Dear Faculty, Students, Staff and Community Partners:

Welcome to the new CHHS Talk, E-Newsletter, a monthly communication about the many great activities, programs and people we have in the College of Health and Human Services. With the addition of CHHS Talk, we hope to provide an additional channel to further enhance the communication model across our organization.

Our three schools will continue to develop and distribute their newsletters to provide their faculty, staff, students and alumni highlights about their teaching, scholarship and service roles. I hope you enjoy CHHS Talk and find it an effective communication. The CHHS Leadership Team invites reactions and stories from all faculty, students, staff and community partners. Please send your feedback to hardyc@uncw.edu

Together We Make a Difference!

Catey Miller

Title: Administrative Associate for the School of Social Work
(Favorite unofficial title to date is “the sunshine of the school,” courtesy of one of our senior faculty.)

Job Duties: Scheduling meetings, planning graduation in the spring, managing social media, ordering supplies, proofreading, and sending lots and lots of emails.
(A good summary is that I help busy people stay organized—at least, I hope that’s what I do!)

Hobbies: Reading a lot of books and watching a lot of TV.
Favorite Authors: Courtney Summers, Gillian Flynn and Tana French.
Favorite TV Shows: Veronica Mars, How to Get Away with Murder and Doctor Who.
(I like crafts and make cards for thank yous, loved ones’ birthdays, holidays, etc. I also sing and play bass in my church’s praise band, along with my guitar-and-keyboard-playing husband who also has a dreamy voice. We have a rescue hound dog named Lily who gets a lot of my attention when I’m not at work.)

“My first semester with CHHS was also my last semester as an MFA student in creative writing here at UNCW. I’m working on polishing my graduate thesis, a Young Adult novel about friendship and robots, and hope to call myself a published author in the not-too-distant future!”
The College of Health and Human Services welcomes all new full-time and part-time faculty and all new staff who have joined the CHHS for the Fall semester!

Student Success Center Introduces CHHS 205: Introduction to Health and Human Services Class

The CHHS Student Success Center is excited to start another academic year!

As part of our continued evolution toward a full-service Student Success Center, members of the SSC will be overseeing a three credit hour course, CHHS 205: Introduction to Health and Human Services.

The course is a firsthand look at career opportunities within health and human services. Guest speakers will include professionals from UNCW and the surrounding community. Students will get to meet and talk with experts in the fields of medicine, public health, rehabilitation services and other professions dedicated to improving quality of life in our area and around the world. Faculty and community members will be providing guest lectures throughout the semester to bring the content to life. We are happy to assist with the CHHS Curriculum Committees’ vision of creating an interprofessional class for student interested in exploring health and human services majors and careers.

Congratulations to Maila!

Maila Bezerra-York, School of Nursing class of December 2016, was selected as a 2016 American Psychiatric Nurses Association (APNA) Board of Directors Student Scholar. The APNA Board of Directors Student Scholarship Program helps undergraduate and graduate nursing students grow in the area of psychiatric mental health nursing. This program provides mentoring for future nurses in psychiatric mental health in practice, research, leadership and service.

Hundreds of applications are received, but only 15 undergraduate and 15 graduate students are selected. Ms. Bezerra-York is the third CHHS nursing student to receive this honor (Candace Welbourn, Class of December 2011 and Zachary Switzer, Class of May 2014). As a part of this award, Ms. Berzerra-York will receive registration, travel and hotel accommodations for the APNA 30th Annual Conference this October 19-22 at the Connecticut Convention Center in Hartford, Connecticut, as well as one year of complimentary membership in APNA. Dr. Brandy Mechling was the nominator of this student.
CHHS Welcomes NC Alliance for Health Professions Diversity to UNCW

On Friday, August 19, the UNCW College of Health and Human Services (CHHS) welcomed the NC Alliance for Health Professions Diversity (NCAHPD) to UNCW for their quarterly meeting.

NCAHPD is an organization consisting of faculty, administrators and students of health schools, health organizations and related institutions dedicated to bringing awareness of the lack of diversity in the workforce.

