

2025-2026 OPERATIONS MANUAL



Table of Contents

Introduction	5
About Stempel College	7
History of the College	11
Constitution and Bylaws	12
Strategic Plan 2025-2030	12
Leadership	12
Academic Departments: Directors and Chairs	14
Office of the Dean	17
Faculty and Staff Directory	18
Service Excellence	19
Advisory Boards	19
Academic Affairs	20
Annual Faculty Assignments and Evaluations	20
Merit Increase Policy for Faculty	20
Adjunct Lecturer and Extra Compensation (Overload)	20
Faculty Non-Tenure Track Promotions	21
Faculty Summer Teaching Policy	21
Faculty Tenure-Track and Promotion Guidelines	21
University Differential Assignment Procedures	21
Accreditation	22
Department of Dietetics and Nutrition	22
School of Public Health	22
School of Social Work	23
Continuing Education	24
Training Workshops	24
Emergency Preparedness and Response Protocols	27
FIU Fire and Emergency Evacuation Plan	27
Essential Personnel	27
Emergency Procedures	28
Facilities Management	30
Conference Rooms	30
Facilities	30

Floor Plan	30
Office Space Management	31
Financial Management	32
Finance.....	32
Purchasing.....	34
Travel.....	34
Fundraising	36
Fundraising Principles and Protocol	36
FIU Foundation.....	36
Global Engagement	39
Development of International Collaborations.....	39
International Events and Reporting Procedures.....	40
Internal Reporting Requirements:.....	40
International Shipping	41
International Travel	41
Human Resources	42
New Employee Onboarding	42
Extra State Compensation	43
Performance Excellence Process (PEP)	43
Panther180 – Faculty Activity Reporting System	43
Persons of Interest and Volunteers	44
Time Management	44
Outside Activity/Conflict of Interest	45
Nepotism Disclosure	46
Employee Separation.....	46
Information Technology (IT).....	47
Compliance.....	47
IT Accountable and Attractive/Sensitive Property	47
Marketing and Communications	48
Office of Student and Alumni Affairs (OSAA).....	50
Academic Degrees	50
Advising	51
Recruitment	52
Retention	52
Scholarships.....	52

Student Events	53
Student Internships and Practicums	55
Department of Dietetics and Nutrition	55
School of Public Health	55
School of Social Work	56
Research Administration and Development	58
Research Proposal Development Flowchart	58
Finding Funding	59
Pre-Proposal Development	59
Pre-Award	59
Post-Award	59
Research Incentives	60
Faculty Research Incentives Program (FRIP)	60
Research Labs and Affiliated Research Centers	62
Revenue Sharing	64

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.

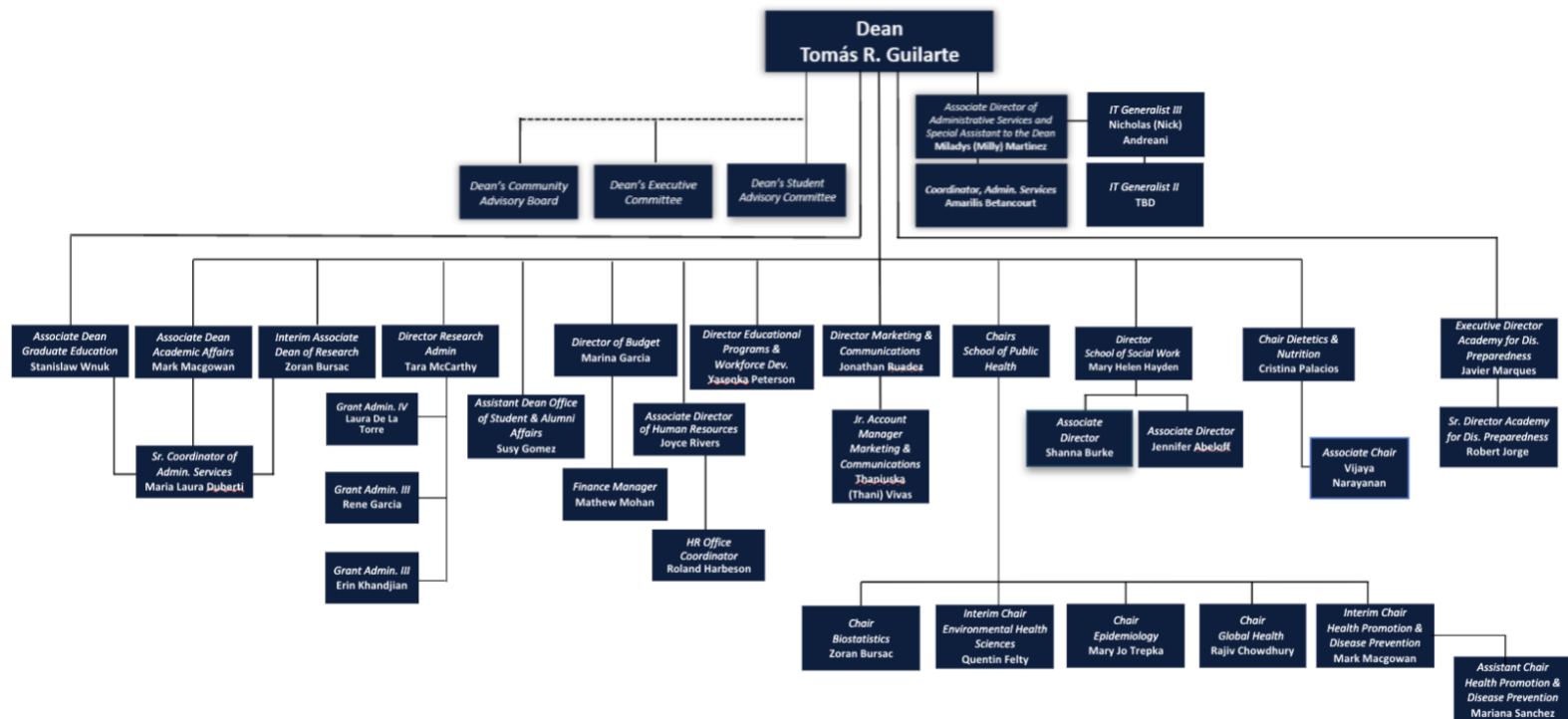
The manual reflects the standards and procedures established by FIU and its accreditation bodies and administration. The policies listed are supplemental to the policies of FIU and accrediting organizations. All university policies are in the [FIU Policies and Procedures Library](#).

