



MEL AND ENID
ZUCKERMAN COLLEGE
OF PUBLIC HEALTH



FACULTY HANDBOOK

Fall 2012

TABLE OF CONTENTS

SECTION A. The COLLEGE OF PUBLIC HEALTH

- I. Our Mission
- II. Organizational Chart
- III. Accreditation
- IV. MEZCOPH Bylaws
- V. Organizational Chart
- VI. Divisions, Sections and Programs
 - a. Community, Environment and Policy
 - b. Epidemiology and Biostatistics
 - c. Health Promotion Sciences
 - d. Undergraduate Programs
 - e. Phoenix Campus
- VII. Administration
- VIII. MEZCOPH Centers and Offices
 - a. The Canyon Ranch Center for Prevention and Health Promotion
 - b. Mountain West Preparedness and Emergency Response Learning Center
 - c. Center for Rural Health
 - d. Arizona Public Health Training Center
 - e. Arizona Prevention Research Center
 - f. Arizona Smoker's Helpline
 - g. Asthma Clinical Research Center
 - h. Center of Excellence in Women's Health
 - i. Global Health Institute
 - j. Health Aging Lab
 - k. Western Mining Safety and Health Training Resource Center
- IX. Office of Student Services and Alumni Affairs
 - a. Graduate Assistantships
 - b. TA Rubric
 - c. TA Space
- X. Scholarships and Financial Aid
- XI. Office of Information Technology
 - a. MEZCOPH Website
 - b. Intranet
- XII. Committees and Membership
 - a. Executive Council
 - b. Deans Council
 - c. Education Committee
 - i. Education Committee Membership
 - ii. Roles and Responsibilities
 - iii. Policies and Procedures
 - d. Research Advisory Committee
 - e. Community Engagement, Practice and Service Committee
 - f. Evaluation Committee
 - g. Promotion and Tenure Committee
 - i. MEZCOPH Guidelines For Appointment, Promotion and Tenure
 - ii. University Handbook for Appointed Personnel
 - iii. Suggestions and Tips for P&T Dossiers
 - iv. MEZCOPH Timelines and Important Dates

- v. MEZCOPH Procedures for Handling P&T Dossiers and Packets
 - vi. Annual Performance Review Online
 - vii.
 - viii. Vice Provost for Faculty Affairs
- h. Student Affairs Committee
- i. Community Advisory Board
- j. Committee on Inclusion and Equity
- k. Faculty Assembly
- l. Academic Professional Forum
- m. Staff Advisory Council
- n. Student Organizations
 - i. Student Ambassadors
 - ii. American Industrial Hygiene Association
 - iii. Learning, Understanding and Cultivating Health Advocacy
 - iv. Student Environmental Health Sciences Association
 - v. Public Health Student Alliance – Tucson
 - vi. Public Health Student Alliance – Phoenix
 - vii. Global Health Alliance
- XIII. MEZCOPH Schedule of Standing Meetings and Events
 - a. Table of Meetings and Events
 - b. Events
 - i. Social Justice Symposium
 - ii. The Dalen Lecture
 - iii. MPH Internship Conferences
 - iv. Reading Days
 - v. New Student Orientation Activities
- XIV. CENTRALIZED ADVISING
 - a. Undergraduate Students
 - b. MPH Students
 - c. MS and Doctoral Students
- XV. MEZCOPH/AHSC AWARDS
 - a. Faculty
 - i. Distinction for Community-Engaged Scholarship and Practice
 - ii. Distinction for Research
 - iii. Distinction for Teaching
 - iv. Nomination Process and Selection Process
 - b. Students Honors and Awards
 - i. MEZCOPH Convocation
 - ii. Outstanding Senior Award
 - iii. MEZCPOH Student Life Award
 - iv. Outstanding MPH Student Award
- XVI. DRACHMAN HALL
 - a. Drachman Hall Building Map
 - b. Scheduling Meeting Rooms in Drachman Hall
 - c. Policy for Posting Advertisements in Drachman Hall
 - d. Lockers
 - e. Bicycles and Bicycle Parking
 - f. Computer Lab

SECTION B. ACADEMIC PROGRAMS, CLASSES, RESEARCH

- XVII. Academic Programs
 - a. Doctoral Programs
 - i. Doctorate in Public Health
 - ii. PhD Minor In Public Health
 - iii. Doctorate in Biostatistics
 - iv. PhD in Environmental Health Sciences
 - v. PhD In Epidemiology
 - b. Master Degree Programs
 - i. Master of Public Health
 - ii. Master of Science in Environmental Health Sciences
 - iii. Master of Science in Epidemiology
 - iv. Master of Science in Biostatistics
 - c. Dual Degrees
 - i. Medicine
 - ii. Latin American Studies
 - iii. Mexican American Studies
 - iv. Law
 - v. Business Administration
 - vi. Pharmacy
 - d. Graduate Certificate Programs
 - i. AZ Clinical Research Training Program Certificate
 - ii. Graduate Certificate in Public Health
 - iii. Graduate Certificate in Maternal and Child Health Epidemiology
 - iv. Graduate Certificate Global Health and Development
 - v. Graduate Certificate in Health Administration
 - e. Undergraduate Bachelor of Science (BS) Major in Public Health
- XVIII. Class Schedules
 - a. Registration Dates and Deadlines
 - b. Schedule of Classes
 - c. Final Exam Regulations
- XIX. Grades and UACCESS
 - a. Grades
 - b. UACCESS
 - c. D2L (Desire to Learn) Learning Management System
 - d. UACCESS AND D2L
- XX. Teacher Course Evaluations (T.C.E)
- XXI. Research
 - a. Human Subjects

SECTION C. THE UNIVERSITY OF ARIZONA

- XXII. UNIVERSITY OF ARIZONA MAP
- XXIII. UNIVERSITY OF ARIZONA COMMITTEES
 - a. Faculty Senate
 - b. General Faculty Standing Committees
 - c. University Wide Committees with Shared Governance Participation
- XXIV. UNIVERSITY OF ARIZONA ORGANIZATIONAL CHART
- XXV. UNIVERSITY HANDBOOK FOR APPOINTED PERSONNEL
- XXVI. CAMPUS LIFE
 - a. Restaurants
 - b. Tucson
 - c. Athletics
 - d. Recreation
 - e. UA Museums

SECTION A. THE COLLEGE OF PUBLIC HEALTH

I. OUR MISSION

The Mel and Enid Zuckerman College of Public Health is dedicated to promoting the health of communities in the southwest and globally with an emphasis on achieving health equity through excellence in education, research & service.

II. VALUE STATEMENT

The Mel & Enid Zuckerman College of Public Health acts with respect and integrity to continuously advance health and well-being for all through knowledge, collaboration, empowerment, advocacy and sustainability. Our core values are: Fairness, Trust, Equity, Social Justice, Excellence, Innovation, Commitment, Collegiality, Diversity, Open Communication, Participation, Consensus and Enhancement. We strive to foster an educational community that values innovation and excellence in teaching, creation and dissemination of knowledge, practice-based research and research-based practice to address the health needs and interests of individuals and communities.

III. ACCREDITATION

The Mel and Enid Zuckerman College of Public Health is accredited by the Council on Education for Public Health, which is an independent agency recognized by the US Department of Education to accredit schools of public health and certain public health programs offered in settings other than schools of public health. The CEPH can be contacted at:

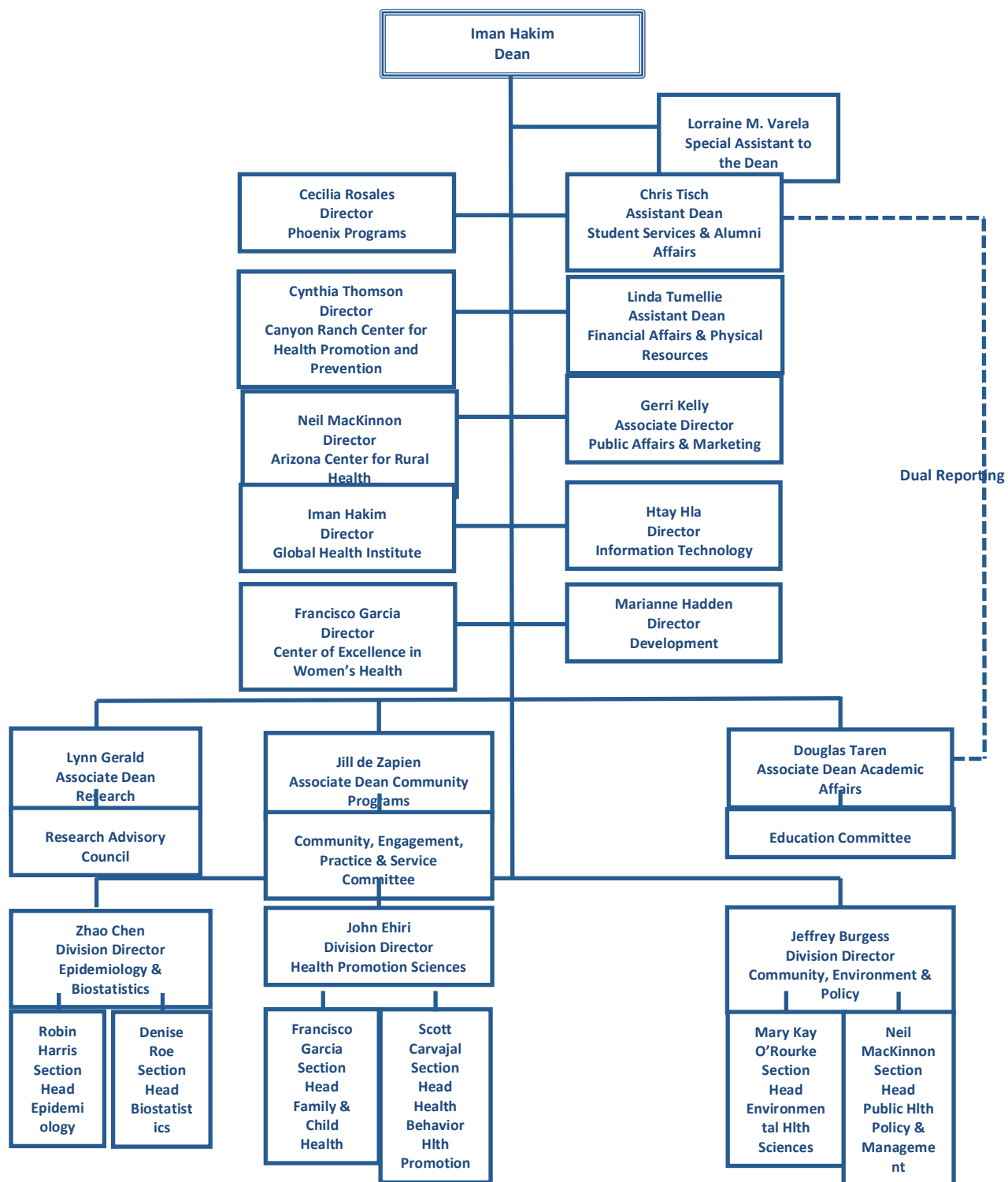
Council on Education for Public Health
800 Eye Street, NW, Suite 202
Washington, DC 20001-3710
Phone: (202) 789-1050
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As part of the accreditation review, the College submitted a Self Study to CEPH in the fall of 2004. After the review and site visit, in 2005, the College was accredited for seven years. To access the online Self-Study or obtain the accreditation report, visit the links on the MEZCOPH website at: <http://www.publichealth.arizona.edu/about/accreditation>

IV. MEZCOPH BYLAWS

The P&T bylaws for the college can be found on the intranet at:
<https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/MEZCOPHPromotionalTenureBylaws.pdf>

V. ORGANIZATIONAL CHART



VI. DIVISIONS, SECTIONS AND PROGRAMS

The UA Zuckerman College of Public Health is organized into three academic divisions that reflect the nature of their research, teaching and practice:

Epidemiology and Biostatistics Community, Environment and Policy Health Promotion Sciences

Divisions serve as administrative units which coordinate teaching, research, and service within their areas of specialization. The units are academic homes for faculty, staff, and students and provide the central focus of collegial relationships within the College. The UA Zuckerman College of Public Health provides both undergraduate and graduate education in population-based health disciplines designed to prepare students for professional and academic public-health careers.

VI.a. Community, Environment and Policy

The mission of the division is to improve the state of environmental and community health through teaching, research, and service activities.

Division Director: Community, Environment and Policy



Jeff Burgess MD, MPH Research Interests:

Professor
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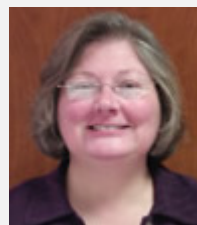
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Respiratory toxicology in firefighters and smoke inhalation victims, reduction of mining-related injuries and exposures, environmental arsenic exposure and hazardous materials exposures including methamphetamine labs.

Sections:

Environmental and Occupational Health prepares students for professional practice and/or research in environmental and occupational health. Specialized training in the recognition, evaluation, and control of health hazards is emphasized. Course work is designed to provide comprehensive knowledge of chemical, physical, and biological sources of exposure, material toxicity, legal and professional health standards, and engineering and administrative methods for achieving safe and healthful environments for the public.

Section Chair: Environmental Health Sciences



Mary Kay O'Rourke PhD Research Interests:

Associate Professor
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Environmental research; health response to environmental exposures (Children's Exposure to Pesticide; NHEXAS, ABS, Valley Fever, and others).

Public Health Policy and Management prepares leaders of public and private health systems to manage effectively and to create and implement policies that promote the public's health. Public Health Policy and Management develops skills in management and leadership, policy analysis and formulation, strategic and financial planning, health services administration and evaluation for all levels of practice, including local/community, state, national and international.

Section Chair: Community Environment and Policy



Daniel Derksen MD
Professor
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Research Interests:
Health Workforce and Health Care Delivery and Finance Reform.

VI.b. Epidemiology and Biostatistics

Epidemiology advances the knowledge of disease causation and natural history using rigorous and systematic study design and methods, illuminating the impact of biomedical, environmental, behavioral and social forces on the health of populations. Biostatistics ensures excellence in the application of statistical principles to public health research and in the training of health professionals.

Division Director: Epidemiology and Biostatistics



Zhao Chen PhD, MPH
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Research Interests:
Ethnicity; Body Composition; Bone Density and Breast Cancer; Nationwide study for women addressing heart disease; cancer; and osteoporosis; Relationship between Mammographic Density and IGF levels

Sections:

Epidemiology prepares professionals in basic epidemiological concepts and skills essential for public health research, program planning, and evaluation. These skills include a basic understanding of the pathogenesis of disease, techniques for evaluating effective strategies for disease prevention and control, the design of epidemiological studies including field surveys, and the collection, analysis, and interpretation of data.

Section Chair: Epidemiology



Leslie Dennis PhD, MS
Professor
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Research Interests:

Cancer Epidemiology with a focus in Melanoma and Prostate Cancer. Epidemiological Methods: Use of meta-analysis to help focus research in Behavioral Epidemiology

Biostatistics incorporates the fundamental epidemiological elements of the MPH in Epidemiology with a greater emphasis on bio-statistical analysis of complex research data.

Section Chair: Biostatistics



Denise Roe DrPH
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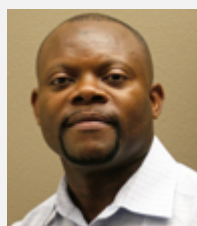
Research Interests:

Biometry Core; New Drug Targets for Apoptosis; Apoptosis in Colon Cancer Chemoprevention; Survival Signals for Molecular Target Assess; Colon Cancer Prev. Prog.; EXPORT Center to Reduce Health Disparities among Arizona Hispanics and American Indians

VI.c. Health Promotion Sciences

The focus of the Health Promotion Sciences (HPS) division of The University of Arizona Mel and Enid Zuckerman College of Public Health (MEZCOPH) is on studying risk factors for disease or injury and using the knowledge gained to protect the health of the public. Our strength is our diversity of approaches including learning about biological, psychological, societal, cultural, and organizational factors that can improve the health of the public.

Division Director: Health Promotion Sciences



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Research Interests:

Health Promotion and Disease Prevention, Global health policy and practice; HIV/AIDS, Evidence-based Policy & Practice, Maternal, child, and adolescent health; global health; evaluation, evidence-based reviews, policy analysis, sub-Saharan Africa.

Sections:

Family and Child Health offers a curriculum that allows students to gain an understanding of the history and current status of the socioeconomic, cultural, political and physiological issues that affect families and children. Students entering FCH must choose to work in one of two specialized areas: maternal and child health (MCH), and international health. All students in Family and Child Health will take a set of courses that focus on maternal and child health

issues, government policies affecting women and children, adolescent health, and nutrition, as well as follow an individualized plan of study for his/her specialized area of study.

Section Chair: Family and Child Health



Francisco Garcia MD, MPH
Professor
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Research Interests:

Cancer Research; of pre-malignant cervical disease and human papillomavirus infection affecting the female lower genital tract, and the evaluation of new technologies and therapeutics for cervical cancer precursors, Mexican American Studies and Clinical Pharmacy at the University of Arizona. He is the Director of the University of Arizona Center of Excellence in Women's Health, Chair of the Section of Family & Child Health, and Co-Director of the Cancer Disparities Institute of the Arizona Cancer Center.

Health Behavior and Health Promotion is founded on a philosophy of disease prevention, health education, and promotion to improve the quality of life of individuals, families, and communities. HBHP focuses on training practitioners of health education in the social, cultural and psychological factors that influence health and health behavior and the scientific and theoretical bases for planning, implementing, and evaluating effective public health promotion and disease prevention programs.