CHHS hosted the meeting and participated as a member institution by presenting strategies on diversifying and improving cultural competence in the health professions workforce. In return, participants received continuing education credit. Enhancing diversity is an important part of the CHHS strategic plan. CHHS intends to work collaboratively with the NCAHPD and its members to determine appropriate strategies for enhancing the diversity of the workforce in Health and Human Services and enhancing the workforce’s ability to work with diverse populations.

Senior Associate Dean of CHHS Kathy Browder said there are two components to that effort: 1) working with the current workforce through engagement and continuing education activities and 2) enhancing CHHS recruitment and education efforts in our preparation of the future workforce.

The speakers at the event included UNCW’s Chief Diversity Officer, Dr. Kent Guion; Founding Dean of CHHS, Dr. Charles Hardy; Dr. Kathy Browder; and Social Work Professor, Dr. Peter Nguyen.

Welcome Althea!

CHHS welcomes Ms. Althea Lewis to serve as the Pre-award Grant Coordinator!

In her role, Ms. Lewis will provide budget and proposal development support for faculty investigators in their scholarly endeavors.

CHHS has created an external grant submission checklist to assist faculty with steps necessary to get a proposal out the door at UNCW. (Note: The checklist document can be found in the Addendum section in the back of the newsletter.)

Congrats to Lyrica Squires!

Recreation Therapy student, Lyrica Squires of Wilson NC won $20,000 as part of the Proud Moments in Education contest held by the North Carolina Education Lottery. Lyrica won because of her volunteer work and commitment to education.

CHHS Welcomes NC Alliance for Health Professions Diversity to UNCW
Doctor of Nursing Practice Welcomes Inaugural Class

The inaugural class of the Doctor of Nursing Practice degree program celebrated its inception on Monday, August 15 at a reception in McNeill Hall.

Dr. Laurie Badzek, director of the School of Nursing, opened the reception with welcoming remarks and recognized and thanked Chancellor Jose Sartarelli, Provost Marilyn Sheerer, CHHS Founding Dean Dr. Charlie Hardy and Senior Associate Dean Dr. Kathy Browder for all their support for the development of the new program.

Dr. Badzek also thanked the faculty, particularly Professor Ruth Anne Kuiper for a commitment to excellence in nursing education and the persistence that was displayed in receiving approval from the University of North Carolina General Administration to offer the doctoral degree in nursing practice.

Additional attendees included the School of Nursing faculty and staff, the School of Nursing Community Advisory Council, the School of Nursing Nurse Advocate Board and the CHHS Leadership Team. Dr. Ruth Anne Kuiper provided remarks on the Doctor of Nursing Practice Program and introduced each of the DNP students: Betty Bowen, Cassandra Davis, Chantelle Guthrie, Lela Hopson, Anna Kirk, Jason Maher, Cathy Mann and Diane Parker.

Lori Dugan joins SSW as Assistant Coordinator of Field Education

This year, the School of Social Work is pleased to welcome Ms. Loraine Dugan into a permanent role as full-time assistant coordinator of field education!

Lori earned her undergraduate degree, a BA in Sociology, from UNC Chapel Hill and went on to earn her MSW from the University of Maryland Baltimore. She is a licensed clinical social worker in North Carolina, and her past clinical experience includes inpatient psychiatric social work, school social work and residential diagnostic social work for abused children, and private practice with youth and adults.

Lori’s passion for social work, particularly student field education, has been apparent since she joined the School of Social Work as a lecturer in 2011. Since that time, she has incorporated strengths-based approaches into the curriculum and field education, founded the SSW’s field education newsletter and worked to improve a Safety Policy and Procedures for the BSW and MSW field manuals to address field concerns. She has been beneficial to the school as interim assistant coordinator of field education, and SSW is happy to officially welcome her in her new role.
Center for Healthy Communities Call to Action Event Addresses Growing Opioid Epidemic

The CHHS Center for Healthy Communities (CHC) and the South Eastern Area Health Education Center (SEAHEC) hosted the Call to Action: Southeastern North Carolina Regional Opioid Initiative event at UNCW’s Burney Center on July 27.

