

2023 OPERATIONS MANUAL



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Introduction

The Operations Manual for the Robert Stempel College of Public Health and Social Work (Stempel College) at Florida International University (FIU) is for internal use by faculty and staff. The dean of Stempel College approved the adoption of the manual.

The manual reflects the standards and procedures established by FIU and its accreditation bodies and administration. The policies listed are supplemental to the policies of FIU and accrediting organizations. All university policies are located in the [FIU Policies and Procedures Library](#).

This manual is reviewed annually. Policies and procedures may be added, amended, or deleted as needed.

Access Faculty & Staff Resources Online

The manual, and many of its resources, can be found on the college's [Faculty and Staff Resources webpage](#).

Organizational Chart

[Download full version of the organizational chart](#)

About Stempel College

Stempel College inspires 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 International Disaster Preparedness—are advancing research and practices, 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 contribute in meaningful ways, with many securing leading positions in health, government, academia, tech, and more.

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. Our research guides leaders, translates into health-related policies and procedures and ultimately serves those who need the most support.

Mission

To improve health, health equity, and well-being of local, national, and global populations through education, research, and partnerships that are innovative and transformative.

Vision

To be a powerful agent for positive change in achieving health and well-being for all.

Stempel College Units include:

- School of Public Health Departments
 - Biostatistics
 - Environmental Health Sciences (EHS)
 - Epidemiology
 - Global Health
 - Health Promotion and Disease Prevention (HPDP)
- Department of Dietetics and Nutrition
- School of Social Work
- Academy for International Disaster Preparedness (AIDP or “Academy”), and
- Research Centers
 - Community-Based Research Institute (CBRI)
 - Center for Research on U.S. Latino HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome) and Drug Abuse (CRUSADA)

School of Public Health Departments

[Website](#)

The departments of the School of Public Health 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. The School of Public Health maintains partnerships with community agencies, including Baptist Health, the Florida Department of Health in Miami-Dade and Broward, University of Miami Miller School of Medicine, Jackson Health System, the Cleveland Clinic, Memorial Healthcare, CDC Miami Quarantine, Occupational Safety and Health Administration (OSHA) Station, U.S. Health Resources and Services Administration (HRSA), Tennessee Department of Health, Alaska Division of Public Health, Texas Department of State Health Services, and the Mississippi State Department of Health, among others. On the international level, there are extensive collaborations in various countries including in Colombia, Chile and Peru.

Contact Information for the School of Public Health Departments:

- Biostatistics
 - Tel: 305-348-7779
- Environmental Health Sciences (EHS)
 - Tel: 305-348-7778
- Epidemiology
 - Tel: 305-348-0118
- Global Health
 - Tel: 305-348-7803
- Health Promotion and Disease Prevention (HPDP)
 - Tel: 305-348-7789
- Online MPH
 - Tel: 305-348-3198

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

Department of Dietetics and Nutrition

[Website](#)

The Department of Dietetics and Nutrition is committed to supporting communities by promoting healthier lifestyles through better nutrition across diverse populations. The department offers undergraduate, graduate, and professional training through our programs to prepare students and professionals equipped with the skills to meet the ever-increasing nutritional challenges of the community. With an emphasis on preventive healthcare and improved eating habits, the department aims to meet ever-changing demands by fostering a synergistic approach to evidence-based research initiatives. The department works with 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 and Nutrition; Tel: 305-348-2878

Academy for International Disaster Preparedness

[Website](#)

The mission of the Academy for International Disaster Preparedness (AIDP) is to deliver competitive graduate and professional programs whereupon practicing and aspiring disaster practitioners can develop the knowledge and skills to become effective disaster professionals. The academy offers bachelor's and master's degrees in disaster management. AIDP prepares students to plan for, respond to, recover from, and mitigate damages to all types of disasters affecting South Florida and those impacting the nation and the world. The graduate program prepares students for a rapidly evolving profession while also providing existing practitioners 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

Community-Based Research Institute; 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) is a research and research-training center that uses multidisciplinary and community-based participatory research approaches to address health disparities among vulnerable racial/ethnic minority subgroups—particularly those affecting Latino immigrant and seasonal farmworker communities and women. In addition to the twin epidemics of substance abuse and HIV/AIDS, CRUSADA focuses on communicable and non-communicable health conditions (e.g., cardiovascular disease, mental health, and cancer) disproportionately impacting vulnerable and underserved populations in South Florida and the Caribbean region. This pioneering, nationally and internationally recognized center currently houses grant awards from several institutes within the National Institutes of Health (NIH).

Contact Information

- CRUSADA; Tel: 305-348-7353

Global Health Consortium

[Website](#)

The Global Health Consortium (GHC), now embedded within the Department of Global Health, 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 worldwide. 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: 305-348-6032

History of the College

On May 16, 2003, Stempel College was named the Robert Stempel School of Public Health (RSSPH) 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, Berkley. 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 FIU 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 and 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 RSSPH in 2004. The department is now recognized for excellence in Dietetics and Nutrition, listed as No. 22 best dietetics major in the US among public universities by [U.S. News & World Report](#).

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. U.S. News & World Report ranks the School of Social Work's graduate program No. 49 – and No. 2 in the state of Florida—among public universities.

In 2016, Dr. Tomás R. Guilarte began his tenure as dean of the college after serving as the inaugural Leon Hess Professor and chair of the Department of Environmental Health Sciences at Columbia University-Mailman School of Public Health in New York and professor at the Johns Hopkins University Bloomberg School of Public Health. Under his leadership, the School of Public Health, was ranked for the first time by U.S. News & World Report, and today ranks No. 1 in South Florida among public and private universities. Nationally, it ranks No. 42 among public universities.

In 2017, the Academy for International Disaster Preparedness (AIDP) joined the college, and now offers bachelor's and master's degrees in Disaster Management. The master's program today ranks No. 4 in the nation by Best Accredited Colleges and No. 2 by [OnlineMastersDegrees.org](#). In addition, AIDP provides fire officer training, UAS/Drone certification and virtual reality incident command training for firefighters and officers.

The Robert Stempel College of Public Health and Social Work at Florida International University was fully accredited in June 2020 through July 1, 2027, after a report demonstrated full compliance across all Council on Education for Public Health (CEPH) criteria. It received its initial CEPH accreditation in 1993.

Today, Stempel College has experienced unprecedented growth, rising in college rankings, research funding, and performance. According to The Blue Ridge Institute for Medical Research, Stempel College's School of Public Health now ranks 15th among Public Health schools for National Institutes of Health (NIH) funding.

The college's reach has also grown exponentially, with projects in place around the world that are helping to make discoveries in immunization, antimicrobial resistance, vector-borne diseases, environmental health, dietetics, nutrition, and more.

