FIU | Robert Stempel College of Public Health & Social Work
FLORIDA INTERNATIONAL UNIVERSITY

2026-2027 OPERATIONS MANUAL



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Introduction

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

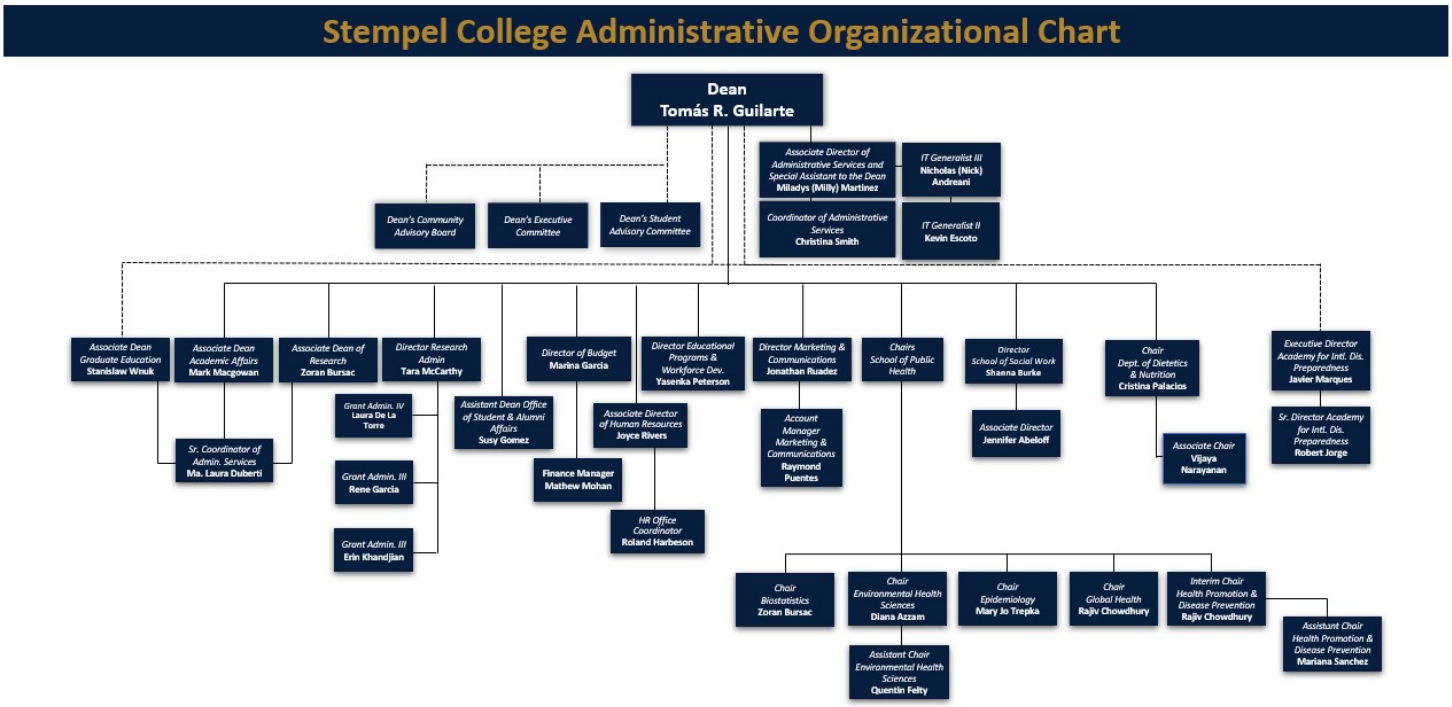
The dean of Stempel College approved the adoption of the manual.

The manual reflects the standards and procedures established by FIU and its accreditation bodies and administration. The policies listed are supplemental to the policies of FIU and accrediting organizations. All university policies are 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.



Organizational Chart

[Download full version of the organizational chart]

About Stempel College

The Robert Stempel College of Public Health & Social Work (Stempel College) advances education, research, and service to improve the health and well-being of communities locally, nationally, and globally. Through a collaborative and interdisciplinary academic environment, the college prepares future leaders, drives innovative research, and cultivates partnerships that inform policy and advance population health. Stempel College fosters a supportive learning environment that inspires discovery, promotes evidence-based solutions, and empowers individuals and communities to lead healthier lives.