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 Portal](#).

Stempel College Administrative Organizational Chart



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 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 our communities. 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.

Mission

To improve health 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 and departments include:

- School of Public Health
 - Biostatistics
 - Environmental Health Sciences (EHS)
 - Epidemiology
 - Global Health
 - Health Promotion and Disease Prevention (HPDP)
 - Online MPH Generalist
- Department of Dietetics and Nutrition
- School of Social Work
- Academy for International Disaster Preparedness (AIDP)
- Research Centers
 - Community-Based Research Institute (CBRI)
 - Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA)

School of Public Health Departments

[Website](#)

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

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 Generalist
 - 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 of societies. 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.

Department of Dietetics and Nutrition

[Website](#)

The Department of Dietetics and Nutrition is committed to supporting communities by promoting healthier lifestyles through better nutrition. The undergraduate, graduate, and professional training programs in the department prepare students and professionals to become better equipped with the skills to match the ever-increasing nutritional challenges of the community. The department aims to address the rapidly changing demand of the community by adopting an approach rooted in evidence-based research with a strong emphasis on preventive healthcare through education and improved eating habits. 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.

Academy for International Disaster Preparedness (AIDP)

[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.

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.

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-training center that uses multidisciplinary, community-engaged approaches to investigate health conditions among Latinos, ultimately aiming to improve the health of Latino populations in the U.S. In addition to the twin epidemics of substance use and HIV/AIDS, CRUSADA has expanded its focus to include communicable and non-communicable health conditions (e.g., cardiovascular disease, obesity, mental health, cancer) that impact Latino populations across South Florida and the U.S. As a pioneering, nationally and internationally recognized center,

CRUSADA emphasizes research training and education, as well as community involvement, in activities and projects. Additionally, CRUSADA has been home to numerous current and previous grant awards from the National Institutes of Health (NIH).

Global Health Consortium

[Website](#)

The Global Health Consortium (GHC), embedded within the Department of Global Health, is an accelerator program for public health scientific and community engagement and cross-learning. GHC's top priorities— chronic non-communicable diseases (including cardiovascular disease, cancer, and brain health), universal health coverage, health behavior and health security.

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 member 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 the university 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 at No. 15 for best dietetics major in the nation 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 (Stempel College). 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; later adding 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. 69 among public universities, and No. 95 overall.

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 and professor at the Johns Hopkins Bloomberg School of Public Health. In 2019, U.S. News & World Report ranked Stempel College's public health graduate program for the first time—it had previously been in the honorable mention category in 2015. Today, U.S. News & World Report ranks the program No. 36 among public schools and programs, and No. 55 overall.

In 2017, the Academy for International Disaster Preparedness (AIDP) joined the college, offering bachelor's and master's degrees in Disaster Management. The master's program today ranks No. 9 in the nation by U.S. News & World Report.

Stempel College 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.

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. In fall 2024, Stempel College launched its Master of Public Health (MPH) program with a concentration in global health.

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 now ranks No. 15 among public health schools for National Institutes of Health (NIH) funding.

Constitution and Bylaws

The faculty of Stempel College has established the 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. The latest edition of the Constitution and Bylaws were approved in February 2025.

Resources

- [Constitution and Bylaws](#)

Strategic Plan 2025-2030

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 2025-2030](#)

Leadership

Dean of the college: Dr. Tomás R. Guilarte

The dean of Stempel College serves as the chief executive and administrative officer, reporting to the provost, executive vice president, and chief operating officer. In this role, the dean actively leads and supports the college's educational and research initiatives, while also focusing on fostering positive morale among faculty and promoting a culture of learning among students. The dean's responsibilities extend to representing the college in the community, enhancing its visibility, and spearheading community engagement through hosting relevant leaders and organizing impactful campus activities.

Administratively, the dean oversees all aspects of the college's operations, ensuring compliance with accreditation standards and managing community outreach, fundraising, marketing, enrollment, and interdisciplinary initiatives. The dean's leadership is pivotal in the efficient

handling of the college's administrative and financial affairs, setting a standard for operational excellence and strategic growth.