Section Chair: Health Behavior and Health Promotion



Scott C Carvajal PhD, MPH
Associate Professor
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Research Interests:

Primary research focuses on understanding a range of health behaviors that convey risk or protection (e.g., substance abuse, sexual risk taking, healthy food choice, physical activity) and mental health outcomes (e.g., bicultural stressors, depressive symptoms, coping strategies), with a major emphasis on testing social ecological models within minority populations, health promotion theory, Latino/cultural behavioral research methods, intervention design and evaluation methods.

VI.d. Undergraduate Program Director



Joe Gerald MD, PhD
Assistant Professor
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Research Interests:

Ongoing research interests include using electronic medical records to identify hospitalized patients at high risk of adverse outcomes including in-hospital death and sepsis. Economic evaluation of health interventions, particularly those involving respiratory disease

VI.e. Director Phoenix Campus



Cecilia Rosales

Community, Environment and
Policy Division
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Research Interests:

Ongoing research interests include understanding of the context in which the public health infrastructure can be strengthened at the local, state, national and binational level to address the issues of health disparities in this region.

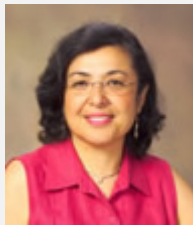
Expertise:

Knowledge associated with Hispanic, border and binational health in general and to strengthening community-based participatory research and collaboration in the Southwest.

VII. ADMINISTRATION

Dean

The Dean of The University of Arizona Mel and Enid Zuckerman College of Public Health, Iman Hakim MBBCh, PhD, MPH, serves as its chief administrative officer and as such is responsible for strategic planning and facilitating growth of the college, the faculty and the student body.



**Iman Hakim MBBCh,
PhD, MPH**

Dean and Professor
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Research Interests:

Chemoprevention of lung carcinogenesis using green tea, effects of high tea consumption on smoking-related oxidative stress, Green Tea Intervention for Weight Gain Prevention among Women with Breast Cancer, Cancer prevention, nutrition interventions, nutrigenomics, translational research, health promotion, tobacco, oxidative damage, women's and maternal & child health, prevention, & integrative medicine.

Associate and Assistant Deans

Associate Deans at the UA Zuckerman College of Public Health report directly to the Dean. Associate Deans have been appointed for Academic Affairs, Community Programs, and Research. The Assistant Dean for Student Services and Alumni Affairs reports to the Associate Dean for Academic Affairs and to the Dean. The Assistant Dean for Financial Affairs and Physical Resources also reports to the Dean.

Associate Dean for Academic Affairs



Douglas L Taren PhD

Associate Dean for Academic
Affairs; Professor of Public Health
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Research Interests:

Maternal and Child Nutrition, Dietary Assessment Methods; Global Health including vitamin A programs, food aid, and mother-to-child HIV transmission, Maternal & Child Health; Nutrition.

Associate Dean for Community Programs



Jill Guernsey de Zapien
Associate Dean for
Community Programs
1295 N. Martin
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dezapien@u.arizona.edu

Research Interests:

Conducting the Primary Health Care Review and the Ambos Nogales Primary Health Care Project. Her work focuses on building a strong connection between the research, education and service agenda at The University of AZ and the critical needs of underserved communities in AZ and the Southwest. Her goal has been to assure that the university participates in a strong agenda for social change and social justice.

Associate Dean for Research



Lynn Gerald PhD., MSPH
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Research Interests:

involved in professional and community education related to asthma and has served on many national and local boards including the American Thoracic Society Board of Directors and the American Lung Association of Southern Arizona Board of Directors. She currently serves as PI of the American Lung Association Asthma Clinical Research Center at the University of Arizona, Asthma: implementation of asthma management programs, school based asthma case detection, internet based asthma monitoring; has extensive experience in the areas of clinical, behavioral and epidemiological research in asthma, COPD, and tuberculosis.

Assistant Dean, Student and Alumni Affairs



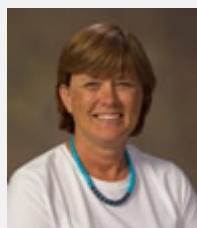
Chris Tisch
Assistant Dean, Student and
Alumni Affairs
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Expertise:

Directs the activities and staff of OSSAA, counsels' students and serve as their advocate, administers student scholarship awards and teaching assistantships, provides career advisement services, acts as the advisor to student/ alumni groups.

Assistant Dean for Financial Affairs and Physical Resources



Linda Tumellie
Assistant Dean, Financial Affairs
and Physical Resources
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Expertise:

Skilled in the administration of financial affairs and physical resources.

Special Assistant to the Dean

PICTURE NOT
AVAILABLE

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Director of Development Office



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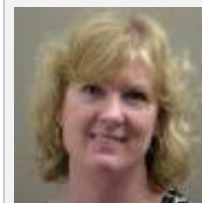
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Program Coordinator, Office of the Associate Dean for Academic Affairs



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Associate Director, Marketing and Communications Admin



Gerri Kelly
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VIII. MEZCOPH CENTERS AND OFFICES

The UA Zuckerman College of Public Health is home for several Centers and the Rural Health Office, whose members engage in public health research, service and teaching:

VIII.a The Canyon Ranch Center for Prevention and Health Promotion (CRCPHP)

Director: Cynthia Thomson, PhD, RD, CSO

The Canyon Ranch Center for Prevention and Health Promotion or CRCPHP (formerly the Southwest Center for Community Health Promotion or SWCCHP, and also referred to as the AZ Prevention Research Center-AZPRC) is one of three Prevention Research Centers funded by the Centers for Disease Control and Prevention (CDC). The Center provides a framework for regular outreach, practice and service for the faculty, staff, students and community partners who collaborate with the Center. The mission of the CRCPHP is to partner with communities to improve the health and well-being of people living in the US-Mexico Border states through research, training, advocacy and policy change. To learn more about the CRCPHP, visit their website at: <http://crcphp.arizona.edu/>.

VIII.b. Mountain West Preparedness and Emergency Response Learning Center (MWPERLC)

Director: Jeff Burgess, MD, MS, MPH

This Center now serves the states of Arizona, Nevada, Utah, New Mexico, Colorado and the American Indian tribes of Montana, improving the capacity of the public health workforce to prepare for, respond to, and recover from disease outbreaks, natural disasters, and terrorist incidents. It has built on the foundation of the Arizona Center for Public Health Preparedness, which has trained public health professionals in Arizona since 2005. To learn more about the MWPERLC, visit their website at: <http://www.mwperlc.arizona.edu/>.

VIII.c. Center for Rural Health

Director: Neil MacKinnon, PhD

The Center for Rural Health (AzSORH, formerly known as the Rural Health Office) has served the State forms the core infrastructure, along with legislated funding from the state of Arizona, for the Center for Rural Health. The Center for Rural Health's combined state, federal, and other funding sources are collectively coordinated to positively impact rural and border health. The University of Arizona Mel and Enid Zuckerman College of Public Health's AzSORPH maintains the ability to use flexible and innovative resources to respond to the needs of rural constituents. In addition to education and research, the Mel Enid Zuckerman College of Public Health places a strong focus on community outreach, practice, and service. To learn more about the AzSORPH, visit their website at: <http://crh.arizona.edu/>.

VIII.d. Arizona Public Health Training Center (AzPHTC)

Principal Investigators: Douglass Taren, PhD and John Ehiri, PhD

The Arizona Public Health Training Center's goal is to address the Arizona workforce training needs with health and education partners throughout the state. The center provides free or subsidized training to public health workers in state, county and tribal health departments, in addition to community-based organizations addressing health concerns. The training center focuses on individuals and organizations that provide services to populations with poor health outcomes living in the underserved major metropolitan centers of Phoenix and Tucson, rural areas, and along the US-Mexico border, as well as Native American tribes in the State of Arizona. To learn more about the AzPHTC, visit their website at:

<http://www.azphtc.arizona.edu/>.

VIII.e. Arizona Prevention Research Center (AzPRC)

Principal Investigator: Scott Carvajal , PhD, MPH

The Arizona Prevention Research Center (AzPRC) activities are funded by the Centers for Disease Control and Prevention's (CDC) Prevention Research Center Program and National Center for Chronic Disease Prevention and Health Promotion. The AzPRC primarily constitutes a network of academic, community, and public health partners that conducts applied public health research. PRCs create health promotion and disease prevention strategies that work and can bring long-term benefits to communities. The Center's main expertise lies in Community Health Worker (CHW) research and also offer training and technical assistance to the public health community. To learn more about the AzPRC, visit their website at:

<http://azprc.arizona.edu/>.

VIII.f. Arizona Smoker's Helpline (ASHline)

Director: Stephen Michael, M.S.

The Arizona Smokers' Helpline (ASHLine) provides free services in both English and Spanish. Designated "Quit Coaches" who more than likely previously used tobacco, help to advise assist individuals struggling with tobacco. To learn more about the ASHline, visit their website at:

<http://www.ashline.org/contact/index.html>.

VIII.g. American Lung Association Asthma Clinical Research Center (ACRC)

Principal Investigator: Lynn Gerald, PhD, MSPH

The American Lung Association has opened an Asthma Clinical Research Center (ACRC) at the University of Arizona. The ACRC is the nation's largest not-for-profit network of clinical research centers dedicated to asthma treatment research, attracting some of the best asthma investigators worldwide. Professor Lynn Gerald, PhD, MA, MSPH, at the University of Arizona Mel and Enid Zuckerman College of Public Health, is principal investigator of the Center, a collaboration between the Zuckerman College of Public Health and the Arizona Respiratory Center. To learn more about the ACRC, contact Lynn Gerald: lgerald@email.arizona.edu.

VIII.h. Center of Excellence in Women's Health (WCOE)

Director: Francisco Garcia, MD, MPH

The mission of the University of Arizona's Center of Excellence in Women's Health (WCOE) is to improve health and promote wellness of all women throughout the lifecycle. The WCOE is led by a distinguished and diverse group of UA administrators, clinicians, and researchers with input from community members. The staff is committed to the idea that women deserve health care that supports their unique needs in every stage of their lives; is based on the most recent scientific evidence, and is sensitive to their language, culture, beliefs and lifestyle. To learn more about the WCOE, visit their website at: <http://womenshealth.arizona.edu/>.

VIII.i. Global Health Institute

Director: Iman Hakim, MBBch, PhD, MPH

The Global Health Institute's (GHI) strives to provide a comprehensive and integrated focal point for innovative public health education, scholarship, research, advocacy, and leadership training for the UA Zuckerman College of Public Health, UA and GHI's partners. The GHI is dedicated to finding evidence-based solutions to global health problems through the education and training of tomorrow's global health leaders. The overall mission of GHI is to promote the health of individuals and communities in Arizona, the Southwest and globally through excellence in education, research & service. To learn more about GHI, visit their website at: <http://www.ghi.arizona.edu/>.

VIII.j. Healthy Aging Lab

Director: Zhao Chen, PhD, MPH

The Healthy Aging Lab, directed by Dr. Zhao Chen, is an epidemiologic research laboratory investigating causes, consequences, and effective interventions for common health conditions in older people. Ongoing studies in the lab focus on similarities and differences in etiologies and health effects of osteoporosis (low bone mass and high fracture risk), sarcopenia (low skeletal muscle mass and strength), and anemia (low hemoglobin level) across different racial/ethnic groups of older women. To learn more about the Healthy Aging Lab, visit their website at: <http://apps.publichealth.arizona.edu/healthyaging/>.

VIII.k. Western Mining Safety and Health Training Resource Center

Program Manager for Mining Research: Shannon Newton, MPC, CIH

The University of Arizona created the Western Mining Safety and Health Resource Training Center under the NIOSH Western Training Grant to support the occupational health need of the mining community. This program relates to the Department of Environment and Policy in the Mel and Enid Zuckerman College of Public Health. The Training Resource Center provides timely and relevant mining community-specific information, resources, and methods that increase the capacity and efficacy of exposure measurement, safety training, and leadership for miners. The Training Resource Center offers (1) a full range of MSHA safety courses on a regular schedule; (2) courses on adult and English language learner education for trainers, (3) mining leadership; (4) industrial hygiene and occupational health support; and (4) technology

integration (e.g., interactive fatalgrams for use in safety training). To learn more about the Western Mining Safety and health Training Resource Center, visit their website at: <http://www.miningsh.arizona.edu/>.

IX. OFFICE OF STUDENT SERVICES AND ALUMNI AFFAIRS

The MEZCOPH Office of Student Services and Alumni Affairs (frequently referred to as OSSAA) serves as the central point of coordination for student activities and provision of services to undergraduate and graduate students in all academic programs of the College. Each Office of Student Services and Alumni Affairs support staff member has significant experience advising students, participates in numerous university wide taskforces and committees, and meets with MEZCOPH students on a daily basis to help them resolve issues related to their academic careers. These issues include, but are not limited to: admissions questions; course registration; meeting academic paperwork deadlines; college financial aid, scholarships, and fellowship application processes; internship processes; career placement questions; travel requests; and graduation requirements. For help from the OSSAA, contact the appropriate person as highlighted below.



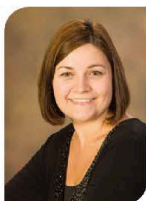
Chris Tisch, Assistant Dean
 cbt@email.arizona.edu | 520.626.9112

- > Directs the activities and staff of OSSAA
- > Counsels students and serves as their advocate
- > Administers student scholarship awards and teaching assistantships
- > Provides career advisement services
- > Acts as the advisor to student/alumni groups
- > Represents MEZCOPH student interests at the college, university, local and national levels



Tanya Nemec
Administrative Associate
 tjnemec7@email.arizona.edu | 520.626.3200

- > Plans and facilitates academic events
- > Manages Assistant Dean's calendar
- > Manages locker assignments
- > Facilitates student travel arrangements
- > Tracks alumni and maintains alumni database



Amy Glick
Recruitment & Admissions Coordinator
 aglicken@email.arizona.edu | 520.626.3201

- > Coordinates the College's recruitment strategies
- > Counsels prospective graduate students, applicants, and admitted students
- > Works with faculty admissions committees to facilitate graduate student admissions processes



Stephanie Springer
Doctoral/MS & Certificate Coordinator
 stephks@email.arizona.edu | 520.626.2112

- > Advises MS, PhD, and DrPH students regarding MEZCOPH and Graduate College policies, procedures and deadlines
- > Provides admission and advising services to those interested in and enrolled in MEZCOPH certificate programs



Judy Goosherst
MPH Coordinator
 judyg@email.arizona.edu | 520.626.3204

- > Advises MPH students regarding course sequencing, Graduate College processes, forms and deadlines
- > Assists with course registration and internship processes



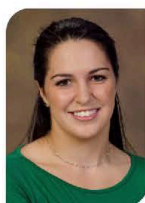
Kim Barnes
Phoenix Coordinator
 kim.barnes@arizona.edu | 602.827.2070

- > Coordinates and supports the administrative, student, faculty, and academic activities of the MPH program in Phoenix
- > Assists Phoenix students regarding course sequencing, Graduate College processes, forms and deadlines
- > Manages admissions for Phoenix students



Alan Beaudrie
Assistant Director, Undergraduate Advising
 abeaudri@email.arizona.edu | 520.626.3207

- > Serves as the undergraduate academic advisor for public health majors and seniors who are who are pre-public health majors
- > Performs degree checks
- > Coordinates undergraduate internships
- > Serves as the MEZCOPH representative to UA regarding undergraduate student concerns



Eve Hampton
Undergraduate Academic Advisor
 ehampton@email.arizona.edu | 520.626.3205

- > Serves as the undergraduate academic advisor for freshmen, sophomore, and junior pre-public health majors
- > Performs recruiting/outreach functions
- > Represents MEZCOPH undergraduate program on various UA committees
- > Performs degree checks

IX.a. Graduate Teaching Assistantships

A limited number of MEZCOPH courses utilize teaching assistants who serve mentoring, instruction, and administrative roles working with course instructor(s) in the classroom. TA job duties may include taking attendance, grading papers, preparing course materials, developing and holding study sessions, scheduling guest speakers, monitoring academic integrity, holding office hours and lecturing.

In addition to a salary stipend, these assistantships typically provide the recipient with a waiver of out-of-state tuition, partial remission of the registration fee (in-state tuition), and student health insurance. For Public Health Practice students who register through the Outreach College, these assistantships typically provide a scholarship for a portion of student tuition as well as a per semester stipend or paid student employment position.

The MEZCOPH Office of Student Services and Alumni Affairs determines TA assignments, utilizing an equitable process that considers three important factors - 1) instructors' preferences, 2) the placement priorities established by the College, and 3) information regarding students' employment and scholarship status. Graduate students will be considered for placement as teaching assistants in the following order: 1) MEZCOPH doctoral students who are required, as part of the degree curriculum, to TA a course; 2) All other MEZCOPH doctoral students; 3) MEZCOPH master's level concentration or program students who have taken the course offered by their section; 4) Non concentration or program students who have taken the course.

TA's are required to attend the University's Graduate Assistant and Teaching Assistant Orientations (GATO and TATO) and MEZCOPH's Teaching Assistant Orientation prior to serving as a TA. International students who serve as TA's must take the TBEST test. The course instructor serves as the TA's supervisor and it is the instructor's responsibility to communicate job expectations to the TA. It is also the instructor's responsibility to hold the TA accountable for meeting these expectations. At the end of the semester, the instructor is expected to evaluate the TA through a University established process.