Stempel College comprises academic programs in Public Health, Dietetics and Nutrition, Social Work, and Disaster Preparedness. Through these disciplines, faculty, staff, and students advance research, education, and professional practice that address complex public health and social challenges while strengthening their respective fields.

Located in Miami, Florida, at the crossroads of the Americas, Stempel College is uniquely positioned to address diverse and emerging health and social welfare issues affecting local and global communities. This global perspective extends beyond the classroom as graduates pursue leadership roles across healthcare, government, academia, nonprofit organizations, industry, and other sectors, shaping policies and practices that improve population health and well-being.

The college is also home to nationally and internationally recognized research centers and programs that foster interdisciplinary collaboration, accelerate scientific discovery, and translate research into meaningful community impact. Through these efforts, Stempel College advances evidence-based solutions to pressing health and social challenges while promoting healthier, more equitable communities worldwide.

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 provides graduate education through its Master of Public Health (MPH) and Doctor of Philosophy (PhD) in Public Health programs. Designed to prepare the next generation of public health leaders, these programs are grounded in competency-based education and are rigorously evaluated to ensure mastery of discipline-specific knowledge and skills. All public health degree programs incorporate and assess foundational and concentration-specific competencies established by the Council on Education for Public Health (CEPH), ensuring academic excellence and professional readiness.

The School of Public Health maintains strong partnerships with leading healthcare systems, government agencies, and public health organizations that support experiential learning, research, workforce development, and community engagement. These partnerships include Baptist Health, the Florida Department of Health in Miami-Dade and Broward Counties, the University of Miami Miller School of Medicine, Jackson Health System, Cleveland Clinic, Memorial Healthcare System, the Centers for Disease Control and Prevention (CDC) Miami Quarantine Station, the Occupational Safety and Health Administration (OSHA), the U.S. Health Resources and Services Administration (HRSA), and state health departments in Tennessee, Alaska, Texas, and Mississippi.

Through these collaborations, students and faculty engage in innovative research, applied practice, and service initiatives that address pressing public health challenges. The school's commitment to academic excellence, community partnership, and evidence-based practice strengthens its ability to improve population health and advance health equity at the local, national, and global levels.

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 a broad range of professional settings, such as mental health and addiction services, child welfare and protective services, schools and educational programs, senior and aging care, hospitals, clinics, and hospice care, community-based nonprofits and outreach initiatives, correctional institutions and reentry programs, and public policy, advocacy, and research centers. Our Bachelor's, Master's, and doctoral programs put an emphasis on achieving a community-oriented understanding of the needs of societies. The School of Social Work maintains partnerships with approximately 145 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, Broward Health, and Nicklaus, as well as Independent Living Systems, FLIPANY, Special Olympics, Miami-Dade and Broward County Public Schools, and Miami Jewish Home, among many others.

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 across the lifespan. 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

CRUSADA is a multidisciplinary Center for research, training, and community-engagement focusing on population health and health disparities in South Florida and beyond. The Center's priorities include mentorship, education, and research training for doctoral students and post-doctoral associates, and the Center has successfully provided grant development and submission support to faculty and students. CRUSADA has worked to address the epidemics of substance use and HIV/AIDS and, more recently, it has expanded focus to include communicable and non-communicable health conditions (e.g., cardiovascular disease, obesity, mental health, cancer) that impact communities across South Florida and the United States. The Center's community-engaged research efforts include investigating determinants of health for populations in South Florida, as well as adapting, developing, and evaluating intervention strategies, with the ultimate goal of improving public health. CRUSADA has been home to numerous grant awards from the National Institutes of Health, which have supported CRUSADA research and training efforts and helped CRUSADA to significantly increase the number of scientists, doctors, and practitioners trained in community-engaged health research.

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 and Evolution of Stempel College

On May 16, 2003, the college was named the Robert Stempel School of Public Health (RSSPH) in honor of faculty member Dr. Robert R. Stempel following his untimely passing in 2002.