Contact Information

- Dean, Dr. Tomás R. Guilarte
 - AHC 5-507; Tel: 305-348-5344; tguilart@fiu.edu
- Associate Director of Administrative Services and Special 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 Coordinator of Administrative Services, Maria Laura Duberti
 - AHC 5-511; Tel: 305-348-7158; mduberti@fiu.edu

Interim Associate Dean of Research Administration: Dr. Zoran Bursac

The interim associate dean of research develops necessary policies and procedures with regards to research function and provides oversight for compliance with college and university policies, including Time and Effort (T&E) reporting. In addition, the interim associate dean of research assists faculty, especially junior faculty/new hires, in identifying agencies and foundations for potential funding and potential collaborations. Lastly, they actively work with other colleges to explore opportunities for collaborative research, and alert faculty to opportunities regarding potential scholarship funding for student research and faculty research activities.

Contact Information

- Interim Associate Dean of Research Administration, Dr. Zoran Bursac
 - AHC 5-463; Tel: 305-348-1811; zbursac@fiu.edu
- Senior Coordinator of Administrative Services, Maria Laura Duberti
 - AHC 5-511; Tel: 305-348-7158; mduberti@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.

They also serve 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 Whuk
 - AHC 5-517; Tel: 305-348-6195; wnuk@fiu.edu
- Senior Coordinator of Administrative Services, Maria Laura Duberti
 - AHC 5-511; Tel: 305-348-7158; mduberti@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 Departments: 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. Quentin Felty
 - AHC 5-351; Tel: 305-348-7785; feltyq@fiu.edu
- **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**
 - Interim Chair, Dr. Mark Macgowan

- AHC 5-513; Tel: 305-348-0427; macgowan@fiu.edu
 - Assistant Chair, Dr. Mariana Sanchez
 - AHC 5-411; Tel: 305-348-7789; msanche@fiu.edu
- **Online MPH Generalist**
 - Director, Dr. Yassenka Peterson
 - AHC 5-519; 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: 305-348-2878; crpalaci@fiu.edu
 - Office Contact: 305-348-3235
- Associate Chair, Dr. Vijaya Narayanan
 - AHC 5-312; Tel: [305-348-3234](tel:305-348-3234); vnarayan@fiu.edu

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 (AIDP)

- Executive Director, Javier Marques
 - PG 5-208; Tel: 305-348-0606; jmarques@fiu.edu
 - Office Contact: 305-348-5080
- Senior Director, Robert Jorge
 - Tel: 305-348-5153; rjorge@fiu.edu
- Program Director MA, Dulce Suarez
 - PG 5-271; Tel: 305-348-0451; dboza@fiu.edu
- Program Director BA, Joann Brown
 - PG 5-273; Tel: 305-348-3364; brownj@fiu.edu

Community-Based Research Institute (CBRI)

- Director, Dr. Eric F. Wagner
 - AHC 5-536; Tel: 305-302-5612; wagnere@fiu.edu
 - Office Contact: 305-348-0292
- Associate Director of Research, Dr. Michelle Hospital
 - AHC 5-535; Tel: 305-505-4867; hospitam@fiu.edu
 - Office Contact: 305-348-9337
- 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 5-448; 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.

Finance

- Director of Budget, Marina Garcia
 - AHC 5-521; Tel: 305-348-6243; garmarin@fiu.edu
- Finance Manager, Mathew Mohan
 - AHC 5-522; Tel: 305-348-7784; mamohan@fiu.edu

Research

- Director of Research Administration, Tara McCarthy
 - AHC 5-508; Tel: 305-348-4903; tmccarth@fiu.edu
- Grant Administrator IV, Laura De La Torre
 - AHC 5-509; Tel: 305-348-2494; ladelato@fiu.edu
- Grant Administrator III, Rene Garcia
 - AHC 5-514; Tel: 305-348-6742; renegarc@fiu.edu
- Grant Administrator III, Erin Khandjian
 - AHC 5-512; Tel: 305-348-4903; ekhandji@fiu.edu

Academic Public Health Programs

- Director of Educational Programs & Workforce Development, Dr. Yassenka Peterson
 - AHC 5-519; Tel: 305-348-3198; ypeterso@fiu.edu
- Coordinator, Online Public Health Practicum, Cindy Perez
 - AHC 5-345; Tel: 305-348-1058; clolopez@fiu.edu
- Assistant Teaching Professor, FIU Online MPH, Dr. Christi Navarro
 - AHC 5-346; Tel: 305-348-0462; navarrocc@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

- Director, Marketing and Communications, Jonathan Ruadez
 - AHC 5-516; Tel: 305-348-4670; jruadezn@fiu.edu

- Junior Account Manager, Thaniuska (Thani) Vivas
 - AHC 5-525F; Tel: 305-348-7621; tvivas@fiu.edu

Human Resources

- Associate Director of Human Resources, Joyce Rivers Breivogel
 - AHC 5-520; Tel: 305-348-7802; jjrivers@fiu.edu
- Human Resources Office Coordinator, Roland Harbeson
 - AHC 5-523; Tel: 305-348-4281; rharbeso@fiu.edu

Information Technology

- IT Generalist III, Nicholas Andreani
 - AHC 5-518; Tel: 305-348-4903; nandrean@fiu.edu

Administrative Staff

- Associate Director of Administrative Services and Special Assistant to the Dean, Miladys (Milly) Martínez
 - AHC 5-506; Tel: 305-348-5344; milmarti@fiu.edu
- Senior Coordinator of Administrative Services, Maria Laura Duberti
 - AHC 5-511; Tel: 305-348-7158; mduberti@fiu.edu
- Coordinator of Administrative Services, Amarilis Betancourt
 - AHC 5-505A; Tel: 305-348-1640; amabetan@fiu.edu

Faculty and Staff Directory

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

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 of one undergraduate, one master's and one Ph.D. student selected by each department/school. The SAC serves as a liaison between all students at 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 Advisory Board (CAB)

The Community Advisory Board comprises of the dean, members of the community, and on occasion, the chairs, directors, and faculty of Stempel College. 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 of the dean, associate deans, assistant deans, senior directors, directors, department chairs, associate directors, and the special 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.

