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Mel and Enid Zuckerman  
College of Public Health

**FACULTY HANDBOOK**  
**Summer 2010**

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## 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.

## DIVISIONS

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.

### **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.

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.

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

### **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.

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.

*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.

### **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.

Sections:

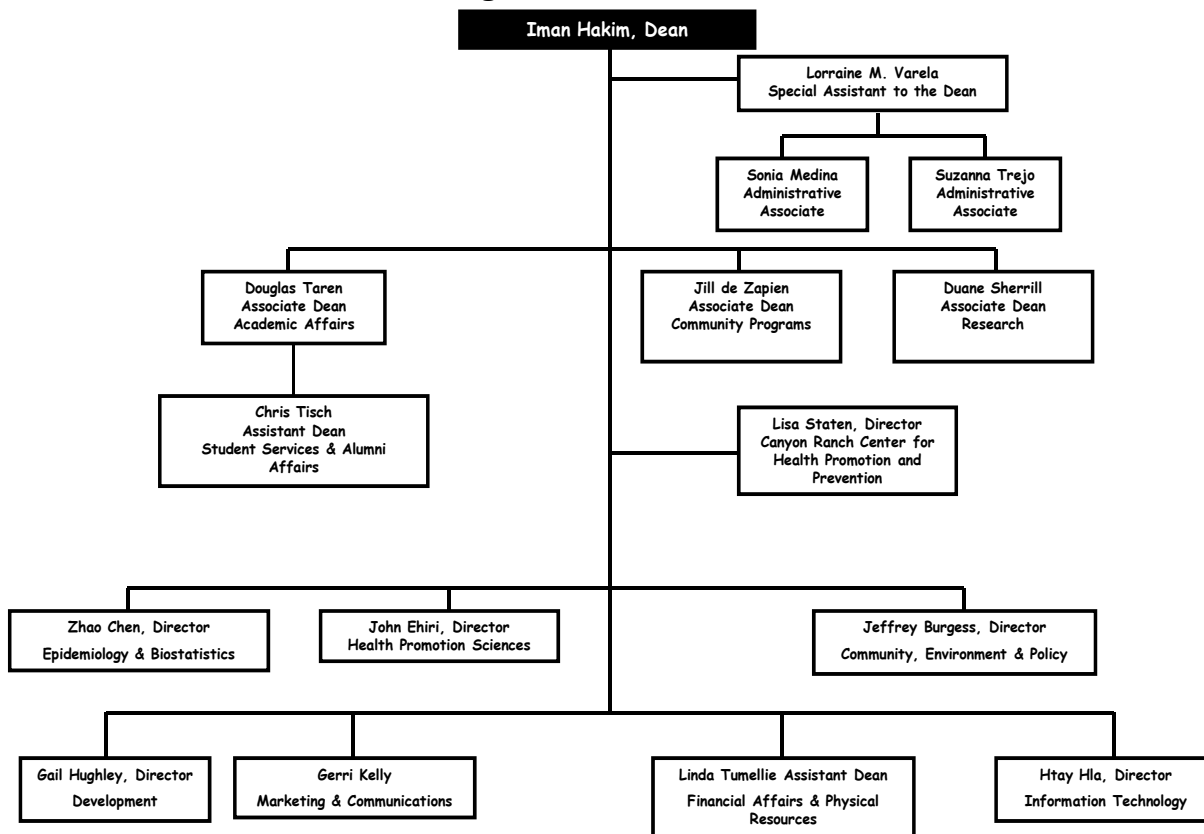
Family and Child Health offers a curriculum that allows students to gain an understanding of the history and current status of the socioeconomic, cultural, political and physiological issues that affect families and children. Students entering FCH must choose to work in one of two specialized areas: 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.

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.



## ORGANIZATIONAL CHART

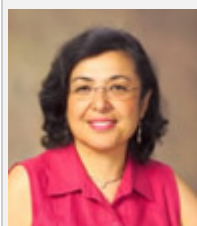
### Mel and Enid Zuckerman College of Public Health Organizational Chart



12/22/2009

### The 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.

**Expertise:**

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

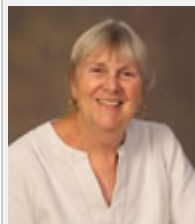


**Douglas L Taren PhD**  
Associate Dean for Academic Affairs;  
Professor of Public Health  
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**Research Interests:**  
Maternal and Child Nutrition, Dietary Assessment Methods; Global Health including vitamin A programs, food aid, and mother-to-child HIV transmission.

**Expertise:**  
Maternal & Child Health; Nutrition

### Associate Dean for Community Programs



**Jill Guernsey de Zapien**  
Associate Dean for  
Community Programs  
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**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



**Duane Sherrill Ph.D**  
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**Research Interests:**  
Amblyopia in Astigmatic Children; Multidisciplinary Study of Right Ventricular Dysplasia; Acute Lung Injury Following Smoke Inhalation; Longitudinal Study of Asthma from birth to adolescence.

### Assistant Dean, Student and Alumni Affairs



**Chris Tisch**  
Assistant Dean, Student and  
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## Assistant Dean for Financial Affairs and Physical Resources



**Linda Tumellie**  
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and Physical Resources  
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## Academic Programs

### Division: Epidemiology and Biostatistics

#### Director



**Zhao Chen PhD, MPH**  
Professor, Division  
Director, Epi/Biostats  
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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

#### Section Chair: Epidemiology



**Robin Harris Ph.D, MPH**  
Associate Professor  
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#### Research Interests:

Use of GIS in analyzing environmental cancer risks; Chemoprevention of skin cancer program; Social indicators study: Prevention needs assess: alcohol & drugs; Placebo-controlled; HPV VLP vaccine; Increasing Physical activity in seniors.

#### Section Chair: Biostatistics



**Denise Roe DrPH**  
Professor & Section Chief,  
Biostatistics & Dir. of Biometry  
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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

Administrative Associate  
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## Division: Health Promotion Sciences

### Director



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**Research Interests:**

Health Promotion and Disease Prevention, Global health policy and practice; HIV/AIDS, Evidence-based Policy & Practice.

**Expertise:**

Maternal, child, and adolescent health; global health; evaluation, evidence-based reviews, policy analysis, sub-Saharan Africa.

### Section Chair: Family and Child Health



**Nicolette Teufel-Shone  
Ph.D.**  
Associate Professor  
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**Research Interests:**

Community-Based Participatory Research; Health Disparities; Disease Prevention through Physical Activity and Food Choice

**Expertise:**

Qualitative Research Methods; Cross-Cultural Health Promotion; Health Education; Native American Health

### Section Chair (Interim): Health Behavior and Health Promotion



**Scott Carvajal PhD, MPH**  
Associate Professor, Public  
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## Division: Community, Environment and Policy

### Director:



**Jeff Burgess MD, MPH**  
Division Director,  
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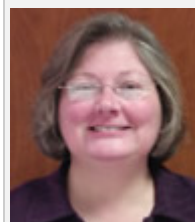
#### **Research Interests:**

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.