Dr. Stempel joined Florida International University in 1991 as a tenured faculty member after earning a doctorate in public health from the University of California, Berkeley. His professional experience included service as a Peace Corps volunteer in the Federation of Malaysia, a foreign reserve officer in Vietnam, and a disease control specialist in New York City and San Francisco. Drawing on these experiences, Dr. Stempel contributed to the development of FIU's epidemiology curriculum and helped strengthen the university's public health education programs.

At the time, the college, then known as the College of Health and Urban Affairs, was one of only two schools of public health in Florida. Dr. Stempel was instrumental in advancing public health education and research at FIU through his teaching, scholarship, and leadership in areas including AIDS epidemiology, behavioral epidemiology, and international public health. In recognition of his contributions, his family established a $2 million endowment to support the development of a school of public health bearing his name. In 2006, the university recommended that RSSPH be granted independent status as an autonomous academic unit.

The Department of Dietetics and Nutrition, one of FIU's founding academic disciplines established in 1972, offers bachelor's, master's, and doctoral degree programs. After being affiliated with several colleges during its history, the department joined RSSPH in 2004. Today, the department is recognized nationally for excellence in dietetics and nutrition education and is ranked No. 15 among the nation's best dietetics majors by U.S. News & World Report.

In 2008, the School of Social Work joined RSSPH, creating the Robert Stempel College of Public Health and Social Work (Stempel College). Social work has been part of FIU since the university's founding in 1972, initially offering a bachelor's degree before expanding to include a master's degree in 1979 and a doctoral degree in 1991. The addition of social work broadened the college's interdisciplinary approach to education, research, and community engagement while further enhancing expertise in areas such as HIV/AIDS and substance abuse. Today, 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 became dean of Stempel College. Prior to joining FIU, he served as the inaugural Leon Hess Professor and Chair of the Department of Environmental Health Sciences at the Columbia University Mailman School of Public Health and as a professor at the Johns Hopkins Bloomberg School of Public Health. Under his leadership, the college has expanded its academic programs, strengthened its research enterprise, and increased its national visibility. In 2019, U.S. News & World Report ranked the college's public health graduate program for the first time, following its placement in the honorable mention category in 2015. Today, the program is ranked No. 36 among public schools and programs and No. 55 overall.

In 2017, the Academy for International Disaster Preparedness (AIDP) joined the college, expanding academic offerings to include bachelor's and master's degree programs in Disaster Management. The master's program is currently ranked No. 9 in the nation by U.S. News & World Report.

Stempel College received its initial accreditation from the Council on Education for Public Health (CEPH) in 1993. Following a comprehensive review that demonstrated compliance with CEPH accreditation standards, the college was granted full accreditation in June 2020 through July 1, 2027.

The college further expanded its academic portfolio in 2022 with the establishment of the Department of Global Health, created to advance global health research and provide educational opportunities focused on addressing the health needs of communities worldwide. Building on this foundation, Stempel College launched a Global Health concentration within the Master of Public Health (MPH) program in Fall 2024.

Today, Stempel College continues to strengthen its standing as a leading academic health institution through growth in research activity, educational innovation, and community impact. According to the Blue Ridge Institute for Medical Research, the college ranks No. 15 among public health schools for National Institutes of Health (NIH) funding, reflecting its continued commitment to advancing scientific discovery and improving population health through research, education, and service.

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: Dr. Tomás R. Guilarte

Dr. Tomás R. Guilarte serves as Dean of the Robert Stempel College of Public Health & Social Work. As the college's chief academic and administrative officer, the dean reports to the Provost, Executive Vice President, and Chief Operating Officer and provides strategic leadership for the college's education, research, service, and community engagement missions.

The dean is responsible for advancing the college's vision and strategic priorities while fostering an environment that supports academic excellence, student success, research innovation, interdisciplinary collaboration, and community impact. In partnership with faculty, staff, students, alumni, and external stakeholders, the dean promotes initiatives that strengthen the college's academic programs, expand research opportunities, and enhance public health and social well-being locally, nationally, and globally.

The dean also serves as the college's principal representative to the university, professional organizations, community partners, donors, and public stakeholders. Through these relationships, the dean advances the college's visibility, supports strategic partnerships, and promotes engagement opportunities that contribute to the college's mission and impact.

