours of formal practice placement experience for all students in the MPH program. Students must spend at least 120 hours on site in the experience to meet the minimum requirement (30 hours on site equals one credit hour). Each student chooses a practice placement that fits with her/his career goals and is consistent with the area of specialization. An on-site preceptor supervises the student's experience, and the faculty adviser collaborates in designing and approving the learning content. The majority of students complete this requirement during the summer following the first academic year, though some may choose to delay it until later in their second year.

Students should be participants in the arrangements for the practice placement. The Practice Education and Career Services office in M006 Starling-Loving Hall assists students in locating appropriate field sites and provides support throughout the experience. Students are encouraged to consult with their advisers and other CPH faculty. The practicum is graded S/U and the evaluation is based on the preceptor's and adviser's assessment of the experience and the final report. Complete details on the process for seeking and confirming the placement, as well as the expectations for the practice placement, are found in the Field Practice Placement Student Handbook (available in the Office of Academic Programs).

Culminating Project/Master's Examination

PUB-HLTH 793 Individual Studies, 3 hrs

The Graduate School requires that each master's student complete a Master's Examination. The culminating project for the MPH satisfies this requirement either with a traditional examination or an alternative written product.

MPH students specializing in Epidemiology have the option of completing a traditional research-based master's thesis as the culminating project or an applied research project. The thesis option is less frequently chosen because the majority of students intend to go directly into professional practice. However, those students who expect to pursue an academic degree program such as the PhD are encouraged to consider a thesis and there are, of course, students who are interested in a topic that is best approached in the thesis format.

MPH students who prefer an alternative to the thesis complete an applied research project (which might also take the form of a grant proposal). More detailed descriptions of the culminating project requirements are available from the division or the Office of Academic Programs.

Academic Standards

To remain in good academic standing, graduate students must maintain a minimum 3.0 overall GPA. In addition, a B- or higher must be earned in the specialization courses and core courses (with the exception of a C or C+ in one core course). No course in which a grade of C- or below is earned may count towards the degree. For more details, see Section 11.2 of the CPH Student Handbook.

Time Limit

The MPH degree must be completed within 5 years from the date of matriculation. The responsibility for academic progress and fulfillment of the time limit rule rests with the student. Students who fail to complete the program in five years must re-apply to the program by written petition to the

Graduate Studies Committee. Approval may be contingent upon completion of additional course work. No further registration will be permitted in the absence of an approved petition. For additional information, see Section 5.4 of the CPH Student Handbook.

Graduate non-degree and transfer credit

The transfer of credit depends on where it was earned. For OSU graduate non-degree credits, a maximum of 10 credit hours may be transferred into the degree-granting program with approval of the faculty adviser. For transfer credit from another institution, a maximum of 12 quarter hours (20% of the total credit hours required for the degree) may be transferred into the program with approval of the faculty adviser. In most circumstances, transfer credit must meet the five-year rule. For additional information, see Section 10.3 of the CPH Student Handbook.

Graduation

Students must be enrolled for a minimum of three graduate credit hours during the quarter in which they wish to graduate. An "Application to Graduate" form (available on the Graduate School's Web site) must be completed by the student, signed by the adviser, and returned to the Office of Academic Programs (OAP) for processing. The deadline for submitting the signed form to the OAP each quarter is the first Friday of the quarter of graduation. Students also are expected to complete an Exit Questionnaire, as explained in Section 13.14 of the CPH Student Handbook.

Office of Academic Programs

Counselors are available in the Office of Academic Programs, M006 Starling-Loving Hall (614-293-3907) to provide assistance with College or University policies and procedures. Questions regarding the student's program should be directed to the faculty adviser.

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College of PUBLIC HEALTH

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▶ Financing Your Education

Almost all College of Public Health applicants use the online centralized application service for accredited schools of public health at: <http://www.sophas.org/>. Note that applicants for the MPH Program for Experienced Professionals or the MPH with emphasis in Clinical Investigation are exceptions, and have a different application process. Applicants who are already enrolled in a graduate or professional degree program at Ohio State should contact the College's admissions staff (cph@cph.osu.edu) for guidance concerning the application process, as it depends on their specific situation.

Please follow the links at left for additional admission information for specific programs, as there are some slight variations.

Deadlines

The deadlines listed below for the fellowship competition are firm. All completed applications received by the later non-fellowship deadlines will be considered for admission. Applications completed after these deadlines will be considered only if the programs are not already filled.

Fellowship Competition

If you wish to be considered for the University's fellowship competition, regardless of degree program, we must receive your completed application, including all supporting documents, by the following deadlines:

November 28 for international applicants. (**The University will be closed on November 27 and 28 for a holiday-all applications submitted by November 28, will be processed the following week.**)

January 1 for domestic applicants

Without Fellowship Consideration

To apply for admission for the following Autumn Quarter without fellowship consideration, the deadlines are:

November 28 for international applicants. (**The University will be closed on November 27 and 28 for a holiday-all applications submitted by November 28, will be processed the following week.**)

February 1 for domestic applicants

MS or PhD

Applications for the MS or PhD programs may be considered for admission in other quarters, although Autumn Quarter is the preferred time to begin study and the fellowship competition is only available to autumn entrants.

MPH Program for Experienced Professionals

Application Deadline: The deadline for a completed application to the MPH Program for Experienced Professionals (PEP) is **March 1, 2009** to begin study in the Summer Quarter.

Materials Required for Application

The materials needed for an application will vary somewhat depending upon the degree and field of specialization chosen, and will be partly determined by whether the application makes use of SOPHAS, the centralized application service. However, every application will require at least certain elements, so it is important to plan ahead to insure their availability in a timely manner. Please use the links at left to determine how these materials should be submitted in your situation.

- Official transcripts of all prior undergraduate, graduate, and professional course work
- GRE test scores (or GMAT or other approved alternative if applying for a dual or combined degree program).
- A personal statement that (1) explains your motivation and interest in graduate study in public health and for the specific degree program and specialization chosen, and (2) evaluates your qualifications, including your academic record as well as work and other experiences.
- Three letters of recommendation; for persons who have been in school within the last three years, at least two of these should be from persons acquainted with your academic performance. Academic references are always preferred for MS and PhD applications. Note that applications made through SOPHAS have special instructions for letters of reference.
- A résumé outlining your education, work experience, honors and achievements, and other skills or experiences relevant to your application.
- Any international applicant whose native language is not English, and who has been educated primarily outside of the U.S., must submit official scores from the Test of English as a Foreign Language (TOEFL), taken within the last two years.
- International applicants who are admitted will also be required to provide an affidavit of financial support and supporting documents if seeking a non-immigrant student visa.

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