



2021

# OPERATIONS MANUAL

**FIU**

Robert Stempel College  
of Public Health  
& Social Work

# Table of Contents

Introduction .....	1
Organizational Chart .....	2
About our College .....	3
History of the College.....	6
Constitution and Bylaws .....	7
Strategic Plan 2017-2020 .....	7
Leadership.....	7
Academic Units Directors and Chairs.....	9
Office of the Dean.....	11
Service Excellence .....	12
Advisory Boards .....	12
College Directory.....	13
Academic Affairs .....	14
Annual Faculty Assignment (AFA).....	14
Adjunct Lecturer and Extra Compensation (Overload).....	14
Faculty Annual Activities Report (FAR) .....	15
Faculty Merit Guidelines .....	15
Faculty Non-Tenure Track Promotions .....	15
Faculty Performance Appraisal Guidelines (FPAG).....	15
Faculty Summer Teaching Policy.....	15
Faculty Tenure and Promotion Guidelines .....	15
University Differential Assignment Procedures.....	15
Accreditation.....	16
Department of Dietetics & Nutrition .....	16
Public Health Departments.....	16
School of Social Work .....	17
Communications & Marketing.....	18
Continuing Education.....	19
Certificate Programs .....	19
Training Workshops .....	19
Emergency Preparedness & Response Protocols .....	21
Coronavirus Guidance.....	21

FIU Fire & Emergency Evacuation Plan .....	21
Essential Personnel .....	21
Emergency Procedures .....	21
Facilities Management.....	23
Conference Rooms.....	23
Facilities .....	23
Floor Plan .....	23
Office Space Management.....	24
Financial Management .....	25
Finance .....	25
Purchasing & Travel .....	27
Travel: International .....	27
Fundraising.....	29
Global Engagement.....	32
Human Resources .....	34
Repopulation of FIU during the COVID-19 Pandemic.....	34
New Employee Onboarding .....	34
Dual Employment.....	34
Extra State Compensation .....	35
Performance Evaluation Process (PEP).....	35
Panther180 - Faculty Activity Reporting System .....	35
Collective Bargaining Agreements .....	36
Persons of Interest and Volunteers .....	36
Time Management.....	36
Outside Activity/ Conflict of Interest .....	37
Nepotism Disclosure .....	37
Employee Separation .....	37
Information Technology (IT) .....	39
Data Stewardship.....	39
IT Accountable and Attractive/Sensitive Property .....	39
Office of Student and Alumni Affairs (OSAA).....	40
Academic Degrees.....	40
Advising.....	41

Recruitment .....	42
Retention .....	42
Scholarships .....	42
Student Events .....	43
Student Organizations .....	43
Research Administration & Development .....	45
Pre-Award .....	46
Post-Award.....	46
Research Labs.....	48
Research Incentives .....	49
Faculty Start-Up Research Funds .....	49
Faculty Research Incentives Program (FRIP).....	49
Revenue Sharing .....	50
Student Internships/Practicums .....	51

## Introduction

The Operations Manual for Florida International University's (FIU) Robert Stempel College of Public Health and Social Work (Stempel College) is designed for internal use within the college and to meet the needs of the college.

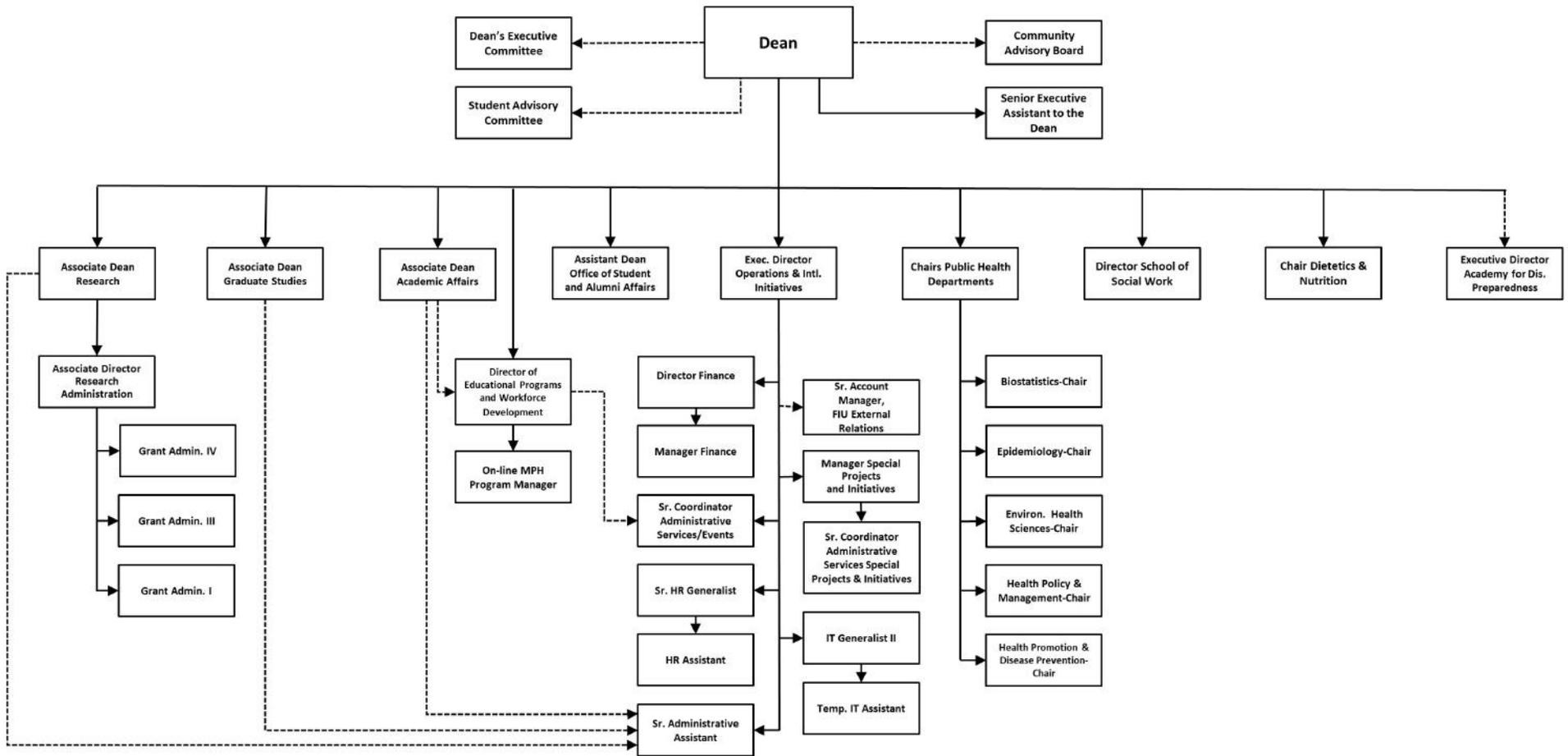
This manual is designed to reflect the standards as established by the accreditation bodies, FIU, and college administration. The policies listed herein are supplemental to the policies of FIU and accrediting organizations. All university policies may be found at [policies.fiu.edu](https://policies.fiu.edu).

This manual is subject to annual review. Policies and procedures may be added, amended, or deleted on an as-needed basis.

The adoption of this manual was approved by the dean of Stempel College.

# Organizational Chart

## Stempel College Administrative Organizational Chart



Updated 6/28/21

## About our College

The mission of Stempel College is to inspire groundbreaking research and education through a nurturing academic environment that influences policy and promotes healthy lives in communities near and far. The college's academic disciplines—public health, dietetics and nutrition, social work, and disaster preparedness—are advancing research and practices to realize this mission, bringing our students and faculty to the forefront of their fields.

Stempel College's unique geography at the intersection of the Americas in Miami, Florida, drives us to solve complicated health and social welfare matters afflicting the most underserved populations. This does not change after graduation; alumni continue to contribute in meaningful ways.

Stempel College is home to innovative research programs and centers powered by faculty, staff, and students who parse problems to find answers at an accelerated pace. We research and teach to affect positive change in our communities through interventions at every possible level. Our research guides leaders, translates into health-related policies and procedures and ultimately, serves those who need the most support.

Please note that the updated mission statement included in the 2021 Strategic Plan currently under development, will be made available when ratified later in 2021.

### **Stempel College units include:**

- School of Public Health
  - Biostatistics
  - Environmental Health Sciences
  - Epidemiology
  - Health Policy & Management
  - Health Promotion & Disease Prevention
- Department of Dietetics & Nutrition
- School of Social Work
- Academy for International Disaster Preparedness
- Research Centers
  - Community-based Research Institute (CBRI)
  - Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA)
  - Global Health Consortium (GHC)

### **School of Public Health**

#### **[Website](#)**

The public health departments are included above. These departments provide graduate-level education (Master of Public Health and Doctor of Philosophy in Public Health) that is focused and more rigorously evaluated based upon public health competencies aligned to each degree offering. All public health degrees offered within the college include coverage and assessment of foundational and concentration competencies that have been vetted by the Council on Education for Public Health.

## Contact Information

### Public Health:

- Robert Stempel College of Public Health and Social Work
  - Tel: 305-348-4903
- Biostatistics
  - Tel: 305-348-7779
- Environmental Health Sciences (EHS)
  - Tel: 305-348-7778
- Epidemiology
  - Tel: 305-348-0118
- Health Policy & Management (HPM)
  - Tel: 305-348-7803
- Health Promotion & Disease Prevention (HPDP)
  - Tel: 305-348-7789

### Department of Dietetics & Nutrition

#### [Website](#)

The Department of Dietetics & Nutrition is committed to supporting nearby communities by promoting healthier lifestyles through better nutrition across diverse populations. With an emphasis on preventive healthcare and improved eating habits, the department aims to meet the ever-changing demands by fostering a synergistic approach to evidence-based research initiatives. The department also maintains over 30 community partners across South Florida, including local hospital systems such as Baptist Health, Memorial Regional, and Broward Health, as well as Independent Living Systems, FLIPANY, Special Olympics, Broward County Public Schools, and Miami Jewish Home.

#### Contact Information

- Department of Dietetics & Nutrition; tel: 305-348-2878

### School of Social Work

#### [Website](#)

The School of Social Work is geared towards preventing and ameliorating social problems to enhance the quality of human life. The School of Social Work offers programs of professional study to prepare graduates to work in governmental or non-profit settings and community, regional, state, and national systems. These programs put an emphasis on achieving a community-oriented understanding of the needs facing urban societies in rapidly changing social, political, economic, and cultural conditions. The School of Social Work maintains partnerships with approximately 110 community agencies, including Baptist Health, Banyan Health, University of Miami Miller School of Medicine, Citrus Health, and Camillus House.

### **Contact Information**

- School of Social Work; tel: 305-348-5880

### **Academy for International Disaster Preparedness**

#### [Website](#)

The Academy for International Disaster Preparedness' mission is to deliver competitive graduate and professional programs whereupon practicing and aspiring disaster practitioners can develop the knowledge and skills to become an effective disaster professional. The academy offers a bachelor's and master's degree in disaster management. The Academy for International Disaster Preparedness prepares students to plan for, respond to, recover from, and mitigate damages to all types of disasters not only affecting South Florida, but including those impacting the nation and the world. The graduate program prepares students for a rapidly evolving profession, while also providing existing practitioners with an opportunity to strengthen their skills with a formal education in emergency response, international humanitarian relief and homeland security.

### **Contact Information**

- Academy for International Disaster Preparedness; tel: 305-348-5000

### **Community-Based Research Institute (CBRI)**

#### [Website](#)

The Community-Based Research Institute (CBRI) is a multidisciplinary prevention research institute devoted to the design, implementation, and evaluation of community-based prevention and brief intervention strategies for reducing risk behavior problems and enhancing well-being among youth. The group's research and applied endeavors have focused on school- and community-based health promotion, particularly among individuals at risk for alcohol or substance use problems, sexually transmitted infections, and antisocial behavior.