Administratively, the dean provides oversight for all aspects of the college's operations, including academic affairs, research administration, financial management, strategic planning, accreditation, enrollment growth, fundraising, marketing and communications, community engagement, and interdisciplinary initiatives. The dean is responsible for ensuring the effective stewardship of resources, maintaining compliance with university and accreditation requirements, and supporting continuous improvement across the college's programs and operations.

Through collaborative and strategic leadership, the dean guides the college's ongoing efforts to advance education, research, service, and community engagement while strengthening its contribution to improving population health and social well-being.

Contact Information

- Dean, Dr. Tomás R. Guilarte
    - AHC 5-507; Tel: 305-348-5344; tguilart@fiu.edu
- Special Assistant to the Dean & Associate Director of Administrative Services, Miladys (Milly) Martínez
    - AHC 5-506; Tel: 305-348-5344; milmarti@fiu.edu

Associate Dean of Academic Affairs: Dr. Mark Macgowan

Dr. Mark Macgowan serves as Associate Dean of Academic Affairs for the Robert Stempel College of Public Health & Social Work. In this role, he provides leadership, strategic direction, and administrative oversight for the college's academic programs, ensuring alignment with the college's mission, strategic priorities, institutional goals, and accreditation requirements.

The Associate Dean oversees academic affairs across the college and supports the continuous improvement of educational quality, student success, program effectiveness, and faculty excellence. He serves as a representative of the college and the dean on academic matters and collaborates with faculty, department chairs, program directors, and university leadership to advance the college's educational mission.

Key responsibilities include facilitating the development, implementation, assessment, review, and revision of curricula at the course, program, department, and school levels to ensure academic rigor, relevance, and responsiveness to emerging public health, social work, nutrition, disaster preparedness, and global health needs. The Associate Dean also supports faculty recruitment, appointments, promotion and tenure processes, and other academic personnel actions while fostering a culture of excellence in teaching, scholarship, and service.

In addition, the Associate Dean provides leadership for academic assessment, accreditation, and continuous quality improvement efforts across the college. He leads the college's academic efforts during accreditation cycles, including coordinating self-study preparation, outcomes assessment, data collection and analysis, compliance review, and implementation of improvement initiatives aligned with accreditation standards. The Associate Dean works closely with faculty and program leadership to ensure compliance with university policies, state regulations, and professional accreditation requirements while advancing a culture of evidence-based planning, assessment, and accountability.

Through collaborative leadership and strategic academic oversight, the Associate Dean of Academic Affairs helps ensure the quality, integrity, and continued advancement of the college's educational programs and supports Stempel College's commitment to preparing future leaders who improve population health and social well-being through education, research, service, and community engagement.

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, M. Laura Duberti
    - AHC 5-511; Tel: 305-348-7158; mduberti@fiu.edu

Associate Dean of Research Administration: Dr. Zoran Bursac

Dr. Zoran Bursac serves as Associate Dean of Research Administration for the Robert Stempel College of Public Health & Social Work. In this role, he provides strategic leadership and administrative oversight for the college's research enterprise, supporting the advancement of research, scholarship, and innovation across all academic units.

The Associate Dean of Research Administration works to strengthen the college's research infrastructure by developing and implementing policies, procedures, and best practices that support research activities and ensure compliance with college, university, sponsor, and regulatory requirements. He provides oversight for research-related compliance processes,

including Time and Effort (T&E) reporting, and promotes accountability and responsible conduct throughout the research lifecycle.

A key responsibility of the Associate Dean of Research Administration is to support faculty research development and success. He assists faculty, particularly junior faculty and new hires, in identifying funding opportunities from federal, state, private, and foundation sources, while also facilitating research partnerships and interdisciplinary collaborations. The Associate Dean works closely with faculty to strengthen research capacity, expand scholarly productivity, and enhance competitiveness for external funding.

In addition, the Associate Dean of Research Administration collaborates with academic units across Florida International University and external partners to identify opportunities for multidisciplinary and collaborative research initiatives. He also promotes opportunities for student and faculty research support, including scholarships, fellowships, and other funding mechanisms that advance research training and scholarly activities.