#### **Expertise:**

Environmental Health; Occupational Health; Respiratory Illnesses

### Section Chair: Environmental Health Sciences



**Mary Kay O'Rourke PhD**  
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#### **Research Interests:**

Environmental research; health response to environmental exposures (Childrens Exposure to Pesticide; NHEXAS, ABS, Valley Fever, and others).

#### **Expertise:**

Environmental Health; Epidemiology; Immune Diseases; Maternal & Child Health

### Section Chair: Public Health Policy and Management (Interim)



**Douglas L Taren PhD**  
Associate Dean for Academic  
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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.

#### **Expertise:**

Maternal & Child Health; Nutrition

### Administrative Associate

Nancy Casady  
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## Administrative Professionals

The Dean also oversees the Development Office and the Office for Information Technology. In addition, there is a Special Assistant to the Dean who reports directly to the Dean, and two Administrative Associates who report to the Special Assistant. Each of these administrative directors, including the Special Assistant, is responsible for the staff and functions within their defined areas. They also participate in the leadership of the college through their membership on the Executive Council.

Director of Development Office (Interim)

**Donna Marie Knight**

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Special Assistant to the Dean

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Director of Office for Information Technology



**Htay L Hla**

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Program Coordinator Senior, Office of the Associate Dean for Academic Affairs

**Kathleen Crist**

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Associate Director, Marketing and Communications

**Gerri Kelly**

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## 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:

### THE CANYON RANCH CENTER FOR PREVENTION AND HEALTH PROMOTION

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.

The overall goal of CRCPHP is to make a significant contribution to the field of intervention science in chronic disease prevention and control, and thereby contribute to the reduction in health disparities and improvement in health status of multiethnic communities primarily in the Arizona-Sonora, Mexico border region.



A closely related goal is to make significant contribution to the application and evaluation of strategies of participatory research in these communities. To learn more about the CRCPHP, visit their website at: <http://crcphp.publichealth.arizona.edu/>

### **ARIZONA CENTER FOR PUBLIC HEALTH PREPAREDNESS (AzCPHP)**

This new Center, started by a four-year CDC grant, aims to improve public health preparedness in Arizona for emergency events including but not limited to terrorism, disease outbreaks and hazardous materials incidents. Our partner agencies include the Arizona Department of Health Services, county health departments and American Indian tribes in Arizona, as well as public health agencies in Sonora.

AzCPHP is committed to developing and delivering preparedness training and education to strengthen the public health capacity to respond to an all-hazards event. Protecting the health of our communities requires a well-trained public health workforce that is well prepared to respond to a wide range of public health threats. The AzCPHP provides competency-based training to advance public health planning, preparedness and response for emergency events and disasters through collaborative partnerships with state, county, local, tribal, and border partners across Arizona.

The AzCPHP offers free online courses, workshops, seminars, and other preparedness-related education through our Training Center. The Training Center is a Learning Management System that allows users to register for courses, seminars and workshops, track their training history and certificate progress. For more information about the Preparedness Center, visit the AzCPHP Web site.

### **CENTER FOR HEALTH EQUALITY- PROJECT EXPORT**

In February 2003, the UA Zuckerman College of Public Health received a five-year EXPORT Center grant (Excellence in Partnerships for Community Outreach, Research in Health Disparities and Training) from the National Institutes of Health.

This grant to eradicate health disparities in our state integrates research, training and community outreach, focusing on diabetes and substance abuse in Native American and

Hispanic communities. This integration is critical to the community outreach, practice and service mission of our College.

The grant, which has led to the establishment of the Center for Health Equality, explores and establishes core partnerships with an urban Hispanic community and a rural Native American community to develop and implement interventions that focus on strengthening the infrastructure for addressing diabetes and substance abuse.

Activities of the Center for Health Equality include: Community outreach in Hardrock, AZ, located on the Navajo Nation, and the Sunnyside and Elvira Neighborhoods located on the Southside of Tucson; Project EXPORT Fellowships to enhance and expand graduate training in the health disparities areas of diabetes and substance abuse and pilot research projects such as Dr. Lynda Bergsma's "Media Wise Families" and Ms. Maia Ingram's "Animadora Project", as well as Dr. Xenia King's study "Examining the Health and Well- Being of the Children and Youth of Hardrock Chapter".

In addition, 20 MPH and Latino Health fellows, funded by this grant, provide direct community outreach in these communities. For more information about this Center and EXPORT, visit the CHE Web site at: <http://www.publichealth.arizona.edu/CHE/>

## **RURAL HEALTH OFFICE**

The Rural Health Office (RHO) at the UA Zuckerman College of Public Health has been in existence for more than 23 years. Established through an Arizona legislative appropriation, the RHO has provided an extensive framework for service collaboration with underserved communities throughout Arizona, as well as the Southwest and internationally. For the past 12 years, the RHO has been designated as Arizona's State Office of Rural Health through the Federal Office of Rural Health Policy, Health Resources and Services Administration, U.S. Department of Health and Human Services.

The RHO serves as a major link to rural community clinics and public health departments, Indian Health Service hospitals and rural critical access hospitals, and tribal and non-tribal EMS systems. In addition, the RHO has collaborated with communities and provided direct technical assistance to increase access to care, provide disease-prevention and health-promotion activities, enhance rural health infrastructure, and to build long-term partnerships to decrease health disparities in underserved communities. For more information about the RHO, visit the RHO Web site at: <http://www.rho.arizona.edu/>

## **IT SUPPORT**

The 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, instructional/research support, multi-media services, application/web/database development, technical coordination, and consultation.

In Drachman hall, a computer lab used for training and College specific instructional needs, is equipped with 21 Windows computer stations and is available solely for use by MEZCOPH faculty, students and staff. Classrooms in Drachman Hall are all equipped with projection equipment attached to the speaker's podium that contains a computer, an overhead ELMO



projector and other media players. Three of the classrooms are videoconference capable and are able to have real time conferencing with other external locations that are videoconference capable. Portable videoconferencing units are also available for use in conference and meeting rooms.

The IT office is staffed by a Director, Web Program Manager, Senior IT Support Specialist, Academic Information Content Manager and three student employees. The Web Program Manager is responsible for the web based applications and technologies used in the College along with project management. The Senior IT Support Analyst is responsible for client, desktop, server and network support. The Academic Information Content Manager is responsible for the college's web site content, development of brochures and magazines, multimedia, and online instructional design and support. The student employees support the web program manager and the support analyst. The IT Office can be reached at 626-7417 or [cophoit@email.arizona.edu](mailto:cophoit@email.arizona.edu).