### **Contact Information**

- CBRI; tel: 305-348-5387

### **Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA)**

#### [Website](#)

The Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA) at Florida International University was established in 2003 in order to address the escalating twin epidemics of substance abuse and HIV/AIDS affecting Latino communities throughout South Florida. This pioneering, nationally and internationally recognized center currently houses grant awards from several prestigious institutes within the National Institutes of Health (NIH).

### **Contact Information**

- CRUSADA; tel: 305-348-7353

## Global Health Consortium

### [Website](#)

The Global Health Consortium (GHC) is an accelerator program for public health interventions. GHC's top priorities—universal health, communicable and non-communicable diseases, health and the environment and health security—include global threats affecting large populations around the world. The GHC partners with major organizations such as the Pan American Health Organization/World Health Organization (PAHO/WHO) and the Centers for Disease Control and Prevention (CDC).

### Contact Information

- GHC; tel: 305-348-9858

### History of the College

Stempel College, originally titled the Robert Stempel School of Public Health (RSSPH) in 2003, was named after the untimely death of faculty member Dr. Robert R. Stempel in 2002.

Dr. Stempel was a tenured faculty who joined the college in 1991 after earning a doctorate degree in public health from the University of California at Berkeley. Having served as a Peace Corps volunteer in the Federation of Malaysia, in combination with his duties as a foreign reserve officer in Vietnam and as a disease control specialist in New York City and San Francisco, Dr. Stempel drew from his experiences to help develop several of FIU's courses in the epidemiology track.

At the time, the college, formerly known as the College of Health and Urban Affairs, was one of only two schools of public health in Florida. Dr. Stempel labored tirelessly to keep FIU at the forefront of academics and research in public health, leading courses and research on AIDS epidemiology, behavioral epidemiology, and international public health. His family took on his mantle of promoting and advancing public health research and education at FIU when they awarded FIU with an endowment of \$2 million toward the development of a school of public health to be named in his honor. In 2006, the University recommended that RSSPH be granted independent status as an autonomous unit.

The Department of Dietetics & Nutrition, a founding discipline of the University in 1972, which offers bachelor's, master's, and Ph.D. programs, was part of several colleges until it merged with the Robert Stempel School of Public Health in 2004. The department is now recognized for excellence in dietetics and applied nutritional research.

The School of Social Work joined in 2008, forming the Robert Stempel College of Public Health and Social Work. The discipline of social work has also been part of the University since its inception in 1972. It was initially a department offering a bachelor's program but added a master's program in 1979 and a Ph.D. program in 1991. The addition of social work and its continued growth has created an even more dynamic group of researchers with expertise in HIV-AIDS and substance abuse.

In 2017, the Academy for International Disaster Preparedness joined the college, and now offers a bachelor's and master's in Disaster Management. In addition, it provides fire officer training, UAS/Drone certification and virtual reality incident command training for firefighters and officers.

## Constitution and Bylaws

The faculty of Stempel College has established a Constitution and Bylaws to provide for effective, flexible, and responsive governance of the college. It includes the vision, mission, values, and goals of the college. For more details, please reference [Constitutions and By Laws](#).

## Strategic Plan 2017-2020

The strategic plan is a framework for the actions we need to implement to manifest Stempel College's vision and gauge our success. The plan is consistent with FIU's strategic plan and the University System of Florida's performance metrics. For more details, please reference the [Strategic Plan 2017-2020](#).

Please note the Strategic Plan for 2021 is under development and should be consulted when ratified in 2021.

## Leadership

**Dean of the college:** Dr. Tomás R. Guilarte

Reporting to the provost, executive vice president, and chief operating officer, the dean is the college's chief executive and administrative officer. The dean provides active leadership in the promotion, direction, and support of educational and research activities of Stempel College. The dean is also responsible for maintaining high-level morale among the faculty and encouraging the spirit of learning among students. The dean provides representation and visibility in the community and leadership in identifying and hosting relevant community leaders and activities on campus.

The dean has general administrative responsibility for the college, including its compliance with accreditation standards, community outreach, fundraising, marketing and enrollment, interdisciplinary initiatives, and the effective management of its administrative and financial affairs. The dean sets the tone for the college in encouraging excellence, recognizing achievement, and supporting appointments and promotions based on merit. In addition, the dean is responsible for increasing research, growing entrepreneurial activity, creating opportunities for students, and fostering spirit in the college.

### Contact Information

- Dean, Dr. Tomás R. Guilarte
  - AHC 5-507; tel: 305-348-5344; [tguilart@fiu.edu](mailto:tguilart@fiu.edu)
- Senior Executive Assistant to the Dean, Miladys (Milly) Martínez
  - AHC 5-506; tel: 305-348-5344; [milmarti@fiu.edu](mailto:milmarti@fiu.edu)

**Associate Dean of Academic Affairs:** Dr. Mark Macgowan

The associate dean for academic affairs provides leadership and administrative oversight for the educational programs offered by Stempel College. The associate dean for academic affairs ensures compliance on all academic affairs and serves as a representative for the college and the dean, as needed. The associate dean of academic affairs assists with faculty hires and changes; facilitates the

development, review, and revision of academic curricula at the course, discipline, and program/school levels, while maintaining quality and relevancy in compliance with professional accreditation standards.

### **Contact Information**

- Associate Dean of Academic Affairs, Dr. Mark Macgowan
  - AHC 5-513; tel: 305-348-0427; [macgowan@fiu.edu](mailto:macgowan@fiu.edu)
- Senior Administrative Assistant, Maggie Romaguera
  - AHC 5-511; tel: 305-348-7158; [maromagu@fiu.edu](mailto:maromagu@fiu.edu)

### **Associate Dean of Research:** Dr. Jason Richardson

The associate dean of research is in charge of mentoring faculty (especially junior faculty) on research career issues. In addition, the associate dean of research provides leadership and oversight for the research committee, oversees the college's research budget and its programs, and evaluates research center opportunities. The associate dean of research is also responsible for assessing and approving sponsored project-related requests, evaluating grant cost-sharing opportunities and presenting the evaluation to the dean.

The associate dean of research oversees the college's research centers and fosters collaborative, interdisciplinary research between departments and between the college and other schools at FIU. They work with other associate deans and leaders on all aspects of research administration, including compliance and financial issues (this includes, but is not limited to, interacting with ORA and the IRB on behalf of the college). The associate dean of research works with the dean to create research financial projections for management and planning purposes, implements the research aspects of the college's new strategic plan, represents the college during local and national conferences, works with other campus research leadership on strategic research partnerships, and represents the college on research matters with the University and the Association of Schools of Public Health.

### **Contact Information**

- Associate Dean of Research, Dr. Jason Richardson
  - AHC 5-515; tel: 305-348-6742; [jarichar@fiu.edu](mailto:jarichar@fiu.edu)
- Senior Administrative Assistant, Maggie Romaguera
  - AHC 5-511; tel: 305-348-7158; [maromagu@fiu.edu](mailto:maromagu@fiu.edu)

### **Associate Dean of Graduate Studies:** Dr. Stanislaw Wnuk

The associate dean of graduate studies provides strong leadership in developing, implementing, and continually updating strategic plans for the graduate education programs of the college and serves as the liaison between the dean and the University's graduate college. The associate dean of graduate studies assists with the development of college policies and procedures affecting all graduate students and provides guidance for postdoctoral scholars. The associate dean of graduate studies reviews and approves all student dissertation forms, annual evaluations and mentoring plans for all Ph.D. students. They also oversee graduate assistantships and the allocation of waivers, stipends, etc., for the college. The associate dean of graduate studies provides support for graduate programs and fosters expanded opportunities for scholarships.

## Contact Information

- Associate Dean of Graduate Studies, Dr. Stanislaw Wnuk
  - AHC 5-517; tel: 305-348-6195; [wnuk@fiu.edu](mailto:wnuk@fiu.edu)
- Senior Administrative Assistant, Maggie Romaguera
  - AHC 5-511; tel: 305-348-7158; [maromagu@fiu.edu](mailto:maromagu@fiu.edu)

**Assistant Dean of Student and Alumni Affairs:** Dr. Magnolia E. Hernández

The assistant dean of student and alumni affairs works closely with the dean, associate deans, and program chairs/directors to plan, implement, and evaluate student services for current and prospective students in the college. In this capacity, the assistant dean provides leadership and oversight of students' recruitment and strategic enrollment, student success and student-centered metrics, student career and professional development, and alumni engagement.

## Contact Information

- Assistant Dean of Student and Alumni Affairs, Dr. Magnolia E. Hernández
  - AHC 5-137; tel: 305-348-5938; [mehernan@fiu.edu](mailto:mehernan@fiu.edu)

## Academic Units Directors and Chairs

### School of Public Health

- **Biostatistics**
  - Chair, Dr. Zoran Bursac
    - AHC 5-463; tel: 305-348-1811; [zbursac@fiu.edu](mailto:zbursac@fiu.edu)
    - Office Contact: 305-348-7779
- **Environmental Health Sciences**
  - Chair, Dr. Kim Tieu
    - AHC 5-354; tel: 305-348-0371; [ktieu@fiu.edu](mailto:ktieu@fiu.edu)
    - Office Contact: 305-348-7778
- **Epidemiology**
  - Chair, Dr. Mary Jo Trepka
    - AHC 5-489; tel: 305-348-7186; [trepkam@fiu.edu](mailto:trepkam@fiu.edu)
    - Office Contact: 305-348-0118
- **Health Policy & Management**
  - Interim Chair, Dr. Alejandro Arrieta
    - AHC 5-453; tel: 305-348-7525; [alejarri@fiu.edu](mailto:alejarri@fiu.edu)
    - Office Contact: 305-348-7803
- **Health Promotion & Disease Prevention**
  - Chair, Dr. Elena Bastida
    - AHC 5-407; tel: 305-348-1518; [ebastida@fiu.edu](mailto:ebastida@fiu.edu)
    - Office Contact: 305-348-7789

- **Department of Dietetics & Nutrition**
  - Interim Chair, Dr. Evelyn Enrione
    - AHC 5-306; tel: 305-348-3236; [enrione@fiu.edu](mailto:enrione@fiu.edu)
    - Office Contact: 305-348-2878

#### **School of Social Work**

- Director, Dr. Mary Helen Hayden
  - AHC 5-575; tel: 305-348-1208; [haydenm@fiu.edu](mailto:haydenm@fiu.edu)
  - Office Contact: 305-348-6643

#### **Academy of International Disaster Preparedness**

- Executive Director, Javier Marques
  - PG5-208; tel: 305-348-4779; [jmarques@fiu.edu](mailto:jmarques@fiu.edu)
  - Office Contact: 305-348-0451
- Senior Director, Pete Gomez
  - AHC 5-345; tel: 305-348-0670; [pegomez@fiu.edu](mailto:pegomez@fiu.edu)
- Program Director, Dulce Suarez
  - GH 1-202; tel: 305-348-0451; [dulce.boza1@fiu.edu](mailto:dulce.boza1@fiu.edu)

#### **Community-Based Research Institute (CBRI)**

- Director, Dr. Eric Wagner
  - AHC 5-536; tel: 305-302-0292; [wagnere@fiu.edu](mailto:wagnere@fiu.edu)
  - Office Contact: 305-348-5612
- Associate Director of Research, Dr. Michelle Hospital
  - AHC 5-535; tel: 305-505-9337; [hospitam@fiu.edu](mailto:hospitam@fiu.edu)
  - Office Contact: 305-348-4867
- Associate Director of Clinical Services & Training, Dr. Staci Leon Morris
  - AHC 5-533; tel: 954-856-6854; [morrisl@fiu.edu](mailto:morrisl@fiu.edu)
  - Office Contact: 305-348-5613

#### **Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA)**

- Director, Dr. Mario de la Rosa
  - AHC 5-425; tel: 305-348-5794; [delarosa@fiu.edu](mailto:delarosa@fiu.edu)
  - Office Contact: 305-348-7353

#### **Global Health Consortium (GHC)**

- Director, Dr. Carlos Espinal
  - AHC 5-417; tel: 305-348-7916; [caespina@fiu.edu](mailto:caespina@fiu.edu)
  - Office Contact: 305-348-7789