In 2022, the Department of Global Health was established to increase global health research and offer students a curriculum that trains them to help address the needs of communities worldwide.

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. The Constitution and Bylaws include the vision, mission, values, and goals of the college.

Note: The Constitution and Bylaws were under revision in Spring/Summer 2023 and will be updated here when approved by the Dean and Provost.

Resources

- [Constitutions and Bylaws](#)

Strategic Plan 2020-2025

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.

Resources

- [Strategic Plan 2020-2025](#)

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
- Senior Executive Assistant to the Dean, Miladys (Milly) Martínez
 - AHC 5-506; Tel: 305-348-5344; 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
- Senior Administrative Assistant, Maggie Romaguera
 - AHC 5-511; Tel: 305-348-7158; maromagu@fiu.edu

Associate Dean of Research: TBA

The associate dean of research provides guidance and mentoring to 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 serving as an advisor 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 ORED and their related units 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, TBA
- Senior Administrative Assistant, Maggie Romaguera
 - AHC 5-511; Tel: 305-348-7158; 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. 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
- Senior Administrative Assistant, Maggie Romaguera
 - AHC 5-511; Tel: 305-348-7158; maromagu@fiu.edu

Assistant Dean of Student and Alumni Affairs: Dr. Susy Gómez

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. Susy Gómez
 - AHC 5-137; tel: 305-348-5938; sugomez@fiu.edu

Academic Units Directors and Chairs

School of Public Health Departments

- **Biostatistics**
 - Chair, Dr. Zoran Bursac
 - AHC 5-463; Tel: 305-348-1811; zbursac@fiu.edu
 - Office Contact: 305-348-7779
- **Environmental Health Sciences**
 - Interim Chair, Dr. Jeremy Chambers
 - AHC 5-354; Tel: 305-348-4648; jwchambe@fiu.edu
 - Office Contact: 305-348-7778
- **Epidemiology**
 - Chair, Dr. Mary Jo Trepka
 - AHC 5-489; Tel: 305-348-7186; trepkam@fiu.edu
 - Office Contact: 305-348-0118
- **Global Health**
 - Chair, Dr. Rajiv Chowdhury
 - AHC 5-453; Tel: 305-348-5265; rajchowd@fiu.edu
 - Office Contact: 305-348-7803
- **Health Promotion and Disease Prevention**
 - Chair, Dr. Adam W. Carrico
 - AHC 5-407; Tel: 305-348-2620; acarrico@fiu.edu
 - Office Contact: 305-348-7789
- **Online MPH Program**
 - Director, Dr. Yassenka Peterson
 - AHC 5-509; Tel: 305-348-3198; ypeterso@fiu.edu
 - Office Contact: 305-348-3198

Department of Dietetics and Nutrition

- Chair, Dr. Cristina Palacios
 - AHC 5-306; Tel: 305-348-3235; crpalaci@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
 - Office Contact: 305-348-6643

Academy of International Disaster Preparedness

- Executive Director, Javier Marques
 - PG 5-208; Tel: 305-348-4779; jmarques@fiu.edu
 - Office Contact: 305-348-0451
- Senior Director, Joseph Fernandez
 - PG 5-210; Tel: 305-348-5153; jrfernan@fiu.edu
- Program Director, Dulce Suarez
 - Pg 5-271; Tel: 305-348-0451; dulce.boza1@fiu.edu

Community-Based Research Institute (CBRI)

- Director, Dr. Eric Wagner
 - AHC 5-536; Tel: 305-302-0292; 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
 - Office Contact: 305-348-4867
- Associate Director of Clinical Services and Training, Dr. Staci Leon Morris
 - AHC 5-533; Tel: 954-856-6854; 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
 - Office Contact: 305-348-7353

Global Health Consortium (GHC)

- Director, Dr. Carlos Espinal
 - AHC 5-417; Tel: 305-348-7916; caespina@fiu.edu
 - Office Contact: 305-348-6032

Office of the Dean

Office Hours: 8:30 a.m. – 5:00 p.m.

Operations

- Executive Director, Operations and International Initiatives, Paola Moreno
 - AHC 5-519; Tel: 305-348-1321; morenop@fiu.edu

Finance

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

Research

- Associate Director of Research Administration, Karla Muñoz-Caamano
 - AHC 5-508; Tel: 305-348-1817; kmunoz@fiu.edu
- Grant Administrator IV, Concepcion Ricardo
 - AHC 5-518; Tel: 305-348-7621; copolo@fiu.edu
- Grant Administrator III, Darcy Cosano
 - AHC 5-514; Tel: 305-348-5780; dcosano@fiu.edu
- Grant Administrator II, Eveling Manzanaraes
 - AHC 5-512; Tel: 305-348-4370; emanzana@fiu.edu

Academic Public Health Programs

- Director of Educational Programs & Workforce Development, Dr. Yassenka Peterson
 - AHC 5-509; Tel: 305-348-3198; ypeterso@fiu.edu
- Coordinator, Online Public Health Practicum, Cindy Perez
 - AHC 5-449; Tel: 305-348-1058; clolopez@fiu.edu

Office of Student and Alumni Affairs

- Assistant Dean of Student and Alumni Affairs, Dr. Susy Gómez
 - AHC 5-137; Tel: 305-348-5938; sugomez@fiu.edu
- Manager of Admissions and Recruitment, Jose Candelaria
 - AHC 5-140; Tel: 305-348-0457; jcandela@fiu.edu
- Manager of Academic and Student Success, Irene Abad
 - AHC 5-143; Tel: 305-348-4692; iabad@fiu.edu
- Data Analyst II, Sandhya Appunni
 - AHC 5-139; Tel: 305-348-7790; sappunni@fiu.edu
- Senior Coordinator of Public Health Graduate Programs, Zoraya Arguello
 - AHC 5-138; Tel: 305-348-4394; arguello@fiu.edu
- Career Specialist, Isabel Capella
 - AHC 5-142; Tel: 305-348-2264; icapella@fiu.edu
- Public Health Admissions Coordinator, Fiorella Suyon
 - AHC 5-141; Tel: 305-348-1674; fsuyon@fiu.edu

Marketing and Communications

- Senior Account Manager, Stephanie Rendon
 - AHC 5-516; Tel: 305-348-4670; srendon@fiu.edu
- Junior Account Manager, Alyssa Altamirano-Bascuas
 - AHC 5-525F; Tel: 305-348-5195; alaltami@fiu.edu

Human Resources

- Senior Human Resources Generalist, Anet Saumell
 - AHC 5-520; Tel: 305-348-7802; saumelf@fiu.edu
- Office Coordinator, Roland Harbeson
 - AHC 5-525G; Tel: 305-348-4281; rharbeso@fiu.edu