Call to Action addressed the growing opioid epidemic in southeastern North Carolina identified by SEAHEC partners. The event was an opportunity to hear what is being done in response to this issue at both the regional and state level.

Deputy Secretary of Health Services for the North Carolina Department of Health and Human Services, Dr. Randall Williams spoke on initiatives being led by the NC state legislature to combat the opioid epidemic.

Over 90 participants attended the event from organizations in the southeast region including clinicians, pharmacists, law enforcement officers, public health workers, higher education and school system leaders, healthcare leaders, members of local delegation, members of the District Attorney’s Office, mental health workers, social services workers, members of substance abuse/treatment centers and members of advocacy groups.

An open discussion took place to learn about what current programs and initiatives are being done to address this issue in our region, define gaps, and identify the major barriers in combating the opioid epidemic. The top barriers determined included education, provider and resource availability, access to care, prescription volume and the switch from a punitive to a supportive system.

This fall, SEAHEC will host a two-day event to bring together workgroups around each of these barriers to develop solutions and action plans to implement in the region. For more information on how you can be involved, please e-mail chc@uncw.edu or visit the Opioid Initiative web page on the CHC web page.

Way to go Laurie!

Director of the School of Nursing, Laurie Badzek (LLM, JD, MS, RN, FAAN) was the 2016 Recipient of the International Society of Nurses in Genetics (ISONG) Founders Award in recognition of Excellence in Genomic Nursing Research.

ISONG is a global nursing specialty organization dedicated to genomic health care, education, research and scholarship. The purpose of the Founders awards, established in 1996, is to honor individual ISONG members who have demonstrated excellence in genomic nursing education, research or service. The ISONG Founders’ Awards make it possible for ISONG as a professional organization to recognize members who have served ISONG and are leaders in genetic/genomic nursing and health care.

Dr. Badzek is a professor and director of the UNCW School of Nursing in the College of Health and Human Services. Her work for over 15 years has supported the development of competencies for nursing in genomics and the translation of genomic science to nursing practice. Dr. Badzek is part of a group of nursing leaders in the US and the UK who have been funded by the Wellcome Trust to convene a meeting in London with 30 Genomics Nursing Leaders from more than 20 countries to begin the development of a Global Genomics Nursing Alliance.
Social Work Students Selected to Present at Solution-Focused Brief Therapy Association Conference

Several BSW and MSW students will attend this year’s Solution-Focused Brief Therapy Association conference in Nova Scotia in November. Three BSW student veterans in the Onslow program, Justin Gibson, Nicholas Bailey and Isidro Carreno, will present a workshop on solution-focused practice with veterans and families. Two part-time MSW students, Beth Bridger and Tiffany Erichsen, will present findings from a faculty study, about which they are helping to write an article. They will present a poster titled “Qualitative Examination of the Perceived Effectiveness of Solution Focused Techniques Child Welfare.” Read more about the students below.

**Justin Gibson** is a United States Marine Corps combat veteran who served eight years honorably deployed, five of which were overseas. He is currently a senior, interning at Onslow Memorial Hospital in Jacksonville and serves as vice president of Phi Alpha Honor Society and historian of the School Social Work Organization. He is an active member in local community volunteering at multiple organizations that include the Salvation Army, hospice and multiple veteran organizations.

**Nicholas Bailey** spent eight years in service in the Navy with six spent overseas specializing in combat trauma, advanced trauma and tactical medicine. He also spent time as an EMT instructor while on active duty. He is now a senior BSW student, interning with the Naval Hospital at Camp Lejeune, Deployment Wellness Clinic. He is a REACH student sponsored by the Department of Naval Medicine. He has spent time giving back to the community through the Student Social Work Organization (SSWO), Phi Alpha Honor Society, various aging services, multiple military organizations and private agencies dealing with combat related trauma. He is also apart of NASW-NC, SFBTA, SCLA, United Way Onslow, UNCW Student Veterans Org. and the American Red Cross.