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 \(2024-2027\)](#).

The specific review procedures and timelines for Stempel College are updated annually and available 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](#). Please note that the policy is being updated in Spring/Summer 2025; each Stempel College academic unit must create its own and be approved by the dean and provost.

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 \(UFF-FIU\)](#).
- Per UFF-FIU, *"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
 - 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

Each academic unit is instructed to develop their own guidelines for non-tenure track (NTT) promotions. In addition, the university has a section in its Tenure and Promotion Manual for NTT promotions. The dean of Stempel College approved a process that departments must follow.

Resources

- [FIU Tenure and Promotional Manual](#)
- [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-Track and Promotion Guidelines

Each academic unit in Stempel College has developed tenure and promotion documents, which units should consult for more information. Academic units are also encouraged to review the university's Tenure and Promotion Manual and Stempel College's Tenure and Promotion Committee Policies and Procedures.

Resources

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

University Differential Assignment Procedures

In March 2025, the university updated the differential faculty assignment procedures. These procedures will remain in effect until Stempel College establishes its own, in accordance with the applicable guidelines.

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 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

For more than five decades, the Department of Dietetics and Nutrition has prepared dietetic practitioners through its accredited programs. The department currently has two programs accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND):

- **Undergraduate Program: Didactic Program in Dietetics (DPD)**
This Bachelor of Science in Dietetics and Nutrition degree prepares undergraduates to be future practitioners in the field of dietetics. Graduates of this program receive a verification statement and are qualified to take the credentialing exam for nutrition and dietetic technicians (NDTR) or apply to ACEND-accredited supervised practice programs (Dietetic Internship). This program was fully re-accredited from 2017-2024; the reaccreditation visit was completed in November 2024 and is expecting the re-accreditation in Summer of 2025.
- **Graduate Programs: Dietetic Internship (DI)**
The Dietetic Internship (DI) prepares competent entry-level Registered Dietitian Nutritionists (RDNs) through experiential learning and evidence-based practice. It is a post-baccalaureate, non-degree granting program that qualifies a student to sit for the registration examination necessary to become a Registered Dietitian Nutritionist (RDN). The program is fully accredited by ACEND until 2028.

Resources

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

Contact Information

- Director of the Didactic Program in Dietetics and Assistant Teaching Professor, Dr. Nadine Mikati
 - AHC 5-308; Tel: 305-348-7303; nmikati@fiu.edu
- Director of Dietetic Internship and Assistant Professor, Dr. Jacqueline Hernandez
 - AHC 5-323; Tel: 305-348-2517; jshernan@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 academic units 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 seven additional years of accreditation by CEPH through July 1, 2027. The CEPH accreditation report details Stempel College's 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 help them realize their full potential. The school generates partnerships and collaborates with social work professionals.

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 Ph.D. programs. The BSSW and MSW were last reaccredited in 2025, receiving unconditional reaffirmation of their accreditation for seven years. 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 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 an 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 Amarilis Betancourt, Coordinator of Administrative Services, at amabetan@fiu.edu for assistance with creating the registration page.
- Create an event flyer and 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. Please submit the following **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 below information to Dr. Yassenka 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
 - 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. Yassenka 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:
 - Anquanette Casseus, senior program coordinator for Community Engagement, School of Social Work (LCSW, LMHC, LMFT)
 - Dr. Vukosava Pekovic, MPH program director (CPH)
 - 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 CPH, CHES/MCHES are available by contacting Dr. Yassenka Peterson, director of Educational Programs and Workforce Development, at ypeterso@fiu.edu.
 - Certificate templates for general attendance at social work continuing education events and those requesting CEUs pertaining to LCSW, LMHC, and LMFT are available by contacting Anquanette Casseus, senior program coordinator of Community Engagement for the School of Social Work, at angander@fiu.edu.
 - 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 (lholfmes@fiu.edu) when sending it electronically to the attendee.
- Report any international events, gifts or payments received from any foreign source for the event to Mathew Mohan, Finance Manager, at mamohan@fiu.edu.

Contact Information

- Director of Educational Programs and Workforce Development, Dr. Yassenka Peterson
 - AHC 5-519; Tel: 305-348-3198; ypeterso@fiu.edu
- Office Manager, Department of Dietetics and Nutrition, Laurie Holmes
 - AHC 5-313; Tel: 305-348-2879; laholmes@fiu.edu
- Coordinator of Administrative Services, Amarilis Betancourt
 - AHC 5-505A; Tel: 305-348-1640; amabetan@fiu.edu
- Senior Program Coordinator of Community Engagement, Anquanette Casseus
 - AHC 5-590; Tel: 305-348-3881; anqander@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 (MMC); Tel: 305-348-5911
- Non-Emergency FIU Police (MMC); 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
- Dr. Zoran Bursac, Interim Associate Dean of Research Administration

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 to issue 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](#).
 1. Nick
 2. Jonathan
 - ii. The Senior Coordinator of Administrative Services of the Office of the Dean will contact COOP leads in the departments for any updates to phone trees and ask departments to print out and distribute for all faculty/staff.
 1. Laura
 - iii. Office of the Dean will send out the note found [here](#) to Chairs and Directors.
 1. Nick
 2. Jonathan
 - iv. Marketing and Communications will work with the Digital Maintenance web team to ensure the alert banner is displayed on the website. They will also ensure that social media messages are distributed across Stempel College's social media channels.
 1. Jonathan

Additional note: Please ensure that Nick has sent the IT email and that the document you have has the corresponding cellphone numbers.

