



USE OF THE HARVARD T.H. CHAN SCHOOL OF PUBLIC HEALTH NAME AND SHIELD BY UNITS OF THE SCHOOL

The Harvard T.H. Chan School of Public Health name or shield may be used for activities external to the school only when they refer to activities for which the school itself or one of its delegated authorities (normally an academic department or a center) is accountable. Activities that take place under a previously approved, formal agreement between SPH and another institution do not require separate approval. Involvement by individual SPH faculty, students, or staff members is not, by itself, a sufficient basis to title an activity as SPH sponsored.

It is expected that an activity to which the SPH name or shield is attached will be of sufficient quality to merit the use of the SPH name and that the way in which the name is used will reflect an accurate association between the school, the activity, and any other sponsors.

To request permission to use the SPH name or shield in connection with external activities not sponsored by the school as a whole, the person seeking permission on behalf of the unit should write to the dean for academic affairs, providing the information listed below. If the letter is not from the department chair or center director, the chair or director should attach a brief written statement endorsing the use of the name or shield.

- A description of the activity for which the use of the SPH name or shield is sought (e.g., a symposium co-sponsored by international organizations, to take place in another country), the form in which the name/shield will appear (e.g., a brochure), and the means by which this information will be disseminated (e.g., a mailing to NGOs).
- The reason for the unit's sponsorship of the activity, including an explanation of the activity's relevance, appropriateness, and benefit to the unit's and the school's academic mission. (Inappropriate activities would include those of a partisan political nature or outside ventures carried on by individual members of the SPH community.)
- Acknowledgment that the department or center holds responsibility for overseeing the activity, for ensuring current and continuing adherence to this policy, and for reporting any relevant changes to the dean.
- Disclosure of any financial arrangements, including (1) the sale or distribution, for financial consideration, of a product or service; (2) a financial payment to the university, the school, or any of the school's units; (3) a fundraising, advertising, or promotional effort for any entity outside Harvard University. Activities with such financial arrangements require the approval of the provost as well as of the dean. The person requesting permission should also indicate whether satisfactory arrangements have been made concerning the interest (if any) to be held by the university in intellectual property and income resulting from the proposed activity.

Depending on the nature of the activity and of the information provided, a request to use the SPH name or shield may require several levels of review. For that reason, requests should be made as far in advance as possible.

Please note that some activities relating to outside teaching, including the development of electronically delivered courses, entail a separate approval process.