## Office of the Dean

**Office Hours:** 8:30 a.m. – 5:00 p.m.

### Operations

- Executive Director, Operations & International Initiatives, Paola Moreno
  - AHC 5-519; tel: 305-348-1321; [morenop@fiu.edu](mailto:morenop@fiu.edu)

### Finance

- Director of Budget, Maryann Camps Gato
  - AHC 5-521; tel: 305-348-6243; [gatom@fiu.edu](mailto:gatom@fiu.edu)
- Finance Manager, Miriam Tamargo Ludwig
  - AHC 5-522; tel: 305-348-7784; [mludwig@fiu.edu](mailto:mludwig@fiu.edu)

### Research

- Associate Director of Research Administration, Karla Muñoz-Caamano
  - AHC 5-508; tel: 305-348-1817; [kmunoz@fiu.edu](mailto:kmunoz@fiu.edu)
- Grant Administrator IV, Concepcion Ricardo
  - AHC 5-518; tel: 305-348-7621; [copolo@fiu.edu](mailto:copolo@fiu.edu)
- Grant Administrator III, Darcy Cosano
  - AHC 5-514; tel: 305-348-5780; [dcosano@fiu.edu](mailto:dcosano@fiu.edu)
- Grant Administrator I, Lorena Lozada Villena
  - AHC 5-TBD; tel: 305-348-TBD; [llozadav@fiu.edu](mailto:llozadav@fiu.edu)

### Special Projects & Initiatives

- Manager of Special Projects & Initiatives, Katie Boulos
  - AHC 5-523; tel: 305-348-7159; [kboulos@fiu.edu](mailto:kboulos@fiu.edu)
- Senior Coordinator Administrative Services, Special Projects & Initiatives, Lorena Lizarralde
  - AHC 5-525F; tel: 305-348-9858; [llizarra@fiu.edu](mailto:llizarra@fiu.edu)

### Academic Public Health Programs

- Director of Educational Programs & Workforce Development, Dr. Yasenka Peterson
  - AHC 5-509; tel: 305-348-3198; [ypeterso@fiu.edu](mailto:ypeterso@fiu.edu)

### Office of Student and Alumni Affairs

- Assistant Dean of Student and Alumni Affairs, Dr. Magnolia E. Hernández
  - AHC 5-137; tel: 305-348-5938; [mehernan@fiu.edu](mailto:mehernan@fiu.edu)
- Manager of Admissions and Operations, Jose Candelaria
  - AHC 5-140; tel: 305-348-0457; [jcandela@fiu.edu](mailto:jcandela@fiu.edu)
- Manager of Academic and Student Success, Irene Abad
  - AHC 5-143; tel: 305-348-4692; [iabad@fiu.edu](mailto:iabad@fiu.edu)
- Data Analyst II, Sandhya Appunni
  - AHC 5-139; tel: 305-348-7790; [sappunni@fiu.edu](mailto:sappunni@fiu.edu)
- Senior Coordinator of Public Health Programs, Zoraya Arguello
  - AHC 5-138; tel: 305-348-4394; [arguello@fiu.edu](mailto:arguello@fiu.edu)
- Assistant Director of Career Development, Lauren Cavicchi

- AHC 5-142; tel: 305-348-2264; [lcavicchi@fiu.edu](mailto:lcavicchi@fiu.edu)
- Public Health Admissions Coordinator, Fiorella Suyon
  - AHC 5-141; tel: 305-348-1674; [fsuyon@fiu.edu](mailto:fsuyon@fiu.edu)

### External Relations

- Senior Account Manager, Stephanie Rendon
  - AHC 5-516; tel: 305-348-4670; [srendon@fiu.edu](mailto:srendon@fiu.edu)

### Human Resources

- Senior Human Resources Generalist, Anet Saumell
  - AHC 5-520; tel: 305-348-7802; [saumelf@fiu.edu](mailto:saumelf@fiu.edu)
- Human Resources Assistant, Roland Harbeson
  - AHC 5-525G; tel: 305-348-4281; [rharbeso@fiu.edu](mailto:rharbeso@fiu.edu)

### Information Technology

- IT Generalist II, Angel Ruiz
  - AHC 5-520; tel: 305-348-7787; [ruiza@fiu.edu](mailto:ruiza@fiu.edu)
- IT Assistant, Nicholas Andreani
  - AHC 5-525B; tel: 305-348-7787; [nandrean@fiu.edu](mailto:nandrean@fiu.edu)

### Administrative Staff

- Senior Executive Assistant to the Dean, Miladys (Milly) Martínez
  - AHC 5-506; tel: 305-348-5344; [milmarti@fiu.edu](mailto:milmarti@fiu.edu)
- Senior Coordinator of Administrative Services, Iliana Perez
  - AHC 5-505A; tel: 305-348-1640; [perezil@fiu.edu](mailto:perezil@fiu.edu)
- Senior Administrative Assistant, Maggie Romaguera
  - AHC 5-511; tel: 305-348-7158; [maromagu@fiu.edu](mailto:maromagu@fiu.edu)

## Service Excellence

At Stempel College, we aim for excellence every day and for everyone— in our daily interactions, our commitment to serve, and our streamlined processes.

The guidelines developed by the Division of Human Resources at FIU serve as the framework for service excellence in our college and can be found [here](#).

## Advisory Boards

### Student Advisory Committee (SAC)

The Student Advisory Committee (SAC) comprises one undergraduate, one master's and one Ph.D. student selected by each department/school. The SAC serves as a liaison between all students in Stempel College and the dean. The SAC shares concerns and recommendations to the dean at SAC meetings that occur during the fall and spring semesters.

### Community/Professional Advisory Board (CAB)

The Community Advisory Board comprises the dean and the director of educational programs and workforce development while recruiting consultation from chairs and faculty. The CAB seeks to further the mission, vision, and goals of the college, involving external stakeholders from the non-profit, public, and private sectors. The combined knowledge and expertise of the leaders in their fields help CAB support the college and its success.

### **Dean's Executive Committee (DEC)**

The dean's executive committee comprises the dean, associate deans, assistant deans, directors, department chairs, executive director of operations and international initiatives, school director, and the senior executive assistant to the dean. The committee advises the dean on any administrative matters brought before it and assists the dean in interpreting and implementing the policies and procedures of Stempel College.

### [College Directory](#)

Please view the [college directory](#) for all faculty and staff information.

# Academic Affairs

## Annual Faculty Assignment (AFA)

The Annual Faculty Assignment (AFA) is referenced in the Faculty Performance Appraisal Guidelines (FPAG) and must be completed for each faculty member. The evaluation is done electronically through Panther180, which can be accessed [here](#).

As noted in the FPAG, *“Activities listed in the AFA must reflect all the duties of the faculty. It is the responsibility of the chair/director and the faculty to ensure all assessed activities correspond to the annual faculty assignment. In compliance with the BOT/UFF [Collective Bargaining Agreement \(CBA\)](#), an annual written evaluation will be provided to faculty within 45 days after the end of the academic term for that year’s faculty assignment.”*

### Resources

- [Annual Faculty Assignment](#)
- [Faculty Performance Appraisal Guidelines](#)
- [Merit Policy](#)
- [Stempel College of Annual Faculty Review Procedures and Guidelines](#)

## Adjunct Lecturer and Extra Compensation (Overload)

### Adjunct Lecturer Compensation

- The college follows the minimum rate of extra compensation for adjunct lecturers as outlined in the UFF-[Collective Bargaining Agreement \(UFF- CBA\)](#).
- Per UFF-CBA, *“When an employee is assigned to teach a face-to-face or a hybrid course as an overload assignment, being a course for credit in addition to their full regular assignment, the compensation for the overload assignment will be a minimum of \$1,000.00 per credit hour for the course.”*

### Exceptions to Adjunct Lecturer/Extra Compensation

- Instructional classroom laboratory activities, which involve unusual and significant requirements for class preparation, will be compensated as follows:
  - \$3,000, except when an instructor teaches the same course in a second section immediately before or after, on the same day.
  - In such cases, the compensation for the first class is \$3,000 and the compensation for the second class is \$2,000. This exception is subject to the availability of funds in the budget.
    - Laboratory classes subject to this policy are:
      - Fundamental Food Lab - FOS 3021L
      - Food Science Lab - FOS 4041L
      - Nutrition Education Lab - DIE 3434L
      - Nutrition Counseling Lab - DIE 4435L
- Auxiliary self-supporting or market-rate programs may be higher than the UFF-CBA minimum established amounts and are subject to the rates established within those programs.

- Compensation for field supervisors of student internship courses may be higher and are subject to the availability of funds.
- Compensation for dual enrollment courses is subject to the FIU and Miami-Dade County Public Schools (MDCPS) agreement and availability of funds.

### Faculty Annual Activities Report (FAR)

The [Faculty Performance Appraisal Guidelines](#) (FPAG) guides the faculty to prepare the FAR and departments, units, chairs, and directors to evaluate faculty performance. The FAR is completed electronically through [Panther180](#).

As noted in the FPAG, *“Faculty members are required to prepare an annual report. The Faculty Activities Report (FAR) serves as the basis for an annual performance appraisal.”*

Please view the [Faculty Activities Report](#).

The FAR is also referenced in the [Faculty Performance Appraisal Guidelines](#).

### Faculty Merit Guidelines

Please view the [Merit Policy](#).

### Faculty Non-Tenure Track Promotions

The University has a policy for non-tenure-track (NTT) promotions (access [here](#)). In 2020, academic units were asked by FIU Academic Affairs to develop their own guidelines to be submitted directly to Academic Affairs (i.e., Kathleen Wilson’s Office). The dean of Stempel College approved guidelines that must be followed for the Non-Tenure Track Promotion Process, they can be accessed [here](#).

### Faculty Performance Appraisal Guidelines (FPAG)

The provost approved the faculty performance appraisal guidelines on August 3, 2013.

To view, click [Faculty Performance Appraisal Guidelines](#)

### Faculty Summer Teaching Policy.

The faculty summer teaching policy is covered in the [UFF-Collective Bargaining Agreement \(UFF- CBA\)](#) under “summer appointments.”

### Faculty Tenure and Promotion Guidelines

Click [here](#) to view Tenure and Promotion Committee Policies and Procedures.

### University Differential Assignment Procedures

In February 2019, the University developed differential faculty assignment procedures. These procedures are to be followed while a committee in Stempel College develops its own within the guidelines. The procedures are available at [University Differential Assignment Procedures](#).

## Accreditation

FIU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's, post-master's certificates, doctoral and first professional degrees. The Commission recently reaffirmed FIU's accreditation for a period of seven years through 2027. The University maintains the standards specified by SACSCOC's "Principles of Accreditation" and notifies SACSCOC of any substantive changes.

### Department of Dietetics & Nutrition

The Department of Dietetics & Nutrition has been preparing dietetic practitioners for nearly five decades through its accredited programs. Currently, the department has two programs accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

#### **Undergraduate Program: Didactic Program in Dietetics (DPD)**

The DPD results in a Bachelor of Science in Dietetics & Nutrition degree. As of August 2017, the DPD has been fully reaccredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for a maximum of seven years.

#### **Graduate Programs: Dietetic Internship (DI)**

The DI is a program associated with graduate programs. As a new program, the DI has been granted candidate status by ACEND.

The DI has been granted full accreditation status by ACEND.

For more information on the accreditation of both programs, please go [here](#).

#### **Contact Information**

- Director of Didactic Program in Dietetics and Clinical Instructor, Dr. Joan A. Marn
  - AHC 5-308; tel: 305-348-7303; [jmarn@fiu.edu](mailto:jmarn@fiu.edu)
- Director of Dietetic Internship and Associate Professor, Dr. Evelyn Enrione
  - AHC 5-320; tel: 305-348-3236; [enrione@fiu.edu](mailto:enrione@fiu.edu)

### Public Health Departments

Stempel College is accredited as a school of public health by the Council for Education in Public Health (CEPH). This designation applies to all schools and departments within the college, including the School of Social Work and the Department of Dietetics & Nutrition. While the School of Social Work and the Department of Dietetics & Nutrition have their own accrediting bodies, the college's designation as a school of public health by CEPH carries to all academic units. As such, core public health foundational competencies are included within the curricula of every undergraduate and graduate-level degree offered within the college.