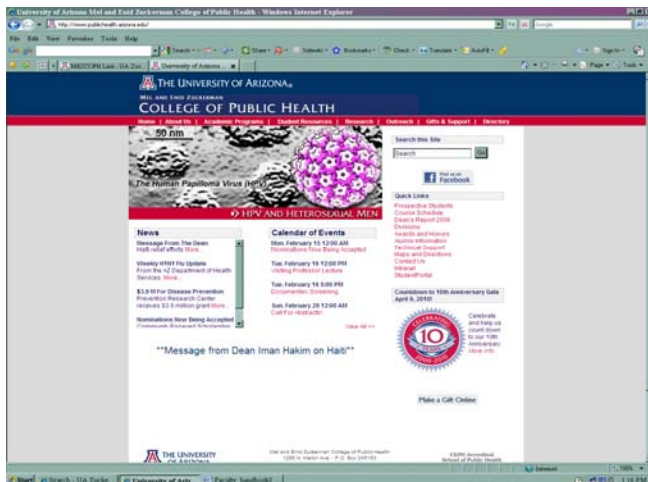
Additional information regarding IT for MEZCOPH is available on the website at <http://www.publichealth.arizona.edu/OIT/>.

### Contact Information for Office of Information Technology Personnel

<p><b>Htay L. Hla</b>          Director, Information Technology          Email: <a href="mailto:hla@email.arizona.edu">hla@email.arizona.edu</a>          Phone: (520) 626-3772</p>	<p><b>John Hannah</b>          Web Program Manager          Email: <a href="mailto:jhannah@email.arizona.edu">jhannah@email.arizona.edu</a>          Phone: (520) 626-3738</p>
<p><b>Jason Hollister</b>          Senior Support Systems Analyst          Email: <a href="mailto:jasonh@email.arizona.edu">jasonh@email.arizona.edu</a>          Phone: (520) 626-7417</p>	<p><b>Yvonne Price</b>          Academic Information Content Manager          Email: <a href="mailto:yprice@email.arizona.edu">yprice@email.arizona.edu</a>          Phone: (520) 626-4050</p>
<p><b>Rebecca Bailey</b>          Student Web Developer          Email: <a href="mailto:cophoit@email.arizona.edu">cophoit@email.arizona.edu</a>          Phone: (520) 626-7417</p>	<p><b>Derrick Aaberg</b>          Student Computer Support Specialist          Email: <a href="mailto:cophoit@email.arizona.edu">cophoit@email.arizona.edu</a>          Phone: (520) 626-7417</p>

### THE MEZCOPH WEBSITE

### WWW.PUBLICHEALTH.ARIZONA.EDU



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.

## INTRANET

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 screenshot shows a web browser window displaying the 'Month events, February 2010' calendar for the College of Public Health at the University of Arizona. The browser is Windows Internet Explorer. The calendar is organized by day of the week, with events listed for each day. The events include section meetings, chair meetings, and research presentations. The date February 15th is highlighted in blue. The browser's address bar shows the URL 'http://www.publichealth.arizona.edu/Calendar/'. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes buttons for Back, Forward, Stop, Reload, Home, and Search. The browser's status bar shows the Start button, the current page 'Month events - Wind...', and the system tray with the time '11:40 AM'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 04:00 PM - 05:00 PM Section Chair Mtg. Epi/Biostats	3	4	5 12:00 PM - 01:00 PM Epi/Biostats Division Mtg	6
7	8	9	10 08:30 AM - 10:25 AM HBHP Section Meeting 10:30 AM - 12:00 PM HPS Faculty/AP Division Meeting	11 08:00 AM - 10:30 AM FCH Section Meeting	12 10:30 AM - 12:00 PM CEPAS Mtg	13
14	15	16	17 12:00 PM - 01:00 PM Dr. Jeremy Taylor PhD Pharmacia Research Professor Biostatistics University of Michigan	18	19 01:45 PM - 03:45 PM EHS section meeting 02:00 PM - 04:00 PM Research & Practice Award Peer Review Nomination	20
21	22	23	24 01:00 PM - 02:30 PM Evaluation Committee	25	26	27
28						

## **ANNUAL PERFORMANCE REPORT**

Annual Performance Report On-Line (APROL) is where you will go to document your annual progress as a faculty member. You are required to complete this form annually. It is usually due in April, therefore you need to begin the process early to distribute the report to your assigned peer group with enough time for them to review it by April. Not only is the APROL a chance to document your work and accomplishments for the year, but the website has links regarding career progression, faculty evaluation forms and the tenure process.

To get started, to the instructional videos below:

<https://www.publichealth.arizona.edu/Link/AprolVideos/aprolGettingStarted.swf>

## **COMMITTEES AND MEMBERSHIP**

### **EXECUTIVE COUNCIL**

The Executive Council meets once per semester to monitor, manage, evaluate and direct the activities and provide strategic planning for the College. The council is chaired by the Dean and develops policies and approves policies developed by other College committees.

Contact Information:

(520) 626-7083

ihakim@email.arizona.edu

### **DEANS 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

Contact Information:

(520) 626-7083

ihakim@email.arizona.edu

### **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.

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.

#### 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.

Information regarding Policies and Procedures including:

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

Contact Information:

Doug Taren

(520) 626-8375

[taren@email.arizona.edu](mailto:taren@email.arizona.edu)

#### **RESEARCH ADVISORY COMMITTEE**

The Research Advisory Committee meets quarterly to review current research policy and practice and make suggestions for improvement. The committee is chaired by Duane Sherrill.

Contact Information:

(520) 626-7513

[duane@arc.arizona.edu](mailto:duane@arc.arizona.edu)

## **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.

Contact Information:  
(520) 626-7083  
dezapien@u.arizona.edu

## **EVALUATION COMMITTEE**

The Evaluation Committee goals are to insure: (1) appropriate data collection systems are in place (2) data are utilized to inform decision-making processes, (3) the Service, Education and Research Committees and other responsible entities have developed action plans to address gaps that may be identified in evaluation, and (4) the Evaluation and Planning section of the College's Self Study is written in a comprehensive and coherent fashion. The committee meets monthly.

Contact Information:  
**TBD**

## **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 Robin Harris.

Contact Information:  
Robin Harris  
(520) 626-5357  
rharris@azcc.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>

### ***MEZCOPH- A Common Sense Guide for New Faculty and Administrators***

The Mel and Enid Zuckerman College of Public Health (MEZCOPH) invests significant amounts of time and money in its new faculty. Candidates are carefully evaluated before hiring and appropriate resources are provided to help each person get started. Promoting career development is in the best interest of both our new faculty and the college. Successful faculty guarantees successful divisions, colleges and universities.

Communication and common sense about the evaluation process for promotion and tenure are important keys to helping our faculty succeed at The University of Arizona. Four primary factors stand out as essential to navigating this process successfully: 1) agreement on the task; 2) knowledge of policy and procedures; 3) appropriate mentoring and feedback; and 4) owning a share in your own success.