To be considered for a teaching assistantship, students must have completed the College's Financial Assistance Application, speak with the course instructor early in the semester prior to the course offering and notify the Assistant Dean of Student and Alumni Affairs of their interest in a particular assistantship.

Because of the limited number of assistantships and the growing number of graduate students, the demand for teaching assistantships far outweighs the positions available within the College. Students are encouraged to seek graduate research and teaching assistantships in other departments and units at the University. The salary and benefits available to graduate assistants are comparable throughout the University campus.

IX.b. TA Rubric

Effective Spring 2012The College has developed the following rubric outlining the level of TA support (full time equivalent or FTE) that a course and its instructor will be assigned, which is based on the number of students enrolled in the course, as well as course delivery modality (in person vs. online).

Face to face classes

0 FTE support < 35 students

0.25 FTE for 36 – 60 students

0.50 FTE for 61 – 75 students

0.75 FTE for 76 – 100 students

1.00 FTE for 101 – 135 students

(0.25 FTE for every 35 students after 135)

Online Classes

0 FTE support < 25 students

0.33 FTE for 25– 55 students

0.50 FTE for 56 – 70 students

0.75 FTE for 71– 95 students

1.00 FTE for 96 – 130 students

0.25 FTE for every 30 students after 130

Should your course be eligible for a teaching assistant, please contact Assistant Dean, Chris Tisch, to discuss the hiring of an appropriate student for the teaching assistantship.

IX.c. Student Space

There are a limited number of graduate student cubicles on the second floor of Drachman Hall. These spaces are assigned in priority order. First priority for cubicle assignments are courses with teaching assistants. The cubicle space is assigned to the course and cubicle space must be shared if there are multiple TA's in the course. Doctoral students are the next space assignment priority. Doctoral and master's students who are participating in a training grant follow and finally, any graduate student who is employed as a research assistant by a Division that has space available may be assigned space. Access to the second floor of Drachman Hall after hours is only granted to students who have been assigned a cubicle. Teaching assistants may arrange to meet with students in the breakout rooms (the small classrooms on the west side of the first floor. This reduces noise on the second floor and provides private space when needed. Teaching Assistants may schedule these rooms by accessing the AHS Room Scheduling System. The course number, name and faculty member should be included in the request. Student groups needing meeting space may request it by submitting a room schedule request through the AHS Room Scheduling System. The group's name and faculty advisor name should be included in the request.

X. SCHOLARSHIPS AND FINANCIAL ASSISTANCE




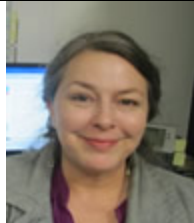
Information regarding tuition and financial assistance can be found on the MEZCOPH website underneath the Prospective Students. The Mel and Enid College of Public Health Office of Student Affairs serves as a resource to inquire about aid as well. Further guidance can be sought through University of Arizona's Bursar's Office, University of Arizona's Office of Student and Financial Aid.

XI. OFFICE OF INFORMATION TECHNOLOGY (OIT)

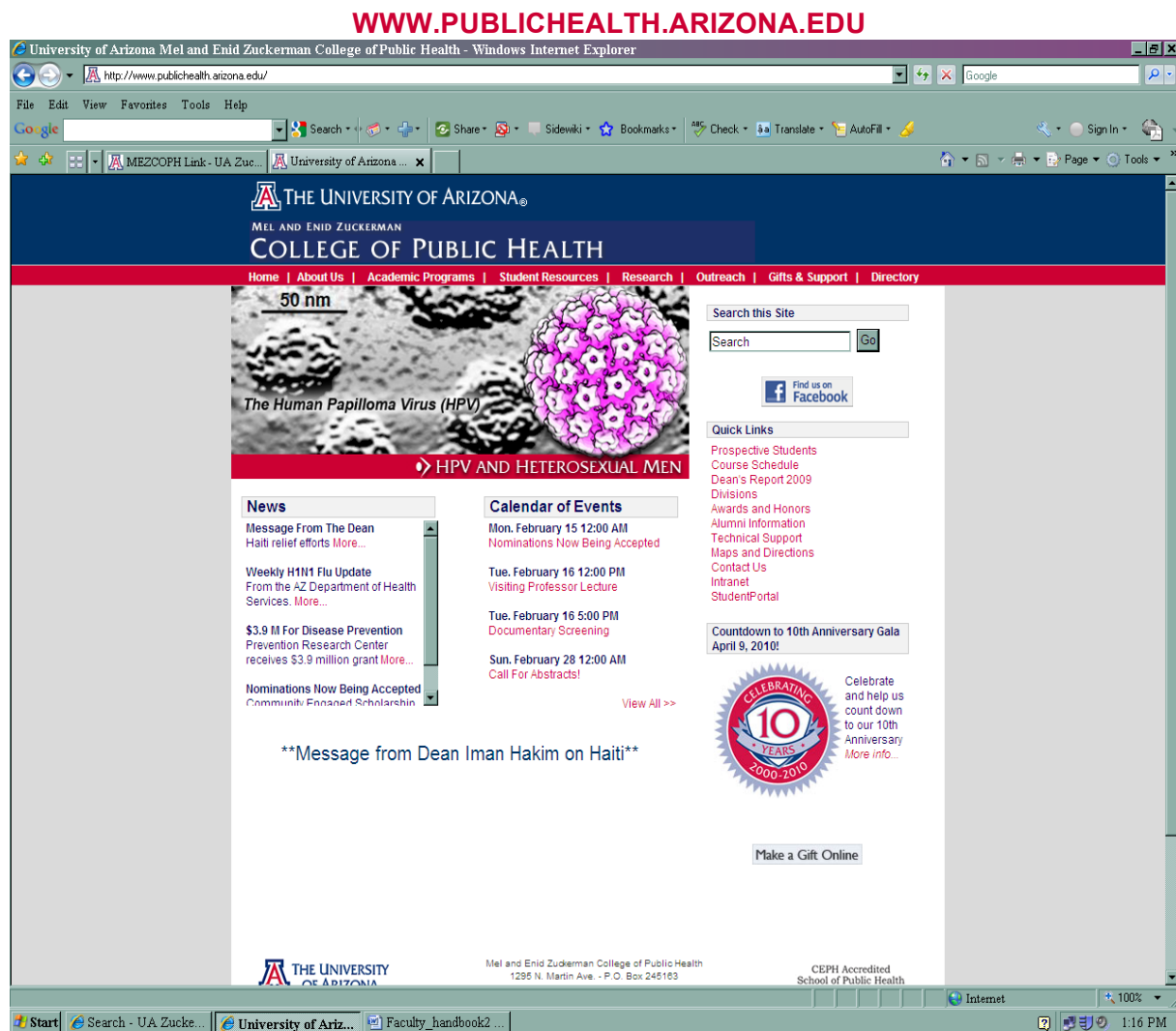
The UA Zuckerman College of Public Health's Office of Information Technology (OIT) provides network and computing services in support of the College's research, instruction, and outreach missions. OIT provides College-wide computing services, support services, technical coordination, and consultation at the lowest cost and highest quality possible.

OIT personnel take a proactive and preventative approach to their work, and utilize the latest technologies to virtually connect faculty, students, and staff of the College of Public Health with each other and the outside world. OIT services are provided in cooperation and collaboration with a number of organizations on the University of Arizona campus (internal and external to the College) including the **College of Medicine's** Computing Support, the Telemedicine Program and **University Information Technology Services (UITS)**, formerly known as CCIT. OIT reports to the Dean of the College of Public Health. Additional information regarding IT for MEZCOPH is available on the website at <http://www.publichealth.arizona.edu/OIT/>.

Contact Information for Office of Information Technology Personnel:

 <p>Htay L. Hla Director, Information Technology Email: hlla@email.arizona.edu Phone: (520) 626-3772</p>	 <p>Mike Martelle Web Designer/ Developer Email: martelle@email.arizona.edu Phone: (520) 626-4050</p>
 <p>Jason Hollister Senior Support Systems Analyst Email: jasonh@email.arizona.edu Phone: (520) 626-5921</p>	 <p>Joni Juhl IT Support Systems Analyst Support Analyst Email: jjuhl@email.arizona.edu Phone: (520) 626-7417</p>

XI.a. MEZCOPH Website

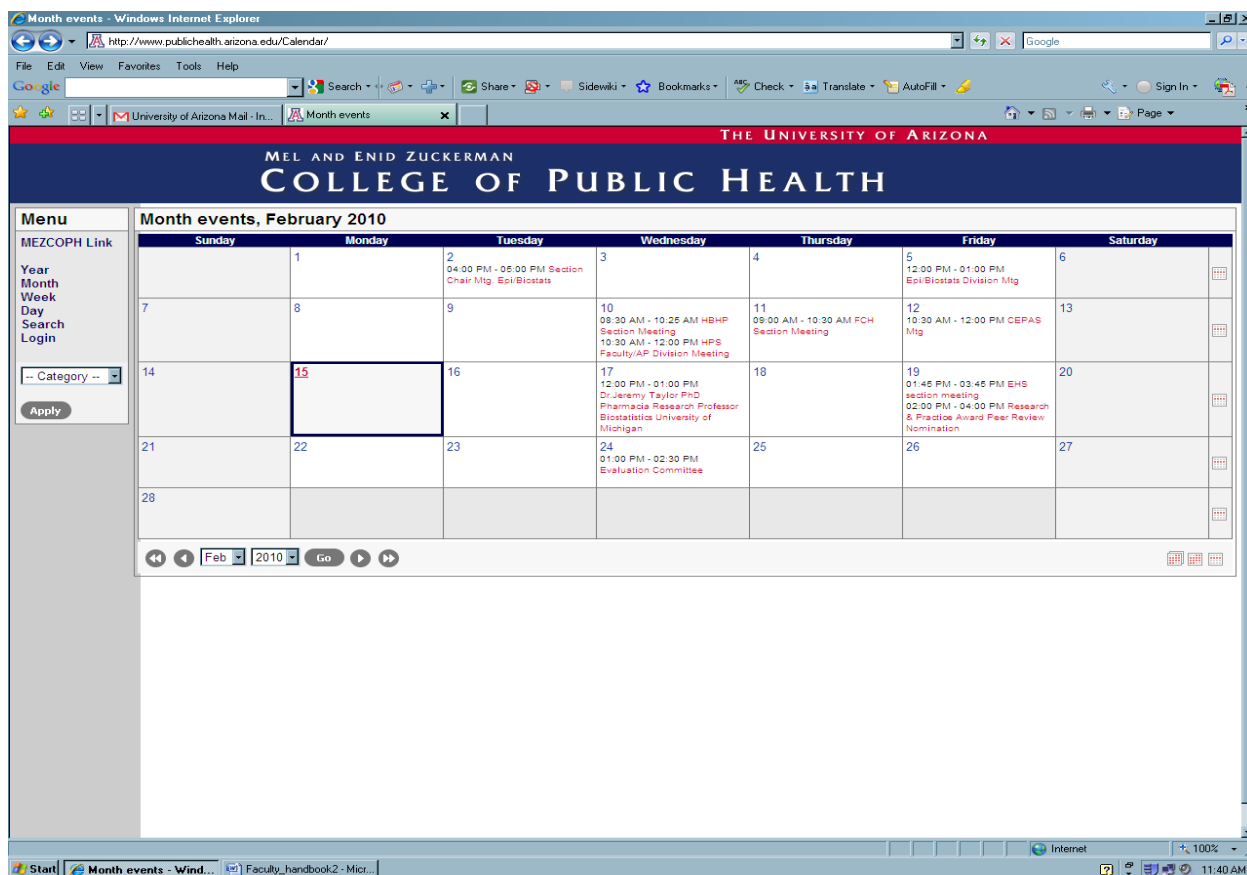


The MEZCOPH website is an invaluable resource to locate both general information about the college and specific information for students as well as faculty. From this site visitors can learn more about the college, investigate our academic programs, find out about our current research and outreach programs, and even submit gifts and support for our college online. This site provides current and prospective students with information about financial aid, scheduling, student organizations and other resources.

XI.b. Intranet – The Hub

From the home page of the MEZCOPH website there is a link to the MEZCOPH intranet. The intranet is a public health college specific site for faculty and staff. Access must be provided by the public health IT department. When you click on the intranet link you will be asked for your user name and password. On the intranet you will find links to division and section specific forms and tools. There is also a link that allows you to schedule meetings as well as review the

internal calendar for the college, which shows currently scheduled meetings and events. By clicking on an action item the location and time can be confirmed. The link is as follows:
<https://hub.coph.arizona.edu/>



XII. COMMITTEES AND MEMBERSHIP

All faculty, regardless of rank or appointment in the MEZCOPH, may serve on any standing College committee or subcommittee, with the exception of the Promotion and Tenure Committee. All faculty may vote at faculty meetings. The Dean or designated alternate serves as the presiding officer of all meetings of the faculty and college.

Authority and responsibilities of the faculty, in regard to academic matters, are delineated in the MEZCOPH bylaws. For more information regarding general guidelines for committees and memberships seek the "Governance" PDF link at:

<http://www.publichealth.arizona.edu/sites/publichealth.arizona.edu/files/about/pdfs/CRITERION%20IIIGovernance81205.pdf>

XII.a. Executive Council

The council is chaired by the Dean and develops policies and approves policies developed by other College committees. Collectively, the Executive Council assists the Dean with long-range strategic planning; reviewing and recommending administrative, fiscal and operational policies;

evaluating annual progress towards College goals and objectives; conducting academic program reviews; and conducting accreditation reviews.

XII.b. Dean's Council

The Deans' council committee is chaired by the Dean and meets monthly to administer and direct the college's strategic and high level operational activities as they relate to ongoing mission and strategic directions

XII.c. Education Committee

The Education Committee at the University of Arizona Mel and Enid Zuckerman College of Public Health sets the education agenda for the College. The Committee evaluates educational effectiveness, provides curriculum oversight to the College, determines the academic standards for applicants and students, and develops academic policies for the College. The committee works closely with the College's scholarship and financial aid committee with regards to developing guidelines for student assistantships, scholarships and fellowships.

XII.c.i. Education Committee Membership

Voting members of the Committee are the Section Chairs, and a student representative selected from the Public Health Student Alliance. A quorum is 51% of the voting membership. The Chair of the Committee rotates among the Section Chairs. Ex-officio members are the Associate dean for Academic Affairs and the Assistant Dean for Student Services and Alumni Affairs.

XII.c.ii. Roles and Responsibilities

- The committee provides oversight to the curricula developed within sections to ensure they meet College-wide standards of scholarship.
- The committee considers the resources needed to provide outstanding education programs commensurate with the size of our faculty and the resources MEZCOPH can access.
- The committee provides input to the evaluation committee on measures of quality control for course and curriculum content, teaching quality, and student outcomes.
- The committee works with all the degree programs within the college to meet and maintain competencies, curricula, students, courses, etc.
- The committee reviews and recommends new program proposals prior to submission to the University.
- The committee conducts periodic reviews of existing programs and courses.
- The committee develops competencies for the college-wide programs (i.e., MPH, DrPH).
- The committee reviews course scheduling.
- The committee evaluates/reviews and recommends other education program related issues as needed.

XII.c.iii. Policies and Procedures

Principles of Course Development, MEZCOPH Course Establishment Process, Policy for Requesting Time Changes for Core and Required Courses, Duties of the Educational Committee Chair, Purpose and Description of Reports, Process Statement, and detailed information on the MEZCOPH Admissions Process and the Teaching Assistant Placement Process can all be found on the MEZCOPH intranet site at:

<https://www.publichealth.arizona.edu/Link/EducationCommittee/PoliciesandProcedures.aspx>

Forms- available at

<https://www.publichealth.arizona.edu/Link/EducationCommittee/Forms.aspx>

- Creation of a New Course Signature Approval Form
- Recommendation to Establish a New or Temporary Course
- Recommendation for Course Modification
- MEZCOPH Syllabus Template

XII.d. Research Advisory Committee

Research Advisory Committee (RAC) – The RAC is a standing committee which advises the Dean of the College of Public Health on matters pertaining to the research programs of the College of Public Health (e.g. research infrastructure needs, indirect cost recovery policies, human subjects and animal protection program policies and procedures). The RAC develops research policy for the College of Public Health that is implemented and disseminated to the research community via the Office of the Associate Dean for Research.

XII.e. Community Engagement, Practice and Service Committee

The Community Engagement, Practice and Service Committee meets monthly to promote and track community outreach, service and practice activities. The committee is chaired by Jill de Zapien.

XII.f. Evaluation Committee

This committee develops criteria and procedures to evaluate the College's progress towards meeting its mission, goals and objectives, and oversees the process of evaluating all major aspects of the College's operations. The Committee is advisory to the Executive Council and the Dean. Members include representatives from each of the divisions, the Director of the Office of Information Technology, the Associate and Assistant Deans; a community representative and representatives from the student and alumni bodies. The Dean's Council and the Evaluation Committee set the criteria for membership (or removal) and terms of membership. The Chair is chosen by the Dean.

Rules Governing the Committee:

1. The Chair of the Committee is appointed by the Dean and currently is the Associate Dean for Research.
2. Members include representatives from the Director of the Office of Information Technology, the Associate and Assistant Deans, faculty/AP representatives in the area of education, service, and research, and a representative from the students. At least one member of the committee must be an AP.
3. The Deans of Education, Service and Research will each appoint 1-2 members of the faculty/APs to provide faculty/AP representation on education, service, and research. The Assistant Dean for Student and Alumni Affairs will provide the name of the student representative. Deans will be notified in April of representatives whose terms are ending. Names of replacements should be provided to the Office of the Associate Dean by August.
4. Faculty/AP representatives serve for a period of three years; student representatives serve for a period of two years (terms begin in the fall). Faculty/AP representatives may be reappointed for a single term.