- 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](#).
 1. Nick
 2. Jonathan
- ii. Unit leads/designees will ensure that all computers are unplugged from walls and power backup departments are off.
- c. If deemed necessary by the IT lead, departments 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](#).
 1. Susy
 2. Irene
 3. Sandhya
- e. Lab directors will ensure their labs are secure according to their emergency protocols.
- f. **Additional note:** All emails from the Office of the Dean will come from rscphsw@fiu.edu and will have the signature of the person sending it.

4. Active Shooter Awareness & Preparation

Events in 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. 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 have the flexibility to register and participate in any of the designated buildings.

For questions, please contact FIUPD Lieutenant Paul Masforroll at pmasforr@fiu.edu or Sergeant Jose Ramirez at josrami@fiu.edu. [Additional training videos](#) on surviving active shooter situations are available on the FIUPD website.

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 available 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 special 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

- Associate Director of Administrative Services and Special Assistant to the Dean, Miladys "Milly" Martínez
 - AHC 5-506; Tel: 305-348-5344; milmarti@fiu.edu
- Senior Coordinator of Administrative Services, Maria Laura Duberti
 - AHC 5-511; Tel: 305-348-7158; mduberti@fiu.edu

Conference Room IT Support

- IT Generalist III, Nicholas Andreani
 - AHC 5-518; Tel: 305-348-4903; nandrean@fiu.edu

Facilities

Stempel College centralizes all facility responsibilities to a designated person in the Office of the Dean. This person is responsible for opening a work order for all 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, Maria Laura Duberti
 - AHC 5-511; Tel: 305-348-7158; mduberti@fiu.edu

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 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 and providing executive summary financial reports. Ensuring the college and all its departments' expenditures are within budget.

The finance group supports the unit directors and chairpersons in their role as the departments' chief financial officers by:

- Assisting the unit's staff and faculty as it relates to financial transactions.
- Collaborating with the college research administration, the college Human Resources Associate Director, and the college development director on the day-to-day financial impact and transactions.
- Providing financial reports for the departments' leadership.
- Validating financial transactions to ensure fund availability and 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 departments.
- 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 the three pillars identified for FIU's 2030 Strategic Plan: The FIU Experience, Research Excellence, and Mission-Aligned Engagement and Partnerships.

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

The Next Horizon campaign elevated two pillars—Student Success and Research Excellence—building on a half-century of institutional growth and accomplishment. It also strengthened FIU's role as an anchor institution committed to the community and a research enterprise seeking global good.

Because of FIU's donors, university and volunteer leaders, faculty, staff, and alumni support, belief, and dedication, FIU exceeded the goals of the university's most ambitious fundraising effort ever. FIU's campaign helps support Stempel College's priorities in every department, school, and program. It focuses on 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.

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, Marina Garcia
 - AHC 5-521; Tel: 305-348-6243; garmarin@fiu.edu
- Finance Manager, Mathew Mohan
 - AHC 5-522; Tel: 305-348-7784; mamohan@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 must adhere to said guidelines and procedures. Annually, they must complete the required Departmental Credit Cards training by:
 - Accessing the training at: [Department Credit Cards – Office of the Controller](#)
 - Submitting the certificates of completion to the Associate Director of Administrative Services and Special Assistant to the Dean, Miladys (Milly) Martínez at milmarti@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 15 business 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](#).
 - Submit the certificates of completion to the Associate Director of Administrative Services and Special Assistant to the Dean, Miladys (Milly) Martínez at milmarti@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

The foundation policies and guidelines are currently under review. Once these new policies and guidelines are approved, the information will be updated in this manual.

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 the 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, consistent with their respective missions and priorities. The FIU Foundation will externally assist the dean with 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 exceptional 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 instances 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: research@fiu.edu

Global Engagement

FIU's 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 [Experience Impact 2030 Strategic Plan](#) and [Stempel College's Strategic Plan](#). To advance FIU's global vision, the college actively promotes collaboration among faculty, staff, and students with international partners to tackle critical public health issues, fostering positive change. These partnerships are crafted to ensure a mutually beneficial exchange, exploration, and application of knowledge, information, and resources, thereby enhancing both local and global health outcomes.

- **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 scientific and community engagement.
 - [The Office of Student and Alumni Affairs](#) provides support for international student experiences.

Beyond these, additional global initiatives are coordinated through the dean.

Development of International Collaborations

- Faculty are encouraged to report any potential collaborations directly to the dean.
- Provide guidance, leadership, and support to Stempel College faculty in initiating and developing collaborations with international institutions.
- Explore opportunities for joint collaborations within the university.
- Offer assistance in securing non-research grants for international activities.

Agreements for Collaboration at Stempel College

Agreements between Stempel College and foreign or domestic institutions aimed at international collaboration are managed and processed through the Office of the Dean. These include:

- **Memorandum of Understanding (MOU):** This is a general, non-binding agreement that signifies an intention to explore potential collaborations with pre-approved institutions. An MOU with Stempel College is considered appropriate when there is an active initiative or committed interest.