#### ***Agreement on the Task***

**MEZCOPH is a diverse organization with faculty appointments that include varying combinations of teaching, research and service. The position description is an important element in annual evaluations and is included as part of the promotion and tenure dossier. Each faculty position description reflects the relative responsibilities assigned to teaching, research, and service.**

**When new faculty are hired there should be written documentation of expectations. A clear understanding of the task allows all parties to make sure**

**sufficient resources or conditions are available to meet those expectations. How achievement will be defined varies among divisions and this information should be clearly explained as well.**

***Occasionally, the direction of the division or the discipline may change or a person may choose to redirect efforts. If individual faculty responsibilities change, the written position description needs to be revised. Whenever the position description appears at odds with what a faculty member is actually being asked to do, early consultation with all necessary parties is important.***

#### ***Knowledge of Policy and Procedure***

MEZCOPH uses University and College specific criteria to guide promotion and tenure decisions. Criteria and procedural guidelines should be made known right from the start and changes should be communicated on a timely basis. Both division directors and individual faculty bear a responsibility to know the existing procedures and criteria.

The MEZCOPH Guidelines for Appointment, Promotion and Tenure were revised in November 2003 to highlight the importance of evaluating faculty in the context of their specific position descriptions. These guidelines provide examples of the broad range of activities that may be appropriate to various types of faculty appointments in the college.

The MEZCOPH Promotion and Tenure Committee website was developed as an additional internal resource to provide MEZCOPH faculty with practical, informal guidance and answers to frequently asked questions about the evaluation process and preparation of the dossier. Information on current University guidelines and online forms can be found on the website for the [Vice Provost for Faculty Affairs](#).

#### Appropriate Mentoring and Feedback

Mentors can be assigned or self selected. Division directors, section chairs and college administrators play a major role in mentoring new faculty. The division director provides direction for an individual faculty member's major commitments and plan of work. Senior members of the division, section or college administration are also a good source of advice about how the University of Arizona processes work and can warn of potential pitfalls.

Annual performance evaluations are required of all faculty but the interim reviews required for tenure eligible faculty were specifically intended to provide an in depth review and detailed feedback on progress toward tenure. For faculty hired since Fall 2003 the University has implemented a new model which utilizes a formalized 3-year review (in place of the 2- and 4-year reviews), combined with a special component of the annual review for probationary faculty that specifically addresses progress toward tenure.

Receiving feedback on potential problems early allows faculty time to redirect their efforts prior to the mandatory 6-year review.

#### Owning a Share in Your Own Success

Beginning with their initial employment in MEZCOPH, new faculty should assume a share of the responsibility for their own success in the process. New faculty themselves need to know enough about the process to determine whether they are getting appropriate guidance and assessment. Attending the annual workshops sponsored by the Office of the Provost and utilizing web resources are both excellent ways to become better informed.

While those who have been through the process can provide helpful advice, the "rumor mill" is not always 100 percent accurate because conditions change and statements may be taken out of context. If at any time new faculty feel concerned that proper actions are not being taken, they should meet with their division director or the dean to clarify issues so problems can be addressed while they are still manageable.

#### Conclusion

The future of this college and its individual units will depend upon the success of its faculty. Faculty were selected for their positions because they each were considered the very best candidate for that position. They are well supported in their work. Providing guidance in the promotion and tenure process is part of our commitment to insuring that all our new faculty have an opportunity to succeed.

### ***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>

## **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>

## **Mel and Enid Zuckerman College of Public Health Bylaws**

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

Suggestions and Tips for P&T Dossiers  
[https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/PTTipsandGuidelines2009\\_2010.pdf](https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/PTTipsandGuidelines2009_2010.pdf)

MEZCOPH Timelines and Important Dates  
<https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/MEZCOPHTimelineforSubmittingPandTPackets.pdf>

MEZCOPH Procedures for Handling P & T Dossiers and Packets  
<https://www.publichealth.arizona.edu/Link/EducationCommittee/documents/MEZCOPHProceduresforHandlingPromotionandTenurePackets.pdf>

## **STUDENT AFFAIRS COMMITTEE**

Meeting quarterly and chaired by Chris Tisch the Student Affairs Committees' purpose is to act as a clearinghouse for issues related to students; plan, facilitate, and support seminars, workshops, etc; function as lobbying agent/advocate for resolution of student problems.

Contact Information:  
Chris Tisch  
(520) 626-9112  
[cbt@email.arizona.edu](mailto:cbt@email.arizona.edu)

## **COMMUNITY ADVISORY BOARD-**

Information on the Community Advisory Board is listed in detail under its own section. The contact person is Donna Knight.

## **PUBLIC HEALTH STUDENT ALLIANCE**

The Public Health Student Alliance is a student run committee that provides networking opportunities for students within the public health community. The alliance provides informational opportunities, serves as resource, promotes public health on campus, and assists in the coordination of semester internship conferences. The committee meets monthly and is currently chaired by Melissa Henderson.



Contact Information  
Melissa Henderson  
henderson2@email.arizona.edu

## **MILLENNIUM DIVERSITY COMMITTEE**

**Information Coming and Chair: TBD**

## **STUDENT DIVERSITY COMMITTEE**

The Student Diversity Committee goal is to determine issues relevant to the recruitment, retention and to assist in creating a welcoming environment for the diverse student body and develop strategies for addressing potential issues. This committee meets monthly and is co-chaired by Chris Tisch and a student.

Contact Information:  
Chris Tisch  
(520) 626-9112  
cbt@email.arizona.edu

## **FACULTY ASSEMBLY**

The Faculty Assembly is focused on Identifying and addressing faculty related issues. The committee is chaired by Bonnie LaFleur.

Contact Information:  
Bonnie LaFleur  
(520) 626-1393  
blafleur@email.arizona.edu

## **ACADEMIC PROFESSIONAL FORUM**

The purpose of the Academic Professional Forum is to identify key issues affecting appointed professionals and developing strategies for addressing these issues (i.e., career development, orientation and policy determination). The committee meets bi-monthly and is co-chaired by Stephen Michael and Maia Ingram.

Contact Information:  
Maia Ingram  
(520) 626-2267  
maiai@u.arizona.edu

Stephen Michael  
(520) 320-6819 Ext: 209  
smichael@email.arizona.edu

## **STAFF ADVISORY COUNCIL**

The purpose of the Staff Advisory Council is to promote career development and mentoring services for classified staff. The committee meets quarterly and is chaired by Anita Foley.

## Contact Information:

Anita Foley  
(520) 626-7914  
foleya@email.arizona.edu

## COLLEGE SCHEDULE OF STANDING MEETINGS

The UA Zuckerman College of Public Health has 14 groups that serve as standing committees, councils, boards and alliances and represent the governing bodies for the College. The meeting dates are posted at: <http://www.publichealth.arizona.edu/About/StandingCommittees.aspx>

## MEZCOPH EVENTS

### SOCIAL JUSTICE SYMPOSIUM

The 4<sup>th</sup> Annual Social Justice Symposium at the Mel and Enid Zuckerman College of Public Health is April 23, 2010. The theme of this year's symposium is ***Taking a Step Forward: Fostering Awareness and Action in the Area of Social Justice***. The keynote speaker is attorney Margo Cowan, 2007 recipient of the Ceasar Chavez Humanitarian Award and co-founder of the group No More Deaths.

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.

### DALEN LECTURES



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.