5. The Council is supported by the College of Public Health Research Office staff.

XII.g. Promotion and Tenure Committee

The Promotion and Tenure Committee develops College P&T guidelines, considers faculty applications for P&T actions, reviews post tenure evaluations, and makes recommendations for faculty advancement. The committee meets every other week from Sept. to May and ad hoc during the rest of the year. The committee chair is Ronald Watson.

Contact information:

Ronald Watson - Health Promotion Sciences Division

520.626.2850

rwatson@u.arizona.edu

Promotion and Tenure Information

Candidates, mentors and division heads should ALWAYS refer to the most recent set of Provost's Instructions for tenure and MEZCOPH Guidelines and Criteria for specific requirements and recent changes before preparing a dossier.

Vice Provost for Faculty Affairs

Thomas P. Miller, Associate Provost for Faculty Affairs is charged with the oversight of faculty and academic personnel issues including promotion and tenure/continuing status, hiring documents, clock delays, sabbaticals, UHAP and Provost Author Support.

Contact Info:

Thomas Miller -Associate Provost for Faculty Affairs

520.626.0202

tpm@email.arizona.edu

Website: <http://facultyaffairs.arizona.edu/>

Provost's Instructions, University Guidelines and Online Forms

Website:

<https://www.publichealth.arizona.edu/Link/EducationCommittee/PromotionandTenureCommittee.aspx>

XII.g.i. MEZCOPH Guidelines for Appointment, Promotion and Tenure

A complete listing of the MEZCOPH Guidelines can be found on the intranet at:

<https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/MEZCOPHPTGuidelinesFINALJan2006.pdf>

XII.g.ii. University Handbook for Appointed Personnel

Chapter 3 of the Handbook provides useful information regarding faculty duties and responsibilities, annual performance reviews, and general faculty requirements at the University level.

This information is available at the website: <http://web.arizona.edu/~uhap/chap3.html>

XII.g.iii. Suggestions and Tips for P&T Dossiers

https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/PTTipsandGuidelines2009_2010.pdf

XII.g.iv. MEZCOPH Timelines and Important Dates

<https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/MEZCOPHTimelineforSubmittingPandTPackets.pdf>

XII.g.v. MEZCOPH Procedures for Handling P & T Dossiers and Packets

<https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/MEZCOPHProceduresforHandlingPromotionandTenurePackets.pdf>

XII.g.vi. Annual Performance Review Online

This is also where you will find instructional videos on how to do your APROL (Annual Performance Review Online). Not only is the APROL a chance to document your work and accomplishments for the year the website has links regarding career progression, faculty evaluation forms and the tenure process. More information about APROL can be found on The Hub tab of on the MEZCOPH homepage. Employees are to follow the tab, log in with their NET ID's, click the employee tab, and click on the APROL Recourses link where a pdf. file of instructions can be found.

XII.f. Student Affairs Committee

This committee acts as a clearinghouse for issues related to students; plans, facilitates and supports seminars, workshops, etc.; and lobbies/advocates for resolution of student problems. The committee is chaired by the Assistant Dean for Student Services and Alumni Affairs and is advisory to the Associate Dean for Academic Affairs and the Education Committee. Membership includes student representatives from each program, an MD-MPH student, and the staff from the Office of Student Services and Alumni Affairs. The committee sets criteria for selection and terms of membership. The committee meets twice each semester. It may be changed or dissolved by the Associate Dean for Academic Affairs in consultation with the Assistant Dean for Student and Alumni Affairs, and the Education Committee. The Head of this committee is Chris Tisch,

XII.i. Community Advisory Board

This board provides and supports opportunities for the College to collaborate with the community; advises the Dean, when appropriate, as to College activities; advocates for and supports College activities; and raises funds for the College. The Dean, Associate Deans, Assistant Deans and the Director of the Development Office are ex-officio members of the Board. Membership is representative of the community and includes individuals interested in the College and its activities. Membership is by recommendation from the Board or members of the College, approval of the Dean, and election by the Board. Terms of membership are three years, subject to renewal pursuant to the Community Advisory Board guidelines and rules. The contact person is Marianne Capp Hadden.

XII.j. Committee on Inclusion and Equity

The Committee's overall goal is to be a model of equity and inclusion by creating a scholarly community that understands, values and respects all individuals so students, faculty and staff

can achieve their full potential as public health leaders. The Committee facilitates the integration of inclusion and equity throughout the College's activities. The committee advises the Dean on policies and procedures to promote inclusion and equity for all in the College. The 11 member Committee is led by a chairperson and consists of three students, three faculty members, and three additional members of MEZCOPH who are selected from the Appointed Professionals and Classified staff personnel. The Dean appoints the chair of the committee. The chair is currently Francisco Garcia.

XII.k. Faculty Assembly

The Faculty Assembly addresses issues that are the prerogative and duty of the faculty as defined under UHAP. Such issues would include, but are not limited to, creation of programs, requirements of such programs, representation on the UA Faculty Senate, among others. The Faculty Assembly will meet at least quarterly. Voting members include all faculty members with at least a 51% FTE position and a primary appointment in MEZCOPH. The Assembly will be led by a Chair (serving one year) and Chair-elect (serving two years, one as Chair-elect and a second as Chair). Each year a Chair-elect will be chosen by the voting members of the Faculty Assembly. The Chair of the Faculty Assembly will represent the Faculty on the Executive Committee. In his/her absence, the Chair-elect will represent the faculty. The committee is chaired by Howard Eng.

XII.l. Academic Professional Forum

This council serves as the liaison between the administration, staff, and faculty regarding the role of academic/administrative professional in the College. This council identifies key issues affecting academic professionals and developing strategies for addressing, i.e. career development, orientation and policy determination. This council is led by a Chair and an Immediate Past Chair. General membership is open to all academic and administrative professionals in the college. The chair is currently Agnes Attakai.

XII.m. Staff Advisory Council

This council serves as the liaison between the administration, appointed personnel, and staff regarding the role of classified staff in the College and promotes opportunities for improvement in staff support. The staff of each division and the collective staff of the College administrative offices (Dean's Office, Office of Financial Affairs, Office of Information Technology, Office of Student Services and Academic Affairs, and Office of Development) shall each select up to two representatives to form the Staff Advisory Council. The Chair of the Council is selected by the members. The Staff Advisory Council sets the criteria for membership (or removal) and terms of membership. The chair is currently Alayna Voutsas.

XII.n. Student Organizations

XII.n.i. Student Ambassadors:

To aid MEZCOPH with outreach and recruitment, the Office of Student Services and Alumni Affairs coordinates undergraduate and graduate Ambassador programs. With a competitive application process, ambassadors proudly represent the College's student perspective to prospective students and their families, the University of Arizona, and Tucson communities, and other groups as called upon. College Ambassadors assist with pipeline, undergraduate, graduate, and minority recruitment, with activities including the following:

- Communication with prospective and admitted students
- Volunteer for AHCS-sponsored middle school and high school events
- Outreach to campus clubs and organizations
- Staff tabling events on the UA Mall, as well as at the American Public Health Association, Arizona Public Health Association, and Graduate School Fairs
- Student panels for visit days
- Blog about internships
- Lots of other fun outreach/recruitment activities

XII.n.ii. American Industrial Hygiene Association (AIHA)

The American Industrial Hygiene Association (AIHA) at the University of Arizona is the local student section of the nationally recognized AIHA. As a member of the University of Arizona community, this club strives to promote interest in the profession of Industrial Hygiene, as well as create professional development opportunities for student members. The club provides networking opportunities for members of the Industrial Hygiene community through seminars, training opportunities, local tours, and roundtable discussions developed by the student group. Each year, AIHA at UA makes a strong effort to raise money and send as many members as possible to the American Industrial Hygiene Conference and Exposition held in early summer at the end of the school year. The club has a strong focus in forging solid relationships with local and national employers with an interest in developing internships, building careers, and securing donations of equipment and money for the club. In addition to professional development, the UA AIHA chapter collaborates with UA Risk Management as a service to the university and participates in student recruitment for the Environmental Health Sciences programs.

XII.n.iii. Learning, Understanding and Cultivating Health Advocacy (LUCHA)

The Learning, Understanding and Cultivating Health Advocacy (LUCHA), is a graduate student organization at MEZCOPH that connects students to community service opportunities in order to cultivate awareness for border health and human rights issues in the U.S.-Mexico border region.

XII.n.iv. Student Environmental Health Sciences Association (SEHSA)

The Student Environmental Health Sciences Association (SEHSA) was formed locally in 2011. Members of SEHSA share a common interest in promoting human health by reducing exposures to biological, chemical and physical hazards present in the environment. SEHSA's mission is to engage members in discovery through environmental health research and scholarship, encourage leadership in solving complex environmental health problems, and actively promote the field of environmental health to the campus and community. Membership is open to all members of the academic community. Activities include participating in community events (Pima County Department of Environmental Quality, such as "Launch the Loop" and Pima County Earth Day) and involvement with the Arizona Environmental Health Association (AZEHA) annual conference. SEHSA promotes networking opportunities for members, continue educating the public on preventing environmental exposures, and increase campus and community awareness about the field of environmental health sciences.

XII.n.v. Public Health Student Alliance (PHSA)- Tucson

The Public Health Student Alliance (PHSA) is the primary student organization of the college. All MEZCOPH students are members of PHSA. Established in 1997 by a group of committed MPH students, the initial charge of the group was to advocate for public health issues and to promote networking of students who work or wish to work in the field of public health. Since that time, the

organization has matured and has expanded its scope of interest and activities to include participation in civic health promotion events, social events, intramural sports, and service projects. In addition to fundraisers, students have organized technical assistance workshops, advocacy trainings, and a student-to-student mentorship program. Although officers are elected each year, the group has chosen to govern itself in a nonhierarchical fashion, giving each officer a programmatic area to oversee and sharing the task of meeting management. PHSA is open to all students who are interested in public health.

XII.n.vi. Public Health Student Alliance (PHSA)- Phoenix

The Phoenix Public Health Student Alliance of Phoenix (PPHSA) is one of the student organizations designed to involve the Phoenix-based University of Arizona students in the surrounding community. The organization was founded in 2011 in order to keep all students involved in the public health field who otherwise would not be able to partake in Tucson-based activities. All members in the MPH programs that are Phoenix-based are members of PPHSA, and other MPH students have the option of joining as well. The primary mission of the group is to promote student outreach in Maricopa County. Being a new organization, PPHSA is in the process of building bonds with the community to promote not only the Phoenix-based University of Arizona programs, but also to establish connections with community members that will ultimately positively impact their health in all aspects.

XII.n.vii. Global Health Alliance (GHA)

As a student driven organization, the Global Health Alliance (GHA) aims to enhance students' knowledge of how public health functions in a global context. GHA engages in the following activities: providing opportunities for students and faculty to connect to local organizations and community service projects; facilitating discussion of global health and social justice issues and their relevance to the Southwest, and promoting internships that increase student experience in global health and multicultural interaction.

XIII. COLLEGE SCHEDULE OF STANDING MEETINGS AND EVENTS

XIII.a. Table of Meetings and Events

Meeting/Event	Day	Time
Dean's Council	3 rd Wednesday of the month	8:00am-9:30am
Division Directors	3 rd Wednesday of the month	9:30am-10:30am
Education Committee	1 st Wed; not in July (May be 2 nd Wed in Jan)	9:00am-11:30am
Research Advisory Committee	Spring semester: (January through May)- meets first Wednesday of the month, from 1:00pm-2:00pm. Summer /Fall: (June through December_- meets first Thursday of the month from 9:00am-10:00am	Spring: 1:00-2:00pm Fall: 9:00am-10:00am
CEPAS	1 st Friday of every other month	TBA
Inclusion and Equity	Quarterly- No standing meeting day	NA
Evaluation Committee	No standing meeting day	NA
Promotion and Tenure	As needed	NA

Student Affairs	Occurs twice in the fall semester and twice in the Spring (dates TBA)	Generally held on a Monday at noon (time TBA)
Staff Advisory Council	3 rd Wednesday of every month	9:00am-10:00am
AP Forum	Quarterly- No standing meeting day	NA
Faculty Assembly	3 rd Wed of Month; not in July	12pm-1:00pm
Community Advisory Board	3 rd of November Spring date TBA	8:00am-1:00pm
Faculty Development Lunches	Following Faculty Assembly on Oct 19, Jan 18, Feb 15. Other Fridays on Nov 30, Mar 22, Apr 12 and May 3	12pm-1:00pm
BIOSTAT-EPI DIVISION		
Biostat Section	4 th Wednesday of the month	3:00pm-4:00pm
Epi Section	2 nd Thursday of the month	10:00am-11:30am
EPI Seminar	Thursdays except during week of MEZCOPH Seminar	12:00pm-12:50pm
HPS DIVISION	2 nd Wednesday of the month	10:30am-12:00pm
FCH Section	3 rd Wednesday of the month	10:45am-12:00pm
HBHP Section	3 rd Wednesday of the month	10:45am-12:00pm
CEP DIVISION	3 rd Friday of the month	10:30am-11:45am
EHS Section	3 rd Friday of the Month Except Dec meeting (Dec 7) Except Mar meeting (Mar 8)	1:45pm-3:30pm
PHPM Section	3 rd Friday of the month	9:30am-10:30am
EVENTS		
Internship Conferences	Held once a semester on a Friday in the early Fall and Spring semester.	Generally held in the afternoon (time TBA).
Social Justice Conference	Mid Spring (date TBA)	All day event (times TBA)
Dalen Lecture	4 th of April	5:00pm-6:00pm
Henkle Lecture	TBA	TBA
Convocation	December 14 and May 10 generally the day before commencement.	December: (afternoon time TBA) May: (morning time TBA)
MEZCOPH Seminar	2 nd Wednesday of every month for both academic semesters	12:00pm-1:00pm
Scholarship Luncheon	2 nd of November	11:30am
Dean's Circle of Excellence Event	18 th of October	8:00am-5:00pm

XIII.b. MEZCOPH Events

XIII.b.i. Social Justice Symposium

The Annual Social Justice Symposium at the Mel and Enid Zuckerman College of Public Health is held each Spring. A different theme relating to the enhancement of Social Justice is presented each year. The Symposium is a student initiative. This day-long event will bring faculty, students, community members and health professionals together to address topics which relate to social justice. The Symposium will specifically focus on the following objectives:

- To raise awareness, expand consciousness, clarify assumptions and exchange critical analysis about how social injustice and historical trauma impacts health outcomes.
- Demonstrate how cross-sectoral partnerships can effectively address health disparities.
- Engage students, faculty and community members in discourse regarding ways in which social inequality harms the health of the public.
- Inspire action, which fosters innovative strategies to promote social equality and improve the public's health.

XIII.b.ii. The Dalen Lecture



To honor Dr. James E. Dalen's countless lifelong contributions to the advancement of The University of Arizona and his key role in establishing The University of Arizona's Mel and Enid Zuckerman College of Public Health, the College annually presents the James E. Dalen, MD, MPH Distinguished Visiting Professor in Health Care Policy Lecture Series, also called the *Dalen Lecture Series*.

Distinguished scholars offer lectures and discussions to our campus community and to the public on local, state, national and international health policy issues at these lectures, which help connect the academic world with the "real world" of public health.

XIII.b.iii. MPH Internship Conferences

MPH Internship Conference with minimal faculty and administrator guidance, MPH program student volunteers are responsible for planning and facilitating the college's MPH Internship Conference, held in the spring and fall semesters. This conference, to which public health professionals, university administrators, undergraduate students and the public are invited, showcases the outstanding accomplishments of MPH students in their internships and functions as an outreach event, as well as serves as a student recruitment strategy. The format of the Internship Conference is similar to that of a scientific meeting, with multiple sessions occurring at the same time. A good deal of event coordination and collaboration skills on the part of the student planning committee ensures that all details are effectively managed. In addition to selecting and inviting a keynote speaker (usually a program alumnus or public health leader in the community), the students design a promotional poster, coordinate presentations, collect presentation abstracts from their peers, and format and print a conference program containing presentation abstracts. A larger group of student volunteers serves as session rehearsal coordinators, moderators, greeters and facilitators on the day of the conference.

XIII.b.iv. Reading Days

Reading day always takes place the day before Final exams during all academic semesters. No meetings are to be scheduled on this day.

XIII.b.v. New Student Orientation Activities

All new College of Public Health students are expected to participate in orientations for their respective programs. The doctoral and MS New Student Orientation is held the week prior to the start of fall semester; the New MPH Student Orientation is scheduled for the Saturday before fall coursework begins and a mandatory meeting of undergraduate students admitted to the BS in Public Health major is held during the first week of school. Orientation topics include: introduction to College administrators and faculty; overview of resources and opportunities available to students; review College and University policies and procedures; current student presentations; alumni panels. It is also the first opportunity that students have to meet the other students in their cohort.

XIV. CENTRALIZED ADVISING

XIV.a. Undergraduate Students

Academic advising for the College's undergraduate population is performed by personnel in the Office of Student Services. The Assistant Director for Undergraduate Advising advises the students who have been admitted to the public health major and senior students who are in the pre-public health major. The Academic Advisor advises all other pre-public health majors and students seeking information about the degree. The Assistant Director for Undergraduate Advising, a faculty Lecturer, coordinates the undergraduate internship program and performs all advising related to the public health major's required undergraduate internship experience. Students may seek additional mentoring from faculty across the College.

