

General Process for Review Committee Vacancies

This information applies to the following committees:

- Review Committee for the Cancer, Cardiovascular Disease and Pulmonary Disease (CCPD) Competitive Grant Program
- Review Committee for the Tobacco Education, Prevention and Cessation Grant Program

The following is the general process for filling vacant positions on each Review Committee that are appointed by the Colorado Board of Health (BOH).

Publicity

All vacancies are publicized through networks appropriate to specific vacancies, as well as through general avenues for outreach. For example, for the public health professional positions on the CCPD Review Committee, the Colorado School of Public Health and the Public Health Alliance of Colorado (a collaborative of 10 public health organizations) are contacted to conduct outreach into their networks. All vacancy notices are also posted on the relevant Review Committee website; please see website information at the bottom of this page. Applications are invited 3-4 months ahead of the anticipated vacancy, or as soon as possible after a committee member resignation.

Preliminary Review and Recommendation by Review Committee

Both Review Committees, as a courtesy for the BOH, have taken on the role of doing a preliminary review of all applications received, and then making a recommendation to the BOH, who is the final appointing authority.

An initial vetting (after all applications are received) is done by the Chair and Vice Chair for the CCPD Review Committee and the Executive Subcommittee (Chair, Vice Chair and director of tobacco programs at CDPHE) for the Tobacco Review Committee.

Comments from the initial vetting are provided verbally during full Review Committee discussion. However, all applications are still considered by the Review Committee and all applications are forwarded to the BOH. The Review Committee discusses the background and content knowledge as presented by applicants to select what it believes will best serve the Review Committee's charge and mission. The Review Committee then recommends an applicant for appointment to the BOH.

Review and Appointment by Board of Health

The BOH receives and reviews the Review Committee's recommendation and all of the applications, and then makes the final appointment.

CCPD Review Committee website:

<http://www.cdphe.state.co.us/pp/ccpd/reviewcommittee/index.html>

Tobacco Review Committee website:

<http://www.cdphe.state.co.us/pp/tobacco/reviewcommittee/index.html>