Information Technology

- IT Generalist II, Angel Ruiz
 - AHC 5-520; Tel: 305-348-7787; ruiza@fiu.edu
- IT Generalist I, Nicholas Andreani
 - AHC 5-525B; Tel: 305-348-7787; nandrean@fiu.edu

Administrative Staff

- Senior Executive Assistant to the Dean, Miladys (Milly) Martínez
 - AHC 5-506; Tel: 305-348-5344; milmarti@fiu.edu
- Senior Coordinator of Administrative Services, TBA
 - AHC 5-505A; Tel: 305-348-1640; Email TBA
- Senior Administrative Assistant, Maggie Romaguera
 - AHC 5-511; Tel: 305-348-7158; maromagu@fiu.edu
- Office Coordinator, Yamile Alvarez
 - AHC 5-525A; Tel: 305-348-5293; yamalvar@fiu.edu

Service Excellence

At Stempel College, we aim for excellence every day through our daily interactions, job knowledge, streamlined processes, and our sincere commitment to serve. [The guidelines developed by the Division of Human Resources](#) at FIU serve as the framework for service excellence at our college.

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 with 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, senior account manager, 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.

Faculty and Staff Directory

The [college directory](#) is home to faculty and staff biographies and contact information.

Academic Affairs

Annual Faculty Assignments and Evaluations

As required through the [Collective Bargaining Agreement \(CBA\)](#), all Stempel College faculty are provided an annual faculty assignment (AFA), which is done electronically through [Panther180](#). In compliance with the CBA, each faculty member's performance over the past academic year is evaluated by each unit supervisor according to teaching, research, and service expectations developed and approved by each academic department/school within the college. The specific authority for this process is noted in the latest CBA (2021-2024):

"The proposed written annual evaluation, including the employee's annual assignment furnished pursuant to the BOT-UFF Policy on Assignment of Responsibilities, shall be provided to the nine-month employee within forty-five (45) days after the end of the academic year for which such evaluation will be made, or in the case of 12-month employees within 45 days of the end of the 12-month period for which the evaluation is made. The employee shall be offered the opportunity (during the thirty-day [30] period following receipt of the proposed annual evaluation) to discuss the evaluation with the evaluator prior to its being finalized and placed in the employee's evaluation file. The evaluation shall be signed and dated by the person performing the evaluation, and by the person being evaluated, who may attach a concise comment to the evaluation. A copy of the evaluation shall be provided to the employee. The employee may request, in writing, a meeting with the administrator at the next higher level to discuss concerns regarding the evaluation that were not resolved in previous discussions with the evaluator." (p. 66)

The specific review procedures and timelines are detailed at the following link: [Stempel College: Annual Faculty Review Procedures and Guidelines](#)

Merit Increase Policy for Faculty

When the university determines that merit increases are to be dispersed to meritorious faculty (e.g., as per the Collective Bargaining Agreement), the college follows a process described in the [Merit Policy](#).

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 Non-Tenure Track Promotions

The university has a policy for non-tenure-track (NTT) promotions. In addition, the Dean approved a process that units must follow.

Aligning with the university guidelines, in Spring 2023, each academic unit was instructed by FIU Academic Affairs to develop their own guidelines to be approved by the Dean and FIU Academic Affairs. As of May 2023, those guidelines are in the process of approval and should be consulted once approved.

Resources

- [Policy for non-tenure-track \(NTT\) promotions](#)
- [Guidelines for Non-Tenure Track Promotion Process \(October 21, 2021\)](#)

Faculty Summer Teaching Policy

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

Resources

- [UFF-Collective Bargaining Agreement \(UFF- CBA\)](#)

Faculty Tenure and Promotion Guidelines

There are currently two sets of tenure and promotion documents that faculty should consult: the university's Tenure and Promotion Manual and Stempel College's Tenure and Promotion Committee Policies and Procedures.

In the spring 2023 semester, the College Faculty Tenure and Promotion guidelines were being updated, and each academic unit in the college was developing tenure and promotion guidelines, which were not yet approved by the Dean and Provost as of May 2023. Until then, the current College guidelines are to be followed, listed below under resources.

Resources

- [Stempel College's Tenure and Promotion Committee Policies and Procedures](#)
- [Tenure and Promotion Manual](#)

University Differential Assignment Procedures

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

Resources

- [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 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 and Nutrition

The Department of Dietetics and Nutrition has been preparing dietetic practitioners for more than 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 and Nutrition degree. As of August 2017, the DPD has been fully reaccredited by ACEND for a program maximum of seven years.

Graduate Programs: Dietetic Internship (DI)

The DI is a program associated with graduate programs and has been granted full accreditation status by ACEND.

Resources

- [Accreditation Council for Education in Nutrition and Dietetics](#) (*includes additional information on the accreditation programs*)

Contact Information

- Interim Director of the Didactic Program in Dietetics and Assistant Teaching Professor, Dr. Tania Rivera
 - AHC 5-309; Tel: 305-348-5785; riverat@fiu.edu
- Director of Dietetic Internship and Associate Professor, Dr. Evelyn Enrione
 - AHC 5-320; Tel: 305-348-3236; enrionee@fiu.edu

School of Public Health

Robert Stempel College of Public Health and Social Work at Florida International University is accredited 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 and Nutrition. While the School of Social Work and the Department of Dietetics and Nutrition have their own accrediting bodies, the college's accreditation of the constituent School of Public Health by CEPH carries to all academic units. As such, instruction in foundational public health knowledge is included within the curricula of every undergraduate and graduate-level degree offered within the college. Stempel College has received seven additional years of accreditation by CEPH through July 1, 2027, in a report demonstrating full compliance across all accreditation criteria.

Resources

- [CEPH accreditation report](#)
- [Additional information on accreditation](#)

Contact Information

- Associate Dean of Academic Affairs, Dr. Mark Macgowan
 - AHC 5-513; Tel: 305-348-0427; macgowan@fiu.edu

School of Social Work

The School of Social Work empowers future social workers. It prepares them to work with individuals, families, groups, organizations, and communities to eliminate social and economic inequities and reach their full potential. The school generates partnerships and collaborates with Social Work professionals. The goal is to facilitate the advancement of Social Work leaders within diverse and multicultural communities. We are committed to innovative research, teaching, and service that promotes inclusive and culturally responsive solutions to advance social justice. 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 BSSW and MSW programs. CSWE does not accredit doctoral programs. The BSSW and MSW were last reaccredited in 2016, receiving unconditional reaffirmation of their accreditation for eight years. The programs will go through review and reaccreditation again in 2025. 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 conducted 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.