**Isidro Carreno** is a retired Marine. Currently a senior in the BSW program, Isidro has a background in reconnaissance, intelligence gathering and experience with Marine Special Operations Forces. He has a strong interest in transitions, families and deployments. Isidro is the president of the SSWO Onslow Extension Site.

**Tiffany Erichsen** is a student in the inaugural cohort of the part-time MSW program. She currently serves as the MSW Intern at the Rape Crisis Center. She has experience working with women and children, focusing on issues such as HIV prevention, teenage parenting, substance abuse, sexual assault and child abuse prevention. Last year, she served as the MSW Intern at College Park Elementary School and she is particularly interested in applying solution-focused techniques in schools and with survivors of trauma. Tiffany is an active member of the Wilmington community, volunteering with many local nonprofit agencies including Be the Adult, Friends School of Wilmington and Cape Fear Center for Inquiry.

**Beth Bridger** is a second-year in the Part-Time MSW Program. She currently works for Paws4people, a local non-profit that trains Assistance Dogs for people with disabilities. Paws4people partners with CHHS to offer a four-course Assistance Dog Training Program, the only one of its kind at a public institution in the country. Beth is also a Graduate Research Assistant through ETEAL and is doing her practicum at Laney High School. She moved to Wilmington two years ago to be close to family and just celebrated her one-year anniversary of donating a kidney to her mom.
CHHS Researchers Conduct Testing on COPD Exercise Table

Researchers of the College of Health and Human Services are conducting feasibility testing on an exercise table that was designed by Chronic Obstructive Pulmonary Disease (COPD) sufferer who said it helped his symptoms.

Pictured (from left): Dr. Justine Reel, associate dean for research & innovation in CHHS; David Giordano, senior exercise science student; Dr. Robert Boyce, associate professor in Exercise science programs in SHAHS; Jared Kerr, assistant professor in clinical research program in SON; and Dr. Susan Sinclair, associate professor in clinical research program in SON.

Assistant Professor, Dr. Kristin Bolton's Research is Contributing to Positive Change in Our Community

Dr. Kristin Bolton, assistant professor in the School of Social Work, teamed up with Chris Lantz and the Police Athletic League to provide valuable insight on how the PAL can make more of a positive change in the community. To read the full length Star News article, click here.

Recreation, Sport Leadership and Tourism Management Student Develops Local Fishing Company

Recreation, Sport Leadership and Tourism Management student, Christian Wolfe has always been an angler. A native of Wilmington, NC, he’s fished the inshore and backwaters around his hometown since he was three. After his college baseball career ended in the summer of 2014, Christian obtained his captain’s license so he could join his father as a professional fishing guide. Together they have developed Seahawk Inshore Fishing Charters into a leader in the local fishing community.

Congratulations, Alexia!

Alexia Franzidis recently published an article Exploring the economic significance of the surfer traveler by experience level in the Journal of Destination Marketing & Management. Alexia co-authored the article with Nancy Hritz.
CHHS Updates

CHHS Organizational Structure and Marketing Assessments

Over the summer, CHHS employed external consultants to assess the effectiveness of the CHHS Organizational Structure and the CHHS Marketing Model. Dr. Stuart Borrett, associate professor of biology and marine biology has been busy examining our organizational structure within the CHHS. Stuart is a systems ecologist who uses quantitative methods to investigate ecosystem organization and transformation. Recently, he has extended his work to analyze the organization and transformation of academic structures. As a “Learning Organization” we are excited to hear about Dr. Borrett’s analysis of what we are doing well and where we need to change/evolve.

In addition, Ben Snyder and Jenna Curry of Little Wing Marketing have been conducting an analysis of our information dissemination and marketing practices. The CHHS is excited to hear more about their analysis as we seek to enhance both our story and the telling our story to our many stakeholders and audiences. CHHS will provide periodic updates regarding changes to these two important areas as more information becomes available from these analyses.

CHHS Committees and Advisory Councils

CHHS Committees and Advisory Councils have been formed for the academic year 2016-17. CHHS thanks those faculty, staff and students who have agreed to serve on these most important Shared Governance structures. Please be on the lookout for meeting invitations for the Charge meetings to take place. CHHS is excited that we are getting this most important structure activated at the beginning of the academic year! We know that each committee and council will do great work this year. (Note: The complete roster has been sent out via email and charge meetings are being scheduled.)