To date, Dalen Lectures were given in 2008 and 2009. The next Dalen Lecture will be offered in the Spring of 2010 during the tenth anniversary year of the UA Zuckerman College of Public Health.

#### *2008 Lecture – ‘Globalization and Health: Risks and Opportunities on Our Common Border’*

Dr. Julio Frenk, a renowned health policy scholar and former Minister of Health of Mexico, was the inaugural Dalen lecturer on May 7, 2008. Dean Iman Hakim of The University of Arizona Mel and Enid Zuckerman College of Public Health (MEZCOPH) introduced Dr. Frenk, and he was also welcomed by Dr. Richard Carmona, the 17th Surgeon General of the United States and Distinguished Professor at the Canyon Ranch Institute and MEZCOPH. *Photo above right, Dr. James Dalen and Dr. Julio Frenk.*

#### *2009 Lecture – ‘Building Legacies: Everything Affects Everything’*

On April 3, 2009, the UA Zuckerman College of Public Health was honored to welcome Dr. William Foege, who delivered the second James E. Dalen Lecture. “What is a legacy? What does it take to build one?” he asked. Leaving a positive legacy to the future, such as the one James Dalen has carefully constructed, requires thought and care, Dr. Foege said, and he gave advice on how to build a positive legacy, with pointers for everyone involved in public health.

More about these lectures and future Dalen Lecture Series events can be found on the web at: [http://www.publichealth.arizona.edu/News/Dalen\\_Lectures/](http://www.publichealth.arizona.edu/News/Dalen_Lectures/)

## **DIVERSITY FAIR**

The Public Health Student Alliance, an organization of public health students at the University of Arizona Mel and Enid Zuckerman College of Health (MEZCOPH), produces the annual Diversity Celebration. These events debuted in 2006 under the title of the *Diversity Fashion Show* and was initiated as a response to the students’ desire to recognize and honor the diversity of cultures and interests found in the College at all levels. In the three years since its inception, the Diversity Fashion Show has grown in the number of countries represented and in the manner in which many world cultures are displayed.

### *2006*

The first MEZCOPH Diversity Celebration was the Diversity Fashion Show held on October 20, 2006 on the Walkway of Wellness at Drachman Hall. The Public Health Student Alliance and Student Diversity Committee at the College, in association with the International Rescue Committee, held the cultural fashion show to celebrate acceptance and awareness of global cultures and population diversity. Many staff, students and faculty of the Colleges of Public Health, Pharmacy, and Medicine participated in the event by taking part in the catwalk dressed in attire representing their cultural or diverse backgrounds.

2007

The celebration for 2007 was the Diversity Fashion Show which marked the second year for this event. Students, faculty and staff from the University of Arizona College of Medicine, Pharmacy and Public Health modeled costumes and customs from across the globe. The UA Zuckerman College of Public Health's large contingent of Returned Peace Corps volunteers shared apparel from their host countries for use in the fashion show.

2008

On October 10, 2008, the Diversity Celebration was held on the Walkway of Wellness at Drachman Hall on the University of Arizona campus. Fashions, entertainment and artifacts from six continents were featured. University faculty, students and staff joined together to share their talents and treasures with a very appreciative audience.

Additional information about past and current Diversity Fashion Shows can be found online at:  
[http://www.publichealth.arizona.edu/news/diversity\\_celebration/](http://www.publichealth.arizona.edu/news/diversity_celebration/)

## **INTERNSHIP CONFERENCES**

The culminating presentation of students' internship experience takes place twice year at the internship conference. Announcements are made about exact dates and times. Faculty are encouraged to attend. See the link below for concentration-specific requirements for internships:

<http://www.publichealth.arizona.edu/StudentResources/InternshipResources.aspx>

## **EVALUATION TWICE A YEAR**

The Evaluation Committee meets two times annually (Reading Day in the Fall and Spring Semesters). This is a College-wide held for faculty and staff where a review of the college takes place. Previous evaluation reports are available on the intranet at the link below:

<https://www.publichealth.arizona.edu/Link/EvaluationCommittee/default.aspx>

## **STUDENT ORIENTATION**

Prior to the start of every Fall semester, new students are required to attend a day-long orientation event. During this orientation, students will be introduced to faculty and staff members, and will be provide college-specific information with regard to their concentration. Faculty are encouraged to attend and announcements of location and times are sent out via email.

## MEZCOPH/AHSC AWARDS

### FACULTY

Each year, three outstanding faculty members are selected for the UA-MEZCOPH Awards of Distinction 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.

#### ***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.

#### ***MEZCOPH Award of Distinction for Research***

This award is given annually to recognize excellence in research by a MEZCOPH faculty member. The nominee's research should be characterized by originality and have investigation as a primary objective. It also should have the potential to produce results that are beneficial towards human well-being and improved health, at the individual or community level.

#### ***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.

#### *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.

## COMMUNITY ADVISORY BOARD

The role of the Community Advisory Board is to support the mission of the College by increasing awareness of health promotion and prevention strategies through community collaboration, fund raising and advocacy activities. The members of the Board can be found at:

<http://www.publichealth.arizona.edu/GiftsSupport/CommunityAdvisoryBoard.aspx>

## LATEST DEAN'S REPORT

The University of Arizona Mel and Enid Zuckerman College of Public Health (MEZCOPH) publishes the annual **Dean's Report** to highlight the achievements of the faculty, students and staff of the College.

## WHAT'S INSIDE THE DEAN'S REPORT

This public-friendly, non-technical document is designed to give the reader a taste of the breadth and depth of public health and news about academic offerings and research at the College. A background in public health is not required. Get the latest news in public health in Arizona, the Southwest, and the World! Articles in the Report are one to two pages in length. Many articles have URL links to the MEZCOPH web pages which provide more in-depth information and future updates about research work and projects.

## OBTAINING YOUR COPY OF THE DEAN'S REPORT

The Dean's Report is available free of charge in two formats:

- Digital copies of the Dean's Report may be downloaded in Adobe PDF format, which is identical to the printed copies at [http://www.publichealth.arizona.edu/news/deans\\_report/](http://www.publichealth.arizona.edu/news/deans_report/). This format requires that Adobe Acrobat Reader software be installed on your Windows PC or Macintosh computer, which is available for free from Adobe and is easy to install. Many newer computers come with the Reader installed.
- Full-color printed copies of the Dean's Report are available free of charge by mail. To request your copy, please contact Gerri Kelly at (520) 626-9669 or by email at: [mezcoph@email.arizona.edu](mailto:mezcoph@email.arizona.edu)