- **Contracts:** Developed in consultation with college leadership, contracts may encompass a variety of activities including:
 - Faculty and student exchanges
 - Credit exchange programs
 - Joint educational activities
 - Services provided by Stempel College to international partners
- **Resources:**
 - [Process for international agreements](#)
 - [New MOU for international agreements](#)
 - [Renewal form for 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 U.S. partners containing no international activity** are processed by the academic departments.

International Events and Reporting Procedures

Internal Reporting Requirements:

All international events are coordinated through the Office of the Dean, with the Associate Director of Administrative Services and Special Assistant to the Dean, Miladys (Milly) Martínez Palacios, serving as the primary contact.

- **International Contacts and Compliance:**
Any new or potential international contact must be reported to Dr. Mark Macgowan, Associate Dean of Academic Affairs, to comply with FIU's export control regulations.
- **Reporting International Activities:**
International activities, including research, events, faculty exchanges, and travel, should be reported to Miladys (Milly) Martínez Palacios, Associate Director of Administrative Services and Special Assistant to Dean Tomás R. Guilarte. She will, in turn, coordinate reporting with other relevant FIU departments, as necessary.
- **Financial Reporting:**
International payments and gifts, whether in-kind or monetary, received directly by FIU must be reported to Mathew Mohan, Finance Manager. These are documented in the

biannual Foreign Gifts and Contracts Report as mandated by the U.S. Department of Education and the Florida Board of Governors.

- **Employee Gift and Payment Reporting:**

Any honoraria, gifts, or payments received directly by an FIU employee must be reported using the Gift Reporting Form or the Outside Activity/Conflict of Interest Form, available 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*)

Human Resources

The college's Human Resources (HR) team is 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

- Human Resources Associate Director, Joyce Rivers Brievogel
 - AHC 5-520; Tel: 305-348-7802; jjrivers@fiu.edu
- Human Resources Office Coordinator, Roland Harbeson
 - AHC 5-523; Tel: 305-348-4281; rharbeso@fiu.edu

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 with the link to the Faculty and Staff Resources Portal, which provides access to the Operations Manual, and other helpful links.

Resources

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

Dual Employment

Departments that 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 Excellence 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

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

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 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 on the hours worked (non-exempt employees) and/or leave taken (exempt employees) accurately and truthfully. It is **expected** that managers/supervisors or proxies will have first-hand knowledge of the 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](#)

Leave Requests Guidelines for Chairs & Unit Directors at Stempel College

In general, barring extenuating personal circumstances (weddings, deaths, children moving to college, illness), chairs and unit directors should not be on leave during the August onboarding process for new faculty and the first week of classes. All chairs and unit directors are expected to be at the college when the semester begins, to attend the annual Academic Year Kickoff Event, and attend the Chairs Advisory Council (CAC) retreat in August.

The process to request leave is as follows:

- Chairs and unit directors should plan their leave well in advance.
- Chairs and unit directors must send an email to the dean requesting leave. The email must clearly state the dates of planned leave, total hours of leave, and a designated person in the department during their absence with authority to resolve urgent matters, attend meetings, and respond to inquiries and issues on their behalf. Please CC the Associate Director of Administrative Services and Special Assistant to the Dean, Milady's (Milly) Martínez Palacios at milmarti@fiu.edu, in the email for record keeping.
- The dean will reply to the email with either approval or a request for modifications.
- After obtaining written approval from the dean, chairs and unit directors may enter the electronic leave request into the eLeave request system and notify the dean's special assistant.
- If the dean approved the leave in writing and has not approved the electronic leave in the system the day before your leave starts, then please enter the time in the time sheet and inform the dean's special assistant.

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 outside activity/conflict of interest 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.

Resources

- 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 another department, the following three forms must be submitted on or before the separation date:

- 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)

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.

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

Before separating from FIU or transferring to another 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 College 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

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 include laptops, desktops, and mobile devices purchased by FIU and must be routed through the college's IT Department to ensure all IT equipment is properly configured, tagged, and officially tracked via the university's inventory management software (SnipeIT).

Resources

- [Property Control Manual](#)

Contact Information

- IT Generalist III Nicholas Andreani
 - AHC 5-518; Tel: 305-348-4903; nandrean@fiu.edu

Marketing and Communications

Stempel College's Marketing and Communications team manages editorial, social media, media relations, email marketing, and advertising. They are 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](#)
- [LinkedIn](#)
- [Instagram](#)
- [X](#)
- [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 on the Stempel College News and Events page and the website's front page.

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 Thani Vivas, Junior Account Manager, at tvivas@fiu.edu, to flag the submission and the request for approval.
- Once approved, the event will populate on the News and Events page.

The Conversation

The Conversation is a nonprofit, independent news organization that publishes articles written by academic experts for the public. They provide a platform for academics, researchers, doctoral and postdoctoral students to share expertise and communicate research findings both inside and outside academia.

Ready to write for The Conversation?

Work with the Office of Communications to craft a pitch and be the next FIU researcher to be featured in The Conversation. If you have any questions not answered in this [FAQ](#), please reach out to the Stempel College communications team using the information below.