Upgrading the Student Experience

Over the course of the summer, CHHS has been busy improving the student experience through facility updates. Two of these improvements include the modernization of the Student Learning Commons and renovations to the Critical Care Lab located in the Simulation Learning Center.

The Critical Care Lab was converted into three separate private patient rooms with accompanying control rooms, which will allow faculty and students to video tape and observe much more effectively. Simulation Learning Center Coordinator, Robin Cunningham stated, “This new modified space will allow us to move students through simulation more efficiently and allow for additional debriefing time. With the addition of three new high fidelity manikins, we can accommodate more students and enhance their skillsets.” In addition to the renovation of the lab, new equipment has been purchased to allow students to stay up-to-date with what they will experience in the current clinical setting.

Students are excited to see that the Student Learning Commons has also been updated to meet their everyday needs. Whether they take a moment to relax in our new “egg chairs”, convene a group meeting in the conference room, or study in one of the new computer cubicles, this space is designed based off of student demand and feedback. No matter what time of day you walk by this space you are sure to see clusters of students spending time in this community learning environment.
CHHS Updates Cont...

CHHS Affiliate Faculty Policy and Process Complete and Ready for Use

Dr. Anne Glass, professor of gerontology, School of Health and Applied Human Sciences, joined Senior Associate Dean, Kathy Browder and School of Health and Applied Human Sciences Director, Chris Lantz to develop a policy for UNCW faculty members to have an affiliated status with the College of Health and Human Services. This process may be used when one of our units houses a program that is interdisciplinary in nature, a program that is not housed in a specific unit which directly oversees faculty appointments and/or a program that could be well served by the expertise of faculty members who were hired in other units at UNCW. A program may be an academic degree program, a research program, or a community outreach program. The Policy was recently approved by the Provost for use within the CHHS. (Note: The CHHS Faculty Affiliate Model and the CHHS Faculty Affiliate Application documents can be found in the Addendum section in the back of the newsletter.)

AY 2016 – 2017 CHHS Strategic Priorities

Our initial priority within the CHHS will be to update and clearly define our college-level strategic plan. It is important to note that the CHHS Leadership Team has identified a significant amount of overlap between our current CHHS Strategic Plan and the new UNCW Strategic Plan. Thus, the revision process should ideally involve “tweaking” our current plan to position CHHS for the future rather than building an entirely new plan from scratch.

- Engage in the planning process for the new Allied Health/Health Sciences building;
- Expand our curriculum by developing new degree programs as informed by the work of Education Advisory Board (EAB);
- Analyze and adjust our organizational structure and develop policies and procedures to enhance effectiveness and efficiencies; and
- Develop and implement a comprehensive communications and marketing model. As with the revision of our strategic plan, we will need your help to accomplish these priorities.
CHHS Upcoming Events

8/30/16 - #TransformationTuesday

9/12/16 - CHHS Coffee Hour (Topic: Tobacco and Substance Abuse)

9/14/16 - CHHS Convocation

9/22/16 - “Bioethics and the Modern Clinician”: Guest Lecturer, Dr. Ian Sheffer

9/26/16 - UNCW Leadership Lecture Series: Scott Dikkers

10/3/16 - NC Child Community Forum

10/5/16 - Chancellor’s Distinguished Lecture Series

10/6 - 10/7/16 - “Making the Grade Workshop”

10/15/16 - American Heart Association’s Heart Walk

10/24/16 - CHHS Coffee Hour: Global Health

10/25/17 - CHHS Health Transformation Lecture Series: T.R. Reid

10/27/16 - AARP Conference: Co-Housing

11/14/16 - CHHS Coffee Hour: Domestic Violence Coffee Hour

11/18/16 - North Carolina Regional Health Collaborative Quarterly Meeting

1/20/17 - CHHS Coffee Hour: Global Health

2/21/17 - UNCW Leadership Lecture Series: Jennifer Thompson, Picking Cotton

3/29/17 - UNCW Leadership Lecture Series: Dr. Bennet Omalu

3/27/17 - 3/31/17 - 5th Annual CHHS Health & Human Services Week

For full event details, visit uncw.edu/chhs/about/events.html or contact Leslie Owens at owensl@uncw.edu
Please mark your calendars to attend the 6th Annual CHHS Convocation!