## OTHER MEZCOPH PUBLICATIONS

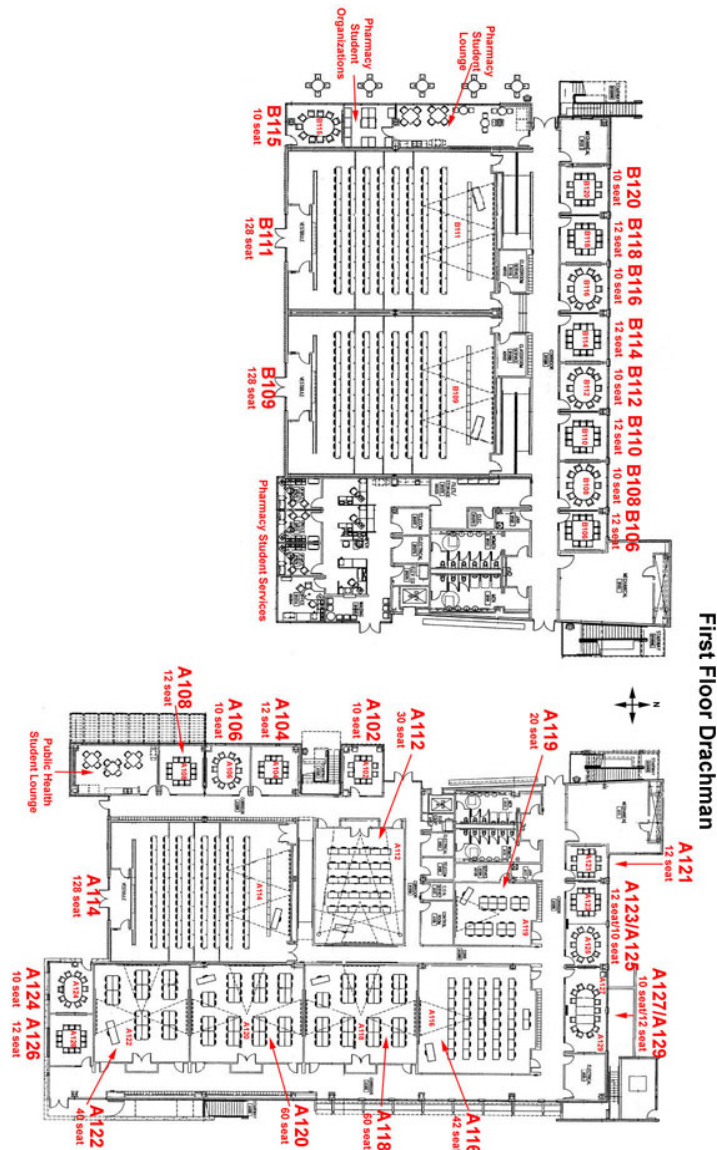
Before the Dean's Report, a printed newsletter was published, which was also available on-line. Visit the *MEZCOPH printed newsletter archive*.

## AVAILABLE DEANS REPORT ISSUES

Title	Release Date	Time Period Covered
<b>Dean's Report 2007-2008</b>	April, 2008	Covers most of 2007 and through April, 2008. Does not have a specific completion or release date listed in it.

<b>Dean's Report 2008</b>	January 3, 2009	Covers April, 2008 through December, 2008. This issue has a completion date on the inside cover of December 11, 2008.
<b>Dean's Report 2009</b>	December, 2009	Covers January through November 2009.

### MEZCOPH BUILDING MAP



More information regarding maps of the university and parking can be found online at: <http://iiewww.ccit.arizona.edu/uamap/>

## **SCHEDULING MEETING ROOMS**

Scheduling meeting rooms in Drachman Hall is done online at:

<https://webauth.arizona.edu/webauth/login?service=https://www.pharmacy.arizona.edu/calendar/verify.pl&banner=Pharmacy/Nursing/Public%20Health%20Room%20Scheduling%20System>

## **SECTION B: Overview of Academic Programs**

### **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:

#### ***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/AcademicPrograms/DrPH.aspx>

#### ***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>

#### **Doctorate in Biostatistics**

##### ***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>

### **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 Epidemiology**

#### ***Doctorate 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>

## **MASTERS DEGREES**

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

### **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](http://www.publichealth.arizona.edu/AcademicPrograms/Mph_Bio.aspx)
- Environmental and Occupational Health - [http://www.publichealth.arizona.edu/AcademicPrograms/Mph\\_Env.aspx](http://www.publichealth.arizona.edu/AcademicPrograms/Mph_Env.aspx)
- Epidemiology - [http://www.publichealth.arizona.edu/AcademicPrograms/MPH\\_Epi.aspx](http://www.publichealth.arizona.edu/AcademicPrograms/MPH_Epi.aspx)
- Family and Child Health - [http://www.publichealth.arizona.edu/AcademicPrograms/Mph\\_Family.aspx](http://www.publichealth.arizona.edu/AcademicPrograms/Mph_Family.aspx)
- Health Behavior and Health Promotion - [http://www.publichealth.arizona.edu/AcademicPrograms/MPH\\_Health.aspx](http://www.publichealth.arizona.edu/AcademicPrograms/MPH_Health.aspx)
- Public Health Policy and Management - [http://www.publichealth.arizona.edu/AcademicPrograms/MPH\\_Public.aspx](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>

### **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>

### **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>

### **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.

## 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.

The MD/MPH curriculum includes the five “core” MPH classes; Epidemiology, Health Administration and Policy, Biostatistics, and Environmental and Occupational Health and Social and Behavioral Sciences. One public health class is taken each semester during the first two years of medical school in addition to the medical school curriculum

During the third year, MD/MPH students continue to remain enrolled as medical students while they take remaining MPH core and elective classes during the first semester, and complete their MPH internship during the second semester. Students then return to the traditional medical school rotation curriculum for their last two years. The MD/MPH Program is typically a 5 year program; however, some students, particularly those with previous public health courses at The University of Arizona, have chosen to accelerate the program.

### Required MD/MPH Courses (MPH Curriculum) - Tucson and Phoenix campuses

CPH 570	Issues and Trends in Public Health (3)
CPH 573A	Basic Principles of Epidemiology (3)
CPH 574	Public Health Policy and Management (3)
CPH 575	Environmental and Occupational Health (3)
CPH 576A	Biostatistics in Public Health (3)
CPH 577	Sociocultural and Behavioral Aspects of Public Health (3)
CPH 596N	Internship Preparation Course (1)
CPH 896I	Clinical Leadership and Administration (4)
CPH 909	Master’s Report “Internship” (12)

### Electives (7 units)

**Total Minimum Credit Requirement = 42 units** (in addition to the medical school curriculum)

More information regarding the MD/MPH Program visit the website at:

<http://www.omse.medicine.arizona.edu/MD-MPH/MDMPH.html>

## 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 **six** MPH concentration areas, and by taking electives addressing issues relevant to Latin American populations.

### **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.

### **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.

### **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.

## **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:

### **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>

## 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 Sociocultural 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/>

## 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/default.aspx>

## BACHELOR OF SCIENCE (BS) PROGRAM

The Bachelor of Science in Public Health (BSPH) 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.

