



## Community-Engaged Scholarship for Health Collaborative

### Community-Engaged Scholarship for Health Collaborative Draft Publication and Presentation Policy February 2006

As you review this draft policy, please keep in mind the goals of the Collaborative:

- Increase capacity for community-engaged scholarship (CES) in participating schools
  - assess each school's capacity
  - increase knowledge and support for CES among administrators and faculty
  - align RPT policies and practices with CES
  - share experiences, expertise, lessons learned
  
- Increase capacity for CES in health professional schools nationally
  - assess capacity for CES within the associations
  - increase knowledge and support for CES among association staff, leadership, members
  - share experiences, expertise, lessons learned

Publishing and presenting work developed by and through the Collaborative is a key strategy to achieving these goals. Further, it provides opportunities for scholarship among Collaborative participants!

#### Terms Used in this Document

- *Collaborative member or team member* refers to a team member from one of the Collaborative member schools
- *Collaborative staff* refers to staff for the Collaborative, based at Community-Campus Partnerships for Health
- *Evaluators* refer to members of the evaluation team for the Collaborative, based at Portland State University
- *Consultant* refers to an individual who is providing consultation to the Collaborative
- *Collaborative participant* refers to all of the above.

#### Byline, Logo, Proper Citations

All publications derived in part or in whole from work based on the Collaborative must include the acknowledgment below and when possible, the Collaborative logo (above). All presentations derived in part or in whole from work based on the Collaborative must include both the acknowledgement below and the Collaborative logo. Additional funding agencies and supporters should be acknowledged as applicable.

*The Community-Engaged Scholarship for Health Collaborative is a project of Community-Campus Partnerships for Health funded by a grant from the Fund for the Improvement of Postsecondary Education in the US Department of Education.*

Any publication or presentation that mentions the Collaborative must properly cite the report that provides the basis for the Collaborative and the first peer-reviewed article that mentions the Collaborative:

Commission on Community-Engaged Scholarship for Health Collaborative. Linking Scholarship and Communities: Report of the Commission on Community-Engaged Scholarship in the Health Professions. Seattle: Community-Campus Partnerships for Health, 2005.

Calleson DC, Jordan C and Seifer SD. [Community-Engaged Scholarship: Is Faculty Work in Communities a True Academic Enterprise?](#) Acad Med. 2005 Apr; 80(4):317-21.

Any publication or presentation that mentions the assessment methods used by the Collaborative (team and provost self-assessments, action planning documents, RPT analyses and website analyses), must properly cite them:

Gelmon SB, Seifer SD, Kauper-Brown J., Mikkelsen M. Community-Engaged Scholarship for Health Collaborative: Institutional Self-Assessment. Seattle, WA: Community-Campus Partnerships for Health, 2004.

Mikkelsen M, Gelmon SB, Seifer SD, Kauper-Brown J. Community-Engaged Scholarship for Health Collaborative: Website Analysis Protocol. Seattle, WA: Community-Campus Partnerships for Health, 2005.

Mikkelsen M, Gelmon SB, Seifer SD, Kauper-Brown J, Community-Engaged Scholarship for Health Collaborative: Review, Promotion and Tenure Policy Analysis Protocol. Seattle, WA: Community-Campus Partnerships for Health, 2005.

## **Data Ownership**

Original submitted by each Collaborative member schools (e.g., responses to the action planning document and progress reports) is “owned” by the school submitting the data and may be incorporated into publications and presentations authored by team members from that school.

Data in aggregate form from all Collaborative member schools is “owned” by Community-Campus Partnerships for Health. This data, and analyses using this data, may be incorporated into publications and presentations authored by Collaborative participants as described below.

## **Categories and Scenarios of Publications and Presentations**

There are a number of different “categories and scenarios” for publishing and presenting work developed by and through the Collaborative, described below.

1. Publications and presentations that provide a *descriptive overview* of the Collaborative.

Any Collaborative participant can make a descriptive presentation on the Collaborative and draw upon a set of “generic” slides developed for this purpose. These slides are available on the Collaborative website at <http://depts.washington.edu/ccph/healthcollab.html> or contact CCPH Program Director Kristine Wong at [kristine@u.washington.edu](mailto:kristine@u.washington.edu) to ensure you have the most up-to-date version.

2. Publications and presentations that report on the *assessment methods* being used by the Collaborative (i.e., team and provost self-assessments, action planning documents, RPT analyses, website analyses)

Only a co-author of the assessment method(s) may be the lead author of any publication or presentation that *primarily reports* on the assessment method(s).

*Example:* Gelmon SB, Seifer SD, Mikkelsen M, Kauper-Brown J. Community-engaged scholarship in public health: A model for institutional self-assessment. Presented at the American Public Health Association Conference, December 2005, Philadelphia, PA.