Stempel College's School of Public Health has received seven additional years of accreditation by CEPH. According to CEPH, the School of Public Health achieved accreditation until July 1, 2027, in a report demonstrating full compliance across all accreditation criteria. For a copy of the CEPH accreditation report, [click here](#). Further information on CEPH Accreditation can be found [here](#).

## Contact Information

- Associate Dean of Academic Affairs, Dr. Mark Macgowan
  - AHC 5-513; tel: 305-348-0427; [macgowan@fiu.edu](mailto:macgowan@fiu.edu)

## School of Social Work

The School of Social Work's mission is to educate students for professional social work service and leadership in local, national, and international domains. In doing so, the school collaborates with communities, conducts research, and disseminates knowledge in response to the needs of individuals and families living in diverse and multicultural urban environments while also leading the scholarly search for innovative, effective, and just solutions to human concerns.

There are three programs in the School of Social Work:

- Bachelor of Science in Social Work (BSSW)
- Master of Social Work (MSW)
- Doctor of Philosophy in Social Welfare (Ph.D.)

The Council on Social Work Education (CSWE) accredits both the BSSW and MSW programs. CSWE does not accredit doctoral programs. The BSSW and MSW were last reaccredited in 2016, where they received unconditional reaffirmation of their accreditation for the entire eight years. The programs will go through review and reaccreditation again in 2024.

Reaffirmation of accreditation requires a self-study process involving faculty, students, and community stakeholders. It results in a self-study document submitted to CSWE the year before reaffirmation. The document follows CSWE's Educational Policy and Accreditation Standards (EPAS) and addresses all areas delineated by CSWE: program mission and goals, explicit curriculum (including competencies), implicit curriculum (including diversity, student development, faculty, administrative and governance structure, and resources) and assessment.

Following the document review by CSWE staff and commissioners, two CSWE selected site visitors conduct a site visit. Their report and the self-study document are reviewed by the accreditation commissioners of CSWE, who make the final determination regarding reaccreditation.

Further information on CSWE accreditation can be found [here](#).

## Contact Information

- Director of School of Social Work, Dr. Mary Helen Hayden
  - AHC 5-575; tel: 305-348-1208; [haydenm@fiu.edu](mailto:haydenm@fiu.edu)

## Communications & Marketing

Stempel College's communications office develops and executes a communications and marketing plan that incorporates editorial, social media, paid and earned media, email marketing, and advertising to recruit students and promote the school's work. It is also responsible for brand management, ensuring the college's branding and messaging is consistent across all print and digital collateral (e.g., website, brochures, photos, videos, etc.) The Office of the Dean centralizes the college's communications efforts, materials and resources through this office.

The office works with the Office of the Dean and OSAA to raise the college's visibility and promote its activities to stakeholders. It also liaises with FIU's Division of External Relations to ensure consistency in messaging and to support collaboration on design, editorial, digital communications, and media relations efforts.

### Stempel College's Brand Assets

- [Email signature](#)
- [Logos](#)
- [PowerPoint template](#)
- [Letterhead](#) – Download file to see the logo and contact information
- [Zoom backgrounds](#)

### Stempel College's Digital Platforms

- [Website](#)
- [Facebook](#)
- [Flickr](#) (Photos)
- [LinkedIn](#)
- [Instagram](#)
- [Twitter](#)
- [YouTube](#)

### Contact the communications office for the following:

- **Media Inquiries:** Alert if a media outlet has reached out for an interview. The office can help vet the reporter and provide media training if needed.
- **Story pitches:** Share news that may be of interest to external audiences, including new grants, findings, student and alumni success stories, etc.
- **New marketing materials:** Reach out if a marketing asset, like a video or brochure, is needed to support an initiative.

### Contact Information

- Senior Account Manager, Stephanie Rendon
  - AHC 5-516; tel: 305-348-4670; [srendon@fiu.edu](mailto:srendon@fiu.edu)

# Continuing Education

## Certificate Programs

**Stempel College currently offers two different certificate programs that run throughout the year:**

- The Certificate in Risk Management and Quality is a program hosted by Dr. Alejandro Arrieta, a faculty member in the Department of Health Policy & Management. This program is offered once a year and lasts approximately six months. Most of the certificate program is taught online with approximately one week of the program taught in Peru, Colombia, and Chile, and one week taught at FIU's MMC campus.
- The International Health Seminar program is managed by the Special Projects and Initiatives team in the Office of the Dean and targets public and global health employees, researchers, and students from institutions throughout Latin America and beyond. FIU hosts seminars on campus, virtually or at partnering institutions. Seminars provide participants with an educational experience designed to teach and foster future international collaboration in public health, social work, dietetics and nutrition, and disaster preparedness.

### Contact Information

- Director of Educational Programs & Workforce Development, Dr. Yasenka Peterson
  - AHC 5-509; tel: 305-348-3198; [ypeterso@fiu.edu](mailto:ypeterso@fiu.edu)
- Senior Coordinator of Administrative Services, Iliana Perez
  - AHC 5-505A; tel: 305-348-1640; [perezil@fiu.edu](mailto:perezil@fiu.edu)

## Training Workshops

Stempel College hosts workshops offering the following types of Continuing Education Units (CEUs):

- Certified Health Education Specialists (CHES/MCHES)
- Certified in Public Health (CPH)
- Dietetics & Nutrition Continuing Professional Education Units (CPEU)
- Licensed Clinical Social Worker (LCSW)
- Licensed Marriage & Family Therapist (LMFT)
- Licensed Mental Health Counselor (LMHC)

Stempel College offers training workshops each semester, some of which provide the opportunity to earn continuing education credits. Workshops may be free of charge or require a registration fee.

To offer continuing education credits, the department hosting the workshop submits the following information to the Office of the Dean before the event:

- Curriculum vitae of the presenter
- Event flyer
- A minimum of three objectives that pertain to the participant's knowledge upon completion of the presentation (specific and measurable steps toward meeting the goals)
- A minimum of three competencies that are relevant to the presentation to register any CHES continuing education units (CEU)

- A minimum of three learning objectives that are relevant to the presentation to register the event on the Commission on Dietetic Registration, the credentialing agency for the [Academy of Nutrition and Dietetics](#)

Before the workshop takes place, it is mandatory to register the workshop with the designated continuing education broker. Once the information is recorded with each broker, the college can provide the CEUs to those attendees who have provided their designated license number.

It is also the responsibility of the department to provide the completed attendee evaluation forms, and sign-in sheets to the Office of the Dean before any CEUs and certificates of attendance are awarded.

### **Promoting the Continuing Education Event**

Once the decision is made to offer a workshop, the faculty member compiles information to appear on the flyer and should include the following:

- Title of the workshop
- Photo and complete name of the presenter
- The date, time, and location of the workshop
- Any fees (if applicable)
- Registration contact information
- Registration link
- Final date to register
- # CEUs to be offered
- Type of CEUs to be offered

Once the information has been compiled, the department/faculty member can contact OSAA to create a registration link and flyer. Once the faculty member reviews and approves the flyer, and the Department chair has approved the event, the workshop can be advertised by OSAA and the Office of the Dean.

Registration should close several days before the workshop takes place.

# Emergency Preparedness & Response Protocols

Stempel College follows FIU emergency policies and procedures. [Department of Emergency Management \(DEM\)](#) is available to assist and ensure we are prepared to handle all emergencies, including inclement weather and other disasters.

## Coronavirus Guidance

- FIU's Panthers Protecting Panthers repopulation plan can be found [here](#).
- To ensure the safety of all FIU students, staff, and faculty, all employees are required to complete the 'Panthers Protecting Panthers: COVID-19 Safety' training by logging in [here](#).
- Before coming on campus, FIU asks that FIU students, staff, and faculty complete a safety screening questionnaire on the FIU P3 app, accessible [here](#) and in mobile app stores.
  - Visitors must complete the P3 questionnaire online. Instructions will be sent to them via the inviting department with information on how and where to complete the questionnaire.

### Contact Information

- FIU HR, tel: 305-348-2181

## FIU Fire & Emergency Evacuation Plan

Access the plan [here](#).

### Contact Information

- Department of Emergency Management; tel: 305-348-0670
- Emergency FIU Police; tel: 305-348-5911
- Non-Emergency FIU Police; tel: 305-348-2626

## Essential Personnel

Essential personnel are those responsible for assisting with critical operations in the event of an emergency. These emergencies include hurricane preparation, research and teaching lab shutdowns, securing capital equipment, etc. Essential personnel may be required following an event to help return the University to an operational status.

Essential personnel for Stempel College:

- Dr. Tomás R. Guilarte, Dean
- Dr. Mark Macgowan, Associate Dean of Academic Affairs
- Dr. Jason Richardson, Associate Dean of Research
- Dr. Stanislaw Wnuk, Associate Dean of Graduate Education
- Dr. Magnolia E. Hernández, Assistant Dean of Student and Alumni Affairs

## Emergency Procedures

1. Routine
  - a. Ensure unit call trees are updated (beginning and end of Hurricane Season, and as needed).
  - b. Ensure continuity of operations plans (COOP) is updated manually.

2. Weather Event Threat
  - a. When a serious weather event threatens South Florida and External Relations has begun issuing emails about the event (even before watches or warnings are posted):
    - i. Information Technology lead will send out an email to all faculty/staff in the college, a sample of the email can be viewed [here](#).
    - ii. The Sr. Coordinator of the Dean's office will contact COOP leads in the units for any updates to phone trees and ask units to printout and distribute for all faculty/staff.
    - iii. Dean's Office will send out the note found [here](#) to Chairs.
  - b. Lab directors will ensure emergency plans are being followed.
3. Weather Event Confirmed – University closure (or all classes cancelled) notice from External Relations
  - a. Unit leads will ensure that COOP plan is followed.
  - b. Information Technology lead will send out an email to all faculty/staff in the college with respect to powering down IT equipment, a sample of the email can be viewed [here](#).
    - i. Unit leads/designees will ensure that all computers are unplugged from walls and power back up units are off.
  - c. If deemed necessary by IT lead, units will cover monitors and computers with plastic bags.
  - d. OSAA will send out a message to students, a sample of this message can be found [here](#).
  - e. Lab directors will ensure their labs are secure according to their emergency protocols.

# Facilities Management

## Conference Rooms

Stempel College has four conference rooms (AHC-5 300, 400, 401, and 500) available for use. Conference room calendars are kept on SharePoint and are open to those with access. The IT generalist of Stempel College sets up access to the conference room calendars. All department assistants have access to the calendars to manage their reservations, except for AHC-5 500.

The AHC-5 500 conference room is reserved only for meetings hosted by the dean or the president. This room cannot be booked by FIU staff nor the departments of Stempel College. The dean's senior executive assistant and the coordinator of administrative services have access to this conference room calendar and manage these reservations accordingly.

### Fifth Floor Conference Room Contact Information

- Senior Executive Assistant to the Dean, Miladys "Milly" Martínez
  - AHC 5-506; tel: 305-348-5344; [milmarti@fiu.edu](mailto:milmarti@fiu.edu)
- Senior Coordinator of Administrative Services, Iliana Perez
  - AHC 5-505A; tel: 305-348-1640; [perezil@fiu.edu](mailto:perezil@fiu.edu)

### Conference Room IT Support

- IT Generalist II, Angel Ruiz
  - AHC 5-520; tel: 305-348-7787; [ruiza@fiu.edu](mailto:ruiza@fiu.edu)
- IT Assistant, Nicholas Andreani
  - AHC 5-525B; tel: 305-348-7787; [nandrean@fiu.edu](mailto:nandrean@fiu.edu)

## Facilities

Stempel College centralizes all facilities responsibilities in the Office of the Dean, whose designated person is responsible for opening a work order to request assistance for any types of facilities-related requests. These requests include patch and paint, replacement of light fixtures, replacement of ceiling tiles, reportage of leaks and clogging, electrical issues, air conditioning issues, custodial/cleaning requests such as vacuuming, carpet cleaning, wiping down furniture and cleaning glass walls/doors. Expenses may be charged to the department.

