

**One Health Institute
Membership Policy - Final
Last Rev. Feb 27 2014**

Membership within the One Health Institute

There are two levels of membership within the One Health Institute: Affiliate and Active. Levels are based on involvement with the Institute, its Centers and/or its Programs; and involvement relates to advancing the mission of the OHI through activities related to research, education, and service.

All members of the OHI, regardless of level, have the opportunity to provide input regarding the development of the Institute and its Centers. Input can be made formally or informally to the Executive Director or COO at any time.

Affiliate Members of the OHI are individuals who support the mission of the OHI and have an interest in collaborating with the OHI and utilizing its resources on an opportunistic or periodic basis. Affiliates are invited to participate in the OHI/WHC Annual Retreat and are welcomed to all other events designed to encourage collaboration and problem solving. OHI staff occasionally broadcast grant and other opportunities to OHI membership, so Affiliates receive these notices along with OHI electronic newsletter and annual reports of Centers of interest.

All faculty of UC Davis may affiliate with the OHI simply by expressing interest. Faculty and research scientists outside of UC Davis may also become Affiliate Members of the OHI by submitting a statement of interest and a CV to an OHI Active Member who is willing to serve as his or her sponsor. Potential affiliates from outside of the University will be considered for membership by the OHI Leadership Team.

Active Members of the OHI are defined as such by their hands-on participation in the ongoing business of the Institute. Named Investigators on grants administered by the OHI or one of its Centers, project faculty and staff on one or more OHI-administered programs or grants who receive some portion of their salary through the OHI, and graduate students sponsored by Active faculty are all considered Active Members of the OHI.

Active Members may propose that the OHI or one of its Centers administer additional grants or other projects on her or his behalf; such a proposal idea must be reviewed and approved for fit by a member of the Leadership Team before submission to an extramural sponsor. The primary criterion for consideration is that the activities proposed by the Investigator correspond to the mission of the OHI. Secondary criteria include the Investigator's status at the University, whether a faculty or staff appointment will be necessary, OHI resource availability, past performance on OHI administered grants and projects, and grant-specific considerations.

In addition to the benefits available to all Affiliates, Active Members have access to OHI administrative staff support and the OHI Laboratory (based on availability and consistency with current laboratory functions) for work related to the grants administered by the Institute or one of its Centers. Administrative support is scheduled through the OHI Business Manager and laboratory access and space is coordinated through the OHI Laboratory Director.

The allocation of OHI resources – whether office space, laboratory time, administrative support, indirect cost return, or anything else potentially available to requesting OHI Active Members – is typically decided during monthly Leadership Team meetings. Decisions are based on the OHI budget and forecast, the administrative needs of the unit as a whole, planned space use, and past and planned contributions of the requesting Active Member to the OHI.

Leadership Team Member Definition

A Member of the OHI Leadership Team (not to exceed ten members) is one who is:

- 1) An Active Member who plays a directorial or managerial role for one or more Centers or programs of the OHI and who is selected by the Executive Director to represent a substantial constituency of the OHI; and
- 2) An active participant in the business, operations and planning of the OHI in a capacity above and beyond their own Centers' or Programs' operations; and
- 3) An active participant in monthly Leadership Team meetings.

Senior Staff Member Definition

Senior Staff Members are:

- 1) Faculty who are Active Members with a key research/service association with OHI activities;
- 2) Faculty or staff Active Members who plays the directorial or managerial role for a major program of the OHI;
- 3) A faculty or staff Active Member identified by the OHI Leadership Team as a person that is being mentored to take a directorial/managerial role for an emerging program of the OHI or one of its Centers.

Senior Staff meets quarterly.

One Health Institute Without Salary (WOS) Appointments (Active Members only)

To promote and achieve its teaching, research and service mission, the UC Davis One Health Institute (OHI) may establish professional relationships with key collaborators at institutions outside the University of California through the formal appointment of individuals in WOS Appointments within the OHI or one of its Centers. WOS Appointment status does not determine an individual's level of membership within the OHI.

Proposals and renewals of OHI WOS appointments are to be sponsored by a member of the Senior Staff and approved by the Leaders Team. Requirements for all appointments are as follows:

FOR NEW WOS APPOINTMENTS:

- 1) Sponsorship: sponsor serves as contact person and institutional mentor for WOS Appointee and facilitates the appointment and reappointment process; ensures all materials described in 2) and 3) below are organized before submitting to department.
- 2) WOS Appointment/Reappointment Proposal (Attachment A)
- 3) CV

FOR RE-APPOINTMENT: Reappointment/promotion will not move forward without the above materials on file; it is the responsibility of the WOS appointee and sponsor to ensure completeness.

- 1) WOS Appointment/Reappointment Proposal (Attachment A)
- 2) WOS Annual Worksheet (Attachment B)
- 3) An updated CV reflecting publications, changes in degree or diplomate status, awards, etc.

(Attachment A)

UNIVERSITY OF CALIFORNIA, DAVIS, SCHOOL OF VETERINARY MEDICINE
One Health Institute
WOS APPOINTMENT/REAPPOINTMENT PROPOSAL
(To be completed by the OHI sponsor)

- WOS Visiting Researcher** – for appointees who engage in independent research equivalent to that required for the Professor series; no teaching responsibilities; no limits on consecutive terms.
- WOS Visiting Professor** – for appointees who engage in activities equivalent to those required for the Professor series; term of service limited to one year, with total period of consecutive service not to exceed two years, unless a longer period is approved by the Chancellor.
- WOS Research Associate** – for appointees who make significant and creative contributions to research or provide technical assistance to a research activity.

Name_____

Proposed Affiliation

Title_____

Degree_____ Date of Degree_____ School & Location_____

BOARD ELIGIBILITY/CERTIFICATION/EQUIVALENCY

_____ Eligible____ Certified____ Recertified____ Date_____

Specialty

CURRENT OHI/WHC WOS APPOINTMENT Yes____ No____

(If yes, please include appointment concurrence from Department Chair of home department.)

Current

WOS

Title_____

WOS Candidate to complete: WHAT IS THE PROPOSED APPOINTEE'S TEACHING, RESEARCH AND SERVICE EXPERIENCE RELATIVE TO THE PROPOSED WOS POSITION AT THE WHC?

6/2013

UC Davis One Health Institute --WOS Appointment Proposal
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OHI Sponsor to complete: DESCRIBE HOW THE RESEARCH, SERVICE AND/OR TEACHING NEEDS OF THE ONE HEALTH INSTITUTE, ITS CENTERS OR PROGRAMS WILL BENEFIT FROM THE CONTRIBUTIONS OF THE PROPOSED APPOINTEE

OHI Faculty or Service Sponsor

Date

OHI DIRECTOR's Signature

Date

One Health Institute Use Only

Approved as Proposed_____

Approved With Modifications_____

Not Approved_____

Comments:

One Health Institute Director or COO

Date