Through strategic leadership, research development, and compliance oversight, the Associate Dean of Research Administration helps advance the college's research mission, supports a culture of scientific excellence and innovation, and contributes to Stempel College's efforts to improve population health and social well-being through impactful research, education, and community engagement.

Contact Information

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

Associate Dean of Graduate Studies: Dr. Stanislaw Wnuk

Dr. Stanislaw Wnuk serves as Associate Dean of Graduate Studies for the Robert Stempel College of Public Health & Social Work. In this role, he provides leadership, strategic direction, and administrative oversight for the college's graduate education programs, ensuring alignment with the college's mission, strategic priorities, institutional goals, and academic standards.

The Associate Dean of Graduate Studies leads efforts to develop, implement, evaluate, and continuously refine strategic initiatives that support graduate student success, academic excellence, and program growth across the college. He serves as the primary liaison between Stempel College and the university's Graduate School, representing the interests of the college's graduate programs and students while ensuring compliance with university policies and procedures.

Key responsibilities include overseeing policies, procedures, and processes that affect graduate education across the college. The Associate Dean of Graduate Studies works closely with program directors, department chairs, faculty, and university leadership to enhance the quality, effectiveness, and competitiveness of graduate programs while supporting recruitment, retention, progression, and degree completion.

The Associate Dean also provides oversight of doctoral education within the college, including the review and approval of dissertation-related documentation, annual student evaluations, mentoring plans, and other academic milestones for Ph.D. students. Through these responsibilities, he helps ensure academic rigor, student support, and timely progress toward degree completion.

In addition, the Associate Dean of Graduate Studies oversees the administration of graduate assistantships and the allocation of graduate funding resources, including tuition waivers, stipends, and other forms of student support. He actively promotes opportunities for scholarships, fellowships, and professional development that enhance the graduate student experience and contribute to student success.

Through collaborative leadership and strategic oversight, the Associate Dean of Graduate Studies advances the college's graduate education mission and supports the preparation of highly qualified scholars, researchers, and practitioners who contribute to improving population health and social well-being through education, research, service, and community engagement.

Contact Information

- Associate Dean of Graduate Studies, Dr. Stanislaw Wnuk
  - AHC 5-517; Tel: 305-348-6195; wnuk@fiu.edu
- Senior Coordinator of Administrative Services, M. Laura Duberti
  - AHC 5-511; Tel: 305-348-7158; mduberti@fiu.edu

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

Dr. Susy Gómez serves as **Assistant Dean of Student and Alumni Affairs** for the Robert Stempel College of Public Health & Social Work. In this role, she provides leadership, strategic direction, and oversight for student- and alumni-focused initiatives that support the college's mission, enrollment goals, student success outcomes, and long-term engagement objectives.

The Assistant Dean works closely with the dean, associate deans, department chairs, program directors, faculty, and staff to develop, implement, assess, and continuously improve programs and services for prospective students, current students, and alumni. She plays a key role in advancing strategic enrollment management efforts and fostering a student-centered environment that promotes academic achievement, professional development, retention, graduation, and career readiness.

Key responsibilities include providing leadership for student recruitment, admissions support, strategic enrollment initiatives, student success programming, and the monitoring of student-centered performance indicators. The Assistant Dean collaborates with academic and administrative units to enhance the student experience and support equitable access to academic and co-curricular resources that contribute to student achievement and persistence.

In addition, the Assistant Dean oversees career and professional development initiatives that prepare students for leadership roles in public health, social work, dietetics and nutrition, disaster preparedness, and related fields. She works with employers, community partners, and alumni to expand experiential learning, networking, mentoring, and career advancement opportunities that support student and graduate success.

The Assistant Dean also provides leadership for alumni engagement efforts, fostering meaningful connections between alumni and the college through outreach, programming, volunteer opportunities, and philanthropic engagement. These efforts help strengthen lifelong relationships with alumni while supporting the college's educational, research, and service missions.

Through strategic leadership and collaborative partnerships, the Assistant Dean of Student and Alumni Affairs advances student success, enrollment growth, professional development, and alumni engagement, contributing to the continuous improvement and overall impact of Stempel College.