Work orders are placed following the procedures outlined on the facilities website [here](#).

### Contact Information

- Senior Coordinator of Administrative Services, Iliana Perez
  - AHC 5-505A; tel: 305-348-1640; [perezil@fiu.edu](mailto:perezil@fiu.edu)

## Floor Plan

- Access the floor plan [here](#).

## Office Space Management

### **Academic Office Space**

All decisions concerning academic office space management allocations and/or changes need to be consulted with the dean through the corresponding unit's chair or director.

### **Research Space**

Research space is managed by the Office of Research and Economic Development (ORED).

# Financial Management

## Finance

To support its academic mission, service excellence goals and continuous improvement initiatives, the college aspires to develop fiscally responsible, long-term financial strategies that are fiscally sound and abide by the [university policies](#) and procedures and [Florida Statutes](#).

As its chief financial officer, the dean oversees finances to maximize and better distribute returns to each of the academic departments and units, consistent with their respective missions and priorities. Notwithstanding, and because the University and its colleges are inseparable, the ultimate decision regarding all unresolved matters related to financial management rests with the Office of the Provost.

The finance group supports the dean in his/her role as the college's chief financial officer by:

- Establishing segregation of duties amongst the financial functions of receipting, recording, and reconciling per Generally Accepted Accounting Principles (GAAP)
- Ensuring financial transactions are in accordance with and adhere to university standards, priorities and policies
- Developing the annual budget plan
- Regularly reporting on the college's financial performance
- Ensuring the college and all of its units' expenditures are within budgets

The finance group supports the department directors and chairpersons in their role as the department's chief financial officer by:

- Providing assistance to the department staff and faculty as it relates to financial transactions
- Collaborating with the college research administration, the college human resources liaison, and the college development director on the day-to-day financial impact and transactions
- Providing financial reports to the department leadership and the dean
- Validating financial transactions to ensure fund availability and fund validity
- Ensuring the departments' expenditures are within budget
- Liaising with the Office of the Provost, Planning & Finance, Office of Finance & Administration, and other university administrative units
- Forecasting and planning expenditures by fiscal year
- Enforcing and communicating policies and procedures established by the university administration

The college's financial portfolio focuses on [FIU's Next Horizon 2025 Strategic Plan](#), particularly on its three strategic priorities: Amplify Learner Success & Institutional Affinity; Accelerate Preeminence & Research and Innovation Impact; and Assure Responsible Stewardship.

The four revenue sources for the college are the "4Gs" of the University:

- Growth - Enrollment focus (state funding support)
- Grants - Research focus (research funding support)
- Gifts - Donor/Endowment growth focus (private funding support)
- Goods - Auxiliary focus (revenue generating support)

## **Growth**

In 2016, the Board of Governors' Performance-Based Funding Model was passed and signed into law by the governor and the Florida Legislature. It is now codified into the [Florida Statutes under Section 1001.66, Florida college System Performance-Based Incentive](#). As such, the college's Educational & General fund allocation ("E&G" state fund) are based on how it is achieving its performance metrics and enrollment growth. Please refer to the University's [Accountability Dashboard](#) for the college's latest performance.

## **Grants**

The college strategically aligns its resources to make the greatest positive impact in helping the University meet the Board of Governors' performance-based funding metrics and be eligible for preeminent research university metrics funding. For information on available University resources, refer to the [University Research website](#).

## **Gifts**

FIU's Campaign: [Next Horizon](#), the most ambitious and comprehensive campaign in the University's history, will raise \$750 million and engage alumni, friends, and communities to support two pillars – student success and research excellence.

This will be achieved by focusing on and attracting investments that will increase scholarships and student support, optimize 21st-century teaching, advance a vibrant, healthy Miami, accelerate research and discoveries, and escalate discovery to enterprise. The campaign supports priorities in Stempel College in every department, school, and program.

Refer to [Foundation Policies and Procedures](#) for specific guidance

## **Goods**

The college's focus is on increasing its auxiliary-based funding by launching the self-supported online MPH, increasing continuing education collaborations in the Caribbean and Latin America, and incorporating the Academy for International Disaster Preparedness' market-based disaster management master's program. Please refer to [University Auxiliary Guidelines](#) for specific guidance.

The four sources of revenue provide a diverse stream of funds that support the college's operations and assist in accomplishing its objectives.

For financial, purchasing, travel, university credit card program, and tax compliance operational matters, the college adheres to the policies and procedures found on the University's [Office of the Controller website](#) and [FIU Policies and Procedures](#).

## **Contact Information**

- Director of Budget, Maryann Camps Gato
  - AHC 5-521; tel: 305-348-6243; [gatom@fiu.edu](mailto:gatom@fiu.edu)
- Finance Manager, Miriam Tamargo Ludwig
  - AHC 5-522; tel: 305-348-7784; [mludwig@fiu.edu](mailto:mludwig@fiu.edu)

## Purchasing & Travel

Each department is responsible for its purchasing and travel transactions and ensuring that approvals and policies are adhered to promptly.

All employees who initiate financial transactions or effect purchases on behalf of the University are to make every effort to select the most appropriate accounting code to represent each transaction accurately in the financial system. Similarly, any employee traveling on behalf of the University must adhere to the University Travel and Other Expenses Manual and [Florida Statute 112.061 \(3\)\(a\)](#). Employees must refrain from incurring, or directing anyone to incur, any travel-related expense, such as purchasing an airline ticket, paying for conference registration, etc., until the respective travel authorization has completed its approval cycle in the financial system.

Please view the [Travel and Other Expenses Manual](#).

Please view the [Procurement Manual](#).

## Travel: International

As of April 10, 2021, FIU requires that all international travelers complete a 5-question pre-departure Export Controls questionnaire, which can be accessed from the “Summary and Submit” page and must be completed by the travel prior to supervisor approval. For questions, please contact [Gitta Montoto](#).

### International Travel Policy

The International Travel Policy clarifies the employee’s responsibility to adhere to local laws abroad, U.S. laws (e.g., export controls, travel on sponsored projects), and institutional requirements. An approved Travel Authorization Request (TAR) for any business-related trip is always required, regardless of the funding source, to document the supervisor’s approval for business-related travel formally.

Upon a supervisor’s approval of a TAR for travel outside of the U.S., the employees will receive an automated message to their FIU email account with a summary of pre-departure requirements, insurance coverage, and other information and resources available. This will be the standardized method of notifying the employee of requirements and best practices when traveling abroad.

College employees are asked to alert the Special Projects and Initiatives Manager of plans to travel internationally. Click [here](#) for more information.

### Global Business Insurance Coverage for Employees

All employees traveling abroad with an approved TAR will automatically be enrolled in FIU’s Global Business Travel Insurance coverage provided by UnitedHealthcare Global. Please view the FIU [Global Business Insurance Coverage brochure](#) for further details, including the membership ID wallet card with the Group ID. In addition, you can gain access to the insurance’s Global Intelligence Center with in-depth security and medical information for each country, toll-free phone numbers for UnitedHealthcare Global, and information on how to submit a claim at [members.uhcglobal.com](#)—visiting this portal before your departure is NOT required.

## **On-campus International Travel Resources**

Prior to departing abroad, employees are asked to educate themselves on risks associated with the international destination and how to mitigate them. FIU has many on-campus resources for the international traveler, such as information on [export control compliance](#), general [IT security guidelines](#) and how to protect sensitive data, pre-and post-travel medical assessments and care, and more. Visit [FIU International Travel Resources](#) for additional information.

# Fundraising

## Fundraising Principles and Protocol

Designed for internal use, the purpose of the fundraising principles and protocols document is to:

- Establish the principles and protocols for all fundraising activities of the college
- Coordinate the college's fundraising activities
- Maximize the effectiveness and efficiency of the college's philanthropic activities

### FIU Foundation

The Florida International University Foundation, Inc. (FIU Foundation) is a non-profit corporation governed by a Board of Directors registered by the State of Florida as a charitable organization. The U.S. Internal Revenue Service approves it as a tax-exempt 501(c)(3) organization. The foundation oversees and coordinates the University's charitable giving activities.

### Part I: Principles

- Stempel College aspires to be a preeminent global leader in the discovery, dissemination and integration of health and social welfare related to research, scholarship, and community engagement. The college's fundraising performance and alumni relations' management will, therefore, reflect this aspiration.
- The dean oversees all fundraising and alumni relations to maximize the returns to each of the academic departments and units, consistent with their respective missions and priorities. The FIU Foundation will externally assist the dean in this management of fundraising responsibilities.
- Fundraising is often donor-centered and will determine their own giving priorities.
- The dean will work with donors to pursue their maximum giving potential for the college, the departments, and the University.
- The stewardship of all donors is a fundamental responsibility of the University and the college; therefore, all communication with donors or potential donors specifically for the purpose of stewardship and/or fundraising and will be administered and coordinated through the dean with the understanding that departments, faculty, professional staff, and students each have a major role to play with donors and potential donors.
- Trust, and the sense of common purpose will reinforce all fundraising activities of the college, including the administration, organization and reporting thereof.
- The college is committed to developing among its alumni a giving culture that begins with a unique and superior student experience, whether as an undergraduate or graduate student and is enhanced thereafter as a member of the University's wider alumni community. An effective alumni relations program is essential to this process; therefore, the college will make it a priority to cultivate a supportive, engaged, and well-informed alumni base, creating an invaluable asset to the college.

## **Part II: Protocol**

The dean, in his/her role as chief administrative, financial, and academic officer of the college, is responsible for:

- Ensuring all fundraising activities of the college are in accordance with and adhere to University priorities and policies
- Establishing internal protocol in accordance with the principles established in the Part I: Principles section
- Developing the college's annual fundraising goals and priorities in consultation with the director of development, provost, and the Office of Advancement
- Approving the college's annual development plan, which includes, but is not limited to, all fundraising activities for the college and of its constituents
- Approving all communication with alumni and donors specifically related to stewardship and fundraising
- Approving all gift agreements, including gift-in-kind (GIK) agreements
- Reporting regularly on the college's fundraising progress

The college's associate deans, assistant deans, department chairs, directors and faculty engaged in fundraising activities are responsible for:

- Providing the dean with an up-to-date list of fundraising priorities
- Obtaining approval prior to communicating with donors or potential donors specifically for the purpose of stewardship and/or coordinating fundraising by formally requesting in writing
- In the instance of unplanned or happenstance communication with donors or potential donors, specifically related to stewardship and fundraising, the communication must be reported in a timely manner and in writing to the dean and director of development
- Coordinating all approved fundraising activities through the dean
- Working collaboratively with the dean to implement all approved fundraising activities
- Ensuring that donations are used in a manner consistent with donor intent and/or accordance with the terms of the project

## **Part III: Reference**

### **Gifts vs. Grants**

The words "gift," "grant," and "fundraising" are used interchangeably by donors, grantors, and faculty/staff; however, the nature of the transaction drives the accounting procedures (and not the characterization). The term "grant" is defined differently by corporate and foundation funders and, therefore, can cause confusion. All projects determined to be research are processed through ORED.

Please refer to the Gifts, Grants & Other Externally Sponsored Activities Decision Tree regarding whether a proposal or an award is a gift or research. Questions can also be directed to the dean. Activities supported by a donor that are generally not considered research can be processed as gifts to the University. In some cases, projects that do not need to go through ORED at the proposal stage become sponsored projects at the award stage because of conditions set forth in the award agreement. ORED and the FIU Foundation work together to determine a project's classification when there is a

question about how it should be processed.

Communicate with Stempel College's research administration team for any questions related to research-related gifts at [rsresearch@fiu.edu](mailto:rsresearch@fiu.edu).