XIV.b. MPH Students

MPH students will receive advising regarding their plan of study, course sequencing of core and required courses, and general programmatic policies and procedures from the MPH Coordinator and other student service professionals in the Office of Student Services and Alumni Affairs. Although students may have many mentors, all MPH students are assigned a Faculty Mentor, previously referred to as the Faculty Advisor. Although students may meet with their Faculty Mentor at any time, it is imperative that they meet with the Faculty Mentor prior to planning an internship. The Faculty Mentor will assist the student in conceptualizing the internship project, may advise the student on how to go about getting started on the project and certainly should be involved in advising the student during progression of the internship. The MPH Coordinator will provide guidance on required forms and processes regarding the internship. Students may also want or need to meet with their Faculty Mentor regarding his or her choice of electives. It is the student's responsibility to schedule a meeting with his or her Faculty Mentor to discuss the student's Annual Progress Report in early spring when directed to do so by the MPH Coordinator. The MPH Coordinator provides information about degree completion deadlines and procedures. Finally, the Faculty Mentor is considered a potential source of good information about career choices and job openings. This is in addition to the information and services (résumé workshops, career fairs, job postings, subscriptions to job journals, etc.) that the Office of Student Services and the University of Arizona Career Services Office provide.

XIV.c. MS and Doctoral Students

MS and Doctoral students are also assigned a Faculty Advisor. This role differs a bit when a MS/Doctoral student is involved, since in this capacity, the Faculty Advisor provides guidance

regarding the coursework that the student will take during his/her graduate career. In addition, the Faculty Advisor will assist the student in conceptualizing his/her thesis or dissertation research and may advise the student on how to go about getting started on the project. The MS/Doctoral Coordinator will provide guidance on the MEZCOPH and Graduate College policies and procedures. The Thesis/Dissertation Committee Chair will advise the student during his/her thesis or dissertation research and writing. Lastly, the Faculty Advisor and Thesis/Dissertation Committee Chair are considered a potential source of good information about career choices and job openings. This is in addition to the information and services (résumé workshops, career fairs, job postings, subscriptions to job journals, etc.) that the Office of Student Services and the University of Arizona Career Services Office provide. It is the student's responsibility to schedule a meeting with his or her Faculty Advisor to discuss the student's Annual Progress Report in early spring when directed to do so by the MS/Doctoral Coordinator.

XV. MEZCOPH/AHSC AWARDS

XV.a. Faculty

Each year, three outstanding faculty members are selected for the recognizing outstanding research; community service and public-health practice; and teaching. Usually the awards are given at a University-wide ceremony hosted by the UA Provost, and other College and University Department present their Awards of Distinction and recognize outstanding achievements. Nominations are due early April and announced during Spring Convocation.

XV.a.i. MEZCOPH Award of Distinction for Community-Engaged Scholarship and Practice

This award is given annually to recognize excellence in community-engaged scholarship and practice by a MEZCOPH faculty member. Community-engaged scholarship and practice is defined as an activity or project that involves the faculty member or academic professional "in a mutually beneficial partnership with the community." It includes service-based projects or service to a community or group as a component of research, teaching, and distribution of information. Activities such as community-based participatory research and service learning may be used.

XV.a.ii. MEZCOPH Award of Distinction for Research

The MEZCOPH Excellence in Research Award will be awarded to a **faculty member or an academic professional** whose primary appointment is in the MEZCOPH. Research should be characterized by originality and should have investigation as a primary objective. Priority will be given to research that relates directly to the mission of the college and to junior faculty or APs.

XV.a.iii. MEZCOPH Award of Distinction for Teaching

This award is given annually to recognize excellence in teaching by a MEZCOPH faculty member. The MEZCOPH teaching award is given for excellence in the classroom, outstanding design of courseware, or other teaching attributes and work.

XV.a.iv. Typical Nomination and Selection Process for MEZCOPH Awards of Distinction

For the MEZCOPH awards given at the University of Arizona Awards of Distinction ceremony each year, faculty, appointed professionals, staff or students may submit nominations of a MEZCOPH faculty member or appointed professional. Nomination periods are usually in the late

fall into early January. Instructions for submitting nominations are distributed throughout the College by email.

All nominations completed and received by an award's deadline will be reviewed by the designated award committee. A short list of finalists will be selected. Finalists will then be invited to meet with the award committee for a short final interview to determine the final selection. The recipients are usually announced in February.

XV.b. Student Honors and Awards

XV.b.i. MEZCOPH Convocation

MEZCOPH hosts convocation ceremonies in May and December. Students who finish all degree requirements in spring may participate in the May convocation ceremony. Students who will not finish all degree requirements until fall semester may participate in December convocation. Bachelor's and master's degree candidates who are planning to complete their degree requirements in August may participate in either the May or December convocation ceremony. Doctoral level students may not participate in either convocation ceremony until they have successfully completed their dissertation defense. The MEZCOPH convocation ceremony is smaller and more intimate than the UA commencement ceremony. Graduates are recognized by name and are called to the stage. Master's and doctoral level students are hooded. Students are given a limited number of tickets and may purchase additional tickets for family and friends if space permits. A reception follows the ceremony.

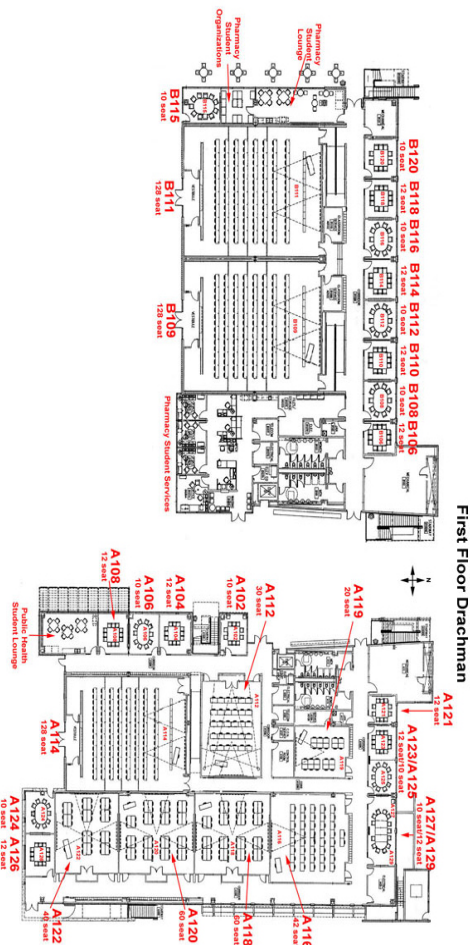
XV.b.ii. Outstanding Senior Award Each college within the University of Arizona is invited to select an Outstanding Graduating Senior in the fall and spring semesters who demonstrates above-average scholastic ability, citizenship, leadership, and promise for the future. These awards are for well-rounded individuals whose contributions through co-curricular and community leadership are evident. Undergraduate faculty may nominate students for this award.

XV.b.iii. College of Public Health Student Life Award The College of Public Health Student Life Award was instituted to acknowledge and recognize a graduating student who has made significant contributions to initiating, promoting and facilitating student activities and events across the entire college. Faculty and staff may nominate students for this award.

XV.b.iv. Outstanding MPH Student Award

The Outstanding MPH Student Award recognizes a graduating student from the MPH Program who exhibits 1) outstanding academic performance, 2) outstanding internship performance, 3) commitment to MEZCOPH, and/or 4) commitment to community service. Faculty and staff members may nominate students for this award.

XVI. DRACHMAN HALL



XVI.b. Scheduling Meeting Rooms in Drachman Hall

Scheduling meeting rooms in Drachman Hall is done online at:

<https://resource-scheduler.pharmacy.arizona.edu/s/index>

XVI.c. Policy for Posting Advertisements in Drachman Hall

Any paper advertisement, flyer, or announcement to be hung in either of the Drachman Hall buildings shall first be approved by the MEZCOPH Office of Student Services and Alumni Affairs in Drachman A302 (for postings hung in Drachman A) or the College of Pharmacy's Office of Student Services in Drachman B107 (for postings hung in Drachman B). To gain approval, bring an original copy to the appropriate Student Services office. When approval is given, the announcement will be initialed and dated by the office. Copies of the announcement showing the initials and date can be made at this time.

Announcements may be hung indoors on plastic, metal, or bulletin boards ONLY, not on painted walls or glass doors unless special permission is granted by the appropriate Student Services

Office. Announcements may not be taped, nailed, screwed, or in any way attached to the outside metal or brick siding of the building.

Removal of announcements is the responsibility of the organization or individual who hung them. Announcements must be removed no later than two days following the event. Failure to do so may result in denial of future postings.

XVI.d. Lockers

Students may reserve a locker for use while a student at MEZCOPH. Requests for lockers are processed by the Administrative Associate in the Office of Student Services and Alumni Affairs, Room A302 of Drachman Hall. A one-time, non-refundable user fee of \$5 is assessed. To reserve a locker, a student should identify the range of locker numbers in the first floor hallway in which the locker is desired and communicate this information to the Administrative Associate, who will assign the locker number and provide the padlock combination to the student. Students may not use their own padlocks on Drachman Hall lockers. Drachman Hall is not accessible in the evening or on the weekend, so needed items stored in lockers should be retrieved prior to the conclusion of classes.

XVI.e. Bicycles and Bicycle Parking

UA students, faculty, and staff who ride their bicycles to school are encouraged to register their bicycles with the University of Arizona Parking and Transportation Services. Bike registration provides the owner with discounts on selected bicycle supplies and services from participating bike shops, free lock cutting service for UA-registered bikes on campus, and a record of ownership and documentation for insurance carriers. Registration facilitates the return of stolen bikes to their owners.

For parking convenience, bicycle racks are located on the south side of both wings of Drachman Hall. Bicycles brought into the building or locked to stairwells or other architectural features will be impounded.

XVI.f. Computer Lab

MEZOPH's computer lab, equipped with 21 personal computers, a printer, and projection equipment, is located on the third floor of Drachman Hall in Room A319. The computer lab is available for general use, Monday through Friday from 8 am-5 pm, unless the lab has been scheduled for a class, study session, or other College activity. Information about courses scheduled in the computer lab will be posted outside the lab door and on the College's website. Stata, SPSS, SAS, and Microsoft Office are installed on each system. ArcGIS is available on lab computers 2, 9 and 16. The systems revert to their initial state after a reboot, so a thumb drive or CD/DVD is required to save any work. Students must provide their own paper for printing.

SECTION B. ACADEMIC PROGRAMS, CLASSES, RESEARCH

XVII. ACADEMIC PROGRAMS

XVII.a. Doctoral Programs

The UA Zuckerman College of Public Health is committed to offering professional and academic doctoral degree programs designed to prepare individuals for challenging careers in public health at the local, national and international level. These programs are adept at integrating academic learning with public health practice to ensure a diverse and well-rounded educational experience. There are several new programs under development and we are expanding access to existing programs through distance learning opportunities.

Doctoral degrees offered through the UA Zuckerman College of Public Health include:

XVII.a.i. Doctorate in Public Health (DrPH)

The DrPH is an advanced, professional degree program designed for the student who has a Master of Public Health (MPH) degree or its equivalent and who intends to pursue a leadership career as a public health professional. The DrPH program is unique as it focuses on developing future leaders in public health practice, who will advance the public's health through the integration and application of a broad range of knowledge and analytical skills in leadership, practice, policy analysis, research, program management and professional communication. Additional information can be found online at:

<http://www.publichealth.arizona.edu/academics/doctoral-programs/drph>

XVII.a.ii. PhD Minor in Public Health

The PhD Minor in Public Health is designed for individuals from other University of Arizona doctoral degree programs who wish to obtain graduate training in Public Health. The Public Health minor consists of a minimum of three Master of Public Health Core courses and two additional concentration specific courses agreed to by the student and his or her minor advisor. Additional information can be found online at:

<http://publichealth.arizona.edu/AcademicPrograms/Documents/PhDMinorinPublicHealth.pdf>

XVII.a.iii. PhD in Biostatistics

The PhD in Biostatistics has an emphasis on the foundations of statistical reasoning and requires its graduates to complete rigorous training in applied probability and statistical analyses. This new program prepares students who have demonstrated excellence in mathematics and the sciences to become research biostatisticians in academia, industry, or government. For specific information please go online at:

<http://www.publichealth.arizona.edu/AcademicPrograms/BiostatPhD.aspx>

PhD Minor in Biostatistics

The PhD Minor in Biostatistics is designed for individuals from other University of Arizona doctoral degree programs who wish to obtain graduate training in Biostatistics. Please visit our website for more information at:

<http://publichealth.arizona.edu/AcademicPrograms/Documents/PhDMinorinBiostatistics.pdf>

XVII.a.iv. PhD in Environmental Health Sciences

The PhD in Environmental Health Sciences provides field, classroom and laboratory experiences to incoming students with highly varied backgrounds. The discipline employs a multidisciplinary approach linking the assessment of health impacts with the environment. This

health focused program builds on an extensive array of basic sciences, from climate change to toxicology. The program develops leaders for industry, government and academia, committed to research, education and the practice of environmental health science. Admission to the program is contingent on earning an MS or MPH in environmental health science or a related field.

Additional information is available online at:

<http://www.publichealth.arizona.edu/AcademicPrograms/EnvironmentalHealthSciences.aspx>

PhD Minor in Environmental Health Sciences

The PhD Minor in Environmental Health Sciences is designed for individuals from other University of Arizona doctoral degree programs who wish to obtain graduate training in Environmental Health Sciences.

XVII.a.v. PhD In Epidemiology

The PhD in Epidemiology trains individuals for careers in research and teaching in academic settings, research institutes, government agencies and industry. It has been designed for students whose careers will focus on conducting investigator-initiated and collaborative epidemiologic research. Please visit our website at:

<http://www.publichealth.arizona.edu/AcademicPrograms/EpidemiologyPrograms.aspx>

PhD Minor in Epidemiology

The PhD Minor in Epidemiology is designed for individuals from other University of Arizona doctoral degree programs who wish to obtain graduate training in Epidemiology. It requires completion of the first year Epidemiology and Biostatistics courses, one additional Epidemiology elective course, and completion of the qualifying examination. Please visit the website for more information at:

<http://publichealth.arizona.edu/AcademicPrograms/Documents/PhDMinorinEpidemiology.pdf>

XVII.b. Master Degree Programs

The UA Zuckerman College of Public Health offers three master's degree programs:

XVII.b.i. Master of Public Health (MPH)

The Master of Public Health degree is designed to be an interdisciplinary, graduate, professional degree in public health. The MPH Program provides opportunities for students to obtain broad knowledge and basic skills in the core areas of public health. Students are able to acquire proficiency in one or more specialized areas through advanced coursework, and gain experience in applying advanced knowledge to the solution of actual health problems in community settings during internship training.

The MPH offers a program in which students acquire a sound academic background for competent practice in the field of public health. Students are able to obtain the MPH degree through one of seven concentration areas, including:

- Biostatistics - http://www.publichealth.arizona.edu/AcademicPrograms/Mph_Bio.aspx
- Environmental and Occupational Health - http://www.publichealth.arizona.edu/AcademicPrograms/Mph_Env.aspx
- Epidemiology - http://www.publichealth.arizona.edu/AcademicPrograms/MPH_Epi.aspx
- Family and Child Health - http://www.publichealth.arizona.edu/AcademicPrograms/Mph_Family.aspx
- Health Behavior and Health Promotion - http://www.publichealth.arizona.edu/AcademicPrograms/MPH_Health.aspx

- Public Health Policy and Management - http://www.publichealth.arizona.edu/AcademicPrograms/MPH_Public.aspx
- Public Health Practice (available in Phoenix and Tucson) - <http://www.publichealth.arizona.edu/AcademicPrograms/MPHInPublicHealthPractice.aspx>

XV.b.ii. Master of Science (MS) in Environmental Health Sciences

The Master of Science in Environmental Health Sciences (MS) provides students with training and preparation for leadership roles (project leaders, program developers) in current and emerging environmental health science disciplines. The program employs a multidisciplinary approach linking the assessment of health impacts with the environment. Students must complete a Master's program to enter the PhD program in Environmental Health Sciences at the University of Arizona. Please visit our website for additional information at:

<http://www.publichealth.arizona.edu/AcademicPrograms/EnvironmentalHealthSciences.aspx>

XV.b.iii. Master of Science (MS) in Epidemiology

The Master of Science degree in Epidemiology is designed for individuals who seek training in epidemiological research. It is anticipated that graduates will occupy positions as research administrators, program managers, analysts, and evaluators in universities, health departments, governmental agencies, and similar organizations. The MS program typically requires two years for completion. The first year is focused on core course work and completion of the qualifying examination. The second year is focused on remaining coursework and development of the master's thesis research. Additional information is available at our website at:

<http://www.publichealth.arizona.edu/AcademicPrograms/EnvironmentalHealthSciences.aspx>

XV.b.iv. Master of Science in Biostatistics

The MS in Biostatistics prepares individuals to work effectively as applied biostatisticians in a variety of public health, epidemiological and clinical research settings. The MS in Biostatistics provides training in probability and statistical theory with a research focus. Additional information is available at our website at: <http://publichealth.arizona.edu/academics/masters/ms/biostatistics>

XV.c. Dual Degrees

The Mel and Enid Zuckerman College of Public Health has partnered with the College of Medicine and the College of Social and Behavioral Sciences to administer four dual degree programs. Students have the opportunity to earn two complementary degrees simultaneously. Dual degree applicants are required to meet the application deadlines, testing requirements, and submit program fees to each program independently. Academically, students are expected to fulfill the basic requirements of each program with the inclusion of course work that satisfies the requirements of both programs.