Contact Information

- Director, Marketing and Communications, Jonathan Ruadez
 - AHC 5-516; Tel: 305-348-4670; jruadezn@fiu.edu
- Junior Account Manager, Marketing and Communications, Thaniuska (Thani) Vivas
 - AHC 5-525F; Tel: 305-348-7621; tvivas@fiu.edu

Office of Student and Alumni Affairs (OSAA)

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 departments 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 network.

Academic Degrees

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

Public Health

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
- Global Health
- Online MPH Generalist

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

- 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
- Minor in Nutrition
- Master of Science (MS) in Dietetics and Nutrition
- Dietetic Internship
- Ph.D. in Dietetics and Nutrition
- Certificate in Pediatric Nutrition

Social Work

- Bachelor of Science (BS) in Social Work
- Master of Social Work
- Ph.D. in Social Welfare
- Certificate in Child Welfare Services (BSSW only)
- Graduate Certificate in Addictions
- Graduate Certificate in Child Welfare
- Graduate Certificate in Social Work Practice for the Elderly

Disaster Management

- Bachelor of Arts (BA) in Disaster Management
- Master of Arts (MA) in Disaster Management
- Certificate in Introductory Fire Officer Development
- Certificate in Advanced Fire Officer Development

Advising

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

The undergraduate academic advisors are housed within the academic departments and hold regular meetings with OSAA's assistant dean to help facilitate the advisors' 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 who work together to ensure that students successfully progress through their degree programs.

As mentioned above, student success efforts go beyond academic advising; these efforts include career success. To this end, the office provides support for the departments 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 departments to determine enrollment goals, projections, and areas of need, 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. 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.

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 departments, 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 of 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 AcademicWorks 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
- The FIU and M-DCPS Mental Health Service Professional Demonstration Fellowship (Project DIG)

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 our 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 scholarship application processes 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 the summer and fall application cycles, 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 departments. 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 their departments, 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 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 their peers within the college.

Resources

- [Information about Student Life](#)

Contact Information

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

Student Internships and Practicums

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

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 mission, goals, objectives, expectations, and professional competencies of the internship. Preceptors are provided with an orientation to the Dietetic Internship Program. 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 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 Master of Public Health (MPH) students to integrate concepts and practice by applying public health academic theory and acquire skills to community health problems. The practicum is conducted towards the end of the MPH student's program, when at least 30 credits (including five core courses) have been completed. Eligibility is determined by the practicum coordinator. MPH students must review the [MPH Practicum Student Guidelines and Procedures](#) prior to meeting with the practicum coordinator. MPH students meet with the practicum coordinator at least two semesters prior to enrollment in PHC 6945 – Practicum in Public Health. The practicum coordinator, faculty advisor, and department chair are involved in the final approval of an MPH student's practicum.

The practicum should provide the MPH student with:

- An orientation to the practicum site.

- An understanding of the practicum site's administrative and management functions.
- Exposure to the preceptor's leadership qualities.
- Participation in program activities.
- Integration of theory with practice.
- An opportunity to work on a project agreed upon by the MPH student, preceptor, practicum coordinator, and the department chair, faculty advisor, or other designated faculty.
- An opportunity to demonstrate competence in basic public health concepts and proficiency in their specific concentration as applied practice experience for the attainment of foundational and concentration MPH competencies.
- An opportunity to achieve the stated learning objectives.
- Demonstration of professional and academic skills.

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

To serve as a preceptor, it is preferred, but not required, that individuals hold an MPH degree and have at least five years of public health experience.

School of Social Work

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

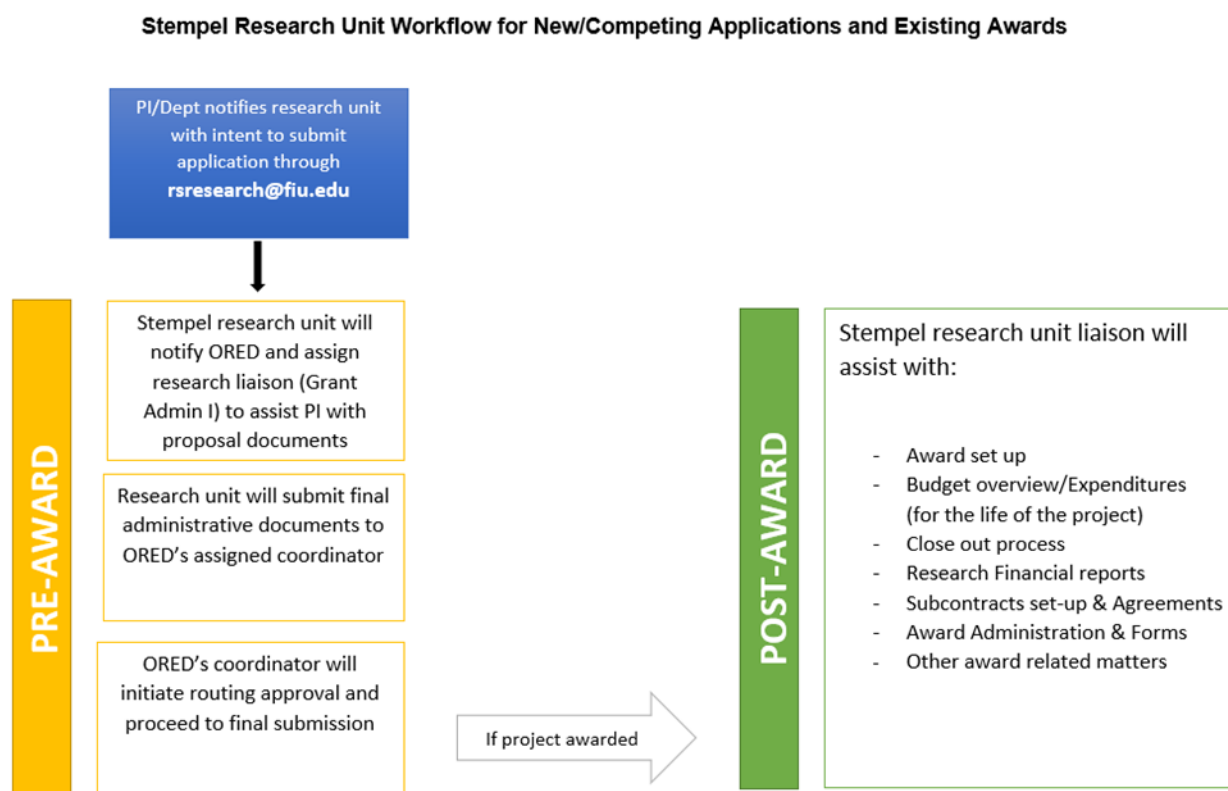
- **BSSW Internship** (undergraduates in their senior year of the program)
- **MSW I (Generalist Level) Internship** (MSW students in their first year)
- **MSW II/III (Specialization Level) Advanced Clinical Internship** (students with a BSSW entering the MSW program or 2nd year MSW students)