Resources

- [Council on Social Work Education](#)

Contact Information

- Director of the School of Social Work, Dr. Mary Helen Hayden
 - AHC 5-575; Tel: 305-348-1208; haydenm@fiu.edu

Continuing Education

Training Workshops

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

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 and Nutrition Continuing Professional Education Units (CPEU)
- Licensed Clinical Social Worker (LCSW)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Mental Health Counselor (LMHC)

All workshops must be registered with the designated continuing education broker. This is a mandatory procedure when offering CEUs and must be completed before the event begins. Once the information is recorded with each broker, the college can provide CEUs to those attendees who have completed the event and provided their designated license number.

Pre-workshop protocol for the event organizer when offering CEUs at an event

- Create a registration payment link if there is a fee for participants to attend.
 - Contact Stephanie Rendon, Senior Account Manager, Marketing and Communications, at srendon@fiu.edu for assistance with creating the registration page.
- Create an event flyer to include the date, time and location of the event, names of all speakers, titles of the presentations, type and number of CEUs being offered and a registration link (including any registration fees).
- Submit the following information in one email to Dr. Yassenka Peterson, Director of Educational Programs and Workforce Development, at ypeterso@fiu.edu for review **at least 10 business days before the start of the event:**
 - Agenda
 - Full name of the presenter, including any credentials
 - Curriculum vitae (CV) of the presenter
 - Title of event
 - Registration fee, if any, for each participant to attend
 - Event flyer
 - Objectives/learning objectives/competencies for which CEUs are offered
 - For CEUs related to Social Work (LCSW, LMHC, LMFT), a minimum of 3 objectives/learning objectives should be submitted

- For CEUs in Public Health (CPH), a minimum of 1 objective/learning objective should be submitted
- For CEUs for Dietetics and Nutrition (CPEU), a minimum of 1 and a maximum of 4 objectives/learning objectives should be submitted
- For CEUs for Health Education (CHES/MCHES), at least 2 objectives/learning objectives related to the competencies should be submitted
-
- Prepare an evaluation form to distribute to all attendees upon completion of the event.

Post-workshop protocol for the event organizer when offering CEUs at an event

- Submit the following to Dr. Yasenka Peterson, Director of Educational Programs and Workforce Development, at ypeterso@fiu.edu:
 - Attendance list (If the workshops are held virtually, obtain a record of attendance from Zoom)
 - Copies of the completed evaluation forms
 - List of attendees requesting CEUs and their license numbers
 - In order to submit the CEU award to the designated broker in a timely manner, it is extremely important that the list of attendees requesting CEUs **is shared no later than 5 business days after the event.**
 - Dr. Yasenka Peterson, Director of Educational Programs and Workforce Development, will submit this list to the following individuals to register the CEU award of each designated attendee:
 - Dr. Mary Helen Hayden, Director of the School of Social Work (LCSW, LMHC, LMFT)
 - Dr. Vukosava Pekovic, MPH Program Director (CPH)
 - Dr. Yasenka Peterson, Director of Educational Programs and Workforce Development (CHES/MCHES)
 - Laurie Holmes, Office Manager, Department of Dietetics and Nutrition (CPEU)
- Send a certificate of attendance to all attendees
 - Certificate templates for general attendance and those requesting CEUs pertaining to LCSW, LMHC, LMFT, CPH, CHES/MCHES are available by contacting Dr. Yasenka Peterson, Director of Educational Programs and Workforce Development.
 - For attendees who are specifically requesting Continuing Professional Education Units (CPEUs) for Dietetics and Nutrition, Laurie Holmes, Office Manager of the Department of Dietetics and Nutrition, will provide the designated certificate issued by the Commission on Dietetic Registration. The event organizer can then complete the certificate with attendee information and copy Laurie Holmes when sending it electronically to the attendee.
- Report any international events, gifts or payments received from any foreign source for the event to Miriam Tamargo Ludwig, Finance Manager at mludwig@fiu.edu.

Contact Information

- Director of Educational Programs and Workforce Development, Dr. Yasenka Peterson
 - AHC 5-509; Tel: 305-348-3198; ypeterso@fiu.edu
- Senior Coordinator of Administrative Services, TBA
 - AHC 5-505A; Tel: 305-348-1640; Email TBA
- Office Manager of the Department of Dietetics and Nutrition, Laurie Holmes
 - AHC 5-313; Tel: 305-348-2879; lholfmes@fiu.edu
- Senior Account Manager, Stephanie Rendon
 - AHC 5-516; Tel: 305-348-4670; srendon@fiu.edu

Emergency Preparedness and 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.

FIU Fire and Emergency Evacuation Plan

Resources

- [Fire and Emergency Evacuation Plan](#)

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 operational status.

Essential personnel for Stempel College:

- Dr. Tomás R. Guilarte, Dean
- Dr. Mark Macgowan, Associate Dean of Academic Affairs
- Dr. Stanislaw Wnuk, Associate Dean of Graduate Education
- Dr. Susy Gómez, 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 the Continuity of Operations Plans (COOP) is updated annually by June 1st.

2. Weather Event Threat

- a. When a serious weather event threatens South Florida and FIU Communications 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 Senior Coordinator of the Dean's Office will contact COOP leads in the units for any updates to phone trees and ask units to print out and distribute for all faculty/staff.
 - iii. Dean's Office will send out the note found [here](#) to Chairs and Directors.
- b. Lab directors will ensure emergency plans are being followed.

3. Weather Event Confirmed – university closure (or all classes canceled) notice from FIU Communications

- 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 backup units are off.
- c. If deemed necessary by the 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.

4. Active Shooter Awareness & Preparation

Events of the past years have called attention to the need to be prepared for a wide range of emergencies. The tragedies at Virginia Tech, and Sandy Hook have caused campuses across the country to reassess their level of preparedness. The Florida International University Police Department (FIUPD) is committed to continuously training officers to respond to all types of critical incidents, including active shooters.

Active Shooter Trainings

FIUPD hosts enhanced Active Shooter Response Training exercises with the goal of conducting trainings in all major buildings owned and operated by FIU over a 36-month period. Emails are distributed by the department announcing active shooter trainings. While you are encouraged to register for training at the building in which you work most often, participants will have the flexibility to register and participate at any of the designated buildings.

If you have any questions, please contact FIUPD Captain James Mesidor at jmesidor@fiu.edu or 305-348-2630. [Additional training videos](#) on surviving active shooter situations are available on the FIUPD website for your review.

Resources

- [Active shooter awareness information \(FIUPD website\)](#)
- [“If You See Something, Say Something™” Public Service Announcements](#)
- [RUN. HIDE. FIGHT. Surviving an Active Shooter Event](#)
- [Options for Consideration Active Shooter Training Video](#)

If you witness any suspicious activity on campus at any time, immediately contact University Police at 305-348-5911 or dial 9-1-1. Please remember, “if you see something say something.”