XVII.c.i. Medicine

The MD/MPH Dual Degree program is offered jointly with the University of Arizona College of Medicine and the Mel and Enid Zuckerman College of Public Health at both Tucson and Phoenix campuses. The dual degree program allows a student to earn a Doctor of Medicine (MD) and a Master of Public Health (MPH). The emphasis of the MD/MPH Dual Degree is on Clinical Leadership; it is anticipated that graduates will be leaders in a wide variety of clinical and public health settings. The MD/MPH program is designed to give students exposure to the public health, prevention and clinical issues they will face, and provide a framework for problem solving and implementing effective health programs.

XVII.c.ii. Latin American Studies

The MPH/MA Dual Degree Program allows students to earn a Master of Public Health and a Master of Arts degree in Latin American Studies. This dual degree program offers students the opportunity for interdisciplinary study allowing them to customize their dual degree by selecting any one of **seven** MPH concentration areas, and by taking electives addressing issues relevant to Latin American populations.

XVII.c.iii. Mexican American Studies

The MPH/MS Dual Degree Program allows students to earn a Master of Public Health and a Master of Science degree in Mexican American Studies. This dual degree program offers students the opportunity for interdisciplinary study allowing them to customize their dual degree by selecting any one of six MPH concentration areas, and by taking electives addressing issues relevant to Mexican American and Latino populations. Students gain an advanced understanding of the Mexican American and Latino populations in the United States that prepares them to develop culturally-competent public health programs and policies targeting Latinos.

XVII.c.iv. Law

The JD/MPH Dual Degree Program is offered jointly by the University of Arizona College of Law and the Mel and Enid Zuckerman College of Public Health. The dual degree program allows a student to earn a Juris Doctor degree (J.D.) and a Master of Public Health (M.P.H.). The objective of the program is to support and encourage individuals with an interest in public health studies in the development of interdisciplinary knowledge and skills in preparation for a career in health law, public health policy, or a related field. The Law and Public Health (JD/MPH) dual degree is designed to train leaders in the field of public health law. Graduates are prepared for positions in a variety of settings, including work in a health law or environmental section of a law firm; positions in local, state, and federal government; research or advocacy jobs in nongovernmental organizations; or posts in academia.

XVII.c.v. Business Administration

The MPH/MBA Dual Degree Program is offered jointly by the Mel and Enid Zuckerman College of Public Health and Eller College of Management. The dual degree program allows a student to earn a Master of Public Health (MPH) and a Master of Business Administration (MBA) in three years upon the completion of a minimum of 75-79 units in Public Health and Business.

XVII.c.vi. Pharmacy

The Doctor of Pharmacy/Master of Public Health (PharmD/MPH) is offered jointly by the University of Arizona College of Pharmacy and the Mel and Enid Zuckerman College of Public Health. The dual degree program allows students to simultaneously earn a Doctor of Pharmacy (PharmD) and a Master of Public Health. This PharmD/MPH combines the complementary strengths of the College of Pharmacy and the Zuckerman College of Public Health to provide students with an integrated curriculum focusing on knowledge and ingenuity in the delivery of pharmaceutical care within the broader population based public health environment.

XVII.d. GRADUATE CERTIFICATE PROGRAMS

The University of Arizona Mel and Enid Zuckerman College of Public Health (MEZCOPH) is committed to serving the public health educational needs of the State of Arizona. In addition to offering curriculum at the undergraduate and graduate levels, we offer individuals the following graduate certificate programs:

XVII.d.i. AZ Clinical Research Training Program Certificate

AZ Clinical Research Training Program Certificate – designed for clinician scientists.

Go online for more information at: <http://www.publichealth.arizona.edu/azcrtp/default.aspx>

XVII.d.ii. Graduate Certificate in Public Health

Graduate Certificate in Public Health – a flexible and convenient program designed for working professionals. The deadline for Spring admission to the Graduate Certificate program is October 1. The deadline for Fall admission to the Graduate Certificate program is May 1. The Graduate Certificate in Public Health will consist of the five core courses in the Master of Public Health degree: CPH 573A Basic Principles of Epidemiology; CPH 574 Public Health Policy and Management; CPH 575 Environmental and Occupational Health; CPH 576A Biostatistics for Public Health; and CPH 577 Socio-cultural and Behavioral Aspects of Public Health. All five courses are now online.

Applicants to the Graduate Certificate in Public Health program will be required to have a Bachelor's degree or its equivalent from an accredited college or university or if the applicant has 12 or more graduate units, the G.P.A. will be based on graduate units. Application is through the UA Graduate College. Courses taken within two years of admission to the program may be applied toward the certificate. The curriculum may be counted toward the MPH degree, should the student apply and be admitted to the MPH program. Additional information can be found online at:

<http://publichealth.arizona.edu/AcademicPrograms/Documents/GraduateCertificateinPublicHealthApplication2010.pdf>

Please note: Students in the Graduate Certificate in Public Health are **ineligible to receive financial aid of any kind**, and are required to pay the Graduate tuition rates outlined by the UA Bursar's Office (dependent on state of residence.) Course registration and payment for the Graduate Certificate in Public Health occurs through the Outreach College: <http://outreachcollege.arizona.edu/dist/>

XVII.d.iii. Graduate Certificate in MCH Epidemiology

This program is a University-Community Partnership for Graduate Training in Maternal and Child Health. Working in partnership with the Indian Health Service, the United South and Eastern Tribes, Inc. county and indigenous population representatives in Appalachian Kentucky, the University of Arizona Zuckerman College of Public Health and the University of Kentucky College of Public Health have designed a 15-credit Graduate Certificate course aimed at increasing the capacity in MCH epidemiology of MCH workers serving in rural, isolated, and underserved Indian Health Service regions and Appalachian counties. More information can be found at: <http://www.mch-epitraining.arizona.edu/>

XVII.d.iv. Global Health and Development

The Graduate Certificate in Global Health & Development is a distance-learning program that provides participants the foundation knowledge and skills necessary to function effectively in global health practice, whether at home in a diverse setting, along the border in a bi-cultural environment, or abroad where populations are under-resourced and where health systems are constrained.

XVII.d.v. Graduate Certificate in Health Administration

The Graduate Certificate in Health Administration offers Tucson or Phoenix-based working health professionals and graduate students a flexible and convenient option for advancing their

health administration training. Upon completion of the certificate program, students will have knowledge and skills in the following areas: strategic planning, budgeting and finance, health care economics and policy, and advanced health care services administration.

XVII.e. Undergraduate Bachelor of Science (BS) Major in Public Health

The Bachelor of Science major in Public Health (BS) is designed to promote an understanding of health and disease based on public health principles. The primary goal of the program is to train public health professionals who will seek to improve the quality of life of individuals and communities within Arizona. The curriculum provides general knowledge regarding public health principles and practice augmented by concentrated study (tracks) in Environmental and Occupational Health and Health Behaviors. Field work provides an experience that incorporates classroom learning into public health practice in preparation for future employment.

XVIII. CLASS SCHEDULES

XVIII.a. Registration Dates and Deadlines

Deadlines for the current and upcoming semester can be found online at:
<http://www.registrar.arizona.edu/schedules/dates.htm>

XVIII.b. Schedule of Classes

The schedule of classes is available for the current and upcoming semester online at:
<http://garnet.ccit.arizona.edu/cgi-bin/schedule/schedule.cgi>

XVIII.c. Final Exam Regulations

All faculty must adhere to Final Exam Regulations which prohibit changes to the published exam schedule. These regulations can be found at:
<http://www.registrar.arizona.edu/schedule071/exams/examrules.htm>

XIX. GRADES AND UACCESS

XIX.a. Grades

Regular Grades

A, B, C, D, and E constitute the regular grades used at the University of Arizona. Regular grades are included in the calculation of the grade-point-average (GPA).

Alternative Grading

S (superior) and P (pass) grades are used in place of regular grades A and B, respectively, for courses graded S, P, C, D, E and S, P, E, K. S and P grades are NOT included in the calculation of the GPA, nor do they count toward meeting the criteria for dean's list, honorable mention, or academic distinctions.

Medical grades: all 800-level courses offered by the College of Medicine are graded on an honors/pass/fail system (S, P, F, K). See the Medicine Catalog for more information at:
<http://www.omse.medicine.arizona.edu/catalog/>

Law grades: law students please consult the College of Law at: <http://www.law.arizona.edu/>

*** NOTE:** For house numbered courses with a choice of grading systems (senior capstone, colloquium, etc.), an instructor may have the option of awarding regular grades only (A,B,C,D,E) or the combination of special and regular grades (S,P,C,D,E), as departmental policy dictates. However, in any single class offering, all registrants must be graded by the same system.

K Grade, Course in Progress

K for non-900-level courses: if a course requires more than one term for completion, the grade of K is awarded for each term except the final term. The final term is awarded a non-K grade appropriate to the grading scheme for the course (see regular and alternative grading above). For example, a course that continues for 3 terms would receive the permanent grade of K for the first 2 terms, while the final term would receive a non-K grade appropriate to the grading scheme for the course. Course re-registration is not required.

Pass/Fail Option

For certain courses, a qualified student may elect to register under the pass/fail option. Under such registration, the only final grades available to the student are P (pass) or F (fail). To receive the grade of P, the student must be doing work comparable to a D or better. If a course is taken under the pass/fail option, the grade of P or F will be permanently recorded. If the course is passed, the units of credit will be applied toward graduation. Pass/fail grades are NOT included in the GPA. Undergraduate students may elect to take courses under the pass/fail option only after they have attained sophomore standing and only if they have earned grade-point-averages (GPAs) of 2.000 or better.

Student Teaching: pass/fail grades are the only grades available for FSHD 489, TTE 493A, and TTE 493B. Enrollment in these courses will not reduce the amount for which a student can otherwise enroll under the pass/fail option.

Graduate Students: Graduate students can take courses offered by the College of Law for Pass/Fail for graduate credit. Graduate students who need to complete admission deficiencies or who wish to take undergraduate credit courses available for P/F grading, may take Pass/Fail courses but will not earn graduate credit for these courses.

I- Incomplete Grade

The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term.

W- Withdrawal, Dropping a Course

Prior to the end of the fourth week of classes (Fall and Spring), official withdrawal (drop) of a course cancels the registration for the course. A dean's approval is not required. No grade for the course will appear on the student's permanent record.

During weeks five through eight, the grade of W is awarded to students who are passing at the time of withdrawal. The grade of E may be awarded to students not passing at the time of withdrawal. Either W or E will show on the student's permanent record.

After the eighth week of classes, the grade of W can be awarded only with the approval of the student's academic dean, and only under exceptional circumstances. The W may also be awarded in the case of complete withdrawal from the University.

WP and WF Withdrawal, Complete Withdrawal from the University:

In the case of complete Withdrawal from the University, if a student withdraws before the end of the 4th week of classes in Fall or Spring (end of the 1st week in Summer), no classes show on the student's transcript for the term. If a student withdraws from the University between the 5th week of classes in Fall or Spring (2nd week in Summer) and the last day of classes for the term, the faculty member for each course may assign a grade of WP (withdrawal while passing) or WF (withdrawal while failing). Withdrawal grades are NOT included in the GPA.

O Audit Grade

The grade of O is awarded for courses taken for audit. Audit grades are not awarded unless the student is registered for audit. Audit grades are NOT included in the GPA. See the [audit policy](#) for details and the use of WO and XO grades. The audit policy can be found at:

<http://catalog.arizona.edu/2008-09/policies/audit.htm>

CR Credit

The grade of CR is a passing grade awarded for courses taken by Special Examination for Credit. Failing grades are not recorded. The CR grade is NOT included in the GPA.

(Blank) No Grade Submitted

No grade indicator is entered when an instructor fails to submit grades for all students in a course by the grade reporting deadline at the end of the term. Prior to Spring 2003, students were awarded a temporary grade of 'Y' after the grade reporting deadline and prior to receiving the final grade from the instructor. Consistent with current practice, if grades are issued for some but not all students in a class, those students who were not awarded a grade by the instructor will be awarded an administrative grade of 'E' by the Office of Curriculum & Registration.

Additional information regarding grades, including changing a grade and other grade related policies can be found online at the University website:

<http://www.registrar.arizona.edu/gradepolicy/index.htm>

XIX.b. University Information Technology Services

University Information Technology Services (UITS) provides services, applications, and resources to support you as a member of the campus community. The University of Arizona is a premier, public research university where some of the world's finest scholars and educators call the UA home. Our faculty are not only engaging in research that establishes new precedents across the sciences and humanities, they are also helping to produce graduates ready to tackle any future endeavor they wish to pursue. Just as important, UA staff manage nearly every aspect of the University, helping to ensure it achieves its goals of "...building a better Arizona through access, quality and discovery." UITS manages UACCESS where faculty can monitor their class registration and post grades. More information is available at:

<http://uits.arizona.edu/new-faculty-staff>

XIX.c. Desire 2 Learn (D2L)

D2L is a course management system (CMS). It's a relatively easy way to create a course web site. A D2L course site allows "anytime, anywhere" access to syllabi, readings, multi-media files, electronic drop boxes, online quizzes, communication, grading, student progress reports, etc.

Gaining Access to D2L

D2L is The University of Arizona's course management system (CMS); it has a variety of tools that are free for instructors to use. This page is meant to be the starting point for instructors wanting to use D2L in their instructional and learning activities. It is a short, high level guide that will help you make the best use of your time and avoid confusion.

The basic steps of setting up a D2L course site and using it are:

1. Create a NetID online at: <https://netid.arizona.edu/>
 - A NetID is the same username and password that you use to sign into UA Webmail and Employee Link.
 - This is how you and your students will sign into the D2L system once you have received confirmation that your site is available to you.
 - If you are a new hire and you are waiting on your paperwork to be finished, you can still obtain a Department Sponsored Visitor's NetID. Please contact your department to set this up as you can then use D2L before you are officially hired.
 - Students are required to have a UA NetID.

Note: This step is only necessary for those who do not already have a NetID.

Preparing Your Course Site in D2L

1. D2L Course Site Request Form can be found online at:
http://fp.arizona.edu/d2l/courserequest_copy.htm
 - Using D2L is a voluntary action and a course site is only available if an instructor requests it. A [Site Request Form](#) (available at: http://fp.arizona.edu/d2l/courserequest_copy.htm) must be completed in order to create a course site.
 - A request can take between 1-5 business days as long as it is submitted before the request deadline dates for a given semester. If it is submitted after the deadline, it may take a little bit longer to process. Deadline dates are available on the Course Site Request Form.
 - After the request has been submitted, you will be notified when it is available to you. Your students will see it one week before the semester starts. You can override this at any time and make it available as soon as you would like by making selections through the Edit Course link (http://help.d2l.arizona.edu/instructors/edit_course#coi).
 - Students will be automatically enrolled in your D2L course; their names will populate your D2L course site's Classlist (<http://help.d2l.arizona.edu/instructors/classlist>) and Gradebook (<http://help.d2l.arizona.edu/instructors/grades>). Enrollments (and unenrollments) are updated 6 days a week at 6:00 a.m. (Except Sundays).
2. Attend an Open Lab (http://help.d2l.arizona.edu/instructors/open_lab) at the Learning Technologies Center (<http://lrc.arizona.edu/index.cfm>) to learn how to use the different

tools and find the best available tools for the activities you wish to do (Optional). If the schedule does not work for you then we can also schedule a one-on-one session or a group training event.

3. Look at the Instructor's Tool Help Guide (http://help.d2l.arizona.edu/instructors/help_guide) to find the D2L tools that will best fit your activities (Optional), or take a look at some sample course sites (http://help.d2l.arizona.edu/instructors/sample_courses) to see some configurations other instructors have used successfully. You can read web pages or watch narrated videos (<http://help.d2l.arizona.edu/instructors/video>) depending on your preference.

The major D2L Tools

- **Content** (<http://help.d2l.arizona.edu/instructors/content>) - provide materials to students
- **News** – (<http://help.d2l.arizona.edu/instructors/news>) post a welcome message, inform students how to contact you, provide reminders about upcoming events
- **Email** – (<http://help.d2l.arizona.edu/instructors/email>) separate from UA WebMail, can be forwarded to any account that you want
- **Classlist** – (<http://help.d2l.arizona.edu/instructors/classlist>) a list of students taking your course, a quick way to email all students
- **Dropbox** – (<http://help.d2l.arizona.edu/instructors/dropbox>) online file submission for student's work, separate from TurnItIn.com
- **Discussions** – (<http://help.d2l.arizona.edu/instructors/discussions>) a way to have students exchange ideas and comment on each other's postings
- **Quizzes** – (<http://help.d2l.arizona.edu/instructors/quizzes>) a way to ask questions of students and have them automatically graded
- **Surveys** – (<http://help.d2l.arizona.edu/instructors/survey>) a way to ask anonymous questions of students, create a feedback loop or get to know them
- **Self Assessment** – (http://help.d2l.arizona.edu/instructors/self_assessment) a way to ask questions of students in a non-graded arena
- **Schedule** – (<http://help.d2l.arizona.edu/instructors/schedule>) keep a calendar for your students so that they know what is coming next
- **Grades** – (<http://help.d2l.arizona.edu/instructors/grades>) allow students to see what they have earned and how they are doing

*There are many others, but these are the primary tools available in D2L. You can pick and choose the tools that will best meet your needs. You can use one tool or all the tools, the choice is up to you.

