Departmental Governance Policy

Purpose
This policy describes the position of the Department within the University and outlines the structure and processes of governance internal to the Department.

Background
The Department is part of the University’s School of Medicine (SOM) and its mission is supportive of the mission statements of the SOM and USUHS. The Chair of the Department of Preventive Medicine and Biometrics (PMB) has the overall responsibility for its governance policies. The Chair is responsible for the organization, structure and operation of the Department and educational programs of PMB. The Chair is also responsible for all administrative and fiscal programs of PMB.

Responsibilities
a. Leadership and Overall responsibility: The Chair reports to the Dean, SOM, and the President of the USUHS.
b. The Vice Chair(s), the Executive Committee (See Executive Committee Policy), the Preventive Medicine Leadership Group (See Preventive Medicine Leadership Group Policy), and the Program and Division Directors are advisory to the Chair.
c. Oversight of Graduate Programs is the responsibility of the Director of Graduate Programs. The Director reports to the Chair, PMB.
d. Advice to the Director of Graduate Programs is provided from the Graduate Affairs Committee (GAC; See Graduate Affairs Committee Policy), and the Preventive Medicine Leadership Group.
e. Oversight of Divisions is the responsibility of the Division Directors. The Division Directors report to the Chair, PMB.
f. Oversight of Residency Programs is carried out by the individual Residency Program Directors, with assistance and advice from their individual Residency Advisory Committees. Oversight of other Programs in PMB is the responsibility of the respective Program Directors. The Program Directors report to the Chair, PMB.
g. The Vice Chair for Research is responsible for assisting the Department Chair in the oversight of research and scientific publication by Department faculty, facilitating research and faculty development, and development of programs within the department to assure academic excellence and opportunities for career progression for departmental faculty.
h. The Vice Chair for Preventive Medicine serves as the senior military advisor to the Chair and provides leadership and support in the areas of faculty development, mentoring, medical school curriculum reform, preventive medicine educational activities, policy review, department administration, and interdepartmental collaboration.

Procedures
a. The Chair appoints a principal Vice Chair, one or two other Vice Chairs as determined appropriate (to include a Vice Chair for Graduate Programs), and Division/Program Directors. These individuals form the membership of the PMB Program and Division Directors Committee (PADD).
b. The Chair, Vice Chair(s), Chair of the Graduate Affairs Committee, Chair of the Medical Education Committee, Chair of the Preventive Medicine Leadership Group, Chair of the Program Evaluation Subcommittee, a senior faculty member with office in the AFRRI complex, and other individuals identified by the Chair form the Executive Committee.

c. The Executive Committee, the Program and Division Directors Committee, and the Preventive Medicine Leadership Group advise and support the Chair in planning and carrying out PMB's policies, plans and programs. They advise the Chair on administrative and fiscal matters and assist in the execution of policies in these areas, including oversight of the budget and control of staff actions. They ensure coordination among the PMB programs and Divisions.

d. Minutes are prepared documenting the actions occurring at each meeting of the Graduate Affairs Committee and its Subcommittees, the Medical Education Committee, and the Preventive Medicine Leadership Group. These minutes are approved by the members of the respective committees and submitted to the appropriate office, as indicated in the policies defining the procedures for each committee. Minutes describing the information transmitted at the Program and Division Directors and Department meetings are distributed to the PADD members.

e. The Director and Vice Chair for Graduate Programs oversees the selection process of qualified applicants for educational programs, and the development, implementation and evaluation of curricula to assure that academic and accreditation standards are met.

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Gerald V. Quinnan, MD
Chair, Preventive Medicine & Biometrics