September 14, 2016, 4 – 6 p.m.
McNeill Hall, Front Lawn

You are invited to the 6th Annual CHHS Convocation! Come celebrate your acceptance into the CHHS and meet fellow CHHS students, faculty and staff.

The event will kick off with an alumni keynote address in addition to speakers from UNCW and CHHS leadership, faculty and the student body. It will also include live entertainment and recognition of new CHHS faculty and staff. Carnival games and food will begin immediately after the program!

For questions please contact Leslie Owens at owensl@uncw.edu

Accommodations for disabilities may be requested by contacting The College of Health & Human Services (910.962.3117) at least 5 days prior to the event.
Final Thoughts…

This is an exciting time to be a member of Team CHHS. As I have said many times in many venues, I am so proud of what we have accomplished since the beginning of the CHHS in 2010. I am thankful for the hard work and dedication of faculty, staff and students, who, collectively, are the heart and soul of UNCW. You are TERRIFIC, and I, along with the CHHS Leadership Team, pledge to continue our work toward a sustainable college of distinction where everyone is engaged in worthwhile work, each person’s unique strengths are acknowledged, valued and utilized and where we support each other in an unconditional and enthusiastic fashion.

Together We Make a Difference!

Cheers,

Charlie Hardy, Ph.D.
Professor and Founding Dean
Addendum

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UNCW College of Health & Human Services External Grant Submission Checklist

1. **PI – Generate an idea and identify a funding source in collaboration with the CHHS Pre-Award Grant Coordinator/SPARC.**
   Resources can be found on the SPARC website: http://uncw.edu/research/osp/findfunding.html

2. **PI – Review the Solicitation in collaboration with the CHHS Pre-Award Grant Coordinator.**
   Identify important features in the announcement.
   • When is the deadline?
   • Is there an earlier deadline for a Letter of Intent?
   • Who is involved on the project?
   • What are the allowable budget items?
   • Does sponsor have a cap on indirect costs/F&A?
   • Can your research be completed with the funds available?
   • What is the timeframe for the funding (# of years)?

3. **PI – Develop your Proposal with the support of the CHHS Pre-Award Grant Coordinator.**
   Contact the CHHS Pre-Award Grant Coordinator for assistance with proposal development. The following services are available for all CHHS faculty members:
   • Budget creation, project timeline, coordination with SPARC, and review support (atl2346@uncw.edu)
   • Review of grant proposal (reelj@uncw.edu)

4. **PI – Consult with School Director**
   Describe project objectives. Discuss budget structure including:
   • Space needed to conduct research?
   • Additional resources or equipment needed?
   • Cost sharing implications (if any)
   • Requesting faculty release time (buy-out or supplemental pay)
   Is there a replacement for your buy-out course(s)? (Email approval is required)
   All external grants, cooperative agreements, and contracts must be entered and routing through RAMSeS at least two weeks before submission to an outside agency.

5. **PI – Enter, route, and certify your proposal in RAMSeS for approval (2 weeks prior to grant deadline)**
   https://uncw.myresearchonline.org/ramses/
   • You can contact the CHHS Pre-Award Grant Coordinator for assistance with entering project into RAMSeS (atl2346@uncw.edu).
   • Proposal will be routed through School, College, and University channels of approval
   • Complete a conflict of disclosure (COI) request (you will receive an email)

6. **Sponsored Programs and Research Compliance (SPARC) – Proposal Submission***
   *Grants.gov proposals and other proposals are submitted by the SPARC once they have fully routed and been approved.
College of Health & Human Services
Policy and Procedures for the Appointment of Faculty Affiliates Fall 2016

College of Health & Human Services Appointment of Faculty Affiliates

**Purpose:** The following policy outlines guidelines for establishing UNCW faculty members as having an affiliated status with a College of Health & Human Services unit. This process may be used when the unit houses a program that is interdisciplinary in nature, a program is not housed in a specific unit which directly oversees faculty appointments, and/or a program could be well served by the expertise of faculty members who were hired in other units at UNCW. A program may be an academic degree program, a research program, or a community outreach program.