General information about D2L can be found at: <http://help.d2l.arizona.edu/>

Instructor specific information on D2L including tutorials can be found at:

<http://help.d2l.arizona.edu/instructors/home>

D2L technical support can be reached:

By Email: D2L@email.arizona.edu

By Phone: 520-626-2621

UACCESS and D2L

UACCESS and D2L can work in conjunction to make submitting final grades easier. Final Adjusted Grades from D2L can be imported directly into Webroster. Instructions for this process can be found at: <http://www.help.d2l.arizona.edu/instructors/webroster#about>.

General Information to Know:

1. Information on degrees are on the website under prospective students/
2. UA uses D2L as our learning management system. Information on D2L can be found at www.d2l.arizona.edu
3. Uaccess Instructor Center is where you are able to see your class roster and enter student's grades.
4. Mid Course Evaluations are conducted each semester. A notice is sent to students from the Office of Student Services and Academic Affairs.

XX. TEACHER COURSE EVALUATIONS (T.C.E)

Student Ratings at the University of Arizona are called TCEs – short for Teacher-Course Evaluations. Student ratings of instruction, properly constructed and administered, provide valid and reliable data for improving teaching as well as for documenting teaching performance for administrative review. This claim is supported by a large body of research (e.g., Aleamoni, 1981; Centra, 1989; Doyle, 1975; Marsh, 1992; Theall et al, 2001). Student ratings are currently used in over ninety-five percent of postsecondary institutions because they are: 1) multidimensional, 2) reliable and stable, 3) relatively valid against a variety of indicators of effective teaching, and 4) relatively unaffected by a number of variables hypothesized as possible biases.

Administrators use student ratings data both in making personnel decisions (summative evaluation) and in mentoring faculty regarding their effectiveness as teachers (formative evaluation). Faculty use student ratings both for documenting and for improving teaching. Summative and formative purposes, though related, are conceptually and practically different in important ways. Most importantly, appropriate use of ratings data for personnel decision-making requires careful data collection procedures and clear policies about interpretation, consistently applied. Improper uses of ratings expose units to the possibility of litigation as well as negatively affecting collegiality and productivity (Franklin and Theall, 1989).

Although ratings are necessary, they do not provide sufficient information for a comprehensive evaluation of teaching. Teaching is a multidimensional activity comprising course planning, classroom instruction, mentoring and advising of students, assessing student work, etc. Student ratings alone are insufficient because students are unable to observe or unqualified to judge many aspects of teaching (e.g., the instructor's content expertise and instructional design skills). Evaluation specialists recommend consideration of at least two additional sources of information, such as classroom observation reports, self-evaluation statements, peer assessments of course materials, and evaluations by instructional specialists (e.g., Arreola, 1995; Braskamp and Ory, 1994; Centra, 1993; and Theall et al, 2001).

An example of a standard TCE questionnaire can be found at:
<http://aer.arizona.edu/questionnaires/philosophyP1.pdf>

The following table is a list of links to online resources regarding TCE's all of which can be found online at: <http://aer.arizona.edu/teaching/Guide/TCEGuide.asp#1>.

XXI. RESEARCH

Research conducted by the MEZCOPH faculty is essential for achieving our mission of promoting the health of individuals and communities. The broad spectrum of research conducted within the College is unique, since it includes basic science research as well as population and community studies. Having researchers with such diversity, within the same college, affords opportunities for collaborative projects that can bridge these different research areas. For example, recent mapping of the human genome has opened doors to better understand the role that genes play in diseases, but also highlights the need for such findings to be validated in population studies. Research within the college also benefits our students by ensuring that they are being taught leading edge material in the classroom and by providing opportunities for student participation on research projects. -Professor Duane Sherrill, PhD

The UA Zuckerman College of Public Health's portfolio is diverse, ranging from bench science to community-based research. Funding is obtained from a wide variety of sources including federal agencies such as the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), the Health Resources and Services Administration (HRSA), as well as national and local foundations, among others. A considerable effort is made to address issues of health disparities with a focus on the underserved populations of the Southwest. The College also strives to involve students in both research efforts and resulting publications and presentations.

To provide a sense of the content of these projects, our research is classified into the following non-mutually exclusive categories below. A list of current grants is also available. Cancer Prevention and Control; Much cancer prevention and control research is performed in conjunction with the Arizona Cancer Center, an NCI-designated cancer research center.

- Chronic Disease Prevention and Control; Examples are Diabetes and Cardiovascular Disease (CVD)
- Environmental and Occupational Health
- Global Health
- Health Promotion
- Hispanic & Border Health
- Maternal/Women's, Family and Child Health
- Native American Health
- Public Health Preparedness
- Rural Health
- Tobacco & Substance Abuse

XX.a. Human Subjects

The University of Arizona (UA) complies with Federal and State research policies. The UA also has established a number of written policies (these policies are accessible online at: <http://web.arizona.edu/~policy/research.shtml>) that apply to research, which include a Handbook for Principal Investigators. The Handbook is available online at: <http://www.sps.arizona.edu/handbook/>. These written policies include those on conflict of

interest and commitment; technology transfer; ethics; regulatory compliance; direct and indirect costs of sponsored agreements; intellectual property rights; and radiation and lab worker training. University policies also include: computing, faculty governance, financial policies, human resources, and State and Federal relations.

Use of Human Subjects Policy

Most importantly, there are strict written policies to protect human subjects and animals used in research. The Research Office serves as the conduit for human subjects reviews emanating from the College's appointed personnel and student field-projects prior to their being sent to the University of Arizona Human Subjects Office for approval.

The UA Zuckerman College of Public Health policy requires all graduate students to obtain human subjects certification. In general, MPH internships are not considered to be a research project.

Go to the Human Subjects Protection Program website (<http://orcr.vpr.arizona.edu/irb>) to review information on their policies, procedures, human subjects training certification and more.

CITI (Collaborative Institutional Training Initiative)

The Collaborative Institutional Training Initiative (CITI) was founded in March 2000 as a collaboration between the University of Miami and the Fred Hutchinson Cancer Research Center to develop a web based training program in human research subjects protections. In response to the June 2000 education policy announcement, the collaboration was expanded to include content experts from 10 institutions who provided the content for the first 12 biomedical modules. In addition to the "Basic" content, the CITI model provides the opportunity for institutions to post additional instructional materials specific to their institution.

The CITI Program, co-founded by Karen Hansen and Paul Braunschweiger Ph.D, is now on it's 7th iteration and includes:

- Basic Courses in the Protection of Human Research Subjects.
 - Biomedical Focus
 - Social and Behavioral Focus.
 - Refresher Courses
- Good Clinical Practice Course.
- Health Information Privacy and Security Course (HIPS)
- Laboratory Animal Welfare Courses for investigators and IACUC Members
- Responsible Conduct of Research (RCR).

CITI human subject training is required by all research personnel. Those who have not completed the CITI training are required to complete the CITI Basic Course for Social and Behavioral Investigators or for Biomedical Investigators depending on the focus of the research. Once completed, the training is good for 2 years. Those who completed the CITI training 2 years ago are required to update their training by completing the CITI Refresher Course. Do not complete the refresher course if you have not completed the basic course.

If you have completed CITI human subjects training at another institution, you can add the University of Arizona as a Learner Institution. Once you have done this, there may be modules specific to the University of Arizona that you are required to complete.

The following forms can be found on the University of Arizona Office for the Responsible Conduct of Research website at: <http://orcr.vpr.arizona.edu/irb/forms>: New Project Forms, Consent Form Templates, Request for Amendment Forms, Continuing Review and Conclude/Not begun Forms, Study Related Problem Forms, SAVAHCS Specific Forms, and Western IRB and Central IRB Forms.

SECTION C. THE UNIVERSITY OF ARIZONA

XXII. UNIVERSITY OF ARIZONA MAP

Appendix E shows a complete map of the University of Arizona campus. An interactive version, building index, parking map and other more specific maps can be found on the University website at: <http://iiewww.ccit.arizona.edu/uamap/>

XXIII. UNIVERSITY OF ARIZONA COMMITTEES

A full listing of committees at the University of Arizona can be found online at: <http://fp.arizona.edu/senate/index.htm>

XXIII.a. Faculty Senate

Senate Executive Committee

The Vice Chair of the Faculty shall serve as chair of the committee. The committee shall establish the agenda for each meeting of the Faculty Senate and shall receive reports from the officers, the chairs of the Senate standing committees, ASUA, GPSC, UGC, Graduate Council, and SPBAC. Bylaws Article VIII, Section 4 a. Additional information is available online at: http://fp.arizona.edu/senate/exec_com.htm

Academic Personnel Policy Committee

This committee receives reports and considers and forwards action items to the Faculty Senate relating to promotion and tenure/continuing status (policy and procedures; statistical report on decisions from the previous year, sabbatical and leave of absence policy, performance evaluation policy and procedures and their relationship to salaries, definition of faculty membership, and governance (for example, the University Handbook for Appointed Personnel, the Constitution and Bylaws of the General Faculty of the University of Arizona, and ABOR Policy Manual 6-201 "Conditions of Faculty Service.") Bylaws Article VIII, Section 4, b. Additional information including: meeting schedule, membership, and guidelines are available online at: http://fp.arizona.edu/senate/appc_com.htm

Research Policy Committee

This committee considers matters and forwards action items to the Faculty Senate relating to secrecy, research, conflict of interest, data retention, intellectual property, research ethics, research parks, interaction with industry, patent policy, Arizona Research Laboratory, research institutes, human and animal research, and safety. One faculty member of the Research Policy Committee shall also sit on the Vice President for Research's Intellectual Property Committee. Bylaws Article VIII, Section 4d. Additional information is available online at: http://fp.arizona.edu/senate/rpc_com.htm

Student Affairs Policy Committee

This committee considers matters and forwards action items to the Faculty Senate relating to student quality of life, financial aid, the Code of Conduct, the Code of Academic Integrity, student comportment, admission and domicile classification, high school and community college relations, recruitment and retention policies, Commencement, registration and such matters as brought forth from Student Affairs, the Dean of Students, and the Office of Enrollment Management. The Chair

of the Student Affairs Policy Committee is a member of the Campus Advisory Council. Bylaws Article VIII, Section 4, e. Additional information is available online at:
http://fp.arizona.edu/senate/sapc_com.htm

XXIII.b. General Faculty Standing Committees

Committee on Committees

The Committee on Committees shall recommend members of the General Faculty to the Chair of the Faculty for appointment or nomination to all committees of the General Faculty. Upon request of any administrative officer of the University, the committee shall also recommend persons for appointment to new or existing committees whose appointments lie within the discretion of such requesting officer. Faculty Constitution Article V, Section 5
Additional information including: meeting schedule, membership, and guidelines are available online at: http://fp.arizona.edu/senate/c_c_com.htm

Committee on Elections

The Committee on Elections shall conduct elections for offices and committee memberships of the General Faculty, and elections for Faculty Senators representing the several College Faculties in accord with procedures specified in the Bylaws. Faculty Constitution, Article V, Section 2.
Additional information including: election procedures, membership and the meeting schedule can be found online at: http://fp.arizona.edu/senate/elec_com.htm

The Committee of Eleven

The Committee of Eleven shall:

- a. Initiate, promote, and stimulate study and action dealing with and looking toward solution of situations and problems of interest and concern to the faculty and the University.
- b. Make reports to the General Faculty or the Faculty Senate.
- c. Speak for the General Faculty as and when authorized by the General Faculty.

Additional information including: meeting schedule, membership, and guidelines are available online at: http://fp.arizona.edu/senate/ELEV_com.htm

Committee on Faculty Membership

The Committee on Faculty Membership shall interpret the provisions of Article II of the Faculty Constitution and Article I of its Bylaws, determine Senate apportionment and submit recommendations to the Faculty Senate for consideration and action. It shall be responsible for conducting and publishing the annual census of the General Faculty as provided in the Bylaws Article I, Section 2. Faculty Constitution Article V, Section 4. Additional information is available online at: http://fp.arizona.edu/senate/cfm_com.htm

Committee on Ethics and Commitment

The Committee on Ethics and Commitment shall deal with questions of misconduct in research, scholarship, or creative endeavor; conflict of commitment; and facilities misuse, receive reports from the Research Integrity Officer. In its deliberations it will use the current versions of the University policies on research integrity, professional commitment and proper facilities use. *Faculty Constitution Article V, Section 7.* Additional information is available online at: http://fp.arizona.edu/senate/ethi_com.htm

Committee on Academic Freedom and Tenure (CAFT)

The Committee on Academic Freedom and Tenure has jurisdiction to make inquiry and to conduct hearings in two general areas, namely: in regard to matters contained in the Conditions of Service dealing with the contractual employment relationship between the General Faculty

member and the University/Board of Regents; and in regard to any internal matters relating to grievances against or by any member of the General Faculty. The Committee considers the protection of academic freedom and tenure as a principal obligation. Additional information including: meeting schedule, membership, and guidelines are available online at:

http://fp.arizona.edu/senate/caft_com.HTM

Committee on Conciliation

The Committee on Conciliation has jurisdiction to make inquiry and to meet and discuss any problem involving any member of the General Faculty in his or her relationship with the University. The committee may consult and advise but shall not conduct hearings. It shall be the duty of the committee, after careful investigation, to offer recommendation to the person or persons involved. Following the completion of the conciliation process, the President of the University shall be informed of the results. If conciliation has been unsuccessful, both parties shall be notified accordingly in writing with the member being advised that the grievance at issue may be presented to the Grievance Clearinghouse Committee for assignment.

Faculty Constitution Article V, Section 10 a. Additional information including: meeting schedule, membership and guidelines are available online at: http://fp.arizona.edu/senate/con_com.htm

Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall be responsible for proposing changes to the Constitution and Bylaws of the General Faculty necessitated by revisions to applicable law or policy and for proposing changes recommended by the General Faculty or its committees. The amendment process is specified in Article X of the Constitution. This committee also reviews and, if appropriate, recommends changes to the University Handbook for Appointed Personnel (UHAP). Faculty Constitution Article V, Section 8. Additional information including: meeting schedule, membership and guidelines are available online at:

<http://fp.arizona.edu/senate/c&b%20comm.htm>

Grievance Clearinghouse Committee

The Grievance Clearinghouse Committee shall be the faculty committee that accepts faculty members' written requests for grievance hearings and which shall advise which committee (Conciliation, Committee on Academic Freedom and Tenure, University Committee on Ethics and Commitment) or process (Office of Institutional Equity) should consider a grievance. Faculty Constitution Article V, Section 9. Additional information is available online at:

<http://fp.arizona.edu/senate/GCC.htm>

University Committee for Monitoring Labor and Human Rights Issues

The University of Arizona bears a responsibility to exercise leadership in labor and human rights matters. To this end, the University Committee for Monitoring Labor and Human Rights Issues strives to ensure that fundamental labor and human rights, particularly those articulated in the April 30, 1999 Commitments Relating to Sweatshops, are implemented by University licensees.