3. Publications and presentations that report on individual school experiences and lessons learned in the Collaborative.

Any Collaborative member school can author a presentation or publication based on the school's work and experiences in the Collaborative.

*Example:* Belliard JC, Dyjack DT, Montgomery SB. Institutional change towards community-engaged scholarship: Lessons learned at a school of public health. Presented at the American Public Health Association Conference, December 2005, Philadelphia, PA. (Loma Linda University)

3. Publications and presentations that report on findings and lessons learned across multiple Collaborative schools.

Any Collaborative participant can propose a publication or presentation that reports on findings and lessons learned across multiple Collaborative schools.

*Example:* Article being submitted to the Michigan Journal of Community Service-Learning on the use of the self-assessment and action planning documents by Collaborative member schools, initiated by Sherril Gelmon and co-authored by Cathy Jarvis (University of Colorado, Karen Yoder (Indiana University) and Sarena Seifer (CCPH).

4. Publications and presentations that draw upon work undertaken through a Collaborative work group

Any Collaborative participant can propose a publication or presentation that reports on work undertaken by a Collaborative workgroup.

*Example:* The faculty development workgroup develops a set of "core competencies" for community-engaged scholarship and decides to write an article about them for submission to a peer-reviewed journal.

5. Publications and presentations that draw upon centrally collected data (e.g., self-assessments)

Any Collaborative participant can propose a publication or presentation that draws upon centrally collected data.

*Example:* The evaluator proposes an article for a peer-reviewed journal that compares findings from the team and provost self-assessments at public universities with those from private universities.

6. Publications and presentations that draw upon new data collection and research conducted under the auspices of the Collaborative

*Example:* The faculty development workgroup proposes to conduct a study of the career trajectories of community-engaged faculty from Collaborative member schools.

Any Collaborative participant may propose new data collection/research involving Collaborative members. It is expected that Collaborative members will be informed about the study through the Collaborative listserv ([fipse-collaborative@u.washington.edu](mailto:fipse-collaborative@u.washington.edu)) and that it will have been reviewed and approved by the appropriate Institutional Review Board(s).

### **Guidelines for Proposing and Authoring Publications & Presentations**

Any Collaborative participant may propose a presentation or publication based on the Collaborative.

*The policies below apply to all publications and presentations, with the exception of publications or presentations that are based solely on an individual member school's experiences and lessons learned:*

Any Collaborative participant who proposes a publication or presentation must notify fellow Collaborative participants through the Collaborative listserv ([fipse-collaborative@u.washington.edu](mailto:fipse-collaborative@u.washington.edu)) and invite others to join in as co-authors. Collaborative participants are to be given 14 days to express their interest in being a co-author or to express any comment or concern about the proposed publication or presentation. The principal investigator of the Collaborative must be included as a co-author.

The primary author is the person who does the most work in writing the publication or presentation. This person assumes all author responsibilities as listed in the APA Handbook. Other authors are those who have made substantial contributions to the idea and the publication or presentation. If the subject of the publication or presentation is the product of a workgroup, those who have had substantial contribution to the work group should be included as authors. Where it is easily defined, authors should be listed in order of contributions to the publication or presentation. Where it is not easily defined (e.g. equal participation), authors should be listed alphabetically.

All those listed as authors must agree to the final version of any submitted abstracts and publications or presentations. To ensure this is done in a timely manner, authors should return the abstract, publication or presentation to the primary author with comments in 7 days (for abstracts) and 14 days (for publications and presentations). Failure to respond to requests for review or consent to publication within the established time period will result in having name removed from list of authors. All Collaborative participants must be given an opportunity to review draft publications before submission. To ensure this is done in a timely manner, the primary author must email the draft publication to the Collaborative listserv with a request for comments within 14 days. Comments received should be seriously considered but may not necessarily result in changes to the publication.

Substantive disagreements among the authors about content of the abstract, publication or presentation must be resolved prior to its final submission or presentation.

If the abstract, publication or presentation represents work of a workgroup, the workgroup should be acknowledged in a footnote (e.g., The Peer Review Workgroup of the Community-Engaged Scholarship for Health Collaborative).

Attribution other than authorship can be used for those who have had limited influence on the abstract, publication or presentation (e.g. acknowledgement in footnote)..

The principal investigator of the Collaborative should be notified by email ([sarena@u.washington.edu](mailto:sarena@u.washington.edu)) upon submission and upon acceptance of an abstract, publication or presentation so that (a) we can maintain a master list of all publications and presentations based on the Collaborative and (b) we can promote the resulting publication or presentation across the Collaborative and beyond!