

# Risk Management for Faculty, Instructors and Project Leaders

**High-Impact Practices (HIPs)** are an important part of the educational experience and include activities like internships, research opportunities, and study abroad. At UNCW, we encourage engagement within the community through applied learning and other opportunities. While these experiences are beneficial to students' overall development, they can also carry a wide range of potential risks that can negatively impact an individual and/or an organization or institution.

As faculty and staff you represent the university when you are engaging in applied work with community partners or at an off-campus location. Thus, you play an important role in risk management. Effective risk management can help minimize risks by:

- Making individuals aware of potential risks
- Planning for ways to mitigate the negative effects of potential risks
- Maintaining communication among all parties involved

## What types of risks are possible?



**Physical**



**Reputational**



**Economic**



**Security**

## What can faculty and staff do to help minimize risks?

### Assess Risks

- Determine if experience is necessary to meet student learning outcomes, or whether alternatives (e.g., online/virtual experiences) replace a face-to-face experience;
- Identify and document all potential risks on site, particularly related to exposure to COVID-19 for students;
- Discuss risks with colleagues and/or community partners;
- Develop a plan for mitigating risks and sharing information with campus partners.

### Communicate Risks

- Maintain regular communication with students engaging in applied learning experiences;
- Notify all stakeholders of potential risks and update regularly (e.g., COVID-19 tracing);
- Develop a process in collaboration with campus partners to ensure notification and compliance by all students with community partner policies;
- Document any issues or concerns and share with community partners, as appropriate.

### Develop Plan(s) to Address Risks

- Consider "what if" scenarios. These could be discussed with campus partners, students, or developed within your organization.
- Develop regular protocols for minimizing risks:
  - Social distance protocols;
  - Compliance with appropriate PPE based on assigned task or role;
  - Disinfect and clean workspaces regularly;
  - Encourage frequent hand washing;
- Develop protocols for addressing unanticipated risks and/or responding to adverse situations: Send the student home immediately should they become sick or exposed and activate risk response plan. Encourage them to call the Student Health Center at [coronavirus@uncw.edu](mailto:coronavirus@uncw.edu) or **910.962.0587**.

### Seek Guidance and/or Support When Needed

- Multiple levels of support exist at UNCW, including general support via [appliedlearning@uncw.edu](mailto:appliedlearning@uncw.edu)
- Review resources available from UNCW: [Best for the Nest Guide](#)

Last Updated on 7/16/2020