- a. The committee makes recommendations to the President regarding fundamental labor and human rights issues including codes of conduct for licensees, monitoring of licensees, efforts to improve licensee compliance, and relations with non-compliant licensees.
- b. The committee is also charged with educating the University community and the broader public about these issues

Additional information is available online at:

<http://fp.arizona.edu/senate/UNIV%20COMM%20for%20LABOR%20&%20HUMAN%20RTS.html>

XXIII.c. University Wide Committees with Shared Governance Participation

University Committee on Corporate Relations

The purpose of this General Faculty committee is to make recommendations to the President of the University (or his/her designee, upon request) about potential or changeable relationships between any part of the University of Arizona and one or more businesses or corporations. Faculty Constitution Article VI, Section 2. Additional information including policy, mission, bylaws and membership can be found online at:

<http://fp.arizona.edu/senate/uccr.htm>

Undergraduate Council

The Undergraduate Council is a university-wide committee that participates in the shared governance process at the University of Arizona. The Undergraduate Council reviews all undergraduate curricular action items forwarded from its two subcommittees, the Academic Programs Subcommittee and the Curriculum & Policies Subcommittee. Action items may be received from academic units, colleges, auxiliary units, the Office of Academic Affairs, the University-wide General Education Committee, any General Faculty Standing Committee or Senate Standing Committee or ad hoc committee. Action items requiring Faculty Senate approval are forwarded by the Undergraduate Council to the College Academic Administrators Council and Team Provost for review prior to being sent to the Faculty Senate for final approval. Additional information including a current membership list can be found at:

<http://confluence.arizona.edu/confluence/display/UGC/UNDERGRADUATE+COUNCIL>

Graduate Council

The Graduate Council's mission is two-fold. 1) To provide a forum in which matters of concern to graduate education may be discussed and the mission of the Graduate College fulfilled and 2) To work with the Graduate College to review, establish, and update policies affecting graduate education. Additional information is available online at:

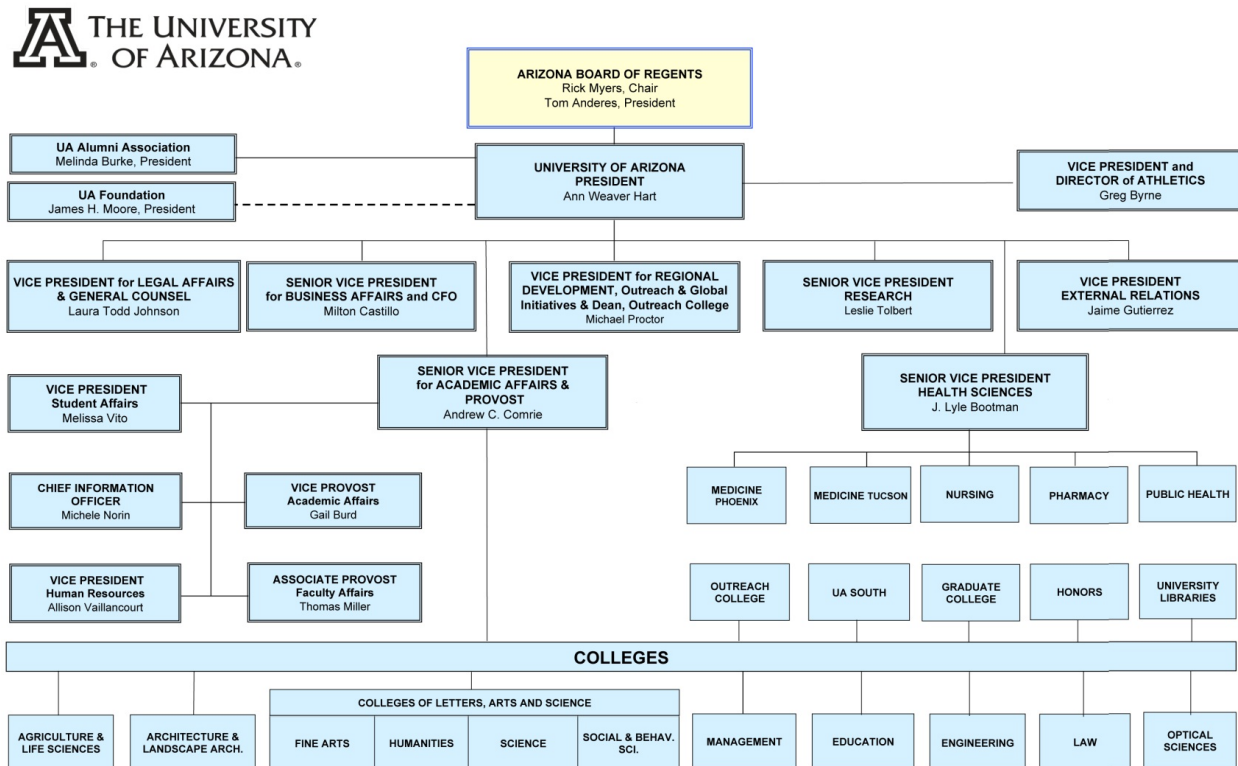
<http://grad.arizona.edu/gccouncil/node/266>

General Education Committee

The committee is charged with the review and approval of all curriculum changes in General Education across the University, assessment of the program, establishing policy in relation to General Education, and disseminating General Education information to campus community. Additional information is available online at:

<http://www.gened.arizona.edu/gened/committee/index.htm>

XXIV. University of Arizona Organizational Chart



Additional information regarding the office of the president including 'Communications from the President' (articles, letters to the Campus Community, memos and public addresses), a biography of the current president, Robert Shelton, the university's highlights and rankings and the five-year strategic plan can be found on the website at:

<http://www.president.arizona.edu/index.cfm>

XXV. UNIVERSITY HANDBOOK FOR APPOINTED PERSONNEL

The University Handbook for Appointed Personnel is a valuable resource covering the rights, expectations, and requirements for appointed personnel. An outline of the topics covered is provided below, however, the handbook in its entirety can be found online at:

<http://web.arizona.edu/~uhap/>

1. Introduction
Mission and objectives, role of appointed personnel, organization and governance
 2. General Policies of the University
 3. Faculty Personnel Policies and Procedures
Including promotion and tenure and the duties and responsibilities of faculty
 4. Professional Staff Personnel Policies and Procedures
 5. Administrative Personnel Policies and Procedures
 6. Grievances and Hearings
 7. Academic Policies and Related Information
 8. Leaves
 9. Recognition
 10. Benefits
 11. Links to University Resources and Related Information
 12. Conditions of Postdoctoral Service
- Protocol for Revising or Adding New Material
Amendments to UHAP Second Edition, 1995
Amendments to UHAP 2000

XXVI. CAMPUS LIFE



XXVI.a. Restaurants

On Campus



Within the student union there are a few chain restaurants such as Papa John's for pizza, Burger King, and Panda Express as well a variety of union run offerings. A full listing of dining available at the student union as well as a map can be found online at:

<http://www.union.arizona.edu/dining/>

Near Campus

There is a wide variety of restaurants within walking distance of Drachman hall. Out from the Main Gate on University there is a nice selection of restaurants, some of which include Pei Wei, Chipolte, Jimmy Johns, Gentle Ben's and many others. The following link gives a brief description of these and others, some of which may require transportation.

<http://www.lpl.arizona.edu/schedule/Huygens/NewSite/foods.htm>

XXVI.b. Tucson

Boasting an average 350 sunny days a year and warm dry air, Tucson's climate is ideal for year-round outdoor recreation. Winter temperatures average highs of 64-75 °F, perfect for major events including Tucson Gem, Mineral & Fossils Showcase, WGC-Accenture Match Play Golf Championship, La Fiesta de los Vaqueros-Tucson Rodeo, and the Festival of Books. Other prominent annual events are El Tour de Tucson, Tucson International Mariachi Conference, Southwest Wings Birding Festival, and New Year's Competition Powwow.

Summer days can get quite warm and are great for exploring Tucson's excellent spas, shopping, museums, and art galleries. Summer's cooler early mornings and late evenings invite outdoor dining and activities like hiking, and horseback riding; early and later tee times are available at seasonally reduced prices.

Tucson is set in a Sonoran Desert valley surrounded by five mountain ranges. A trip from the 2,389-foot valley floor to the 9,157-foot Mt. Lemmon summit along the Catalina Highway-Sky Island National Scenic Byway traverses seven of the world's nine life zones -- it's like driving from Mexico to Canada. Tucson is bordered on all sides by natural areas, including Coronado National Forest, Catalina State Park, Ironwood Forest National Monument, and Saguaro National Park (land of the rare, giant saguaro cactus). Tucson offers one-of-a-kind experiences for those interested in outdoor adventure and nature, heritage and culture, arts and attractions, golf, and original Southwest-inspired dining.

The Tucson Weekly

The Tucson Weekly is Tucson's weekly newspaper dedicated to entertainment and Tucson events. The Weekly can be found at stands around campus as well as online at:
<http://www.tucsonweekly.com/tucson/Home>

The Tucson Weekly not only covers upcoming concerts, movie times, museum openings, etc. but it also has a listing of local restaurants. A particularly nice feature of the Weekly is the 'Best of Tucson' section which provides reviews and lists of everything available in Tucson from shopping to arts and culture.

Arizona Daily Wildcat

The Arizona Daily Wildcat and DailyWildcat.com publishes daily Monday-Friday during the fall and spring semesters, and weekly during summer break as the Arizona Summer Wildcat. Daily circulation is 15,000 copies.

The student employees of the Arizona Daily Wildcat strive to provide the primary source of information for, by and about the University of Arizona community, contributing to campus life by providing a voice for students while providing a real-world learning environment for student journalists, photographers, designers, illustrators, accountants, advertising sales representatives and marketing professionals.

XXVI.c. Athletics

Mission of the Department of Intercollegiate Athletics

The University of Arizona Department of Intercollegiate Athletics (ICA) considers athletics to be an integral part of the University community and thus follows and honors the University of

Arizona's overall institutional mission. As such, Intercollegiate Athletics must strive for excellence just as academic units strive for greatness in teaching, research, and services. This commitment to excellence in athletics implies that ICA will provide exemplary leadership and appropriate facilities and support services to allow its student-athletes to compete at the highest level of intercollegiate competition and to reach their educational and academic progress objectives.

The University of Arizona Department of Intercollegiate Athletics believes the student-athlete to be a representative of the general student body, with like academic qualifications and the same probability of success. The individual rights, welfare and academic goals of the student-athlete should not be compromised by the University's desire to conduct successful athletic programs. Participation in the Intercollegiate Athletics program, while augmenting the student's formal education, should lead to the development of a well-rounded, more enlightened individual.

The University of Arizona offers a wide variety of athletic programs including but not limited to baseball, football, basketball, golf, soccer, and volleyball. Schedules, ticket sales, and a wide variety of information regarding all of these teams and their activities is available on the web at: <http://www.arizonawildcats.com/>

XXVI.d. Recreation

The University Of Arizona Recreation Center is open to all students and faculty. The rec center fee is including automatically for students in their tuition. Faculty must register and pay a fee by semester or year depending upon preference. With access to the facility members can sign up to use treadmills, elliptical and other machines, can use the weight room, pool and the sauna. There are showers and lockers available for both men and women.

Some of the additional activities available through the rec center include: dance activities, martial arts and self defense classes, and fitness training activities. Intramural teams are formed through the Rec center. The Department of Campus Recreation Arizona Intramurals Program seeks to meet the needs and interests of the diverse campus population. We do this by providing games and activities for men's, women's and co-recreational play in an effort to create and maintain a relaxed and friendly play environment.

More information about fees, additional activities, and special events can be found on their website at: <http://campusrec.arizona.edu/>

Wellness Center

The UMC Health and Wellness Center offers a variety of educational programs, activities, lectures and workshops, all open to the public and offered throughout the year. Programs include: aerobics, tai chi, yoga and other exercise programs; nutrition classes; educational and exercise classes for pregnancy, childbirth and beyond; stress-management programs, including mindfulness-based stress reduction and massage therapy; diabetes care classes and support groups; coping with migraines; smoking-cessation classes; asthma education; feldenkrais (a therapy to improve movement by reprogramming muscles); medication review class; heart failure lecture series; self-defense concepts and techniques; blood pressure screenings; and others. The instructors are UMC and community professionals. The facility hours and times vary, Monday through Saturday. Some programs have a fee and some are free. For more information or to register call the UMC Health and Wellness Center at 694-2487.

Drachman Hall

On the first floor of Drachman Hall is a wellness room where you meditate, stretch and participate in classes during the day.

Campus Health

The Campus Health Service promotes health, wellness and safety at the University of Arizona and in the surrounding community through the provision of quality medical and psychological care, innovative health education and prevention programs, and expert assistance in developing health-related policy for the university. The Campus Health Service offers a comprehensive array of services to students, faculty, staff and visitors of The University of Arizona.

Appointments and walk-in visits are available, and after-hours medical advice is provided by phone on all nights, weekends and holidays throughout the year.

The Campus Health Service recognizes there are occasions when a student's health needs are first noticed by a parent or faculty/staff member. Two programs, established by our Counseling and Psychological Services, meet these more indirect requests for service. The award-winning "Parents

Matter" program assists parents who have concerns about their student's emotional or behavioral health and questions about how to help. The "Call & Consult" program provides consultation for faculty and staff who are dealing with students with behavioral or emotional problems.

Complete List of Campus Health Services

General Medicine Clinic	Counseling and Psychological Services
Triage / Urgent Care	Clinical Laboratory
Women's Health Clinic	Health Promotion and Preventive Services
Sports Medicine Clinic	Oasis Program for Sexual Assault and Relationship Violence
Occupational Health Clinic/Medical Surveillance	Nutrition Clinic
Physical Therapy Department	Pharmacy
Orthopedic Clinic	Medical Referrals
Immunizations, Allergy & Travel Clinic	Radiology
Acupuncture & Massage Therapy	Smoking Cessation

For more information about campus health or to schedule an appointment:

Call 520-621-6490, If you need to contact them after hours call 520-570-7898

Or visit their website at: <http://www.health.arizona.edu/webfiles/main.htm>

XXVI.e. UA Museums

Arizona State Museum

Located in two historic buildings on the University of Arizona campus, just east of the main gate at University Boulevard and Park Avenue Arizona State Museum:

- is the oldest and largest anthropology museum in the Southwest, established in 1893 by the Arizona Territorial Legislature.
- is the state's official permitting agency for archaeological and paleontological projects across the state.

- is the state's official archaeological repository and is the largest/busiest non-federal intake facility in the country.
- administers Arizona's Antiquities Act and assists state & federal agencies in enforcing related legislation and repatriation.
- is the University of Arizona's anthropology museum and is one of the oldest research units on the campus.
- houses the only museum conservation laboratory in the state.
- hosts researchers from around the world who use the collections to expand the frontiers of knowledge in archaeology, ethnology, and history.
- is an affiliate of the Smithsonian Institution.

Arizona State Museum's collections and experts are among the world's most significant resources for the study of peoples and cultures in the southwestern United States and northern Mexico. Arizona State Museum was built on a cornerstone of research more than a century ago. ASM scholars are leaders in the field of Southwest anthropology. Research at ASM cuts across numerous fields and involves many disciplines. Gallery/Store Hours: Monday through Saturday 10 a.m. to 5 p.m. (the museum store is closed from 12:30 to 1:00 p.m. for lunch). Closed Sundays; federal and state holidays.

For more information on the Arizona State Museum, Call 520-621-6302 or visit their website at: <http://www.statemuseum.arizona.edu/about/visit.shtml>

The University of Arizona Museum of Art

The University of Arizona Museum of Art is located on the University of Arizona campus, near Park Avenue and Speedway Boulevard. The museum features a diverse and continually changing selection of exhibits as well as providing tours, online lectures and podcasts, and educational and outreach efforts. Hours: Tuesday - Friday: 9am to 5pm, Saturday - Sunday: Noon to 4 pm, Closed Mondays. Closed University Holidays. Admission is \$5.00 for adults. Children and students and faculty with ID are free.

For more information including upcoming and current exhibits please visit their website at: <http://artmuseum.arizona.edu/index.shtml>

Center for Creative Photography

From their website: <http://www.creativephotography.org/our-story>

"We are a research institution with a robust program of exhibitions and public lectures. We are the largest institution in the world devoted to documenting the history of modern North American photography. At the heart of the Center are the archives of over 200 photographers, scholars, galleries, and organizations, comprised of 4.5 million items, complemented by an unparalleled collection of over 90,000 fine prints. These collections continue to grow through gift and purchase. Recently, we unveiled the new [Laura Volkerding Study Center](#), where researchers can study items from the fine print collection side-by-side with negatives, transparencies, correspondence, and other materials. Our support of scholarship continues to grow through our fellowship and visiting scholars program.

"The Center has a direct impact on the creation of new knowledge about photography historically through today. We offer curators and scholars the resources to borrow and curate exhibits at their institutions, to write journal articles, books, and exhibition catalogs that are read by thousands, and create new websites accessible to the world. Photographers are inspired by studying our collections, and their creativity expands the universe of art for the world to enjoy."

Poetry Center

From their website: <http://poetry.arizona.edu/about>

"An internationally renowned poetry library, the Poetry Center sponsors numerous University and community programs, including readings and lectures, classes and workshops, discussion groups, symposia, writing residencies, poets-in-the-schools, poets-in-the-prisons, contests, exhibitions, and online resources, including standards-based poetry curricula. An area of special emphasis within the College of Humanities, the Poetry Center is open and fully accessible to the public." It is also just down the road from Drachman Hall.

UA Presents

UA Presents is a department of the University of Arizona, and the campus host for international performing arts. UA Presents, in its current incarnation, has served Southern Arizona for over 10 years. Previously, the organization was known as the Office of Cultural Affairs, and worked in a very similar capacity to its operations today. Their goal is to bring the world's finest performing arts, stemming from all genres, to Tucson and Southern Arizona. Their action to this cause is manifold. They offer school matinees for Tucson's children, artist residencies for like-minded local artists as well as special educational opportunities for university students and the community-at-large.

For information regarding upcoming events and tickets:

Call- Box office: 520-621-3341 or Administration: 520-621-3364

Or visit their website at: <http://www.uapresents.org/index.php>

Arizona Repertory Theatre

The Arizona Repertory Theatre is unique and special, serving as the public laboratory and showcase of the School of Theatre Arts professional training programs. The performers who constitute the resident actor training company are students from the Bachelor of Fine Arts program in acting and musical theatre. The company is modeled directly after professional examples such as the large classical repertory theatres in the US, Canada and Europe. Students function as young professionals in a setting where the rules and discipline of the contemporary theatre are observed. Operating rules are modeled after those of the Actors' Equity Association, the union of professional actors and stage managers in the United States. The repertoire is selected primarily from classical and musical works, and is designed to serve as the integral extension of the student's classroom study and studio training.

For information regarding upcoming performances and tickets:

Call 520-621-1162

Website http://web.cfa.arizona.edu/theatremarketing/?page_id=105

School of Music

The school of music holds concerts and performances on a regular basis, many of which are free to the public. For information regarding upcoming events:

Call 520-621-1655

Website: <http://web.cfa.arizona.edu/music/>

School of Dance

The Stevie Eller dance theatre is a building that seems to move as gracefully as a dancer on the stage was dedicated formally on Sept. 19 and celebrated its opening with a formal gala on Oct. 4. The Stevie Eller Dance Theatre at the UA, designed by the architectural firm of Gould Evans of Phoenix, has received the 2003 Citation Award from the American Institute of Architects,

Arizona Chapter. According to the design team, the structure "redefines movement at every corner of the complex and acts as a moving backdrop for the nationally recognized University of Arizona dance program."

The school of dance holds several performances per semester performing a wide range of dancing styles and techniques. For information on upcoming events and tickets:

Call 520-621-4698

Website: <http://www.cfa.arizona.edu/dance/>