### **Resources**

- [Foundation Policies and Procedures](#)
- [Foundation Forms](#)
- [FIU Foundation Directory](#)

### **Contact Information**

- Senior Coordinator of Administrative Services, Iliana Perez
  - AHC 5-505A; tel: 305-348-1640; [perezil@fiu.edu](mailto:perezil@fiu.edu)

## Global Engagement

FIU's global reality is that as an institution, its passion to expand a meaningful global footprint is stronger than ever. Part of FIU's mission is to focus on collaborative engagement with global communities. This international outreach is integral to the success of Stempel College's faculty and students who are working to solve the world's most pressing public health challenges.

Globalization, intentional or otherwise, has created both a positive and negative impact. Yet, COVID-19 has only underscored Stempel College's conviction of the need to address critical public health issues in the international arena.

Stempel College's international goals are guided by the critical problems of our time and align with the [University's Next Horizon 2025 Strategic Plan](#) and [FIU's Global Strategic Plan](#). Therefore, the college encourages faculty, staff, and students to collaborate with international partners to address critical public health issues that lead to positive change and help attain FIU's global vision. Partnerships with these communities and institutions are developed for the mutually beneficial exchange, exploration, and application of knowledge, information, and resources.

Non-research global initiatives are centralized through the Special Projects and Initiatives team (SPI), located in the Office of the Dean and which actively supports building and nurturing global partnerships as outlined below.

### Development of International Collaborations

- Encourage faculty to communicate any potential collaboration or initiatives to the SPI team
- Guide, lead, and support Stempel College faculty in engaging, developing, and collaborating with international institutions
- Identify potential joint internal collaborations
- Assist with non-research grants engaged in international activities

### International Agreements

Agreements between Stempel College and a foreign institution or with a domestic institution with the goal of international collaboration are channeled through and processed by SPI and the Academic Health Center's legal department and includes the following:

- **Memorandum of Understanding (MOU)** is a formal handshake between Stempel College and any pre-approved institution. An MOU is a preliminary step towards closer collaboration.
- **Contracts** are created in consultation with the college's Academic Affairs or OSAA as applicable:
  - Faculty and student exchange
  - Credit exchange programs
  - Joint educational activities
  - Services provided by Stempel College to international partners

The procedure for processing a Stempel College international agreement can be found [here](#).

### **SPI does not process the following types of agreements:**

- **Procurement agreements with foreign vendors:** These are handled by the academic department using FIU's Procurement and TCM system
- **Research sub-contracts:** These are processed directly with the college's research team located in the Office of the Dean. Refer to the [research section](#) for more information
- **Research-only international projects:** These are assessed by SPI and then forwarded to the [research team](#) to process
- **Agreements with US partners containing no international activity:** These are handled by the academic department

### **International Events**

International events are developed and led by SPI and include but not limited to:

- Community webinars and summits
- Research workshops
- Annual Global Health Conference
- Student seminars
- Executive seminars

### **Internal Reporting**

- Any potential or new international contact is to be reported to SPI as required by FIU compliance for export control purposes
- International activity (research, events, faculty exchange, international travel, services, etc.) should be reported to SPI, which in turn reports any activity to college leadership and FIU units as requested or required.

### **International Travel**

- All travel is arranged by the academic departments. Please click [here](#) for information on procedures for international travel

### **Contact Information**

- Manager of Special Projects & Initiatives, Katie Boulos
  - AHC 5-523; tel: 305-348-7159; [kboulos@fiu.edu](mailto:kboulos@fiu.edu)

## Human Resources

The college's Human Resources (HR) team is located in the Office of the Dean and serves as an extension of FIU's Division of Human Resources. It facilitates the delivery of human resource activities such as, but not limited to, overseeing the hires of permanent positions (faculty, administrative, and staff), adjuncts and temporary hires, time reporting, the visa process, the compliance of University policies and procedures, and other HR-related issues within the college.

### Contact Information

- Senior Human Resources Generalist, Anet Saumell
  - AHC 5-520; tel: 305-348-7802; [saumellf@fiu.edu](mailto:saumellf@fiu.edu)
- Human Resources Assistant, Roland Harbeson
  - AHC 5-525G; tel: 305-348-4281; [rharbeso@fiu.edu](mailto:rharbeso@fiu.edu)

### Repopulation of FIU during the COVID-19 Pandemic

The well-being of FIU's constituents is FIU's top priority as the University continues to advance its mission. To view the COVID-19 Guidelines for Repopulating, click [here](#).

### Panthers Protecting Panthers: COVID-19 Safety Course

- All faculty and staff must complete the Panthers Protecting Panthers: COVID-19 Safety Course [here](#). Type "COVID" into the search bar of the site to find the course.

### P3 App

- All faculty, staff, and students must use the FIU P3 app to complete a safety screening questionnaire before coming to campus. The FIU P3 app can be downloaded [here](#) or in Google and Apple app stores.

### "Kognito: At Risk" course

- All faculty and staff must complete the "Kognito: At-Risk" course to identify and support students in distress. This request has been made by Florida's Board of Governors to collectively improve our ability to work with and support students in crisis by directing them appropriately to available resources. The Kognito course is available through [develop.fiu.edu](http://develop.fiu.edu). Type "Kognito-At-Risk" into the search bar of the site to find the course.

### New Employee Onboarding

To guide new employees through the welcome process, the college requires each department to complete the 'Checklist for Administrative/Staff Employees'

Click [here](#) to view the Checklist for Administrative-Staff Employees.

### Dual Employment

Departments who intend to hire an employee already employed elsewhere at FIU must submit a Dual Employment Request and compensation information **before** contracting services and should allow sufficient time for the submission to be approved by HR.

University Dual Employment and Compensation Policy states that *“all employees may be approved for secondary employment, which constitutes dual employment provided such employment does not interfere with the regular work of the employee, does not result in any conflict of interest between the two activities, and is determined as being in the best interest of the University.”*

Click [here](#) for more details.

### Extra State Compensation

Departments must submit a Dual Employment Request and compensation information before contracting services and allow sufficient time for the submission to be approved by HR.

An electronic request for additional compensation (eRAC) is created when an employee who has a full-time job, works in excess of the full-time equivalency in another position within the University. The secondary job should not be performed during the employee’s primary job work schedule. This additional job needs to be approved before the work begins.

For more details or to view the University Dual Employment and Compensation Policy, click [here](#).

### Performance Evaluation Process (PEP)

FIU is committed to helping employees understand what is expected of them, perform to those expectations, and develop professionally. The Performance Excellence Process (PEP) is a cornerstone in our efforts to build a performance-oriented culture that promotes annual planning and assessment on a common anniversary date. It reinforces FIU’s institutional value of “Strategic, Operational and Service Excellence.” PEP is intended to foster a productive and collaborative work environment, effective communication between employees and supervisors, and timely, regular, and meaningful feedback that ensures mutual understanding of performance expectations.

Supervisors of full-time staff and administrative employees, AFSCME, and FNA (non-probationary) members will receive an evaluation template through PantherSoft HR to be completed, submitted, and approved online.

As part of the PEP process, employees will also submit a self-evaluation through PantherSoft HR. More information can be found [here](#).

Click [here](#) for more details on performance management.

### Panther180 - Faculty Activity Reporting System

Panther180 is a web-based and comprehensive electronic management system used to record and publicize faculty achievements and centralize the assignments and evaluation, Tenure & Promotion, Non-Tenure-Track Promotion, Third Year Review, Sabbaticals, and Professional Development Leave applications. To access Panther180, visit [panther180.fiu.edu](http://panther180.fiu.edu).

## Collective Bargaining Agreements

### Resources

- [Collective Bargaining Agreement for In-Unit Staff/Administrative](#)
- [Collective Bargaining Policies for In-Unit Staff Administrative](#)
- [Florida Nurses Association Collective Bargaining Agreement](#)
- [Florida Nurses Association \(FNA\) Policies](#)
  - Policies (Effective 06/12/14)

### Memorandums of Understanding Related to COVID-19 and Working Conditions

- [UFF-FIU Response - MOU v.9 07-01-2020 Final](#)
- [MOU Regarding Faculty Remote Work and Spring Teaching](#)

## Persons of Interest and Volunteers

### Persons of Interest

Persons of Interest (e.g., consultants, non-faculty visiting scholars, etc.) are individuals who are uncompensated by the University but require a Panther ID # to perform duties assigned by the department (usually requiring an FIU email address).

Click [here](#) to view the Persons of Interests guide.

### Volunteers

Volunteers are uncompensated individuals. They perform services directly related to the University's business. Still, they should not work in any capacity requiring access to confidential information or serve in positions that require system access, entry access, or a Panther ID to perform duties assigned by the department (unless an exception is granted).

Staff and faculty should contact the academic department assistant for further instructions on submitting the correct forms.

Click [here](#) for resources on volunteers and interns.

## Time Management

### Time/Leave Entry Process

As required by University [regulations and procedures](#), all employees have the responsibility to report hours worked (non-exempt employees) and/or leave taken (exempt employees) accurately and truthfully. It is **expected** that managers/supervisors or proxies have first-hand knowledge of hours reported and leave taken. These are to be approved by the deadlines set forth by the Division of Human Resources.

### Resources

- [Payroll Calendar 2021](#)
- [Holiday Schedule 2021](#)

In the case that the manager/supervisor has delegated a proxy to approve time in PantherSoft HR, the proxy is to print the employee's timecard and have the manager/supervisor sign each timecard indicating approval of hours reported/leave taken (*including the proxy's timecard*). It is the responsibility of the supervisor/manager to delegate (*at least two weeks in advance*) a backup approver before a scheduled absence, i.e., vacation, business trip, or leave of absence.

Click [here](#) to view the time/leave entry process.

### **eLeave request**

The eLeave request will allow online submissions of pre-planned leave requests (i.e., vacation, sick, etc.), track manager's approval, and auto-populate approved leave on the timesheet through PantherSoft HR. All employees of the college must use the eLeave Request system.

### **Resources**

- [Creating/initiating a new eLeave request](#)
- [Canceling an unprocessed eLeave request](#)
- [Canceling a partially unprocessed eLeave request](#)

### **Outside Activity/ Conflict of Interest**

**Florida Statute Section 1012.977** requires all University employees, especially those engaged in the design, conduct, or reporting of externally funded research, to disclose this information to the University. They must receive a determination from the University **before** engaging to ensure their outside activity or financial interest does not affect the University's integrity. **Failure to disclose** this information requires employees to be **suspended without pay** pending the outcome of an investigation **not exceeding 60 days**.

The Outside Activity/Conflict of Interest Form must be completed by all FIU employees annually, even if no outside activity occurs. Access the form by logging into [my.fiu.edu](http://my.fiu.edu).

### **Nepotism Disclosure**

A new hire must disclose any relationship(s) with another FIU employee during the application and interview process. In addition, an existing employee must disclose the relationship to their supervisor upon learning that their family member or any other related individual is to be hired by the University regardless of department.

Click [here](#) to view the Nepotism Disclosure Policy.

### **Employee Separation**

#### **Benefit-earning Faculty/Staff/Administration**

Before separating from FIU or a department, the following three forms must be submitted on or before the separation date. Keys are to be returned to the key bank attached to a copy of the returned key form and to the separation form. When changing departments within the University, all current PantherSoft access roles, etc. will automatically be removed.

## **Forms**

- Separation & Retirement Form (found at [my.fiu.edu](http://my.fiu.edu))
- Approver Application Form (HR Liaison provides)
- Card Cancellation Form (HR Liaison provides)

## **Non-Benefit Temporary Personnel (Non-Student)**

Before separating from FIU or department, the following checklist must be completed on or before the separation date.

Click [here](#) to view the Separation & Retirement Checklist.