#### Admissions Criteria

Information regarding prerequisites and requirements for the Bachelor of Science in Public Health is available at:

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

For more information regarding application to the Bachelor of Science in Public Health, please contact:

Alan Beaudrie  
abeaudri@email.arizona.edu  
(520) 626-3207

## FACULTY

### CLASS SCHEDULES

#### Registration Dates and Deadlines

Deadlines for the current and upcoming semester can be found online at:

<http://www.registrar.arizona.edu/schedules/dates.htm>

#### 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>

#### 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>

## STUDENT GROUPS

### Public Health Student Alliance (PHSA)

The Public Health Student Alliance (PHSA) is the chief student organization of The University of Arizona Mel and Enid Zuckerman College of Public Health (MEZCOPH). Established in 1997 by a group of committed Master of Public Health (MPH) students, the initial charge of PHSA 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 it began, PHSA has matured and 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 training, 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.

The PHSA is open to all students within the university who are interested in public health.

## **Global Health Alliance (GHA)**

### **Mission Statement**

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.

All graduate and undergraduate students at The University of Arizona and the Mel and Enid Zuckerman College of Health (MEZCOPH) are invited to join GHA. Please contact Maria de los Angeles Rodriguez or MEZCOPH's Office of Student Services on the third floor of Drachman Hall for more information. More information about the alliance can be found online at:

<https://sites.google.com/a/email.arizona.edu/gha/>

## **TEACHING ASSISTANTS**

### **Teaching Assistants**

The College of Public Health provides Teaching Assistants (TA's) for COPH courses that reach or exceed minimum course enrollment numbers determined by MEZCOPH administration. (See MEZCOPH Rubric for Determining Number of Teaching Assistants) In addition to providing assistance to our faculty and providing much needed financial help to students, placing TA's in our larger classes is intended to help preserve the instructional integrity of these courses. Each TA receives considerable compensation to serve as a TA including a stipend for a .25 FTE appointment (10 hours employment per week), an out-of-state tuition waiver, a partial in-state tuition remission, and health insurance. Each TA must attend a Graduate Assistant Teaching Orientation (GATO) prior to serving as a TA. 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.

## **TA responsibilities**

A TA might be expected to:

- Attend each class sessions
- Take attendance, if required by the instructor
- Grade papers (TA's may not assign more than 1/2 of a student's final grade)
- Prepare course materials
- Deliver info and materials to class
- Develop, schedule, and hold study sessions
- Contact and schedule guest speakers
- Monitor academic integrity
- Hold office hours (separate from instructor hours)

## **Buying and producing course materials**

The University provides state funds to the College that must be used in support of instructional activities. These funds have been distributed to individual Division budgets and are intended to cover the cost of teaching materials, office supplies, and books for instructors. It is the responsibility of the Division Administrative Associates to see that these supplies are ordered. Please remember that book, supplies and room needs must be communicated to the appropriate person before anything can be ordered.

## **Courses without TA's**

Division Administrative Associates are responsible for see that course materials are prepared.

## **Who do I contact if I want to get a TA for a course I am teaching?**

If you have any questions, Chris Tisch, 626-9112, or Doug Taren, at 626-8375, can provide clarification.

## **MEZCOPH Teaching Assistant Placement Process** (revised as of August 2009)

The MEZCOPH Offices of Student Affairs and Academic Affairs will determine TA assignments, utilizing an equitable process that considers 1) instructors' preferences, 2) the placement priorities listed below, and 3) information regarding students' employment and scholarship status.

## **Priorities for TA Placement**

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.
5. Certificate students
6. Non degree seeking students who have taken the course

### **General Principles**

- Teaching assistants will be assigned to courses that have an enrollment of 30 or more student
- Instructors should indicate preferences for TA's to the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs.
- If the instructor does not have a preference, the Assistant Dean of Student Affairs will assist the instructor in identifying a suitable TA.
- Students who TA a course that they have already taken must have earned an A or a B in the course.
- The course instructor will be consulted prior to a TA being hired for the course.
- No commitments of teaching assistantships may be made by individual instructors.
- The Associate Dean of Academic Affairs will notify the instructors of their TA assignments and their supervisory responsibilities.

The Assistant Dean of Student Affairs will notify the selected students of:

- his or her TA assignment
- general TA responsibilities
- documentation needed for hiring purposes
- contact info for MEZCOPH Human Resources personnel
- requirement of participation in Graduate Assistant Teaching Orientation (GATO)
- URL for online GATO registration
- SPEAK/TBEST test requirement (international students)
- requirement of participation in MEZCOPH TA orientation

The Office of Financial Affairs will 1) work with the teaching assistant to complete hiring paperwork, 2) process TA tuition waivers, 3) establish and communicate TA time reporting procedures, and 4) process pay

The Offices of Academic Affairs and Student Affairs will present a college specific TA orientation each semester.

### **STUDENT ADVISING**

Will be updated shortly.

## GRADES

### 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 4<sup>th</sup> week of classes in Fall or Spring (end of the 1<sup>st</sup> week in Summer), no classes show on the student's transcript for the term. If a student withdraws from the University between the 5<sup>th</sup> week of classes in Fall or Spring (2<sup>nd</sup> 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>

### **UAccess For Instructors**

UAccess is the new system of record for class rosters and grading. It is a web-based system that will allow instructors to log in and view their class rosters, administratively drop students and submit their final grades at the end of the semester. You will automatically have access to this area if you are an instructor of record for a class. Workshops and online training will be provided in the coming weeks, but training is not required to start using your Instructor Center. To find out more information such as: UAccess facts, instructions, and tutorials go here:

<http://registrar.arizona.edu/regtrans/uaccess-faculty>

### **Need Assistance with UAccess?**

**Call 24/7** at (520) 626-TECH (8324) - 24 hours a day or visit their website at

<http://the247.arizona.edu/>

If:

- ◆ You can't see it – it may be an Access & Security issue.
- ◆ You can't find it – it may be a navigation issue.
- ◆ It doesn't look like it should – then it could be data issue.
- ◆ You have general questions.

You can log into UAccess via the link below:

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

### **D2L (Desire to Learn)**

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](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](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](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](http://help.d2l.arizona.edu/instructors/open_lab)) at the Learning Technologies Center (<http://ltc.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](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](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 are:

- **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](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](mailto: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 UAccess. Instructions for this process can be found at:

### **UNDERGRADUATE COURSE SYLLABUS POLICY**

The distribution of a course information sheet or syllabus is required for all University undergraduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and students.

Specific details regarding specific syllabus requirements can be found at:  
<http://web.arizona.edu/~policy/Undergraduate%20Course%20Syllabus%20Policy.pdf>

### **CODE OF ACADEMIC INTEGRITY**

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code whether or not faculty members establish special rules of academic integrity for particular classes. Failure of faculty to prevent cheating does not excuse students from compliance with the Code.

Conduct prohibited by the Code consists of all forms of academic dishonesty, including, but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Code of Conduct, modifying any academic work for the purpose of obtaining additional credit after such work has been submitted to the supervising faculty member unless the supervising faculty member approves such alterations; failure to observe rules of academic integrity established by a faculty member for a particular course; and attempting to commit any act prohibited by the Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts. The procedures for reviewing a suspected violation follow:

*Faculty-Student Conference.* The faculty member must confer with the student within 15 working days of his/her being informed of a suspected violation.