Facilities Management

Conference Rooms

Stempel College has four conference rooms (AHC 5-300, 5-400, 5-401, and 5-500) 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 or the departments of Stempel College. The dean's senior executive assistant and the senior 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
- Senior Coordinator of Administrative Services, TBA
 - AHC 5-505A; Tel: 305-348-1640; Email TBA

Conference Room IT Support

- IT Generalist II, Angel Ruiz
 - AHC 5-520; Tel: 305-348-7787; ruiza@fiu.edu
- IT Generalist I, Nicholas Andreani
 - AHC 5-525B; Tel: 305-348-7787; nandrean@fiu.edu

Facilities

Stempel College centralizes all facility 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 patching and painting, replacement of light fixtures, replacement of ceiling tiles, reportage of leaks and clogging, electrical issues, air conditioning issues, elevator 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](#).

Contact Information

- Senior Coordinator of Administrative Services, TBA
 - AHC 5-505A; Tel: 305-348-1640; Email TBA

Floor Plan

Resources

- [Floor plan](#)

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's policies and procedures](#) and [Florida Statutes](#).

As its chief financial officer, the dean oversees finances to maximize and better distribute returns to each academic department and unit, 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 their 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 comply with governing rules, laws, and regulations and 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 budget.

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 and Finance, Office of Finance and 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 and Institutional Affinity; Accelerate Preeminence and 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 and General fund allocation (“E & G” state fund) is based on how it achieves 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’s [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 focuses 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. 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
- Finance Manager, Miriam Tamargo Ludwig
 - AHC 5-522; Tel: 305-348-7784; mludwig@fiu.edu

Purchasing

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

- All employees who initiate financial transactions or effect purchases on behalf of the university are to make every effort to verify that the designated funding source allows the charge and to select the most appropriate accounting code to represent each transaction accurately in the financial system.
- All employees involved with purchasing materials and lab supplies for student teaching laboratory courses have the responsibility to refer to and confirm that purchases follow the purpose allowed by BOG Regulation 7.003(7). Regulation 7.003(7) authorizes each university Board of Trustees to establish materials and supplies fees to offset the cost of materials or supplies consumed during the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.
- All procurement card (p-card) holders and approvers are acutely aware of allowable purchases found under the university's Department Card Guidelines and Procedures and enforce adherence to said guidelines and procedures and annually complete the Departmental Credit Cards training.
 - Access the training at: [Department Credit Cards – Office of the Controller](#)
 - Submit your certificates of completion to Maggie Romaguera, Senior Administrative Assistant, Dean's Office at maromagu@fiu.edu

Resources

- [Procurement Manual](#)
- [Department Card Guidelines and Procedures Manual](#)

Travel

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

- All employees who initiate financial transactions on behalf of the university are to:
 - make every effort to verify that the designated funding source allows the charge and to select the most appropriate accounting code to represent each transaction accurately in the financial system.
 - provide proper cost estimates of travel costs when preparing travel authorizations (TAs).
 - must submit expense reports (ERs), that reflect allowable reimbursable expenses within 10 days after trip completion

- must complete the "Travel at FIU" training on an annual basis.
 - Access the training at the [Travel at FIU - Office of the Controller website](#)
 - Please submit your certificates of completion to Maggie Romaguera, Senior Administrative Assistant, Dean's Office at maromagu@fiu.edu
- Any employee traveling on behalf of the university must:
 - adhere to the [University Travel & Other Expenses Manual](#) and [Florida Statute 112.061 \(3\)\(a\)](#)
 - refrain from incurring, or directing anyone to incur, any travel-related expense, such as purchasing an airline ticket, conference registration, etc., until the respective travel authorization (TA) has completed its approval cycle in the financial system

Resources

- [Travel and Other Expenses Manual](#)
- [Guidance on international travel](#)

Fundraising

Fundraising Principles and Protocol

Designed for internal use, the purpose of the fundraising principles and protocols are 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

Florida International University Foundation, Inc. (FIU Foundation) was established in 1969 to encourage, solicit, receive and administer gifts for scientific, educational and charitable purposes for the advancement of Florida International University and its objectives. It is registered by the State of Florida as a charitable organization and is approved by the U.S. Internal Revenue Service as a tax exempt 501(c)(3) organization.

The FIU Foundation is a non-profit corporation governed by a Board of Directors, whose members play a significant role in the development of the University as a major educational, cultural and economic resource. Through the involvement of the Directors and their contribution of time, leadership and financial resources, the mission of the University is advanced.

Resources:

[FIU Foundation website](#)

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 managing 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 will be administered and coordinated through the dean with the understanding that departments, faculty, professional staff, and students each have a significant role to play with donors and potential donors.
- Trust, and a sense of common purpose will reinforce all college fundraising activities, 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 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 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 in 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 and 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.

Resources

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

Contact Information

- Questions regarding research-related gifts: rhesearch@fiu.edu
- Senior Coordinator of Administrative Services, TBA
 - AHC 5-505A; Tel: 305-348-1640; Email TBA

Global Engagement

FIU's passion to expand its 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.

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](#), [FIU's Global Strategic Plan](#) and [Stempel College's 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.

- **Other resources:**
 - [FIU Global](#) leads the institution's campus internationalization efforts.
 - [FIU Global Footprint](#) provides data on FIU's current and past international activity such as student admissions, alumni, partner institutions, agreements, student and faculty exchange, and scholarships.
 - [Department of Global Health](#) leads the global health academic program courses and collaborative research activities at Stempel College. Within this department lies the [Global Health Consortium](#) - an accelerator program for Public Health interventions
 - [The Office of Student and Alumni Affairs](#) provides support for international student experiences.

Beyond these, additional global initiatives are coordinated through Paola Moreno, Executive Director, Operations and International Initiatives, to actively support building and nurturing the college's global partnerships as outlined below.

Development of International Collaborations

- Encourage faculty to communicate any potential collaboration to Paola Moreno, Executive Director, Operations and International Initiatives
- 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 the Office of the Dean and includes the following:

- A **Memorandum of Understanding (MOU)** is a general and non-binding written statement between Stempel College and any pre-approved institution that acknowledges

an intent to explore a possible collaboration without committing institutional resources. An MoU with Stempel College will be considered when there are active or committed initiatives in place.