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**
    - Chair, Dr. Diana Azzam
        - AHC 5-354; Tel: 305-348-4648; dazzam@fiu.edu
    - Assistant Chair, Dr. Quentin Felty; feltyq@fiu.edu
        - AHC 5-351; Tel: 305-348-7785;
- **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. Rajiv Chowdhury
        - AHC 5-453; Tel: 305-348-5265; rajchowd@fiu.edu
    - Assistant Chair, Dr. Mariana Sanchez
        - AHC 5-411; Tel: 305-348-7789; msanche@fiu.edu
- **Online MPH Generalist**
    - Director, Dr. Yasenka 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; vnarayan@fiu.edu

School of Social Work

- Director, Dr. Shanna L. Burke
  - AHC 5-575; Tel: 305-348-7462; sburke@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
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- Finance Manager, Mathew Mohan
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Research

- Director of Research Administration, Tara McCarthy
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- Grant Administrator III, Erin Khandjian
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Academic Public Health Programs

- Director of Educational Programs & Workforce Development, Dr. Yasenka Peterson
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- 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
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Office of Student and Alumni Affairs

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- Manager of Admissions and Recruitment, Jose Candelaria
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- Manager of Academic and Student Success, Irene Abad
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- 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
    - AHC5-516; Tel: 305-348-4670; jruadezn@fiu.edu

Account Manager, TBD

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 5-510; Tel: 305-348-7787; nandrean@fiu.edu
- IT Generalist II, Kevin Escoto
    - AHC 5-518; Tel: 305-348-4903; kescoto@fiu.edu

Administrative Staff

- Special Assistant to the Dean, Miladys (Milly) Martínez
    - AHC 5-506; Tel: 305-348-5344; milmarti@fiu.edu
- Senior Coordinator of Administrative Services, M. Laura Duberti
    - AHC 5-511; Tel: 305-348-7158; mduberti@fiu.edu
- Coordinator of Administrative Services, Christina Smith
    - AHC 5-505A; Tel: 305-348-1640; chrismit@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, directors, associate directors and the department chairs. 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 2025 to 2032.

- **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. Shanna L. Burke
    - AHC 5-585; Tel: 305-348-7462; sburke@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 Christina Smith, Coordinator of Administrative Services, at chrismit@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. Yasenka 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. Yasenka Peterson, director of Educational Programs and Workforce Development, at ypeterso@fiu.edu:
    - Attendance list (If the workshops are held virtually, obtain a record of attendance from Zoom)
    - Copies of the completed evaluation forms
    - List of attendees requesting CEUs and their license numbers
        - To submit the CEU award to the designated broker in a timely manner, it is extremely important that the list of attendees requesting CEUs **is shared no later than 5 business days after the event.**
        - Dr. Yasenka Peterson, director of Educational Programs and Workforce Development, will submit this list to the following individuals to register the CEU award of each designated attendee:
            - Anquanette Anderson, 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. Yasenka 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 Anderson, senior program coordinator of Community Engagement for the School of Social Work, at anqander@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 (lholmes@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 Miriam Tamargo Ludwig, Finance Manager, at mludwig@fiu.edu.

Contact Information

- Director of Educational Programs and Workforce Development, Dr. Yasenka 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; lholmes@fiu.edu
- Coordinator of Administrative Services, Christina Smith
  - AHC 5-505A; Tel: 305-348-1640; chrismit@fiu.edu
- Senior Program Coordinator of Community Engagement, Anquanette Anderson
  - 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. Zoran Bursac, Associate Dean of Research Administration
- Dr. Susy Gómez, Assistant Dean of Student and Alumni Affairs

Emergency Procedures

1. **Routine**
    a. Ensure unit call trees are updated (beginning and end of Hurricane Season, and as needed).
    b. Ensure the Continuity of Operations Plans (COOP) is updated annually by June 1st.
2. **Weather Event Threat**
    a. When a serious weather event threatens South Florida and FIU Communications has begun 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. Kevin
            3. 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. Jonathan
            2. Nick
            3. Kevin
        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. Kevin
3. 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 Captain 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

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

Conference Room IT Support

- IT Generalist III, Nicholas Andreani
    - AHC 5-510; Tel: 305-348-7787; nandrean@fiu.edu
- IT Generalist II, Kevin Escoto
    - AHC 5-518; Tel: 305-348-4903; kescoto@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, M. 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.
- Providing guidance on financial, budgetary, accounting, procurement, and travel policies and procedures.