For a comprehensive overview of our field education programs, please visit the School of Social Work's [website](#).

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.

In addition, when funding opportunities become available, the research administration unit sends announcements to all research faculty.

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 — please refer to [ORED FIU GUIDE](#) for more details — as well as special services such as [External Review Services](#) 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, 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 the Stempel Director of Research Administration 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 to provide assistance and guidance in award management. This includes project setup, yearly reporting, and project closeout. Furthermore, 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

- Director of Research Administration, Tara McCarthy
 - AHC 5-508; Tel: 305-348-4903; tmccarth@fiu.edu

- Grant Administrator III, Rene Garcia
 - AHC 5-514; Tel: 305-348-6742; renegarc@fiu.edu
- Grant Administrator IV, Laura De La Torre
 - AHC 5-509; Tel: 305-348-5195; ladelato@fiu.edu
- Grant Administrator III, Erin Khandjian
 - AHC 5-512; Tel: 305-348-4903; ekhandji@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:

Rene Garcia	Laura De La Torre	Erin Khandjian
Biostatistics	Environmental Health Sciences	Proposal development
Epidemiology	Global Health	
Social Work	Health Promotion and Disease Prevention	
	Dietetics and Nutrition	

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:

- Facilities and Administration (F&A) return (PI F&A)
 - Principal Investigators will receive 5% of the F&A produced by their grants. PIs can decide to share their F&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 a 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 a 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	305-348-1108	EHS	Brain, Behavior, and the Environment
Kim Tieu	Kim Tieu	AHC 4-443	305-348-0553	EHS	Parkinson's Disease Research Laboratory
Diana Azzam	Ebony Coats	AHC 4-341	305-348-9043	EHS	Cancer Research Lab
Quentin Felty	Quentin Felty	AHC 1-414	305-348-7785	EHS	Signal Transduction Laboratory
Wasim Maziak	Katherine Pita	AHC 3-505A, 505B, and 505C	305-348-1691 and 305 348 4889	EPI	Epidemiology Clinical Research Lab for Tobacco Smoking
Marianna Baum	Marianna Baum & Leslie Seminario	AHC 1-411	305-798-6981 and 305-335-9814	D&N	
Marianna Baum	Marianna Baum & Leslie Seminario	AHC 1-412	305-798-6981 and 305-335-9814	D&N	
Marianna Baum	Marianna Baum & Leslie Seminario	AHC 1-413	305-798-6981 and 305-335-9814	D&N	
Juan Liuzzi	Juan Liuzzi	OE 267	305-348-1611	D&N	TBA
Cristina Palacios	Cristina Palacios	AHC 1-430	305-348-3235 & 305-348-6427	D&N	Research Labs in Nutrition
Cristina Palacios	Cristina Palacios	AHC 1-432	305-348-3235 & 305-348-6427	D&N	Food Diet Preparation Laboratory
Cristina Palacios	Cristina Palacios & Maria Trak	AHC 5-110	305-348-3235 and 305-348-4003	D&N	Nutritional Assessment Laboratory
Cristina Palacios	Cristina Palacios	AHC 5-115	305-348-3235 and	D&N	Bone density (DXA) Laboratory

			305-348-4003		
Ting Wang	Ting Wang	CTS 330	772-345-4731	EHS	
Heidi Mansour	Heidi Mansour	CTS 367B	772-345-4731	EHS	
Hongxia Zhou	Hongxia Zhou	CTS 238	772-345-4698	EHS	
Qin Lin Cao	Qin Lin Cao	CTS 221B-C	772-345-4622	EHS	
Ying Kiu	Ying Liu	CTS 221B-C	772-345-4734	EHS	
Xia Xugang	Xia Xugang	CTS 238	772-345-4734	EHS	

Robert Stempel College of Public Health – Affiliated Research Centers

Principal Investigator	Primary Contact	Lab Location	Phone	Department	Details
Eric F. 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% 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.



Robert Stempel College
of Public Health
& Social Work