**Appointment Authority:** Affiliate faculty are full- or part-time UNCW faculty. Thus, appointment as affiliate must be approved by the unit administrators of the affiliated program and the home unit for the faculty member. Where teaching responsibilities are expected in the affiliated program, the unit administrator for the affiliated program, the CHHS Dean, and the Provost must certify the faculty member’s credentials in accordance with University policy. The CHHS Dean’s Office will maintain a master affiliate faculty list for the college.

**Qualifications/Criteria:** In general, to be appointed as an affiliate faculty in CHHS, a faculty member must demonstrate knowledge and expertise that will enhance the unit’s mission to which s/he is being appointed. Each unit should determine the criteria for affiliate appointments, as appropriate to teaching, scholarship and service, within the particular unit. These criteria should be forwarded to the CHHS Dean’s Office for record keeping purposes.

**Duration:** Affiliate faculty status should be used for collaborations that are expected to be for a period greater than one year. The duration of the status (up to five years) will be specified in a letter of appointment generated by the school director and given to the affiliate faculty member. Affiliate faculty status will automatically terminate after five years unless renewed by the school director. The status may be extended through the issuance of a new letter of notice. Affiliate faculty status, however, can be revoked at any time by the school director or the dean.

**Determination of Rank:** Affiliate faculty will maintain the rank of their home unit. Affiliate faculty are not eligible for promotion or tenure in the affiliated unit.

**Rights and Responsibilities:** Schools may name an individual as an affiliate faculty member if the contributions of the individual will be substantive and sustained in achieving the mission of the School, the College, and the University. Examples of such contributions are: teaching regularly scheduled classes for which they meet SACS guidelines for faculty credentials

- advising or co-advising graduate students
- serving on student committees related to projects and theses
- serving as a principal or co-investigator on research or service grants and contracts
- collaborative efforts on scholarly efforts
- providing guest lectures in classes or assisting in outreach activities
- co-advising a student organization with a regular faculty member

Specific responsibilities will be identified in the letter of notice.

Affiliate faculty may participate in events or meetings related to the program with which they are affiliated, as appropriate to the conduct of their responsibilities and to the accomplishment of the mission of the program, as determined by the unit administrator. As such, affiliate faculty may hold voting rights as pertaining to policies affecting the design and implementation of the program. Voting rights will be determined by the affiliated unit and communicated in the letter of appointment. Faculty affiliates will be identified on affiliated program websites in recognition of their contribution.
Promotion and Tenure: Where appropriate, whether and how the contributions of the affiliate faculty member will contribute to the
tenure and/or promotion of the faculty member in his/her home unit will be determined by the home unit, in accordance with the unit and university policies.

Supervisor of Record: An affiliate faculty member may contribute to the supervision, direction, and evaluation of a university employee or student as deemed appropriate by the affiliated unit. They may serve as supervisor of record or take actions regularly assigned to university supervisor as determined by the affiliate unit and communicated in the letter of appointment. These responsibilities will be communicated in the letter of appointment.

Sponsored Research: An affiliate faculty member is eligible to be a principal investigator on sponsored research activities with prior written permission from the home unit and with the concurrence of the Research Office. The distribution will be negotiated between the administrators of the home unit and the affiliated unit on a case by case basis prior to submission of the grant.

Faculty Senate Participation: An affiliate faculty member does not have voting privileges related to the affiliated program for representation in the Faculty Senate.