- **Contracts** are created in consultation with college leadership as applicable and can include:
 - Faculty and student exchange
 - Credit exchange programs
 - Joint educational activities
 - Services provided by Stempel College to international partners

- **Resources:**
 - [Procedure for Stempel College international agreements](#)

Other types of international agreements are processed as follows:

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

International Events

International events are guided by Paola Moreno, Executive Director, Operations and International Initiatives and include but are not limited to:

- Community webinars and summits
- Research workshops
- Formal visits by international partners
- Executive and student non-credit courses and seminars

Internal Reporting

- Any potential or new international contact is to be reported to Paola Moreno, Executive Director, Operations and International Initiatives as required by FIU Compliance for export control purposes.
- International activity (research, events, faculty exchange, international travel, services, etc.) should be reported to Paola Moreno, Executive Director, Operations and International Initiatives, who in turn reports any activity to other FIU units as required.
- International payments and gifts, in-kind or otherwise, *given directly to FIU* are to be reported to Miriam Tamargo Ludwig, Finance Manager on the biannual Foreign Gifts and

Contracts Report as required by the U.S. Department of Education and the Florida Board of Governors

- Any honoraria, gifts or payments given *directly to an FIU employee* must be reported by the employee using the Gift Reporting Form or Outside Activity/Conflict of Interest Form, both found on the [FIU Compliance website](#).

International Shipping

Please view the [International Shipping/Mail Reviews, Approval, and Process memo](#) for more information.

International Travel

All trips are arranged by the academic departments.

Resources

- [Guidance and procedures for international travel](#)
- [Revised international travel screening and approval protocol](#) (*Revised: July 5, 2022*)

Contact Information

- Executive Director, Operations and International Initiatives, Paola Moreno
 - AHC 5-519; Tel: 305-348-1321; morenop@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
- Office Coordinator, Roland Harbeson
 - AHC 5-525G; Tel: 305-348-4281; rharbeso@fiu.edu

Post COVID-19 – Our Next Normal

The well-being of FIU's constituents is FIU's top priority as the university continues to advance its mission.

P3 App

- Our No. 1 priority is the continued well-being of our faculty, staff, and students. In order to mitigate the impact of COVID-19, FIU will be adhering to [updated guidelines issued by the Centers for Disease Control and Prevention](#) (CDC). The university will no longer use the P3 app to report COVID symptoms or infections. The P3 app has transitioned to become a resource where Panthers can access information about COVID-19 and healthy living tips. If you are interested in accessing the information on the app as a resource, you can download the app through the [Apple App Store](#), [Google Play Store](#), or [online](#).

Resources

- Panthers Protecting Panthers: [Guidance and information about COVID-19](#)

Contact Information

- Faculty, staff, and other members of the community may contact FIU Health at 305-348-3627 (305-FIU-DOCS).

“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. 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.' Employees should also be provided the link to the Faculty and Staff Resources website, which provides access to the Operations Manual, and other helpful links.

Resources

- [Checklist for Administrative-Staff Employees](#)
- [Faculty and Staff Resources website](#)

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. Please 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.”*

Resources

- [Dual Employment and Compensation Policy](#)

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 more than 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.

Resources

- [Dual Employment and Compensation Policy](#)

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.

Resources

- [Employee PEP toolkits](#)
- [Performance management resources](#)

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 evaluations, Tenure and Promotion, Non-Tenure-Track Promotion, Third Year Review, Sabbaticals, and Professional Development Leave applications. To access Panther180, visit panther180.fiu.edu.

Contact Information

- Coord Academic Support Services, Office of the Provost, Ryan Starling
 - PC 529J; 305-348-2169; Panther180@fiu.edu

Collective Bargaining Agreements for In-Unit Staff, In-Unit Faculty and Nurses

Resources

- [Collective Bargaining Agreements](#)

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).

Resources

- [Person of Interest 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.

Resources

- [Resources and forms for volunteer and intern applicants](#)

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.

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.

Resources

- [Payroll and Compensation regulations and procedures](#)
- [Payroll and holiday schedules](#)
- [Time/leave entry process](#)

eLeave request

The eLeave request will allow online submissions of pre-planned leave requests (i.e., vacation, sick, etc.), track the 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 with your credentials.

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.

Resources

- [Nepotism Disclosure Policy](#)

Employee Separation

Benefit-earning Faculty/Staff/Administration

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

Forms

- Separation and Retirement Form (log in with your credentials to my.fiu.edu)
- Approver Application Form (Provided by the college HR Liaison)
- Card Cancellation Form (Provided by the college HR Liaison)

Non-Benefit Temporary Personnel (Non-Student) including Adjuncts

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

Resources

- [Separation and 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, Active Directory, and the shared drives
- 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 with the college's finance team

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

Compliance

All FIU employees are required to complete Cybersecurity Awareness Training each academic year.

Sharing passwords in any circumstance is against the university's 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).

Resources

- [Cybersecurity Awareness Training](#)
- [Data Stewardship Policy](#)

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 set up, tagged, and officially tracked via the college's inventory management software.

Resources

- [University Property Control Manual](#)

Contact Information

- IT Generalist II, Angel Ruiz
 - AHC 5-520; Tel: 305-348-7787; ruiza@fiu.edu
- IT Generalist I Nicholas Andreani
 - AHC 5-525B; Tel: 305-348-7787; nandrean@fiu.edu

Marketing and Communications

Stempel College's Marketing and Communications office, located within the Office of the Dean, manages editorial, social media, media relations, email marketing, and advertising. It is also responsible for brand management, ensuring the college's branding and messaging are consistent across all print and digital collateral (e.g., website, brochures, photos, videos, etc.)

The office works with the Office of Student and Alumni Affairs (OSAA) to raise the college's visibility and promote its activities to faculty, staff, students, alumni, and other stakeholders. It also liaises with FIU's Division of Strategic Communications, Government and External Affairs to ensure consistency in messaging and to collaborate on design, editorial, digital communications, and media relations efforts.

Stempel College's Brand Assets

- [FIU brand style guide](#)
- [FIU News and Communications style guide](#)
- [Email signature](#)
- [Logos](#)
- [PowerPoint template](#)
- [Letterhead](#) – Download the document to see the header and footer
- [Zoom backgrounds](#)

Stempel College's Digital Platforms

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

Contact Stempel College's Marketing and Communications office for the following:

- **Website updates:** Request an update to your Stempel College directory profile, photo, or unit page information.
- **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.

Stempel College Marketing and Communications Request Form

For requests, use the [Marketing and Communications Request Form](#) to submit and get your project started with the Stempel College Marketing and Communications team.

Submit an Event to the FIU/Stempel College Calendar

Stempel College faculty and staff can submit events to populate in the Stempel College News and Events page and the website's front page. This is an excellent opportunity to promote events to the FIU/Stempel College community.

To submit an event:

- Visit the [Submit an Event](#) page. (Log in using your Panther ID)
- Fill out the information on the form.
- Please make sure that under the "Department" field, you select "Robert Stempel College of Public Health and Social Work." **Stempel College is unable to approve submissions if this is not selected.**
- Submit the event for approval.
- Send an email to Senior Account Manager, Marketing and Communications, Stephanie Rendon, at srendon@fiu.edu to flag the submission and the request for approval.
- Once approved, the event will populate on the News and Events page.

