

Governance Roles for the Center of Excellence for Exposure in Health Informatics

June 24, 2019

Overview

This document describes procedures for the Election of the Governing Offices of the Center of Excellence for Exposure Health Informatics Science. It also outlines basic responsibilities and expectations of each office.

There will initially be five positions of governance in the center.

1. Director and co-Director
2. Associated Director of Research
3. Associate Director of Outreach
4. Associate Director of Student-Involvement

We will re-evaluate these positions and roles annually. We may add or contract some roles as it is determined they are redundant or too broad. In recent years, many of the activities and responsibilities associated with these roles have shared and handled as they arose. This document is an attempt to add structure to these responsibilities as the Center grows. The term for each position will last for one academic year, roughly September through August. Members can hold positions for more than one consecutive term.

Responsibilities of Governance Roles

Director and co-Director

The co-directors role will be to oversee all operations, ensure Associate Directors are on track assisting when necessary, and coordinate budgetary and membership issues. All decisions not explicitly listed otherwise under other roles will be made by the co-directors. The co-directors will report to the Dean of the College of Nursing (CoN), who oversees the CEEHI operations. The director will provide an annual report on Center members, activities, and budgets to the Dean of CoN. The CEEHI co-directors will have autonomy over the use budget (following university guidelines) and HR issues, but on disputes that cannot be resolved among members, the Dean of CoN will help resolve issues.

The co-directors will initiate new membership proposals at the start of each Spring and Fall semester. The meeting may either be over email, or may be called as an in-person meeting. While each other Associate Director has roles which may require a budget, the co-Directors will be in charge of overseeing the entire budget of the center, and can make small decisions about unexpected expenses which arise. At the start of each term, the co-Directors will assign an approximate budget to the tasks associated with each Associate Director; these should generally be planned with each Associate Director. It is also expected that the co-directors should take an active and leading role in securing ongoing funding sources. This includes from local companies, from associated departments and colleges, and by organizing funding proposals from national agencies and endowments.

Associate Director of Research

The Associate Director of Research (ADR) will primarily be in charge of running and overseeing the Center seminar schedule. This includes organizing a speaker for the series, updating a webpage with a schedule for the series, coordinating its advertising, and encouraging involvement. The Seminar should aim to be held roughly once a month. It is expected that the ADR be afforded a budget appropriate to invite several speakers from outside of the Utah. However, speakers within the University of Utah or the state of Utah (who may not require funds to support their travel) are also appropriate for the seminar.

Associate Director of Outreach

The Associate Director of Outreach (ADO) will coordinate outreach activities of the Center. Initially these outreach activities will be centered around a Utah Air Quality events. The ADO should help coordinate a space for these events, attempt to secure sponsorship, arrange for speakers/ panels/research fair to take place, and advertise the event. The ADO can coordinate with the co-directors to use Center funds to cover some expenses as needed. The ADO will also represent (or coordinate representatives) for other opportunities for outreach.

Associate Director of Student-Involvement

The Associate Director of Student-Involvement (ADSI) will coordinate with students and student clubs to encourage student involvement in various interdisciplinary activities associated with the CEEHI. The ADSI will coordinate with the co-Directors for budgetary needs to help promote these student involvement activities. The ADSI will develop an internship and SPUR program to involve student in the CEEHI, with emphasis on undergraduate students.

Appointments, Elections, and Terms

The co-directors will be appointed by the Dean of CoN. The appointment will be for one year, and it will generally be expected that the co-directors will be annually re-appointed to this role for multiple consecutive years. When a new director (or co-directors) needs to be appointed, there will be vote, by meeting or email. This will be overseen by the current director, or if there is a conflict of interest or vacancy, this will be overseen by the Associate Director of Research. These votes will be provided to the Dean of CoN, who will use them as guidance to appoint the new co-Directors. Within 1 month of the start of each Fall semester, an election will be held for each Associate Director position. The co-directors will be in charge of organizing such an election, and in particular will be in charge of finding volunteers among core members to potentially serve each role. Then the co-Directors will hold a vote, and each position can be approved with a plurality vote among core members; ties will be broken by the co-directors. While the co-directors are responsible for finding some volunteer, any member can nominate themselves for any role. An email to all members is sufficient. Each term will last for the academic year, until the next vote. Members may serve in roles for multiple consecutive terms – and serving for about 3 consecutive years may be good practice to promote continuity, especially for the role of co-directors.

Creating New or Contracting Old Roles

As the center evolves, certain roles may become more broad or less necessary than currently held. As such these positions and their roles may evolve over time. While there should always be a

Director or co-Directors to assume all final responsibility for the center, it may be necessary to create new or contract old Associate Director roles. Such a creation or contraction can be proposed prior to the vote at the start of the Fall semester. It should be done by proposing an amendment to this document. It requires at least 2=3 of members to approve to amend this document, and hence the set of governing roles.