Graduate Faculty Status: An affiliate faculty member may be appointed to the Graduate Faculty of the affiliated program, when appropriately qualified, for the purpose of teaching a graduate level course, directing theses, or serving on a graduate student’s committee. The need for Graduate Faculty appointment will be identified at the time of application and communicated in the letter of appointment. It is not expected that every affiliate faculty member will hold a Graduate Faculty appointment. Refer to the Graduate Catalog for information regarding the procedure for appointment and the period of appointment.

Compensation and Concurrent Appointments: An affiliate faculty member is not an employee of the unit. Appointment as an affiliate carries no guarantee of compensation for duties performed. Typically, there will be no compensation for duties performed. Where compensation may be warranted (e.g., a teaching overload), this compensation will be determined mutually between the school director and the unit administrator for the faculty member’s home unit prior to the onset of the duties and in accordance to University and CHHS policies. An affiliate faculty member may hold multiple concurrent affiliate faculty appointments.

Personal Reimbursement: An affiliate faculty member who, with pre-approval from the unit administrator for the affiliated unit, incurs expenses in connection with his or her service to the program may receive reimbursement from the unit for such expenditures in accordance with University policies.

Process related to Affiliate Faculty Appointment
Initial Application Process:

1. The faculty member seeking affiliate status completes the Application for CHHS Affiliate Faculty Appointment.

2. The applications is reviewed by the program coordinator and program faculty.

3. If approved by the program faculty and program coordinator, the coordinator submits a written recommendation to his or her supervisor, which includes a letter of justification, a list of collaborative responsibilities to be performed by the faculty member, and the completed Application for CHHS Affiliate Faculty Appointment.

4. If approved by the unit administrator and teaching responsibilities are identified, then the unit administrator should send the signed faculty affiliate application to the Payroll and Position Coordinator to initiate the certification of credential process. Once the certification of credentials is approved by the Provost, the letter of appointment will be sent to the unit administrator for signature and distribution.

5. If teaching responsibilities are not identified, then, upon approval by the unit administrator, the complete application packet for CHHS Affiliate Faculty Appointment should be forwarded to the Dean's Executive Assistant. Once received by the Dean's Office, letter of appointment will be sent to the unit administrator for signature and distribution.
6. The completed application packet and the letter or appointment will be maintained on file by the CHHS Dean's Office in the CHHS personnel files.

7. The CHHS Dean's Office will maintain a master affiliate faculty list and will monitor time periods for affiliate faculty; the CHHS Dean's Office will send email notifications to affiliate faculty and School Directors regarding the reappointment process on an annual basis.

**Periodic Review:** The school director will review the appropriateness of continuation of affiliate faculty status no less than once every five years, consistent with university review policies. The school director is expected to be aware of and hold individuals accountable for activities associated with their affiliation. Performance data as appropriate to the role of the affiliate will be utilized in the review (e.g., IDEA scores, classroom observation, etc.). Documentation of such a review will be maintained in the affiliated unit for the purpose of determining continuing affiliation only.
Name_________________________________________ Date 8/28/2016

Home Unit (e.g., Department)_________________________ Rank

Campus Address ______________________________________

Campus Phone ______________________________ Email ______________________________

CHHS unit with which you are seeking affiliation:

____________________________________________________

Please describe related work completed at another college or university.


1. RESEARCH Briefly describe your research as it relates to the interest area.


2. TEACHING Describe courses you currently teach that are appropriate for your interest area (please include course numbers). Are there other courses you would like to develop in the future?


3. CURRICULUM VITAE Please attach a current curriculum vitae, and highlight related work appropriately.

Click here to attach CV.
☐ GRADUATE FACULTY STATUS: If this box is checked, Graduate Faculty Status is necessary for this appointment. Please attach verification of Graduate Faculty Status with the Affiliate Faculty Application.

I verify that all information included in this application is true and correct.

_________________________________________  _______________________
Applicant Signature                          Date

I support this application.

_________________________________________  _______________________
Administrator – Home Unit                    Date

_________________________________________  _______________________
Program Coordinator – Affiliated Unit (If applicable)  Date

_________________________________________  _______________________
Administrator – Affiliated Unit              Date

I verify receipt of this application.

_________________________________________  _______________________
Dean – CHHS                                  Date