*Appeal to Department Head.* The student must appeal to the Department Head within ten working days of notification of the imposition of sanctions and recommendations for suspension or expulsion. The Department Head shall render a decision within 15 working days.

*University Hearing Board.* The student must appeal to the University Hearing Board within ten working days of notification that the Department Head has upheld the sanction or that the faculty member refuses to accept the Department Head's recommendation that sanction(s) be rescinded. The University Hearing Board shall convene within 30 working days of the time the student files the appeal.

For a more detailed outline of procedures, see the complete Code of Academic Integrity at:  
<http://deanofstudents.arizona.edu/codeofacademicintegrity>

### **INITIATING A NEW COURSE**

If you are interesting in creating a new course that does not currently exist in the catalog there are several procedures that must be followed. See the link below to read about the procedures:

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

### **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>



<ul style="list-style-type: none"> <li>• <a href="#">About this Guide</a></li> <li>• <a href="#">About Student Ratings of Instruction</a></li> </ul> <p><b>Part 1. The TCE System</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Obtaining TCE Services</a></li> <li>• <a href="#">TCE Questionnaires</a></li> <li>• <a href="#">TCE Questions</a></li> <li>• <a href="#">Administering TCEs</a></li> <li>• <a href="#">The TCE Reporting Process</a></li> <li>• <a href="#">Comparison Groups</a></li> <li>• <a href="#">Special TCE Services</a></li> </ul>	<p><b>Part 2. Understanding TCE Results</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Overview</a></li> <li>• <a href="#">Checking the Sample</a></li> <li>• <a href="#">Reviewing the Section Results</a></li> <li>• <a href="#">Reviewing the Comparison Statistics</a></li> <li>• <a href="#">Systematic Variation in Ratings</a></li> </ul> <p><b>Part 3. Using TCE Results</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Overview</a></li> <li>• <a href="#">TCE Results in Summative Evaluation</a></li> <li>• <a href="#">TCE Results in Formative Evaluation</a></li> <li>• <a href="#">References</a></li> </ul>
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## RESEARCH

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

## LIST OF CURRENT GRANTS

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

Visit the link below for a current list of grants:

<http://www.publichealth.arizona.edu/Research/Grants.aspx>

## 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.

Two years ago, a UA Zuckerman College of Public Health policy was instituted to require all graduate students to obtain human subjects certification and require that all MPH internship proposals undergo human subjects review.

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: Overview of University**

### **THE 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/>

### **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>

## **Faculty Senate Standing Committees**

### *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](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](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](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](http://fp.arizona.edu/senate/sapc_com.htm)

## **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](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](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](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](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](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](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](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>

#### **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>

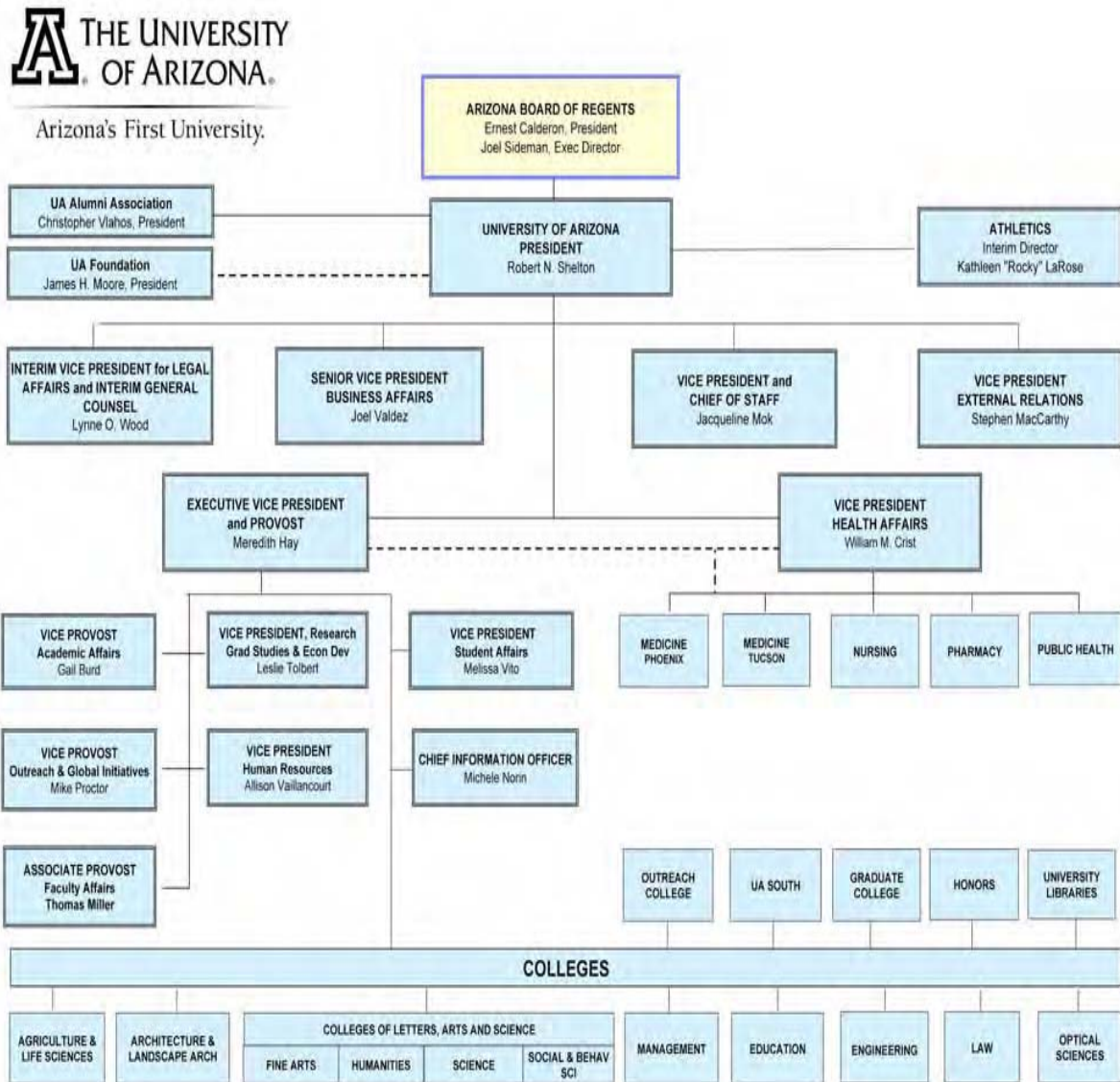
### ***Graduate Council***

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>

## U of A PRESIDENT 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>



## 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

## CAMPUS LIFE

### RESTAURANTS

#### On Campus

There is a wide variety of restaurants within walking distance of Drachman hall. 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

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>

### 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.

### **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/>

## **Recreation**

The University of Arizona Recreation Center is open to all students and faculty. The rec center fee is included 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.

## 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>

## 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>

### **UA Presents and Arizona Repertory Theatre**

#### *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](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/>