## **Other Administrative Policies**

- [Hiring Student Employees](#)
- [Foreign Nationals](#)
- [University Policies](#)

## **Non-Faculty Performance Management**

- [Performance Management](#)

## Information Technology (IT)

Stempel College's IT department is responsible for the following:

- Day-to-day computer operations
- Tracking IT Asset/Attractive Property
- Managing college data including SharePoint, Shared Drives and the Active Directory
- Working with the IT Security Office and ORED on Research Data Use Agreements for Stempel Faculty
- Working with the FIU Division of IT on strategic planning for IT initiatives and resources
- Maintaining and supporting audiovisual systems and hardware in the college
- Working with the FIU Division of IT Media Technology support for video conferencing and events
- Managing Stempel College IT allocated funds in conjunction with the college's finance team

Stempel College's IT department follows university policies and guidelines detailed below.

### Data Stewardship

Sharing passwords in any circumstance is against University Data Stewardship Policy. As such, any unauthorized local user accounts will be removed. Administrator privileges are granted in exceptional cases at the discretion of the FIU Division of IT (DoIT).

Refer to [University Data Stewardship Policy](#) for more information.

### Contact information

- IT Generalist II, Angel Ruiz
  - AHC 5-520; tel: 305-348-7787; [ruiza@fiu.edu](mailto:ruiza@fiu.edu)
- IT Assistant, Nicholas Andreani
  - AHC 5-525B; tel: 305-348-7787; [nandrean@fiu.edu](mailto:nandrean@fiu.edu)

### IT Accountable and Attractive/Sensitive Property

IT accountable and attractive/sensitive property includes laptops, desktops, and mobile devices purchased by FIU and must be routed through the college's IT Generalist, to ensure all IT equipment is properly setup, tagged and officially tracked via the college's inventory management software.

For more information, please refer to the [University Property Control Manual](#).

## Office of Student and Alumni Affairs (OSAA)

**Office Hours:** 8:30 a.m. – 5.00 p.m.

Stempel College's Office of Student and Alumni Affairs (OSAA) identifies, implements, and facilitates strategies, partnerships, and best practices that help us better serve the academic units and our students as we seek to:

- Increase the number of new students who join the college
- Impact our student success metrics in retention, progression and graduation
- Support our students' career success goals, while building the foundation for an engaged alumni family

### Academic Degrees

Stempel College offers academic degrees and certificates in each of the areas listed below.

#### Public Health

##### [Website](#)

Master of Public Health (MPH) in the following concentrations:

- Biostatistics
- Environmental Health Sciences
- Brain, Behavior, and the Environment
- Epidemiology
- Infectious Disease
- Health Promotion and Disease Prevention
- Maternal and Child Health
- Generalist Online MPH

Ph.D. in Public Health in the following concentrations:

- Toxicology
- Brain, Behavior, and the Environment
- Epidemiology
- Health Promotion & Disease Prevention
- Health Disparities

Certificates in the following areas:

- Environmental Health Sciences
- Epidemiology
- Health Promotion
- Maternal and Child Health
- Public Health Foundations

## **Dietetics & Nutrition**

### [Website](#)

- Bachelor of Sciences (BS) in Dietetics and Nutrition
  - Students in the BS program may pursue one of two tracks:
    - The Didactic Program in Dietetics (DPD)
    - The Nutrition Science track
- Master of Science (MS) in Dietetics and Nutrition
- Ph.D. in Dietetics and Nutrition
- Certificate in Pediatric Nutrition

## **Social Work**

### [Website](#)

- Bachelor of Science (BS) in Social Work
- Master of Social Work
- Ph.D. in Social Welfare

## **Disaster Management**

### [Website](#)

- Bachelor of Arts (BA) in Disaster Management
- Master of Arts (MA) in Disaster Management

## **Advising**

The office works closely with the advisors and practicum instructors to implement and monitor college- and unit-specific student success initiatives in advising and career success. Academic advising plays a critical role in the college's student success efforts.

The undergraduate academic advisors are housed within the academic units and hold regular meetings with OSAA's director to help facilitate the advisor's efforts in addressing student matters and ensuring that students can progress through their programs expeditiously. At the graduate level, students have access to faculty or major advisors and advising administrators in the units who work together to ensure that students' progress through their degree programs successfully.

As mentioned above, student success efforts go beyond academic advising and include career success, given that academic success and career readiness go hand in hand at the University. To this end, the office provides support to the units as needed and requested for the practicum courses. Additionally, the office hosts a professional development series for Stempel College students each semester. It also provides students with fellowship, internship, volunteer, and employment opportunities weekly. Finally, it conducts outreach to all Stempel College graduates a year after graduation to track their whereabouts and employment status.

Click [here](#) to access the dedicated page on the Stempel College website for professional development and career opportunities for students.

## Recruitment

OSAA performs several critical functions, including the recruitment of undergraduate and graduate students for programs in dietetics and nutrition, public health, disaster management, and social work.

Our recruitment and strategic enrollment strategies include collaboration with academic units to determine enrollment goals, projections, and areas of need while providing a broader recruitment event platform supported via digital media, virtual fairs, college open houses, campus events, and graduate information sessions.

At the undergraduate level, the office works closely with the University's central admissions office in supporting its recruitment efforts concerning potential students. The office supports undergraduate student recruitment efforts by engaging in student outreach programs and attending undergraduate fairs, specifically targeting high school students and transfer students. At the graduate level, the office coordinates and helps lead college-wide graduate student recruitment efforts ensuring the college's presence at graduate fairs and conferences throughout the U.S. to recruit graduate students interested in our doctoral programs.

## Retention

The college sets specific retention goals and plans that align with the University's student success goals. The retention goals and plans are tailored to directly impact student retention and success by degree level. They address our students' unique retention needs and challenges in three very different stages: undergraduate, master's and doctoral.

Retention goals and plans are established in close collaboration with OSAA, the Office of the Dean, and the respective academic heads of units, program directors, and academic advisors. These goals and plans are reviewed and reevaluated regularly throughout the academic year.

## Scholarships

In fall 2016, to improve efficiencies and transparency in the scholarship process, the college established a college-wide scholarship committee. The committee comprises a chair and primary member from each discipline, including an alternate member that serves as a backup. Sub-committees are also in place for discipline-specific scholarships. The committee meets at least once a semester to discuss scholarships and possible improvements to the process. The scholarship process is managed by OSAA, in unison with the University's central scholarship operation.

In spring 2017, several college scholarships moved to an electronic process on the [FIU Academic Works system](#). As a result, we currently manage six different scholarships, which include:

- The Auslander award for students in Dietetics and Nutrition
- The CV Starr award for doctoral students of the Caribbean or Latin American heritage
- The Dr. Marian Dumaine award for students in Social Work
- The Stempel Publication award for doctoral students in Public Health, Social Work and Dietetics and Nutrition

- The Stempel Research scholarship for newly admitted master’s students
- The Stempel Travel award for students who are presenting at conferences

OSAA manages the awarding of scholarship funds through the electronic scholarship foundation form. Non-foundation accounts are submitted via a spreadsheet to the Office of Financial Aid. The office also manages detailed tracking and monitoring of scholarship recipients and post-acceptance documentation.

All scholarship announcements are communicated via email and social media to all Stempel College students and are publicized on the “[funding your education](#)” page online. This information is also communicated with department chairs, graduate program directors, office specialists, advisors, and program coordinators. OSAA also meets one-on-one with students to assist with the scholarship application process for internal and external awards. Scholarships are integrated as part of the Financial Wellness initiative OSAA launched in fall 2017 for Stempel College students.

A list of scholarships is available on the Stempel College website [here](#).

## Student Events

### **Orientations**

The college hosts two college-wide orientations each academic year—one in the fall for students admitted in summer and fall and the other in the spring for all spring admits. All newly admitted Stempel College students are invited to attend the college-wide orientation. The first part of the orientation is dedicated to welcoming students to the college and sharing the various resources and opportunities available to them. The second part of the orientation is program-specific and includes breakout sessions for the different degree programs and their respective faculty, staff, and heads of units. The orientation is organized by OSAA in close collaboration with unit coordinators.

### **Graduations and Receptions**

The college hosts a graduation reception every semester to celebrate the success of the graduating class. The reception is open to all graduating Stempel College students, faculty, staff, and guests. The reception also provides an excellent platform to recognize outstanding graduating students who are nominated by the units, as well as to be recognized by the dean at the reception with the Dean’s Excellence Award. The graduation reception is organized by OSAA with the help of Stempel College student volunteers.

## Student Organizations

The college is proud to have eight student-led organizations representing the breadth of its academic disciplines:

- Association of Graduate Students in Dietetics & Nutrition (AGSDN)
- Student Dietetic Association (SDA)
- Stempel Public Health Association
- Leaders in Maternal & Child Health (MPH)
- Student Social Work Association
- Phi Alpha Honor Society (Social Work)

- The Environmental Health Sciences Student Association

In spring 2018, OSAA launched a new initiative, For Students by Students, to provide opportunities for student leaders to host and facilitate their own workshops for students within the college.

Information about the student life can be found online [here](#).

#### **Contact Information**

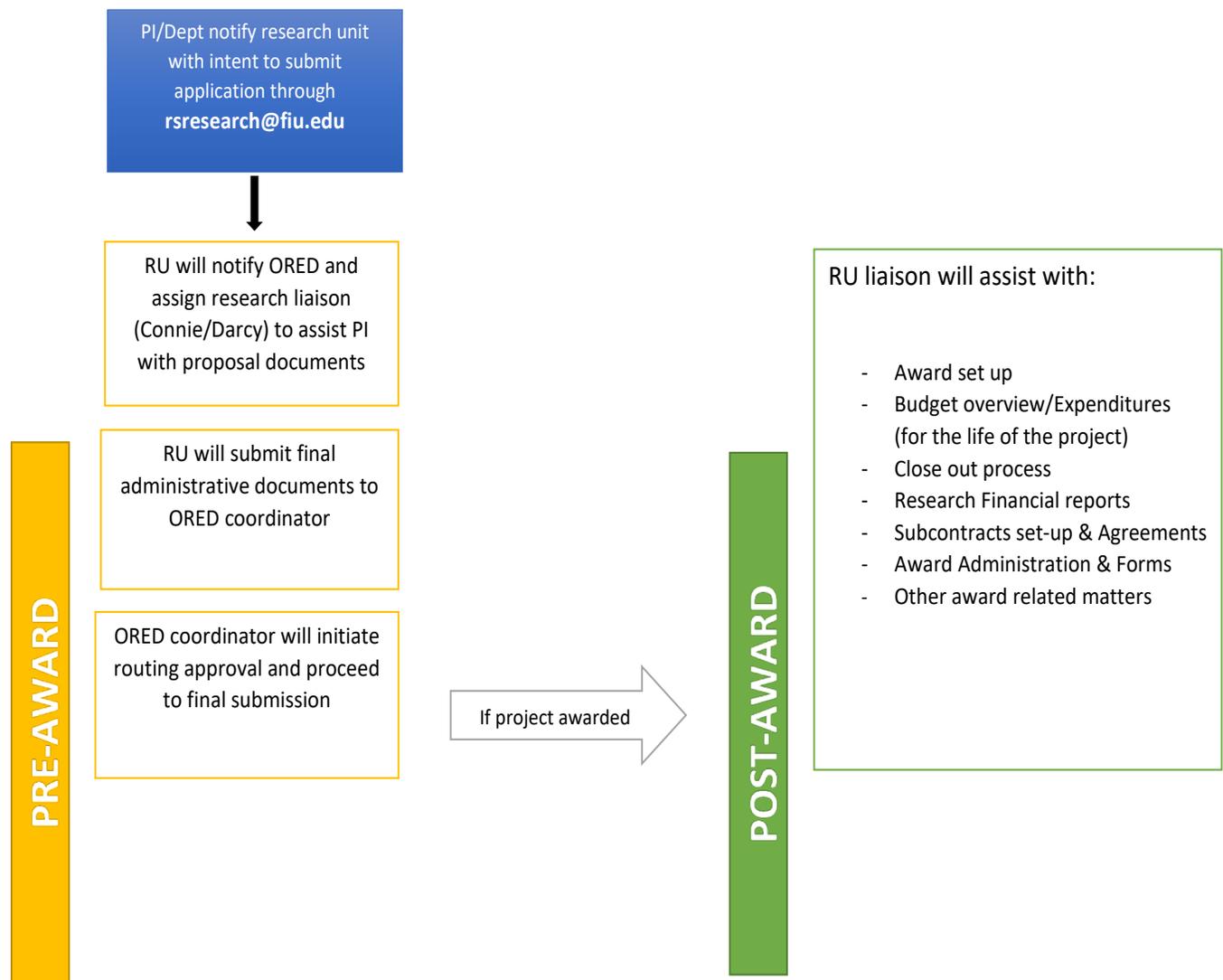
- OSAA
  - AHC 5-145; tel: 305-348-7783; [stempelinfo@fiu.edu](mailto:stempelinfo@fiu.edu)

# Research Administration & Development

The Office of Research Administration & Development (ORED) serves as a one-stop center for Stempel College faculty who are seeking assistance with the management of sponsored research projects. This Research Unit (RU) within Stempel College supports the endeavors of our faculty from early conceptualization of the project, through the pre-award process to its management and subsequent close out (post-award). Our goal is to collaborate with ORED to enhance the process related to research activity, promote research conduct that meets the highest standards, and ensure that research activities are compliant with all local, state, and federal regulations.