Contact Information

- Senior Account Manager, Marketing and Communications, Stephanie Rendon
 - AHC 5-516; Tel: 305-348-4670; srendon@fiu.edu
- Junior Account Manager, Marketing and Communications, Alyssa Altamirano-Bascuas
 - AHC 5-525F; Tel: 305-348-5195; Email: alaltami@fiu.edu

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 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 the areas listed below.

Public Health [Website](#)

Master of Public Health (MPH) in the following majors (FIU major is synonymous with CEPH concentration):

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

Ph.D. in Public Health in the following majors (FIU major is synonymous with CEPH concentration):

- Biostatistics and Data Analytics
- Environmental Toxicology
- Brain, Behavior, and the Environment
- Epidemiology
- Health Promotion and Disease Prevention
- Health Disparities

Certificates in the following areas:

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

Dietetics and 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
- Certificate in Addictions
- Certificate in Child 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 assistant dean 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 successfully progress through their degree programs.

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 requests for the practicum courses. Additionally, the office hosts a professional development series for Stempel College students each semester. It also provides students weekly fellowship, internship, volunteer, and employment opportunities. Finally, it conducts outreach to all Stempel College graduates a year after graduation to track their whereabouts and employment status.

Resources

- [Career and Professional Development webpage \(for students\)](#)

Recruitment

OSAA performs several critical functions, including recruiting 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 impact student retention and success by degree level directly. They address our students' unique retention needs and challenges in three 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 re-evaluated regularly throughout the academic year.

Scholarships

In Fall 2016, the college established a college-wide scholarship committee to improve efficiency and transparency in the scholarship process. 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, 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 several different scholarships, which include:

- The Auslander Award for master's 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 master's students in Social Work
- The Welker Mitchell Scholarship award for master's 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

- The FIU Behavioral Health Workforce Education and Training Fellowship for MSW Students

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.

Scholarships are integrated as part of the Financial Wellness initiative launched by OSAA in Fall 2017 for Stempel College students. All scholarship announcements are communicated via email and social media to all Stempel College students and are publicized on the “[Funding your education](#)” webpage. 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.

Resources

- [Funding your Education webpage](#)
 - This webpage lists all available scholarships.

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. OSAA organizes the orientation 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. OSAA organizes the graduation reception with the help of Stempel College student volunteers.

Student Organizations

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

- Association of Graduate Students in Dietetics and Nutrition (AGSDN)
- Student Dietetic Association (SDA)
- Stempel Public Health Association
- Leaders in Maternal and 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.

Resources

- [Information about Student Life](#)

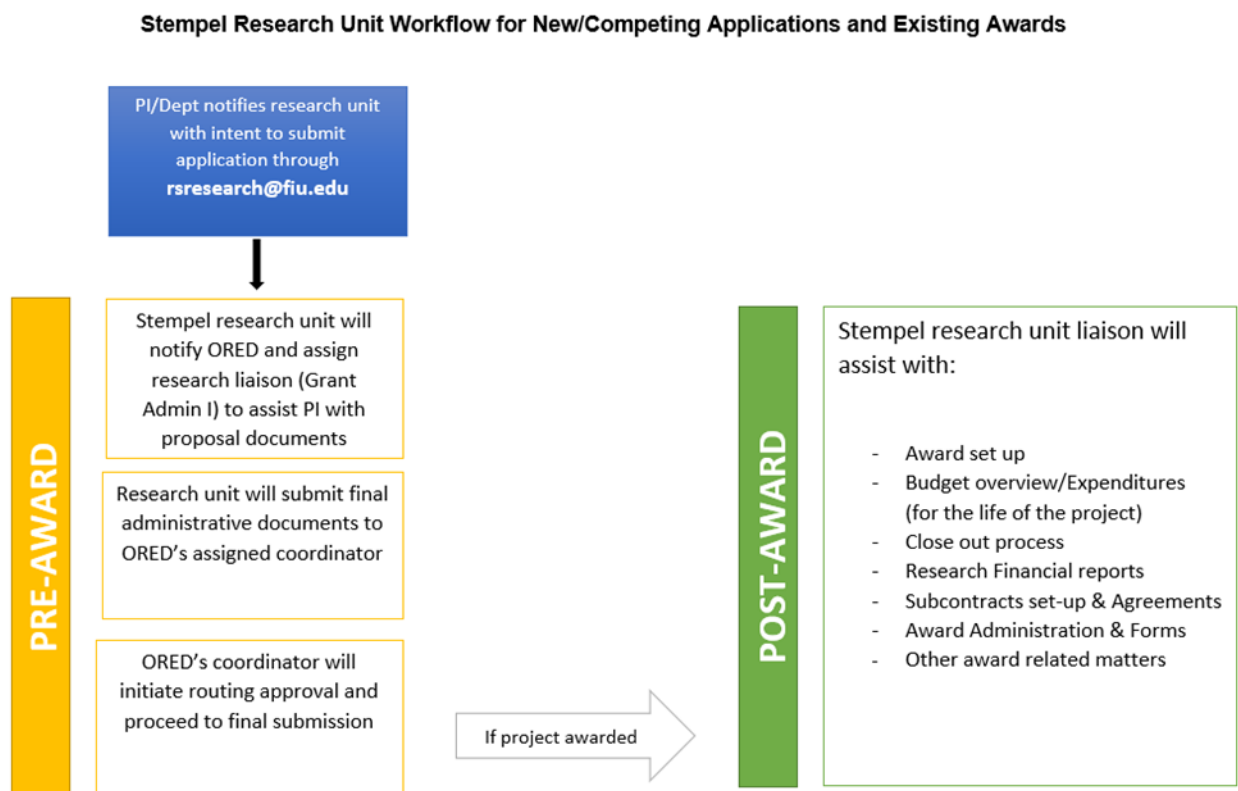
Contact Information

- OSAA
 - AHC 5-145; Tel: 305-348-7783; stempelinfo@fiu.edu

Research Administration and Development

The Research Administration office at Stempel College serves as a one-stop center for faculty seeking assistance with the management of sponsored research projects. Stempel College's research unit supports the endeavors of our faculty from the 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 the Office of Research and Economic Development (ORED) to enhance the process related to research activity, promote research conduct that meets the highest standards, and ensure that research activities comply with all local, state, and federal regulations.

Research Proposal Development Flowchart



Finding Funding

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

To receive these announcements, faculty and students can email the research unit at: rsresearch@fiu.edu and/or you may send a request directly to the Associate Director of Research Administration, Karla Muñoz-Caamano, at kmunoz@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

Pre-Award

The research unit will serve as the liaison between the Principal 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, and provide the program announcement link and the submission deadline. The recommendation is to send out requests at least 14 days before the submission deadline.