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 team and, the college human resources team 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. ~~A~~nnually, they must complete the required Departmental Credit Cards training by:
  - Accessing the training at: Department Credit Cards – Office of the Controller
  - Submitting the certificate~~s~~ of completion to the Senior Coordinator of Administrative Services, M. Laura Duberti at mduberti@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 - FIU Develop website.
        - Submit the certificates of completion to the Senior Coordinator of Administrative Services, M. Laura Duberti at mduberti@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 pre-eminent 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 donor-centered and donors determine their own giving priorities.
- The dean, in collaboration with the FIU Foundation, 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 and FIU Foundation 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 FIU Foundation, and, provost.
- Approving the college's Strategic Priorities Alignment plan (SPA), 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 the FIU Foundation.
- 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 Dean's Special Assistant, Miladys (Milly) Martinez 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) Martinez Palacios, 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 Miriam Tamargo Ludwig, 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. The HR team assists in administering human resource activities including but not limited to: coordinating recruitment and hiring processes for faculty, administrative, staff, adjuncts and temporary positions, supporting time reporting, facilitating employment related visa processes, and ensuring adherence to university policies and procedures. The HR team also provides guidance on other HR-related matters within the college.

Contact Information

- 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

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's 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

- Faculty Leadership and Success | Office of the Provost, Likhitha Masapalli

- PC 230D; 305-348-4270; 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 provide services to the university without compensation and 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 individuals who provide services to the university without compensation. Volunteers should not be assigned duties that require access to confidential information or roles that require system access, entry access, or a Panther ID to perform assigned 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 Special Assistant to the Dean, Miladys (Milly) Martinez 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 5-510; Tel: 305-348-7787; nandreani@fiu.edu
- IT Generalist II Kevin Escoto
  - AHC 5-518; Tel: 305-348-4903; kescoto@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
- 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 Jonathan Ruadez, Account Manager, at TBD, 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

- Account Manager, Marketing and Communications, TBD

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 Disparities
- 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 Disaster Behavioral Health
- 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 have traditionally been housed within the academic departments. Beginning in Fall 2026, the academic advisors will report to OSAA's assistant dean and advising lead to align with institutional practices, to streamline the advisors' efforts, and to ensure 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, and the college's career specialist provides career development assistance to students. OSAA 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 Celebrations

Each semester, the college celebrates the success of the graduating class at the Commencement Ceremony. Academic units are called to recognize outstanding graduating students by nominating them for the Dean's Excellence Award. Those selected for the award are, recognized by the dean at the Dean's Excellence Award Ceremony. OSAA organizes this event each semester in lieu of the graduation reception.

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 Student Association

In Spring 2018, OSAA launched a new initiative for students by students to provide opportunities for student leaders to host and facilitate their own workshops for 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 145 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 the School of Social Work holds 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:

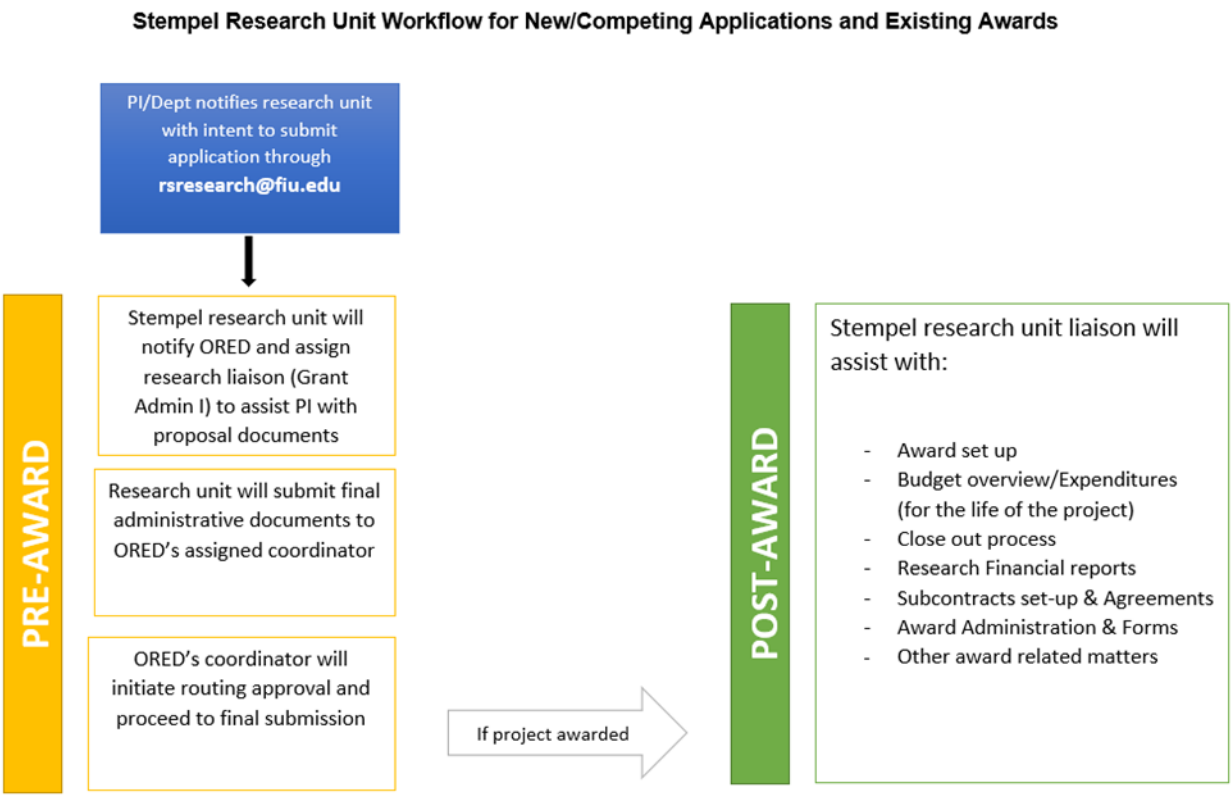
- BSSW Internship (undergraduates in their senior year of the program)
- MSW I (Generalist Level) Internship (MSW students in their first year)
- MSW II/III (Specialization Level) Advanced Clinical Internship (students with a BSSW entering the MSW program or 2nd year MSW students)

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

Contact

- Grant Administrator III, Erin Khandjian
    - AHC 5-512; Tel: 305-348-4370; ekhandji@fiu.edu

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

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

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Laura (Grant Administrator IV) PostAward	**Rene (Grant Administrator III) PostAward**	**Erin (Grant Administrator III) PreAward**
Budget Modifications, including Continuation Award IBS updates	Quarterly Account Historical Spending Analysis	New Proposals
Budget Exceptions	Quarterly Account Budget Period Projections	Continuation Submissions
Payroll Transfer Approvals	Payroll Transfer Entry	Federal Research Performance Progress Reports, e.g. (RPPR)
Non-payroll transfer Approvals, e.g. Vouchers, Journal ID, Smart bills	Non-payroll transfer Entry, e.g. Vouchers, Journal ID, Smart bills	Current & Pending (C&P) Documents
Graduate Assistant (GA) Contract Approvals	Default to E&G Report	Biosketches
Travel Authorizations (TA) & Procurement Requisition Approvals	9mo Summer Contracts	Just In Time (JIT) Requests
Closeouts & Report of Expenditures (ROE)	Grant Award entries, e.g. Tuition, Stipend	Direct Charge Exemptions, Electronics Forms (related to New Proposals)
Subaward Initiation	PI F&A Account Review	Material Transfer Agreements (MTA)
Subaward Invoice Review	Monthly One-Line Reports	Nondisclosure Agreements (NDA)
NIH T32s		Consultant agreements
No Cost Extensions (NCE)		Policy Questions
Carryforward (CF) Requests		
Direct Charge Exemptions, Electronics Forms (related to Budget Modifications)		
Grant Transfer Request Forms		
Asset Transfer Request Forms		
Non-federal Reports, e.g. Foundation		
Participant Support Account Review		
Policy Questions		

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:
        - **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.
- 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:
        - **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.
- 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
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	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 305-348-4003	D&N	Bone density (DXA) Laboratory
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.

FIU

Robert Stempel College
of Public Health
& Social Work