## Research Proposal Development Flowchart

### Research Unit (RU) Workflow for New/Competing Applications and Existing Awards



## Finding Funding

ORED offers resources to all FIU researchers in identifying funding opportunities through a wide range of email announcements and [here](#).

To receive these announcements, faculty and students can email the Research Unit at: Associate Director of Research Administration, Karla Muñoz-Caamano, [kmunoz@fiu.edu](mailto:kmunoz@fiu.edu) / [rsresearch@fiu.edu](mailto:rsresearch@fiu.edu)

## Pre-Proposal Development

Once the funding opportunity has been identified, our unit can provide guidance with the forthcoming steps. ORED also offers a wide range of resources for faculty, such as the [Faculty Mentor Program](#), a collection of grant writing materials, and [external grant review services](#) for qualified submissions.

## Contact Information

- Director of Research Development, Maureen Pelham
  - Tel: (305)-348-0485; [Maureen.pelham@fiu.edu](mailto:Maureen.pelham@fiu.edu)

## Pre-Award

The Research Unit will serve as the liaison between the Primary Investigator (PI) and ORED to assist with the development of internal documents required for proposal submission, the review of the application for consistency with federal, state, and institutional regulations, and with ensuring final e-submission of the proposal via the prescribed submission method.

To initiate the pre-award process, faculty should contact [rsresearch@fiu.edu](mailto:rsresearch@fiu.edu), and provide correspondence, the program announcement link and the submission deadline. The recommendation is to send out requests at least 14 days before the submission deadline. Access to pre-award forms can be found [here](#).

## Post-Award

The college's Research Unit works with Stempel College investigators by providing assistance and guidance in award management. This includes project setup, yearly reporting, and project closeout. Further, the research team provides the researcher with the management of subcontracts and consulting agreements, monitoring research expenditures, quarterly grant activity reports, expenditure forecasts (by request), and with closeout financial reports aligned to the University's compliance requirements sponsors.

## Research Administration Team Contact Information

- Associate Dean for Research, Dr. Jason Richardson
  - AHC 5-515; tel: 305-348-6742; [jarichar@fiu.edu](mailto:jarichar@fiu.edu)
- Associate Director of Research Administration, Karla Muñoz-Caamano
  - AHC 5-508; tel: 305-348-1817; [kmunoz@fiu.edu](mailto:kmunoz@fiu.edu)
- Grant Administrator IV, Concepcion Ricardo
  - AHC 5-518; tel: 305-348-7621; [copolo@fiu.edu](mailto:copolo@fiu.edu)
- Grant Administrator III, Darcy Cosano
  - AHC 5-514; tel: 305-348-5780; [dcosano@fiu.edu](mailto:dcosano@fiu.edu)

- Grant Administrador I, Lorena Lozada Villena
  - AHC 5-TBD; tel: 305-348-TBD, [llozadav@fiu.edu](mailto:llozadav@fiu.edu)

## Research Labs

Principal Investigator	Primary Contact	Lab Location	Phone	Department	Details
Tomás R. Guilarte	Jennifer Dziedzic	AHC 4-340	7-1108	EHS	<a href="#">Brain, Behavior &amp; the Environment</a>
Deodutta Roy	N/A	AHC 1-414C	7-1694	EHS	<a href="#">Environment Public Health Functional Genomics</a>
Kim Tieu	Hary Estrada	AHC 4-443	7-0553	EHS	<a href="#">Parkinson's Disease Research Laboratory</a>
Diana Azzam	Ebony Coats	AHC 4-319	7-9043	EHS	TBA
Quentin Felty	N/A	AHC 1-413	7-7785	EHS	<a href="#">Signal Transduction Laboratory</a>
Jeremy Chambers	Jeremy Chambers	AHC 4-241	7-4844	EHS	<a href="#">Laboratory of Mitochondrial Communication</a>
Jason Richardson	Yoonhee Han	AHC 4-440	7-6742	EHS	TBA
Wasim Maziak	Mayra Vargas-Rivera	AHC 4-442	7-1691	EPI	<a href="#">Epidemiology Clinical Research Lab for Tobacco Smoking</a>
Mariana Baum	Jose Bastida	AHC 1-411	7-0369	D&N	<a href="#">HIV &amp; Nutrition Science Lab</a>
Juan Liuzzi	Juan Liuzzi	OE 267	7-1611	D&N	
Cristina Palacios	Cristina Palacios / Maria Trak	AHC 1-430	7-3235 / 7-6427	D&N	<a href="#">Research Labs in Nutrition</a>
Stephen Black	Stephen Black	CTS 148	772-345-4777	EHS	TBA
Xia Xugang	Xia Xugang	CTS 245	772-345-4592	EHS	TBA
Muhammad Hossain	Muhammad Hossain	AHC 4-441	7-2327	EHS	TBA

### Robert Stempel College of Public Health Affiliated Research Centers

Principal Investigator	Primary Contact	Lab Location	Phone	Department	Details
Eric Wagner	Michelle Hospital	AHC 5-535	7-5387	CBRI	<a href="#">CBRI</a>
Mario de la Rosa	Rosa Babino	AHC 5-423	7-7353	CRUSADA	<a href="#">CRUSADA</a>

## Research Incentives

Faculty research incentive programs are available to enhance research innovation, and doctoral degree production.

### Faculty Start-Up Research Funds

The faculty start-up research funds are offered to a faculty member to enhance their ability to build a research program at the University. The duration of start-up funds may vary.

### Faculty Research Incentives Program (FRIP)

ORED bonus/research account based on grants:

- Facility & Administration (F&A) return
- Faculty salary cost recovery/savings
- Bonus/research account for assistant professors obtaining grants
- Patent incentives
- BOG recognized high-value faculty awards and fellowships

For more information on FRIP, please view the [Faculty Research Incentive Plan](#) in the [ORED website](#).

## Revenue Sharing

Effective July 1, 2017, the college charges a 10 percent administrative recovery fee to all continuing education and auxiliary type revenue generated by the college. Such fees can be incorporated as part of the general cost for continued education and auxiliary income-generated proposals. It is subject to change or modification at the discretion of the dean. Self-supporting and market-rate auxiliary programs may reflect a higher administration recovery fee.

# Student Internships/Practicums

Stempel College offers internships in the following academic units:

## Department of Dietetics & Nutrition

The Department of Dietetics & Nutrition's dietetic internship has several affiliation agreements/contracts with community organizations throughout Miami-Dade, Broward, Palm Beach, and Monroe counties. Organizations are selected from community contacts or referrals and information interns, current preceptors, and alumni of the department. The organization must have someone qualified to supervise the intern (preceptor) and be able to accommodate the competencies for program accreditation. Once a contract is initiated, approval between the University and the facility may range from weeks to months.

In order to become a preceptor, an individual must have at least three years of experience post credentialing as a registered dietitian. Each preceptor receives a "Preceptor Handbook" detailing the program and the expectations of students and preceptors. Preceptors are provided an orientation to the new practice program, the Dietetic Internship Program. The Preceptor Handbook also informs preceptors of the mission, goals, objectives, and professional competencies of the internship. Preceptors will be encouraged to take the [Online Dietetics Preceptor Training module](#) free of charge and approved for eight Continuing Professional Education Units (CPEUs) by the Commission on Dietetic Registration.

As a means of acknowledging their participation, preceptors are eligible for a certificate of participation through FIU. The certificate rewards the preceptor for supervising a student in the practicum. For every 300 contact hours a preceptor has supervised a student, a certificate may be issued. The 300 hours may be incurred over several semesters, and once attained, the excess hours are generally not carried forward. The certificate may be applied to undergraduate or graduate credits in any department at any state university in Florida.

The processes of application and selection for the internship program are described in the department's website [here](#).

## Public Health

The public health practicum is an applied practice experience that allows MPH students to integrate concepts and practice by applying public health academic theory and acquired skills to community health problems. Thus, the practicum is conducted towards the end of the student's program, when at least 30 credits (including five core courses) have been completed. Eligibility to begin the practicum is determined by the practicum coordinator. Students meet with the practicum coordinator at least two semesters prior to enrollment in the practicum to complete the Pre-Practicum Advising Form and identify potential practicum sites (those that have been approved for the student's concentration area).

The practicum should provide the student with:

- Orientation to the practicum agency
- Exposure to the agency's administrative and management functions, the preceptor's leadership qualities, and participation in the program's activities
- Integration of theory with practice

- An opportunity to work on a project agreed upon by the student, preceptor, practicum coordinator, and the department chair, faculty advisor, or other designated faculty
- An opportunity to demonstrate competence in basic public health and proficiency in the specific concentration areas
- Opportunity to achieve the stated learning objectives
- Demonstration of professional and academic skills

In addition, students demonstrate competence of at least five MPH competencies, of which three must be foundational competencies developed by the Council on Education for Public Health (CEPH) and proficiency in concentration area competencies.

To serve as a preceptor, it is preferred, but not required, that individuals with an MPH serve as a preceptor along with five years of public health experience.

### **School of Social Work**

Field Education is considered the signature pedagogy of Social Work Education, according to the Council on Social Work Education (CSWE, 2008). The field practicum provides an opportunity for supervised practice in the delivery of social services. During the internship, students can engage in all the practice behaviors set forth by CSWE and the School of Social Work and meet the 10 core competencies set forth by CSWE. Through this experience, most students confirm their choice of social work as a career. A few students, however, may reconsider their career choices and decide to transfer to other fields. Such an outcome can be constructive and should not be considered a failure for either the student or the field instructor.

The School of Social Work is affiliated with over 100 agencies across Miami-Dade, Broward, Palm Beach, and Monroe counties, with most placements in Miami-Dade and Broward. The school is affiliated with agencies in the following practice areas: Aging/Gerontology, Alcohol/Drug/Substance Abuse, Behavioral/Mental Health, Child Welfare, Corrections/Criminal Justice, Disabilities, Domestic Violence, Family Services, Homelessness, Human Trafficking, Immigrants/Refugees, LGBTQI, Medical Social Work, School Social Work, Veterans, Victim Services and more.

Field instructors are selected from the agencies and must have an MSW degree and two years post master's experience. Once selected, field instructors are required to attend a 16-hour supervision training that is held by the School of Social Work in the fall and spring. Field liaisons from the school (faculty or adjuncts) are assigned to each student/agency, and field visits are scheduled each semester.

The School of Social Work has three levels of internships:

- **BSSW Internship** (undergraduates in their senior year of the program)
- **MSW I (Foundation Level) Internship** (two-year MSW students in their first year)
- **MSW II/III Advanced Clinical Internship** (students with a BSSW entering the MSW program or 2nd year two-year MSW students)

For a comprehensive overview of our field education programs, please visit the School of Social Work [website](#) and see the field education toolboxes and the [BSSW](#) and [MSW](#) field education manuals.

**FIU**

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