Resources

- [Pre-award forms](#)

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 unit provides the researcher with the management of subcontracts and consulting agreements, monitoring research expenditures, quarterly grant activity reports, expenditure forecasts (by request), and closeout financial reports aligned to the university's compliance requirements sponsors.

Contact Information

- Associate Dean for Research, TBD
- Associate Director of Research Administration, Karla Muñoz-Caamano
 - AHC 5-508; Tel: 305-348-1817; kmunoz@fiu.edu
- Grant Administrator IV, Concepción Ricardo
 - AHC 5-518; Tel: 305-348-7621; copolo@fiu.edu
- Grant Administrator III, Darcy Cosano
 - AHC 5-514; Tel: 305-348-5780; dcosano@fiu.edu
- Grant Administrador II, Eveling Manzanares
 - AHC 5-512; Tel: 305-348-4370; emanzana@fiu.edu

To facilitate the management of projects, the research portfolio is split by departments that are assigned to a specific grant administrator. Please see below for more information on the departmental split and its designated post-award grant administrator:

Connie Ricardo	Darcy Cosano	Eveling Manzanares
Biostatistics	Environmental Health Sciences	Proposal development
Dean's Office	Epidemiology	Global Health
Dietetics and Nutrition	Health Promotion and Disease Prevention	Academy of International Disaster Preparedness
Social Work		

Research Incentives

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

Faculty Research Incentives Program (FRIP)

ORED bonus/research account based on grants:

- Faculty and Administration (F and A) return (PI F and A)
 - Principal Investigators will receive 5% of the F and A produced by their grants. PIs can decide to share the F and A components of the bonus with the Co-Is in the respective grants.
 - Principal Investigators may choose to receive this incentive as:
 - **Bonus:** to be reflected in the corresponding paycheck. The bonus amount will be net of applicable employment taxes.
 - **Account:** to be used for research-related activities and/or to support salary. Access to funds will expire if no activity is recorded in the account within 24 months.
 - Split between an account and bonus.
- Faculty salary cost recovery/savings (Research Salary Savings/RSS)

- Faculty will receive 10% of the salary savings amount produced by effort charged to externally funded grants. (Academic year effort to faculty with 9-month assignments and calendar year for faculty with 12-month assignments.)
- Faculty may choose to receive this incentive as:
 - **Bonus:** to be reflected in the corresponding paycheck. The bonus amount will be net of applicable employment taxes.
 - **Account:** to be used for research-related activities and/or to support salary. Access to funds will expire if no activity is recorded in the account by the end of the fiscal year.
 - Split between an account and bonus.
- Bonus/research account for assistant professors obtaining grants.
- Patent incentives.
- BOG recognized high-value faculty awards and fellowships.

Resources

- [Faculty Research Incentive Plan](#)
- [ORED website](#)

Research Labs and Affiliated Research Centers

Principal Investigator	Primary Contact	Lab Location	Phone	Department	Details
Tomás R. Guilarte	Jennifer Dziedzic	AHC 4-340	7-1108	EHS	Brain, Behavior, and the Environment
Kim Tieu	Amber-Lynn Lachowicz	AHC 4-443	7-0553	EHS	Parkinson's Disease Research Laboratory
Diana Azzam	Ebony Coats	AHC 4-341	7-9043	EHS	Cancer Research Lab
Quentin Felty	N/A	AHC 1-413	7-7785	EHS	Signal Transduction Laboratory
Jeremy Chambers	N/A	AHC 4-241	7-4844	EHS	Laboratory of Mitochondrial Communication
Wasim Maziak	Katherine Pita	AHC 3-505C	7-6742	EPI	Epidemiology Clinical Research Lab for Tobacco Smoking
Mariana Baum	Jose Bastida	AHC 1-411	7-4889	D&N	HIV and Nutrition Science Lab
Juan Liuzzi	Juan Liuzzi	OE 267	7-0369	D&N	TBA
Cristina Palacios	Cristina Palacios & Maria Trak	AHC 1-432	7-1611	D&N	Research Labs in Nutrition
Cristina Palacios	Cristina Palacios & Maria Trak	AHC 1-432	7-3235 & 7-6427	D&N	Food Diet Preparation Laboratory
Cristina Palacios	Cristina Palacios & Maria Trak	AHC 5-110	7-3235 & 7-6427	D&N	Nutritional Assessment Laboratory
Cristina Palacios	Cristina Palacios & Rodolfo Galvan	AHC 5-115	7-3235 & 7-4003	D&N	Bone density (DXA) Laboratory
Haiwei Gu	Haiwei Gu	CTS 330	7-3235 & 7-4003	EHS	
Ting Wang	Ting Wang	CTS 330	772-345-4603	EHS	
Heidi Mansour	Heidi Mansour	CTS 367B	772-345-4731	EHS	
Hongxia Zhou	Hongxia Zhou	CTS 238	772-345-4731	EHS	
Qin Lin Cao	Qin Lin Cao	CTS 221B-C	772-345-4698	EHS	
Ying Liu	Ying Liu	CTS 221B-C	772-345-4622	EHS	
Xia Xugang	Xia Xugang	CTS 238	772-345-4734	EHS	

Muhammad Hossain	N/A	AHC 4-441	7-2327	EHS	
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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	CBRI
Mario De La Rosa	Rosa Babino	AHC 5-423	7-7353	CRUSADA	CRUSADA

Revenue Sharing

As of 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 and Practicums

Stempel College offers internships and practicums in the following academic units:

Department of Dietetics and Nutrition

The Department of Dietetics and 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.

To become a preceptor, an individual must have at least three years of post-credentialing experience as a registered dietitian. Each preceptor receives a "Preceptor Handbook" detailing the program and the expectations of students and preceptors. Preceptors are provided with 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.

To acknowledge 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 application and selection processes for the internship program are described on the [department's website](#).

School of 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 must review the Student Guidelines and Procedures for the Practicum prior to meeting with the practicum coordinator at least two semesters prior to enrollment in the practicum course. The practicum coordinator, faculty advisor, and department chair are involved in final approval of a student's practicum. 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 specific concentration areas.
- Opportunity to achieve the stated learning objectives.
- Demonstration of professional and academic skills.

In addition, students demonstrate competence in 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.

Access the [Student Guidelines and Procedures for the MPH practicum program](#).

School of Social Work

Field Education is considered the signature pedagogy of Social Work Education, according to the Council on Social Work Education (CSWE, 2022). The field practicum provides an opportunity for supervised practice in the delivery of social services. During the internship, students can engage in all the behaviors set forth by CSWE and the School of Social Work and meet the 9 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 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 12-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)



Robert Stempel College
of Public Health
& Social Work