



## **Discussion Group and Faculty Forum Policy and Guidelines** (Revised 2018)

Discussion Groups and Faculty Forums are a primary knowledge asset of AUPHA as demonstrated by the intellectual and social capital that resides in these communities. This document outlines the process of Discussion Group and Faculty Forum development, the structure of the Groups and Forums, and the opportunities and expectations of Forum membership and leadership.

The AUPHA Network offers members the ability to quickly and conveniently connect and share knowledge on many relevant, specific areas of interest through Discussion Groups and Faculty Forums. The difference between Discussion Groups and Faculty Forums are:

### **Discussion Group**

- Can be started by any member to discuss topics relevant to health management
- Fosters sharing and discussions entirely online
- No formal leadership

### **Faculty Forum**

- Must start out as a Discussion Group
- Must be approved by the AUPHA Board of Directors
- Fosters sharing and discussion online and in person at the AUPHA Annual Meeting
- Formal leadership

## **Establishing a Discussion Group or Faculty Forum**

### **• How to Start a Discussion Group**

A discussion group may be established by any member of AUPHA on the AUPHA Network for discussing topics relevant to health management. Discussion groups receive minimal logistical and staff support from AUPHA while providing a valuable opportunity for member engagement. Contact the AUPHA Faculty Forum Staff Liaison with a request to set up a discussion group. The request should include:

- The name of the Discussion Group
- The specific subject area the Discussion Group will represent
- A brief description of the focus of the Discussion Group to be included in the AUPHA Network

### **• How to Start a Faculty Forum**

#### **1. Determine the interest in moving from a Discussion Group to a Faculty Forum**

- a. Following a minimum of one-year of sustained Discussion Group activity (defined as a minimum of three member-initiated posts/contributions per month), members interested in moving to a Faculty Forum should submit a request in writing to the AUPHA Faculty Forum Staff Liaison indicating:
  - i. The name of the Forum
  - ii. The name of the expected Chair and Chair Elect

- iii. The specific subject area which the Forum will represent.
- iv. A brief description of the focus of the forum
- b. The AUPHA Faculty Forum Staff Liaison will schedule a session at the next Annual Meeting to determine:
  - i. The level of interest from the AUPHA membership
  - ii. The need for collaboration and knowledge creation for that subject area
  - iii. Whether the group chooses to remain a discussion group or become a Forum.

Inclusion in the Annual Meeting schedule will depend on the availability of space. It is recommended that requests be made at least six months prior to the Annual Meeting to ensure space availability.

## **2. Official request to establish a Faculty Forum**

- a. If, after this session, the Discussion Group decides to become a Faculty Forum, the Discussion Group must submit a request for Faculty Forum status to the AUPHA Board of Directors. The request should include:
  - i. The subject area or knowledge domain to be addressed
  - ii. The level of interest expressed at the Annual Meeting
  - iii. The number of people in attendance in the session
  - iv. An action plan for the following two years describing objectives to achieve the Forum's goals
  - v. A description of expected contributions to the AUPHA membership

## **3. Official Approval**

- a. The request will be reviewed at the next meeting of the AUPHA Board of Directors.
- b. Upon approval by the Board of Directors, the Discussion Group will immediately become a Faculty Forum.

## **Faculty Forum Leadership**

- Each Faculty Forum will appoint a Chair and Chair Elect.
- The Chair and Chair Elect will serve for one non-renewable term of two years.
- The terms start on July 1 and end on June 30.
- Any member of the Faculty Forum is eligible to serve in a leadership position
- Forum leaders should be individuals who have been active within the Forum and who have significant experience in the Forum subject area
- Faculty Forum Leaders are required to attend the Faculty Forum Leaders Meeting and the Faculty Forum Leaders Session during the AUPHA Annual Meeting

## **Leadership selection process**

- At the beginning of each year, the AUPHA Faculty Forum Staff Liaison will determine which Faculty Forum Chairs will complete their two-year term of service.
- The Chair Elect of these Faculty Forums will automatically move to the Chair position on July 1 of the year if they have met the requirements and expectations of the Chair Elect position.
- The members of the Faculty Forums in need of a new Chair Elect will receive a Call for Nominations in February for their interest in serving as the Chair Elect.
- The AUPHA Faculty Forum Staff Liaison will collect these responses and make a report to the Leadership Development Committee in Spring.

- Based on interest in serving, past service history, current volunteer commitments to AUPHA, online engagement score and feedback from current Forum Leadership, the Leadership Development Committee will propose Faculty Forum Leadership to the Board of Directors.
- The AUPHA Board of Directors will vote on the Faculty Forum Leadership in early Spring.
- Members interested in Faculty Form leadership will be contacted with the results by mid-April.
- Current and new Faculty Forum Leaders will be required to attend the AUPHA Annual Meeting in June.

If no nominations are received for vacancies at the chair and chair-elect level, the Forum will automatically convert to an online discussion group until an AUPHA Member volunteers.

### **Discussion Group and Faculty Forum Evaluation**

AUPHA and each Discussion Group/Faculty Forum should continually evaluate the need, activity and usefulness of the Group/Forum to the membership. Depending on these factors, AUPHA or the Group/ Forum may choose to transition to/from a Faculty Forum/Discussion Group, adjust the subject area, or dissolve the Group/Forum.

- **Changing the name or purpose of a Faculty Forum**

- From time to time, Forum leaders and members may reevaluate the purpose and/or name of a Forum in an effort to more effectively meet the needs of AUPHA members. Upon identification of a need to alter the name or purpose of a Forum, Forum Leadership should make a proposal to the Forum membership and solicit input on the change, providing a reasonable amount of time for feedback. Without opposition, Forum leaders may then notify AUPHA staff of the desire to change and updates will be made.
- If there is a compelling reason to change the name or purpose of a Forum, and Forum members oppose the proposal, the proposal may be brought to the AUPHA Board of Directors for evaluation and final ruling. In the event that the name and/or purpose are altered despite opposition, Forum members may consider pursuing the process identified above for starting a Discussion Group.

- **Dissolution of a Faculty Forum**

- Faculty Forums may decide to either dissolve or change status to a Discussion Group if:
  - Interest in the Forum appears to wane, as evidenced by low attendance (fewer than 10 members and/or absence of leadership attendance) at Annual Meeting sessions for two consecutive meetings,
  - A deficiency of member-initiated activity in a Forum becomes evident for a period of three months or longer.
  - Two Forums choose to merge into a single larger Forum.
  - AUPHA is unable to identify volunteers willing to provide leadership to the Forum.
- In the event that there is concern that a Faculty Forum is no longer relevant or of interest to the membership, AUPHA will notify the Faculty Forum Chair of this concern or vice versa. The chair and AUPHA staff will work together to determine the most appropriate course for the Forum, whether it be dissolution, merger with another Forum or conversion to a Discussion Group. Should AUPHA staff and the Faculty Forum Leadership determine a change in status is warranted, staff will notify the AUPHA Board of the proposed change. The change will take place upon approval of the Board.

- **Dissolution of a Discussion Group**

- To sustain a discussion group, there must be evidence of member-initiated activity at least twice per month (discussion post or library entry). Discussion groups that have no member-initiated activity for a period of three months or longer will result in AUPHA staff contacting the group's creator and notifying them that the group will be terminated unless there is evidence of member-initiated activity at least twice per month for the following 90 days. AUPHA staff will also notify the members of the discussion group when the group is at risk of termination.